

UAF Kuskokwim Campus
SACKETT HALL
Resident Handbook
2022 – 2023



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Waqaa! Quyana tailuci!
Welcome to Kuskokwim Campus!

Welcome to all new and returning students. We are excited that you chose to attend the Kuskokwim Campus of the University of Alaska Fairbanks, and even more excited that you have chosen to live on campus and share in resident university life. Your life in the dorm is an important part of your total educational experience at KuC. Sackett Hall is a safe and healthy living environment that will help you in academic achievement, leadership skills and growth as a person.

We are committed to working with you as you explore your values and goals through higher education. This guide is an introduction to the policies, procedures and conduct expectations of Sackett Hall. Please read it thoroughly - these are the ground rules for living in Sackett Hall, and you will need to understand them. Our staff is always available to answer any of your questions and receive your suggestions.

While you are here with us, we are here to support you. Challenge yourself. Seek adventures. Be open to new experiences.

We look forward to seeing you on campus, getting to know you, and working with you to achieve your goals and dreams.

Tuyurluten assilviamek elitnaullerkavenek.
Best wishes for a successful academic year,

Carolyn Goolsby
Kuskokwim Campus Director

Traditional Values

Yup'ik and Cup'ik Values as documented by Elders:

Love for Children.
Respect for Others.
Sharing.
Humility.
Hard work.
Spirituality.
Cooperation.
Family Roles.
Knowledge of family tree.
Knowledge of Language.
Hunter Success.
Domestic Skills.
Avoid conflict.
Humor.
Respect for Land.
Respect for Nature.
Help other people.
Help with family chores and needs.
Early to bed and early to rise.
Provide time to see how your life is going.
There's always time to play AFTER your work is done.
Pingnatugyaraq: learn to do things yourself.
Respect and honor your elders.
Always show good behavior.
Listen to all advice given to you.
Remember what you are taught and told.
Respect other people's belongings.
Respect the animals you catch for food.
Gather knowledge and wisdom from the elders.
Never give up in trying to do what you set your mind on.

As listed at <http://ankn.uaf.edu/ANCR/Values/index.html>

KuC Mission Statement

Kuskokwim Campus of UAF prepares professional, community, and cultural leaders in an active and relevant learning environment.

KuC Vision Statement

Elitnauraput cikiumalartut puqigmek wangkuta-llu ellaitnek elicesqelluta. Our students are given wisdom to learn so that we can also learn through them.

SECTION 1: ABOUT THE SACKETT HALL COMMUNITY

ACADEMIC SUCCESS

A college education is one of the most worthwhile investments you can make. When you are clear about what you want, education is a great way to get it. Education is a unique purchase—one of the few things you can buy with time, effort and money—that will last you a lifetime. It can't rust, corrode, break down, or wear out. Education can't be stolen, burned, repossessed, or destroyed. Education becomes a permanent part of you. Once you have it, no one can take it away.

STUDENT POLICIES

UAF maintains an academic environment in which the freedom to teach, conduct research, learn is protected. Students enjoy maximum benefit from this environment by accepting responsibilities that match their role in the academic community.

KuC is guided by UAF and UA Board of Regents (BOR) policies and guidelines. Student should become familiar with BOR Policies, particularly Student Rights and Responsibilities and the Student Code of Conduct (p. 27). In addition to UAF student policies as residents of Sackett Hall, students must also follow the guidelines and policies outlined in this handbook, which are designed to ensure a safe and healthy community living and learning environment.

SACKETT HALL STAFF

The Sackett Hall Staff is here to help you! It is our aim to provide you with a safe, healthy and fun place to live that supports your success as a student.

Sackett Hall Program Manager

The Program Manager oversees operations at Sackett Hall and supervises the dorm and food service staff. The Program Manager is responsible for policy enforcement and for the safety and security of the Sackett Hall community. The Program Manager can assist students with personal and academic concerns and, when needed, refer residents to the appropriate resources on or off campus.

Resident Director

The Resident Director is a student focused, live-in member of the Sackett Hall community. The Resident Director is responsible for promoting a positive residential community, and facilitating activities in Sackett Hall. The Resident Director can assist students with personal and academic concerns and refer residents to the appropriate resources.

Resident Assistant

Resident Assistants (RAs) are undergraduate students who live in the dorm and have training with student concerns and campus resources. RAs are available to help you with problems or questions or to connect you with other resources on campus. They are also responsible for communicating and interpreting Sackett Hall policy and are expected to respond to policy violations. Resident Assistants sponsor and help organize social and educational programs at the dorm throughout the year.

Student Workers

Student Workers mainly attend the dorm office at times when other staff are off duty. They are available during these times to assist students with basic needs such as signing in guests, signing out recreation equipment, providing change for laundry and more. Student Workers also assist with some cleaning duties.

Kitchen Staff

The Sackett Hall Kitchen Staff works hard to provide residents with delicious and healthful food every day. Please notify staff of allergies or other dietary needs and if you have a favorite dish don't hesitate to ask if they can try adding it to the menu sometime. Always remember to thank the cook!

Maintenance Staff

While not part of the Sackett Hall Staff, one person you will frequently see in the building is the Maintenance staff. Report maintenance issues to Dorm Staff using the maintenance request form (located on the office door). If it's something we can't handle ourselves we'll pass on the report to the Maintenance staff.

Custodial Staff

Our campus custodian will come to Sackett Hall a couple of times each week to clean our common areas, such as the main room, stairwells, hallways and two public restrooms. Make sure to thank this staff member for keeping our shared spaces clean for us all to enjoy.

Wellness Activities Coordinator / Jesuit Volunteer

The Wellness Program Coordinator / Jesuit Volunteer provides both on campus and Sackett Hall wellness centered activities and tutoring for students. The Wellness Program Coordinator is very involved in student life and is a great resource for any questions you may have as you navigate through your college life and experiences.

SECTION 2: LIVING IN A RESIDENTIAL COMMUNITY

LIVING WITH ROOMMATES

An integral part of your college experience is learning to get along with all types of people, especially your roommate or suitemate. Communication is key in developing a strong relationship with your roommate.

Sackett Hall Student Bill of Rights

As a Sackett Hall resident, there are certain rights you can expect and that you have the responsibility to maintain:

- The right to read and study free from interference in your room.
- The right to sleep without disturbance from noise, guests, etc...
- The right to expect that other residents will respect your personal belongings.
- The right to a drug and alcohol free environment.
- The right to a safe and clean environment.
- The right to access your room and facilities.
- The right to personal privacy.
- The right to host guests with expectations that those guests are to respect the rights of the host's roommates and other dorm residents.
- The right to be free from fear and intimidation, physical, and/or emotional harm and harassment.
- The right to submit grievances to dorm and KuC staff.

Suggestions for Living with Roommates

Complete a roommate agreement

A roommate agreement is a useful tool for you and your roommate(s) to use to discuss various issues that could come up while sharing a space. Blank roommate agreements are made available during check-in and all residents are encouraged to utilize them.

Share your space

Many students have never shared a living space before and can find it difficult to compromise, but it is important to realize that mutual respect is essential to avoid conflicts. Be respectful of your roommate's belongings and room space, and discuss issues early as they come up. We recommend within the first week of living together that you and your roommate(s) discuss expectations for living together. Taking the time to learn about each other's communication styles and living preferences can help prevent many conflicts. Suggested topics to discuss include guests, noise levels, room decor, windows and heat use, study and sleep times, cleanliness, personal routines, and relationship expectations.

Ask questions

Get to know your roommate--this will be a person you will share your living space with during the academic year.

Be aware of your differences

Establish the similarities and differences in your habits and interests and develop an effective agreement on how to balance these out. Don't be afraid to express your expectations and opinions--open communication is a basis for creating an enjoyable living environment. Create some ground rules from the start. Feel free to refer back to them periodically and make modifications if necessary.

Confront issues respectfully

If you are confronting an issue, avoid inflammatory language and be respectful. Say, "When you do X in situation Y, I feel Z." Approach your roommate in private--do not discuss issues in front of friends, etc., since this could put pressure on the other person. Find a good time for both of you to talk. Try not to approach them as they are rushing to class or about to go out with friends since this will make them feel rushed to make decisions. Be patient: listen to your roommate, accept criticism, and know that there are always two sides to every story. Remember that the solution will probably be a compromise and not your ideal scenario, but compromises will help you enjoy living together.

Try Roommate Mediation

If disagreements come up during the year, please talk with your roommate first and attempt to resolve the issue. If that is not successful, consider roommate mediation. Contact your RA or RD to learn more about setting up a mediation session.

Room Change

If you are unable to resolve your conflicts with your roommate and can no longer live in your current living space, a room change may be possible. Please refer to the section entitled "Room Changes" (p. 22) to learn more about this process.

Dorm Meetings: Orientation / Mid-Semester / End of Year

New students must attend orientation at the beginning of their first semester. In addition, residents must attend a dorm meeting at the midpoint of the semester. At the end of the semester, there will be a final meeting that is optional. Dorm meetings provide the Sackett Hall community a forum to review policies and to address community and individual issues. Dorm meetings are an important part of ensuring a safe and healthy group living environment where students can meet their educational goals.

Failure to attend orientation or dorm meetings will be documented in the student's records in Student Services, and may result in termination of a student's housing contract. It will be considered in future housing eligibility decisions.

