

2023-2024

**University of Nebraska at Kearney
Office of Residence Life**



Information, Policies, & Rules Handbook

This handbook is designed to provide residents with the information needed to be a successful community member while living in the residence halls. It includes the policies and rules that all students must adhere to while living on campus.

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

INFORMATION

Mission Statement	2
Emergency Situations	2
Tornado Alarms and Shelters	2
Fire/Evacuation	2
Active Shooter	2
Hall Procedures	2
Fees	2
METS	2
Check-In	2
Check-Out	2
Keys and Lockouts	2
Laundry Rooms	2
Mail Service	2
Packages	2
Maintenance Work Requests	3
Life in the Residence Halls	3
Community Assembly Night	3
RHA/Campus CAN	3
NRHH	4

POLICIES

Compliance with Law	5
On-Campus Living Requirement	5
Gender Inclusive Housing Policy	5
Sexual Misconduct Policy	5
Abandoned Property	5
Room Entry and Search	5
Painting of Rooms	5
Liability/Disruption of Services	5
Cleanliness	6
Decorations	6
Health & Safety Inspections	6
Confiscations	6
Damages	6

RULES

Accidents/Losses	7
Alcohol	7
Appliances	7
Bathrooms	7
Candles & Incense	7
Children	7
Compliance	7
Computer Usage	7
Controlled Substances	7
Cooking	7
Disorderly Conduct	7
Displaying Offensive/Disrespectful Items	7
Elevators	7
Extension Cords and Surge Protectors	8
Fire Safety	8
Furniture	8
Gambling	8

Guests	8
Hall/Sports Equipment Use	8
Harassment	8
Hazing/Endangerment	9
Holiday Decorations	9
Identification (I.D)	9
Keys	9
Littering/Trash	9
Lofts	9
Pets	9
Personal Mobility Device	
Posting Policy	10
Prohibited Areas	10
Quiet Hours/Noise	10
Room Cleanliness	10
Safety and Security in the Residence Halls	10
Sexual Misconduct Policy	10
Solicitation/Sales	10
Theft	10
Tobacco and Vaping	10
Vandalism/Damages	10
Violation of Federal, State, or Local Law	11
Violence/Fighting/Threats/Intimidation/Assault	11
Weapons/Firearms/Explosives	11
Windows	11

Residence Life & University Conduct Process

Student Conduct and Residence Life	11
Student Rights	11
The Student Conduct Process	11
Sanctioning	12
Confidentiality and Privacy	12
More Information	12

INFORMATION

Mission Statement

The Office of Residence Life supports UNK's mission by connecting students on campus to inclusive communities where they have the support to learn and develop into leaders.

"Our vision is to be the best housing option in town for our students." The Six Pillars of our success are developed from our passions, strengths, economic engine and core values which include the following:

- a. Create spaces where students feel a sense of belonging!
- b. Adapt to changing student needs.
- c. Develop opportunities for students to connect.
- d. Support students in their goals to enhance their college experience.
- e. Allow students opportunities to grow into leaders.
- f. Establish experiences to enhance student development.
- g. Establish partnerships with collaborative offices to ensure student safety

Residence Life works with the Division of Student Affairs to achieve its mission which is as follows. Student Affairs exists to provide programs and services that support the successful retention and graduation of students. Our Educational Priority is: As a result of the student experience at UNK, students will be bold difference makers in their communities. Student Affairs takes a curricular approach to achieving holistic development with three Learning Goals:

Personal Growth

Students will have an understanding of their strengths and growth opportunities. They will be able to learn strategies to overcome challenges. They will adopt a growth mindset toward adversity that will encourage and deepen their sense of self. They will understand how their actions affect others and will make choices that strengthen relationships and community.

Professional Growth

Students will be able to strategically communicate on a variety of platforms that contribute in a positive way toward community. They will be able to see conflict as an opportunity for growth that leads to learning. Students will become life-long learners by identifying learning strategies that work for them and anticipating applications to future challenges. They will be able to adapt to various professional environments and find ways to thrive personally and contribute meaningfully to those cultures.

