

# Letter from **Residence Life Central Staff**



Welcome to UW Oshkosh! We are thrilled to have you in our residence halls this year, and our staff wants to help you in any way we can to achieve academic and personal success. Many students meet lifelong friends and create many happy experiences while living in our residence halls. This handbook describes the resources, programs, and policies that help make our residence halls an enjoyable place to live for everyone.

Living in the residence halls is a fairly unique living opportunity for many, a first real opportunity to live on your own. We encourage you to get to know those living around you, especially your roommate, and make the most of living here. Should you have any questions and/or concerns, please contact your Community Advisor (CA), Health Advocate (HA), Assistant Residence Hall Director (ARHD), or Residence Hall Director (RHD). All of these staff live in our buildings and are available to assist you.

Every year, we are proud of the thousands of students that come to live with us in our residence halls, and we want you to make the best of your experience living here as you study, live, and learn. Our communities are the healthiest when students find a balance between living responsibly and exercising their freedom. We want you to enjoy being a Titan, but grow and learn in a responsible way as well.

Thank you for choosing UW Oshkosh, and best of luck on the upcoming academic year.

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# Safety and Security

## Section 1



# Safety and Security

## ALCOHOL/DRUG MEDICAL SAFETY GUIDELINES

The University of Wisconsin Oshkosh is a caring community that places the lives, health, and safety of our members as our highest priority. Alcohol and drug related overdose deaths occur on college campuses each year. Fear of “getting in trouble” or “getting a friend in trouble” should never keep someone from seeking assistance when they fear for a community member’s safety.

If a student seeks assistance from university officials (e.g. residence hall staff) due to a dangerous level of intoxication, the university may require educational interventions (such as alcohol education or substance abuse assessment), but not punitive sanctions. A student who seeks help for someone else will not receive sanctioning.

Although the UW Oshkosh Alcohol Medical Safety Guidelines address violations of the UW Oshkosh Code of Conduct, the UW Oshkosh Police Department fully supports the guidelines and will consider the totality of the circumstances in rendering a decision on issuing a citation. These considerations include, but are not limited to: the health and safety of the student, the cooperation of the student and/or witness, and past contact with the UW Oshkosh Police Department. Unless extenuating circumstances exist, officers are encouraged by UW Oshkosh Police Administration not to issue citations to someone seeking medical assistance or to the person(s) assisting them.

**Please note:** relief from disciplinary or law enforcement action will not be granted to students who do not seek medical assistance. Students who are confronted by university staff (e.g. CA, CSO, UP) will be addressed under the normal Code of Conduct and applicable laws. Additionally, the guidelines apply to alcohol and drug related emergencies and are not intended to provide relief from legal consequences or administrative discipline in relation to serious crimes. These include, but are not limited to: all forms of assault, theft, and property damage; and distribution of illicit substances.

## INCLUSIVITY AND DIVERSITY

UW Oshkosh residence halls are places where all students should have an equal opportunity to participate actively in the community. To this end, our goal is to create an environment open to people from diverse backgrounds. No students should have to

tolerate harassment or illegal conduct of any kind. This includes, but is not limited to, comments regarding an individual’s race/ethnicity, gender, sexual orientation, gender identity or expression, country of origin, and ability as well as cultural, political, religious, or other affiliations. We view college life as an opportunity for individuals to meet and get to know many types of people. These interactions and relationships help us build strong hall communities.

In working to make the climate of our campus both accepting of, and welcoming to, all students, faculty, and staff, the University of Wisconsin Oshkosh has taken the stand that it will not tolerate bias incidents or hate crimes.

Definition of bias and hate: Single or multiple acts toward an individual, group, or their property that are so severe, pervasive, and objectively offensive that they create an unreasonably intimidating, hostile, or offensive work, learning, or program environment, and that one could reasonably conclude are based upon actual or perceived age, race, color, creed, religion, gender identity or expression, ethnicity, national origin, disability, veteran status, sexual orientation, political affiliation, marital status, spirituality, cultural, socio-economic status, or any combination of these or other related factors.

Hate crimes are also motivated by bias and they include property damage, personal injury, or other illegal conduct. A hate crime is a bias incident that has risen to the level of a violation of criminal statute. All hate crimes are bias incidents, but not all bias incidents are hate crimes.

Students who are a victim of a bias incident or hate crime, a witness to such an incident, or are told of such an incident, are encouraged to contact their CA, RHD, the Department of Residence Life, or the University Police.

You can anonymously report incidents online using the Bias Incident Report Form, which can be found on the UW Oshkosh Division of Student Affairs webpage: <https://uwosh.edu/police/bias-incident-report/>

The purpose of reporting is to track the nature of bias motivated incidents on and off the UW Oshkosh campus in an effort to prevent future behaviors, and to help maintain a positive learning, living, and working environment within our community. Examples may include, but are not limited to, the use of degrading

## Safety and Security

language or slurs (spoken or written) directed at women, men, persons of color, members of the LGBTQ community, etc. Incidents that rise to the level of a crime should also be reported to University Police. This form does not take the place of reporting a crime to law enforcement. Information from the report will be sent to the Office of the Vice Chancellor of Student Affairs and the Dean of Students Office to assess if action is required. Information about trends of such incidents will be sent to areas that work with climate issues for the targeted identity group, such as the Office of Equal Opportunity and Access, the Multicultural Education Center, Residence Life, the LGBTQ Resource Center, the Women's Center, the Counseling Center, Student Health, etc.

Additionally, we feel bullying is a very serious matter. UW Oshkosh residence halls are living communities where students should feel both physically and emotionally safe. The Department of Residence Life believes in building communities on the principles of inclusion, civility, and respect. We find harassment or bullying of any kind, whether it be in person, electronically, or through a third party, a serious issue that will not be tolerated in our communities. We encourage residents who think that they have witnessed or experienced bullying to contact hall staff.

### MISSING STUDENT NOTIFICATION POLICY

The 2008 Higher Education Opportunities Act states in section 488:

#### Missing Student Notification

Requires institutions that have on-campus student housing to establish and implement a "missing student notification policy for students who reside in on-campus housing" that:

Informs each student about, and provides students the option of, designating an emergency contact.

Provides students a means to "register confidential contact information".

- Requires disclosure to students who are under the age 18 that the institution is required to notify parent or guardian if the student is deemed missing.
- Requires the institution to implement emergency notification procedures when students have been deemed missing.

- Requires activating "official notification procedures" when students have been missing for more than 24 hours by:
  - Notifying law enforcement
  - Notifying parent/guardian of students who are under 18
  - Notifying emergency contact of students who are over 18



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As a result, Residence Life has created the following: The Department of Residence Life will notify authorities when a residence hall student has been deemed missing. Those notified include University Police for all individuals, and either the parent/guardian for residents under 18 or the emergency contact of students who are over the age of 18. Emergency contact information will be obtained from the information residents provide on their housing application.

Any time a student believes a resident may be a threat to themselves or others, the student should contact University Police immediately. If the student wants to report that a student is missing, that student can contact the police directly, contact a hall staff member, or contact the Department of Residence Life.

### ROOM ENTRY/SEARCH AND SEIZURE

Students residing in UW Oshkosh residence halls are afforded the same Fourth Amendment rights pertaining to search and seizure as any renter or homeowner. Law enforcement officials must follow due process as specified by law in the areas of search, seizure, and arrest.

UW Oshkosh, as landlord, retains the right to enter student rooms for maintenance, fire safety, personal welfare, and for the comfort and/or safety of fellow residents (i.e. turn off an alarm, close a window, etc.). Maintenance requests by students or staff shall be considered permission to enter student rooms, and no notification of entry will be given. In addition, hall staff members will conduct safety checks as deemed necessary by the Department of Residence Life.

Please recognize that when a student's safety is in question, Residence Life staff will enter a room. If students choose not to open their residence hall door for a hall staff member or University Official, the staff member must further assess the seriousness of the situation, and possibly involve University Police. If there is believed to be a safety concern or potential harm to the residents or community, Residence Life staff reserve the right to enter the room.

### SECURITY STATIONS

All residence halls have nighttime Security Stations staffed by Community Advisors and Community Service Officers (CSOs). Security Stations serve as a checkpoint for monitoring resident and guest access to our

residence halls. Residents must use their TitanCard to gain access into the building; guests must present a state-issued ID. Both residents and their guests may not "tailgate" (following closely behind someone and entering the hall after the door has been opened) into any residence hall in order to gain access. Those who permit someone to "tailgate" into the hall behind them will be held accountable for all policy violations by said individual.

The stations are staffed nightly and run Sunday through Thursday from 9:30 p.m. - 2:00 a.m., and Friday through Saturday from 9:30 p.m. - 3:00 a.m. On a few occasions, Security Station hours will be extended to coincide with an increased student presence on campus. These instances will be posted in-hall ahead of time.

### SEXUAL ASSAULT AND HARASSMENT, DOMESTIC/DATING VIOLENCE, SEXUAL EXPLOITATION, AND STALKING

#### Sexual Misconduct Policy

Sexual assault, sexual harassment, domestic and dating violence, sexual exploitation, and stalking are prohibited by UWO policy, and state and federal law. Sexual misconduct will not be tolerated in the university community. Students experiencing sexual misconduct, or who have questions about their experiences, are encouraged to use services provided by the Equal Opportunity, Equity and Affirmative Action Office (Title IX Coordinator), Campus Victim Advocate, Counseling Center, Dean of Students Office, Student Health Center, University Police, and other support services on campus. For the most current version of this policy, refer to the web page at <https://uwosh.edu/titleix/>

### CAMPUS DISCIPLINARY REPORTING PROCEDURES

#### Reporting Sexual Assault, Domestic/Dating Violence, Sexual Exploitation, or Stalking

We encourage victim/survivors of sexual misconduct to report any incident of sexual assault, domestic/dating violence, sexual exploitation, or stalking even if you are unsure about how to define what happened to you. Students have the right to report or not report to the University and/or law enforcement. You may disclose incidents non-confidentially (but privately) to your Hall

## Safety and Security

Director or Community Advisor, the Title IX Coordinator, the University Police Department, the City of Oshkosh Police Department, and/ or the Dean of Students Office. If you choose to disclose to a non-confidential resource, please know that they will be required to report the incident to the Title IX Coordinator, and the Title IX Coordinator or a Deputy will reach out for safety, support, options, and rights, including the right to file a formal complaint (Title IX). You can have a support person with you for this meeting. You will be able to decide your level of participation throughout the process. If you would prefer to talk over your decision to report with a confidential resource first, you can contact the Campus Victim Advocate, the Counseling Center or the Health Center. In cases of sexual assault, domestic/dating violence, sexual exploitation, and stalking, it is important to consider preserving evidence that may be necessary for an investigation or hearing process if you decide to move forward with a formal complaint and/or police investigation. Evidence can be things like clothing, bed sheets, text messages, emails, social media posts, photos of bruising, etc. You are not alone at UWOC, there are many resources and support for preventing and responding to sexual misconduct.

