

2016-2017

RESIDENCE LIFE INFORMATION & POLICIES

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INTRODUCTION

Welcome to on-campus living at the University of Nebraska at Kearney! We hope living in the residence halls and chapter houses will be positive and room on campus will become your home away from home. We think living on campus at UNK to be one of the most exciting aspects of college. The University's wide variety of housing facilities have been designed to provide a close-knit living atmosphere that encourages friendships, learning, leadership opportunities, and the reality of your active membership in the UNK community.

Please note - Residence Life policies and procedures may be modified upon written notice.

THE OFFICE OF RESIDENCE LIFE

Mission Statement

The Office of Residence Life supports the UNK mission by providing students with a safe, well maintained environment in a community that values academic success, personal growth, and civic responsibility. The Office of Residence Life is here to:

ENGAGE – students early in their college experience to connect them to the university.

EDUCATE – through programming that is student centered, with an emphasis on personal growth, achievement, and leadership development.

EMPOWER – students to become lifelong learners who are confident leaders who are prepared for their future endeavors beyond UNK.

BELONG – in a “living/learning” community that compliments their educational experience.

Residency Requirement

The Board of Regents and the University of Nebraska at Kearney require all full-time students under the age of nineteen (19) on the first day of fall semester to live on campus for one academic year. This residency requirement serves important educational and developmental purposes. Students prosper in stable living environments that are close to academic resources and organized student activities that promote social interaction and exposure to new and diverse life experiences, and that afford supervision, counseling, and other assistance as may be needed. On-campus residency provides unparalleled opportunities for multi-dimensional student development, and is part-and-parcel of the university's broad educational program.

Housing Contract Exemption Policy

The Housing Contract Exemption Policy is strictly enforced. However, the University recognizes that some off campus living circumstances may closely approximate the advantages of on-campus residency. Also, some students may have living requirements that the University cannot accommodate on campus. After proper documentation and university inquiry, students may qualify for an exemption under the Housing Contract Exemption Policy. These situations are:

1. The student is living in the Kearney community with parent(s) or legal guardian(s), defined by UNK as no farther than thirty (30) miles from the Kearney campus address of: 905 West 25th Street, Kearney, NE 68849. Documentation for the legal parent/guardian's principal address must include two forms: (a) government issued photo ID (such as driver's license or passport) b) Valid NE vehicle registration, c) NE voter registration card, d) Pay stub or earnings statement issued within the last 90 days, e) Federal, state, or local government documents, issued within the last 90 days, f) Valid real estate tax statement or receipt. Additionally if the student's last name is different than the legal parent/guardian they are residing with, proof of guardianship is required such as birth certificate or guardianship.
2. The student is married. Marriage license and certificate is required. University Heights Apartments are an available option for family housing.
3. The student is pregnant, or is the legal custodial guardian of a child. University Heights Apartments are an available option for family housing. Birth certificate or Doctor's note confirming pregnancy required.
4. The student will be living in certain off-campus facilities which approximate the educational advantages of residence hall living.
5. The student has a documented disability or medical condition which requires accommodation which cannot be adequately addressed in University housing. Exemption requests for medical or disability reasons must be made with Disability

Services for Students (DSS), phone 308-865-8214, http://www.unk.edu/offices/academic_success/dss/.

(Including disabilities protected by the American with Disabilities Act of 1990.) Additional disability documentation will be required through the DSS office.

Exceptions must be approved by the Office of Residence Life.

By federal law and University policy, room assignments and room changes cannot be made on the basis of race, color, religion, handicap, national or ethnic origin, or sexual orientation; however, we do reserve the right to deny housing to those who have been convicted of a crime or have pending criminal charges.

Housing Facilities

On campus housing facilities can accommodate approximately 2,280 students in three suite-style halls, two semi-suite style halls, three community-style halls, four Greek Pods, and one apartment-style hall. Each housing facility is supervised by a live-in professional or graduate student and is staffed by live-in Resident Assistants (RAs). Each room is furnished (unless otherwise noted) with desks, chairs, dresser space, window coverings, beds/mattresses, closets, digital and high definition cable service and internet service.

Residence Hall Special Features

Honors Communities: Men's Hall is reserved for students participating in the Honors Program and are interested in a highly structured academic study environment. Students must be a member of the UNK Honors Program.

William H. Thompson Learning Community: This community is designed to enhance the learning and living experience of UNK students who have been awarded a scholarship by the Susan T. Buffett Foundation. Scholars will be co-enrolled in one course per semester their freshman and sophomore years to enhance their education.

Single Rooms: There are a limited number of designated private rooms on campus. Private rooms are not guaranteed and extremely unlikely to be available to new students at the beginning of the fall semester.

Break Housing: Break halls are those halls that remain open during various breaks such as Thanksgiving Break, Winter Break and Spring Break. The halls that remain open during break include: Antelope/Nester Complex, CTW and CTW, Mantor and Randall. Break accommodation is guaranteed only for those residents residing in these halls. An additional break fee is assessed to all residence hall students living in these halls.

Greek Chapter Houses: Four national fraternity and three national sororities maintain a chapter house on campus. On-campus sororities include Gamma Phi Beta, Alpha Phi, Alpha Xi Delta, and Alpha Omicron Pi. On-campus fraternities include Sigma Phi Epsilon, Pi Kappa Alpha, Phi Gamma Delta, and Phi Delta Theta.

