Student/Community Expectations

Last Updated: July 17, 2018
## A. Expectations and Policies

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Policy</td>
<td>1</td>
</tr>
<tr>
<td>Responsible Action Guidelines</td>
<td>2</td>
</tr>
<tr>
<td>Marijuana and Other Drugs</td>
<td>2</td>
</tr>
<tr>
<td>ARRANGEMENT AND DECORATIONS OF ROOMS POLICY</td>
<td>2</td>
</tr>
<tr>
<td>Air Conditioners</td>
<td>2</td>
</tr>
<tr>
<td>Ceilings</td>
<td>2</td>
</tr>
<tr>
<td>Doors</td>
<td>2</td>
</tr>
<tr>
<td>Furniture</td>
<td>3</td>
</tr>
<tr>
<td>Lofts Provided by University Housing</td>
<td>3</td>
</tr>
<tr>
<td>Outlets</td>
<td>3</td>
</tr>
<tr>
<td>Painting</td>
<td>3</td>
</tr>
<tr>
<td>Raceways and Cable Outlets</td>
<td>3</td>
</tr>
<tr>
<td>Refrigerators/Freezers</td>
<td>3</td>
</tr>
<tr>
<td>Vegetation</td>
<td>3</td>
</tr>
<tr>
<td>Walls</td>
<td>4</td>
</tr>
<tr>
<td>Weights</td>
<td>4</td>
</tr>
<tr>
<td>COMMUNITY STANDARDS POLICY</td>
<td>4</td>
</tr>
<tr>
<td>Bathrooms</td>
<td>4</td>
</tr>
<tr>
<td>Cleaning</td>
<td>4</td>
</tr>
<tr>
<td>Common Area Space</td>
<td>4</td>
</tr>
<tr>
<td>Community Atmosphere</td>
<td>4</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>5</td>
</tr>
<tr>
<td>Food Preparation and Kitchens</td>
<td>5</td>
</tr>
<tr>
<td>Garbage and Recycling</td>
<td>5</td>
</tr>
<tr>
<td>Laundry Facilities</td>
<td>5</td>
</tr>
<tr>
<td>Musical Instruments, Stereos, Amplification or Bass Systems</td>
<td>5</td>
</tr>
<tr>
<td>Pets</td>
<td>5</td>
</tr>
<tr>
<td>Pranks</td>
<td>6</td>
</tr>
<tr>
<td>Quiet Hours</td>
<td>6</td>
</tr>
<tr>
<td>Roommate Agreement</td>
<td>6</td>
</tr>
<tr>
<td>Sports</td>
<td>6</td>
</tr>
<tr>
<td>UWWNet Policies (Information Technology)</td>
<td>6</td>
</tr>
<tr>
<td>Vandalism</td>
<td>6</td>
</tr>
<tr>
<td>COMPLIANCE WITH UNIVERSITY STAFF POLICY</td>
<td>6</td>
</tr>
<tr>
<td>FIRE SAFETY POLICY</td>
<td>7</td>
</tr>
<tr>
<td>Appliances</td>
<td>7</td>
</tr>
<tr>
<td>Candles/Incense</td>
<td>7</td>
</tr>
<tr>
<td>Electrical System</td>
<td>7</td>
</tr>
<tr>
<td>Firecrackers/Fireworks</td>
<td>7</td>
</tr>
<tr>
<td>Fires</td>
<td>7</td>
</tr>
<tr>
<td>Hallways</td>
<td>7</td>
</tr>
<tr>
<td>Hazardous Chemicals</td>
<td>8</td>
</tr>
<tr>
<td>Smoke Detectors</td>
<td>8</td>
</tr>
<tr>
<td>Smoking</td>
<td>8</td>
</tr>
<tr>
<td>Sprinklers</td>
<td>8</td>
</tr>
<tr>
<td>Tampering with Fire Equipment</td>
<td>8</td>
</tr>
<tr>
<td>PERSONAL WELFARE POLICY</td>
<td>8</td>
</tr>
<tr>
<td>Bias Incidents and Crimes</td>
<td>8</td>
</tr>
<tr>
<td>Bodily Fluids</td>
<td>9</td>
</tr>
<tr>
<td>FERPA</td>
<td>9</td>
</tr>
<tr>
<td>Gambling</td>
<td>9</td>
</tr>
<tr>
<td>Harassment</td>
<td>9</td>
</tr>
<tr>
<td>Promotional Activities</td>
<td>9</td>
</tr>
<tr>
<td>Self-Care</td>
<td>9</td>
</tr>
<tr>
<td>Video/Cell Phones and other Electronic Devices</td>
<td>10</td>
</tr>
<tr>
<td>SAFETY &amp; SECURITY POLICY</td>
<td>10</td>
</tr>
<tr>
<td>Assault (*)</td>
<td>10</td>
</tr>
<tr>
<td>Bicycles</td>
<td>10</td>
</tr>
<tr>
<td>Elevator Tampering</td>
<td>10</td>
</tr>
<tr>
<td>Guests and Visitors</td>
<td>10</td>
</tr>
<tr>
<td>Halloween Weekend</td>
<td>11</td>
</tr>
<tr>
<td>Hypodermic Needles</td>
<td>11</td>
</tr>
<tr>
<td>Keys (*)</td>
<td>11</td>
</tr>
<tr>
<td>Motor Vehicles and Mopeds</td>
<td>11</td>
</tr>
<tr>
<td>Off-Campus Events</td>
<td>11</td>
</tr>
<tr>
<td>Pepper Spray/Mace</td>
<td>11</td>
</tr>
<tr>
<td>Rollerblading/Skateboarding</td>
<td>11</td>
</tr>
<tr>
<td>Security Cameras</td>
<td>11</td>
</tr>
<tr>
<td>Security Systems</td>
<td>12</td>
</tr>
<tr>
<td>Theft (*)</td>
<td>12</td>
</tr>
<tr>
<td>Weapons (*)</td>
<td>12</td>
</tr>
<tr>
<td>Windows/Screens (*)</td>
<td>12</td>
</tr>
<tr>
<td>B. Procedures for Safety and Security and other Support Services</td>
<td>13</td>
</tr>
<tr>
<td>Assistance in Evacuation</td>
<td>13</td>
</tr>
<tr>
<td>Elevator Malfunction</td>
<td>13</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>13</td>
</tr>
<tr>
<td>Firearm Storage</td>
<td>14</td>
</tr>
<tr>
<td>Hall Desks</td>
<td>14</td>
</tr>
<tr>
<td>Health Forms</td>
<td>15</td>
</tr>
<tr>
<td>Illness and Injury</td>
<td>15</td>
</tr>
<tr>
<td>Locking Schedules</td>
<td>15</td>
</tr>
<tr>
<td>Lost Keys and Lockouts</td>
<td>15</td>
</tr>
<tr>
<td>Mail</td>
<td>15</td>
</tr>
<tr>
<td>Medications and First Aid Supplies</td>
<td>16</td>
</tr>
<tr>
<td>Meningitis (Meningococcal disease)</td>
<td>16</td>
</tr>
<tr>
<td>Mental Health Concerns</td>
<td>16</td>
</tr>
<tr>
<td>Obscene/Threatening/P prank Email</td>
<td>16</td>
</tr>
<tr>
<td>Obscene/Threatening/P prank Phone Calls</td>
<td>17</td>
</tr>
<tr>
<td>Peep Holes and Door Chains</td>
<td>17</td>
</tr>
<tr>
<td>Personal Safety and Security</td>
<td>17</td>
</tr>
<tr>
<td>Protecting Your Personal Property</td>
<td>17</td>
</tr>
<tr>
<td>Repairs</td>
<td>18</td>
</tr>
<tr>
<td>Room Entry Policy</td>
<td>18</td>
</tr>
<tr>
<td>Sexual Assault/Dating Violence</td>
<td>19</td>
</tr>
<tr>
<td>Strangers in the Halls</td>
<td>19</td>
</tr>
<tr>
<td>Theft</td>
<td>19</td>
</tr>
<tr>
<td>Transportation for Medical Care</td>
<td>19</td>
</tr>
<tr>
<td>University Police</td>
<td>19</td>
</tr>
<tr>
<td>WiscAlerts - Text Emergency Service</td>
<td>19</td>
</tr>
<tr>
<td>C. Disciplinary Response</td>
<td>20</td>
</tr>
<tr>
<td>Confrontations of Policy Violations</td>
<td>20</td>
</tr>
<tr>
<td>Disciplinary Meetings</td>
<td>20</td>
</tr>
<tr>
<td>Sanctions in Response to Housing Contract Violations</td>
<td>21</td>
</tr>
<tr>
<td>Contract Cancellation on the First Offense</td>
<td>21</td>
</tr>
<tr>
<td>Sanctions in Response to Violations of UWS</td>
<td>23</td>
</tr>
<tr>
<td>Administrative Code</td>
<td>23</td>
</tr>
<tr>
<td>The Appeals Process</td>
<td>24</td>
</tr>
<tr>
<td>D. Appendix (Safety &amp; Wellness Resources)</td>
<td>25</td>
</tr>
<tr>
<td>Crisis Support and Counseling</td>
<td>25</td>
</tr>
<tr>
<td>Reporting a Crime</td>
<td>25</td>
</tr>
<tr>
<td>SAFE Nighttime Services</td>
<td>25</td>
</tr>
</tbody>
</table>
Student/Community Expectations

Welcome to the University Residence Halls.

The Housing staff in UW-Housing strives to create welcoming, respectful, safe and inclusive communities focused on the personal well-being and academic success of all residents. These such communities are truly possible when residents play an active role in contributing to the welcoming, respectful, safe and inclusive environment UW-Housing fosters.

This Student/Community Expectations Guide outlines the expectations UW-Housing has of its residents as well as the Housing policies all residents are to abide by. In signing a University Residence Hall Contract, residents are confirming they have both reviewed and are agreeing to comply with these expectations and policies.

