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Director’s Welcome

Dear Residential Student

We would like to welcome you to the University of Alaska Fairbanks Department of Residence Life.

You are embarking on an important educational endeavor. Your residential environment will provide the opportunity to experience new concepts, different cultures, an active community and a pleasant and comfortable living space. Our desire is that your learning experiences outside the classroom will encourage and enhance the academic mission of the University.

This handbook is designed to help you make the most of your time as a resident of the University of Alaska Fairbanks. We are pleased that you chose to live on campus and be a part of our residential community this academic year.

We invite your participation in your residence; make it your “home away from home.” Our staff is dedicated to making your living experience a positive and successful one.

This handbook is an outline for campus residents and is provided to help you understand the policies and standards of our department. Please read it thoroughly. Familiarize yourself with its contents and know that you will be held responsible for knowing and complying with the information provided. It is important to remember that living on campus is a privilege. Our staff is always available and willing to assist you.

Best wishes for a successful and productive year.

Sincerely,

Kevin Huddy
Director of Residence Life

Laura McCollough
Associate Director of Residence Life

STUDENT’S RIGHTS AND RESPONSIBILITIES

The university subscribes to principles of due process and fair hearings as specified in the “Joint Statement on Rights and Freedoms of Students.” This document can be found in the Office of Student and Enrollment Services. You are encouraged to read it carefully.

Most students adjust easily to the privileges and responsibilities of university citizenship. The University attempts to provide counsel for those who find the adjustment more difficult. UAF may terminate enrollment or take other necessary and appropriate action in cases where a student is unable or unwilling to assume the social responsibilities of citizenship in the University community.

STUDENT BEHAVIOR STANDARDS

Education at the university is conceived as training for citizenship as well as for personal self-improvement and development. Generally, UAF behavioral regulations are designed to help you work efficiently in your courses and live responsibly in the campus environment. They are not designed to ignore individuality, but rather to encourage you to exercise self-discipline and accept your social responsibility. These regulations, in most instances, were developed jointly by staff and students. You should become familiar with campus policies and regulations as published in the student handbook.
STUDENT CODE OF CONDUCT

Students living with the Department of Residence Life have certain rights and responsibilities. Included in the responsibilities are an awareness of standards of appropriate behavior and the exercise of self-discipline. We encourage students to act independently and maturely. Policies and procedures are established to outline standards by which all members of the community can live together. The Division of Student Affairs and the Department of Residence Life have designed a conduct process that addresses inappropriate or illegal behavior with the primary goal of promoting a safe community environment. Our efforts in addressing inappropriate behavior are intended to both educate the individual in order to change future behavior and to protect the entire campus community from disruptive and unsafe behavior.

We do not attempt to cover every conceivable offense with a rule, and when a resident violates the general rule of "conduct not in keeping with the standards of the University," we will hold the student accountable for his or her actions. Violations of the Student Code of Conduct that occur on property owned or controlled by the Department of Residence Life, or at activities authorized by the Department of Residence Life, are subject to Department of Residence Life judicial review.

The Director of Residence Life may determine if behavior not covered by the Residence Life Handbook or the Student Code of Conduct requires a departmental judicial response. In addition, the Department may adjudicate behavior that takes place at off campus locations and violates the provisions of this handbook or the Student Code of Conduct if the Director determines the behavior could negatively impact the campus community.

Student behavior, which would constitute a Code of Conduct violation, is subject to judicial sanctions when the Department of Residence Life determines that the behavior would likely have an adverse impact on the health or safety of members of the Department of Residence Life community, regardless of where the behavior occurs.

Students who are charged with violations of local, state, or federal laws may be subject to judicial action by the Department of Residence Life if the offenses are also violations of the Student Code of Conduct. The Department of Residence Life conduct system is not a court of law and will not be held to criminal law standards. The Department of Residence Life judicial procedures and actions are independent of and may precede, follow, or take place, simultaneously with criminal proceedings. Department of Residence Life actions will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

Basis for the Department of Residence Life JUDICIAL PROCESS

University of Alaska Regulation R09.02.04 (B) allows the Chancellor to establish a judicial process that is specifically designed for students living on campus. This handbook describes the Department of Residence Life judicial process established under the authority granted the Chancellor. For all judicial actions that originate within the Department of Residence Life the procedures in this handbook will apply. Although the Department of Residence Life judicial process is different from the University process, the two are closely aligned and fall under the oversight of the Director of Judicial Services.

STUDENT CODE OF CONDUCT (Board of Regents’ Policy 09.02.02)

The Department of Residence Life adheres to the University of Alaska Student Code of Conduct. The Department of Residence Life and the University of Alaska Fairbanks require students to conduct themselves honestly and responsibly, and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or that violates the rights of others is prohibited by the standards and guidelines described in this section and in University Regulation and the University of Alaska Fairbanks rules and procedures, collectively referred to as the Student Code of Conduct, or Code. Students and student organizations are responsible for ensuring that they and their guests comply with the Code while on property owned or controlled by the Department of Residence Life, or at activities authorized by the Department of Residence Life.
Causes for Judicial Action
Judicial action may be initiated by the Department of Residence Life and sanctions imposed against any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct:

- Cheating, plagiarism, or other forms of academic dishonesty
- Forgery, or destruction of property
- Theft of property or services
- Harassment
- Endangerment, assault, or infliction of physical harm
- Disruptive or obstructive actions
- Misuse of firearms, explosives, weapons, dangerous devices, or dangerous chemicals
- Failure to comply with university directives
- Misuse of alcohol or other intoxicants or drugs
- Violation of published university policies, regulations, rules, or procedures
- Any other actions that result in unreasonable interference with the learning environment or rights of others

Due Process
Students are responsible for their actions and will be held accountable for them. The procedures outlined in this handbook are designed to ensure due process, but are not to be confused with a court of law. Formal rules of evidence will not be applicable, nor will deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a student, the Department of Residence Life or the University may result. We are committed to protecting individual rights as well as the rights and interests of all community members, but again emphasize that the Department of Residence Life judicial system is not a court of law and will not be held to criminal law standards. The Department of Residence Life judicial system operates in an informal manner that is designed to ensure fairness is easily understood and is able to function in a prompt manner. Due process under the Department of Residence Life system consists of:

- Ensuring that the student’s judicial rights (as described earlier) are honored
- The performance of a Conduct Meeting with an appropriate Department of Residence Life official to adjudicate the case
- One Appeal Hearing, if requested, with an appropriate official

The Conduct Meeting
A written record will be made to document events involving violations of policies or the Student Code of Conduct. As soon as possible (normally within 7 business days) of a report being filed, the student(s) involved will be notified to meet with a hearing official for a Conduct Meeting. Notification may be performed via phone call, email, personal contact or in written form. The hearing official may be the Residence Life staff member where the person lives, the Associate Director of Residence Life, the Director of Residence Life or other designated Department official. At the discretion of the Department of Residence Life, some cases may be referred to a Department of Residence Life Student Judicial Board. In some cases the Director of Judicial Services may serve as the hearing official at his/her discretion. The Conduct Meeting will be conducted in an informal manner. Generally the meeting will take the form of a discussion between the student and the hearing official. All proceedings will be conducted in a manner that assures fundamental fairness. The proceedings will be closed to the public unless both parties agree to an open hearing. The student may ask for witnesses to provide information on his/her behalf. The hearing official will decide on whether or not to hear from a potential witness based on the relevance of the information to be provided and, if relevant, determine how the information will be provided (written or oral). The participation of a witness must be voluntary. At the Conduct Meeting, the hearing official will:

- Determine whether a violation has occurred
- Determine the degree to which the student was involved
- Assign a sanction if appropriate
The student will receive written notification of the decision as soon as possible (normally within 10 business days) of the conduct meeting.

Failure to Appear
A student who fails to appear for a Conduct Meeting or Appeal Meeting after receiving notice is not excused from pending action. Not appearing may result in further judicial sanctions. The meeting may take place as scheduled, with evidence being reviewed and a decision being made. The student will then be informed of that decision in writing. A student charged with a violation of the Code of Conduct who refuses to participate in the judicial process may be losing his/her eligibility to live on campus until the charge is resolved to the satisfaction of the Department of Residence Life. A student who fails to comply with sanctions imposed as a result of a Conduct Meeting action will face additional sanctions, including potential loss of eligibility for campus housing. A student who voluntarily withdraws from the residence halls, apartments, or the University prior to the completion of proceedings is not excused from pending action, and may have their Department of Residence Life and University records "held" until a final outcome is reached.