If you wish to speak to someone confidentially, you can go to the Counseling Center, Campus Victim Services Advocate and Student Health Center.

### Dean of Students Office

Procedures for on-campus disciplinary action are covered in UWS Chapter 17. Copies of the Student Discipline Code are available in the Dean of Students Office, or by looking online at <https://uwosh.edu/deanofstudents/student-conduct/non-academic-misconduct/>

All allegations of sexual assault, domestic/dating violence, or stalking will be taken seriously, with careful attention given to the rights and protection of both the respondent and the complainant. Any person who believes that any of these forms of relationship violence has occurred may make an inquiry or complaint by utilizing the informal or formal procedures described in this policy.

## CONTACT INFORMATION

### Sexual Misconduct

#### CAMPUS RESOURCES (Non-confidential)

Title IX Coordinator, Dempsey 337  
(920) 424-0835, [titleix@uwosh.edu](mailto:titleix@uwosh.edu)

Dean of Students Office, Dempsey 125  
(920) 424-3100  
8 a.m. - 4:30 p.m. (Mon. - Fri.)

Department of Residence Life, 2nd floor S.  
Gruenhagen (920) 424-3212  
8 a.m. - 4:30 p.m. (Mon. - Fri.)  
(or contact a Residence Hall Director)

University Police  
(920) 424-1212 (24 hours)

#### CAMPUS RESOURCES (Confidential)

Student Health Center, 1st floor Radford Hall  
(920) 424-2424  
8 a.m. - 6:30 p.m. (Mon.)  
10 a.m. - 4:30 p.m. (Tues.)  
8 a.m. - 4:30 p.m. (Wed. - Fri.)  
(during regularly scheduled class sessions)

Victim Advocate, Student Success Center 240  
(920) 424-2061  
8 a.m. - 4:30 p.m. (Mon. - Thurs.)

Counseling Center, Student Success Center 240  
(920) 424-2061  
8 a.m. - 7:00 p.m. (Mon.)  
8 a.m. - 4:30 p.m. (Tues. - Fri.)



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### Sexual Harassment:

Equal Opportunity, Equity and Affirmative Action Office  
(Title IX Coordinator), Dempsey 337  
(920) 424-2296, afaction@uwosh.edu  
8 a.m. - 4:30 p.m. (Mon. - Fri.)

Victim Advocate, Student Success Center 240  
(920) 424-2061  
8 a.m. - 4:30 p.m. (Mon. - Thurs.)

Campus Safe Walks  
University Police – (920) 424-1212

### Community Resources

Dating Violence, Stalking, or Sexual Assault  
Crisis Intervention Helpline  
(920) 233-7707 (24 hours)

Aurora Medical Center  
855 Westhaven Dr.  
(920) 456-7601  
Specialized Sexual Assault Nurse Examiners available

Mercy Medical Center  
500 S. Oakwood Rd.  
(920) 223-2000

Oshkosh City Police/Ambulance  
911

REACH Counseling Services: Neenah  
(920) 722- 8150  
(24-Hour Sexual Assault Crisis Lines)

Christine Ann Center  
Oshkosh – (920) 235-5998  
Neenah/Menasha – (920) 729-6395  
(24-Hour Domestic Violence Crisis Lines)

### Duty Phone Numbers:

Community Advisor (CA) staff are available at night during published duty hours. Please use the following numbers:

Donner/Webster – (920) 420-9312  
Evans/Stewart – (920) 420-9417  
Fletcher - (920) 410-4410  
Horizon Village – (920) 420-4410  
North Scott – (920) 420-9279  
South Scott – (920) 420-9279  
Taylor – (920) 420-9312

If you need assistance outside of published duty hours, please contact the University Police at (920) 424-1212.

# Residence Life Policies

## Section 2



# Residence Life Policies

If a student wishes to receive a copy of any part of their disciplinary file, they must speak with the Department of Residence Life. All requests must be made at least two business days in advance. If you request a copy of your entire file, you will be charged a \$10 administrative fee, which must be paid before you receive your copies.

The policies and procedures of Residence Life are stated in the following section. Each person is responsible for knowing these policies and procedures and adhering to them at all times. Upon signing a Housing and Dining Contract and moving into a residence hall, you are responsible for the following policies and guidelines.

United Students in Residence Halls (USRH) is the policy recommending body on behalf of residence hall students. Contact USRH in their office (102k Reeve Union) with any concerns or recommendations regarding hall policies, procedures, or services. You can visit the USRH website at: [www.usrh.housing.uwosh.edu](http://www.usrh.housing.uwosh.edu)

If you are looking for clarification regarding a policy, please contact your CA, RHD, or the Residence Life Office.

## Changes in Policies and Procedures

The Department of Residence Life and USRH reserve the right to amend or develop additional policies or procedures as necessary to ensure the promotion of safety for the community. The Department of Residence Life will make every attempt to communicate changes to those affected in a timely manner.

## ALCOHOL POLICY

The alcohol policy of the University and the residence halls is in place to enforce state law and to ensure a safe and secure environment for all residents. Keep in mind that even after you attain the legal age to consume alcohol, it is still an expectation that you consume alcohol responsibly and not engage in behavior that will negatively impact others.

If an underage student is found in possession of alcohol, University Officials possess the right to dispose of, or have the student dispose of, all alcohol present in the area, including empty alcohol containers.

### Alcoholic Beverage:

Any beverage that contains alcohol. "Near beer" and "near wine" are considered alcoholic beverage.

If an underage student is found in possession of alcohol paraphernalia (e.g. beer bong, beer bottles full of sand or highlighter fluid, etc.), University Officials possess the right to confiscate all illegal items of this nature present in the area.

### Definition of Terms:

**Wet Room:** Resident(s) of the room or suite are 21 years of age or older. The resident(s), and their invited guests whom are also 21 years of age or older, may consume alcoholic beverages in the room. Guests under the age of 21 may not be present in the room when alcohol is present and may not consume any alcoholic beverages.

### Dry Room:

Resident(s) of the room or suite are under the age of 21. Since the resident(s) of the room is/are underage, neither they nor their guests may possess or consume alcohol at any time, regardless of age (this includes friends, fellow students, parents, and other family members).

### Damp Room:

One resident is 21 years of age or older while the other is not. The resident who is of legal drinking age may consume alcohol in their room, but may not furnish alcoholic beverages to those under the age of 21. Guests who are of legal drinking age may consume alcohol if, and only if, the resident who is 21 years of age or older is present and if each individual of legal drinking age possesses no more than one open alcoholic beverage per person.

### Beer Bong:

Students are prohibited from possessing any device designed to be used to consume alcohol in large quantities. If University staff finds a "beer bong" device, it will be confiscated.

### Common Areas:

Alcoholic beverages are not permitted in public areas of the residence halls (floor lounges, kitchens, bathrooms, etc.), even if possessed by residents of legal drinking age. Alcoholic beverages may be transported by those of legal drinking age through main lobbies in manufacturer sealed or capped containers to locations where it is authorized and legal to use. Alcoholic beverages are not allowed to be consumed outside the residence halls on university grounds at any time. These alcohol guidelines apply to all approved group functions, whether on or off campus.

# Residence Life Policies

## Common Containers:

Kegs, barrels, or other large common containers that hold alcohol are not permitted the residence halls.

## Consumption and/or Possession:

Residents who are not of legal drinking age are prohibited from consuming or possessing alcoholic beverages in/on their person or in their room/suite. The Department of Residence Life will enforce the State Laws of Wisconsin.

## Distributing to Persons Not of Legal Drinking Age:

Residents may not distribute alcohol in any manner to a person who is not of legal drinking age.

## Drinking Games:

Games generally associated with consumption of alcohol, such as beer/water pong, are not permitted, even if alcohol is not present.

## Empty Containers:

Residents not of legal drinking age are prohibited from possessing alcoholic beverages and beverage containers of any kind anywhere in the residence halls. This includes empty bottles, bottles with highlighter fluid, bottle caps, empty cans, cases, cases/boxes used for storage, and "sentimental memorabilia" such as a Corona bottle with sand in it.

## Incapacitation:

Those students who become incapacitated as a result of drinking or other drug use are those that require medical care and follow-up intervention. This medical care and follow-up intervention will be provided regardless of the age of the student. Drinking or using other substances that leads to a level of incapacitation is prohibited regardless of age.