The information provided in this guide is for your knowledge and in full support of your overall success as a resident of University Housing. Additional information regarding the connection between Housing and University policies, the educational process residents engage in with Housing Staff when policies are violated and student disciplinary outcomes are available at the end of this guide.

A. Expectations and Policies

The following are the policies as outlined by Housing:
- Alcohol and Other Drugs Policy
- Arrangement and Decorations of Rooms Policy
- Community Standards Policy
- Compliance with University Staff Policy
- Fire Safety Policy
- Personal Welfare Policy
- Safety & Security Policy

ALCOHOL AND OTHER DRUGS POLICY

Your experience at UW will include decisions around alcohol. Choosing to possess and/or consume alcohol, particularly underage, is proven to have consequences which may detrimentally affect your academic success, your personal well-being, and even your Housing eligibility and UW-Madison student status.

Additionally, the behaviors of individuals under the influence of alcohol may detract from the inclusive, respectful and safe environment University Housing strives to foster for all residents and guests. All Residents are responsible for the impact their behaviors and the behaviors of their guests have on the safety and well-being of members in the community.

Alcohol Policy

Alcohol and alcoholic beverage containers are prohibited in, and on grounds adjacent to, University Residence Halls. The only exception is in a resident room where all residents assigned to and people present in that room are 21 or older.

- Residents are fully responsible for their actions and behaviors while under the influence of alcohol or other drugs.
- Residents under the influence of alcohol or other drugs, regardless of age, will not be allowed to participate in University Housing sponsored programs.
- Residents are responsible for all alcohol and alcoholic beverage containers found in their possession (full or empty).
- Residents are responsible for being found in the presence of alcohol within the residential communities.
- Residents are fully responsible for their guests’ behaviors at all times; especially when their guests are under the influence of alcohol or other drugs. “Note: Residents’ guests/visitors who are under the influence of alcohol or other drugs are not welcome in our residential communities and will be asked to leave the community.
- Residents are responsible for the possession and use of a fake ID
Games generally associated with consumption of alcohol, such as beer/water pong, are not permitted within the residential communities, even if alcohol is not present. Alcoholic beverages may not be brewed or distilled in University Residence Halls. In these instances, among others, residents should expect that Housing staff will notify a parent/guardian:

- Residents who provide alcohol, regardless of age or amount, to anyone under 21. Residents will be held responsible for providing alcohol if anyone in their room is under 21 and alcohol or alcoholic beverage containers are present.
- Residents who are evaluated by UWPD and found to have a blood alcohol level (PBT) of 0.16 or higher.
- Residents who are evaluated by UWPD for transport to a hospital or detox facility for overconsumption of alcohol.

**Responsible Action Guidelines**
The Dean of Students in the Office of Student Conduct and Community Standards insists that all students, faculty, and staff should educate themselves about the laws, policies, consequences, and expectations related to alcohol use at UW-Madison. With that, they have introduced the Responsible Action Guidelines. When someone is in danger due to their alcohol use, University of Wisconsin-Madison students are expected to seek immediate assistance, such as calling 9-1-1. The purpose of these guidelines is to create a situation where responsible action is encouraged and expected. More information about the Responsible Action Guidelines is available from [the Dean of Students Office](#).

**Marijuana and Other Drugs**
- The possession, use, or intent to deliver narcotics or dangerous drugs, including marijuana in or on grounds adjacent to the residence halls is prohibited.
- Residents are prohibited from being in the presence of marijuana or other drugs.
- The possession of paraphernalia that is specific and unique to illegal drug use is prohibited.
- The misuse of prescription or over-the-counter medication, including, but not limited to, sales and distribution, is prohibited.

University police are contacted whenever the odor of marijuana is detected within our residential communities. University police officers, accompanied at times by canine officers, are regularly in our halls interacting with students and will respond to all possible drug offenses. Students may have their Housing contract cancelled due to drug possession and/or use.

*Note: Further information on alcohol and other drug related services and counseling is available from [University Health Services](#).*

**ARRANGEMENT AND DECORATIONS OF ROOMS POLICY**
Whether you have your own room with us in Housing or share a room with one or more roommates, it is important that the space is created to be comfortable and accommodating for all who reside in it. Additionally, we want to ensure that your room is both a functional and safe space.

Thus, if you encounter something within your room that is not working right, please be sure to submit a [Maintenance and Repair Service (MARS)](#) work order right away. This communication is critical so that we are made aware of and can address the concern as expeditiously as possible.

The following are important items for residents to be aware of as they prepare to arrange and decorate their room:

*NOTE: Changes may not be made to the physical structure of the room (i.e.) walls, ceiling, floor, door or windows.*

**Air Conditioners**
Only air conditioners furnished by University Housing are permitted. Please read more on our [air conditioners](#) web page.

**Ceilings**
Items should not be affixed to or hung from room ceilings. These items include, but are not limited to: ceiling fans, clotheslines, fishnet, flags, posters, string lights, etc.

**Doors**
- Personal property on the outside of the room door must be attached to the door only and not extend to the door frame or the walls.
• Harassing or obscene material (i.e. graffiti, genitalia, etc.) should not be posted on the outside of your room door, bulletin boards, dry erase boards, or other resident room doors. If you are unsure, consult your House Fellow.
• Room doors must be able to open freely and without obstruction.
• Exit doors meant to be locked and/or closed should not be propped open.
• Locking mechanisms should not be tampered with to ensure that doors can be securely closed and locked.
• No electrical/string lights may be hung on doors or door frames.
• Emergency signage on the back of the door is not to be tampered with.

Furniture
All furniture within the room must be placed in a manner that allows the room door to open without obstruction.
• All furniture provided by Housing may not be removed from the room and stored elsewhere
• Loft system furniture is provided in all halls. Students may not bring or assemble their own loft.
• Fixed furniture such as desks, dressers, and bookshelves may not be detached without permission from the Building Supervisor.
• Residents may not drill holes in or disassemble any Housing furniture.
• All Housing furniture must be returned to its original arrangement at the end of the year.
• Resident-provided furniture must be removed before checking out of the room.
• Waterbeds are not permitted.

Lofts Provided by University Housing
All University Residence Halls have loftable furniture.
• Loft system furniture may not be removed from the room.
• If the loft is placed parallel to and up against a window, safety railings are required.
• Lofts must not impede the exit from the room.
• Triple lofting, where any piece of furniture is stacked three pieces high, is prohibited.
• The UWNet cable raceway and/or data jacks may not be altered in any way by the construction, placement and/or use of a loft.

Outlets
• The use of multiple socket outlet plugs designed to expand the number of outlets in a room is prohibited.
• Only circuit breaker extension cords are permitted.
• Tampering with electrical wires or outlets is prohibited.
• Rewiring any electrical source is prohibited.
• Carpeting should not be placed over extension cords.

Painting
Residents may not paint resident rooms. If the walls or ceiling in a room are damaged and need repair and/or painting, residents should contact the Maintenance and Repair Service (MARS).

Raceways and Cable Outlets
The raceway is the conduit that brings the voice, video and data capabilities to your room. Please note that:
• Nothing may be hung from the UWNet cable raceway in rooms.
• The UWNet cable raceway and outlets may not be removed, damaged, or altered.

Refrigerators/Freezers
• A micro-fridge/freezer unit is provided in each resident room.
• Residents are not allowed to remove refrigerators from the room.
• A resident-furnished refrigerator is also allowed, but please keep in mind that rooms have limited space and electrical capacity. Residents may be required to remove appliances that cause electrical problems in the building.
• Stand-alone freezers are not permitted in resident rooms.

Vegetation
Potted plants and fresh flowers are permitted in resident rooms. All other non-planted or dried vegetation (such as Christmas trees, wreaths, straw, wood with bark on it, etc.) is not permitted.
Walls
When hanging items on the walls within the room, residents are expected to use 3M hooks and painters tape. Nails and duct tape are prohibited.

Weights
Weight lifting equipment (i.e. free weights and benches), other than hand weights used for jogging or aerobics, is prohibited in resident rooms. There are various Recreational Facilities on campus where this equipment is available for student use.

COMMUNITY STANDARDS POLICY
Residents who live with us in Housing have the experience of living within a part of a larger community, and it takes everyone doing their part to ensure that the community is a comfortable, cleanly and safe environment conducive to the personal well-being and success of those who are a part of it.

Bathrooms
Individuals, both residents and guests, should use bathrooms that correspond to their sex or gender identity, depending on which option they feel is safer, or utilize bathrooms that are designated gender neutral/gender-inclusive.

- Storing of personal belongings within bathrooms for any length of time, even on a temporary basis is not permitted.
- Tampering with the locking system of bathroom doors is not permitted.

Cleaning
Vacuums and a variety of cleaning supplies are provided by Housing and available for resident use

- Residents are responsible for cleaning their own rooms, including their in-room bathrooms.
- All non-perishable food should be stored properly sealed.
- All perishable food items should be kept refrigerated and utilized prior to their expiration.
- All garbage and recycling should be disposed of promptly and in the appropriately labeled receptacles provided in their communities for this purpose.
- Dishwashing should be done in the community kitchen and not in the bathroom sinks.

Common Area Space

- Residents are expected to abide by community decisions regarding use of their communities common area space.
- Residents are expected to clean up after themselves by disposing of their garbage/recycling and returning all items utilized in the space to their proper location.
- Hallways, lobbies and dens may not be used for storage of personal belongings for any length of time, even on a temporary basis.
- Any Housing furniture that is rearranged for use within a common area space should be returned to its appropriate placement within the space after use.
- Housing-provided furniture in dens, lounges, lobby areas, and hallways may not be removed from the public space and/or stored within resident rooms.
- Residents may not organize events in common areas without consulting with, and receiving approval from a Residence Life staff member.
- Common area space may not be used for sleeping or sexual activity.
- Common area space cannot be used to show or listen to pornographic material. Questions regarding the appropriateness of material should be directed to the Residence Life/Area Coordinator.
- Alcoholic beverages, empty alcoholic beverage containers, drugs and/or drug paraphernalia are not allowed in common area spaces.