Appeals
Students have the right to one appeal of any decision made in a Conduct Meeting. Appeals must be made to the Associate Director of Residence Life, or First Year Experience Coordinator unless the Associate Director was the hearing official in the Conduct Meeting, in which case the appeal should be directed to the Director of Residence Life. In cases where a student is evicted from campus housing, the appeal may be heard by the Director of Judicial Services. The appeal must be typewritten and submitted within five business days of receiving the decision. The hearing party will contact the student within two weeks concerning the status of the appeal. Students may appeal cases based on these criteria:

- Due process was denied the student
- Sanctions imposed were not appropriate for the violation
- Evidence or information not available at the original hearing has been found which might alter the outcome of the case

After reviewing the case material, the appellate official can refuse to hear the case on the basis of the above criteria not being satisfied, thus denying the appeal. If accepted, the person hearing the appeal will informally investigate the case by talking with the resident, any witnesses with pertinent testimony, and those bringing the case against him or her. The student has the right to be accompanied by a non-lawyer advisor, to call witnesses, and to speak on his or her own behalf. The advisor is not permitted to speak during the hearing other than to advise the student in a quiet manner. The appellate official will decide on whether or not to hear from a potential witness based on the relevance of the information to be provided and, if relevant, determine how the information will be provided (written or oral). The participation of a witness must be voluntary. Within 15 business days, the student will receive written notification of the final decision. The original sanction(s) can be upheld, modified, or reversed.

Judicial Services Hearing
More serious cases or repetitive violations may be referred to the Director of Judicial Services. The Director of Judicial Services may require that he/she personally conduct a judicial hearing for any offense at any time.

Formal Hearings
The Department of Residence Life does not conduct formal hearings. If a student's alleged involvement in an incident is a matter that could potentially lead to a major sanction (suspension or expulsion from the University), the case will be referred to the Director of Judicial Services for a possible formal hearing as prescribed in the Board of Regents' policy. Eviction and trespass from residential properties is not a major sanction.
RESIDENCE LIFE POLICIES

These regulations are based on the University of Alaska's Student Code of Conduct. They are incorporated as an addendum to that document. Violations of these regulations may result in loss of eligibility for housing.

As a resident of UAF Residential Facilities, you possess certain individual rights and responsibilities. This section is intended to define the rights and responsibilities of campus residents. These rights, however, carry with them a reciprocal responsibility on the part of the individual to ensure those same rights for others.

It must be understood that when hundreds of people live in a residential community, it is essential that rights and responsibilities of each person be respected. Everyone must adapt his/her lifestyle to some degree in consideration of other individuals or groups. It is vital to the continuance of a safe, comfortable, concerned residential community that each person be aware of and abide by the policies, regulations, and standards for on-campus living. These standards were designed to allow for the freedom and flexibility of the individual while ensuring the rights of the community as a whole. The primary responsibility for individual behavior and discipline rests with you, the student. It is expected that qualities such as self-discipline, concern for the rights of others, intellectual and social maturity, and respect for public and private property will be fostered and developed. You have the right to live in a residential community in which you can pursue your academic goals and be treated in a civil and respectful manner by all members of the community. You, in turn, will be asked to treat other residents with respect and consideration, to do your part to promote a safe and clean community, and to abide by the university policies and regulations, which are designed to support an academic environment in the residential communities.

The policies that follow provide a general outline of the types of conduct that are prohibited in the residential communities. They reflect local, state, and federal laws as well as unique requirements of a university residential environment. They are based on common sense and reflect the importance of consideration for other individuals and their property. These policies are not intended to define misconduct in exhaustive terms.

It is important that the rights of an individual not infringe on the rights of others or those of the community as a whole. A compelling community interest is an instance where the needs of the community outweigh an individual's rights. Along with the Student Code of Conduct and individual community standards, the following responsibilities make up the bulk of the responsibilities of residents. Although many apartment and residence hall regulations are listed together here, some are specifically geared toward a particular residential community.

GENERAL POLICIES AND PROCEDURES

Appliances/ Cooking/ Electrical Safety
Your appliances should be UAF approved. Please practice safety when using appliances or electronically dependent items and do not overload the circuits. Due to fire and safety standards, no open coil appliances, halogen lamps, George Foreman-type grills, toasters, bagel ovens, hot pots and space heaters are permitted in residence (or hall) rooms. One microwave smaller than 1 cubic foot (1000 watts), automatic coffee makers, air popcorn poppers, cup warmers, and refrigerators (which do not exceed three and one-half feet in height) are allowed in resident's rooms. Residence Life reserves the right to request the removal of any appliance. A maximum of two microwaves and two refrigerators can be in each double occupancy residential room.

Bunk Beds
All Residential Facility beds on campus can be bunked with metal or wooden pegs available from your hall office. Lofting beds as a structure other than a manufactured bunk is not permitted.

Community Billing
The University may bill students for costs, assess fines, and/or take other judicial action. False fire alarms activated within buildings and not chargeable to individuals may be billed to the members of the community. The University reserves the right to assess the entire community for cost or damage to equipment if the responsible party is not identified. Report any violations to the University Police Department or Residence Life staff.
Community Showers/Bathrooms
Use of these areas is to be limited to the purpose for which they were intended; bathroom usage by the opposite sex is prohibited. Residents are not to wash dishes or clothing in the sinks or showers.

Candles/Open Flames/Paraphernalia (see Fire Codes)
Fire regulations prohibit the burning of any object with an open flame. This includes, but is not limited to, candles, fireworks, incense, hookahs, and bongs. Prohibited articles will be confiscated and discarded.

Courtesy Hours
Courtesy hours are in effect at all times. This allows residents to sleep, study, relax, or host visitors without distracting noise from neighbors. Stereos, radios, TVs, musical instruments, and conversations must be kept at a level that will not interrupt other residents. The placement of stereos or speakers in residence facility windows is prohibited. In the case of repeated noise violations, residents will be asked to remove the noise-making item (i.e. stereos, speakers, and computer) from campus.

Decorations for Your Room
Any use of decoration within established guidelines and that complies with safety standards are permitted as long as it is intended to enhance the interior of the room. Space beyond the interior of one's assigned space (e.g., windows and door exteriors) is considered public space. Public spaces are maintained under the jurisdiction of the Department of Residence Life. Displays inconsistent with acceptable standards or University policies should not be displayed outside of residential facility doors or in general view of the public. Residence Life staff will determine if items need to be removed.

Drains
For clogged sink or tub drains, do not use Drano or any other cleaning compound. Contact the Department of Residence Life or Apartment Staff regarding maintenance to sinks, bathtubs, or toilets. You may attempt to clear clogs with a plunger before calling for assistance. Do not put garbage, paper towels, fish tank debris, grease, tea or coffee grounds, etc. into any drain. A charge will be assessed for time spent unclogging a drain if it is determined the cause was due to carelessness.

Exterior of Your Apartment
Apartment residents are responsible for the cleanliness of the area around their apartments. Storage of tires, boxes, etc. in these areas is prohibited. Hess Village Residents may store items on their back deck and under the deck. All storage must be done in a safe manner that will not restrict emergency exits. If the area becomes unkempt and unclean, the residents may be charged for cleanup. In addition to cleaning charges, apartment residents will be charged for cigarette pick-up. Each individual cigarette/cigar picked up off the ground by staff is an individual charge of fifty cents.

Entrance Procedures
Although each individual has a right to privacy, at times the University must enter a living space for necessary purposes. The University reserves the right to enter any premises to inspect; make essential, preventative, or routine repairs or improvements; supply necessary or agreed upon services; exhibit the premises to laborers or contractors; or as is otherwise necessary in the operation/protection of the premises or persons therein. Under certain circumstances, Residential Facility Staff or University officials may enter residential facility living spaces. Such circumstances include, but are not limited to, the following:

• In an emergency or when it is suspected that a room occupant's physical safety is in jeopardy.
• There is reason to believe that a University policy is being violated.
• In response to a work-order, for scheduled or emergency maintenance, or for inspections.
• Other community members' rights are being violated (e.g., alarm clock or stereo sounding and no one is answering the door).
• To conduct safety, health and welfare inspections.
If one of the above situations should occur and residential facility staff or designated University officials exercise their right to enter a residential facility living space, they will adhere to the following protocol:

- Will attempt to gain entrance to enter (knock). If no one responds, the staff member will enter the space.
- If possible, staff will leave notification of having been in the living space, when, and why they entered.
- Facility Staff will lock the door behind them regardless of whether or not it was unlocked when they entered.