## Irresponsible Drinking:

The University expects students of legal drinking age to consume alcohol sensibly and responsibly. Specifically, the University does not consider drinking in excess to be responsible. The following are some of what is considered irresponsible drinking and are prohibited:

- Loud and/or destructive behavior and/or conduct

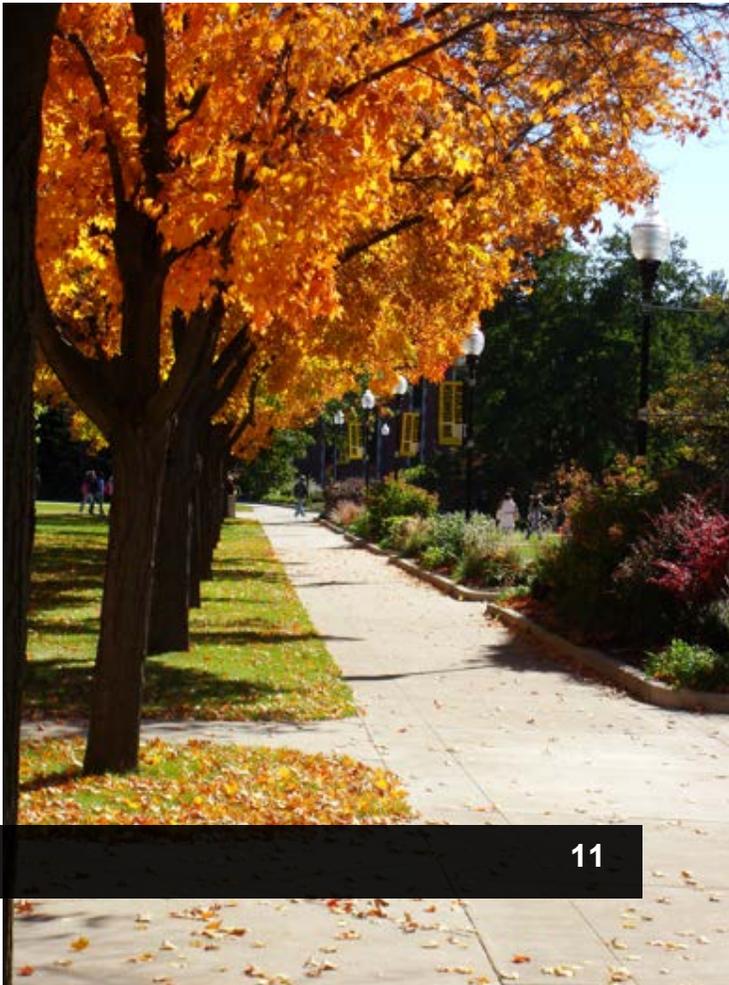
- Inability to control bodily functions (vomiting, urinating, defecating, incapacitation)
- Passing out in common areas, hallways, and rooms
- Vandalism
- Violent or abusive behavior (including date/ acquaintance rape and assault) toward any University Official, other community member, or guest as a result of consuming alcohol.

## Medical Safety/Amnesty Guidelines:

Refer to Page 4

## Shared Responsibility:

All students in a room or area where the alcohol policy is being violated will be held responsible for behavior or objects in the area, even if they are not engaging in alcohol consumption. For example, if a student or resident remains in a room where underage possession or consumption of alcohol is taking place, but is not consuming or possessing themselves, the student should immediately confront the behavior and/or leave and report the incident. Allowing others to consume alcohol in the room, allowing the collection of empty containers, or storing alcohol in the room for others are also violations of the alcohol policy.



## Residence Life Policies

### BUILDING SAFETY POLICY

#### Access Panels:

Opening, tampering with, or otherwise manipulating access panels, fuse boxes, electrical closets, and pipe chases, etc., is strictly prohibited.

#### Bathroom Access:

All residence hall floor bathrooms will be locked during the academic year and can be accessed by a resident's bathroom key/student ID. Any tampering with the locking mechanism of the door, or any door propping, is a policy violation. Residents have the option to check out a guest bathroom key for guests. On occasion, maintenance issues may temporarily prevent hall staff from locking a bathroom door. In keeping with UWO commitment to inclusivity, students, staff and faculty are permitted to use the bathroom that pertains to their gender identity. Residents are required to use their student ID/bathroom key to access the bathroom and should not allow others into the bathroom. Guests must request guest keys/bathroom cards for check-out. Guests are not permitted to use other methods to gain access.

#### Bathroom Key Checkout:

Bathroom keys/cards are available to be checked out for guests until midnight. Guest bathroom keys can be checked out for no more than two consecutive nights (for both the guest and resident host). The guest must be present when resident host is checking out the key, and both individuals must present a valid photo ID. A \$10 late fee will be charged to the resident host of the guest if the key is not returned to the desk on time. A \$50 fee will be charged to the resident host of the guest for keys not returned within 24 hours of the original due date and time and the key will be considered lost. No person other than those listed in the key checkout system is allowed to possess the key at any time. The duplication, or the request for duplication, of guest bathroom keys is prohibited. Failure to return a key, or abuse of this policy, may result in disciplinary action, which includes revoking access to guest bathroom keys and guest restriction from the residence hall(s).

#### Card Access:

Your TitanCard is one of your keys and should be treated as such. Residence halls have implemented a card access system for added safety and security purposes. Students are required to use their TitanCard to gain access through the card

swipes. The misuse of card swipes (i.e., vandalism, using someone else's TitanCard) or allowing others to use your TitanCard is strictly prohibited. Residents are financially responsible for replacing their Titan-Card if it is damaged, not swiping properly, or lost. If your TitanCard fails to work for the reader, please contact your Residence Hall Director.

#### Closing Procedures:

If students choose to leave their residence hall rooms for the duration of a university break period, they are required to:

- Turn off all lights.
- Remove all trash and recycling from the room.
- Close and lock all windows.
- Close the curtains.
- Unplug all appliances (outside of those deemed OK to remain plugged in).
- Lock the door.

#### Electrical Outlets/Phone and Data Jacks:

Opening, tampering, or otherwise manipulating electrical outlets or phone jacks is strictly prohibited.

Exiting Alarmed Doors and Emergency Exits: While it is permissible in some of the residence halls to use these doors during the day, using these during security hours is not permitted unless in an emergency.

#### Keys:

- In the event a key is temporarily misplaced (i.e., locked in a room), a key may be borrowed from the residence hall desk. A lock change will be made when a key is reported lost or stolen, a key is missing for 48 hours, a loaner key is checked out for the fourth time, or a key is not returned at check out. Students are responsible for any charges associated with a lock change and/or replacement of keys.
- If a student temporarily lost their keys or left their keys (for example, at their parents' house), keys may be borrowed ("loaned") from the hall desk for a period not to exceed 48 hours.
- Long term extensions on key loans must be approved by the hall's RHD, or designee, and are not to exceed seven days.
- **Loaners:** Our policy is that when the fourth loaner key has been issued, a lock change will take place at the cost of the student. This is to discourage misuse and encourage responsibility for keys.
- No person may duplicate a university key or request the unauthorized duplication of a university key.

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- No person shall replace without permission, damage, tamper with, or vandalize any university lock or security device. If a room lock becomes damaged, it is the responsibility of the resident(s) to complete a Work Order to have it fixed.

- No person may lend another individual (including other residents and guests) their university keys for any reason. No person may possess another individual's keys, nor possess an unauthorized key. Keys in the possession of unauthorized persons may be confiscated by University staff. If you find a key, please turn it in to hall staff. See the Bathroom Key Checkout section (previous page) for how to obtain guest bathroom keys.

### Motor Vehicles and Mopeds:

Motor vehicles and mopeds are not permitted inside any residence hall. Motorized wheelchairs are allowed.

### Peepholes:

Each residence hall room door is provided with a peephole to enable residents to identify who is at their door. Covering, tampering with, or removing peepholes is strictly prohibited. It is the resident's responsibility to report a missing peephole to hall staff in a timely manner.

### Pets:

For reasons of health and sanitation, all pets, other than fish, are prohibited in the residence halls. For safety reasons, fish tanks are limited to 30 gallons; any exceptions to this size limitation must be cleared through the Department of Residence Life. During break periods, if you choose to leave the halls, be conscientious of how long you will be gone and how your fish will be cared for. Please note that University staff will not be able to care for fish over break periods. We reserve the right to restrict residents from having fish if the cleanliness of the tank is not maintained. Pets belonging to visiting guests will not be permitted in the residence halls. Persons requiring the assistance of certified service animals need to make arrangements through the Department of Residence Life and the Accessibility Services in the Dean of Students Office.

### Propping Doors:

Propping open any residence hall door intended to remain closed and/or locked for safety and security reasons, including fire safety, is prohibited.

### Posting:

While residents are allowed to post materials on their room door, this should not expand to the door frame or surrounding walls.

### Room Number:

A room number is placed on or next to your door to identify your room. Covering or altering your room number is prohibited.

### Roof and/or Building Access:

Climbing into, out of, or on university buildings (including roofs) is strictly prohibited. Should sports equipment, such as frisbees or balls, become lost on the roof, please submit a Work Order and it will be returned to you; do not try to retrieve it yourself.

### Security Stations:

All UW Oshkosh residence halls have late evening Security Stations. All residents and guests (student and non-student) are required to follow proper check-in procedures. All UW Oshkosh students are required to present their TitanCard to enter any residence hall during this time. All guests and visitors that are not UW Oshkosh students, and are 16 years of age or older, are required to present a state-issued photo ID. Bypassing security stations is prohibited.



## Residence Life Policies

As a resident, if you do not have your TitanCard to check in to your residence hall during Security Station hours, you will receive an "Entry Without ID" strike. Your first "Entry Without ID" will serve as a warning. You will be fined for every "Entry Without ID" thereafter as follows: a second "Entry Without ID" is a \$5.00 fine, a third is a \$10.00 fine, a fourth is a \$15.00 fine and an Incident Report will be filed. Every "Entry Without ID" after the fourth will result in another \$5.00 increase and an Incident Report. This will reset each academic year.

IDs must be current and in good condition. If a Titan-Card is unreadable, broken, or otherwise damaged, you must get a new TitanCard at your own expense within a reasonable amount of time (24-48 hours). New TitanCards can be purchased at Titan Central in Reeve Memorial Union.

### **Shower Stall Capacity:**

For general health and safety reasons, no more than one person is allowed in a shower stall at any time. Failure to abide by this one person per shower stall limit will result in documentation and additional follow up.

### **Solicitation:**

With the endorsement of USRH, Residence Life subscribes to the "bedroom door" policy means that canvassers are not allowed to enter hallways. This way leading to "bedroom doors" (residents' rooms/suites). This includes putting notices under residents' doors and/or posting signs on the floors. Hall government leaders and hall staff are exempt from this policy when advertising and recruiting participants for events.

Soliciting for information or the sale of services or products may be permitted in main lobbies or large public areas on the first floors of residence halls (not leading to residents' rooms). This can only be done when approved by a hall's government or the RHD.

Postings and mailbox stuffing by hall government, hall staff, and USRH must be approved by the hall's RHD.

Informational or promotional brochures or coupons, university-sponsored mailbox stuffers, and other post-ings must be approved by the Department of Residence Life (refer to Posting Guidelines for more information). Other mailbox stuffers require postage.