University Heights: University Heights is apartment-style housing for single parents, married students, and students 21 years of age or older. Only registered members of the immediate family, including spouse and dependent children (under the age of 18), may reside with the lessee. University Heights is comprised of unfurnished one bedroom and efficiency apartments. All utilities are paid except for telephone

and internet access. Basic cable TV is furnished, as well as air conditioning and window blinds. Payment is due the first of each month to the Finance Office. The contract is signed for a semester at a time (including spring, summer and fall semesters). Applicants and residents must be registered as full-time students to live at University Heights (12 hours for undergraduate/ 9 hours for graduate).

RESIDENCE HALL COMMUNITY

Each residence hall contract shall be governed by and enforced in accordance with the laws of the State of Nebraska.

Resident Responsibilities

Living on campus may represent the first contractual agreement a residents has ever signed. The application and admission to the University, as well as to University housing, represent a significant commitment of time, energy, and money. All residents and guests have a right to a respectful environment in everyone is responsible for contributing positively to that environment.

Upon moving into the residence halls and chapter houses, residents are responsible for the following:

- The rules and regulations of the State, University, and the halls as stated in this handbook. Residents are responsible for knowing these rules and adhering to them at all times.
- Attending floor meetings.
- Activities that occur within the resident's assigned room. Even if not present or involved in a policy violation, residents may be held responsible.
- Guests and their conduct while present in the halls. Residents may be subject to disciplinary action because of their visitor's behavior.

Living in a Community

The residence hall community at UNK consists of residents living on a floor or in a building, members of the other residence halls, and people working in the offices in the residence halls.

Dealing with Conflict

Conflicts may arise during the year. It is important to let anyone know when there is a conflict in an appropriate and respectful manner. Otherwise small incidents can build up into a major quarrel.

When you are describing how you feel, be sure to:

- Know what you are feeling.
- Put the emotion you are feeling into words, be specific.
- Try to indicate what triggered the feeling.
- Own the feeling as yours.

The Roommate Bill of Rights The following Roommate Bill of Rights is a reminder to each resident of his/her responsibility to his/her roommate.

1. The RIGHT to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit this RIGHT.
2. The RIGHT to sleep without undue disturbance from noise, guests of roommate(s), etc.

3. The RIGHT to expect that a roommate will respect one's personal belongings.
4. The RIGHT to a clean environment.
5. The RIGHT to free access to one's room and facilities without interference from the roommate.
6. The RIGHT to privacy.
7. The RIGHT to host guests with the expectation that the guests are to respect the rights of the host's roommate(s), visitation hours, University staff members, and other hall residents.
8. The RIGHT to be free from fear of intimidation, physical, and/or emotional harm.
9. The RIGHT to expect reasonable cooperation and the use of "shared" appliances and a commitment to honor agreed upon payment procedures.
10. The RIGHT to address grievances. Residence hall staff is available for assistance.

Community Assembly Night

Community Assembly actively deals with departmental issues and works on projects that grow out of the interests and needs of hall residents. Look for information on how to get involved and for meeting times and locations.

Residence Hall Association (RHA)

RHA is the overall representative governing body for the residence halls. RHA promotes a positive on-campus living environment by addressing and representing the residence hall system as a unit in determining issues and concerns affecting all on-campus students.

National Residence Hall Honorary (NRHH)

NRHH provides recognition for the top 1% of students living in the residence halls who have shown outstanding service and leadership. NRHH promotes such activities as "Of the Month" awards in programming and individual leadership. NRHH also promotes and sponsors programs which encourage leadership development for students.

RESIDENCE LIFE OPERATIONAL INFORMATION

Check-In

Check in occurs when a residents begins to occupy a room. The following is an explanation of a resident's responsibilities when checking into a new room:

1. If changing rooms, please make arrangements to check out 24 hours in advance with a staff member.
2. Review the room inventory and acknowledge or note the condition of items in the room. Failure to do so 72 hours after check in will result in automatic acceptance of the room condition and the university items within the room.
3. Residence hall fees. At the beginning of each term (Fall and Spring), residents will be assessed \$15.00 to their student account. This fee will be divided as follows:
 - a) Hall social fee (\$5)
 - b) Residence Hall Association (\$5)
 - c) METS payment (\$5)
 - d) Laundry Fee (\$50)

Check-Out

Residents must follow the proper check-out procedures when changing rooms or vacating the premises such as, withdrawing or transferring from the University, moving off-campus, etc. Failure to check out properly will result in a minimum of a \$50 improper check-out fee. In addition if keys are not returned, an appropriate fee will be assessed. Students must be checked out 24 hours after their last final. Please follow the guidelines below to ensure proper check-out:

- Make arrangements to check out 24 hours in advance with a staff member.
- Rooms should be cleaned prior to the check-out appointment.
- Return keys to staff member.
- **Verify the room condition in MyBlue upon check out.** Upon checking out a staff member will assess the condition of the room. Any damages that have occurred will be recorded on the room inventory. Residents are responsible for damages. Residents are not charged for damages that were initially recorded during check-in.
- Pay for damages, if any.

RESIDENCE HALL SERVICES

Cable Service

Rooms and many hall lounges in the residence halls have digital, high definition cable TV which is included in the room fee.

Desk Services

Each hall desk maintains equipment for residents to check out. A student ID card is required to check out items. Residents are only permitted to check out equipment from the desk of the hall they are assigned to.

Dining Service

UNK Dining includes a variety of food options including the Market on 27th, Louie's Diner in University Residence South Dining Hall, and the Food Court in the Nebraskan Student Union. The staff at UNK Dining Services can answer any questions or address any concerns residents may have regarding food services. Contact them at (308) 865-8428. Meal plans can only be changed through the end of the first week of each semester at the UNK Dining Services office located in the Nebraskan Student Union.