Community Atmosphere
Regardless of the time of day, it is each resident’s responsibility to ensure that noise from residents, residents’ rooms, and residents’ guests/visitors does not disrupt the living environment of other community members. Each resident’s behavior and noise level should be respectful to the community and be conducive to studying and learning. Due to its widespread community impact, yelling, playing music and/or the use of amplified sound, both inside and out of windows is prohibited, regardless of the time of day. Residents are expected to adhere to established Quiet Hours within the community and be
respectful in response to their fellow community members when asked to lower any noise being disruptive to the community.

**Custodial Services**

Common areas such as bathrooms, dens, hallways, lounges, kitchens/kitchenettes, laundry rooms, and stairwells are cleaned on a daily basis by the custodial staff. In order for custodial staff to clean effectively, these spaces must be clear of residents’ personal items. When a custodian is cleaning a bathroom, the bathroom is unavailable for use by residents. During that time, residents and residents’ guests are expected to use an alternate bathroom. Residents with in-room bathrooms are responsible for cleaning their own bathrooms.

**Food Preparation and Kitchens**

Food preparation in an extensive and/or ongoing manner is not permitted in resident rooms as a matter of safety and sanitation. Students are not permitted to use any cooking appliance with an exposed heating element in their room. These include, but are not limited to: convection ovens, toasters, toaster ovens, hot plates, electric frying pans, George Foreman grills, cup-type immersion heating coils, and other appliances with open coils or exposed heating elements. Gas/propane powered appliances and charcoal cooking appliances are prohibited.

Kitchens/kitchenettes are available for resident use. Cleaning supplies are provided for residents use to keep the kitchen clean. All items stored in the community refrigerator must be clearly labeled with resident name, room number and food expiration date. These perishable food items should be utilized prior to their expiration date and/or properly disposed of. In some instances, the kitchen is locked and residents will need to go to the Hall's front desk and check out the key. The following posted guidelines are in each kitchen to help residents keep the kitchens clean.

- wash, dry and return the dishes
- wipe down all surfaces (including the inside of the microwave)
- remove food from sink
- sweep the floor

**Garbage and Recycling**

- All residents are responsible for separating trash from recyclables and for disposing of these items within the appropriately labeled receptacles provided within each community.
- Items that should be recycled include: clear, green, and brown glass; aluminum and tin cans; some plastic bottles; newspaper; corrugated cardboard and office paper.

**Laundry Facilities**

Laundry rooms are located in the basements or other common areas of the halls. In the smaller halls such as Kronshage, Adams, and Tripp, laundry rooms are located centrally to serve a number of houses. Laundry services are for use by residents only. Washing machines are operated by Wiscard in all of our residence halls. Dryers are free. High efficiency soap is required for University Housing washing machines. Residents may not tamper with laundry machines.

It is expected that residents will monitor their own wash and dry cycles by transitioning loads of laundry expeditiously on the completion of each cycle and returning their personal clothing items to their room. Removal of clothing items from the laundry room, which do not belong to you is not permitted.

**Musical Instruments, Stereos, Amplification or Bass Systems**

Guidelines for playing musical instruments in resident rooms follow the same guidelines stated under Community Atmosphere; however, some musical instruments, by their nature, are virtually impossible to play at a level that does not disturb others. These instruments include, but are not limited to: amplified musical instruments (i.e. electric guitars, keyboards, and subwoofers), drums, and brass instruments. Some halls may have designated spaces to play these instruments. Pianos in public areas, such as main lounges, may have restricted hours for playing as set by the Residence Life Staff.

**Pets**

All pets other than fish, in a 20 gallon tank or smaller, are prohibited, with the exception of approved Emotional Support or Service Animals.
Pranks
Pranks which include theft or damage of property, violate other policies, or put anyone in danger are prohibited and will be treated seriously. They may result in dismissal from University Housing.

Quiet Hours
Quiet Hours have been established as 11:00 p.m.-7:00 a.m. Sunday through Thursday and 12 midnight-7:00 a.m. Friday and Saturday. During Quiet Hours, it is expected that noise from each resident and/or residents’ rooms should not be loud enough to disrupt other in the community, including those living on floors above and below. A community of residents may choose to establish more restrictive Quiet Hours for its members. The hours outside of Quiet Hours are considered courtesy hours. Residents’ behavior and noise level should be respectful to the community and be conducive to studying and learning. Residents should be respectful of requests made by their fellow residents and/or University staff for the level of noise originating from their space to be lowered. Residents can expect that all halls will have more restrictive Quiet Hours during final exam week.

Roommate Agreement
Residents who share a room with one or more assigned roommates will share in a roommate conversation with their roommate/s, which will be guided by their House Fellow at the start of the year. This roommate conversation will assist residents in exploring their rights and responsibilities within their shared living environment and roommate relationship and be the foundation upon which their Roommate Agreement is created. Housing encourages open and honest conversations amongst residents when they are experiencing conflict in their roommate relationship. House Fellows and Residence Life Professional staff are available to lend support during these conversations and may reference/amend the Roommate Agreement as needed to assist the roommates in achieving an agreed upon compromise.

Sports
Playing sports in common areas inside and/or using any type of bat, ball, stick, or other object is not allowed.

UWNet Policies (Information Technology)
Residents are required to comply with University and University Housing policies for appropriate and fair use of University and University Housing computing and information technology resources. Residents may not tamper with, alter, or otherwise change parts of the data, voice, video, or message TV network. Nothing may be hung from the UWNet cable raceway in rooms. If resident bandwidth negatively impacts others, that resident will be expected to modify their content and/or cease the service. Unauthorized peer-to-peer file sharing of copyrighted works including but not limited to downloading of music and videos on the Internet is illegal, and a violation of U.S. Copyright law and the University’s appropriate use policy. If a resident is notified of an alleged copyright infringement tied to a resident's computer's IP address on the UWNet network, this violation will result in disciplinary action and/or possible loss of Internet access from the UWNet network for the remainder of the academic year. For further information, please see the UWNet policies web page.

Vandalism
Residents may not damage, deface and/or destroy University/Housing property or property belonging to another resident or guest either deliberately or through negligence on a resident’s part. Residents will be expected to reimburse the University/Housing for any damage the resident and/or resident’s guests cause.

COMPLIANCE WITH UNIVERSITY STAFF POLICY
University Housing’s primary means of communication with current residents is through email. Residents are expected to check their WiscMail frequently and consistently. Failure to monitor WiscMail will not exempt residents from adhering to information and deadlines communicated. Residents are expected to respond to requests from University Housing Staff members via email within 48-72 hours. Residents should review the University’s policy for more information regarding the use of email as well as instructions on updating residents’ preferred name and email address.

Residents are expected to cooperate with staff and respond favorably to reasonable requests.
- All residents and their guests in the halls are expected to comply with requests from staff members (i.e. presenting appropriate identification). If residents have a concern about the validity of a request, it is encouraged that residents comply in the moment and then speak with the Residence Life Coordinator or Area Coordinator of their hall as soon as possible.
- Resident Wiscards may not be altered or used as false identification to impersonate another student.
• If residents lose their Wiscard, they should report it immediately either online or at the hall front desk. A lost card could mean unauthorized access to resident’s hall, jeopardizing the security of fellow residents.

• All residents and guests are expected to comply with requests from University Police Officers. This includes allowing them into your room, producing ID, opening your refrigerator for them, and consenting to a search of the room for illegal items and substances.

• The use of physical force of any kind against a staff member is prohibited.

• Verbal abuse, physical intimidations or menacing behaviors directed towards a staff member, the display of materials that demean a staff member, and/or interfere with staff members engaged in the performance of assigned responsibilities is prohibited.

• All residents are expected to comply with disciplinary sanctions issued through disciplinary hearings and meetings.

**FIRE SAFETY POLICY**

UW-Housing considers the safety of its residents within the residential communities to be a top priority. Our facilities are equipped with smoke detectors, fire alarms, exit signs, fire extinguishers and sprinkler systems as a means of protecting the communities from the potential harm of fires. It is important that residents abide by the following components of our Fire Safety Policy to assist us in maintaining safe communities.

*IMPORTANT NOTE: Violations of these policies, any action by a resident which places other residents at risk, are taken very seriously and may result in the cancellation of your contract with University Housing if you are found responsible. In addition, residents can anticipate being placed on University Probation, University Suspension, or possible expulsion from the University as a consequence.*

**Appliances**

- Appliances with open coils or exposed heating elements are prohibited. These include, but are not limited to: hot plates, convection ovens, toaster ovens, toasters, electric frying pans, and other appliances with open coils or exposed heating elements. In addition, residents should monitor the number and type of appliances they bring, as well as the use and placement of electrical cords, extension cords and surge protectors. Please note that University Housing is not liable for damage to electronic appliances and other items caused by power surges.

- Gas, propane powered appliances, and charcoal cooking appliances are not allowed inside the University Residence Halls.

- Food preparation in an extensive and/or ongoing means is not permitted in student rooms.

- Appliances should not be operated in closets or other closed areas or close to flammable items.

- Residents may be held responsible for any damages caused by negligent use of appliances.

**Candles/Incense**

- The use of unlit candles as room decorations is strongly discouraged due to fire safety.

- Burning candles or incense in resident rooms and common area spaces is prohibited.

- Burning candles, incense for religious purposes or smudging may be permitted with restrictions and with prior permission from the Residence Life Coordinator or Area Coordinator of the hall.

**Electrical System**

Tampering with electrical wires or outlets and/or rewiring any electrical source is prohibited.

**Firecrackers/Fireworks**

Possession and/or use of firecrackers and/or fireworks within, out of, or adjacent to the residential communities is prohibited.