Community Engagement

Students will be able to build healthy relationships. They will better understand cultural competence that allows them to communicate effectively across differences. They will understand the importance of diversity and inclusion and will use strategies to bring about more equitable, just, and inclusive communities. They will recognize leadership as a process rather than a position and be able to provide leadership in various ways to better their local, national, and international communities.

In order to achieve student success, Student Affairs strives to build an environment and community where staff feel that they belong and that fosters partnerships between staff and academic, administrative and community stakeholders.

The primary contact for students that live in the residence halls is their Resident Assistant or RA. Each resident has an RA that lives in their community. The RA is responsible for providing educational strategies to assist students in meeting our learning goals, maintaining a safe community, and is available to assist residents through their experience at UNK. RAs report to a professional staff member that lives in the community and is also available to assist residents during their time

with us. If residents need any assistance, they should not hesitate to seek out any member of the Residence Life team or stop by the main office, which is located in Warner Hall Suite 2200.

Emergency Situations

In case of life-threatening emergencies, call 911. If possible, also contact a Residence Life staff member on duty and UNKPD at (308) 865-8911. For non-life-threatening emergency situations please contact the Office of Residence Life and UNKPD.

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
Martin Hall ----- Basement, away from windows
Randall Hall ----- Interior basement hallway
URN and URS ----- Ground floor hallway

Fire Evacuation

According to the State Fire Marshal, the residence halls at UNK meet, and in many cases exceed, the state fire and life safety codes. Halls are equipped with safety equipment including smoke detectors and sprinklers in each room.

For your safety, we advise that you familiarize yourself with the fire evacuation routes in your hall and follow posted procedures for evacuation in the event of a fire alarm. Please calmly make the quickest and safest exit out of the building. The following is a list of gathering points in case of a fire.

Antelope Hall ----- Near fountain by MSAB
Nester North----- Campus Clock
Nester South----- Campus Clock
Centennial Tower East----- Parking lot #1 corner of 9th Ave & 29th St
Centennial Tower West ---- Parking lot #4 north of student union
Mantor Hall ----- Between Men's Hall and the football field
Men's Hall----- Parking lot between to west of MSAB
Martin Hall ----- NSU near ODI office
Randall Hall ----- Parking lot #11 far west of Randall
URN ----- Parking lot #14, by HSC & COE, west end
URS ----- Parking lot #14, BY HSC & COE, east end

Active Shooter

UNK encourages students faced with the threat of an active shooter, to engage in Run, Hide, Fight guidelines:

- Call 911 if and when it is safe to do so.
- Provide 911 with as much specific information as possible: location, description, time, etc.
- Consider: Run. Hide. Fight.
- Run: If it is safe to do so for staff and students, run out of the building and far away until you are in a safe location.
- Hide: If running is not a safe option, hide in as safe a place as possible

- Fight: As a last resort, adults in immediate danger should consider using force and items in their environment: fire extinguishers and chairs.
- Remember: Law enforcement's top priority is to stop the bad guy! They will look for the person(s) with a gun.

- Pay for damages, if any. Charges will be billed to student MyBLUE account.
- Any appeal to a charge must be made in writing and within 10 days of notification of charges.

Hall Procedures

Residence Hall Fees

At the beginning of each term (Fall and Spring), residents will be assessed \$65.00 to their student account. This fee will be divided as follows:

- Hall social fee (\$5)
- Residence Hall Association (\$5)
- METS payment (\$5)
- Laundry Fee (\$50)

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.

Check-In

Check-in occurs when the assigned room key(s) is issued to a resident. The following is an explanation of a resident's responsibilities when checking into a new room:

- Pick up key(s) from residence hall staff
- Review the Room Condition Report (RCR) on Roompack and acknowledge or note the condition of items in the room. Failure to do so 72 hours after checking in will result in automatic acceptance of the room condition and the university items within the room.