Laundry Rooms

All machines are front-loading machines and use High Efficiency (HE) detergent. Excluding University Heights, which has coin operated machines, a \$50 laundry fee is assessed to each resident every semester. Non-residents are not permitted to use laundry facilities. The University is not responsible for damaged or stolen laundry. Clothing left in laundry rooms for an extended period of time may be placed in a designated lost & found and will be donated or disposed of if not claimed within 15 calendar days.

Mail Service

Mail is delivered daily, except Sundays and Holidays, to the hall office or mailroom area. Residents are assigned a mailbox according to their room number. To help the distribution of mail go more quickly, please have mail addressed in the following manner and to these addresses:

	Student Name, Room #
Antelope Hall	1013 W 26 th Street Kearney, NE 68845-4297
Nester North Hall	905 W 26 th Street Kearney, NE 68845-4296
Nester South Hall	904 W 26 th Street Kearney, NE 68845-4295
CTE	1002 W 9 th Street Kearney, NE 68845-3372
CTW	1014 W 28 th Street Kearney, NE 68845-3373
Mantor Hall	1203 W 26 th Street Kearney NE 68845-4230
Men's Hall	1103 West 26 th Street Kearney, NE 68845-4233
Randall Hall	1207 West 26 th Street Kearney, NE 68845
URN	1601 University Drive Kearney, NE 68845-4258
URS	1700 University Drive Kearney, NE 68845-4255
University Heights	1700 W 35 th St, Apt # Kearney, NE 68845

When a residents will receive a package, they will receive an email, and a text message (if information has been updated in MyBlue account). Residents can opt out of receiving texts messages by contacting the Residence Life main office. Standard text message rates apply to all package notifications students receive. Residents are required to have their student ID to pick up a package during regular desk hours.

Painting of Rooms

All painting requests are to be made by filling out a work request. Painting will be done on an as-needed basis by the Facilities Staff. Painting is not to be done by the student.

Refrigerators/Microwaves

Residents may bring a small refrigerator for their room. The maximum size permitted is 4.5 cubic feet. Only one refrigerator per resident is allowed. Personal microwaves are not permitted. A Microfridge is the only way to have a microwave in the student's room. Microfridge rentals are available through the Office of Residence Life. Please contact the Office of Residence Life for more information.

Tornado Alarms and Shelters

When a tornado siren is sounded residents should seek shelter at the lowest available floor, clear of all windows. Do not use elevators. The following is a list of the shelter areas in the residence halls:

- Antelope Hall ----- Basement
- Nester North----- Basement
- Nester South----- Basement
- Centennial Towers ----- Basement
- Mantor Hall ----- Basement room at center-west stairwell
- Men's Hall----- Basement, away from windows
- Randall Hall ----- Interior basement hallway
- University Heights ----- Ground floor, interior closet/s away from windows and laundry room
- URN and URS ----- Ground floor hallway

Student Rooms

Residents are asked for their cooperation in maintaining a high standard of cleanliness and keeping maintenance repairs at a minimum. Residence Life is not responsible for providing cleaning supplies. Mops, buckets, brooms and vacuums are available in each hall. Residents are responsible for emptying their own trash in the dumpsters provided outside the building.

Residents are encouraged to decorate and personalize rooms to the extent that it does not damage the room or its contents. Residents are permitted to move the furniture within a room but not out of a room. Posters must **not** be placed edge to edge so that a continuous path of fuel is established in the event of fire. Nails, screws and permanent adhesive hooks are not to be used to mount decorations of any kind.

Public Areas

Each residence hall is staffed with custodians. The custodians are responsible for maintaining the public areas such as bathrooms (with the exception of CTE and CTW), laundry rooms, lounges, stairwells, hallways, building entrances/exits, and kitchens. Custodians are not expected to clean up personal messes or dispose of personal trash. Excessive messes may result in a METS charge.

Health and Safety Inspections

Periodic health and safety inspections are conducted by the Residence Life staff. The intent of these inspections is for preventative and corrective action. Residents will be given a 24-hour notice prior to the inspections. If a room does not meet minimal health and safety standards, residents will be asked to address the issues in a timely manner. Items found that may be illegal or in violation of Residence Hall policy will be confiscated (see Confiscation policy).

Maintenance Work Requests

Fill out a maintenance work request online at (www.unk.edu/offices/facilities) if something in residence hall room or a public area in the residence hall is in need of attention or repair. Also, please report the problem to the Hall Director/ Complex Director or RA. All maintenance requests for furniture must be completed by the Hall Director/Complex Director or an RA.

RESIDENCE HALL DAMAGES

METS

"Managing the Environment Through Students" (METS) is a program designed to promote responsibility among students for their residence hall community. Damages in public areas where individual accountability cannot be determined are assessed equally to students within a particular living area and withdrawn from the METS account. Money remaining in the account at the end of the academic year is used for hall specific improvements.

Damages

All residents of a room will be responsible for damages, loss, and custodial or maintenance work that is due to student negligence and not admitted to by any one individual in the room. The University recognizes that some allowances must be made for normal wear and tear usage. Each room is furnished, according to room capacity. All University furniture must remain in the room for the duration of the contract. While custodial and maintenance services are provided, residents share responsibilities for general maintenance and upkeep of

their community living environment. This environment includes student rooms, living areas, hallways, stairwells, rest rooms, public areas, and exterior grounds facilities. Students should not attempt to repair damages on their own. The University will be responsible for making such repairs and will charge for damages accordingly. All costs are subject to change due to rising cost of materials, goods, and labor. Charges assessed to the student(s) is determined based on the full cost of repair, parts, labor, and other replacement costs associated with the damage

STUDENT RIGHTS AND RESPONSIBILITIES

Student Code of Conduct Violation

Residency on campus carries with it the presumption that residents will conduct themselves as a responsible member of the residence hall community. By signing the Residence Life contract, residents agree to abide by all published University policies, rules and regulations.