**Fires**

Setting fires in and around the hall is prohibited. Violations of this rule include setting fire to items on a room door or bulletin board or any other flammable material in the hall, or fires caused by any open flame such as a lit candle or cigarette.

**Hallways**

Personal belongings including but not limited to shoes, boots, and rugs should not be left within the residential hallways as they present a safety hazard; especially during evacuation of the building in response to an activated fire alarm.
Hazardous Chemicals
Gasoline, propane, lighter fluid, nitrous oxide, liquid nitrogen, turpentine, dry cleaning fluid, and any other highly flammable and dangerous chemicals are prohibited in residence hall rooms.

Smoke Detectors
- Room smoke detectors must remain attached and equipped with operating battery at all times.
- Tampering with and/or covering room smoke detectors is prohibited.

Smoking
- Smoking is not permitted anywhere in the University Residence Halls, including common area spaces such as dens, hallways, stairwells, and bathrooms as well as resident rooms.
- Smoking is not allowed within 25 feet of all University Residence Halls and Dining Service buildings under the University’s smoke-free policy and state law.
- Use of e-cigarettes and/or vaping is not permitted in University Residence Halls.

Sprinklers
- Tampering with common area and room sprinkler systems is prohibited.
- Nothing may be hung from the sprinkler heads in rooms and common area spaces.

Tampering with Fire Equipment
Tampering with fire equipment such as fire alarms, fire extinguishers, sprinkler systems, exit signs, and common area smoke detectors is prohibited. Violations include, but are not limited to:

- Removing a fire extinguisher from its prescribed location
- Discharging a fire extinguisher for any purpose other than putting out a fire
- Setting off false alarms
- Tampering with the covers on fire alarm pull stations
- Tampering with common area and room sprinkler systems
- Tampering with exit signs
- Interfering with fire fighters or equipment designed to prevent or respond to fires is prohibited.

PERSONAL WELFARE POLICY

Bias Incidents and Crimes
Bias incidents are non-criminal activity committed against a person or property that is motivated, in whole or in part, by the offender’s bias against a victim’s real or perceived expression of race, ethnicity, national origin, sex, gender identity or expression, sexual orientation, disability (mental or physical), age, political affiliation, religion or any other physical or cultural characteristic. These actions can be via physical actions, speech, or electronic messages.

A bias crime occurs when the perpetrator engages in criminal behavior or acts against an individual, property, organization or group; based on the offender’s perceptions of the above categories.

Types of crimes committed might range from vandalism of religious buildings or sites to physical attacks against persons. This could include graffiti, annoying or threatening phone calls, harassment, arson, battery or physical attacks.

All allegations of bias crimes will be taken seriously and investigated by the UW Police Department when reported. In addition, residents and/or staff involved in committing bias crimes may be referred to the Dean of Students Office for possible University discipline sanctions.

If you feel that you have been the victim of or witness to a bias incident or a bias crime, we encourage you to discuss the matter with your House Fellow, Residence Life Program Assistant, Residence Life Coordinator, Area Coordinator, Academics & Inclusion staff or any member of the University Housing staff team with whom you are most comfortable. We strongly encourage you to report the incident in person, via email to a staff member or via an incident report. You may also submit a Bias Report: https://doso.students.wisc.edu/services/bias-reporting-process/
Bodily Fluids
Depositing of bodily fluids, including but not limited to: vomiting, urinating, or defecating in public areas or inappropriate locations is prohibited. Such behavior may lead to dismissal from University Housing and billing for clean-up charges.

FERPA
The Family Educational Rights and Privacy Act dictate that University staff members may not share any information, other than directory information, with anyone outside of the University system. This includes, but is not limited to, information about your grades, disciplinary history and action, health concerns, and the balance in your Wiscard debit accounts. The Act only applies to students age 18 or older. Exceptions to this Act, regardless of age, are allowed in life-threatening situations. University administrators within the University system may share information about students and residents on a need-to-know basis. For additional information, visit the Family Educational Rights and Privacy Act (FERPA) student privacy rights website.

Gambling
University Housing staff will enforce state laws regarding gambling. The exchange of money in gambling ventures is prohibited in Housing including, but not limited to, penny poker, games of chance, betting on various sports functions and on-line gambling from the residence halls, etc.

Harassment
“Harassment” is defined as conduct that is so severe, pervasive, and objectively offensive, and that so undermines and detracts from the victim’s educational experience, that the victim-student is effectively denied equal access to educational resources and opportunities. The presentation of any idea, regardless of the ideas’ nature or perceived value, may not be considered harassment unless it is accompanied with verbal threats, intimidation, or conduct as previously defined.

Behaviors and actions exhibited via electronic media including email, text messaging or social networking websites (e.g. Facebook or Twitter) may be in violation of the harassment policy if they meet the standard set forth above.

Promotional Activities
Campaigning
• Only University agencies, residence hall student organizations/interest groups/committees, and registered student organizations are permitted to engage in political campaigning with limitations in the residence halls.
• Door-to-door campaigning is prohibited.

Commercial Activities
• Using residence hall rooms, mailboxes, telephones, or University Information Technology resources to conduct any commercial enterprise is prohibited.
• Peddling, selling, and/or soliciting on University property or by using University Information Technology resources is prohibited. An exception to this rule is the sale of personal property purchased primarily for an individual's own use such as CDs and books.
• Salespeople may be invited to a resident's room to sell items to that resident personally but no one other than assigned residents of the room may be present.

Posting
All postings should comply with Housing posting policy. Only designated bulletin boards should be used. Please email Desk Services to get a poster approved for the residence hall bulletin boards.

Solicitation
• All forms of door-to-door canvassing and soliciting, whether for commercial, political, or informational purposes, are prohibited. This includes a prohibition against placing promotional materials under or on resident room doors.
• Appointed residence hall organization representatives may not solicit or promote for commercial purposes but may go door-to-door to conduct the business of their organization.

Self-Care
While living in the residence halls, all residents are responsible for their own self-care including appropriate personal hygiene, mental health, management of medical conditions or illnesses, and/or disability-related personal needs. This also includes the consumption or over-consumption of alcohol to the point of evaluation by medical professionals or law
enforcement officials. Residents are expected to utilize the various resources available to them to provide this care for themselves. Residents with the inability or perceived inability to care for themselves and/or who cause harm to themselves or others may be asked to adhere to an action plan and/or leave the residence halls.

**Video/Cell Phones and other Electronic Devices**
Residents may not take images or video of someone without his/her permission. Transmission of such images electronically also requires permission of the person. Explicit images and/or video are not to be shared over social media (i.e. Facebook, Snapchat, Twitter, etc.).

**SAFETY & SECURITY POLICY**

UW-Housing prioritizes the safety and security of its residents and takes these policies very seriously. Please note that any violations of the policies marked with an (*) below may result in the cancellation of your contract with University Housing.

**Assault (*)**
- Assault/battery against another individual is prohibited. Violations of this include, but are not limited to: threatening another person with physical harm, verbally or physically, or touching another person, with or without a weapon, in a manner that is aggressive or threatening.
- If an assault occurs between roommates and the police are called, the State of Wisconsin domestic violence laws require the police to arrest the resident who committed the physical assault.

**Bicycles**
- Bicycles parked outside must be parked in bicycle racks. Bikes may not be attached to trees, signs, railings, etc.
- Bicycle storage is allowed in resident rooms provided all roommates who share the room agree.
- Bicycles are to be walked when in the hall.
- Bicycles must be removed from racks by the end of the academic year. All bikes left in the racks after May 31st will be considered abandoned and will be removed and sent to UW surplus.
- All bicycles should be registered with the City of Madison.
- Take all the appropriate safety precautions to safeguard your bicycle. Thefts of bicycles occur frequently in Madison, so please be careful.

**Elevator Tampering**
Tampering with elevators is not permitted and will likely lead to your contract with University Housing being cancelled. Tampering includes, but is not limited to:
- Tampering with the control panels/key access.
- Forcing elevator doors open or preventing them from closing.
- Cramming too many people or items into the elevator.
- Jumping in the elevator
- Tampering with the alarm system.
- Engaging in behavior that damages the proper functioning of the elevators, including dumping water or other liquids in an elevator.

**Guests and Visitors**
A Guest/Visitor is defined as:
- Any person who does not live in the hall whom you bring or let into the hall.
- Any person who comes to visit you once you are aware of his/her presence.
- Any person whom you welcome into your room.
- Any person for whom you assume responsibility.

**General Policies**
- Residents are responsible for, and will be held accountable for, the behavior of their guests and visitors.
- No more than 1 guest/room may spend the evening over at any given time. Please check with your Residence Life Coordinator or Area Coordinator for the maximum number of people who may sleep in your room. Room limits for guests are determined by the fire code.
- Overnight guests may not stay more than 3 consecutive nights in any hall. Residents may not have any overnight guests or combination of overnight guests for more than 6 nights per month or more than 2 weekends a month.
• Overnight guests are not allowed during final exam periods.
• Residents should discuss with their roommate their desire to host an overnight guest and work together to agree on expectations. Residents should utilize their roommate agreement to establish these expectations and refer to them throughout the year. Guests are not permitted without each roommate’s consent.
• One overnight guest per night is generally allowed during break periods; however, no guests are allowed during winter break.
• Guests and visitors may not be in possession of resident room keys or wisc ID.
• Guests and visitors must carry photo identification with them at all times.
• Guests and visitors must be escorted whenever they are outside of a host’s room.
• Guests and visitors must use bathroom facilities designated for use by their own sex, or the gender neutral bathroom in the community.
• Guests are not welcome in the University Residence Halls if they are under the influence of alcohol or other drugs.
• No unauthorized persons may be a guest.

Halloween Weekend
Guests are not allowed within the Residence Halls during the designated days of Halloween weekend.