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 in-person, with a residence life staff member, will result in a minimum of a \$50 improper check-out fee. At the time of check-out, 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. **Some procedures may be subject to change do to the pandemic.**
- Rooms should be cleaned prior to the check-out appointment and to same condition as received at Check-In.
- Return keys to staff member. We do not accept keys returned via mail.
- **Verify the room condition in Roompack 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 room damages. Residents are not charged for damages that were initially recorded during check-in.

Keys and 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, they can contact the Residence Life front office at (308) 865-8519 during office hours or the Resident Assistant on Duty after 5:00 p.m. or on holidays. 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 hall staff. The next business day, the hall staff will initiate a lock change at the resident's expense.
- If a resident has 3 lockouts in one calendar year, the Office of Residence Life will begin charging \$20 per lockout to their Student Account on the fourth lockout and each subsequent lockout.

If a resident has misplaced their key, they should follow these steps:

- Check with hall staff to see if the key(s) has been turned in.
- If not found, the hall staff 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	Traditional Halls/2 person suites in Antelope/Nester
Mailbox keys:	\$20	Antelope/Nester, CTE, CTW, Mantor, Mens, and Randall Halls
4 Person Suite Keys:	\$75	Antelope/Nester

Laundry Rooms

All our washers are High Efficiency (HE) machines. Therefore, we require HE detergent to be used in the 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 Monday through Friday except during Holidays, to the hall mailroom. Residents are assigned a mailbox according to their room number.

Packages

When a resident receives a package, they will receive an email to their UNK email address &/or text to the phone number in the MyBlue system. Residents will be able to retrieve their packages through a package locker located in the Student Union. Students will scan the barcode they receive to open a locker and take out their packages.

Locker access is available from 7:00 a.m.– 11:00 p.m. daily as long as the NSU is open.

Oversized packages are received at the Mantor Randall front desk and are available for pick up during established hours.

Cleanliness

Residents are asked for their cooperation in maintaining a high standard of cleanliness. 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.

Maintenance Work Requests

We appreciate the residents' participation in maintaining the high quality of our residence halls. If you notice a maintenance issue or have a concern with residence life facilities, please fill out a maintenance work request online at (www.unk.edu/offices/facilities). If you are unsure about how to file a maintenance request, please consult with a hall staff member to ensure it is filed.

Renter's Insurance

The Office of Residence Life is not liable for loss or damage to personal property in resident rooms or public areas. It is always the responsibility of all residents to keep their rooms locked. 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.

Safety and Security in the Residence Halls

Residents are responsible for locking their room. Your Residence Hall room should be locked at all times. Doors leading to living areas are locked twenty-four (24) hours a day. We implore each resident to ensure the hall doors are securely locked when entering and leaving the facility. 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 people. Residents found propping doors or tampering with locked doors will be subject to conduct via our UNK system and legal repercussions of their actions.

Single Rooms

There are a limited number of designated single rooms on campus. Single rooms are not guaranteed and provided on a limited basis.

Liability/Disruption of Services

The Office of Residence Life is not responsible for the continuation of food, mail, custodial, heating, maintenance, or security service at normal level 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.

Life in the Residence Halls

As a result of the student experience at UNK, students will be bold difference makers in their communities. Through our curriculum focus and student leadership initiatives: Community Council, RHA, NRHH, and student employment opportunities, we foster a vibrant community for our on-campus population. We encourage students to learn how their actions affect others and make choices that strengthen relationships and communities. We understand that

conflict may arise during the school year. Small conflicts can build up into a major situation, if left unaddressed. It is important to approach interpersonal conflict in an appropriate and respectful manner. Hall Staff are available to assist with mediation as needed, but do not wait until it is too late.

Resident Responsibilities

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

- Knowing and adhering to the rules and regulations of the State, University, and Residence Halls as stated in this handbook.
- Attending floor socials and meetings hosted by Residence Life staff.
- Attending activities that occur within the resident's assigned room. Even if not present or involved in a policy violation, residents may be held responsible.
- Chaperone guests and monitor their conduct while present in the halls. Residents will be subject to disciplinary action because of their visitor's behavior.