Abandoned Property

Property which is left by a resident at the end of his/her contract period or when the student leaves an assigned space is considered abandoned and will be packed up by a University official in the presence of a witness. The contents will be inventoried and stored in another location. A letter and a copy of the inventoried items will be sent to the student at the student's home address on file with the University, informing him/her that he/she has sixty (60) days to claim the property. Items not retrieved within this time frame will be donated to a local charity or disposed of at that time. The University has no liability for the loss or damage to a resident's personal property if the property has been abandoned.

Appliances

Only items with enclosed heating or lighting elements are permitted. Both the appliance and any cord used in connection with it must have a UL (Underwriters Laboratories) approved label. Residents may use coffee makers within their rooms. Other appliances such as, toasters, toaster ovens, George Foreman-style grills, electric skillets and infrared ovens may be operated in residence hall kitchens only. Microwave ovens, standalone freezers and window mounted air conditioning units are not allowed to be brought to campus. Residents that reside in Antelope/Nester or University Heights are permitted to have and use toasters, toaster ovens, George Foreman-style grills, electric skillets, electric grills, and infrared ovens in the kitchen area. These items are not permitted for use in sleeping rooms.

Accidents/Losses

Residents are required to immediately report any fires, accidents, injuries, and property damage occurring in the residence halls to their hall director.

Alcohol

The possession or consumption of alcohol in any residence hall or on University property is prohibited. Any student or guest in a room who knows that alcohol is present will be held responsible under the alcohol policy unless he/she informs a staff member of the violation or removes him/herself from the room. Residence Life staff reserves the right to contact parents/guardians about any resident who is transported to the hospital for acute alcohol intoxication.

Possession of alcoholic containers is not allowed in the residence halls. Possession of alcoholic containers, includes, but is not limited to, kegs, party balls, beer bong, bottles, shot glasses, and cans.

Bathroom

Residents and guests may only use bathrooms in the residence halls that are designated for their gender identity.

Candles and Incense

Candles (including lit and unlit decorative candles) and incense are not permitted in the residence halls. No-flame candle plates are not permitted. Wax warmers, with enclosed miniature light bulbs, are permitted.

Children

Residential housing, excluding University Heights, is solely reserved for students enrolled at UNK and Residence Life staff members serving such students. Children are not allowed to reside in residential housing, excluding University Heights, unless they are a dependent child of a Residence Life staff member. Any child visiting must have adult supervision at all times. Babysitting is prohibited in the residence halls.

Compliance

Residents are expected to cooperate fully by furnishing all the requested information and complying with all requests made by a University official and/or Residence Life staff member. This includes, but is not limited to, providing student ID when requested, meeting with Residence Life staff members as directed, and/or completing sanctions outlined as the result of an administrative disciplinary meeting. Pranks, verbal harassment, swearing, or any similar disrespectful behavior directed toward a staff member will not be tolerated and may lead to further disciplinary action.

Computer Usage

Computer labs located in residence halls are for resident use only. Illegal distribution or downloading of copyrighted materials is expressly forbidden. Improper use of University email addresses or other University resources to publish content that violates the University Code of Conduct or Residence Life policies may result in disciplinary action. Wireless routers are not permitted in the residence halls. Please note: When a student shares unauthorized copyrighted materials (i.e. movies, music, programs, etc.) with other computer users, whether on a personal computer or in a computer lab, it is a violation of the University's policies and such actions may result in legal action against the students by the music, film, and/or other industries. For further policy details, please refer to the "Policies" tab at its.unk.edu.

Confiscation

The Office of Residence Life reserves the right to confiscate property identified as a policy violation in this handbook and in the residence hall contract. Items that are legal to possess, but are in violation of residence hall policy (i.e. certain cooking equipment) may be confiscated by Residence Life staff. The hall director will hold these items and the resident will be responsible to collect them.

A resident will receive written confirmation of any items confiscated from his/her room. Items that are confiscated and returned must be removed from the residence hall and campus as directed by the hall director. Unclaimed items will be donated or disposed after 15 business days.

Controlled Substances

Using, abusing, possessing, selling, distributing, manufacturing, transferring, or being in the presence of narcotics, illegal drugs, or any controlled substance, (including marijuana, inhalants, and abuse of over-the-counter drugs and prescription drugs), is prohibited. Possession of drug paraphernalia that can be demonstrated to be linked to illegal drug activity is also a violation of this policy. Students and their guests are not permitted to possess paraphernalia such as bongs,

rolling papers, deseeding trays, roach clips, scales, or any item used to inhale/ingest illegal substances or any item used to disguise the use of drugs. Misusing legal substances to obtain an unnatural reaction is prohibited. Federal and state laws forbid the sale and use of drugs that are not prescribed by a physician for personal use or are not available on the legal open market. Any person known to be in possession, using, or distributing such drugs is subject to disciplinary action and possible arrest, imprisonment, or fine according to state law.

Cooking

Cooking is prohibited in resident rooms. Cooking may only be done in hall kitchens or in the individual kitchenettes in the Antelope/Nester complex and University Heights apartments.

Disorderly Conduct

Behavior that is disruptive to orderly community living is prohibited. This also includes threats or acts that may affect the health, safety, or welfare of the campus community.