Hypodermic Needles
Hypodermic needles for medical purposes should be disposed of in special containers. University Housing provides containers for this purpose. Residents should contact their House Fellow if they need a needle disposal kit.

Keys (*)
• Keys are to be in the possession of and only used by the resident to whom they were issued (i.e. residents may not lend or give their keys to someone else; including a roommate).
• University keys may not be duplicated or altered.
• Residents should be able to show room keys upon request.

Motor Vehicles and Mopeds
• There is NO parking available for cars of residents who live on campus.
• Residents must get a permit to park motorcycles or mopeds on campus, and they must be parked in designated motorcycle or moped areas and stalls. Contact the Transportation Services Office for more information.
• Motor vehicles are not permitted on the sidewalks or in the courtyards surrounding the residence halls. Residents may not ride a moped in these areas.
• Motor vehicles and mopeds are not permitted inside any University building, including residence halls, under any circumstances.
• If mopeds or motor vehicles are found in the residence halls, UW-Police will be called to confiscate and store, and a ticket will be issued.
• Residents should take all appropriate safety precautions to safeguard their moped.

Off-Campus Events
All University Housing expectations and policies apply to off-campus events sponsored by University Housing. In addition, residents may be required to sign a waiver of release of liability for certain events or trips.

Pepper Spray/Mace
The use of pepper spray or mace for situations other than self-defense when in imminent danger is prohibited.

Rollerblading/Skateboarding
The use of rollerblades, roller skates, or skateboards is not allowed in, around, or adjacent to any University building, including residence halls.

Security Cameras
Security cameras with recording devices are located throughout the first floor, elevators, and building entrance areas of University Residence Halls, as well as some resident floors. Tampering with security cameras is prohibited. Information recovered from these cameras may be used to address criminal acts and/or violations of University policies.
Security Systems
Interfering with the security system is prohibited. Violations include but are not limited to:
- Tampering with locks in resident rooms and other areas
- Propping open doors that are meant to be locked and/or closed
- Exiting through doors marked “emergency exit only”
- Jamming a door to prevent it from opening or closing or tying doors shut
- Taping open locks on doors
- Altering, loaning, or duplicating University keys
- Tampering with security cameras.

Theft (*)
- Removal of housing-owned furniture from its intended area of use, or from the building, is prohibited and will be treated as theft.
- Removal of housing-owned trays, dishes, containers, and eating utensils from the dining facilities is prohibited.
- Tampering with washing machines, game machines, and/or vending machines in order to avoid paying for services is prohibited.
- Taking food/beverage from Dining Services dining rooms/stores without paying for it and/or consuming food/beverage in Dining Services dining rooms/stores before paying for it is prohibited.
- The removal of personal property belonging to your roommate or another community member without his/her consent is prohibited and will be treated as theft.

Weapons (*)
- The possession and/or use of firearms and other dangerous weapons (including firearm and dangerous weapon replicas) is prohibited. This includes, but is not limited to, guns, paint ball guns, pellet guns, BB guns, Airsoft BB guns, bows and arrows, ninja stars, knives and swords.
- The possession and/or use of firearm or other dangerous weapon parts or accessories is prohibited. This includes, but is not limited to, parts of any guns, ammunition, shells, shell casings, and plastic or metal pellets.
- Individuals may not display or portray as real any object that resembles a dangerous weapon.

Windows/Screens (*)
- Window screens must be kept on the window, in their proper location, at all times.
- Throwing or dropping objects out of windows or down stairwells is prohibited. Violations of this rule include: throwing objects out of windows and throwing, dropping, or disposing of liquid through the window.
- Removal of windows and screens is prohibited.
- Hanging items, such as bird feeders, outside of windows is prohibited.
- Climbing out of a window onto the roof or window ledge is prohibited.
- Exiting a room via the window is prohibited unless it is due to a life-threatening situation.
B. Procedures for Safety and Security and other Support Services

Assistance in Evacuation
Building evacuation is required when the fire alarm is sounding/flashing. Residents should promptly exit the building and move as far away as possible for both their own safety and to allow those responding to the alarm access to the building. If you have a need for assistance to evacuate the building, you should tell your House Fellow and RLC as soon as you move in.

Elevator Malfunction
If an elevator malfunctions when you are in it, you should ring the emergency bell and wait for assistance. Do not attempt to leave the elevator or assist anyone else in leaving an elevator car, even if you can see the floor above or below you. Do not attempt to force the doors open if they do not open automatically and do not assist anyone else in forcing the door open.

If you are not in the elevator and you hear the alarm bell, find out who is in the elevator and try to find a House Fellow or go to the hall desk if it is open. If no House Fellow is available or if the desk is closed, call University Police at 264-COPS (264-2677) and report the malfunction. Be sure to tell the dispatcher that there are people in the elevator car.

Fire Safety
University Housing facilities utilize a variety of safety equipment to contribute to a safe environment. Fire extinguishers, smoke alarms, sprinkler systems, exit signs, pull station alarm covers, and fire doors are all designed to help with your safety. Tampering with any of these systems will likely lead to dismissal from University Housing. If you have concerns regarding the safe working condition of these items please report them immediately to any Residence Life or Facilities staff member within University Housing.

We have also specifically banned lit candles, incense, and certain appliances because of the risks they create. Remember, your actions, and the actions of all of our residents, are vital to creating and maintaining a safe community.

Evacuation Procedures
It is important that you familiarize yourself with procedures for evacuating the building BEFORE you need to evacuate in an emergency. Evacuation procedures are posted within your residential community. You should familiarize yourself with the nearest exit from your room as well as alternate exits, if the exit nearest to your room is unusable. *Please notify Residence Life staff upon your arrival if you are in need of assistance in evacuating the building.*

Fire Alarms
When the fire alarm sounds/flashes, you should always evacuate as if there is a fire. Building evacuation is required when the fire alarm sounds in the building. Evacuation is required for your safety and also for the safety of the firefighters, University Police officers, and Housing staff members who respond during fire alarms. During evacuation, keep the following in mind:

- Before opening your door, check to see if the door or doorknob is hot. If it is not hot, or if there is no smoke coming under your room door, proceed with the emergency procedures under Fire Emergencies below.
- Close your room door behind you.
- Walk, don’t run to the nearest accessible exit (use the designated exit for your room on the evacuation guide that is posted in your house).
- Do not use the elevator.
- If smoke or fumes are coming up the stairwell, use an alternate exit.
- Once you’re out of the building, move as far away as possible from the exit to protect your own safety and to allow firefighters access to the building.
- Be respectful towards and listen to the University Housing, University Police and Emergency Responders who are assisting residents in response to the fire alarm.
- If you do not leave during a fire alarm University Housing staff will notify University Police for possible legal action. Your decision places not only yourself, but other individuals in danger.
Fire Emergencies
In case of a fire:
- If the fire is small, can be contained, and you feel safe doing so, use the nearest fire extinguisher.
- Pull the nearest fire alarm and evacuate the building as outlined above.
If you notice smoke coming from a room:
- Pull the nearest fire alarm and evacuate the building as outlined above.
- Notify a staff person to the location of the room.
If there is heavy smoke and you cannot find your way to an exit or if your room door or doorknob is hot:
- Remain in your room with the door closed.
- Place a towel or other clothing along the bottom of the door.
- Open a window and hang a sheet or white towel out to attract attention.
- Call 9-1-1 and give the dispatcher your location. Stay on the phone with the dispatcher until they direct you to hang up.
- Stay in your room until emergency personnel tell you it is okay to leave.

Fire Precautions
To greatly reduce the chance of a fire, you should:
- Avoid running electrical cords under carpeting, where the cords can be stepped on and easily damaged.
- Use surge protectors with their own built-in fuse and Do NOT overload electrical circuits
- Use only approved appliances in approved locations and only when you are fully present while they are in use.
- Empty wastebaskets regularly.
- Keep doors to trash rooms and stairwells closed.
- Keep hallways clear of your belongings including shoes and boots
- Do not use lit candles/incense/tobacco products. (These products are not permitted in University Housing, a smoke-free environment.)

Residents will be held financially responsible for acts of negligence or intent that result in damage to University property and/or the personal property of others.

Smoke Detectors in Rooms
A smoke detector is provided in each student room. The smoke detector in your room is plugged into the hall electrical system and will go off when smoke particles enter the smoke detector unit. Never unplug, cover, or create a situation where the smoke detector is inoperative.

If the alarm of your room smoke detector goes off you should:
- Determine the source of the smoke and, if it is a small fire in your room and you feel safe doing so, use the fire extinguisher in the hall to put out the fire.
- Pull the building alarm if you cannot immediately determine the source of the smoke or extinguish a fire.
- Follow the building evacuation procedures posted on your house bulletin board.

To report smoke detector malfunction, please contact the Maintenance and Repair Service (MARS).

Sprinkler Systems
Sellery, Chadbourne, Dejope, Leopold, Smith, Ogg, and Witte Halls have sprinkler systems. Nothing may be hung from the sprinklers. As always, the actions of our residents are critical in fire safety precautions.

Firearm Storage
University Police will store registered firearms for students. The University Police dispatcher can give you more information about this service and can be reached at 264-COPS (264-2677).

Hall Desks
If you have a question and not sure where to turn, we suggest you stop at the hall desk and ask. Hall Desks provide a variety of services for students and are a wealth of information. Please review our Hall Desk web page for more information.
Health Forms
Wisconsin law [SS 36.25 (46)] requires students who live in a University Residence Hall to affirm whether they have received vaccination against meningococcal disease and hepatitis B, and to provide the dates of vaccination if any. The University Health Services (UHS) has a health record form for students to complete which is confidential and will be retained by UHS.

Students are required to affirm this information before they move into the University Residence Halls. Visit the UHS website and click on the box titled “UHS Immunization and Health History Form.”

Illness and Injury
We encourage you to seek medical help for yourself and other community members who may be ill, injured, or incapacitated. In a medical emergency, call 9-1-1.

