



UWest Residence Hall Policies

2013-2014

WELCOME

We are pleased that you have chosen to live and pursue your studies at the University of the West Residence Halls. University of the West is a community of people from diverse backgrounds. All activities, programs, and everyday interactions are enriched by our acceptance of one another, and the knowledge we gain when we learn from each other in an atmosphere of positive engagement and mutual respect. We believe that one's actions demonstrate one's commitment to respecting differences, and we must be responsible for our behavior and accountable for our actions.

In order to carry on its work of providing a holistic education and facilitate cultural understanding and appreciation, the University has an obligation to maintain conditions under which the work of the University can go forward freely, in accordance with the highest standards of quality, institutional integrity, and freedom of expression, with full recognition by all concerned of the rights and privileges, as well as responsibilities, of those who compose the University community. Everyone who chooses to live in or visit our residential communities must abide by our policies and practices designed to insure a safe, educational, and comfortable existence.

RESIDENTIAL LIFE PHILOSOPHY

Residential Life provides a living learning community that is safe, clean and stimulating where students can pursue their academic, personal and career goals in an educational environment which is engaging, culturally diverse and inviting to all. In conjunction with the mission of the University of the West, Residential Life promotes a holistic approach to independent living, leadership development, personal growth, a greater understanding and appreciation of our local and global community, and a collective responsibility.

The Three R's of Community Living
Respect Yourself
Respect for Others
Respect for the Community Environment

I. Standards of Conduct

1. Concealment of Information

The concealment of information to university staff members is considered a violation of policy.

2. Harassment

Harassing behavior of any kind is prohibited. See Student Conduct Code

a. Physical Harassment: Physical harm or the threat of physical harm, intimidation, as well as conduct that threatens the health and safety of the community is prohibited.

b. Sexual Harassment: Sexual activity which occurs without the explicit consent of all involved, not in private, or without the proper consideration given to the rights of other residents is prohibited.

c. Verbal & Nonverbal Harassment: Verbal and nonverbal harassment made directly or indirectly (via email, social networking sites, written messages, etc.) is not tolerated. This includes threats, malicious pranks, abusive name-calling, prank phone calls, and racial, gender, or sexual orientation harassment.

3. Personal Care

Residents are responsible for their own self-care and personal needs. The Wellness center is available Monday, Tuesdays and Fridays from 9am-5pm and offers a variety of counseling and psychological services such as individual counseling, consultation, support groups, and referrals to outside agencies.

4. Resident Behavior

Residents must refrain from actions that violate the University Student Conduct Code, disrupt the normal functioning and operation of university housing, and pose a significant risk of harm to the community.

5. Staff Direction

Residents and their guests are required to comply with official requests of University staff members. Not answering doors, being uncooperative or verbally abusive, failing to provide information, providing false information, or otherwise interfering with staff is prohibited.

II. Alcohol & Other Drugs

**University of the West is an alcohol free institution.

1. Alcohol Containers

It is a violation of policy for persons to be in the presence of alcohol containers (sealed or open) in university housing. This includes containers that are used as decorative items.

2. Alcohol

It is a violation for persons under and over the age of 21 to possess, distribute, consume, be in the presence of alcohol, or be in the presence of others consuming alcohol in university housing. Students who fail to remove themselves from incidents where alcohol is present or are suspected of either being under the influence or in possession of alcohol (because of odor, disruptive behavior, etc.) are also in violation of this policy.

3. Alcohol: Emergency Response

Any resident, regardless of age, evaluated by Emergency Services due to alcohol consumption will be minimally referred to the Residence Hall Coordinator.

4. Behavior While Under the Influence

Being under the influence of alcohol or any other substance is not permitted in university housing. Residents are responsible for their behavior. The inability to exercise care for one's own safety or the safety of others due to alcohol or other drug consumption is considered a violation of policy.

5. Controlled Substances

It is prohibited to use, possess, distribute, solicit, procure, sell or manufacture narcotics or controlled substances.