Displaying Offensive/Disrespectful Items

Items deemed disrespectful or offensive by Residence Life staff is prohibited on room doors or when visible through the window or open room doors. Some displayed items may also violate the harassment policy and will not be allowed.

Elevators

When elevators are out of service because of misuse by students, those students identified as being responsible for the misuse will be charged for the service call of the elevator company employees. Defacing or vandalizing elevators is also prohibited and will result in charges to the individual or individuals found responsible. If the individual(s) cannot be identified, all community members will be charged at checkout for an equal portion of the damages.

Extension Cords and Surge Protectors

Extensions cords and surge protectors maybe used in the residence halls. Extensions cords and surge protectors must be Underwriters Laboratory (UL) approved and contain a 3 prong grounded plug. Extension cords and surge protectors cannot exceed 12 feet in length and should not be strung together with other extension cords

Fire Safety

It is an extremely serious offense to falsely activate the fire alarm or tamper with alarm equipment (heat detectors, pull stations, fire extinguishers, exit/emergency lights and sprinkler heads) or smoke detectors and is a violation of federal, state, and local law.

Starting or attempting to start a fire, or acting in a manner that disregards the fire safety policies which results in a fire, is prohibited in or around the residence halls. Negligent behavior, such as causing smoke or fire resulting in a fire alarm, may be subject to disciplinary procedures and sanctions. Any student who discovers a fire, no matter how insignificant he/she thinks it is, should sound the alarm by pulling the nearest pull station and notify the front desk staff, a resident assistant (RA), or hall director immediately.

Furniture

Furniture purchased for the use of residents living in University residence halls and designed for the common areas (lounges) shall remain in the common areas; it is not to be taken by residents to their rooms for personal use. There is a \$10.00 per day per item charge. Furniture provided in residence hall rooms must remain in the assigned space. Furniture may not be elevated.

Gambling

Unlicensed gambling is a violation of state law. Gambling is not permitted on state property.

Guests

A resident may only host one same-gender Identity guest at a time and for a limit of three consecutive nights in a week. Approval to have an overnight guest must be obtained in advance from the host's roommate. Keys will not be loaned to guests. The host resident is responsible for the actions of their guests. Guests must be escorted in public areas at all times.

Hall/Sports Equipment Use

Sports activities inside the residence halls are not permitted, with the exception of Residence Life provided table sports. This includes, but is not limited to, roller-blading, skateboarding, having water fights, bike/scooter riding, rough housing, and playing pranks.

Harassment

Harassment in any form, threats, demands, and retaliation is prohibited. The University maintains a strict policy prohibiting sexual misconduct and harassment on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, age, or any other basis protected by federal, state or local law, ordinance or regulation. All such harassment is unlawful and will not be tolerated.

Hazing/Endangerment

Any act which intentionally or recklessly endangers the health or safety of an individual or produces mental or physical discomfort, embarrassment, harassment, or ridicule is prohibited, willingness notwithstanding. Hazing is illegal in the state of Nebraska.

Holiday Decorations

Many holiday decorations are highly combustible, special care must be taken in decorating. Cut live trees are NOT permitted in student rooms. Light cords used on artificial trees or in room decorations (including lights used in windows) must be Underwriters Laboratory (UL) approved and should be checked for safety. Lights must be turned off when leaving the room. Window decorations celebrating the current holiday are permitted to be displayed but cannot obstruct the window. Room doors may not be completely wrapped in paper due to fire hazard.

Identification

Misrepresentation or misuse of student identification is prohibited. Residents, visitors, and guests are required to produce their UNK ID or other picture ID (i.e. driver's license) immediately upon request to a University official to verify their identity. Anyone who cannot show appropriate identification may be asked to leave the residence halls immediately. Misuse of the University ID card by allowing others to gain hall access is prohibited. Presentation of a false ID is considered criminal impersonation, which is a violation of Nebraska state law (Nebraska Rev. Stat. §28-638).

Keys

Residence hall keys may not be loaned or duplicated for another person's use. If a resident loses keys, the following points will apply:

- Check with hall director to see if the key(s) has been turned in.
- If not found, the hall director will start the replacement process. The lock will be re-cored and re-keyed and the resident will be assessed the replacement costs listed below.

Replacement Key Costs

Key	Cost	Applies To
Room keys:	\$55	(all halls and University Heights apartments)
Mailbox keys:	\$20	(Antelope/Nester, CTE, CTW, Mantor, Men's and Randall Halls)
Fobs:	\$20	(Antelope/Nester Halls)

Lock Outs

Residents are responsible for carrying their room keys at all times. If a resident should find themselves locked out of their room, they first should contact their residence hall front desk for assistance. If the desk is closed, the Resident Assistant on Duty should be contacted. The following points will apply:

- All residents will be required to show the assisting residence hall staff member a picture ID either before or immediately after being let in the room to ensure the safety and security of all residents.
- Residents will be required to produce their key to the assisting residence hall staff member. If the key cannot be produced, the staff member will notify the Hall/Complex Director. The next business day, the Hall/Complex Director will initiate a lock change at the resident's expense.

Liability/Disruption of Services

The Office of Residence Life is not liable for loss or damage to personal property in resident rooms or public areas. It is the responsibility of all residents to keep their rooms locked at all times. Residents may be covered by their family's personal property insurance and are encouraged to carry a private insurance policy to cover their property against loss.

The Office of Residence Life is not responsible for the continuation of food, mail, custodial, heating, maintenance, or security service at normal levels in the event of a natural disaster, strike, or lockout of public employees or suppliers' employees, power-water-sewer interruptions from on-or-off campus sources, or in the event of other catastrophic events beyond the control or reasonable anticipation of Residence Life.