SECTION 3: RESIDENTIAL AND DINING SERVICES

DINING SERVICES

Food service is included for all full-time Sackett Hall residents. Our kitchen staff works hard to provide delicious and healthful food at every meal. When possible, the menu is posted in advance. If there are favorite dishes you'd like to see added to the menu we want to hear from you!

Meal times

Generally, meals are served at the following times but slight changes may be made from one semester to the next to accommodate class schedules.

Weekdays:

Breakfast: 8:00 AM – 10:00 AM	Lunch: 11:30 AM – 1:30 PM	Dinner: 4:30 PM – 6:30 PM
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Weekends:

Brunch: 11:00 AM – 1:00 PM	Dinner: 4:30 PM – 6:00 PM
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If your class schedule conflicts with the meal schedule please notify kitchen staff and they will help make a plan to see that you have access to all meals. Snacks and beverages are available at all times.

Please notify staff of any food allergies or other dietary needs. Dishes and utensils are to remain in the kitchen or dining area. Please respect the Kitchen Staff and assist them in keeping your dining area clean and orderly by cleaning up after yourself. Residents are not allowed in the kitchen unless invited by staff.

Guest Prices

Your guests are welcome to join you for meals at Sackett Hall but they must pay for their food. Payment can be made directly to the kitchen staff with cash or check (made payable to "KuC")

Students / Staff / Children:

Breakfast: \$10	Lunch: \$13	Dinner: \$18	Brunch: \$13
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All Others:

Breakfast: \$13	Lunch: \$20	Dinner: \$32	Brunch: \$20
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RESIDENTIAL SERVICES

TV

A television is provided in the Sackett Hall common area which includes cable TV service, a DVD player and gaming systems (available upon request). Keep in mind that the common area is a shared space where other residents might be socializing or focused on schoolwork – please keep volume at a respectful level.

Computer Lab

Sackett Hall provides 3 computers, a printer and a scanner for student use at any time. Students needing computers for schoolwork have priority over those who may be using computers for personal matters. Report technical issues to KuC tech support – kuc-helpdesk@alaska.edu. If the printer runs out of paper please report to the dorm staff on duty. All students must sign the Computer Use Agreement upon check-in. Keep food and drink away from all machines.

Internet & Computer Support

All areas of Sackett Hall have access to wireless internet and some rooms are equipped with active Ethernet ports.

Report connectivity issues to KuC tech support – kuc-helpdesk@alaska.edu - particularly if an internet disruption interferes with your access to an online class or assignment.

State and Federal Law, UA Board of Regents' Policy and Regulation (R02.07.040), and UAF rules regulate all guidelines for responsible computing. The Office of Information Technology has the authority to operate network and information services in the best interest of the campus community.

Additional information about responsible computing behavior, UA and UAF policy, regulation, and rules and proper copyright etiquette may be found at www.alaska.edu/oit/

Laundry Room

Laundry machines are available to residents only from 8:00 AM to Midnight, daily. Detergent is usually available for purchase from the dorm office.

Laundry Room Expectations

- Do not overload the machines as it can damage both the machine and your clothes.
- Remember when you put your laundry in and remove your laundry in a timely manner so the washers and dryers are available for other residents. Please note that other residents may remove your laundry if it is left in a machine after the cycle is done.
- Washers and dryers are for resident use only. Please do not let non-residents into the facilities to do their laundry.
- Keep the laundry room clean and remove all of your belongings when you are done.
- If you have any problems with a machine, do not try to fix it yourself. Report any issues to staff.
- Sackett Hall is not responsible for lost, stolen or damaged articles that result from the use of these facilities.

Keys

Upon check-in, you will receive a key for the main entrance of Sackett Hall and a key that will operate the locks on both your bedroom door and main suite door. For your own security, lock your door when you leave your living space. Carry your keys at all times. Your key is for your personal use only. Duplicating, lending or sharing keys is prohibited. Loss of a key(s) may result in the loss of some or all of the \$75 key deposit residents pay at the beginning of each semester.

Lock-outs

During the first two weeks of each semester, there will be no charges for lock-outs. The first two weeks will be time for residents to get settled into Sackett Hall and become acquainted with their keys. Charges will occur for lost keys. After the first two weeks of each semester, lock-outs will cost \$5. All lock-out and lost key charges will be placed on student accounts.

Package Pick up/Mail

Sackett Hall staff check the dorm PO Box 845 **Monday, Wednesday and Friday** at about **3 pm**. All resident mail is held in the dorm office. If you have mail, your name will be written on the bottom section of the whiteboard outside the office. Please erase your name once you've received your mail. Residents are welcome to join staff on trips to the Post Office.

Recreation

Sackett Hall - and KuC as a whole - strives to provide a variety of fun, enriching and healthy activities. In addition to the many events and special programs that go on, some recreational opportunities are regularly available to students:

- Ping-Pong/Pool Table – Located in the dorm common area. All necessary equipment should be available at all times. Please ask for staff assistance when switching between ping-pong and pool set up.
- Bicycles – Are available for checkout. Sign out a bike (with lock and helmet) in the dorm office. Staff will assist you in getting a bike from the deck at the rear of the building.
- Skis and Ice Skates – Are available for checkout. Sign out in the dorm office.
- Pool/Fitness Center – Dorm staff provides regular trips and free access to the YK Fitness Center. Schedule varies each semester. All KuC students are welcome!

Recycling

The KuC Recycling Committee, through Student Government, sponsors the recycling of aluminum cans on campus. Please be sure to add your pop cans to the collection bin located in the Sackett Hall common area. Proceeds from recycling go to KuC Student Government which in turn goes towards activity programming.

Safe Building Access

The main entrance to Sackett Hall is locked 24 hours a 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. Please see the Sackett Hall Guest Policy on page 32 for more details. Residents are encouraged to always lock their doors even when they are in their rooms or apartments.

Telephone

Landline telephone service is available for an additional fee. Please notify the Program Manager if you are interested in setting up telephone service.

Trash Disposal

Residents must dispose of their own trash by bringing it to one of the dumpsters in the Sackett Hall parking lot. Do not put your trash in the large dining area trash can or leave it in the hall entry way.

MAINTENANCE SERVICES, CUSTODIAL SERVICES, AND PEST CONTROL

If there is a maintenance issue in your room or suite please report it to Sackett Hall staff immediately. **Do not attempt to make any repairs.**

Your cooperation is asked in the care and maintenance of the premises (including grounds) by promptly reporting any breakage, damages, or needed repairs to suites, facilities, or equipment.

You are responsible for promoting a clean and well-maintained living environment. It is expected that students will not damage or vandalize University property or remove property from its designated location in the residential communities. Residents are still responsible for repair costs even if the damages are accidental. If damages are the result of vandalism, residents may also face student conduct action. Upon check-in, residents have 48 hours to report any damages not listed on the Room Condition Report (RCR).

MAINTENANCE SERVICES

A resident's request for maintenance constitutes permission for room entry by KuC Staff. If at any time, you have a maintenance issue with a room, bathroom or the common area, report it to Sackett Hall staff on duty immediately using the Maintenance Request Form, located on the Sackett Hall Office door.

Emergency Maintenance Procedures

If you have an after-hours emergency issue, call 907-545-2376 to report this directly to the Sackett Hall staff on duty.

The following maintenance issues are generally considered to be emergencies:

- Plumbing (toilet is not flushing or is spewing water)
- Broken window
- Fire safety equipment issue (fire alarm is activated or beeping)
- Fire Safety Equipment (fire alarm is activated or beeping)
- Loss of heat or hot water
- Electricity outage
- Key/lock issues (cannot unlock or lock your door).
- Any situation that compromises the health or safety of the residents/community

PEST CONTROL

With respect to your safety and that of our environment, we request your best efforts toward maintaining a clean and sanitary room/apartment. In the event of a pest infestation, notify Sackett Hall staff immediately.

BEDBUGS INFORMATION AND RESPONSE PROCEDURES

Sackett Hall is committed to providing an efficient and effective response to students who suspect that they may have bed bugs. Above all, it is important to understand that bed bugs have become common throughout the United States and do not pose any significant health or safety threat. However, if not caught and managed early, a serious bed bug infestation can develop and be difficult to eradicate.

Bedbug Traps

Beneath every bed in Sackett Hall there is a small, plastic bedbug “volcano” trap. These traps are a simple way for us to monitor for the presence of bedbugs in Sackett Hall and avoid infestation. Please do not tamper with the traps and make sure they remain located beneath the head of your bed, flush to a wall. Staff may ask to check these traps upon occasion. If you ever notice a bug in one of the traps, please notify staff immediately.

For the comfort and safety of the students living in Sackett Hall, staff will adhere to the following guidelines:

1. As soon as a resident suspects that they may have bedbugs, they should notify staff on duty.
2. Staff will discuss the sighting with students and do a cursory inspection of the room.

We ask that students not stay in another resident’s room or go to another building if they suspect they have bedbugs. This is to prevent the spread of bedbugs if they are found to be in the resident’s room. Staff will review each situation and determine if a temporary relocation is necessary. If a temporary move takes place, it is crucial that the student who is temporarily relocated wash and dry all clothing and take only necessary items for the move. The student must also shower, put on clean clothes, and bag the clothes they are wearing until they can be washed and dried. Clean and dried laundry is all that can be taken to the temporary room. This is to ensure that if there are bedbugs, they do not travel to another room with the student.