**Fire Alarms**
Under federal law, you are required to exit the building when you hear a fire alarm. Tampering with fire equipment or causing false fire alarms affects the safety of every individual on this campus. The act of tampering with any fire safety equipment or the sounding of false fire alarms is punishable by up to one year in jail and up to a $5000 fine. Malicious abuse of fire equipment may result in immediate removal of the individual(s) involved. False fire alarms/pull stations activated within buildings may be billed to the members of the entire community when the responsible individuals do not take responsibility for their actions. False Alarms take UFD away from real fires.

**Fire Codes**
It is prohibited:
- To set a fire within the buildings or areas contiguous to the buildings.
- To use a halogen lamp, broiler oven, induction heating coils, hot plate, or an open burner in student rooms, on carpeted floors, in hallways, or other non-designated areas.
- To cook indoors with charcoal or any open flame device.
- To possess or burn candles or incense indoors.
- To store automobile tires in a residential facility is prohibited.
- To fail to immediately evacuate the building properly when a fire alarm has sounded or to reenter any building during a fire alarm before receiving permission from Residence Life or Public Safety staff.
- To tamper with fire equipment, or to carry or remove fire extinguishers/hoses from their mounts or storage boxes except in case of a fire.
- To activate a fire alarm when no fire is present, or to falsely report a fire or other emergency.
- To use electrical lights and appliances totaling more than 850 watts in a student room at any one time.
- To disconnect, sound, or otherwise tamper with a smoke detector.
- To run electrical wires beneath rugs or carpet.
- To smoke in areas where smoking is not permitted. Smoking is prohibited in all residential facilities.
- To use a hookah or bong in any residential facility.

**Gambling**
All forms of gambling are prohibited on campus. Raffles are considered gambling and are prohibited by University regulation. Special approval may be given. Contact Residence Life staff for information.

**Halogen Lamps**
Halogen lamps are not permitted in any residential facilities.

**Holiday Decorations**
Only mini lights approved by the Underwriters Laboratories (UL) are permitted for residential facility decorations. Fire code allows for the use of these lights for not more than 90 days. Exterior lighting (outside residential facility windows or doors) is not permitted.

**Illegal Substances**
It is a violation of Student Code of Conduct and the Department of Residence Life policy to possess, distribute or use any substance solely for the purpose of becoming intoxicated, even if such behavior is not considered a violation of law. The following items are specifically banned on Residence Life properties (not an exhaustive list); herbs such as Salvia Divinorum, Salavirorin A and Divinorin A; Nitrous oxide or other gases except oxygen; seeds or plants of Morning Glory, Hawaiian Wood Rose and Datura; Amanitia Muscaria Mushrooms; and, synthetic crystals such as 5-MEO-DMT. The possession of substances such as glues, paints, and over-the-counter medicinal products is authorized so long as they are used solely for their intended purpose.
Marijuana, ecstasy, heroin, inhalants, cocaine, crack, methamphetamines, barbiturates, hallucinogens, amphetamines, and other drugs not prescribed by a physician for medical use are illegal. The possession, manufacture, use of, distribution, or sale of any controlled substance or illegal drugs in the residential facilities are crimes under federal and state law. The possession of marijuana for any purpose is a violation of UAF Residence Life Policy. The violation of these laws on University property will result in judicial action in addition to prosecution under applicable laws. Conviction for consumption or sale of controlled substances may result in the loss of federal financial aid.

**Key Security**
UAF uses the Polar Express card to access each residential facility. Keep it safe and secure at all times. In the event of loss of a Polar Express Card, contact the Polar Express Office immediately (474-7657). For your own security, lock your door when you leave your living space. Carry your keys and polar express card at all times. Your key/combination is for your personal use only. Duplicating, lending, or sharing of room combinations or building keys is prohibited. Loss of combination or key may result in a $75.00 fee.

**Lock Outs (single student housing)**
At check-in, you will be issued apartment/room keys. It is illegal to duplicate University keys. If your keys are lost or stolen, a $75.00 per key replacement cost will be billed to your UAF account. Security and privacy are important, so please contact the Office of Residence Life immediately if your keys are lost or stolen. If you lock yourself out of your apartment/room, find a Residence Life staff member in your area. You may not replace, re-core, or exchange door knobs/handles or locks.

In case of a lost key, you may obtain a temporary replacement from your residential facility hall office. The temporary key must be returned within 24 hours, otherwise, the door will be re-cored and you will be charged $75.00. Please contact Residence Life or your hall office if you are locked out.

*Single Student Housing:* You are granted two free lockouts per year. Upon the third lockout, your student account will be charged $10.00. Each subsequent lockout will cost $10.00.

*Family, Faculty, Graduate Housing:* Pick up lock out key at the office of Residence Life, Monday – Friday, 8:00-5:00pm. After 5:00 p.m., call the family housing duty cell phone at 378-6308. If no one answers please contact the police at ext. 7721. An excessive number of lock-outs could result in a lock-out fee.

**Noise**
Excessive noise (loud stereos, amplified instruments, parties, loud voices, etc.) is an infringement on the rights of other students and is unacceptable. It is the responsibility of every person to control noise levels. It is the responsibility of those victimized by noise to initially contact the offending party and request that the problem be resolved by lowering the noise level. If this action is not successful, contact the Residence Life staff in your living area.

If you encounter a noise problem, bring it to the attention of the offender. If the problem persists, contact your Residence Life Staff. Hall Council activities with special approval from the Assistant Resident Director or Resident Director of that hall (indoor or outdoor) may receive exception from the quiet-hour's guidelines. Approval is granted by the Department of Residence Life.

**Obstructing Public Space**
In an effort to keep all common areas safe and free from clutter and obstruction, students are asked to keep personal belongings and discarded material in their personal areas. Bicycles, trash, boxes, and other items that are found in common/public areas are subject to a $50 removal fee (Per item).
Pets
Fish are the only pet permitted in residential areas. Aquariums may not exceed 10 gallons. All residents of the living space will be held financially responsible for damage and/or cleaning cost associated with aquarium use. If pets are found in residential facilities:

- Animal will be removed from premises.
- Residents of the room/apartment are financially responsible for damage and/or cleaning costs relative to the pet ($100 cleaning fee).
- Residents of the room/apartment may face judicial action.

A second violation may result in loss of campus housing privileges.

Posting
Individuals and organizations have the right to host events/activities within the following Residence Life guidelines:

- Posters may be attached and displayed on kiosks, display panels, and bulletin boards only in public areas outside the residence halls/apartments.
- Displaying material on the exterior of the building, trees, light posts, or other surfaces not specifically designated and designed as a poster display area is prohibited.
- Permission must be received from the residential facility staff of the building and the Department of Residence Life for materials posted inside the residential facility.
- Unattached materials, handouts, and handbills are strictly prohibited. The exception is those materials distributed by individuals/organizations who have secured permission from Residence Life staff. All outdated material will be removed immediately.

Privacy
The University community has the right to privacy. Actions and equipment that invade another's privacy are expressly prohibited. This includes, but is not limited to, scanning devices, monitoring mechanisms, computer "hacking", and eavesdropping. Students in violation of these standards are subject to judicial action, including confiscation.

Quiet Hours
In addition to courtesy hours each residential facility has quiet hours. These hours recognize the rights of all students to have an environment that supports academic success. Quiet hours are considered sleeping time, and are strictly enforced.

**Sunday - Thursday**
**11:00 pm to 8:00 am**
**Friday - Saturday**
**1:00 am to 10:00 am**

**Courtesy Hours**
**24 hours per day**

**Final Exam Quiet Period**
**24 hours per day**

Room Change Policy
Students may not change rooms without receiving official permission through the Office of Residence Life. Students living in rooms other than the one assigned will be subject to disciplinary action. Students who move without receiving permission may be charged a double occupancy rate and may be required to pay for both occupied spaces.

Room Re-Combinations (MacIntosh Hall Only)
Some rooms on lower campus operate on a combination system. Lending your combination to others can lead to theft and may result in judicial action. Students requesting a combination change will be charged a $75 fee. Students who forget or misplace their combination should contact the residential facility staff.