Littering/Trash

Improper disposal of personal trash is considered littering. Residents are responsible for the proper disposal of their trash in the dumpster located outside their building. In the event that a resident litters a public area (i.e. hallway, stairwell, lounge) or the surrounding grounds of the building, that student will be responsible for the cost of the clean up. Room trash and litter found in common areas will result in disciplinary action.

Personal Mobility Devices

The operation, use, and storage of non-traditional means of transportation including but not limited to bicycles, mopeds, skateboards, scooters, in-line skates, roller skates and recreational electric personal mobility devices is prohibited. See the full policy at: www.unk.edu/housing.

Pets

Only non-dangerous fish are permitted in the residence halls; all other pets are prohibited. Each room is allowed to have one aquarium no larger than 10 gallons. The cost of pest control and cleaning will be assessed to the resident if this policy is violated.

Posting Policy

All posting material must be approved and stamped by the Associate Director of Residence Life BEFORE copies are made for distribution. No posting is to be done by individuals, but will be distributed from the

Office of Residence Life to each hall director for posting. The number of copies to be made can be obtained at the Office of Residence Life.

Prohibited Areas

Unauthorized individuals are not allowed on the roof, overhangs, or awnings of any residence hall building or adjoining facilities.

Unauthorized occupation and entry into any residence hall facility or student room is prohibited.

Quiet Hours/Noise

Quiet hours are established to provide periods during which noise and other disturbing activities are prohibited to allow residents a peaceful time to sleep and/or study. Courtesy hours are in effect twenty-four (24) hours a day and require that all residents and guests keep their noise to a level that does not interfere with others. Residents responsible for excessive noise and/or disruptive behavior will be subject to disciplinary action. Sound equipment may not infringe on the rights of others. At no time may amplified sound be directed out of windows. Quiet hours are Sunday-Thursday 11:00pm-10:00am, Friday and Saturday 1:00am-10:00am.

All residence halls will begin twenty-four (24) hour quiet hours on the Sunday prior to the start of finals week. Policy violations may result in immediate removal from the residence hall.

Room Changes

By federal law and University policy, room assignments and room changes cannot be made on the basis of race, color, religion, handicap, national or ethnic origin, or sexual orientation. The unauthorized changing of rooms is prohibited. No room changes may be made the first two weeks or the last two weeks of each semester.

Room Cleanliness

Residents are required to keep their rooms clean and orderly. Routine and spontaneous Health and Safety Inspections will be held periodically throughout the year. Residence Life reserves the right to clean and charge for the cleaning of rooms deemed unsanitary. Residents will receive a minimum of twenty-four (24) hours notice prior to inspections, and given 24 hours to correct any problems or violations.

Room Entry and Search

The University reserves the right to enter and search rooms in order to serve institutional purposes, which include protecting the health and safety of students, enforcing University rules and regulations, and other reasonable purposes. Searches generally will not be conducted unless there is an emergency requiring immediate action (i.e., medical concern, extreme community disruption, or danger to the campus community) or unless there is a search warrant. Police and Parking Services may also assume responsibility for a search.

Safety and Security in the Residence Halls

Residents are responsible for locking their room. Room should be looked at all times. Exterior doors and doors leading to living areas are locked twenty-four (24) hours a day. However, each resident entering and leaving the hall should make sure that doors are secured and locked. Doors may not be propped open. Unauthorized entry is not permitted. Residents are not allowed to exit a residence hall through the emergency doors/fire exit except during an emergency. Suite bathroom doors may not be tampered with in any way. It is important that residents are security conscious in the halls, on the campus, and in the community. Students should be familiar with safety precautions. Residents should be aware of their actions and the potential danger

that could be inflicted on other persons or property. The violation of a safety policy will result in residence hall probation and/or termination of the housing contract.

Sexual Misconduct Policy

The UNK Sexual Misconduct Policy applies to all persons involved in the operations of the University and prohibits unlawful harassment by any student or employee of UNK. Any attempt by a student or guest to physically or verbally harass a resident/student, or other University staff member because of the performance of his/her duty will be viewed seriously and result in disciplinary action, including the possibility of University suspension or expulsion.

The University of Nebraska at Kearney is committed to providing an academic environment free of harassment. Any incidents of harassment should be reported to a Residence Life staff member and Police and Parking Services immediately. Depending on the circumstance, incidents of harassment will be handled through the appropriate office.

Any complaints of sexual misconduct, including dating violence, domestic assault, domestic violence, rape, sexual assault, sexual harassment, and stalking, should be reported immediately to the Title IX Coordinator. Please see the UNK Sexual Misconduct Policy for further details.

Solicitation/Sales

Canvassing or solicitation of funds, sales, votes, memberships, literature, signatures, or subscriptions - whether it is UNK related or not, is not permitted in the residence halls. This includes going "door-to-door" in the residence halls for the above reasons. Putting "door hangers" on doorknobs and/or sliding flyers underneath doors into students rooms is not permitted. Residence hall rooms are not to be used for any commercial purposes or selling via personal business.

Theft

Theft is a violation of local, state and federal laws and is prohibited.

Tobacco

The use of all forms of tobacco products is prohibited on University of Nebraska at Kearney property with the exception of parking lots. The prohibition extends to vehicles and venues owned, operated, leased, occupied or controlled by the University. "Tobacco products" includes all forms of tobacco, inclusive of but not limited to, cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes and similar devices, and smokeless tobacco products.

Vandalism/Damages

Damages, destruction or defacement of University property is prohibited. Common area damages are charged equally to all students residing in that area. If, however, an individual resident or group of residents is responsible for damage to the hall and can be identified, the responsible party will be required to pay the cost incurred.