Bedbugs Found (students will have no access to their room during part of the cleaning process)

- If bedbugs are found in the room, the resident(s) must carefully remove all of their clothing and bedding in sealed bags, one at a time, washing and drying them on high temperature cycles as the bags are removed, using the same washer and dryer. Sackett Hall will cover the expense of laundering. This must be done under the supervision of the Program Manager or Resident Director. Removal of all other personal items will be determined on a case by case basis and must also be supervised by the Program Manager or Resident Director. **DO NOT REMOVE ANYTHING FROM YOUR SUITE WITHOUT CONSULTING STAFF FIRST.**
- The room will be sealed for at least 24 hours, during which time it will undergo a deep cleaning and steam treatment which kills bugs and their eggs.
- Once this process is complete the student(s) will be able to move back into their room.
- Staff will continue to monitor the room for signs of bedbugs for 14 days.

Bedbugs Not Found

If no bedbugs are found the student will be asked to continue to monitor the situation and keep their hall staff updated or notify staff if there are further issues.

For more information on bedbugs: <http://www.cdc.gov/parasites/bedbugs/faqs.html>

SECTION 4: RESIDENTIAL PROCEDURES

BECOMING A RESIDENT OF SACKETT HALL

Housing Application Procedure

To be considered for housing students must complete the KuC Residence Hall Application/Agreement each semester. The State of Alaska requires all postsecondary educational institutions to provide information about meningitis and meningitis vaccine to all incoming dorm students and requires that students sign a form indicating that they have either been vaccinated against meningitis or have received information about meningitis. The housing application procedure includes a criminal disclosure. In addition, students are subject to a criminal background check. Non-disclosure and incomplete or inaccurate information are grounds for denial or immediate termination of housing.

Housing Agreement Terms

You are required to sign a housing application/agreement each semester to reserve a room on campus. Residents are expected to read and comply with all terms of the housing agreement.

Housing Eligibility

All KuC students are eligible for campus housing at Sackett Hall but are not guaranteed housing until approved by the Student Services Department. To better manage occupancy, first time KuC students must be registered for a minimum of 6 in-class credit hours (online or distance education classes do not apply) to live in campus housing. All residents must be enrolled in a minimum of 12 credit hours, total, including online or distance classes, and maintain good academic standing.

Students whose course loads fall below any of the applicable credit hour minimums need special permission to remain in housing. This permission is granted by the Sackett Hall Program Manager. If you need to request an exception to any of these policies please do so by writing an email stating your request and justification for it to the Program Manager:

thoffma9@alaska.edu

As space at Sackett Hall is limited, priority is given to applicants who are enrolled in the Emerging Scholars, Pre-Nursing, Rural Human Services, and Human Services AAS programs.

Background Checks

All applicants for housing at Sackett Hall are required to complete a “Conviction Disclosure Form”. In signing this form, the applicant pledges that their statements regarding any criminal history are true and accurate and they also authorize the UAF Kuskokwim Campus Student Services Department to conduct a criminal background check. Background checks will be conducted by the Sackett Hall Program Manager or their designee, using public Alaska State court records and State and Federal Sex Offender Registries. For applicants known to have recently resided in other states the Student Services Manager or their designee will collaborate with the UAF Police Department to see that a background check is completed.

Non-disclosure and incomplete or inaccurate information provided on the Conviction Disclosure Form are grounds for denial of or immediate termination of housing. In accordance with Board of Regents policy (P09.08.020), Sackett Hall may deny housing to a student based on past behavior if it is judged that such behavior “might threaten university property or the health and safety of the residents”.

On occasion, rooms at Sackett Hall are occupied by cohorts of students (and at times non-students). Arrangements for the lodging of these individuals may be made through a third party. In these cases, the person associated with the third party making these arrangements is advised by the Sackett Hall Program Manager that all guests will be submitted to a background check and asked to provide the legal name and date of birth of each guest. As with applicants for full time housing, the Student Services Manager or their designee conducts these background checks using public records.

HOUSING ACCOMMODATIONS

Your decision to attend KuC is the beginning of an exciting journey, but you may have questions about how well Sackett Hall facilities will fit your needs. Some questions may involve safety, accessibility, and ease of mobility across campus. Helping you meet those needs is important to us. Sackett Hall is committed to providing and improving accessible and inviting spaces for students.

Housing accommodation requests are handled on a first-come, first-served basis. Once on-campus housing assignments have been assigned (typically in early June for the fall semester), there might be limited (or no) options left for on-campus housing.

ACCOMMODATIONS FOR STUDENTS WITH QUALIFYING DISABILITIES

UAF provides comparable, convenient, and accessible housing to students with disabilities. If you require a reasonable accommodation based on a qualified disability, start the process by applying for housing and applying with Disability Services to confirm your qualified disability status. Disability Services then will assist Sackett Hall in providing you reasonable accommodation tailored to meet your needs.

Adjustments are always determined on an individual basis. KuC will make reasonable modifications to student housing and its policies, procedures, and practices for eligible students unless the modification will fundamentally alter the nature of its housing services.

We encourage you to contact Disability Services and the Program Manager with specific questions. Approved accommodations provided to students with qualifying disabilities are not subject to surcharges.

Your best bet: **COMMUNICATE EARLY!** Although modifications can be made to rooms at any time, the best plan is to communicate early with Disability Services and Sackett Hall about your specific needs. With information from Disability Services and your assistance, we can look for a space that best meets your needs. Housing is limited and not guaranteed. An approved housing accommodation does not guarantee a housing assignment. UAF does not discriminate in the provision of housing to students with disabilities.

HOW TO APPLY FOR A REASONABLE HOUSING ACCOMMODATION RELATED TO A QUALIFYING DISABILITY

STEP 1: Apply for housing, making sure to indicate that a disability-related accommodation is requested.

STEP 2: Complete the UAF Disability Services Accommodation Form (<https://www.uaf.edu/disability/forms/>) and provide documentation as required by Disability Services. Please submit your request early to allow time for the determination process.

STEP 3: Once Disability Services determines your eligibility for services, Disability Services and the Sackett Hall Program Manager will work with you to identify a reasonable accommodation to meet your needs. Additional paperwork might be required.

STEP 4: You will receive a letter from Disability Services indicating whether your request is approved and the recommended accommodation. After submitting the necessary application and documentation, please allow 5 business days for your request to be reviewed.

OTHER SPECIAL HOUSING NEEDS

While many special housing requests relate to reasonable accommodations for qualifying disabilities, additional reasons for special housing requests include cultural or religious beliefs or other needs we have not covered. If you would like to request an accommodation that does not relate to a qualifying disability please contact the Program Manager in advance.

GENDER INCLUSIVE HOUSING

Gender-Inclusive Housing (GIH) furthers the university's nondiscrimination policy and provides housing options for students who may identify as transgender, are more comfortable living with another sex or gender, or do not wish to prescribe to gender classifications. The Kuskokwim Campus defines Gender Inclusive Housing as an inclusive, voluntary environment where students can live in the same room with any other student regardless of sex, biological gender, gender identity, gender expression, and sexual orientation. This policy is not meant to accommodate romantic couples, regardless of gender or sexual orientation. GIH requests are handled on a first come, first served basis. Due to limited space at Sackett Hall we cannot guarantee availability of this option.

Housing applicants interested in GIH should contact the Sackett Hall Program Manager for instructions on how to apply (a supplemental application may be required).

Room & Board

The charge for one semester is \$4,485. Room without board is not available for student residents.

Damage Deposits

Each semester, a \$50 cleaning and damage deposit is charged to your account. At the end of each semester, the Sackett Hall Program Manager inspects each room and will notify administration if any portion of your deposit should be kept to cover repairs or extensive cleaning. Any remaining deposit will be credited to your account for the next semester. Residents are personally responsible for the cost of cleaning or damage in excess of the deposit amount. If no single room resident claims responsibility for the damage, the roommates or suitemates will share the cost. If damage occurs to a common area, all the students using the area at the time that the incident occurred will lose their deposit money. If there is significant damage to the common area and no one claims responsibility, all the dorm residents will lose their deposits. Any damage done by a visitor will be charged to the host resident if the visitor doesn't pay.

Refund of Room & Board

A student who moves out of Sackett Hall before the end of the first three weeks of the semester will receive a refund minus a daily charge for the period of occupancy. Refunds may be returned to the financial aid funding source. A student who leaves Sackett Hall more than three weeks after the start of the current semester is eligible for a refund, minus an occupancy charge, under the following circumstances: 1) A death in the immediate family requiring the student to leave school. 2) A written statement from a licensed medical doctor indicating the student is unable to continue classes. 3) A decision by a campus administrator that it is best for all parties concerned if the student leaves the residence.

ROOM ASSIGNMENTS

The university has the exclusive right to make room assignments. In making student room assignments, consideration will be given to such things as promotion of educational goals, student safety, and privacy and campus fiscal interests.

Room Consolidation

UAF reserves the right to change room assignments (consolidate) when vacancies occur and single occupants are residing in multiple-capacity rooms; remaining resident(s) must accept another roommate and/or move to another room/apartment.

Cohabitations/Unauthorized Occupancy

Only the residents assigned to a room may occupy that space. Everyone else is a guest and subject to guest policies - even if they live in Sackett Hall. If you allow someone to stay overnight or to live in your room but sleep elsewhere, it is a violation of guest policies. Cohabitation and unauthorized occupancy are prohibited – even if they do not sleep over. Students found in this type of situation may be asked to pay room charges for the person who has been staying, and may lose guest privileges as well.

Please see our Guest Policies on page 31.