Floor President & Community Council (CC)

Each year we interview students to be our floor presidents in the residence halls. These students engage with us in activities that assist them in becoming leaders in their communities. The floor presidents and other student representatives are involved in CC which is designed to create activities to enhance the community within the building. Students also can give voice to issues on campus and work on projects that grow out of the interests of hall residents. Look for information on how to get involved and for meeting times and locations. Most CCs meet Tuesday at 8:00 PM.

Each Residence Hall's Community Council is responsible for sending student representatives to the Residence Hall Association meeting to give voice to greater issues on campus. Residence Hall Association meets at 5:30 on Monday evenings.

The Fraternity/Sorority Life Housing Board is the community council for FSL Representatives. Representatives to the FSL Housing Board are appointed by each chapter. They must live in the designated FSL housing and are usually the chapter's House Manager.

Residence Hall Association (RHA)

RHA works with the Floor Presidents to help host campus social activities and provide feedback to administration about living on campus. 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 consists of the top 1% of students living in the residence halls who have shown outstanding recognition, 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 living in the residence halls.

POLICIES

COMPLIANCE WITH LAW

The Office of Residence Life at the University of Nebraska at Kearney complies with the Fair Housing Act and other federal laws. Each residence hall contract shall be governed by and enforced in accordance with the laws of the State of Nebraska.

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.

On-Campus Living Requirement

The Board of Regents and the University of Nebraska at Kearney require all full-time students under the age of 19 on the first day of class in the fall semester are required to live in University housing for the duration of the academic year, unless one of the qualified exemptions is met:

1. Residency
2. Married Student
3. Student is a Parent
4. Designated Off-Campus Housing
5. Disability or Medical Condition
6. Special Circumstance

For more information, please visit our website: <https://www.unk.edu/offices/reslife/housing-policies-procedures.php#on-campus>

Approval of an exemption from on-campus residency requirement does not negate the contract cancellation terms. Housing Contract Exemptions must be approved by the Office of Residence Life no later than July 15 for that fall.

Gender Inclusive Housing Policy

The Office of Residence Life at University of Nebraska- Kearney are committed to providing a safe and inclusive community for all students. Providing Gender Inclusive Housing ensures students are able to live, learn, and belong in our community regardless of gender identity or gender expression. While we still provide living opportunities that are designated male or female spaces in various communities; regardless of gender identity all students are welcome to live in our various campus communities.

The Office of Residence Life does recognize not all students may identify as female or male and we are happy to find an environment for you if you do identify as trans*gender, genderqueer, gender non-conforming, and/or non-binary. Please email us at housing@unk.edu or give us a call at 308-865-8519 to find a suitable assignment or if the options available on your MyBlue account's housing portal are not lining up with your preferences. You can also feel free to contact Becky Doubet, Assistant Director, at doubetre@unk.edu or 308-865-8519.

Room changes are requested and considered on a case-by-case basis. The Office of Residence Life will not be requesting anyone to move out of a designated room because of a roommate's discomfort with a protected status such as race, ethnicity, sexual orientation, gender expression, ability status, age, veteran's status, religious expression and/or socio-economic status.

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 UNKPD 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.

Abandoned Property

Property left by a resident at the end of their contract period or when the student leaves an assigned space is considered abandoned. Property value must exceed \$50 to 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 Loper email account informing the resident that they have 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. Abandoned property with a perceived value of less than \$50 will be donated to a local charity.

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, smell of smoke from room, extreme community disruption, or danger to the campus community) unless there is a search warrant. UNKPD may also assume responsibility for a search.

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, wall repairs or patching is not to be done by the student.

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 charges or access removed.

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 documented and may be asked to be removed within 24 hours.

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 staff 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 staff. Unclaimed items will be donated or disposed after 15 business days.

Damages

All residents of a room and/or surrounding community 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 and/or community space. 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.

Federal Aid will be applied toward any type of housing penalty charge incurred by the resident or community in which they are living.

Room Changes

Students are required to stay in their assigned rooms. If students are having issues with their roommates, they will need to reach out to a hall staff member to help mediate the issue(s). If a hall staff member feels that a room change is needed, the student will be directed to contact the Hall Coordinator. Students will then be given direction to complete the Room Change Request Form.