Violation of Federal, State, or Local Law

Violation of federal or state law, or a county or municipal ordinance or regulation within residential premises will not be tolerated.

Violence/Fighting/Threats or Intimidation/Assault

Threats of violence (verbal, physical, sexual, etc.), assault, bullying, or conduct that threatens the health, safety, or welfare of any person in or around the residence hall community will not be tolerated. Posts via social media are also included under this policy.

Weapons/Firearms/Explosives

Weapons are not permitted in the residence halls. This includes, but is not limited to, firearms, ammunition, explosives, tear gas, large knives, pellet guns, wrist rockets, catapults, dart guns, and devices that propel objects through the air. Recreational weapons such as, but not limited to, sling shots, electronic stun guns, pellet guns, air soft guns, etc., are not permitted in the residence halls. Objects that are used in the martial arts, such as nunchakus, throwing stars, and bolas, and those used in hunting, such as bows and arrows, are not permitted in the residence halls. Students who use an object in the form of a weapon to injure someone are subject to disciplinary action under this policy. Residence Life staff may search a room if there is reason to believe a weapon is located in the room. Violation of this policy may result in termination of the housing contract. The only exception to this policy is legal chemical dispensing devices, such as pepper sprays, that are sold commercially for personal protection.

Windows

Throwing, dropping, hanging, etc., of any object from a residence hall window is prohibited. Removal of window screens and entering or exiting a residence hall by way of a window is prohibited.

RESIDENCE LIFE AND UNIVERSITY CONDUCT PROCESS

Any time individuals of varying life-styles come together to live in a community environment such as a residence hall, rules and regulations such as those previously described become necessary. When violations of these rules and regulations occur, the Residence Life staff is responsible for determining if action should be taken to protect the welfare of the community and/or the physical maintenance of the residence halls. The process by which action is taken comprises the Residence Life disciplinary process.

Resident Assistants and all other staff members must address every violation of which they become aware. Do not expect or ask staff members to ignore policy violations. Be aware that the staff is dealing with an alleged violation of student responsibility, and this is not an indication of feelings about the student as an individual.

Student Rights and Responsibilities

Students have the following rights and responsibilities when involved in the Residence Life Conduct Process.

Rights

1. Advance notice of behavioral expectations.
2. Advance notice of the discipline proceeding and the nature of alleged violation.
3. An opportunity for an Administrative Conduct Meeting.
4. To testify on his/her own behalf and bring witnesses to testify on his/her behalf.
5. To be given the opportunity to hear all evidence against him/her and to question all such evidence.
6. Notification of the results of the Administrative Conduct Meeting.
7. An opportunity to appeal the decision.

Responsibilities

1. Read and understand the information provided in the UNK Student Handbook, UNK Student Code of Conduct, and Residence Life Policies and Student Rights and Responsibilities
2. Read the information provided in the notice of Administrative Conduct Meeting.
3. Attend the scheduled Administrative Conduct Meeting.
4. Hear and question all evidence presented.
5. Read and follow the guidelines set forth in the letter concerning the results of the Administrative Conduct Meeting.
6. Tell the truth with the intent of clarifying the incident for the person or persons conducting the Administrative Conduct Meeting so that an informed decision can be made.
7. Follow the procedure for filing appeals if desired.

How the Residence Life Conduct Process Works

“Documented” is the term used by the University community when a residence hall staff member witnesses and reports a violation of a University policy. In most cases, when a student is observed violating a University policy, a residence hall staff member will identify himself/herself, communicate which regulation has been violated, and request identification. If a residents should find themselves in being documented, they should remember:

1. Don't panic -- the conduct system is part of the total educational process and is protective of your rights.
2. Always cooperate -- produce your ID immediately upon being asked (failure to cooperate will only complicate your situation). The staff member will then fill out a report on the alleged violation, called an Incident Report. All people in the area will be included on the report. Administrative Conduct Meeting Process

When a student has been documented for a violation of a University Policy, the student will be notified of and will participate in an administrative meeting. Notice in writing will be given to attend a meeting conducted by a Conduct Officer. Conduct Officers are University officials who are authorized on a case-by-case basis to impose sanctions upon students found to have violated a University policy. An administrative conduct meeting before a Conduct Officer will preferably take place within three University business days after the alleged violation takes place. Within the administrative conduct meeting, the student will be presented with the evidence of the violation that has been supplied to the Conduct Officer, respond to the evidence, and present evidence and witnesses in his/her defense. Upon hearing the evidence, the Conduct Officer will make a determination concerning the validity of the allegations.

If the allegations are found to be unsubstantiated, no further action will be taken. If the allegations are founded, the Conduct Officer will impose an appropriate sanction. The student will be notified in writing of the result of the administrative conduct meeting and any sanctions imposed within three University business days of the administrative conduct meeting. The student has the right to appeal decisions made by the Conduct Officer. (See appeals section).

Cases involving more severe violations of University policies, such as, but not limited to: all types of assault, fire or tampering with fire alarm/safety equipment, weapons, sexual assault, theft, and drug related offenses, plus situations involving repeated violations of policy, will be referred to the Assistant Dean of Students. The Assistant Dean of Students and the Office of Residence Life Administrative Staff have the authority to remove a student from the residence halls. The student will be notified in writing with who he/she is to schedule an administrative conduct meeting.

Appeals Hearing

As stated previously, students have the right to appeal the decision made within an administrative conduct meeting; however, one of three conditions must exist to file a valid appeal: (1) the sanction was unduly harsh or unreasonable, (2) due process procedures were not followed, or (3) new evidence, unavailable at the original hearing, has become available.