Political candidates are allowed to serve as guest speakers at meetings or participate in hall events when coordinated through the hall staff. Otherwise, political solicitation can only occur outside of the residence halls

and cannot interfere with the flow of traffic in and out of buildings. Any political mailing must have an address of the person and postage on it for it to be placed in a student's mailbox.

**Trash Disposal:** In all halls, residents are to dispose of trash in large receptacles located outside the building. Residents should use the following precautions when disposing of trash and should not dispose of:

- Ignited or highly flammable materials
- Medical waste in the trash receptacles
- Personal room trash in common area trash containers or recycling bins.
- Trash/abandoned property left in hallways, common areas or anywhere that is not a large, outdoor receptacle may be subject to charges.

### **Trespassing:**

Residence halls are open only to hall residents and their invited guests. Any other person found in the halls is subject to prosecution for trespassing. The Department of Residence Life may make exceptions for individuals needed for the day to day operation of the halls, including, but not limited to, other university staff, mail carriers, beverage vendors, etc.

Persons who are restricted from entering a residence hall or all halls cannot enter these buildings at any time. Being present in these buildings will be treated as an act of trespassing and University Police will be contacted.

### **Unauthorized Early Move in:**

Students are not allowed to move in prior to their official residence hall open-ing day and time unless they have received prior permission from the Department of Residence Life. Students who move in early without permission will face disciplinary sanctions.

### **Unauthorized Presence:**

It is not permitted for any person to enter a room without the permission of the resident(s). (Excluding University staff in performance of their duties)

### COMPUTER USAGE POLICY

#### ResNet Network Acceptable Use

Any user of a personal electronic device connected to the campus network (either wired or wireless) agrees to be compliant with the following policies, as well as the general UW Oshkosh computing policies. This includes, but is not limited to, UW Oshkosh's Information Technology policies and the University of Wisconsin System's Acceptable Use of Information Technology Resources Policy can be found at <https://uwosh.edu/it/policies> <https://www.wisconsin.edu/regents/policies/accept-able-use-of-information-technology-resources>

The following policy statements are intended to augment, not supersede, any additional contractual agreements of conduct or confidentiality to which you may be subject. The Department of Residence Life reserves the right to amend this policy at any time, with or without notice. Questions or comments regarding this document should be addressed in written form to the Department of Residence Life. Should any of the below policy statements be violated, your internet service may be suspended.

- You are required to have a proactive and effective, self-updating antivirus program on all computers. Information Technology department does not make recommendations on individual virus protection software but are willing to troubleshoot virus related issues that students might need.
- Hardware installation and problems will be solely your responsibility, including the backup of your computer data files.
- You are responsible for taking steps to avoid being either the victim or propagator of computer viruses. Devices identified as compromised will be quarantined from ResNet until the vulnerability is identified and removed. In this case, you may be required to install an approved anti-virus program in order for the computer to be cleaned so you will be allowed back on the campus network.
- Abuse of network resources will not be tolerated. This includes any activities that are considered detrimental to the network, other devices on and off campus, or cause excessive traffic.

- You are responsible for all activities conducted through the use of your network connection. This includes actions taken by guests having access to your computer, or who bring in their own computer. It is recommended that you take suitable precautions such as restricting access to your computer by setting a strong password.
- You may not run enterprise level server services on your computer while connected to the network. This includes, but is not limited to, "peer-to-peer" applications, web servers, e-commerce, FTP servers, dial-in (such as PPP and SLIP) access, and/or any system or service that allows a user to access the network via your connection.



## Residence Life Policies

- No personal routers are allowed on the residential network, including wireless routers. Personal wireless routers interfere with the campus' wireless network. Switches are provided at the front desk on a first come first serve basis except in Taylor Hall and Horizon Village; they have no need for a switch because they have at least one port per person.
- No user or group should disrupt or interfere with the legitimate access to the network of another user. The network should not be used to harass or intimidate others. This includes, but is not limited to, the use of anonymous and/or forged electronic mail and/or messages.
- No illegal activity is permitted; this includes downloading and/or distribution of copyrighted material.
- You are not permitted to enter any computer system or access any files stored on a computer system without the expressed permission of the owner of the files and/or the computer system.
- As effective as encryption technology is, no security system is impenetrable. Campus IT cannot guarantee the information you send or receive won't be intercepted while being transmitted over the Internet. Most web browsers allow use of a Secure Socket Layer ("SSL") connection. The Department of Residence Life and the University of Wisconsin Oshkosh are not responsible or liable for personal information that is transferred while using the network. This includes, but is not limited to, the loss of credit card information, social security numbers, driver's licenses, and bank account numbers.
- If you experience problems with your network connection, it is your responsibility to notify IT support office at 920-424-0863 or [resnet@uwosh.edu](mailto:resnet@uwosh.edu).
- Should Campus IT help you in any way, neither the Department of Residence Life nor its employees are responsible for any data loss or issues with your devices.

- Network connectivity may be temporarily suspended at any time for network-related problems or violation of policy.

### Computer Lab Acceptable Use:

For the convenience of the students, there is a computer lab located in three convenient locations: Fletcher Hall, Taylor Hall and Gruenhagen Conference Center (GCC) that is open 8:00 am - midnight. By using the computer lab all residents agree to abide by the following rules:

### Lab Access:

- Computer labs can only be accessed during normal hours of operations.
- Any activity that would disrupt the other users of the computer lab is strictly prohibited (phone calls, loud or boisterous behavior, using the computer speakers, etc).
- You are responsible for any individuals accessing the lab as your guests. No more than two guests are permitted per student.
- To gain access to the computer lab, you need to scan your own Titan Card. Allowing others to use your Titan Card to access the lab is strictly prohibited. Do not allow others to access the lab without properly scanning their Titan Card.
- Do not prop the door open.
- Users must be appropriately clothed at all times (i.e wearing a shirt, pants, and shoes).
- Removing any of the equipment and/or furniture from the computer lab is not permitted.
- Eating, drinking, and the use of tobacco in the computer lab is strictly prohibited.

### Printing:

- Excessive printing of any kind is prohibited. This includes excessive copies of resumes, personal business materials, powerpoints, etc.
- While you are permitted to bring your own personal printer, you will need to connect it to a computer with a cord. Due to the wireless set up in the halls, printers are unable to connect to the wireless. Please consider using campus resources for your printing needs.
- Students are able to print to the front desk printer from their room by installing the ResLife printer from the myUWO Portal. It is in the module called ResNet Software.



## Residence Life Policies

### Additional Notes:

- When using the computer lab, academic research takes priority over personal use such as social networking, gaming, etc.
- Viewing or displaying what may be deemed adult material will not be tolerated.
- Using computer lab resources to download, display, and/or transfer unauthorized copyrighted material will not be allowed.
- Any activity deemed as hacking or abusing network resources is prohibited.

### Possible Sanctions:

- Violation of these policies may result in immediate disciplinary actions stated in the UW system student code of conduct, which may include, but is not limited to:
  - A written warning
  - One week suspension of lab privileges
  - One month suspension of lab privileges, with an Incident Report filed with Residence Life
  - Indefinite suspension from all computer labs, reimbursement for damaged equipment, referral to Dean of Students Office
  - Referral to University Police for investigation and/or criminal charges

### DISORDERLY CONDUCT POLICY

#### Abuse of the Judicial System:

- Abuse of the Judicial System includes, but is not limited to:
- Falsification, distortion, or misrepresentation of information before a hearing officer.
- Disruption or interference with the orderly conduct of a judicial proceeding.
- Attempts to discourage an individual's proper participation in, or use of, the judicial system.

- Attempts to influence the impartiality of a hearing officer prior to, and/or during the course of the proceedings.
- Harassment (verbal, written, or physical) and/or intimidation of a hearing officer prior to, during, and/or after a judicial proceeding.

#### Bias Incident:

Illegal behavior motivated by bias against an individual's actual or perceived race, ethnicity, religion, disability, sexual orientation, or gender is prohibited. No person shall behave toward another person in a manner that creates an intimidating or hostile environment. A bias incident that has risen to the level of a violation of criminal statute would be considered a hate crime.

Refer to page 4 for additional information on inclusivity and diversity

#### Deposit of Human Waste Products:

No person may urinate, defecate, vomit, spit, or deposit human waste products anywhere on University property other than in a toilet or urinal.



## Residence Life Policies

### **Disruptive Behavior:**

It is an expectation that students cooperate with one another, guests, Residence Life staff, and other University officials. A student shall not interfere with, annoy, disturb, or distract any other student, guest, or staff member of the University by means of noise, abusive language, or any other nuisance, including laser pointers. Students who verbally abuse, provide false information or identification to, or fail to cooperate with University officials (including, but not limited to, Residence Hall Directors, Assistant Residence Hall Directors, Community Advisors, Desk Workers, Area Secretaries, Community Service Officers, or Dean of Students Staff) acting in the performance of their duties will face disciplinary action.

### **Eavesdropping:**

Eavesdropping, surveillance, or intruding upon the privacy of another person or group by means of phones, airpods/headphones, or any other concealed recorder is prohibited.

### **Elevators:**

Tampering with elevators is not permitted. This includes, but is not limited to:

- Tampering with the control panels and/or key access.
- Forcing elevator doors open or preventing them from closing.
- Tampering with the alarm system and/or ringing the elevator bell.
- Engaging in behavior which damages the proper functioning of the elevators, including dumping water or other liquids in the elevator.

### **Failure to Comply with or Complete Disciplinary Sanctions:**

Failure to comply with or complete disciplinary sanctions will result in further disciplinary action.

### **Failure to Cooperate with Staff:**

It is the expectation that every resident and/or guest cooperate with staff while in the residence halls at UW Oshkosh. It is the expectation that the resident(s) of the room and guests(s) open the door, present their IDs, and identify themselves when staff requests and/or confronts the room in the performance of their duties.

Use of inappropriate language and/or verbal harassment and/or providing false information or identification to University Officials acting in the performance of their duties toward staff while in performance of their duties is considered noncooperation and may result in further disciplinary action above and beyond the normal sanctions for the policy violation.