Safe Building Access
Residential facility entrance doors are locked 24 hours per day. This is an important personal safety and crime prevention effort. If an entrance door is propped open, shut it or seek assistance from a staff member. Never open an entrance door for anyone. Legitimate guests should be escorted into the building by their host. Courtesy phones are located on the exterior of residential facilities (MBS Lobby). Your guests can easily contact you, arrange for access, and be escorted.
Security
It is prohibited:

• To enter any residential facility without showing a Polar Express Card or proper identification upon housing/university staff request.
• For any visitor, not escorted by a resident of that hall, to fail to leave the building upon the request of any housing or university staff member.
• For any visitor to enter the building without being escorted by a resident of that facility, or a housing or university staff member.
• To escort or permit entrance to any nonresident of a residential facility that the student does not know for whom the student does not assume responsibility as his or her guest.
• To prop open any doors or exit ways.
• To block any fire exit door or fire exit.
• To sound any elevator alarm bell without due cause, or to interfere with the normal operation of elevators.
• To duplicate any room key or access card.
• To fail to return a lock out key within the period provided.
• To fail to return a room key upon checkout of room/apartment.
• To enter or exit the residential facility through a window, when no emergency exists.

Smoke Detectors
All residential facilities are equipped with a smoke detector. Tampering with these detectors is a violation of the state fire code. Tampering is a criminal offense punishable by monetary fines and may lead to immediate eviction and/or other judicial action. Immediately report any malfunction of smoke detectors to your facility staff.

Smoke-Free Residential Facilities
All UAF residential facilities are considered smoke-free environments. This includes all apartments. Smoking or carrying any lit smoking device, including but not limited to cigarettes, cigars, pipes, incense, hookahs, and bongs are prohibited in all residential facilities. The same is true for public areas, such as bathrooms, elevators, stairwells, kitchens, laundry rooms, hallways, entryways and lounges. Students are not permitted to smoke within 30 feet of building entrances and must use the provided ashtrays. Do not toss cigarettes on the ground. Students have the right to be free of exposure to smoke and the hazards associated with or caused by smoking.

Solicitation
No door-to-door or public area solicitation for any purpose unrelated to the management of the residential building is allowed without prior consent of the Resident Director or Associate Director of Residence Life. Handbills, leaflets, pamphlets, and similar materials may be left with the Resident Director or at the Office of Residence Life for posting on residential bulletin boards.

Sports and Flying Objects
Sports are not permitted in interior residential areas, including the MBS lobby. Bicycles, rollerblades, skateboards, roller skates, juggling equipment, water guns, and other sports equipment should only be used outside of each residential facility.

Storage of Barbecues and Grills
Barbecue grills, charcoal, and lighter fluid cannot be stored in a student’s residence. This equipment can be utilized in apartment areas in a responsible manner. Barbecue grills can be used on uncovered porches and balconies of apartments only. Apartment residents are permitted to store less than 50lbs of charcoal and less than 20 fluid ounces of lighter fluid in their storage unit. Storage of charcoal, lighter fluid or other flammable items in exterior areas presents a safety hazard and is not permitted. Students are responsible for safe grill operation, and disposing of the extinguished ashes and coals in a proper manner. The UAF Fire Department prohibits grilling on the back deck of any residential apartment.
Street Signs
Removal of signs from University, city, state, or other governmental property poses a potential safety hazard for citizens. Possession of these signs constitutes theft. Residence Life Staff seeing these signs in your living space will notify the UAF Police.

Vandalism
Students defacing or destroying private or public property will face judicial action. They will be charged for labor and material repair expenses. This applies to the interior and exterior of the buildings as well as to surrounding areas (i.e. sidewalk chalking is not permitted without approval). Notify Residence Life Staff if you have information regarding vandalism.

Waterbeds, Hot Tubs and Jacuzzis
Waterbeds, hot tubs, and Jacuzzis are not allowed on campus.

Wading Pools - Family, staff, graduate housing
Adult supervision is required when a wading pool is in use. When the pool is not in use, all water must be discarded properly and the pool stored.

Weapons/Weapon Storage/Explosive Items
For personal safety, all weapons and explosives are prohibited in residential facilities. Some items that are considered weapons or explosives include: all guns & ammunition, martial arts weapons, knives larger than pocket knives, bows & arrows, acid, liquid nitrogen, tires, mace, gas, oil, and gas equipment, kerosene/white fuel/propane, paintball guns, flares/firecrackers, gun powder, charcoal, lighter fluid, and flammable material. Weapon storage is available free of charge to UAF residents courtesy of the University Police Department. Contact the University Police Department to use the weapon storage room and for storage room hours (x7721).

Windows and Window Screens
Window screens are provided on most windows. They are not to be removed or tampered with for any reason. If the screen falls, contact Residence Life staff immediately. Students will incur a re-hanging fee ($45) and/or screen replacement fee ($75) if a screen is removed. Nothing should be hung or placed outside windows. Students are prohibited from throwing or receiving items through windows. Windows may not be used to access roof areas nor to enter or exit rooms/apartments. Violations of these guidelines will result in judicial action.

Windows and Heat Loss
Windows in the residential facilities are a significant source of heat loss. Due to costly repair, the university has established a “below zero window policy.” As the temperature drops below zero degrees Fahrenheit, student windows must remain closed. Residents violating this guideline will be subject to judicial action and held financially responsible for any damage (frozen pipes). Residents may be asked to close their windows at above zero degrees in order to maintain building heat levels.

ALCOHOL POLICY

UAF is committed to maintaining a healthy and safe academic community that reflects high standards of personal responsibility and behavior. Alcohol abuse will not be tolerated under any circumstances. This policy permits the responsible use of alcohol in moderation by persons of legal drinking age and in accord with these guidelines. Alcohol is permitted in approved student rooms in accordance with state law/UAF guidelines. Alaska state law maintains that it is illegal to possess or consume alcoholic beverages if you are under the age of 21. This includes, but is not limited to, possession by consumption. It is illegal to provide alcoholic beverages to anyone under the age of 21 or to anyone (regardless of age) who is visibly intoxicated.
In all residential areas, any alcoholic beverages possessed in violation of UAF regulations will be confiscated and disposed of by Residence Life Staff. You and your visitors must follow state laws and university regulations related to alcohol use and possession.

- If a residential student who is 21 years or older has a roommate(s) that is underage, alcohol cannot be consumed in that room or apartment while the underage resident is present. If students are found violating this policy, then students may be administratively moved from their current assignment or may lose their housing eligibility.
- If you are underage and are present in a room where alcohol is being consumed, it may be assumed that you have been drinking alcohol.
- If students are of legal age, they may consume alcohol in their individual residential facility room with the room door closed.
- Persons under the age of twenty-one may not possess or consume alcohol. If alcohol is found in student residential facilities, it is considered to be in student possession.
- Use of student fees or University funds for the purchase of alcohol is prohibited.
- Alcohol must be confined to individual rooms, suites, and apartments. The consumption of alcohol is not permitted in public and common areas, including hallways, lounges, and lobbies or on porches. A student residential facility with an open door is considered a common area.
- If you are of legal drinking age and are found to be with minors who are in possession of alcohol, it may be assumed that you have provided the alcohol and sanctions will be applied to all students present.
- Alcohol is restricted from alcohol-free and substance-free living areas. All persons, regardless of age, are prohibited from possessing or consuming alcohol in these buildings.
- Alcohol Free halls include: Moore, Lathrop, Skarland, Nerland, and MacLean House. Non-alcoholic beer is not allowed in an alcohol free hall.
- Students are responsible for their behavior off campus. If students are documented in behavior involving alcohol and or drugs, they will be held to the same standards as if they violation occurred on university property.

The manufacture or sale of alcohol is strictly prohibited in any university residential facility. Common Source Containers are prohibited. Items such as kegs, pony kegs, party balls, and 5 litter boxes of wine, beer bongs, and other common source containers containing alcohol are strictly prohibited in all residential areas and any university-owned facility. Students involved in Common Source Container violations may forfeit their housing eligibility and their Residence Life damage deposit, and be subject to immediate eviction.

All events in CAC that involve twenty or more people must be registered with and approved by the CAC staff no later than 72 hours prior to the event, whether or not the event involves alcohol. Significant or underage drinking in CAC may cause loss of the privilege to live in CAC.

Displays of alcohol or alcohol containers are permitted for residents of legal age as long as they are not in public view (i.e. able to be viewed by someone outside the room or apartment or through a window). Underage residents may not display containers that once held alcohol.