Abandoned Personal Property

Any personal property left in the apartment or on the premises by tenants who vacate or abandon an apartment will be held for 30 days and then deemed abandoned. The University may then immediately dispose of the property without compensation and may charge the student for the labor involved in removing any trash or property. The University may dispose of such property in any manner without liability.

CHECKING INTO YOUR ROOM

When you check into your room, you will need to complete a packet of entry forms, including a Room Condition Report (RCR) and data card. At this time, you will also receive your room key and Sackett Hall access card.

Data Cards

Students are encouraged to fill out data cards with allergies and emergency contact information. These cards are kept within the hall offices and are used in crisis situations where emergency contacts need to be contacted or in medical emergencies where allergies or medical conditions need to be reported.

Room Condition Reports (RCR)

A room condition report is an inventory of the items in your room and their condition at the time of check-in. It is each resident's responsibility to review the condition of their room by signing the Room Condition report. If there are any additions, corrections, or notes that need to be made, you will update the copy that you are provided and return it to the RA within 48 hours of your check-in. These additions will be made to your original RCR kept on file in the Sackett Hall Office. If the condition of your room changes during your stay you will be assessed charges for the repair, replacement, or cleaning of items which may have been damaged or removed from the room.)

Keys and Access Cards

Students will be given room and building entrance keys by the hall staff upon check-in. For your own security, lock your door when you leave your living space. Carry your keys at all times. Your key is for your personal use only. Duplicating, lending or sharing of building keys is prohibited. Loss of key(s) may result in the loss of some or all of the \$75 key deposit residents pay at the beginning of each semester.

ROOM CHANGES

In some cases, Sackett Hall Staff will consider requests to change rooms during the year. Unless there is an emergency, the expectation is that residents will exhaust all options towards making their room assignment work, including roommate mediation, before requesting a change. Due to limited space, some change requests may simply not be possible.

Requesting a Room Change

If you would like to request a room change, fill out the "Room Change Request Form Part I", available in the Sackett Hall Office, and submit it to the Program Manager. The Program Manager will then arrange a time to meet with you to discuss the requested change.

If the Program Manager conditionally approves the change it must then be accepted by all impacted students. The resident(s) making the request must complete the "Room Change Request Form Part II" and have it signed by each student who will be impacted by the change, as well as the Program Manager. If approved, the Program Manager will instruct each student to clean their area of their old room as a courtesy to the new occupant. The Program Manager will schedule a time for the move to take place, typically during a weekend.

Emergency Room Changes

If a resident feels unsafe in their assigned room the Program Manager may order a room change, foregoing the usual room change request protocol.

CHECKING OUT OF YOUR ROOM

Scheduling your check-out inspection

Each resident is responsible for scheduling a room inspection before check out. All cleaning should be complete and belongings should be packed at the time of inspection. Whenever possible, it's best to coordinate with your roommate(s) and schedule your inspection at the same time.

Damages

As your University Housing Agreement explains, you are responsible for any damages that happen in your room or apartment while you live there. If damages are accidental, you must still pay repair costs. When damages are the result of vandalism, the person(s) responsible must not only pay for repairs, but they may also face disciplinary proceedings. Students have 48 hours after check-in to report any damages not listed on the Room/Apartment Condition Report to hall staff to ensure they have been updated so that student(s) will not be charged.

Sackett Hall Cleaning Checklist

The following is an outline of required cleaning standards. To avoid cleaning charges, please make sure that every cleaning task on the list is completed before your scheduled check-out time.

- Remove adhesive, hangers, handprints, smudges, soil, and scrape marks from the walls.
- Empty and clean wardrobes and drawers
- Dust the top of the wardrobes (where applicable).
- Clean shelves (including shelves in closets, and wipe down closet bar(s)).
- Reassemble beds to original height.
- Arrange room to original set-up
- Clean baseboard and heater (throughout entire room/apartment).
- Clean all desks and dressers, including drawers and shelves.
- Vacuum and mop floors
- Clean windows and windowsills.
- You must remove all personal items and trash from the room. Everything left will be considered abandoned property or trash.
- Wipe blinds with a wet cloth.
- Clean out cabinets, wipe all shelves and drawers.
- Wash mirror with window cleaner.
- Wash sink using "Soft Scrub" to remove all hard water and soap scum stains.
- Clean toilet, including the rim and base.
- Clean the heater cover.

- Clean shower walls and tub (MAKE SURE THERE IS NO HAIR IN THE DRAIN). Remove all hard water stains and clean around fixtures and drains.
- Refrigerator must be thoroughly cleaned inside and out.
- Remove all contents from both fridge and freezer, wipe down door seals, wash the interior of fridge and freezer.
- Clean and wipe the inside and the entire exterior of the microwave.

Key Returns

All residents are required to turn in their room keys at the time of checkout. Any lost keys that were not previously reported must be reported at this time (normal charges will apply).

HEALTH AND SAFETY CHECKS

At times, staff must conduct inspections of rooms to evaluate the condition of the space and furnishings, to ascertain maintenance and/or equipment needs, damages, and sanitation, and to monitor health, fire, and safety conditions. We also ensure that residents are living in their assigned apartments in a manner that does not present a danger to the safety, health, and welfare of the members in their community.

While we allow a great deal of latitude in how students choose to maintain their assigned space, we must ensure the space does not present a hazard to residents or staff. To assist in maintaining a safe and healthy living environment, Sackett Hall staff will conduct periodic visual inspections of all occupied rooms. The purpose of these inspections is to identify and correct unsafe conditions. Advance warning of the inspections will be provided, as well as instructions and deadlines for conditions to be corrected.

A notice of no less than 48 hours will be posted to notify the residents when Sackett Hall personnel will be entering their room. These inspections are kept to a minimum so as not to disturb the resident(s). You may choose to be present during the inspection. Inspections are made by the University to protect our residents and assess the nature of maintenance requirements. In all cases in which an apartment is entered by staff for inspection, a Notice of Inspection Form will be placed in the apartment.

What are health and safety checks?

Staff will be performing a quick visual check of every room in your suite. Each inspection will likely take less than 10 minutes but will be dependent on the state of each individual apartment. It is perfectly acceptable for your apartment to look “lived in”; however, staff will be looking to see that effort has been regularly made to maintain the facility and that no health and safety concerns exist. Please note: Our staff will not be opening cabinets or drawers in any room; however, staff may inspect all provided appliances.

Why does Sackett Hall have health and safety checks?

Twice each semester, Sackett Hall staff will inspect every room in the building to identify and address any health, safety, sanitation, and maintenance issues that might be present. There are several reasons for these inspections:

- To encourage students to maintain the condition of their living environment
- To promote a better understanding of University expectations for living on campus
- To help prevent pest infestations, damage, and other issues that impact health and safety as well as the quality of life for all on-campus residents
- To help maintain the condition of Sackett Hall

We understand your concerns about privacy. However, we believe these inspections are a necessary measure and prove beneficial to all current and future residents in our facilities.

Who performs health and safety checks?

Sackett Hall Staff will conduct health and safety inspections in pairs between 10:00 am and 8:00 pm – usually the Program Manager and either the Resident Director or Resident Assistant. You do not have to be present for your apartment's inspection. If you are not present, staff will leave documentation that they have completed your health and safety check, and your door will be locked when they leave.

How do you pass health and safety checks?

Staff will focus on general cleanliness, potential fire hazards, policy violations, and appliances provided (fridges and microwaves).

VACATION PERIODS

In response to COVID-19, this policy may be adjusted during the semester to account for health & safety and to accommodate students.

Sackett Hall is closed during Thanksgiving, Winter Break and Spring Break. Occupancy between Fall and Spring semester is provided to students taking classes from other campuses with on-going classes in that term. Occupancy is also provided in exceptional circumstances, and a special fee will apply. The dates and hours of dorm closures will be posted. Entering either building during the closed time period is prohibited.

PERSONAL SAFETY

The Kuskokwim Campus, like any other community, is subject to inappropriate and/or illegal actions by individuals. Your best protection against theft is locking your door when leaving your room. Should a theft occur, report it immediately to Sackett Hall Staff and to the Bethel Police Department at 543-3781.

For emergencies, dial 911. Remember that your security is both a personal and community responsibility.

For personal safety and security, we recommend that the following precautions be observed:

- When leaving the hall at night, tell your roommate when they should expect your return.
- After dark, try not to walk alone – walk in pairs.
- Be aware of your surroundings.
- Trust your instincts. Report suspicious persons or situations.
- Keep your residence door locked at all times.
- Never leave personal items unattended.
- Report all incidents of crime or suspected crime to Sackett Hall staff and the Bethel Police Department.
- Never hesitate to call for help.

Theft / Property Damage

Sackett Hall does not accept liability for the damage, theft, or loss of personal property or for the loss of money. Please be sure that you lock your room door when you leave for even a short time and when you retire for the night. This is the best guard against property loss. In the event that property is lost or stolen, notify hall staff immediately. Hall staff will then contact Bethel PD for you to file an incident report.

SECTION 5: SACKETT HALL POLICIES AND PROCEDURES

Students living in Sackett Hall have certain rights and responsibilities. Included in the responsibilities are an awareness of standards of appropriate behavior and the exercise of self-discipline. We expect students to act independently and maturely while in residence. Policies and procedures are established to outline standards by which all members of the community can live together and Sackett Hall can function appropriately; we expect students to comply with all policies and procedures.

The policy section of our handbook has been developed to provide you with information that will be helpful to you during your stay at KuC. We encourage you to read it at the beginning of your stay in Sackett Hall and reference it throughout the year.