### **Fake Identification:**

Possessing or presenting false identification, including but not limited to, Titan Cards, Drivers licenses, State IDs, etc. is prohibited.

### **Filming and/or Videotaping:**

Students may not be filmed or videotaped in any manner unless the student has given written consent to appear in said medium. This includes using such devices as digital video cameras and cell phones with video capability. Any commercial or public use of unauthorized student images is strictly prohibited. For safety reasons, the Department of Residence Life may have security cameras installed in public areas.

### **Gambling:**

Gambling activities are prohibited within all University residence halls. Gambling activities include any games of chance that are played for money or something of value.

### **Harassment:**

Harassment can be based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes as required by law is verbal or physical conduct or conduct using technology that is so severe or pervasive that it has the purpose or effect of unreasonably interfering with an individual's work performance or educational program participation, or that creates an intimidating, hostile, or offensive work or educational environment. A person's subjective belief that behavior is offensive, intimidating or hostile does not make that behavior harassment. The behavior must be objectively unreasonable.

### **Hate Crimes:**

Behavior motivated by bias against an individual's actual or perceived race, ethnicity, religion, disability, sexual orientation, or gender is prohibited. Examples include property damage, personal injury, or other illegal conduct. Students involved in such behavior may face disciplinary action that may result in removal from all residence halls and/or suspension or expulsion from the University.

## Residence Life Policies

### Illegal Activity and/or Law Violations:

To violate any local, state, or federal law, or to violate any University policy within the residence halls, is prohibited.

### Indecent Exposure and/or Behavior:

“Streaking,” “mooning,” “flashing,” or any other sexual act or display in a public area (hallways, lobbies, restrooms, basement facilities, lounges, stairwells, etc.) is strictly prohibited.

### Offensive Materials:

Harassing or illegal materials cannot be posted to the outside of the door or in windows for others to see.

### Physical Assault:

Acts of physical violence will not be tolerated. Students involved in such behavior may face disciplinary action that may result in removal from all residence halls and/or suspension or expulsion.

### Relationship Violence:

All forms of sexual assault, sexual harassment, domestic or dating violence, and stalking. These acts will not be tolerated in the University community (see “Information regarding Health, Safety, and Security” in Section 4 for further information).

### Sexual Assault:

Sexual contact or intercourse without a person’s permission or consent is against the law and undermines the safety, security, and dignity of all members of the University community. Students involved in such behavior may face disciplinary action that may result in removal from all residence halls and suspension.

### Sexual Harassment:

The introduction of single or multiple acts toward an individual that are so severe, pervasive, and objectively offensive that they create an unreasonably intimidating, hostile, learning, or program environment that are based on actual or perceived gender and will not be tolerated and is strictly prohibited. Students involved in such behavior may face disciplinary action that may result in removal from all residence halls and suspension or expulsion.

### Theft and/or Attempted Theft:

No person may intentionally take, retain, or use another individual’s property without their consent. Removal of Residence Life owned furniture is prohibited and is treated as theft. The University is not responsible for personal property becoming lost, stolen, or damaged. Large sums of money or other valuables should be kept in a secure location within your room. The best guard against property loss is to always keep your room door locked. In the event that property is lost or stolen, notify University Police and Residence Life staff immediately. Students should secure renter’s insurance for their personal property; many students find that their belongings are covered by parents’/guardians’ homeowner insurance policies.

### Throwing Objects:

Throwing, dropping, or disposing of any object or liquid out of windows or down stairwells is prohibited.

### Vandalism:

Students who vandalize property on University premises will face disciplinary action and restitution costs. This includes, but is not limited to, damaging bulletin boards, water and/or food fights, tampering with washing machines, vending machines, and game machines in order to avoid paying for services, and elevator misuse/abuse.



## Residence Life Policies

### Video Copyright Law:

Students who wish to view copyrighted material must comply with federal copyright regulations. Rental and purchased videos, as well as video streaming, cannot be viewed (even by just one person) in public areas unless a license is secured. A video rental or video streaming only gives you the right to view the movie in your own room.

### Violent Behavior:

Any behavior that jeopardizes the safety of oneself or another individual is prohibited and will result in significant disciplinary action.

### Weapons:

Possession and/or use of firearms (guns) or any other dangerous weapons is prohibited. This includes martial arts equipment (see “recreational equipment” for approved appeal process), bullets, used bullet casing/shells, knives, stun guns, paint-ball guns, air-soft guns, and any article or substance that could be used as a weapon. Note that “facsimile weapons” are not allowed in the residence halls. This would include any replica, toy, or other object that bears a reasonable resemblance to, or that can reasonably be perceived to be, an actual weapon.

## DRUG POLICY

### Use and/or Possession of Drugs:

The use, possession, sale, giving, or exchange of illegal drugs, chemicals for use as drugs, or controlled substances is strictly prohibited in all University residence hall facilities.

### Paraphernalia (Homemade or Manufactured/Retail):

No person may use, or possess with the primary intent to use, drug paraphernalia. Examples include, but are not limited to, “bongs,” pipes, scales, rolling papers, “roach clips,” and blow tubes.

### Shared Responsibility:

All students in a room or area where the drug policy is being violated will be responsible for behavior or objects in the area, even held if they are not engaging in drug use or possession of paraphernalia. If a student remains in a room where drug use is taking place, but is not possessing or engaging in drug use themselves, the student should immediately confront the behavior and/or leave and report the incident. It is a student’s responsibility to be aware of what is occurring in the room.

## FIRE SAFETY POLICY

### Appliances:

For reasons of fire safety, limited electrical capacity, the risk of leaving items unattended, energy conservation, and to minimize bug, rodent, and other health and safety problems, appliance restrictions exist. It is impossible to list all electrical appliances that are hazardous for use in the residence halls, although a general guideline is that any appliance is prohibited if it is rated over six amps (700 watts), if it has an exposed heating element, if it may cause a ventilation problem, if it does not have an automatic shutoff, or if it is not UL (Underwriters Laboratory) listed.

To determine if an unlisted appliance may be permitted in your residence hall room, please contact your Residence Hall Director. The RHD will work with the Coordinator of Residential Conduct and Facilities Management to determine if the item will be permitted.

Use of multiple plugs and any extension cords are prohibited, as these items are extreme fire hazards. It is recommended that residents use power strips with a surge protector or fuse on it. Only one power strip can be used per outlet (you cannot plug a power strip into a power strip.)



## Residence Life Policies

Irons may be used in your residence hall. We highly encourage the use of appliances such as irons, hair care devices, and coffee makers that come equipped with an automatic shutoff feature.

Only microwave cooking is permitted in student rooms. A kitchen is provided for individual or group use in every residence hall. For fire safety reasons, only electric appliances checked out from the hall's desk may be used in residence hall kitchens. It is the responsibility of the student to properly dispose of any grease or garbage, and to thoroughly clean the items before returning them to the desk.

Refrigerators are permitted in student rooms as long as they are 4.0 cubic feet or less.

### **Exceptions for Horizon Village Residents:**

Horizon Village residents are permitted to use the following items in the kitchenette areas of their suites only: toasters, toaster ovens, and pizza ovens.

### **Candles, Wax Warmers, and/or Incense:**

Candles, wax warmers, and incense may not be possessed in the residence hall for use or decoration. Any exceptions (i.e., religious purposes) to this policy must be obtained in writing from the Coordinator of Residential Conduct.

### **Cooking:**

Students are responsible for remaining attentive to their cooking in any room or common space students may face restitution costs for fire department calls or alarm resets resulting from negligence.

### **Fire:**

No person may light any fires, including, but not limited to, burning candles, incense, lanterns, potpourri, or gas or charcoal cooktops or grills inside, or immediately surrounding (within 25 feet), of any residence hall.

### **Fire Crackers/Fireworks:**

No person may possess or use fireworks on University lands. The possession or use of firecrackers, gunpowder, or other materials that endanger health or safety is strictly prohibited. Students found in possession of fireworks and/or explosives are subject to criminal prosecution and/or University disciplinary action, including suspension or expulsion.

### **Fire Evacuation:**

All persons must evacuate the building when an alarm sounds. A student not complying with evacuation procedures is subject to disciplinary action.

### **Fire Safety Equipment:**

No person may intentionally cause a false fire alarm, whether by means of a fire alarm system or otherwise. No person may tamper with fire extinguishers and boxes, fire hoses, and other fire safety equipment. Individuals tampering with fire safety equipment will be subject to immediate suspension or expulsion from the University and criminal charges.

### **Flammable Liquids:**

Possession of containers holding fluids, used solely for igniting fires, is prohibited.

### **Room Capacity:**

to be present in a student room at a time, with the No more than 10 people are allowed exception of Horizon Village which may have no more than 16 people in a suite.

### **Smoke Detectors:**

No person may interfere and/or tamper with, unplug, or remove any smoke detector without proper authorization.



## Residence Life Policies

### Smoking/Use of Vapor Producing:

All residence halls are smoke free. No person may smoke in any area of the residence halls. When smoking outside the building, all persons must remain at least 25 feet away from the building (Wisconsin State Statute, May 2004). The use of any vapor producing item is not permitted, this includes but is not limited to E-cigarettes, hookahs, and other vapor producing products. Through hall governments, and/or a possible all hall vote, a hall may designate outdoor smoking areas in addition to, or in place of, the minimal distance (as long as it is at least 25 feet from residence halls).

### Sprinklers:

In buildings with sprinkler systems, nothing can be within 18 inches of the sprinkler spout, as it may obstruct the water in case of a fire. This includes books on shelves, furniture, and items piled on top of lofted beds. Nothing can be hung from sprinklers.

### VISITATION

A guest is defined as: Any person visiting but not staying over night (other residents, friends, family, etc.), anyone that is checked in at Security Station under your name, or anyone that you allow into the building through a locked door.

An overnight guest is defined as: Any person that stays past quiet hours

The Visitation Policy is as Follows:

- The host is responsible for all actions of their guests and over night guests
- If both roommates agree, they may have visitors of any gender visit at any time
- Any overnight guest can stay no more than two consecutive nights in any room in any residence hall on campus over a seven (7) day period.