**Alcohol Transport into Halls**

In order to transport alcoholic beverages into a residence hall or student apartment, students must:

- Be of legal age
- Live in that particular building/apartment
- Not appear to be intoxicated and/or impaired
- Alcoholic beverages cannot be brought into any alcohol-free environment. Staff may ask to inspect student bags, backpacks, briefcases, etc. when entering these buildings.

These regulations reflect minimum standards to be applied to substance abuse related incidents involving UAF students. If you have questions or concerns about alcohol use, you are encouraged to talk with Residence Life Staff members and attend the alcohol education programs on campus. The Center for Health and Counseling has trained staff that can provide information, assistance, and counseling.
**POLICIES AND PROHIBITED ITEMS**

**Babysitting 12 or under**
Children under the age of 12 may not be used for the purpose of babysitting in a residential facility.

**Fuel and Fuel Powered Equipment**
Fuel powered equipment is prohibited in the residence halls. Bottled gas and flammable fuels are also prohibited (e.g. lighter fluid, gasoline).

**Stairwells**
Stairwells must be clear of all items to enable safe emergency access.

**Bicycles**
Most Residential Facilities have parking areas for bicycles. Bicycles should be kept locked at all times. Bicycles found in hallways will be subject to impound. Unused bicycles locked in public areas over the summer will be removed in June. Bikes may be kept in the safety of your room but residents are not permitted to ride their bikes into the hallways.

**Business/Private Enterprise**
Utilizing your address or conducting private entrepreneurial ventures by you or your visitors from your residential facility is prohibited. You are not allowed to run a business on state property.

**Candles and Open Flames**
Due to fire safety concerns, all candles (burned or not) are prohibited in the residence halls. Open flames, burning incense, incense and candle warmers, and cigarette smoking are also prohibited.

**Compliance**
It is expected that you, your family members, and your visitors will respectfully comply with university policy and follow the directions of university officials who are acting in the official performance of their duties and responsibilities. This includes, but is not limited to, identifying yourself and/or producing valid identification, changing your behavior when asked, attending a mediation, or judicial session when requested. Providing false information, failing to provide information to staff, interfering with staff in the performance of their duties, being uncooperative or verbally abusive to staff is strictly prohibited. Failure to comply may result in a review of your eligibility for campus housing.

**Concealment of Violations**
Everyone in our community has the responsibility to take appropriate action if a violation of any policy comes to their attention. Concealment of information may be considered as sanctioning illegal activities and you may be held equally responsible for the violations you witnessed.

**Co-habitation/Unauthorized Occupancy**
Cohabitation is prohibited in all residential facilities. Students not sanctioned to live with each other regardless of gender violate the guest policies and start cohabitation with residential students will find themselves in violation of this policy. This is not inclusive to only on-campus residential housing students. Cohabitation and unauthorized occupancy is prohibited and students found in this type of situation may have to pay for utilizing the services that they have taken advantage of.

**Conflict**
It is our vision that individuals accept ownership of and take responsibility for resolving conflicts and problems in their community. In the event that a conflict arises that you have not been able to resolve, contact a Residence Life staff member to support your efforts or to provide additional resources and referrals to resolve issues appropriately.
Damage
If you or your visitors damage university property, within the facility or in public areas, an investigation and/or assessment will be conducted. Any financial liability will be posted to your UAF account along with other actions deemed appropriate.

Kitchens
Each residence hall has its own kitchen facilities. Students interested in preparing food in the halls are encouraged to use the kitchens, particularly if extensive cooking is involved. Students are responsible for cleaning of items used in food preparation. Hall kitchens can be closed, at the discretion of Residence Life Staff, if the kitchen and/or kitchen items are not regularly cleaned. Students provide their own utensils, dishes, and cleaning supplies. Items left unattended, rotting etc. will be disposed of each night, labeling all of your items will allow staff members to follow up with the individual who’s items they belong to. Unidentified and unlabeled items will be disposed of regardless of what the item is if they are found left by the resident in an unhealthy manner suitable to a community living environment.

Lunges/Community Equipment
Each hall is equipped with lounge furniture, chairs, tables, washers and dryers etc. Students are prohibited from removing items from these areas to use in apartments or residential rooms. To do so may result in furniture relocation fees of a minimum of $60.00 and sanctions may be assigned to the individual(s) involved. Community equipment and furniture is designated for use of a community not the individual members.

Personal Assistants/Attendants (Disabled Students)
It is your responsibility to recruit, hire, evaluate, and pay for an attendant, if needed. For additional inquiries, please contact the Center for Health and Counseling, Disability Services at ext. 7043.

Personal Safety
The UAF campus, like any other community, is subject to inappropriate and/or illegal actions by individuals. Your best protection against theft is to lock your door when you leave your room or apartment. Should a theft occur, report it immediately to Residence Life staff and to the University Police Department at 474-7721. "Blue light" emergency phones are located throughout the campus. They dial directly to the UAF Police Department. University Police staff make daily rounds of the residential facilities and campus. If you are suspicious of or uncomfortable with someone or a situation, contact your RA, Resident Director, or the UAF Police (x7721). For emergencies, dial 911.

Remember that your security is both a personal and community responsibility.

Pressurized Items
Pressurized items (e.g. scuba equipment, CO2, helium, & propane canisters, etc.) may not be kept in the residence halls.

Resident Behavior (see also Housing Contract and Policies & Procedures)
Residents and guests, who by virtue of their inappropriate behavior or conduct towards themselves or others, exhibit an inability to live in a group setting, refuse intervention, and/or are endangering themselves or others in any manner, may be asked to leave UAF Housing. Administrative and judicial action will be involved.

Screens and Windows
Window screens may not be removed or cut. In addition to facing judicial action, residents may be charged to re-install, repair or replace screens that have been removed or damaged in violation of this policy or may be administratively moved to a different room. Residents may not sit in or lean out of windows or pass people or objects through windows at anytime. Signs may not be hung from residence hall windows.

Smoke Detectors (Apartment Units Only)
Each apartment is equipped with a smoke detector. Activation sounds a local alarm in the apartment only. In case of fire, evacuate the apartment, and then call 911 from a safe location.
Theft or Misuse of Property
Theft or misuse of personal or university property is prohibited and should be reported immediately to the Residence Life office and the Police station.

SANCTIONS
As a result of judicial action, the Department of Residence Life may impose one or more sanctions. Sanctions are imposed as a means of holding students accountable for their actions. In determining appropriate sanctions, a student's present and past disciplinary record, the nature of the offense, the severity of any damage or injury or harm resulting from the prohibited behavior, the student's willingness to assume responsibility for their actions and other factors relevant to the matter will be considered. The following list of sanctions is illustrative rather than exhaustive. The university reserves the right to create other reasonable sanctions. A student failing to comply with the given directives will face additional judicial action. In addition, a student failing to complete or pay for sanctions will result in further disciplinary actions and could result in loss of housing.

Educational Sanctions
Educational sanctions provide a beneficial avenue in changing a resident's behavior and understanding. The challenge is to determine appropriate and creative educational sanctions which facilitate the learning of responsible freedom, the consideration for other residents, and the acceptance of the consequences and responsibility for one's actions.

Written Warning and Admonition
A warning and admonition is a notice that the student is violating or has violated the Student Code of Conduct and that further misconduct may result in more severe disciplinary action.

Residence life Probation
Residence Life Probation is a written warning that includes the probability of more severe sanctions if the student is found to be violating the Student Code of Conduct during a specified period of time (the probationary period).

Denial of Benefits
Specific benefits may be denied a student for a designated period of time. This includes but is not limited to actions such as suspension of guest privileges or termination of access to the university computing network.

Restitution
A student may be required to reimburse the University or other victims related to the misconduct for damage to, or misappropriation of property, or for expenses incurred.

Discretionary Sanction
Discretionary sanctions include community service work or other uncompensated labor, educational classes, counseling, or other sanctions that may be seen as appropriate to the circumstances of a given matter. Costs incurred by the student fulfilling a discretionary sanction will be the responsibility of the student.

Restricted access and trespass
A student may be restricted from entering certain designated areas and/or facilities or from using specific equipment or services for a designated period of time.