If you are unsure if something is an emergency or if you are worried about someone, you should contact a House Fellow or other staff member.

Locking Schedules
Some outside doors and/or inner stairwell doors and elevators are programmed for electronic access for all or part of each day. Your WisCard (ID) will open all doors and elevators programmed with this access. The locking schedule for these doors and elevators has been created to provide security for you and your personal possessions. Doors that are locked should never be propped open. In addition, the locking schedule may change due to special events. At such times, residents will be notified. Some exterior doors are locked and alarmed and can only be used for emergency exit.

Lost Keys and Lockouts
If you lose your room key, you should go to the hall desk and request a loaner room key. You will need to show identification to get a loaner key. You will be issued a duplicate key, which you may use for four days. If your lost key(s) are not found within four days, a room and mailbox core change request will be made. You also will be billed for costs associated with these procedures that are completed by the key shop staff.

If you suspect your room key may have been stolen, you should go to the hall desk and request an emergency core change. You will be billed for these procedures.

After the third time a staff member has had to let you into your room, and/or issue you a loaner key, or any combination of three loaner keys/lockouts, you will be charged an additional fee for each future loaner key issued/lockout. This charge will be in addition to any charges for core changes should they be necessary.

If you have a question or a concern about a bill you receive for key-related issues, you should talk to the Director of Desk Services at 263-1217.

Mail
The hall desk is where U.S. and Campus mail are picked up and delivered. U.S. mail is delivered Monday - Saturday and is usually sorted and put into mailboxes by 10:00 p.m. Campus mail is delivered Monday - Friday.

The Post Office requires that mail to the residence halls be addressed correctly. Please ask your correspondents to use the full address, including the street address. Incomplete or incorrect addresses can lead to delays in delivery. It is essential that all mail include the resident’s name, room number, house and hall with the building street address.

Street Addresses and Zip Codes for University Residence Halls

<table>
<thead>
<tr>
<th>Hall</th>
<th>Address</th>
<th>9-digit Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams Hall</td>
<td>1520 Tripp Circle</td>
<td>53706-1214</td>
</tr>
<tr>
<td>Barnard Hall</td>
<td>970 University Avenue</td>
<td>53706-1300</td>
</tr>
<tr>
<td>Bradley Hall</td>
<td>650 Elm Street</td>
<td>53706-1127</td>
</tr>
<tr>
<td>Chadbourne Hall</td>
<td>420 N. Park Street</td>
<td>53706-1406</td>
</tr>
<tr>
<td>Cole Hall</td>
<td>625 Elm Drive</td>
<td>53706-1126</td>
</tr>
<tr>
<td>Davis Hall</td>
<td>835 W. Dayton Street</td>
<td>53706-1702</td>
</tr>
<tr>
<td>Dejope Hall</td>
<td>640 Elm Drive</td>
<td>53706-1134</td>
</tr>
<tr>
<td>Kronshage Hall</td>
<td>1650 Kronshage Drive</td>
<td>53706-1203</td>
</tr>
</tbody>
</table>

Mailing Address Example:
John Doe
201 Swenson
Kronshage Hall
1650 Kronshage Drive
Madison, WI 53706-1277
Mail is only delivered to assigned occupants of a room. Mail addressed to your nickname may delay the delivery of your mail, or cause it to be returned to the sender. Name alteration with the intent to defraud is against U.S. postal service laws and a felony.

If you are anticipating receipt of mail over winter break, notify the sender of your address during the break. Mail received at your hall address will be held and placed in your mailbox, and you can pick it up when the halls reopen. If you are registered for winter break housing, you will receive it during that time.

After you move out, U.S. mail will be forwarded for six months to the address listed on the My UW portal.

Packages
Residents are able to retrieve their packages at their Hall Desk. However, any packages that arrive to the Hall, which require an adult signature will be held for students in the Residence Life Office. Residents will be directed to retrieve such packages from their Residence Life Staff and must verify that the contents within the packages are items that are permissible within the Residential community. Any items not permissible within Housing will need to be disposed of.

Postings
Registered student organizations (RSOs) wishing to get a poster approved for the residence hall bulletin boards must email Desk Services.

Medications and First Aid Supplies
You should bring essential medical care items with you to campus, including a one-month supply of any medications you take. The pharmacy at University Health Services can refill prescriptions from your hometown doctor, but you must have the prescription transferred to the UHS pharmacy first.

Many students find it helpful to have some basic first aid supplies in their room, such as adhesive bandages and a digital (electronic) thermometer. University Housing staff are instructed not to provide any medical supplies to students.

Meningitis (Meningococcal disease)
You received information about Meningitis in MY UW Housing. Recent studies indicate that college students living in a residence hall are at an increased risk for developing meningococcal meningitis, so you may wish to consider immunization against this serious disease. For more information about vaccination, contact your health care provider or University Health Services.

Mental Health Concerns
The UHS Crisis Response Service is a 24-hours a day, seven days a week service for students experiencing Mental Health Concerns. Their phone number is 608-265-5600.

Obscene/Threatening/Prank Email
If you receive an obscene, threatening, or prank email and you feel that your physical safety is threatened, call University Police immediately at 264-COPS (264-2677).

If your physical safety is not in jeopardy, you should save a copy of the email and contact the Residence Life Coordinator or Area Coordinator of your hall. Email impersonation is a violation of campus Responsible Use of IT Policy but only when a UW IT resource is being used.
Obscene/Threatening/Prank Phone Calls
If you receive an obscene phone call or prank phone call, hang up immediately and make a note of the time, day, date, and content of the phone call. It is important to keep track of these types of phone calls in the event that a pattern develops. If a pattern develops, you should contact University Police at 264-COPS (264-2677). Police intervention is not warranted for isolated prank phone calls, unless a threat is involved.

If you receive threatening or harassing phone calls, call University Police immediately. Be prepared to provide the day, date, time of the phone call, as well as the content of the conversation.

Peep Holes and Door Chains
As an additional safety measure, you may request that a peep hole, door chain, or latch be placed on your room door if the door is not already equipped with these features. Peep holes and/or door chains can be requested through the Maintenance and Repair Service (MARS). There is no charge for this service.

Personal Safety and Security
Residents play a critical role in creating a safe community for everyone. Please remember that your actions impact everyone else in the community as well as your own safety. See the University of Wisconsin Police Department website for more information. Please:

- Carry your keys and WisCard (ID) at all times.
- Lock your room door when you and your roommate/s are away and especially when you are sleeping.
- Pay attention to your surroundings. Do not let strangers into the hall.
- Walk in groups. Use SAFE Walk/SAFE Ride at 262-5000. Keep your cell phone accessible.
- Make sure someone knows when you leave, where you are headed and when to expect you back.
- Report a crime or any suspicious activity immediately.
- 911 Emergency
- 608-264-COPS (2677) Non-emergency

Do not hesitate to contact University Housing staff or University Police if you observe an unsafe situation or have a concern.

Protecting Your Personal Property
The Board of Regents of the University of Wisconsin-Madison, its officers, employees and agents, and the Division of University Housing are not liable for property belonging to you that may be lost, stolen, or damaged in any way, anywhere on the premises, including in storage facilities, unless caused by negligence on the part of a University employee.

Engravers
Engravers can be checked out at each hall desk. Engraving your driver’s license number (including the state) on each item you own helps identify the items as yours in the event that they are stolen and later recovered.

Insurance (Renter’s)
We strongly recommend that you obtain insurance coverage for all of your personal items and that you have adequate insurance coverage for fire and water damage, theft and vandalism. If your parents/guardians have a homeowner’s policy or renter’s insurance for their own property, your belongings might be automatically covered under their policy. If your property is not covered, you might want to find out if a “rider” can be added to your parents’/guardians’ policy. Such a policy extension, if allowable, can be picked up for a slight increase in premium. If neither of these options is available, renter’s insurance can be purchased at a relatively small cost from any insurance agency.

Please note if your negligence results in damage to the property of others or to the University, you may be held legally liable for all resulting damages (see our website regarding Damage Charges for more details).

Locking Your Room
You should lock your room door whenever you and your roommate are not in the room, even when you are close by, AND whenever you are sleeping. You should not leave your room door unlocked for convenience—virtually all thefts from residence hall rooms occur when residents leave their rooms unlocked.
You should talk to your roommate about this issue as soon as possible to set up a shared commitment for the safety of all of your room contents. Plan to take your room key with you whenever you are not in your room to avoid being locked out of your room.

**Securing Personal Belongings**

- A desk or dresser drawer with a locking hasp is provided in each room. You can secure small valuables (such as credit cards, money, jewelry, etc.) in this drawer with a padlock that you provide.
- Do not leave personal belongings unattended in common areas, such as floor lounges and dens.

**Surge Protectors**

We recommend that you plug expensive electronic devices into a surge protector in order to protect these devices as much as possible.

**Repairs**

**Emergency repair services** for broken windows, locks, or other urgent situations are available by contacting your House Fellow or the hall desk. If you are unable to reach either of these sources, you should call University Police at 264-COPS (264-2677) and describe the problem. The dispatcher has a means of contacting the appropriate maintenance staff members to assist you.

**Non-emergency repairs** can be requested through the [Maintenance and Repair Service (MARS)](https://www.mars.wisc.edu). To submit a request online, you will leave your name, phone number, room number, house/hall name, and a brief description of the repair request. These requests for service are reviewed twice every working day (M-F) and passed along immediately to the Physical Facilities staff. Examples of non-emergency repairs include: locks that are malfunctioning but still working; toilets, sinks, or showers that are not working properly; windows not working properly; and screens which are broken or damaged. Additional information and examples of non-emergency repairs can be found on-line on the [Residence Hall Maintenance](https://www.mars.wisc.edu) web page.