All guests and overnight guests 16 years or older must have a picture ID with them at all times while in the residence halls. Individuals living in single rooms must also abide by guest and overnight guest policies.

Residence Life reserves the right to restrict residents from having guests. Any restrictions will be communicated by the Department.

### Shared Responsibility:

Students who reside in the residence halls are ultimately responsible for the actions of their guest(s). It is in the student's best interest to inform guests of residence hall and University policies. Guests are expected to abide by these policies and may be asked to leave immediately if they are violating residence hall or University policies.

All guests must follow proper check-in procedures if the Security Station is operating, which includes presenting a current government-issued photo ID and providing necessary information to the staff working at the Security Station. Guests may not simply walk into any residence hall or gain access to any hall by "tailgating" (following a resident into the building after they have opened the door). Failure to properly check in will result in being denied access to the building and additional student conduct sanctioning.

# Residence Life Policies

## NOISE POLICY

The realities of community living dictate that individuals respect community needs for the moderation of noise. The Department of Residence Life encourages students to confront one another when noise is infringing on their right to an environment conducive to sleeping and studying. Residence Life staff may confront individuals at any time for noise violations, even when no specific complaint has been issued, in order to preserve academic communities within the residence halls. Continued violations of the noise policy may result in a member of the Residence Life staff reserving the right to have stereos, TVs, or computer equipment removed from the residence hall room.

Since you are responsible for the behaviors and actions of your guests and visitors, be certain they know and uphold the Quiet Hours policy in your hall.

### Definition of Terms:

- **Courtesy Hours:** Exist 24 hours per day, seven days a week, and imply that the noise should always be kept at a moderate or low level. If anyone asks you to be quiet or turn down the volume of an item in your room, you must comply at any hour of the day.
- **Quiet Hours:** During quiet hours, noise should not be heard from two doors away or beyond. This policy includes the slamming of doors, in addition to general noise and voices. Having your door closed during quiet hours helps to contain noise and voices to your room.

### Quiet Hours:

Sunday - Thursday:  
11 p.m. to 7 a.m. the next morning

Friday & Saturday:  
12 (Midnight) to 10 a.m. the next morning  
If residents wish to have more restrictive quiet hours for their floor or building, they must submit a request to their hall's hall government or RHD.

During the week (Sunday-Thursday), quiet hours may start no later than 11 p.m. On the weekend (Friday - Saturday), quiet hours may start no later than midnight. For health, safety, and emergency reasons, custodial, maintenance, emergency personnel, and other University Officials may be unable to abide by quiet hours noise standards.

### Finals Week Quiet Hours:

Courtesy hours during finals week are from 4 - 7 p.m. starting the Sunday of finals week (Fall and Spring). This allows residents to be louder than two doors down during this period of time (see courtesy hours above). Residents are still required to respect others' need for quiet to study or sleep. If residents of the hall wish to have Courtesy Hours (3-hour block) at a different time than 4 - 7 p.m., they must request an all-hall vote to be done by their hall government or RHD. The 3-hour block must be between 1 - 7 p.m. The request must be submitted no later than three weeks prior to the start of finals week Quiet Hours. Residents getting their room ready for checkout may vacuum their room during the hours of 10 a.m. - 7 p.m.





## Residence Life Policies

are not limited to: windows, heat convectors, and thermostats.

- The total electrical requirements added to accommodate decorations, lighting, and appliances should not exceed that which can be provided by one power strip. Use of multiple socket plugs, extension cords run under carpeting, and direct splicing in the electrical outlet are prohibited. The use of power strips with a built-in circuit breaker is recommended to provide additional outlets, however, a power strip cannot be plugged into another power strip to provide additional outlets.
- Cords cannot be taped across the carpet. They should run along the wall but not across the entryway to the room.
- Fish netting, parachutes, door beads, posters, cloth, paper, or other highly combustible material may not be hung or draped across the ceiling, overhead structures, or in front of the doorway entrance.
- No natural vegetation of a combustible nature will be permitted in student rooms. For example, live trees, branches, and log and birch bark are not permitted in student rooms. Regular house plants are permitted. Small artificial trees may be used in student rooms, but must be flameproof. Caution should be taken in using lights on window frames, bed frames, and metallic trees due to potential for electric shock present in such cases.
- Holiday decorations must be removed/taken down before the semester break begins.
- Lights must be UL (Underwriters Laboratory) approved and used with proper power strips.
- Be certain that all materials used to decorate doors and windows can be easily removed. Only appropriate door decorations will be permitted; they should not extend beyond the door onto the walls, floor, or ceiling outside of the room.

### Furniture

- Waterbeds and “kiddy pools” are prohibited.
- Residence Life furniture must remain in student rooms at all times and may not be stored (even temporarily) in lounges, hallways, or storage rooms.
- Removal of lounge furniture is prohibited and an appropriate fee will be assessed if found in student rooms.

### Lofts:

- United Students in Residence Halls (USRH) provides opportunities to rent quality lofts at a reasonable cost. Students can contact College Products at [www.collegeproducts.com/uwosh](http://www.collegeproducts.com/uwosh).
- Specific times are designated to pick up and drop off lofts at opening and closing periods. All other arrangements must be made directly with College Products at [www.collegeproducts.com/uwosh](http://www.collegeproducts.com/uwosh) or by calling 1-800-875-0457.
- Failure to return a loft at the designated time may result in a \$50 charge in addition to loft replacement costs.

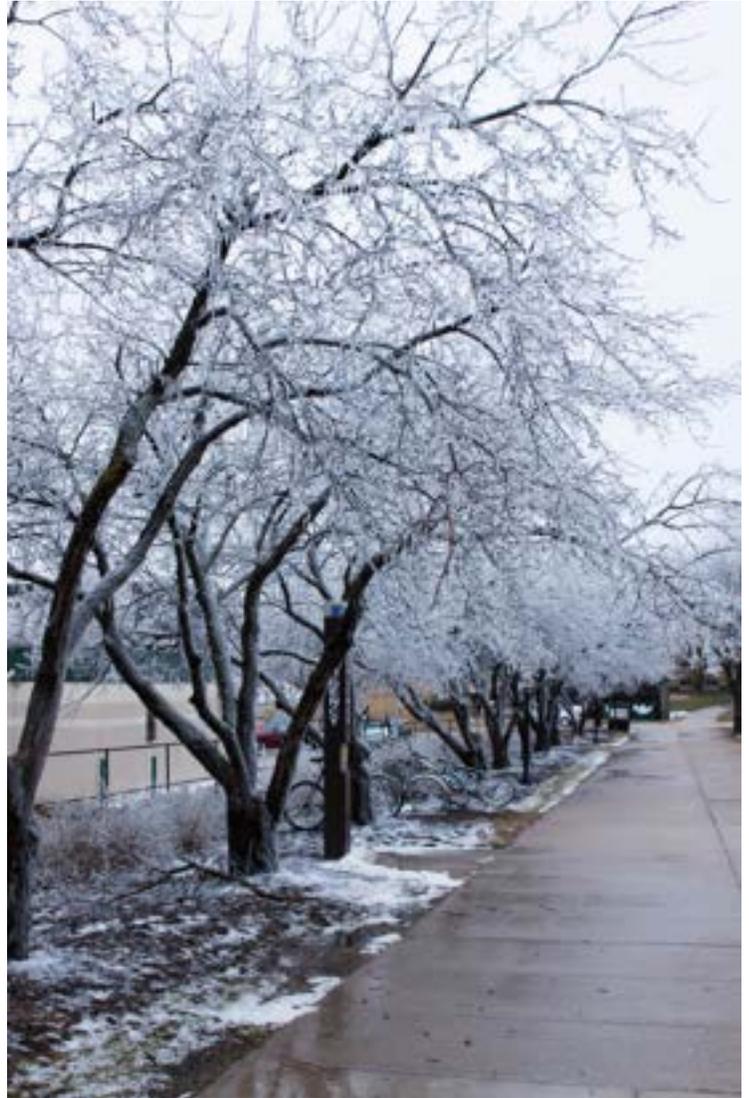


## Residence Life Policies

- Lofts may not be placed parallel to the window unless the bed is at least 3 feet from the window and/or at a height which is below the window ledge.
- A loft should not hinder a door from being opened all the way.
- Rental lofts are not allowed in Taylor Hall, Evans Hall, Stewart community, Fletcher Hall, or Horizon Village due to the stackable furniture.
- In Scott Hall, Gruenhagen Hall, Donner Hall and Webster, only University rental lofts are allowed.
- The use of safety guardrails is strongly encouraged.
- The Department of Residence Life and the University are not responsible for any injuries that result from a student's loft.

### Screens and/or Windows:

- Screens, windows, and safety blocks (if present) in student rooms, lounges, offices, hallways, bathrooms, and stairwells may not be removed for any reason unless special permission is granted. A fee will be assessed and billed to the student for the proper replacement of windows and screens by maintenance staff. Throwing, dumping, hanging, or projecting any object or liquid out of a window is strictly prohibited. This also includes the improper use of a window to enter/exit a residence hall, hanging any part of the body out of a window, tampering with/or removing the window safety stoppers may result in a charge of repair/replace and further disciplinary action.



# Residence Life Student Conduct Process and Procedures

## Section 3



# Residence Life Student Conduct Process and Procedures

The Residence Life student conduct process, adhering to the mission of the University, places its primary emphasis on education and development. The outcome of this focus is one where students acknowledge responsibility for their behavior and how it affects the residential community. Furthermore, an increased understanding of self and others, and an emphasis on a positive change, as appropriate, has the strongest potential for educational impact.

The Residence Life student conduct process is not analogous to, is not equivalent to, and does not conform to, criminal law processes. This process is designed, in part, to determine responsibility, or lack thereof, for nonacademic misconduct and/or violations of Residence Life and/or University policies not guilt or innocence relative to criminal matters. The Residence Life student conduct process shall be informal in nature so as to provide fair proceedings, educational and developmental outcomes, and it shall not be bound by legal jargon, court-like proceedings, or legal definitions. The technical rules of evidence applicable in civil and criminal cases do not apply.