Loss of Housing
Loss of housing is an administrative action taken to remove a student from any residential area. The student is no longer permitted to reside in any University operated residential facility. Loss of housing usually occurs within 48 hours of official notification and involves a trespass from all Department of Residence Life properties. In some cases students may be allowed to complete an academic term before losing their eligibility to live in campus housing. An eviction is not considered a major sanction as described in Board of Regents’ policy.
Suspension and expulsion
Suspension and Expulsion are major sanctions that can only be imposed under the oversight of the Director of Judicial Services in accordance with the provisions of Board of Regents' policy.

Alcohol/Substance Sanctions
This policy reflects the minimum actions to be applied to alcohol/substance abuse-related incidents involving UAF residential students. However, the Department of Residence Life has the authority to impose a higher level of judicial action dependent upon the individual circumstances of the violation. Typically, the Department of Residence Life will follow the "3-strike" rule. Students violating the alcohol policy for the third time will be subject to being evicted from housing. In cases of severe misconduct involving alcohol/substance abuse, eviction may be imposed for a first or second offense. In cases where individuals have demonstrated repeated or severe inappropriate behavior due to drugs or alcohol, mandatory evaluation and treatment may be required as a condition of continuing to live in a residence hall or apartment. Any alcoholic beverages possessed in violation of Department of Residence Life or UAF policies will be confiscated and disposed of by Department of Residence Life staff. The Department of Residence Life, at its discretion, may disclose drug and alcohol violations committed by students under the age of 21 to the student's parent or legal guardian (FERPA Act).

Judicial Response
The student will meet with a Department of Residence Life staff member to discuss policies, behavior, and future consequences of use. Minimally, the student may be required to schedule an Alcohol/Drug Education class and/or assessment. There will be a fee for this class/assessment. If the student does not attend the class/assessment as scheduled, he or she will be subject to further disciplinary action. Other fees or sanctions may also be imposed.

Alcohol & Substance Abuse Education Class
All students involved in situations involving alcohol or illegal substances may be required to attend an education class. The focus of this class will be on evaluating actions and making responsible decisions. If evaluation during the class indicates a potential drug or alcohol problem, students will be referred to an additional education session or a treatment program as a result. Students not fulfilling requirements will be subject to further judicial action.

Self Referrals
Students may call and make an appointment at the Center for Health and Counseling (ex: 7043) to meet with qualified professionals in alcohol related issues.

Crisis Intervention
To maintain the academic atmosphere of the residence halls/apartments, residents are obliged to live in a cooperative manner with their roommate(s) and other community members. Trained and caring staff members provide assistance to students experiencing temporary emotional crisis or psychological need. Long-term assistance cannot be provided by Department of Residence Life staff. Such services are available through the Center for Health and Counseling or other off-campus agencies.

To provide students with timely and quality assistance, Department of Residence Life staff members are required to follow standard procedures whenever a student alludes to or engages in self-destructive behaviors. These behaviors include, but are not limited to remarks about suicide, threats of suicide, suicide gestures or attempts, threats of violence, etc. Department of Residence Life staff will report all such situations so that arrangements for psychiatric consultation can be made. Similar behavior that disrupts the residence hall/apartment community may result in disciplinary action and referral to counseling resources. Mandatory evaluation and treatment may be a requirement as a condition of continuing to live in a residence hall or apartment.
GUEST VISITATION POLICIES

A resident’s right to privacy and comfort takes precedence over the community member’s privilege to have a guest. It is important for roommates and suitemates to discuss visitation and to arrive at an agreement acceptable to both roommates and suitemates. Residence Halls are open to residents and their invited guests only. Residents must escort all guests in the Residence Halls at all times. As a resident you assume responsibility for the actions of your guests. If a guest is creating a disruption that affects a roommate, suitemate(s), other residents and/or the community, they may be asked to leave and you will be held accountable for their actions. Residents are subject to sanctions for the misconduct of a guest, and are liable for any damages caused by a guest.

Residents that visit other residents, within the same hall are expected to follow guest policies. Residents cannot stay in another room in the same hall for more than the allotted nights. Policies and sanctions may be administered if it is determined that a student is not following the guest policies regardless of what hall they live in.

Signing In/Signing Out

All guests/hosts must check in at the desk and check out at the desk every time. This includes but is not limited to quick trips to the car, smoke breaks, trips to the campus cache etc.

• It is mandatory that all guests are checked in at the DA Desk. If you and your guest enter the building prior to 7:00 pm you are required to return to the DA Desk and follow the check in process at the arrival of the Desk Attendant. If you fail to follow this policy then you may lose your guest privileges.

• A guest must be escorted by a resident of the hall they are visiting at all times, including when the guest checks out. This policy is in effect whether or not a desk attendant is present. The escort policy is important because it helps maintain the integrity of the DA desk and check-in system.

• Unescorted guests will be considered by the hall staff to be “unauthorized strangers” if they are discovered in the residence halls. These unauthorized strangers will be asked to leave the building immediately and will be trespassed for a minimum of 48 hours.

• A guest that leaves a hall without checking out will not be allowed back into the building in the same evening and will be counted as an overnight stay.

• Off campus guests: a valid Driver’s License, State ID, Military ID, or passport is required to gain initial entry to a residence hall. After this info is in the Off-Campus Log, the guest may then provide any valid picture ID. Expired identification cards are not acceptable.

• On campus guests: may present a valid UAF Polar Express card, which must have a University of Alaska identification number.

• Desk Attendants, Resident Assistants, and Residence Life staff reserve the right to refuse entry to any guest who threatens the safety of a resident. This includes, but is not limited to intoxicated or belligerent guests.

• A Guest under 18 years of age must have a written permission slip from his/her guardian, as well as the written approval of the Assistant Resident Director or Resident Director 24 hours in advance of the stay. This permission slip must include the guardian’s printed name, signature, and contact information; the name, room, and hall of the host; the guest’s date of birth and name; and the length of stay. UAF residents that are under 18 years of age are exempt from this requirement, with the exception of residents living in family housing.

• Children under the age of 12 are not permitted to enter a residence hall.

Visitation and Check-in Limitations

• Roll Call is taken at 2am every night. All guests who are present in the building between the hours of 2am and 7am are counted as overnight guests. At 2am all guests who have reached the visitation limits (3 consecutive nights, 10 nights per month) are expected to check out and exit the building for the rest of the evening.
Overnight guests **may only stay 3 consecutive nights, ten nights per calendar month** (beginning on the first day of the month and ending on the last calendar day of the same month), and a total of **30 nights per semester**. If this becomes an issue or Residence Life determines that a guest is cohabitating in a residential area the guest will be removed from that hall and their guest privileges revoked.

Visitation limits for a guest count the nights that the guest stays and do not change if the guest switches to a different host.

**Resident guest restrictions:**
- A resident may host overnight guests a maximum of **3 consecutive nights**.
- A resident may host overnight guests a maximum of **10 nights per calendar month**.
- A resident may host overnight guests a maximum of **30 nights per semester**.
- Due to limited room capacity, residents are permitted to check-in a maximum of four guests (i.e. single room: 4 guests allowed, double room: 8 guests allowed, buyouts: 4 guests allowed) at any given time. A resident may never check in more than four guests at a time even if they live in a double single (buyout) room.
- Visitation limits for a host count the nights that any guest stays.

**Off campus guests that exceed the visitation limits are no longer eligible to stay in residential housing. Violation of the visitation limits may result in a pro-rated charge to the off campus guest for the cost of occupying a residential space as well as judicial consequences for both guest and host.**

**An on campus guest that exceeds the visitation limits may loose eligibility to stay in residential housing outside of his/her own assignment. Violation of the visitation limits may result in a pro-rated charge to the guest for the cost of occupying the additional residential space as well as judicial consequences for both guest and host.**

**It is the responsibility of guest and host to keep track of overnight stays. It is not the responsibility of the hall staff to notify a guest or a host if they have exceeded the visitation limits.**

**Bag Check**
From time to time Desk Attendants will conduct bag checks. It is expected that all residents and guests comply with this request. Students and guests who refuse the bag check will not be allowed entrance into the building.

**Visitation Policy Violation Sanctions**

This list is not all-inclusive please refer to the sanction section pg 16-18 for a more detailed list of all sanctions.