6. Illegal Drugs

The possession, use, distribution, cultivation, manufacture, or sale of drugs, including medicinal marijuana, or drug paraphernalia (e.g., bongs, pipes, and vaporizers) is prohibited. Additionally, being in the presence of illegal drugs is prohibited within, or in the vicinity of, university housing and campus. Students suspected of using drugs (because of odor, disruptive behavior or by information brought to the staff) will have their actions documented and staff follow-up.

7. Illegal Drugs-Emergency Response

Any student evaluated by Emergency Services due to drug use will be minimally referred to the Residence Hall Coordinator.

III. Community Standards of Living

1. Bunk Beds and Lofts

Bunk beds and lofts must be positioned away from the windows.

2. Closet/Cabinet Doors

Removing closet/cabinet doors is prohibited. If doors are removed, they will be reinstalled immediately and the resident's will be charged.

3. Cleaning

Residents are responsible for maintaining a clean, sanitary and non-hazardous living environment. Common areas have scheduled cleaning as instructed by the housekeeping and custodial staff. It is also the resident's responsibility to keep common areas (lounges, bathrooms, kitchens, etc.) clean, sanitary and nonhazardous. Fees and/or other sanctions will be assessed for excessive cleaning.

4. Damage

Residents will be held responsible for damage, either caused willfully or negligently to University property. Fines for the cost of repair will be given to the responsible individual(s). Damage should be reported immediately. Do not attempt to repair damages; doing so may result in additional charges.

5. Doors

Tampering with or propping doors is prohibited.

6. Event Planning

No loud, unruly, or alcohol-related events are permitted in university housing. Large events are limited to the lounges and recreation rooms and require prior approval of the Residence Hall Coordinator. Outdoor or off-campus events must be approved by residence hall staff. Policies and procedures regulating programs and activities apply to all residence hall and Student Government Coordinating Board sponsored events whether on or off campus.

7. Facility Use

The residence halls and their facilities (lounges, study rooms, computer labs and gyms) are reserved for the use of residents. The use of facilities by outside organizations is limited and up to the discretion of the Residential Life Staff.

8. Furnishings

Removing furniture from rooms or public areas is prohibited. There may be a \$50 fine if found with lounge furniture and a per-day use fee.

9. Guest Visitation

Roommate approval is required prior to hosting a guest. *A request to not have guests supersedes the ability to have guests. All guests are not allowed in the resident rooms between the hours of 12:00am and 9:00am. Unescorted individuals found in Housing property will be escorted off the property and/or cited by Police for criminal trespassing.

10. Guest Behavior

Residents are responsible for the actions of their guests at all times. Should one's guest(s) violate residence hall, dining, and/or internet policies, the host will be subject to disciplinary action and the guest(s) may be asked to leave. Residents are responsible for properly and accurately identifying guest(s) to staff upon request.

Residents are:

- ❖ Expected to inform their guests of all Residence Hall and UWest University policies.
- ❖ Responsible for accompanying their guests at all times while in the Housing property.
- ❖ Held judicially and financially accountable for their guests.

11. Hall and Floor Meetings

Residents are accountable for the information presented at hall and floor meetings.

12. Heating and Air Conditioning

Air conditioning units and space heaters are prohibited.

13. Keys

The duplication or use of any university-issued key (room, building, mail, security, etc.), without authorization is prohibited. Replacement fee for lost keys or access cards is \$25.

14. Ledges, Roofs, Balconies, and Walls

The use of ledges and roofs for any purpose, hanging or sitting on balcony railings, and the scaling of building exteriors is prohibited. Throwing objects from ledges, roofs, and balconies is prohibited.

15. Pets

Pets and animals are prohibited in university housing at all times. This includes visiting pets, regardless of length of stay.

- Exception: Housing approved and registered Service Animal.

16. Posting and Distribution

All postings must be approved by the Residential Life Staff of the building. Posting materials on room/suite, hallway, or floor lounge windows is prohibited. Any signs or objects deemed offensive may be removed. Materials that create a hostile or intimidating environment could be a violation of University harassment policies. Individuals, as well as organizations, will be held accountable for this policy.