Opportunities to change rooms may be limited throughout the year depending on room availability.

All room changes will be considered on an individual basis. The Office of Residence Life will not consider requests based on protected status such as race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation. Please see UNK's Non-discrimination Statement for more information about UNK's commitment to inclusion:

<https://www.unk.edu/about/compliance/discrimination-and-harassment/index.php>.

It may become necessary to assign students to a temporary room. If a student is assigned to a temporary room, the Office of Residence Life will notify the student as soon as possible. Room changes for any reason must be approved by the Office of Residence Life.

Notification of room moves may not be possible in all circumstances, but we do aim to give 24 hour notice of a new roommate when time allows. Emergency room moves will be made without notice.

RULES

Residency on campus carries with it the expectation that residents will be 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.

Accidents/Losses

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

Alcohol

Use, possession, manufacturing, or distribution of alcoholic beverages on University premises (except as expressly permitted by the University), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age in the State of Nebraska. Any student or guest in a room who knows that alcohol is present will be held responsible under the alcohol policy unless a resident informs a staff member of the violation or removes themselves 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.

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 community 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 are permitted to have and use toasters, toaster ovens, George Foreman-style grills, electric skillets, electric grills, air fryers and infrared ovens in the kitchen area. These items are not permitted for use in sleeping rooms.

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 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 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, bullying, swearing, or any similar disrespectful behavior directed toward a staff member will not be tolerated and may lead to further disciplinary action.

Computer Usage

Theft or other misuse of computer facilities and resources, including but not limited to; unauthorized entry into a file, to copy, use, read, or change the contents, or for any other purpose, unauthorized transfer of a file, use of another individual's identification, username/userid and/or password, use of computing and information technology facilities and resources to interfere with the work of another Student, faculty member or University Official, use of computing and information technology facilities and resources to send obscene or abusive messages, use of computing facilities and resources to interfere with normal operation of the University computing system and information technology systems, use of computing and facilities and resources in violation of copyright laws, any violation of the University Computer Use Policy (Executive Memorandum No. 16).

Computer print stations located in residence halls are for resident use only. Wireless routers are not permitted in the residence halls.

Controlled Substances

Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances, or drug paraphernalia, except as expressly permitted by law. 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 bong, 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 altered state 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 sleeping rooms. Cooking may only be done in kitchens or kitchenettes in the buildings.

Disorderly Conduct

Behavior that is disruptive to orderly community living is prohibited. Conduct that is disorderly or indecent, including but not limited to, public urination; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the University community.

Displaying Offensive/Disrespectful Items

All items placed on the door of the unit must be above the doorknob to comply with fire code standards. You are not permitted to paint, wallpaper, use stickers or decals, or otherwise modify finished surfaces in any permanent manner.

- You are not permitted to use nails, screws or "Plasti-Tak" (or other similar products) because those items cause permanent damage to painted or finished surfaces.
- You are permitted to use "3M" tabs for lighter-weight posters, pictures, etc.
- If you have questions about specific products that you may want to use within your room/suite/unit, please check with

the Facilities Operations office before installation of such items.

- Nothing may be hung from the ceiling, sprinkler heads, or on the ceiling lights/fan.
- No banners or decorations can be hanging across hallways or entrances and exit points in the building or room.
- Holiday decorations: Combustible decorations present a fire hazard. Therefore, use of such decorations is strongly discouraged.
- Cut greenery, trees or branches are NOT permitted in rooms/suites/units, and light strings are not allowed in hallways.
- All decorations in the common area of suites and apartments must be agreed upon by all roommates.
- Live decorations, such as pumpkins or plants, should be properly maintained and disposed of, or Housing & Residence Life staff may remove the item(s) at your expense.

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 may be 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

State law, as well as residence hall policy, requires that all students leave their room and/or public areas when a fire alarm is sounded. Failure to evacuate during an alarm will subject the student to University disciplinary action and/or civil action. Smoke detectors are provided for your safety in each room/apartment and should not be tampered with or disconnected.