The primary responsibility for individual behavior and discipline rests on 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 University policies and regulations that are designed to support an academic environment in a residential community.

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.

ACADEMIC EXPECTATIONS

Full Time Status and Good Academic Standing

To maintain full-time residence in the dorm, a student is expected to carry a minimum of 12 credit hours and maintain a grade point average of at least 2.0. Students failing to meet either of these requirements are responsible for notifying dorm staff. The student, staff and advisor will develop a program to either compensate for less than full-time status or implement corrective action to raise the student's GPA.

Class Attendance

You are expected to attend classes regularly; unexcused absences may result in a failing grade. You are responsible for conferring with your instructors concerning absences and the possibility of arranging to make up missed work.

If you are required to participate in either (a) military or (b) KuC-sponsored activities that will cause you to miss class, you must notify your instructor as soon as possible and prior to your absence. You must notify your instructor(s) of all scheduled KuC-required absences for the semester (e.g., travel to athletic events, student government travel) during the first week of classes. You and your instructor will make a good faith effort to make suitable arrangements to make up classes and work you miss and are not penalized for your excused absence. If suitable arrangements cannot be made, you will be allowed to withdraw from the course without penalty. However, your instructor is under no obligation to allow you to make up missed work for unexcused absences or if notification and arrangements are not made in advance of the absence.

STUDENT CODE OF CONDUCT

The Department of Residence Life adheres to the University of Alaska Student Code of Conduct found in Board of Regents' Policy 09.02.020:

A.

As with all members of the university community, the university requires students to conduct themselves honestly and responsibly and to respect the rights of others. Students may not engage in behavior that disrupts the learning environment, violates the rights of others or otherwise violates the student code of conduct (Code), university rules, regulations, or procedures. Students and student organizations will be responsible for ensuring that they and their guests comply with the Code while on property owned or controlled by the university or at activities authorized or sponsored by the university.

B.

The university may initiate disciplinary action and impose sanctions on 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:

1. cheating, plagiarism, or other forms of academic dishonesty;
2. forgery, falsification, alteration, or misuse of documents, funds, property or electronic records;
3. damage or destruction of property;
4. theft of property or services;

5. harassment;
6. discrimination, including sex or gender-based discrimination, which is also addressed in Regents' Policy and University Regulation 01.04;
7. hazing;
8. endangerment, assault, or infliction of physical harm;
9. sex or gender-based misconduct;
10. disruptive or obstructive actions;
11. mistreatment of animals;
12. misuse of firearms, explosives, weapons, dangerous devices, or dangerous chemicals;
13. failure to comply with university directives;
14. misuse of alcohol;
15. misuse of drugs or other intoxicants;
16. violation of Regents' Policy, University Regulation, rules, or procedures; or
17. any other actions that result in unreasonable interference with the learning environment or the rights of others.

C. Examples of actions that constitute these prohibitions will be described in the University Regulation and MAU rules and procedures.

D. This policy and University Regulation and MAU rules and procedures are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior.

KUSKOKWIM CAMPUS ZERO TOLERANCE DRUG & ALCOHOL POLICY

All alcohol and illicit drugs are prohibited on the Kuskokwim Campus. The purpose of residence life is to provide students with a healthy and safe learning environment to promote the growth of the student as a person. Alcohol or drug use and abuse affect our mission, our overall atmosphere, and the personal well-being of all Sackett Hall residents and staff.

The primary objectives of the Sackett Hall policy and procedures on Zero Tolerance Drug & Alcohol Policy are to educate concerning the use and effects of drugs and alcohol, to enable responsible decision-making, to promote responsible behavior and attitudes, to help individuals experiencing difficulties associated with the use of alcohol, and to promote a safe and healthy environment.

Students Under the Influence or Possession of Alcohol and/or Drugs

All dormitory residents, regardless of age, who are physically present on KuC property, including Sackett Hall, and found to be using or possessing alcohol or illicit drugs, will be considered to have violated the **Zero Tolerance Policy**. Dormitory residents exhibiting behavior indicative of alcohol or illicit drug possession or use will, at a minimum, be subject to the actions outlined under “KuC Drug and Alcohol Disciplinary Actions” (see page 41)

Marijuana

The possession of marijuana for any purpose is a violation of UAF policy. While the laws of the state have changed, UAF’s policies regarding marijuana remain unchanged.

Those suspected to be in violation of this policy will be documented and may face disciplinary action.

While in University housing residents or guests will not possess or use, manufacture, purchase, sell, share, distribute, transport or be under the influence of marijuana, or knowingly be in the presence of illegal drugs/marijuana within the residence halls/apartments. Note: Possession of a medical marijuana license or prescription does not provide an exemption from this policy.

Animals

Possession of animals is prohibited in Sackett Hall.

Certified service animals for persons with a disability are allowed in all residential facilities (see the section titled Housing Accommodation (p. 18) for more information).

Unapproved animals are not permitted in Sackett Hall, including visiting animals. Should an unapproved animal be found in a living unit, the animal will be immediately removed from the premises and the resident(s) responsible may be sanctioned under the UAF Student Code of Conduct and will be responsible for all cleaning costs.

Babysitting

Babysitting is not permitted in Sackett Hall.

Blocking Egress

Balconies, hallways, and stairwells must have a clear passage at all times. Hanging beads, tapestries, banners, flags, sheets, or other items in a manner that blocks egress from the inside of a residential community room is prohibited.

Arrange your furniture and store belongings so that exits, heat vents, and/or water heaters are not blocked. Do not store bicycles, sporting equipment, unwanted furniture, luggage, etc., in hallways, lounges, stairwells, entrances, or any area that is a means of escape during an emergency.

Community Billing

The University may bill students for costs, assess fines, and/or take other conduct action in order to carry out a community billing. False fire alarms activated within buildings that are 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 Sackett Hall staff. The reporting student will remain anonymous. You will be notified via email of any community billing on your floor or in your building.

Decorating Your Room

By choosing to live on campus, you receive the right to consider the interior of your room/apartment as your own. Any use/decoration of that space, within established guidelines, is permitted as long as it is intended to enhance the interior of the room. Space beyond the interior of one's assigned room (e.g. windows and door exteriors) is considered to be public space and should not be decorated by individual residents.

Possessions or displays that are inconsistent with accepted standards or University policies should not be displayed on the outside of room/apartment doors or in general view of the public. Residents have the right to approach anyone who displays a decoration that they believe to be offensive or obscene in order to discuss their concern and ask for its removal. For example, posters of nude individuals and harassing or intimidating visual materials are generally considered inappropriate. Check with staff if you have questions about what may or may not be appropriate.

Door Tampering

Tampering with another resident's door is a serious safety hazard and prohibited.

Drains

For clogged sink or tub drains, **do not use Drano or any other cleaning compound**. Contact Sackett Hall staff on duty regarding any maintenance needs pertaining to sinks, bathtubs, or toilets. You may attempt to clear clogs with a plunger before calling for assistance. Do not put garbage, paper towels, grease, tea or coffee grounds, etc., into any drain. Damage determined to have been caused by residents may result in charges being placed on a student's account.

Entrance Procedures

Although each individual has a right to privacy, at times the University must enter a living space. The University reserves the right to enter any premises to inspect; to make essential, preventative, or routine repairs or improvement; to supply necessary or agreed-upon services; to exhibit the premises to laborers or contractor; or as is otherwise necessary for the operation/protection of the premises or persons therein. Under certain circumstances, Sackett Hall or KuC Maintenance staff may enter 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
- When 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
- When other community members' rights are being violated (e.g., an alarm clock or stereo is making sounds and no one is answering the door)
- To conduct health, safety, 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:

- Staff 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 they were there, and why they entered.
- Facility staff will lock the door behind them regardless of whether or not it was locked when they entered.

Excessive Uncleanliness or Necessary Room / Apartment Cleaning

In the event that a student's individual room or common space becomes uninhabitable for a suitemate or roommate, Sackett Hall staff reserves the right to go into those spaces for cleaning purposes. If these services are necessary, the student(s) will be charged for the cleaning and/or damages as appropriate. In the event that staff assigns a previously vacant room to an incoming resident in the middle of an academic semester all current residents are responsible for reasonable common area cleanliness. Staff reserves the right to clean common areas of currently occupied apartments and suites on behalf of incoming residents, and assess cleaning fees to the current residents of that apartment or suite.

Flammable Items, Fuel, and Fuel-Powered Equipment

Fuel-powered equipment is prohibited in the residence halls and apartments. Bottled gas and flammable fuels are also prohibited. Examples of prohibited items include gas, fuel, kerosene, propane, white fuel, flares/firecrackers, charcoal, lighter fluid, and tires.

Aerosol / Spray Paint Cans

These are prohibited and may not be used inside any residential facility. Hairspray is not considered part of this policy.

Furniture

University furniture may not be removed from the residence halls or apartments at any time. This includes moving furniture from common areas such as lounges to your room.

Guest Visitation Policy

***In response to Covid 19, Sackett Hall will not be allowing visitation at the dorm. This may change sometime during the semester depending on public health guidance.**

Sackett Hall is your home, and you may invite your friends and family to visit. Visiting hours begin at 10:00 AM and end at 10:00 PM (Sunday – Thursday) or midnight (Friday and Saturday).