17. Prohibited Activities

a. Chalking

Chalking on residence hall buildings and walls is prohibited. Chalking is only permitted on sidewalks with prior approval by the RHA Coordinating Board.

b. Counterfeiting

Copying, manufacturing or otherwise altering university documents is prohibited. This includes, but is not limited to, ID Cards.

c. Entrepreneurial Enterprises

No business may operate out of, or use as its base of support, any room or residence on Residence Hall property.

d. Gambling

Gambling is not permitted.

e. Solicitation

Commercial door-to-door solicitation of any kind is prohibited, unless preapproved by RHA Coordinating Board.

f. Sports and Roughhousing

Hallways and lounges are not to be used as grounds for sports, wrestling or roughhousing

18. Prohibited Items

a. Dart Boards

Dart boards are prohibited due to the potential for damages and personal injury.

b. Hookahs

The possession, storage, or use of Hookahs in university housing is prohibited.

c. Lamps, Halogen & Incandescent

Halogen and torchiere-style lamps are prohibited in university housing.

d. Motorized Vehicles

No vehicles or machines (e.g., motorcycles, electric scooters, and jet skis) can be brought into, or stored in, university housing.

e. Satellite Dishes

Satellite Dishes are prohibited in or around university housing.

f. Smoke or Fog Machines

The possession, storage or use of smoke and/or fog machines in university housing is prohibited.

g. Waterbeds

Waterbeds are prohibited.

h. Water Devices

Storage, possession, or use of water devices (e.g., water balloons, water guns) are prohibited in university housing. Organized water events are permitted on the lawns outside of university housing if they are sanctioned by Residential Life or Student Life Staff.

i. Weapons

Possession, use, or threatened use of any weapon is prohibited. This includes, but is not limited to: firearms (with or without a California permit), ammunition, knives with a fixed blade over 2.5 inches, retractable bladed knives, any device which closely resembles a firearm (including air/water/gas propelled guns or any projectile devices). Personal defensive devices (e.g., stun guns, tasers) are also prohibited. Violation of this policy is subject to immediate contract cancellation.

19. Public Areas

Hallways must be kept free of obstructions. Sleeping in lounges or other public areas is prohibited, unless it is in conjunction with an official hall-sponsored event. Use of these areas for group activities requires approval from hall staff.

20. Quiet & Courtesy Hours

The minimum quiet hours established for all residence halls are as follows:

- ❖ Sunday –Thursday: Begin at 10p.m. and end at 9a.m.
- ❖ Friday: Begin at Midnight and end at 10a.m.
- ❖ Saturday: begin at Midnight and end at 10a.m.

These hours pertain to all regular school weeks. Quiet hours begin at Midnight a.m. on University Holidays. During Finals Week, Quiet Hours are 24 hours-a-day. During Quiet Hours, noise from stereos, amplified music, televisions, musical instruments, radios, voices, etc., should not be heard by people in neighboring rooms, corridors, or areas outside of the building. At no time should music be projected to be heard outdoors. All residents share the responsibility for enforcing Quiet Hours.

Beyond Quiet Hours, students and staff may ask any resident, person or group to observe Courtesy Hours (which are in effect 24 hours a day). A student's right for quiet supersedes another's right to make noise.

21. Skates/Skateboards/Bicycles/Scooters

The use of roller skates, roller blades, skateboards, bicycles, scooters, etc. is prohibited in university housing. Trick riding and stunts create a safety hazard and are prohibited on walkways or in other areas within the vicinity of university housing.

22. Theft or Misuse of Property

Theft, tampering, possession, damage, destruction, or misuse of personal or residence hall property is prohibited.

23. Trash

Trash is to be discarded in designated areas only.

24. Trespassing

Unauthorized presence in buildings, rooms, or restricted areas is prohibited.

25. Vandalism

Damage, removal, or defacing of university or personal property is prohibited.

26. Videotaping & Camera use

No person may film, audio record, or take photographs of any person without that person's explicit knowledge and consent where residents have a reasonable expectation of privacy.

26. Windows and Screens

The removal of windows or screens for any duration of time, climbing in and out of windows, and throwing objects out of windows is prohibited.

III. Fire Safety**1. Candles & Incense:**

The possession or storage of candles and incense in university housing is prohibited.