Intent to appeal a decision of the Conduct Officer must be made in writing within five University business days to the Appeals Coordinator, who is the Associate Director of Residence Life. The Appeals Coordinator will review the case to verify there is adequate rationale to continue the appeals process. If the appeal is not found to possess adequate rationale for continuance, the student will be notified in writing that the appeal is being denied, and the decision rendered in the administrative conduct meeting will be upheld. If the appeal is found to possess adequate rationale for continuance, the appeal will be referred to an Appeals Hearing Board. Within the Appeals Hearing Board meeting, the student will be presented with the evidence of the violation that has been supplied to the Appeals Hearing Board, respond to the evidence, and present evidence and witnesses in his/her defense. Upon hearing the evidence, the Appeals Hearing Board will make a determination concerning the validity of the appeal.

If the appeal is found to be substantiated, the Appeals Hearing Board will have the option of reversing the earlier decision or modifying the sanction levied by the Conduct Officer. If the appeal is found to be unsubstantiated, the Appeals Hearing Board may uphold or modify, as deemed necessary, the decision rendered by the Conduct Officer. The student will be notified in writing of the result of the Appeals Hearing Board meeting and any modifications of the sanction imposed within three University business days of the Appeals Hearing Board meeting. The decision of the Appeals Hearing Board is considered final. No further appeals may be pursued.

Failure to Report to an Administrative Conduct Meeting

Administrative Conduct Meetings are an important part of a student's developmental process. It is important for the student to attend the Administrative Conduct Meeting to explain their involvement in the situation, and to allow the Conduct Officer to make informed decisions prior to giving any sanctions, if the outcome results in sanctions.

In the event that a student fails to appear before the Conduct Officer, the Administrative Conduct Meeting will still take place without the student present and the student will be notified, in writing, of the outcome. This is to ensure that community standards are maintained and that students are held accountable for behavior.

Failure to complete conduct sanctions can lead to further sanctions being added (see conduct sanctions), or some campus privileges being suspended or revoked. The latter is a last attempt to ensure that community standards are maintained and that students are held accountable for completing their sanctions. Some of the privileges that could be suspended or revoked include, but are not limited to, access to the student e-mail account, computer lab privileges, desk privileges, access to class registration, removal from the residence hall, and others.

Confidentiality & Privacy Act/Confidential

Information

Student records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA). Education records, as defined by FERPA, include all records that schools or education agencies maintain about students. Students have the right to review the contents of records, and challenge information they believe is not accurate. The review of records must be supervised by appropriate University personnel, and challenges must be directed through the appropriate administrative office. For a parent, legal guardian, or designated person to be given access to records, they must have legitimate need to know, and written permission from the student (this includes housing contract information, change of contract information, change of meal plan information, financial information, and conduct information). For more information on the law and procedures, contact the Dean of Student Affairs at 865-8528. All conduct records concerning Residence Life are confidential, and kept at the Office of Residence Life. The University has the right to notify parents if the student is a threat to self or others in accordance with FERPA.

Conduct Sanctions

The purpose of a sanction, in addition to protecting others, is primarily to educate the individual by increasing his/her awareness of the consequences of conduct violations and the importance of responsibility to the University community for one's actions. This will ordinarily be the guiding force behind imposition of sanctions. In some instances, however, the community's need to properly function outweighs the University's ability to educate an individual. In such a case, for the benefit of both the student and the residence community, suspension or expulsion from the residence halls may result. The following sanctions may be imposed for the foregoing conduct violations and used at the Complex Director's/Hall Director's discretion.

Sanctions

The following sanction(s) may be imposed upon any individual student found to be "in violation" of the University or Residence Life Conduct Rules and Regulations.

- a. **Warning:** An oral or written notice that the student is violating, or has violated, one or more University or Residence Life Conduct Rules and Regulations and that a continuance of the misconduct may lead to additional conduct action. Also, that the incident has been documented and shall remain in the student's file for the remainder of their UNK career.
- b. **Probation:** A formal, written reprimand for a student's violation(s) of specified University or Residence Life Conduct Rules and Regulations. This probation, including strict campus conduct guidelines, is for a designated period of time and may remain in effect for the remainder of a student's UNK career. It includes the University or Residence Life Policies during the probationary period.
- c. **Loss of Privileges:** Denial of specified privileges for a designated period of time.
- d. **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary, and/or material replacement.

- e. Referral: The student is encouraged to complete all follow-up recommended from the referred office(s). Any costs or further actions associated with the referral are a responsibility of the student.
 - f. Conduct Sanctions: In accordance with the goal of education and assisting students with conduct problems, this may include work assignments, educational requirements, service to the University or Kearney community, parental notification, University suspension, University expulsion, or other related discretionary assignments or sanctions. Any costs associated with the assignment or sanction are the responsibility of the student.
 - g. Residence Hall Relocation: Moving a student from one residence hall to another.
 - h. Residence Hall Suspension: Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - i. Residence Hall Expulsion: Permanent removal of the student from any and all of the residence halls. Student may not re-enter the residence halls, under any conditions, even as a visitor. Students expelled from the residence halls remain liable for all Residence Life costs and meal plan fees and are not eligible for refunds for the full occupancy period of the UNK Housing Contract. Depending on the seriousness of the violation a referral may be made to the Assistant Dean of Students.
- * A student may be removed from the residence halls upon being found responsible of one or more violations of University or Residence Life Rules and Regulations.

Termination of a student's right to tenancy is not considered a denial of the individual's right to an education.