Any person who misuses fire safety equipment (including smoke detectors and sprinkler systems) may be subject to severe disciplinary action and/or arrest. If you are aware of anyone tampering with the equipment, please report to a Residence Life staff member.

Residents and guests should not falsely activate the fire alarm or tamper with the alarm equipment (heat detectors, pull stations, fire extinguisher, exit/emergency lights, and sprinkler heads or smoke detectors) and is a federal, state and local violation of the law. Equipment that needs repair or is malfunctioning should be reported to Facilities Management immediately at 308-865-1800 or to hall staff.

Exits or exit access shall not be obstructed at any time in any manner with furniture, storage, displays, vending machines, etc. Fire doors on stairwells, unless arranged to close automatically in the event of fire, shall be maintained in the closed position at all times. Exit signs shall be properly illuminated at all times. Such signs shall not be obstructed or blocked from view at any time. Exits and exit access doors shall not be locked at any time unless equipped with panic hardware or other approved means to permit emergency egress by building occupants.

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 overnight 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-blades, skateboarding, having water fights, bike/scooter riding, rough housing, and playing pranks. 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. Residents should refer to the Campus Mobility Device for more information.

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, gender expression, 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

Hazing, defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any Student organization (regardless of whether the organization is formerly recognized as an RSO). Such hazing activity shall include, but not be limited to, whipping, beating, branding, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug or harmful substance not generally intended for human consumption, prolonged sleep deprivation, any brutal treatment, or the performance of any act which endangers the physical or mental health or safety of any person.

Decorations

Residents are encouraged to decorate and personalize rooms to the extent that it does not damage the room or its contents. Nails, screws and permanent adhesive hooks are not to be used to mount decorations of any kind. Thumbtacks are encouraged as they produce less damage than adhesives. Posters must not be placed edge to edge so that a continuous path of fuel is established in the event of fire.

Many holiday decorations are highly combustible, special care must be taken in decorating. Cut live trees are NOT permitted in student rooms. Real pumpkins may not be left in the hallway or on carpet as cause

safety, cleanliness, and pest concerns. 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. At least 50% of room doors should be free from paper products.

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.

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 in 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 cleanup. Room trash and litter found in common areas will result in disciplinary action.

Lofts

Residents are not permitted to bring their own lofts. University provided and/or approved rented lofts must be used properly and for intended purposes.

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.

Students who wish to seek an accommodation should contact Disability Services for Students.
https://www.unk.edu/offices/academic_success/dss/index.php

Posting Policy

UNK offices, departments, and student organizations with information they want disseminated in the residence halls should bring 8 printed flyers to the Office of Residence Life, located in Warner Hall, second floor AND submit a suitable graphic to be displayed on our ResLife Network via <http://unk.orcatv.com/>.

No posting is to be done by individuals but will be distributed from the Office of Residence Life for posting in halls and on digital platforms. Materials, digital or printed, that have not been approved with the UNK Checkmark Stamp, will not be allowed to be posted and will be removed. For more information:
<https://www.unk.edu/about/files/unk-policy-on-posting-materials-on-university-property.pdf>

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.

Refrigerators/Microwaves

A MicroFridge unit is provided in all rooms in all halls except URN, URS, and Antelope Nester which has a full-size refrigerator provided in the shared kitchen suite. MicroFridges have the only approved microwave permitted in your room. A MicroFridge features a microwave with turntable, 2.1 Cu. Ft. refrigerator, and freezer. Additional mini fridges are discouraged due to energy consumption. A microwave other than those provided are prohibited.

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.

Antelope and Nester suite bathrooms are cleaned once a month by custodial staff.

Animal carcasses of any kind are a health hazard and not allowed in the building. Cleaning of fowl, game or fish in the residence hall is not allowed.

Safety & Security

Secured doors (those locked or with an ID Card Reader) 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 & exit doors or exit signs may not be tampered with in any way.

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. Tattoos are considered sales of a service and are prohibited in the Residence Halls!

Theft

Theft is a violation of local, state, and federal laws and is prohibited. Report instances of theft to UNKPD.