2. Cooking

Cooking is only permitted in designated areas and residents are responsible for maintaining a clean and safe cooking area. Microwave ovens, water heaters, coffee makers, barbecues, rice cookers and other electrical or gas cooking instruments are prohibited in student rooms and other residence hall spaces not designated for cooking.

3. Fire Alarms

Activation of fire alarms (intentional or accidental) is prohibited.

4. Fire Alarm Evacuation

Residents are required to immediately evacuate the building when the alarm sounds.

5. Fire and Emergency Equipment

It is prohibited to tamper with any emergency equipment (e.g., fire alarm pull stations, smoke and heat detectors, fire extinguishers, hoses, fire sprinkler systems, exit signs, evacuation maps, and lights).

6. Fire Damage

If a resident intentionally starts a fire, or if a fire results from negligence, residents may be held financially responsible for property damage or personal loss, and may be removed from university housing.

7. Fireworks and Explosives

Possession, storage or use of any fireworks or explosives on housing property is prohibited.

8. Hazardous Materials

Storage or use of hazardous materials, flammable liquids, gasses, or corrosive materials in any quantity is prohibited in university housing.

9. Open Flames

Lighting any object that maintains an open flame (e.g., candles, incense, sterno) is prohibited in university housing.

10. Smoke Detectors

Tampering with or covering smoke detectors is prohibited.

11. Smoking

It is prohibited to smoke inside residence halls, dining facilities, or recreation areas. Smoking is only allowed in designated areas. Non-compliance may result in minimum fine of \$100.

IV. Procedures

1. Check-in

Students receive a Room Condition Form at check in. Students are required to note all existing room conditions, obtain indicated signatures, and return this form to staff as directed.

2. Check-out

There will be a \$150 charge for failure to follow the appropriate check-out procedures when changing rooms or moving out of the hall after contract cancellation, at the end of a semester or at the end of the academic year. During periods when the halls are closed, access to buildings requires prior approval. Failure to vacate one's room by the last day of the contract will also result in removal of personal property by the University, according to state law. Residents will also be assessed fees associated with storage of belongings. Failure to leave the room in a clean and orderly condition as determined by the University will result in a cleaning charge.

While every policy cannot be listed, student behavior that is inconsistent with the direction of The Office of Residential Life and the mission of the university will be appropriately addressed and documented.

The Judicial Process

Philosophy

Our policies and practices are designed to insure a safe, comfortable environment conducive to the overall education of students residing in the Residence Halls as well as ensuring an overall positive university experience. Responsibility for one's own behavior is an integral part of the university and residential experience. Anyone who chooses to live in or visit our residential community must abide by community policies. The Department of Residential Life is committed to an educational based style of conduct aimed at encouraging behavior which is consistent with state and federal law. This commitment insures a residential community conducive to accomplishing the University's Mission.

Students who violate Residential Life or University policy can expect to be confronted. Policy violations will result in sanctions and can jeopardize your Housing contract and/or your status as a UWest student. Policies are designed to offer residents a broad range of freedom, however, along with that freedom, comes responsibility. There is no "magic number" of violations or combination of violations that result in certain disciplinary sanctions. It is not advisable to think of policies as major and minor, and to conclude that "minor violations" result in minor consequences. Sanctions (consequences for inappropriate behavior) will be determined on the basis of a variety of factors, including, but not limited to: degree or flagrancy, previous warnings, disruption to the community, health and safety implications, and violation of state and federal law.

The Judicial Process

The procedures outlined in this section are designed to ensure due process but should not be confused with a court of law. All Housing and Residence Life conduct decisions shall be based on a preponderance of evidence. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant

prejudice to a student or the University may result. Housing and Residence Life reserves the right to temporarily relocate a resident during investigation of an alleged violation if such action appears to be in the best interest of the community.

1. An incident report will be written to document events involving violations of policies.
2. The resident(s) or representative(s) of a group will be notified within five academic days upon receipt of the incident report to meet with the Residence Hall Coordinator via email, letter in their mailbox and/or a hand delivered letter. It is the resident's responsibility to regularly check his/her mailbox and UWest email account.
3. In a conduct meeting the Residence Hall Coordinator will discuss whether a violation has occurred, to what degree the student or group was involved, and will assign a sanction if appropriate.
4. The student(s) will receive written notification of the Residence Hall Coordinator's decision within seven to ten calendar days after the conclusion of the conduct meeting.
5. If the situation warrants, other offices or entities may be advised of the incident and sanctions (i.e. Office of the Dean of Student Affairs, Police Department, etc.)