Student conduct matters that are initiated in the residence halls will work from the Community Rights and Responsibilities Handbook (and is a contractual matter). Student conduct matters initiated outside of the residence halls or its immediate property work from the Student Discipline Code. The Department of Residence Life and the Dean of Students Office may address conduct that has occurred on campus, and off-campus conduct detrimental to the institution, including, but not limited to, University related activities. All students should be familiar with both documents, as they contain important information, and a student conduct matter could be handled through both processes simultaneously.

E-mail is considered an official method for communicating with UW Oshkosh students because it delivers information in a convenient, timely, cost effective, and environmentally aware manner. The University expects that e-mail communications will be received and read by students in a timely fashion. Students are responsible for the consequences of not reading, in a timely fashion, University related communications sent to their official UW

Oshkosh student email account. This policy may be viewed in its entirety at <http://www.uwosh.edu/registrar/undergradbulletins/bulletins>. All conduct correspondence will be conducted via the student's official UW Oshkosh email account. Delivery of any additional documentation between Residence Life and the student regarding student conduct issues may be delivered either in person or through the student's mailbox within their residence hall. It is the responsibility of the student to check their mailbox on a regular basis.

## RESPONSIBILITY FOR RESIDENCE HALL AND UNIVERSITY POLICIES

Individuals and groups who fail to comply with and/or violate local, state, and federal laws, University policies found in the Student Discipline Code, and/or Residence Life policies found in the Community Rights and Responsibilities Handbook may find themselves subject to Residence Life and/or University discipline. Any legal action resulting from these incidents is a separate process.

Students are responsible for their room and any activities that occur therein, including the behavior of their guests. The assigned resident(s) do not need to be present, actively involved, or even aware that an incident has taken place involving their guests to be considered responsible for that incident.

All students in a room or area where a policy is being violated can be held responsible for the behavior and/or the objects in the area, even if they are not engaging in specific behaviors. The student should immediately leave and report the incident to a hall staff member.

Public postings or displays of information pertaining to and/or in direct violation of University policy are subject to disciplinary action. This includes, but is not limited to, websites, Facebook, Twitter, blogs, online messaging, and other sources online or offline. The Department of Residence Life does not actively monitor such mediums, but may use this information if it is brought to a staff member's attention.

Residence hall staff may, on occasion, violate certain policies in the performance of their duties, such as violating the noise policy while confronting a person, etc.

## Residence Life Student Conduct Process and Procedures

### RESIDENCE HALL COMMUNITY STANDARDS

In order to meet the educational and social needs of students, the Department of Residence Life has established a set of community standards for each residence hall community.

#### You are expected to:

- Live, learn, and grow.
- Provide the same respect to others that you expect to receive yourself.
- Assist the staff in building a positive community within your hall and on your floor.
- Get involved in activities by becoming active, positive, and contributing community members.
- Abide by all policies and report any such violations to hall staff members.
- Take responsibility for your own actions and the actions of your guests.
- Take your academics seriously by attending and studying for your classes.
- Have fun and enjoy the experience of living in the residence halls.

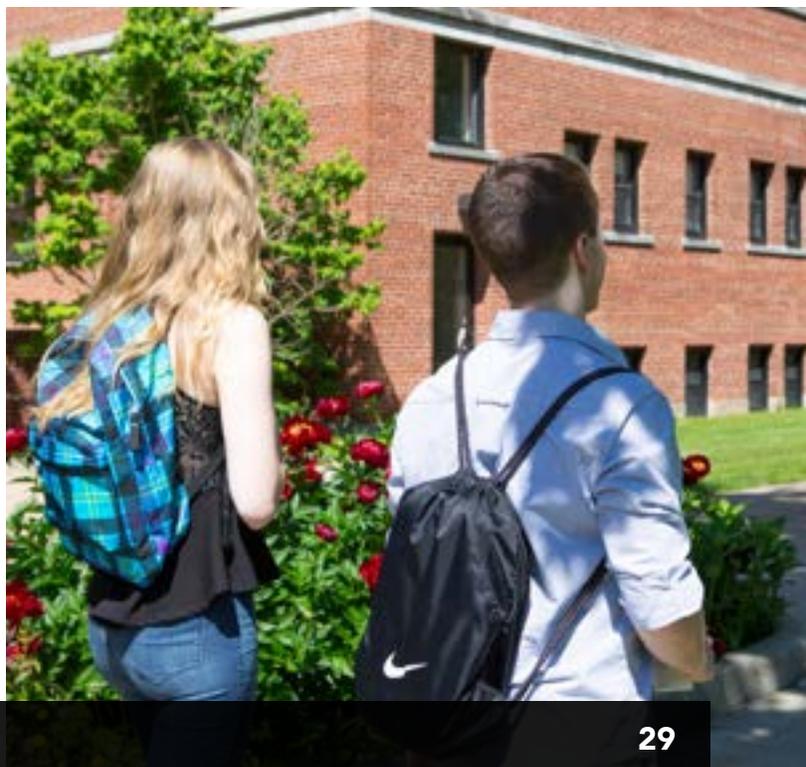
The information in this section is intended to communicate clear expectations regarding personal conduct, contract obligations, and community responsibilities. Residence hall students may be charged with violations of these policies through the Department of Residence Life and/or the University student conduct process. Aside from distributing this handbook, Residence Life staff members convene community meetings periodically throughout the semester.

These meetings provide important information, help students perform essential administrative tasks, and help residents learn to balance their rights, responsibilities, and privileges with those around them. Students are responsible for all information discussed at their community meetings and should contact their CA if they are unable to attend.

The residence halls will be an influential factor in your learning experience at the University of Wisconsin Oshkosh. Your residence hall will be “home” for nine months of the year. This is where you will study, sleep, and spend a good deal of your time. You will be sharing a room with another student and sharing the facilities of your floor with a number of other students. You will be an important member of this community.

Just as sharing a home with a family requires give and take, consideration, and the sharing of responsibilities, living in a residence hall also requires these things. As a member of the floor, you will be responsible for respecting the needs and rights of others on the floor and in the building. All residents will be asked to do their part to keep the floor/building clean, safe, and quiet enough for study and sleep.

Your privileges and responsibilities as a floor member also apply to the residence hall as a whole. Each member of your hall, including you, will cooperate to make your hall a better place to live. You will be responsible for attending and contributing to both floor and hall meetings. As a group, you will be able to attend recreational, cultural, and educational events, from which you and others can benefit. Residence halls, in addition to classrooms, are places to learn and grow. You play an important role in contributing to the quality of the community.



# Residence Life Student Conduct Process and Procedures

## COMMUNITY BEHAVIORAL STANDARDS

Ensuring the integrity of community behavioral standards is the responsibility of the following persons:

- All residents are responsible for informing other residents of the effect of their behavior upon themselves and the rest of the community.
- The resident who is responsible for a violation of standards is responsible for his/her actions and is to engage in appropriate behavioral changes.
- The staff of each residence hall is responsible for the fair and impartial enforcement of standards and regulations for all members of the community. They are to promptly and accurately report all alleged violations.
- The Residence Hall Director (RHD), Assistant Residence Hall Director (ARHD), or a University Official from Residence Life or the Dean of Students Office is responsible for the prompt investigation, and fair and impartial conferences, to resolve complaints, to provide appropriate sanctions, and to supervise staff to ensure that standards and regulations are appropriately and fairly enforced.
- Coordinator of Residential Conduct, or designee, is responsible for the operation of the student conduct process, assisting in training staff and students in their rights and responsibilities as part of the student conduct process, and assisting with holding staff and students accountable for their actions in this area.

## STUDENT DUE PROCESS RIGHTS

In all Residence Life student conduct matters, students have the due process rights to:

- A presumption of innocence unless responsibility can be established by a preponderance of evidence.
- Review the written report that describes allegations of nonacademic misconduct.
- Meet with a RHD, ARHD, or a University Official from Residence Life or the Dean of Students Office to respond to a written report of alleged nonacademic misconduct.
- Hear all testimony presented against them. Present evidence and witnesses.
- Be notified of the decision resulting from a disciplinary conference.

## DISCIPLINARY DEFINITIONS

### Appeal:

A review of a disciplinary conference, including violation(s), disciplinary sanction(s), or both.

### Disciplinary Agreement:

A written agreement between the student and Residence Life and/or the University that outlines the agreed upon disciplinary sanction(s) and is not appealable.

### Business Day:

A day during which the University is open (Monday - Friday).

### Decision Letter:

A written letter from Residence Life and/or the University to the student stating that nonacademic misconduct occurred, that the student is responsible for the violation(s), the resulting disciplinary sanction(s), and informing him/her of the appeals process.

### Disciplinary Conference:

A meeting between the accused student(s) and a representative of Residence Life or the University to discuss alleged nonacademic misconduct.

### Disciplinary File:

The student discipline record maintained by the Department of Residence Life and/or the University; also referred to as an "educational record" by the University.

### Disciplinary Sanctions:

Any action (agreed to by, or imposed upon, a student) taken in response to nonacademic misconduct.

### Incident Report:

An informational report or formal documentation of an alleged violation of residence hall or University policy.

### Nonacademic Misconduct:

Conduct that violates policies and procedures not relating to academic performance or conduct, but rather student behavior or conduct.

## Residence Life Student Conduct Process and Procedures

This includes, but is not limited to, information contained in the Community Rights and Responsibilities Handbook, the Student Discipline Code, and/or the University website; also referred to as a “violation(s).”

### **Preponderance of Evidence:**

The standard or burden of proof utilized by Residence Life, meaning that it is more likely than not that nonacademic misconduct occurred.

### **Responsible Employee:**

As defined by the Office of Civil Rights, under Title IX, is an University employee who is obligated to report incidents of sexual violence, misconduct, and harassment to the Title IX Coordinator (or other appropriate designee). Examples include Residence Life Staff, Dean of Student Staff, and University Police.

### **Student:**

Any resident who has signed a housing contract for the period in which the nonacademic misconduct occurred; any person who is registered for academic classes during the period which the nonacademic misconduct occurred, or between academic periods for continuing students.

**Title IX:** A law passed in 1972 that states “**No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination un-der any education program or activity receiving Federal financial assistance.**” Specifically, this also applies to sexual violence, misconduct, and harassment.