The following rules apply to all visitors:

- **Every visitor MUST be escorted by a dorm resident at all times. Visitors without appropriate escorts will be removed immediately.**
- **All visitors must sign in and present an ID. Visitors without an ID will not be allowed inside Sackett Hall.**
- **Residents may not have overnight guests.**
- **Guests must pay for meals.** See "Guest Meals" for costs.
- **Laundry facilities are not for guest use.**
- **You are responsible for your guests' actions while they are visiting you at the dorm.**

A Visitation Log is maintained near the main entrance. The log is to be completed by the resident and must be legible. The following rules apply to signing guests in:

- Guests are expected to abide by dormitory rules, and those failing to do so will be asked by staff to leave.
- Dorm staff has the authority to make decisions and take immediate action when visitors violate dorm rules.
- Guests 12 years of age and under must be supervised at all times. **Baby-sitting of a minor visitor by a dorm resident is not permitted; minor visitors must be accompanied by a non-resident guardian.**

Residents found to be violating the visitation policy may lose the right to host visitors and be subject to disciplinary action. Guests found to be violating the visitation policy will be denied access to the dormitory.

Bag Checks

Sackett Hall staff reserve the right to conduct bag checks. It is expected that all residents and guests comply with this request. Students and guests may refuse the bag check. If a bag check is refused, the guest and bag cannot enter the building.

Noise and Quiet 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, televisions, musical instruments, and conversations must be kept at a level that will not disturb other residents. The placement of stereos or speakers in residence hall/apartment windows is prohibited. In the event of repeated noise violations, residents will be asked to remove the noise-making item (e.g., stereo, speakers, and/or computer) from campus.

Excessive noise (loud music, 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 their noise level.

Quiet Hours

Sunday through Thursday: 10:00pm – 8:00am

Friday and Saturday: 12:00am – 8:00am

Sackett Hall enforces 24-hour quiet hours during final exams.

If you encounter an excessive noise situation, contact the individual(s) in the room generating the noise and request that the problem be resolved by lowering the noise level. If a direct approach is not successful, contact Sackett Hall staff on duty. Staff sponsored activities may deviate from the quiet hour guidelines. The Program Manager grants approvals as appropriate.

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 trash in their personal areas.

Common Area

The lounge, dining area, hallways, and dorm computers are shared. The following rules are intended to make these areas enjoyable for all residents.

- **Group Activities** – Use of the common area for group activities is encouraged. Such use has priority over use by any individual.
- **Furnishings** – Lounge furniture is for your comfort and convenience and must remain in the designated public space. Unauthorized removal of furniture/equipment from common areas constitutes theft.
- **Pool/Ping-Pong Table, Games & Puzzles** – The pool/ping-pong table is for your enjoyment, but please take care of the equipment. Anyone causing such damage is required to pay the cost of repairs. Replace all equipment when you are done playing. It is OK to take games and puzzles to your room if you return them to common storage when you are finished.
- **Musical Instruments** – The guitar and keyboard in the common area are intended for student use. They should never leave the common area. The instruments are available on a first come, first served basis, but please be considerate of others who may wish to use them and limit your playing time if another resident is waiting.
- **Personal Items** – Unattended personal items will be discarded or secured, depending upon apparent value. It is your or your guest's responsibility to claim possessions within ten days during regular office hours.
- **Sleeping** – Sleeping in common areas is prohibited.
- **Flying Objects** – The common area in Sackett Hall is 3-stories tall. Due to potential for injury and property damage, throwing anything is prohibited.
- **Spitting** – Spitting is not allowed in Sackett Hall.
- **Sackett Hall 2nd Floor Balcony Railing** – For your safety, do not sit or stand on this railing.
- **Clean Up After Yourself** – Always leave the common area in the same condition you found it.

Off-Campus Behavior

The university considers an individual to be subject to student conduct proceedings for conduct that occurs while the individual is in any way affiliated with the university. Students may be held accountable for behavior that occurs off campus. For more information please see Board of Regents Policy 09.02.030 <https://www.alaska.edu/bor/policy/09-02.pdf>.

Parental/Guardian Notification

KuC is concerned about students who misuse alcohol and other drugs and the effects such use may have on their health, community, academic success and, ultimately, their future.

The Alaska State Law and the Sackett Hall alcohol policy prohibits possession and/ or consumption of alcohol by students, employees or guests who are under the minimum legal drinking age of 21 years. Possession of drug paraphernalia and the use, manufacture, sale, or distribution of illegal drugs, whether on or off campus, by any student is also prohibited. In accordance with the Family Educational Rights and Privacy Act (FERPA), **the Student Service Manager (or designee) reserves the right to notify the parents/guardians listed in the emergency contact portion of students under 21 years of age, and the parents/guardians of dependent students, regardless of age, of any incident in which the student is found responsible for violating the Student Code of Conduct & Sackett Hall alcohol and drug policy**

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 conduct action, including confiscation.

Residents' Responsibility for Their Guests

Students are responsible for the actions of guests in their residence hall room. If a student is present in their own or any other residence hall room or area where Sackett Hall policies are being violated, they are subject to the same disciplinary action as the resident of that room. In some situations, this may also include violations that occur within an adjoining room in a suite or apartment, regardless of whether or not the student is present in the room in which the violation(s) occurred. Please see [guest policies](#) (p. 32) for more information.

Security

Do not let someone in the building who is not your guest. Unescorted and unknown guests compromise your own safety and the safety of every resident in the building. Suspicious persons and individuals who cannot explain their presence should be asked to leave and immediately reported to Sackett Hall staff on duty and/or Bethel PD. Call 911 in an emergency.

The following actions are prohibited:

- For anyone to enter the building without showing proper identification upon staff request
- For any visitor to enter the building without being escorted by a resident or a staff member
- For any visitor who is not escorted by a resident to fail to leave the building upon the request of any staff member
- To escort or permit entrance to any nonresident whom you do not know or for whom you do not assume responsibility as host
- To prop open any doors or exit ways
- To block any fire exit door or fire exit
- To duplicate any room key or access card
- To fail to return a room key or access card upon checkout
- To enter or exit the residential facility through a window when no emergency exists

Trespassing

Attempting to gain access or trespassing in a residential community when closed for break periods is prohibited, and violators may be charged. Non-residents who are found in Sackett Hall without a host are in violation of policy and will be asked to leave.

Unauthorized Access

Students are prohibited from entering restricted access areas unless specifically authorized to do so by KuC staff. These areas may include but are not limited to, the Sackett Hall Office, the kitchen, attics, staff apartments, or machine/storage rooms. Forced or unauthorized entry into any resident's room is prohibited.

Unauthorized Room Change

For safety, it is imperative the Sackett Hall staff know where all of their residents live. Moving to a different room without the written approval from the Program Manager is prohibited.

Vandalism

Residents should take proper care of their building and its furnishings. The preservation of student housing units and their furnishings is the joint responsibility of all roommates assigned to a specific suite and all residents of Sackett Hall. Vandalism will bring disciplinary actions. Students who witness any act of vandalism and/or who may know the identity of the responsible person(s) should notify a staff member.

Sackett Hall reserves the right to assess residents collectively or individually for any vandalism to the buildings, grounds, or furnishings.

Violation of University Policies and Government Laws

Residents must follow all University policies, municipal ordinances, and state and federal laws. Students can be met under conduct terms through Sackett Hall for any violation of municipal, state, or federal laws.

Weapons

Concealed weapons are not allowed on University property. For personal safety, all weapons and explosives are prohibited in residential facilities. Some items that are considered weapons or explosives include: all guns (including BB guns) and ammunition, axes, martial arts weapons, mace, nunchucks, slingshots, spears, swords, knives larger than pocket knives, taser/stun guns, potato guns/cannons, bows and/or arrows, acid, paintball guns, and gunpowder. Alaska state law prohibits the possession of brass knuckles. Residents are allowed to carry and store pepper spray for personal protection in their room. Residents possessing pepper spray should be familiar with the instructions for their personal protection device.

Windows

Students should not remove and/or damage the windows or screens. If a screen or window is damaged notify staff right away. Damage charges may apply.

Posting

Two bulletin boards are located near the main entrance. You may post notices of events and activities there. In the Sackett Hall common area displaying material on other surfaces not specifically designated and designed for notices is prohibited.

Resident Absences

Residents leaving the dormitory for a period of more than **24 hours** are responsible for completing and submitting a sign-out form located on the door of the Sackett Hall Office. The form does not require that you provide your specific destination.

Missing Student Notification

A resident is considered to be missing when s/he has been absent for longer than 24 hours without signing out with the housing office and an investigation finds no known reason for the absence. The Program Manager, Student Service Coordinator and Campus Director will follow a missing student notification procedure to locate the student to ensure his or her safety and protection.

If a resident has not been seen for 24 hours at the dorm and has not completed a leave form, the Dorm Manager will attempt to contact the resident via cell phone.

- a. If the resident answers:
 - i. **Verify** their whereabouts and expected return;
 - ii. **Remind** the resident that they need to complete the Leave Form if gone for 24 hours or longer;
 - iii. **Fill out** the Leave Form with their information.
- b. If the resident **does NOT** answer:
 - i. **Leave** a message on their phone to contact you;
 - ii. **Ask** their roommate or suitemates if they have any information on the resident's whereabouts;
 - iii. **Email** the resident's name, cell phone number, date/time last seen, and other relevant information to the Student Services Coordinator
 - iv. **Follow-up**: Student Services Staff may notify administration, authorities, the student's family and will make public announcements to help locate the missing student.