Proceedings

All Housing conduct proceedings shall be conducted in an informal manner while assuring fundamental fairness. Records will be maintained in the Residence Life Office, but may be shared with other campus offices as necessary. Student(s) involved in the case may view their records upon prior arrangement. Records will not be available to any member of the public, including parents or guardians except those by subpoena or where legally required to do so.

Possible responses to policy violations may include but are not limited to:

Warning- Verbal or written notice describing the consequences of continued or repeated violations of policy.

Probation: A written notice for violations of a specific policy stating that further violations may lead to further disciplinary action up to and including contract cancelation.

Restitution/Fines: In conjunction with any sanctions, a resident may be required to pay for all or part of any damages or cleaning cost associated with said violation.

Educational Sanction: Planning or participating in an activity, program or other creative sanction to contribute to the community which has been impacted by the person's behavior.

Relocation: Relocation to another room within the community.

Contract Termination: Termination of the housing contract. Any contract terminated will also be referred to the Office of the Dean of Student Affairs.

Restriction: Restriction from Housing and Residence Life facilities for the current year as well as future years.

Referral to the Office of the Dean of Student Affairs: Possible sanctions at this level will impact residents standing as a university student.

Failure to complete the imposed sanctions may result in further disciplinary action including but not limited to academic hold on university records.

Failure to Appear

A student who fails to appear for a conduct meeting or appeal is not excused from pending action and forfeits the right to appeal. The conduct meeting will take place as scheduled, evidence will be reviewed and a decision made. The student will be informed of that decision in writing. A student

who voluntarily withdraws from UWest or leaves the Residential Life community prior to the completion of a proceeding is not excused from pending action. Failure to complete sanctions will result in a hold on the student's university account.

Amenities

Picnic Areas: Barbeques, basketball areas are available for resident, student and staff use from 8am to 10pm Sunday through Thursday and until midnight on weekends. When hosting guests, residents must remember to follow all Housing and Residence Life policies and to be mindful of the noise level so as not to disturb those whose rooms face these areas.

Computer lab: is available with printing for the use of all residents. It is located in the First Floor of Residence Hall A. The computer lab hours are posted on the door and are subject to change. For IT problems concerning the computer lab please submit a Maintenance Request Form.

Study Rooms/Lounges: Our Residence Halls are equipped with study rooms in the second floor of each building. Students have access to the study room in the Recreation Center 24 hours a day. Please note this space should be respected and maintained by the residents, none of the equipment or furniture should be removed from the space at any time, and it is a violation of Housing Policy to do so. Students should take care to pick up after themselves upon leaving.

Fitness Room/Pool: is located on the first floor of the Recreation Center. It is open for all students and staff and is equipped with cardio machines and a weight machines. The fitness room is open every day from 8am to Midnight. Pool is open from 9a.m. to 10p.m.

Recreation Room: is equipped with Televisions as well as other recreational equipment such as pool tables, ping pong tables, air hockey and foosball. It is located on each of the residence hall floors and on the first floor of Cypress. Students have access to the active lounges 24 hours a day. * please note this space should be respected and maintained by the residents, none of the equipment or furniture should be removed from the space at any time, it is a violation of Housing Policy to do so. Students should take care to pick up after themselves upon leaving.

Laundry: Coin operated washer and dryers are located on the first floors of Residence Halls A&B, The University is not liable for any damages to items or loss of items. The Laundry rooms are open weekdays from 9am to 11pm and 11am to 11pm on weekends and holidays.

Maintenance

All maintenance and repairs are to be handled by the maintenance staff. Maintenance problems should be reported to a Resident Assistant and a Maintenance Service Request Form should be filled out. Every effort is made to respond to requests within a timely manner. If repairs are not completed within five working days please report it to the Residential Life staff.