### **DISCIPLINARY SANCTIONS (INCLUDING, BUT NOT LIMITED TO)**

#### **Community Service:**

A written statement that requires performance of a service for the hall, University, or community.

#### **Confiscation:**

The removal of goods used or possessed in violation of Residence Life or University policies.

#### **Contract Termination:**

A written statement that explains termination of the Housing and Dining Services Contract with resultant loss of all residence hall student rights and privileges.



## Residence Life Student Conduct Process and Procedures

### Denial of Privileges:

A written restriction of the use of facilities (personal, residence hall, or University) for a specified period of time

### Reprimand:

A written statement explaining that the behavior in question is in violation of Residence Life or University policy, that it will not be tolerated, and that future violations could result in more severe sanctions.

### Required Activity:

A written statement that requires participation in a specific event or activity that is often educational in nature. This includes, but is not limited to, drug or alcohol education courses, research papers, attending/planning events, etc.

### Disciplinary Probation:

A written statement that explains how a student's residence hall (and possibly University student status) is in jeopardy for a specified period of time, not to exceed 24 months. Being placed on Disciplinary Probation may effect a student's ability to live in the residence halls. If on probation, a student will not be eligible to apply to live in Horizon Village.

### Residence Hall Relocation:

A written statement that requires the resident move to a different residence hall or floor.

### Residence Hall Restriction:

A written statement explaining that the resident is restricted from entering a specific residence hall(s) for a period of time. If subsequently removed or relocated from a residence hall, the student will no longer be able to utilize that hall's amenities (such as Scotty's, etc.).

### Restitution:

A written statement requiring payment of the costs associated with the repair or replacement of any property damaged or destroyed by the student.

It is important to note that referrals are not considered disciplinary sanctions; they may be assigned in conjunction with one or more of the above disciplinary sanctions. A referral is a condition that may be added or recommended.

When deciding upon an appropriate disciplinary sanction(s), the RHD, ARHD, or University Official from Residence Life or the Dean of Students Office will examine the amount of

responsibility the student has in the particular incident at hand, the student's intent and attitude both during and after the incident, the outcome of the student's actions/behavior, and the student's complete disciplinary file. If a student fails to comply with, or complete, any sanction(s) agreed to or resulting from a disciplinary conference once the decision is final, it will be considered a violation of policy and will result in additional disciplinary actions including, but not limited to, completion of additional and initial sanctions, referral to the Department of Residence Life or the Dean of Students Office, etc.

## DISCIPLINARY PROCEDURES

When a hall staff member, resident, or any person observes what they believe is a violation(s) of Residence Life and/or University policy occurring in a residence hall, he/she may be asked to complete an Incident Report (IR) describing the alleged violation(s). IRs will be written and processed in a timely manner.

If involved, Residence Life staff members will identify themselves, communicate what policy/policies have allegedly been violated (when possible), ensure that inappropriate behavior has ceased, and request identification from all participants. If you find yourself in this situation, you should remember:

- The student conduct process is part of the total educational process and is protective of your rights.
- Always cooperate. Produce your TitanCard or another form of photo identification upon request.
- The hall staff member is just doing their job and you should assist them by ceasing the alleged inappropriate behavior. You will have an opportunity to discuss this incident with a RHD, ARHD, or a University Official from Residence Life or the Dean of Students Office. If you do not cooperate with hall staff, University Police may be involved to assist with the situation.

If it is determined that violations that warrant a disciplinary conference have allegedly occurred, notification will be given to the student requesting a disciplinary conference with a hearing officer. If the hearing officer determines violation(s) that do not warrant a disciplinary conference have allegedly occurred, the student will receive a warning. After receiving the warning, the student has the right to meet with the hearing officer to discuss the alleged violation(s) in a disciplinary conference. All disciplinary conferences shall be held within a timely manner.

## Residence Life Student Conduct Process and Procedures

When a student receives notification of a per-scheduled disciplinary conference, the student must attend the hearing unless the conference conflicts with an official academic commitment or a scheduled work commitment, and must reschedule the conference at least 24 hours before the originally scheduled conference. If a student does not schedule within the timeline or does not attend a scheduled disciplinary conference, the RHD, ARHD, or University Official from Residence Life or the Dean of Students Office may proceed to make a determination on the basis of the available information. If the student schedules a disciplinary conference but does not show up for it, the student can still request an appeal; it cannot be based simply on not attending the disciplinary conference.

When a student is sent notification requesting them to schedule a disciplinary conference, the student has two business days from the delivery of the notification to schedule the disciplinary conference and should schedule that conference within five weekdays of delivery of the notification (unless extenuating circumstances exist that would have prevented the student from doing so).

If, as a result of a disciplinary conference or determination on the basis of the available information, the RHD, ARHD, or University Official from Residence Life or the Dean of Students Office decides that no violation(s) have occurred, subsequently resulting in no disciplinary sanction(s), the matter will be considered resolved without the necessity for further action. Proper records will be kept in the student's disciplinary file.

If, as a result of a disciplinary conference or determination on the basis of the available information, the RHD, ARHD, or University Official from Residence Life or the Dean of Students Office decides that violation(s) have occurred, subsequently resulting in disciplinary sanction(s), one of the following will happen:

- In some instances, students may sign a Disciplinary Agreement. If the student decides to accept responsibility for, and agrees to, the disciplinary sanction(s), a Disciplinary Agreement may be signed. When a student signs a Disciplinary Agreement, the matter is resolved and it is not appealable, thus rendering the decision final.
- A Decision Letter will be issued to the student. When a Decision Letter is issued, the student has the right to request an appeal.



## Residence Life Student Conduct Process and Procedures

If the student does not request an appeal within the timeline, or does not follow proper procedures, the decision made by the RHD, ARHD, or University Official from Residence Life or the Dean of Students Office shall be regarded as final.

### Appeal Process:

The appeal process is a review of the violation(s), disciplinary sanction(s), or both, and must be based on one or more of the following:

1. Due Process Violation: A procedural error occurred that significantly impacted the outcome of the hearing.
2. Extenuating Circumstances: New evidence, unavailable during the original hearing, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
3. Disproportionate Sanctions: The sanction(s) imposed are substantially disproportionate to the severity of the violation.

- If a student decided to request an appeal, the individual must submit an "Appeal Form." Students can obtain this form by accessing the following website: <https://uwosh.edu/housing/students/policies/student-forms/appeal-form>, or by asking their RHD. All requests for an appeal must be submitted on this form directly to the Coordinator of Residential Conduct in the Department of Residence Life within five business days of delivery of the Decision Letter. If the student schedules a disciplinary conference but does not show up for it, or does not schedule a conference, the student can still request an appeal, however, it cannot be based simply on not attending the disciplinary conference. Upon receipt of a student's appeal form, the Coordinator of Residential Conduct will determine if an appeal hearing will be granted.
- If an appeal hearing is not granted, the initial decisions are imposed and this decision will be regarded as final.

- If an appeal hearing is granted, a student is not guaranteed a new disciplinary conference.
- The Coordinator of Residential Conduct, or designee, may review the student's disciplinary file (with regards to the specific incident the student is requesting for an appeal), conduct meetings with some or all of the individuals involved in the specific situation, and/or conduct an entirely new disciplinary conference. The Coordinator of Residential Conduct or designee, can decide to uphold the initial decision, including violation(s) and disciplinary.
- If an appeal hearing is granted due to new evidence, the case may be remanded to the original hearing officer.

In essence, a student is afforded the right to request one appeal per incident and entitled to this appeal request unless that student has signed a Disciplinary Agreement. The Director of Residence Life may grant a review of the record and may remand the matter for additional consideration or invoke an appropriate remedy.

### Appeal Process for Sexual Violence:

Under Title IX regulations, student victims of sexual violence have the right to appeal findings and/or sanctions of alleged offenders. Please consult with a Dean of Students Office representative or the Coordinator of Residential Conduct for more information.

### EMERGENCY REMOVAL FROM HOUSING

The Director of Residence Life, or designee, is authorized to impose an emergency, immediate, or temporary removal from the residence halls if it is determined that the student's continued presence in the halls would: constitute a potential for serious harm to that specific individual, constitute a potential for serious harm to other members of the residence hall community, pose a threat of serious disruption of residence hall run or residence hall authorized activities, or constitute a potential for serious harm to residence hall facilities or property. If the Director of Residence Life, or designee, concludes

## Residence Life Student Conduct Process and Procedures

that one or more of these conditions are present and that an emergency, immediate, or temporary removal from housing is warranted, they shall notify the student in writing of the intent to impose this removal from the residence halls.

Depending on the circumstances of the situation, the Director of Residence Life, or designee, may seek permanent removal from the residence halls either through an administrative contractual action, or the disciplinary process. A timely conference with the Director of Residence Life, or designee, and the student will determine any future residence hall status of the student.

### PERMANENT REMOVAL FROM RESIDENCE HALLS

#### Administrative, Contractual Permanent Removal

A timely conference with the Assistant Vice Chancellor/Dean of Students, or designee, will occur after the written notice of temporary removal has been delivered or sent to the student. During the conference, it will be determined if the student will be allowed to return to the residence halls. Prior to this conference, the student will provide, in writing, reasons why they should not be administratively or contractually removed from the residence halls. The Assistant Vice Chancellor/Dean of Students', or designee's, decision to permanently remove the student from the residence halls shall be regarded as final.

#### Disciplinary Permanent Removal

The Director of Residence Life, or designee, may determine to refer the student for adjudication to the Residence Life Office, or the Dean of Students Office, through the Community Rights and Responsibilities Handbook or the Student Discipline Code. The student's "emergency, immediate, or temporary removal" status will remain in effect during the hearing officer's investigation and review. The Director of Residence Life, or designee's, decision to permanently remove the student from the residence halls shall be regarded as final.

### ADDITIONAL INFORMATION

All University of Wisconsin Oshkosh students are responsible for the policies and procedures contained in this publication, in conjunction with the Student Discipline Code.

Access the Residence Life Community Rights and Responsibilities handbook and the UW System Student Discipline Code by going to: [www.housing.uwosh.edu/students/policies](http://www.housing.uwosh.edu/students/policies)

Further Questions: contact your RHD, a Residence Life Judicial Officer, or the Coordinator of Residential Conduct.



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