SACKETT HALL CONDUCT PROCESS AND SANCTIONS

The Conduct Process

The procedures outlined in this handbook are designed to ensure fundamental fairness 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, Sackett Hall, or the University may result. We are committed to protecting individual rights as well as the rights and interests of all community members.

The Sackett Hall conduct system is not a court of law and will not be held to criminal standards, as it operates in an informal manner that is designed to ensure fairness, be easily understood, and be able to function in a timely manner.

Regardless of where violations of the Student Code of Conduct occur—whether on property owned or controlled by the Kuskokwim Campus or not, or at activities authorized by the Kuskokwim Campus—individuals are subject to a conduct review or sanctions when it is determined by staff that the behavior would likely have an adverse impact on the health or safety of members of the community.

Students who are charged with violations of local, state, or federal laws may be subject to conduct action by Sackett Hall, in addition to and separate from criminal proceedings, if the offenses are also violations of the Student Code of Conduct.

The Sackett Hall conduct procedures and actions are independent of and may precede, follow, or take place simultaneously with criminal proceedings. Sackett Hall 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 Sackett Hall Conduct Process

Board of Regents Regulation R09.02.04 (C) authorizes the Chancellor of UAF to establish a conduct process that is specifically designed for students living on campus. This handbook describes the Sackett Hall conduct process established under the authority granted the Chancellor. For all conduct actions that originate within the Sackett Hall program, the procedures in this handbook will apply, but this process is not used for major sanctions. Sackett Hall policies do not preclude other disciplinary action under Student Code of Conduct. Although the Sackett Hall conduct process is distinct from the general University process, the two are closely aligned and both fall under the oversight of the Center for Student Rights and Responsibilities.

Incident Reports

Resident Assistants (RA), Resident Directors (RD), and the Sackett Hall Program Manager are charged with the responsibility of confronting and working with students, employees, guests, and anyone who violates University or Housing policies and the law. Such violations are documented through incident reports, which are completed and submitted by RAs, RDs, and the Program Manager. Once an individual violates a policy and an incident report is completed, the Program Manager will move forward with the conduct proceedings. Violations of policy are outlined throughout the conduct section of this handbook.

Causes for Conduct Action

Conduct action may be initiated by Sackett Hall, and sanctions may be 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 Code of Conduct (BOR 09.02, <http://www.alaska.edu/bor/policy/09-02.pdf>):

1. cheating, plagiarism, or other forms of academic dishonesty;
2. forgery, falsification, alteration, or misuse of documents, funds, property or electronic records;
3. damage or destruction of property;
4. theft of property or services;
5. harassment;
6. discrimination, including sexual or gender-based discrimination, which is addressed in accordance with Regents' Policy and University Regulation 01.04;
7. hazing;
8. endangerment, assault, or infliction of physical harm;
9. sex or gender-based misconduct;
10. disruptive or obstructive actions;
11. mistreatment of animals;
12. misuse of firearms, explosives, weapons, dangerous devices, or dangerous chemicals;
13. failure to comply with university directives;
14. misuse of alcohol;
15. misuse of drugs or other intoxicants;
16. violation of Regents' Policy, University Regulation, rules, or procedures; or
17. any other actions that result in unreasonable interference with the learning environment or the rights of others.

The student who is subject to conduct process reserves the following rights:

- To receive, upon request, a copy of any documentation filed pertaining to the alleged violation. This does not include police records; requests for copies of police documents must be made to the appropriate police department. Sackett Hall may edit any information from documentation that may violate the privacy of other persons.
- To receive a written summary of the Conduct Meeting or Appeal Hearing and the decisions made in either.
- The opportunity to present their side of the story.
- The opportunity to submit written materials pertaining to the violation for inclusion in their file.
- To remain silent to avoid self-incrimination.
- To make one appeal of decisions made in Conduct Meetings.

The Conduct Meeting

As soon as possible, following an incident, the involved student(s) will typically meet with the Sackett Hall Program Manager but in some cases the Student Services Manager, Campus Director, Assistant Director or other representative of the Kuskokwim Campus may participate in or facilitate the meeting. These meetings are informal and will usually take the form of a discussion between the student(s) and the person(s) conducting the meeting. All proceedings will be conducted in a manner that assures fundamental fairness and will be closed to the public. When deemed necessary the meeting may have multiple sessions. At the conclusion of the meeting the official will:

- Determine whether or not a violation has occurred.
- Determine the degree to which the student was found responsible
- Assign a sanction if appropriate

The student will receive a letter summarizing the incident, the meeting and any decisions made during that meeting as soon as possible.

Failure to Appear or Comply

If a student refuses to attend a Conduct Meeting a decision may be made regarding their conduct and sanctions without them present. Failure to appear may result in further and increasingly significant sanctions.

A failure to comply with sanctions may also result in further and increasingly significant sanctions, including a potential loss of eligibility for housing.

Appeal

Students have the right to one appeal of any decision made in a Conduct Meeting. The appeal must be made to the UAF Center for Student Rights and Responsibilities <https://uaf.edu/csrr/>. The appeal must be typewritten and submitted within 7 business days of receiving the decision. CSRR will normally contact the student within two weeks concerning the status of the appeal. Students may appeal cases based on these criteria:

- A procedural error was made during the process which significantly impacted the finding or sanction;
- The sanctions imposed are substantially outside the parameters of guidelines set by the University for the type of offense or the cumulative conduct record of the respondent;
- There is new information that was not available at the time of the decision that, if introduced and credible, would have significantly impacted the finding or sanction. Any party's unwillingness to provide a statement or participate in the student conduct process will not satisfy this ground for appeal; or
- The decision is not supported by a preponderance of the evidence.

After reviewing the case material, CSRR can refuse to hear the case on the basis of the above criteria not being satisfied, thus denying the appeal. Sanctions imposed in a Conduct Meeting will remain in effect unless modified or reversed by an appellate official in writing. At the discretion of the appellate official, sanctions imposed in a Conduct Meeting may be stayed pending the outcome of an appeal. If accepted, the person conducting the appeal will informally investigate the case by talking with the student, any person with pertinent testimony, and those bringing the case against the student. The student has the right to be accompanied by a non-lawyer advisor, to call witnesses, and to speak on their own behalf. The advisor's participation in the hearing is limited to advising the student in a quiet and unobtrusive manner. An Appeal Hearing may be conducted in multiple sessions if CSRR deems it appropriate.

Writing an Appeal

The written appeal should be detailed and provide an explanation of why the appeal should be granted. The appeal should be specific to what the student is requesting (e.g., not to be charged the cost of sanctions, not to be removed from housing, not to attend the in-person class due to conflict of others attending). The student should explain why they made the choices they made to end up in the situation they are appealing. If other evidence is present such as video, witnesses, text messages, etc., it should be provided for the appeal hearing official to review all new documentation.

Conduct File

A resident documented in any Sackett Hall incident report will have a file created within the current conduct database that will stay within the University system. This conduct file, depending on the severity of the documentation, may affect academics, university standing, employment, etc.

Review by Center for Student Rights and Responsibilities

In accordance with the Student Code of Conduct and Regents Policy R09.02 (Students Rights and Responsibilities), if further information pertaining to or connected with the documented violation(s) is present after adjudication, the case may be reviewed by the CSRR or designee. Further disciplinary or referral action may occur beyond the sanction(s) assigned. The following list of sanctions is illustrative rather than exhaustive. Sackett Hall reserves the right to create other reasonable sanctions or combine sanctions as it deems appropriate.

Living on Campus

According to University of Alaska Board of Regents, "All residents and their guests must comply with UAF rules and procedures pertaining to housing and residence life. Noncompliance may subject a resident to disciplinary action, including dismissal from student housing. The University will not permit or tolerate behavior toward residents of student housing that creates an intimidating, hostile, or offensive living and learning environment" (P09.08.010).

STUDENT CONDUCT SANCTIONS

As a result of a resident's or guest's actions, Sackett Hall may impose one or more sanctions. Sanctions are imposed as a means of holding students accountable for their actions. In determining appropriate sanctions, the following will be considered: a student's present and past disciplinary record, known criminal background, the nature of the offense, the severity of any damage or injury or harm resulting from the prohibited behavior, the student's readiness to assume responsibility for their actions, and other factors relevant to the matter.

KuC Drug and Alcohol Disciplinary Actions

This section reflects the **minimum actions** to be applied to alcohol and drug abuse-related incidents or student conduct or violence involving residential students. KuC has the authority to impose a higher level of judicial action depending upon the individual circumstances of the violation. Students violating the alcohol policy for a third time will automatically be evicted from housing. In cases of severe misconduct, eviction from Sackett Hall may be imposed for a first or second offense. Alcohol or drug or other incidents that violate city, state or federal law will be reported to the appropriate enforcement agency. KuC may disclose drug and alcohol violations committed by students less than 21 years of age to the student's parent or legal guardian (per FERPA).

For a **FIRST TIME VIOLATION, the following will occur:**

1. The student will meet with the Sackett Hall Program Manager for a Conduct Meeting (see more on Conduct Meetings, pg. 39).
2. The student will meet with the KuC Counselor within one week of the violation.

For a **SECOND TIME VIOLATION:**

The student will face possible removal from Sackett Hall. A committee, likely consisting of the Student Services Manager, Sackett Hall Program Manager and another representative (either faculty or staff) will review the violation and determine the student's housing status. The committee will review factors including, but not limited to, the student's present and past disciplinary record, known criminal background, the nature and severity of the offense and any resulting damage, injury or harm, and the student's willingness to comply with sanctions and to assume responsibility for their actions.