- Guests who stay in a residence hall in excess of 3 consecutive nights will be trespassed a minimum of two weeks and may be subject to additional sanctions.
- Residents who host overnight guests in excess of 3 consecutive nights will loose their guest privileges a minimum two weeks and may be subject to additional sanctions.
- Guests who stay in residential properties in excess of 10 nights per calendar month will be trespassed a minimum two weeks and may be subject to additional sanctions.
- Residents who host overnight guests in excess of 10 nights per calendar month will loose their guest privileges a minimum of two weeks and may be subject to additional sanctions.
- Residents and guests that incur multiple violations of the Residence Life Guest Policy and/or visitation limits are subject to additional sanctions and extended loss of guest privileges.
- Residents and guests that commit other violations of the Student Handbook in addition to violations of the Residence Life Guest Policy are also subject to more severe sanctions and extended loss of guest privileges up to an including loss of housing.
HARRASSMENT

Hate has no place on our campus. As an institution, UAF rejects all expressions of discrimination that have been excuses for misunderstanding, dissension, or hatred. Each of us has an obligation to the community in which we are a part to build a true environment of spirit and purpose based on mutual respect and caring.

UAF policy prohibits behavior based on another person's status that has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment. "Status" refers to race, color, national origin, religion, sex, sexual orientation, age, disability, or veteran status. Individuals who engage in harassment of any kind will be subject to disciplinary action (including eviction and suspension) in accordance with University policies. In addition, criminal charges may be pressed by the victim or by University staff. Any form of assault against University Staff will result in immediate removal from the UAF housing system and may result in suspension or expulsion.

The University acknowledges the difficulties in attempting to define every situation that may be unacceptable. Listed below are some examples of sexual misconduct. This list is not exhaustive and does not attempt to define every possible behavior that could constitute sexual misconduct.

1. Recognizing Harassment
   Sometimes discriminatory harassment is intentional and meant to be offensive. Often it is less obvious, yet equally offensive. Behaviors that may constitute harassment include:

   • Racial, ethnic, or other slurs
   • Malicious name calling
   • Anonymous notes or phone calls
   • Derogatory graffiti or electronic mail messages
   • Stereotyping the experiences, background, and skills of individuals or groups
   • Threatening members of diverse groups
   • Making inconsiderate or mean-spirited jokes
   • Imitating stereotypes in speech or mannerisms
   • Preventing access to any University resources or activities
   • Creating a hostile environment in any University activity
   • Attributing objections to any of the above to "hypersensitivity" of the targeted individual or group

   **Gender harassment:** Persistent, unwelcome remarks based on gender and/or sexual stereotyping.

   **Serious or persistent unwanted sexual attention:** Physical contact, sexually suggestive comments or gestures.

   **Physical posturing:** Threatening a person's free movement in any way. Intimidation or coercion (Quid Pro Quo): Sexual activity obtained by psychological pressure or threats (e.g., "I won't let you leave until . . .") or by taking advantage of a role of authority (e.g., a staff member or instructor pressuring a student to have sex, abusing a role of trust or a staff member saying, "You can spend the night in my room. You will be safe with me. . .").

   **Display of sexually explicit visual material:** Posters or pictures displayed in public use areas in the residence halls or apartments (e.g. exterior of door, windows facing out, hallways, etc.).

2. Definition of Sexual Misconduct
   Unacceptable sexual conduct is not limited to the extreme of sexual violence. Rather, there is a range of sexual misconduct that is unacceptable in University residences. The range of unacceptable sexual behavior includes sexual harassment, sexual intimidation, sexual coercion, sexual assault, acquaintance rape, and stranger rape.

3. Sexual Misconduct Policy
   Residence Life at UAF is committed to providing a living environment in which students can live, work, and study free from sexual harassment, sexual intimidation, and sexual exploitation. All students and staff should be aware that the University will take action to prevent and to eliminate inappropriate behaviors of this nature. A student charged with
sexual assault can be prosecuted under Alaska criminal statutes and disciplined for University behavioral standards violation. Even if the criminal justice authorities choose not to prosecute, the University can pursue judicial action.

4. **Sexual Harassment**
Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that has the effect of interfering with an individual's living/working environment and/or creating an intimidating, hostile, or offensive living or academic environment.

5. **Sexual Assault and Battery**
Sexual assault is a serious crime and victims frequently experience emotional trauma and medical consequences. Sexual assault victims are strongly encouraged to report the incident to residential staff, the Director of Judicial Services or the University Police. Health and Counseling Services are available through the Center for Health and Counseling. Reporting to appropriate individuals enables victims to receive the full range of professional services available.

6. **Rape**
Rape is defined as unlawful sexual intercourse between strangers or people who are acquainted with each other, which is against the will of one participant. All of the following situations can be defined as rape:

- Force or threats of force, including stranger rape and gang rape.
- Diminishing an individual's capacity for resistance by administering any intoxicant.
- Sexual intercourse with a person who is known to be unconscious of the nature of the act (e.g. sexual intercourse with a person who is sleeping, passed out, or blacked out from alcohol or other drugs).
- Sexual intercourse with a person who is incapable of giving legal consent (i.e. incapacitated).
- Rape, sexual assault, or unwanted sexual contact of any kind, or threats of such contact, are prohibited, as is any physical abuse. Sexual contact shall be considered "unwanted" or without consent if no clear consent is freely given, if inflicted through force, threat of force, or coercion, or if inflicted upon a person who is unconscious or otherwise without the physical or mental capacity to consent. If sexual contact is inflicted on someone who is intoxicated or impaired in the exercise of their judgment by alcohol or drugs, it may be considered without consent.

**Where to Get Help**
In reporting a case of sexual assault, you have several options:

- Go to the hospital for an exam.
- Go immediately to a friend or a member of the Residence Life Staff.
- Receive counseling from the Center for Health and Counseling.
- Report the assault to the UAF Police Department who will arrange for special assistance.
- Call the rape crisis hotline, sponsored by the Center for Non-Violent Living.
- Report the assault to the Associate Dean of Students.

All members of the University community may raise complaints to the Department of Residence Life, the Associate Dean of Students, or the Affirmative Action/Equal Opportunity Office. Reporting to these individuals does not mean that you will be asked to press charges with the UAF Police Department.

**RESIDENCE LIFE COMPUTING GUIDELINES**

**Computing in the Residential Facilities**
UAF offers most student campus residents Ethernet privileges to the university computing network. State and Federal Law, UA Board of Regent Policy and Regulation (R02.07.040), and UAF Rules, regulate all guidelines for responsible computing. The Division of Computing and Communications has the authority to operate network and information services in the best interest of the campus community.

General Guidelines:
1) All members of the University community who use University computing resources must act responsibly.
2) Reproduction and/or distribution of copyrighted material without the express consent of the copyright holder is prohibited by law (i.e. using Peer-to-Peer file sharing software such as KaZaa to obtain music [MP3s], movies or software).
3) University computing facilities and accounts are to be used for university related activities. Running a business on the University's network is prohibited.

4) Access to the University’s computing facilities/resources is a privilege that can be granted or denied, without notice (i.e. under circumstances which can result in liability to the University; or disruption of or damage to the university's information resources).

5) Internet accessible servers, wireless access points, or network routers will not be allowed to operate in student housing.

6) The establishment of wireless systems in residential facilities is discouraged; if a wireless system is established it must be secured. The person establishing a wireless system is responsible for all transmissions made over the system whether or not the transmissions were known to, or authorized by, the person who established the wireless system.

Additional information about responsible computing behavior, UA and UAF policy, regulation, and rules and proper copyright etiquette may be found at:

Board Policy -  http://www.alaska.edu/bor/policy/2p/p02-07.html
Board Regulation - http://www.alaska.edu/bor/regulation/2r/r02-07.html
Copyright Information - http://www.alaska.edu/active/level2/copyright.xml

Unauthorized Distribution of Copyrighted Material

The unauthorized distribution of copyrighted material using the campus computing network has the potential to open up the University for Liability. Although the University does not monitor content that is transmitted to/from the Internet, the University is required by law to respond to complaints from agencies and determine the extent to which copyrighted material is being shared. The files that are illegally shared over the Internet are owned by the artists, producers and designers who want to capture the revenues of their hard work. For people to download this material from the Internet takes money from their pockets. In essence, it is stealing. It is illegal and a violation of federal law to download, possess and distribute copyrighted material if you did not purchase it.