In most cases, repairs are handled in one to two working days (M-F). When major repairs are required or if a repair expert is not readily available, a longer time may be required. If you request repairs, you may expect a member of the Physical Facilities staff to come to your room between 9:00 a.m. and 4:00 p.m. If you are asleep, the staff member will return at a later time or day. Any employee who comes to your room to complete a repair will leave a “Notice of Entry” card.

At times buildings or infrastructure repairs need to be completed during the academic year. Examples include: roof repair/replacement, underground utilities, building electric service, exterior brick repair, and sidewalks and roads. These projects can create noise and other construction-related problems. Efforts to minimize the disruption will be made, but they are not always successful depending on the type of construction being done. Residents are not provided room rental rebates for construction.

**Room Entry Policy**

Staff members will not unlock your room without your permission except when:

- Responding to what they consider a serious life and/or health-threatening emergency.
- Done by police officers under their authority and responsibility for the purpose of investigation.
- Assessing for any damages by University Housing Facilities staff when a previous roommate had vacated.
- Performing requested, preventive, prescheduled and/or emergency maintenance.
- Conducting non-emergency inspection/repairs (end of semester and over winter break) and room inspections when a resident moves out.
- Retrieving items that have been identified as Division of University Housing property.
- Removing an illegal pet.
- In the absence of residents when there is a disruptive noise such as the alarm of a clock or a stereo playing at a disturbing level and entry is made to turn off the noise.

Division staff are required to report Housing Contract violations that they observe in a room. No room will be searched except where staff have reasonable evidence to believe that an immediate search is necessary to resolve a serious life or health threatening situation. Appropriate legal authorities may search resident rooms.
Sexual Assault/Dating Violence
Residence Hall students are expected to complete “U Got This!”, a 60-minute interactive online program that provides students with the knowledge and skills to recognize sexually violent messages in our culture and feel empowered to take action to promote a safer and more respectful campus community. Students can access this program via their Learn@UW accounts and must complete the program prior to mid October in order to register for spring semester classes. Following their completion of “U Got This!” students must also attend an in-person GetWise workshop; students who do not complete this requirement will be unable to register for the following fall semester.

Please visit the University Health Services Sexual Assault and Dating Violence website.

Strangers in the Halls
Unescorted guests, people posting material, people soliciting door-to-door, and/or strangers wandering around are a threat to the security of residents and their property. It is very important that residents are not allowing strangers access to our residential communities. Call your House Fellow or University Police at 9-1-1 to report the presence of strangers and/or suspicious activity.

Theft
We encourage residents to lock their rooms at all times. Almost all room thefts that occur involve an unlocked door. We recommend that you keep a record of serial numbers, make, and model numbers of your personal property in case of theft and for insurance purposes. If a theft occurs, promptly report it to the University of Wisconsin Police Department.

Tornado Warnings
A tornado warning issued by the National Weather Service means a tornado has actually been sighted in the area. When a tornado warning has been issued, the Dane County emergency sirens will sound a steady tone for three or more minutes. The sirens are tested on the first Wednesday of every month at noon.

During a tornado warning, you should:
- Seek shelter at the lowest possible level away from glass windows, partitions, doors, and outside walls.
- Bring your cell phone.
- Not use the elevator.
- Remain in the shelter location until the all clear signal has been given over the radio or TV.
- Remain calm do not obstruct emergency personnel.

A tornado watch indicates that conditions could lead to a tornado. Be aware and continue to listen for updated information.

Transportation for Medical Care
University Police may provide transportation one-way to University Health Services (when open) or to local hospital emergency rooms, provided you can walk unassisted. There are some limitations to this service. Call University Police at 264-COPS (264-2677) and they can assess if they can transport or need to get an ambulance. University Police does not provide transportation back from the hospital or back from University Health Services. University Police transportation should not be used in emergency, life-threatening situations. In emergency situations, call 9-1-1 for an ambulance.

University Police
The campus is patrolled 24/7 by University Police in cars, on bicycles, and on foot. Officers frequently visit and complete walk-throughs of the residence halls.

If you need to reach an officer in the event of an emergency and/or to report a crime in progress, call 9-1-1.
If you need an officer and it is NOT an emergency, call 264-COPS (264-2677).

WiscAlerts - Text Emergency Service
Students are encouraged to sign up for the emergency text messaging system by logging into the MY UW Portal. Look for the WiscAlert logo. Registration takes just a few moments.
C. Disciplinary Response

Confrontations of Policy Violations

University Residence Life staff are expected to document any violations of University and Housing policies that they observe. Staff may also:

- Ask you to dispose of illegal or prohibited substances such as alcohol, marijuana, etc.
- Ask you to change or alter your behavior so that you are in compliance with policies (i.e. turn down your stereo, close your door, etc.).
- Require you to remedy a situation that is creating a hazard (i.e. remove a prohibited appliance from your room, etc.).
- Confiscate your room key if someone else has it.
- Have your guests/visitors leave the residential community if they are causing a problem.

In addition, University Police will likely be called when:

- Residents/guests are not cooperative with staff requests.
- There is interference with a staff member engaged in the performance of his/her assigned duties (i.e. refusing to open your door, refusing to produce identification, etc.)
- Staff members are verbally abused and/or threatened.
- There is a large gathering of residents and/or guests who are suspected of violating rules and regulations.
- Someone has been assaulted.
- A large number of residents are being disrupted.
- A common source of alcohol is suspected to be in a resident's room.
- There is damage/vandalism to University property.
- There are violations of policies included in the Safety and Security categories where an immediate or potential risk to those in the community is present.
- Residents are in possession of, using, or intending to deliver narcotics, including marijuana.
- The odor of marijuana is present.

In addition to both Housing and University disciplinary action, residents and guests involved with the police may face civil and criminal charges and prosecution and receive citations for Administrative Code violations.

When confronted by a staff member for a possible policy violation, residents are expected to:

- Present a valid UW-Madison Wiscard for identification purposes.
- Comply with reasonable requests of staff such as opening your room door, presenting identification, turning down music, and helping to ensure the cooperation of your guests.
- Dispose of illegal or prohibited substances such as alcohol or marijuana as instructed by staff.
- Be honest with and respectful of the staff members responding. Failure to do so will likely result in the involvement of UWPD.

The Professional Residence Life Staff will review documentation of policy violations, the impact of the behavior on the house/hall community, and each resident's degree of responsibility. The staff will conduct an investigation and may utilize a variety of methods including social networking, public information, police reports, witness statements and camera footage, etc. to collect information. They will then invite you to join them in a disciplinary meeting.

Disciplinary Meetings

Residence Life Professional Staff are responsible for investigating violations of both Housing and University policies. These Professional Staff members will make decisions about any sanctions that result from Housing Contract violations and act as agents of the Dean of Students Office in the disciplinary process for University policy violations unless the possible University sanction for the alleged misconduct is suspension or expulsion from the University.

Disciplinary investigations and meetings are not legal proceedings and our expectations of residents participation in these meetings include:

- Cooperation and honesty in answering all questions.
- Taking responsibility for your behavior and that of your guests.
- Timely communication and response to staff member requests during the investigation. You are expected to meet all deadlines communicated to you throughout the process. Please note: Email is the primary means of communication with residents during this process.
**Discipline Process**

You will receive a Letter of Allegation via your wiscmail account from a Professional Residence Life Staff member. This letter will include:

- A brief summary of the report regarding your alleged misconduct.
- The policies you allegedly violated including the specific item in the Housing Contract, UW Administrative Code or other written policy.
- The most severe disciplinary action that could be taken in response to the alleged violation(s).
- Instructions and deadlines for setting up a disciplinary meeting. Please pay close attention to these deadlines and respond within 48-72 hours.

The disciplinary meeting is conducted by one or two professional staff members from the Department of Residence Life. During the meeting, you will have the opportunity to:

- Hear the specific allegations and review the reports of misconduct.
- Present your description of the incident in question and supply additional information.
- Ask any questions you may have that are relevant to the investigation and/or disciplinary process.
- Learn more about the potential outcome and/or sanctions that you will be assigned, if found responsible.
- Discuss what you have learned from the incident and how you will utilize that in making wise decisions moving forward.

Following the disciplinary meeting, you will receive a Letter of Notification, via your wiscmail account, which will contain:

- A summary of your involvement in the misconduct. The Residence Life staff member(s) you met with will determine your involvement based on the report(s), the conversation with you and, if needed, the outcome of any further investigation.
- A listing of any UWS Administrative Code, Housing Contract item, and/or other written policies that were violated.
- Any disciplinary sanctions issued to you in response to your violations of the Housing Contract and UWS Administrative Code along with instructions on how to complete these sanctions as well as the deadlines by which they must be completed.
- Instructions regarding how to appeal any Housing sanctions, the deadline for filing an appeal for any Housing sanctions should you decide to appeal, and instructions on how to request a hearing through the Nonacademic Misconduct Hearing Committee should you decide to contest any sanction recommendations to the Dean of Students Office.

**Sanctions in Response to Housing Contract Violations**

**Alcohol /Other Drug Education/Counseling**

You may be expected to complete an alcohol assessment, Alcohol Edu/E-chug/E-toke course, or counseling to help you make good decisions about alcohol and other drug use. You will be expected to cover any costs associated with these sanctions.

**Community Amends**

If house or hall community members have been disrupted by your behavior, you may be required to make amends with them.

**Contract Cancellation**

Contract Cancellation with University Housing is a severe sanction that is used for intentional behavior that disrupts the community, for repeated violations of policies and for a first offense that causes potential or actual harm to the health and/or safety of other residents.

**Contract Cancellation on the First Offense**

Some behaviors and policy violations may result in a contract cancellation with University Housing on the first offense due to the risk of harming a fellow community member. These behaviors include, but are not limited to:

- Throwing or dropping objects out of windows. Violations of this rule include, but are not limited to, throwing objects such as furniture, water balloons, cans, or firecrackers out of windows.
- In the room where you are the contract holder: possessing and/or hosting a party in which a keg, barrel, or common source of alcohol has been provided.
• Possessing, using or intending to deliver narcotics or dangerous drugs including the delivery of marijuana. The use or possession of controlled substances as defined in Chapter 961 Wis. Stats. is prohibited on all University property. Wisconsin Administrative Code, UWS 18.10.