Tobacco and Vaping

The use of all forms of tobacco and vaping 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. Vaping is prohibited in the residence halls. Please note the state's age limit to have tobacco products is 21 years of age.

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.

Federal aid dollars will be used to cover damage costs as 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, fireworks, snappers, stink bombs, Samurai swords, tear gas, large knives, pellet guns, wrist rockets, catapults, dart guns, and devices that propel objects through the air such as airsoft or Nerf guns. 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 and legal 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 lifestyles 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 Conduct and Residence Life

Policies stated in the Residence Life Handbook are an extension of the University of Nebraska at Kearney's Student Code of Conduct. On-campus residents are required to adhere to both the Student Code of Conduct and the Residence Life Handbook. Failure to comply with the policies stated in the Residence Life Handbook and/ or Student Code of Conduct may be documented and referred to the Student Code of Conduct office.

Student Rights

Any time a student goes through the Student Code of Conduct process they have the following rights. The following information regarding student rights comes directly from the Student Code of Conduct:

Per Article IV, Section 2.5 of the UNK Student Code of Conduct, please be advised of the following rights and responsibilities:

- a) You will be advised of the source and nature of the misconduct complaint that has been filed.
- b) You are entitled to be accompanied by legal counsel or an advisor at your expense at any meeting or hearing relevant to the misconduct alleged in the complaint.
- c) You are under no obligation at any time to admit the misconduct alleged or to make any other statement at any meeting or hearing relevant to the misconduct alleged.
- d) Any statement that you may make can be used against you the student in accordance with the Disciplinary Procedures.

The Student Conduct Process

Students who have potentially violated a Student Code of Conduct policy will be documented and referred to the Student Code of Conduct office. Once a documentation has been received it will be reviewed by a hearing officer who will then determine the next steps. If a violation has potentially occurred, the hearing officer will contact the involved student(s) via email about setting up a hearing. Information and specifics about the code of conduct process will be given in the initial email communication.

At the start of a conduct hearing, a student is given the choice between an administrative disposition or a University Conduct Board hearing. An administrative disposition is an individual meeting between the conduct officer and the student(s) involved in the potential violation. The results of an administrative disposition are determined by the conduct officer and agreed to by the student(s) involved in the hearing.

If a student does not agree with the outcome of the administrative hearing and/or fails to sign and return the administrative disposition form within three days, the conduct case will be referred to the University Conduct Board for a hearing.

The University Conduct Board is made up of Faculty, Staff and Students. The University Conduct board will hear the case and make a decision. The University Conduct Board's decision may be appeal but only for the following reasons:

- The information presented to and received by the Conduct Board was not sufficient to support its decision.
- The sanctions imposed by the Conduct Board were excessive and/or not in keeping with the gravity of the misconduct.
- The Conduct Board failed to follow the Disciplinary Procedures and that as a result of such failure the Student or RSO did not receive a fair and impartial hearing.

Should an appeal occur the case will be heard by the University Appeal Board for a final decision. The appeal board is made up of UNK faculty, staff and students who are separate from the University Conduct Board.

Detailed policies and procedures for conduct hearings can be found within the University Of Nebraska Student Code Of Conduct.

Sanctioning

In the event a student is held responsible for a policy violation, sanction(s) may be assigned. Below is a list of potential sanctions. Please note that this list is not exhaustive and the assignment of sanctions is determined by either the conduct officer or student conduct hearing board.

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. Educational Sanction:** Educational Sanctions are meant to help students learn from their decisions and reflect on what they want to get out of the University experience. If you are involved with the conduct system, it is likely that you'll have the chance to discuss and education sanctions that you think are appropriate.
- f. 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.
- g. 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.

h. Residence Hall Relocation: Moving a student from one residence hall to another.

i. 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.

j. 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.

Confidentiality & Privacy

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.

More Information

For more information about the Student Code of Conduct and the Student Code of Conduct process please refer to the full document and appendices.

The complete Student Code of Conduct can be found here: http://www.unk.edu/offices/reslife/_documents/university-of-nebraska-at-kearney-student-code-of-conduct.pdf.