The basic idea of copyright is to give the person who does the hard work of creating something new and original the legal control over when, where, and how that work is reproduced and distributed. The federal “NET Act” (No Electronic Theft Act) of December 1997 provides for criminal prosecution of individuals who engage in copyright infringement, even where the individual derives no monetary profit or commercial benefit from the infringement. The act amended the definition of "commercial advantage or private financial gain" to include receiving or expecting to receive anything of value, including the receipt of copyrighted works. Individuals who engage in copyright infringement can be held civilly liable for actual damages or lost profits, or for statutory damages of up to $150,000 per work infringed. The distribution of unauthorized copies of copyrighted motion pictures also constitutes copyright infringement under the Copyright Act, Title 17 United States Code Section 106.

Under the Digital Millennium Copyright Act, if we (as a University) do not take action on a reported violation, we may be held liable for the infringement. All residents are encouraged to become familiar with copyright infringement laws and other university computing policies as they relate to peer-to-peer file sharing. Additional information can be found at the OIT websites:

http://www.alaska.edu/oit/cito/OnlineResources.pdf
http://www.alaska.edu/active/level2/copyright.xml
www.musicunited.org

University of Alaska Regulation (PART II – Administration, CHAPTER VII - Information Resources) states that any violations of standards by the user could result in “disciplinary action including expulsion according to the Student Code of Conduct procedures; temporary or permanent denial of access to Information Resources; and subject violators to criminal prosecution." If a complaint is made concerning the unauthorized distribution of copyrighted material by a campus resident, we will aggressively pursue resolution of the complaint.
In all violations of computing policy, regulations or rules, students will be offered due process as listed in the Student Conduct section of this handbook. If there are further questions regarding campus computing, please contact DC&C at 474-6564.

**TELEPHONE USER GUIDES**

Local phone service is provided in the residential facilities. Some apartment residents, other than CAC, must contact the local telephone company to arrange for service. For phone service problems in single student housing and CAC, call your RA and they will report the problem. If you live in Family/Faculty/Graduate housing phone service is not included in your contract and it is up to the occupant to contact the phone company.

The Department of Residence Life cannot provide directory assistance (i.e. provide phone numbers to rooms) until after fee payment ends. By this time, some students will have opted to keep their directory information confidential. Your room phone does not have long distance access. You may call collect or use a calling card.

<table>
<thead>
<tr>
<th>Dialing on campus numbers</th>
<th>Dialing off campus numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dial the four-digit extension</td>
<td>To place a local call 9+number</td>
</tr>
<tr>
<td>Directory Information</td>
<td>0</td>
</tr>
<tr>
<td>To call long distance</td>
<td>9+calling card+ no.</td>
</tr>
</tbody>
</table>

Campus directory information 474-7211

**Telephone Repair** 6111

**Emergency** 911

**Time and Temperature** 9+844

*Dialing residence hall room numbers*

From off campus: To call a residence hall room phone number from outside the UAF phone system you need to dial 455- and the extension.

**Call waiting**

Two quick beeps alerts you while on your existing call that you have an incoming call. You may accept that call without terminating your original call by pushing the flash button or by hanging up quickly. The first caller will be put on hold, and you will be connected to the second caller. Push the feature activation button to alternate between callers. (Call waiting will not allow conferencing of the two parties involved).

**Malicious call trace**

Contact the UAF Police Department at ext. 7721. They can provide additional resources to trace the call.

**Call hold**

Engage this feature to hold any call. To activate: push feature activation button, hear special dial tone (three quick beeps followed by regular dial tone), dial #, 4, and hang up. Your call is now on hold; if you hang up there will be no ring. To return; lift handset; or flash hook set if you did not hang up.

**ROOMATE RESOURCES**

More than 70% of on-campus residents at UAF have a roommate. Get to know your roommate and avoid conflict by outlining mutual expectations. Make a special effort to avoid conflict.
Roommate Bill of Rights
As a UAF resident, there are certain rights you can expect and that you have a responsibility to maintain.

- The right to read and study free from undue interference in one's room.
- The right to sleep without undue disturbance from noise.
- The right that a roommate will respect one's personal belongings.
- The right to a clean and healthy environment in which to live.
- The right to full access of one's room and facilities without pressure from a roommate.
- The right to host guests with the expectation that the guests will respect the rights of the host's roommate(s), other facility residents, and the UAF guest policy. If conflicts arise, speak with your roommate(s) first; talk a problem through before it becomes a major conflict. If this step is not successful, ask your RA for assistance.

Cutler Roommates
Suggestions for discussion to help decrease roommate stress in CAC include cleaning schedules, bathroom use and cleaning, kitchen use and cleaning, common area use, and "borrowing" of food.

EMERGENCY RESPONSE

INFORMATION RELEASE AND FERPA
The Registrar’s Office is responsible for keeping student education records. A complete copy of the university policies regarding access to student records under the Family Educational Rights and Privacy Act of 1974 (FERPA) is available at www.uaf.edu/reg/schedule/.

Under FERPA, you are entitled, as a University of Alaska student, to review your education records. Except for directory information, no personally identifiable information is disclosed to agencies outside the university without the written permission of the student or as otherwise permitted under FERPA. Within the university, records are made available to school officials with a legitimate educational interest. A school official is any individual designated by the university to perform an assigned function on behalf of the university, including faculty, administrators, staff, other students serving on official university committees or assisting a university official in performing his or her duties, and third parties with whom the university has contracted, such as attorneys, auditors and collection agents. School officials have a legitimate educational interest if they need information from a student's education records to perform work appropriate to their position.

No other information from a student’s education record will be disclosed to anyone outside the university without the written consent of the student except to officials of other institutions in which a student seeks to enroll, in connection with financial aid which the student has applied for or has received, in compliance with a judicial order or subpoena, to persons in an emergency in order to protect the health or safety of the student or other persons, or as otherwise permitted under FERPA.

- Directory Information
  The University may release certain directory information to the public on a routine basis unless a student requests, in writing, that the university not release it. Forms to request that directory information not be released are available in the Office of the Registrar.
  No directory information will be released until the last day of late registration. Any request to withhold directory information will continue until a student provides permission, in writing, for the university to release such. After that, information will be released when appropriate.
  The names of students who have requested their directory information be withheld will not appear in the published university chancellor’s and dean’s lists.
  The following is considered directory information:
  1. Name
  2. E-mail address
  3. Home city and state
  4. Weight and height of students on athletic teams
  5. Dates of attendance at UAF
6. Program/major field(s) of study
7. Degrees and certificates received, including dates
8. Participation in officially recognized university activities
9. Academic and co-curricular honors, awards and scholarships received, including dates

• Honors and Scholarships
Names of students receiving awards, scholarships or appearing on the dean’s list or chancellor’s list are released to the media unless a student has either requested that directory information not be released or has submitted a written request to the Office of Marketing and Communications not to release honors information by five working days after the end of the semester in which the honors were earned.

RESIDENTIAL SERVICES

Activities and programming by our staff is a vital part of the community life. We believe in the development of the “whole” person both in and out of the classroom. Residence Life provides a variety of activities for you to attend. These events are a good way to get to know your fellow residents; an opportunity to explore different perspectives and topics that can serve as an adjunct to the academic curriculum.

Mail Service
The Campus Post Office provides U.S. mail service. Register for a post office box at the Campus Post Office in Constitution Hall. When sending packages via private carrier, (Fed Ex/UPS) use the following address:

Your Name, Residential Facility, Room number
732 Yukon Drive
Fairbanks, AK 99775

FACILITY MANAGEMENT

How to report a problem-

Maintenance
The Department of Residence Life and UAF Facilities Services are partners in the maintenance of residence life facilities. Maintenance repair requests for your room or apartment are made through your hall office. For housekeeping or maintenance concerns, please contact your residential facility staff. Do not attempt to make any repairs.

A resident's request for maintenance constitutes permission for room/apartment entry by University staff.

Under normal circumstances, maintenance requests in on-campus housing will be limited to the hours of 10:00 am - 4:30 pm, Monday through Friday.

For emergency repairs such as plumbing, heating, or door lock issues, advance notice is not always possible. Emergency Maintenance Procedures: Immediately contact a member of the residence life staff for problems with electricity, plumbing, or other emergency issues in your room or apartment. If the staff is unavailable, call the Department of Residence Life at x7247 during regular business hours. For after-hours emergencies, call UAF Dispatch immediately at x7721.

Family, Faculty, Graduate Housing: Call ext. 7247 or ext. 1912 (Hess Village residents only) for maintenance repairs and concerns.

Lights
If a fluorescent light burns out in your apartment/room, contact your hall staff. For family, faculty, graduate housing, contact the Department of Residence Life. Requests will be submitted to the appropriate office for replacement.