• Tampering with fire equipment (such as but not limited to: alarms, sprinkler systems, extinguishers, common area smoke detectors, and pull station covers) and exit signs. Violations of this rule include, but are not limited to: removing the fire extinguisher from its prescribed location, fully or partially discharging a fire extinguisher for any purpose other than putting out a fire, setting off false fire alarms, breaking the glass covering pull stations, tampering with common area smoke/heat detectors and room sprinkler systems, and tampering with exit signs.

• Setting fires. Violations of this rule include setting fire to items on a room door or bulletin board or any other flammable material in the halls, and fires caused by a lit candle or cigarette.

• Assault/battery against another individual. Violations of this rule include, but are not limited to: threatening another person with physical harm verbally or physically, or touching another person, with or without a weapon, in a manner that is aggressive and threatening.

• Interfering with a student member engaged in the performance of his/her duties; interference includes, but is not limited to: verbal abuse, physical intimidation or use of physical force, and conduct that disrupts the educational environment or threatens the safety of another person.

• Interfering with the security system, tampering with locks in student rooms and other areas, tampering with elevators, altering, loaning, or duplicating University keys, and tampering with security cameras. Violations of this rule include, but are not limited to: jamming a door shut or tying doors shut; taping open locks on doors; duplicating your room key to give a copy to a friend or any other person; tampering with control panels on an elevator or dumping water in the elevator; forcing doors open or preventing them from opening.

• Shooting off firecrackers and/or fireworks. Violations of this rule include, but are not limited to: discharging or in any way attempting to discharge types of manufactured or homemade fireworks including cannons or bottle rockets in, out of, or adjacent to a residence hall. The size of the firecracker is irrelevant.

• Possessing and/or using firearms (guns - including pellet guns, BB guns, airsoft BB guns), bows and arrows, ninja stars, knives, swords or any other dangerous weapons. Individuals may not display or portray as real any object that resembles a weapon.

• Inappropriate use of pepper spray/mace.

• Hacking or attempting to disrupt computer networks at the University or University Housing.

• Theft from roommate or community property. Tampering with washing machines, game machines, and/or vending machines in order to avoid paying is prohibited. Taking food/beverage from Dining Services dining rooms/stores without paying for it and/or consuming food/beverage in Dining Services dining rooms/stores before paying for it is prohibited. The removal of personal property belonging to your roommate or another community member without consent is prohibited and will be treated as theft.

• Harassment is prohibited. Harassment is defined as verbal threats, intimidation, or conduct which: tend to cause or incite a breach of the peace; or are severe or pervasive enough to substantially interfere with a reasonable student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being and which actually do so interfere. The presentation of any idea, regardless of the idea’s nature or perceived value, may not be considered harassment unless it is accompanied with verbal threats, intimidation, or conduct as previously defined.

• Vomiting, urinating, or defecating in public areas outside of the bathrooms is a health hazard and is prohibited.

• Sexual assault regardless of the degree.

Contract Cancellation from University Housing means that you are required to move out of the hall (usually within a week), and that you forfeit your $300 prepayment as liquidated damages. You can also expect not to be allowed in the hall/house for the remainder of the academic year and that you will not be offered a housing contract in the future. The cancellation of your contract with University Housing may also result in loss of employment with University Housing.

If your contract is cancelled with University Housing, you can expect to be contacted by the Dean of Students office for a follow up conversation with one of the Assistant Deans. A resident can anticipate receiving a University sanction as well such as being placed on University Probation, University Suspension or Expulsion from the University.

Contract Jeopardy
When your Housing Contract is placed in jeopardy, it is a formal written warning that your behavior has been in violation of University Housing policies and that further violations may lead to dismissal from University Housing.

Educational Sanction
Selected by the Professional Staff member, an educational sanction is one that provides you the opportunity to think more critically about the situation which lead to your violation of policy and provides you an experiential learning opportunity (i.e.
create an educational bulletin board and/or plan and facilitate an educational program for your community, complete research on a given topic, read & write a reflection, a follow-up conversation with a Professional Residence Life Staff member, etc.)

**Mandated Change of Room Assignment**
You may be required to move out of your room to another room, usually in another hall, in response to violations of your Housing Contract. This sanction is used most often for, but not limited to, repeated violations of a policy, for instances where your behavior has adversely affected community members, and when a negative community atmosphere may be contributing to your behavior.

**Loss of Guest Privileges**
If your behavior appears to be adversely influencing guests or other residents, your guest privileges may be revoked. Loss of guest privileges may mean that you may have no residents or guests, other than your roommate in your room for the remainder of the semester or academic year.

**Loss of Information Technology Access Privileges**
Disciplinary action for violation of rules and policies governing appropriate use of IT resources could include being denied UWNNet and Technology Learning Center (TLC) privileges.

**Paying for Damages**
As explained in the [Damages and Billing](#) section, you are financially liable for damages or excessive messes you cause, either deliberately or by negligence.

**Reflection Paper**
You may be required to write a paper reflecting on the choices that you made and how you anticipate you would respond in the future.

**Removal of Stereo/Musical Instruments/Amplification or Bass Systems (i.e. subwoofers)**
If, after meeting with the Professional Residence Life staff member to discuss disruption to the community caused by your stereo and/or musical instruments, and your behavior does not change or improve you may be required to remove your stereo, musical instruments, and/or amplification or bass systems (i.e. subwoofers) from your room.

**Self-Care Plan**
You may be required to agree to specific behaviors outlined in a self-care plan in order to continue to live in the residence hall communities.

**Sanctions in Response to Violations of UWS Administrative Code**

**Alcohol and other Drug Education**
Students found responsible for violating University policy for alcohol or other drugs will be required to participate in an educational sanction. All educational sanctions due to alcohol and other drug use cost the student $125.00 and they have four weeks to complete the education. Providers: Connections.
- **Choices:** alcohol education class. Two 90 minute sessions educating students about alcohol use
- **Basics:** one on one counseling sessions to discuss alcohol use. Two 60 minute appointments
- **Casics:** one on one counseling sessions to discuss marijuana use. Two 60 minute appointments
- **Casics+:** one on one counseling sessions to discuss alcohol and other drug use. Two 60 minute appointments

**Badger Red**
Badger Red is a program designed for students to explore their personal and academic goals and the role that violating policies may play in negatively impacting their academic performance. The cost to the student is $25.00.

**Parental Notification**
Parental Notification occurs when students have a BAC of .16 or higher, have been assessed for an alcohol overdose, were transported to the hospital or detox due to alcohol incapacitation, and students receiving non-academic probation as a sanction. We also contact parents for some mental health cases and other severe policy violations.
University Probation

University Probation is a sanction that is in effect for a specific period of time, usually no longer than two years. Being placed on University Probation is a warning that further violations of University policy may result in suspension or expulsion from the University if violations occur during the period of Probation. University Probation is noted on ALL transcripts produced by the Registrar during the period of Probation. After the period of Probation expires, notation of Probation is noted only on internal transcripts.

University Reprimand

University Reprimand is a formal written warning on the part of the University that your behavior has been found to be in violation of University policies and that further misconduct may result in more serious disciplinary action. University Reprimand is not noted anywhere on official records but a copy of the Letter of Notification is kept on file in the Dean of Students Office.

Suspension/Expulsion from the University

If suspension or expulsion from the University is a possible sanction given the alleged misconduct, the Residence Life Coordinator or Area Coordinator will have a hearing with you regarding violations of the Housing Contract and the Dean of Students Office will investigate the alleged violations of the University Administrative Code. Types of incidents which result in consideration of suspension or expulsion include, but are not limited to:

- Sexual assault
- Assault with a weapon
- Any assault resulting in physical injury
- Sales of prohibited substances (drugs) or possession of prohibited substances with an intent to sell
- Assault of, or threats to, a University staff member
- Arson

The Appeals Process

Appealing a Housing sanction

You have the right to appeal a decision made after a disciplinary meeting regarding Housing Contract violations if you believe that:

- The hearing officer was biased
- There is new information that was not available at the time of the hearing
- The sanction is unreasonable for the situation
- Due process was not followed

The Letter of Notification you are sent via email will include appeal instructions. It is important that you follow these guidelines exactly and meet all deadlines.

When you initiate an appeal, you will need to indicate on which justification above you are basing your appeal. Appeals of decisions involving Housing Contract violations are directed to a Housing staff member not involved in your case or your original hearing. The purpose of the appeal hearing is to review your case and provide you with an opportunity to present your argument based on the criteria (outlined previously) that you cited. Appeals of Housing sanctions are heard by a panel of staff. Panels may decide to uphold the original sanction, change the original decision to a less severe sanction, or overturn the original decision and not issue a sanction. Appeal panel decisions are final. The panel chair will notify you of the panel’s decision.

Appealing a University sanction

Residence Life staff are acting as agents of the Dean of Students Office in the investigation of violations of the UWS Administrative Code. If you wish to appeal the Residence Life staff’s recommendation on the UWS Administrative Code violation, you may elect to have a hearing in front of the Nonacademic Misconduct Hearing Committee. You would initiate that hearing by contacting the Dean of Students Office. Information on, and deadlines for, requesting this hearing will be included in the Letter of Notification sent to you. Additional information on the University conduct process is available here.
D. Appendix (Safety & Wellness Resources)

Crisis Support and Counseling
Please visit the Rape Crisis Center website.
Please visit the Sexual Assault Nurse Examiner (SANE) website.

Reporting a Crime
Please visit the University of Wisconsin Police Department website.
Please visit the Offices of the Dean of Students - Division of Student Life website.

SAFE Nighttime Services
Please review the Safe Nighttime Services website.