If the review committee determines that the student can remain in Sackett Hall the following will occur:

1. The student will meet with the Sackett Hall Program Manager for a 2nd Conduct Meeting (see more on Conduct Meetings, pg. 39).
2. The student will be placed on disciplinary probation (see more on Disciplinary Probation, pg. 42).

3. The student will meet with the KuC Counselor for a 2nd time and follow through on recommendations which may include meeting more often with the KuC Counselor or follow up with a local agency.
4. Failure to comply with any of the requirements listed above will result in a registration hold on the student's account.

If the review committee determines that the student be subject to immediate dormitory expulsion, the student will be given 24 hours to leave the dormitory from the date of the student's Conduct Meeting. The following will occur:

1. A report is filed in the student's permanent record.
2. A meeting will take place with the student, the Student Services Manager and Sackett Hall Program Manager, if applicable.

For a **THIRD TIME VIOLATION:**

The student will be evicted from the dorm immediately. The student will be given 24 hours to leave the dormitory from the date of the student's conduct meeting. A report will be filed in the student's record regarding eviction from the dorm.

OTHER CONDUCT SANCTIONS

WARNING (R09.02.050.B9(1))

A warning is notice that the student is violating or has violated the Code, and that further misconduct may result in more severe disciplinary action.

DISCIPLINARY PROBATION (R09.02.050.B(2)).

Disciplinary probation is a written warning which includes the probability of more severe disciplinary sanctions if the student is found to be violating the Code during a specified period of time (the probationary period).

SUSPENSION (R09.02.050.B(7)) or EXPULSION (R09.02.050.B(8))

University of Alaska suspension or expulsion are major sanctions that may be imposed by the UAF Dean of Students, in accordance with the provisions of Board of Regents' Policy 09.02.040 University Student Conduct Procedures and its corresponding University Regulations.

DENIAL OF BENEFITS (R09.02.050.B(3)).

Specific benefits may be denied a student for a designated period of time.

INTERIM RESTRICTION (R09.02.050.A)

Administrative 48-Hour Restricted Access: This written interim restriction from Sackett Hall can be administered by a Sackett Hall staff member when there is a report that a guest or resident may have violated a policy on campus or in Sackett Hall. This is a temporary solution while the incident is being reviewed.

RESTRICTED ACCESS (R09.02.050.B(6))

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

LOSS OF GUEST PRIVILEGES

Loss of guest privileges: This is a sanction assigned to a student for a policy violation. If students violate the visitation policy or if guests are involved in policy violations, all individuals can lose their visitation privileges for campus housing for up to one year.

RESTITUTION (R09.02.050.B(4))

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

DISCRETIONARY SANCTION (R09.02.050.B(5))

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

WRITTEN/VERBAL APOLOGY

This is a sanction assigned to a student for a policy violation. This sanction is often used when behavior affects a specific member(s) of the UAF community or greater community.

GROUP SANCTIONS (R09.02.050.C)

Student groups or organizations found to have violated provisions of the Code may be put on probation or sanctioned, which may include loss of university-related benefits and access to university facilities and university-held funds.

FIRE POLICY AND EMERGENCY PROCEDURES

Candles

Generally, burning candles in Sackett Hall is prohibited. Scentsy electric wickless candles are allowed in dorm rooms. The use of candles for birthdays and religious or ceremonial purposes is permitted if given written permission in advance by the Program Manager.

Fire Alarms

Under federal law, you are required to follow these safety expectations:

- Immediately evacuate the building when a fire alarm is sounded.
- Do not re-enter any building during a fire alarm before receiving permission from Sackett Hall or public safety staff.
- Except in the case of a fire, do not under any circumstances tamper with fire equipment, or carry away or remove fire extinguishers/hoses from their mounts or storage boxes.
- Remember: Causing a false fire alarm affects the safety of every individual on this campus.

All residential units are equipped with a smoke detector. The act of tampering with any smoke detector or fire safety equipment, or the sounding of a false fire alarm, is a criminal offense. These offenses are punishable by up to one year in jail and a maximum fine of \$5,000, and/or imposed sanctions through UAF including immediate loss of housing, monetary fines, and other conduct actions. Malicious abuse of fire equipment may result in immediate removal of the individual(s) involved. False activation of fire alarms/pull stations 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 the Fire Department away from real fires. Immediately report any malfunctioning fire equipment or smoke detectors to your facility staff. Do what is necessary to mitigate setting off the detectors.

Evacuation Procedure

In the event of a fire alarm or fire drill, all residents must evacuate the building, completely and immediately. A diagram depicting fire exit routes and the location of fire extinguishers is posted on the wall in each room. In the event of an evacuation the meeting place for all residents and staff is the parking lot in front of Sackett Hall. Note that some residents are directed to exit through emergency exits – these students will have to walk around the building via the driveway and road in order to meet in the parking lot. Residents may not re-enter until the "all clear" signal has been given by the Sackett Hall Staff or emergency responders. Interference with or noncompliance with emergency evacuation procedures is prohibited. Residents must exit the building within three (3) minutes of the alarm sounding. Please remember to dress quickly and appropriately for the weather.

Fire Drills

Fire Drills will be conducted at least once per semester, within the first 10 days of the semester. All residents must evacuate the building immediately and completely in the event of a drill.

Fire Codes

The following are prohibited within residence rooms, apartments, halls, and common areas:

- Setting a fire within the buildings or in areas contiguous to the buildings
- Using a halogen lamp, octopus lamp, kerosene lamp, broiler oven, hot plate, deep fryer, electric griddle, toaster oven, open burner, or coils in student rooms, on carpeted floors, in hallways, or in other non-designated areas
- Having flammable fuels (such as gasoline, kerosene, and propane) or fuel-powered engines and equipment
- Cooking indoors with charcoal and gas grills or any open flame device. All grills must be used a minimum of 10 ft. from all UAF buildings and cannot be stored within 10 ft. of buildings until they are completely cooled and cleaned.
- Possessing or burning candles, hookahs, fireworks, or incense. Prohibited articles will be confiscated and discarded.
- Using electrical lights and appliances totaling more than 850 watts in a student room at any one time. Only three strands of lights can be linked together per electrical outlet, and live holiday trees are not permitted.
- Running electrical wires beneath rugs or carpet
- Smoking in any residential facility
- Smoking in non-smoking areas (please see Tobacco-Free Residential Campus, p. 48)

Sprinkler System

Sackett Hall is equipped with an automatic sprinkler systems. These sprinklers are provided for your safety and the safety of those around you. Do not tamper with or hang items from the sprinklers or pipes; it is a fire code violation and may cause the sprinklers to malfunction. Students who tamper with the sprinkler system may be subject to disciplinary action and/or damage fees.

Illegal Use of Emergency Exits

Emergency exits are to be used during emergency evacuations only. Any misuse of emergency exits is prohibited.

TOBACCO FREE CAMPUS

All UAF residential facilities are considered smoke-free environments. This includes all rooms/apartments and public areas. The University is committed to providing a safe and healthy environment for its students, employees, and visitors by prohibiting tobacco use and smoking, including the use of electronic cigarettes and similar products, within its campuses and facilities. [BOR Policy P05.12.102](#). For more information on where to smoke or other frequently asked questions, visit <https://www.uaf.edu/tobaccofreecampus/>.

Permitted

- Residents may store their tobacco products in rooms/apartments.
- Residents may use tobacco products in their vehicles.

Not Permitted

- Hookahs, shishas, or similar pipes are prohibited within the residence halls and apartments.
- Marijuana may not be consumed/stored in a resident's room/apartment.
- Residents may not be knowingly present in a room/suite/apartment where someone is smoking.
- Smoking or carrying any lit smoking device, including but not limited to cigarettes, cigars, pipes, kreteks, bidis, incense, and other inhalable burning substances, is prohibited in all residential facilities.
- Using smokeless tobacco or tobacco-containing products is prohibited in all residential facilities.

TITLE IX POLICIES AND PROCEDURES

What is Title IX?

Title IX is a federal civil right that prohibits sex discrimination in education. All members of the university community and visitors have the right to be free from all forms of gender and sex-based discrimination, including sexual violence, sexual harassment, domestic violence, dating violence, and stalking.

It includes:

- Unwelcome sexual advances or contact
- Gender stereotyping
- Pressure for sexual favors
- Relationship violence
- Date rape
- Non-consensual intercourse
- Sexual assault

Everyone at UAF has the right to be free from discrimination, unlawful harassment, sexual misconduct, and violence. Student and employees are expected to conduct themselves in a manner that does not infringe upon the rights of others. Violations will result in serious sanctions.

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 entire Board of Regent's policy on Sexual and Gender Based Discrimination may be found here: <https://alaska.edu/bor/policy/01-04.pdf>

Anti-Harassment Statement

The University of Alaska Fairbanks supports and promotes an environment where all community members are treated with common courtesy, compassion, dignity and respect. Every member of the university community has a right to a working and learning environment free of sex discrimination, including sexual and gender-based harassment, assault and violence. Protection from sex discrimination is extended to all students, employees and third parties, including lesbian, gay, bisexual and transgender people.

Please go to <https://uaf.edu/equity/policies/harassment.php> to read the full statement and view the contact information for reporting harassment.

Consent

Consent is about communication and is an agreement between participants to engage in an activity, including sexual activity. Consent is given freely, actively, consciously, and cannot be forced or coerced. Consent can be withdrawn at any time for any reason. The decision of the individual must be respected at all times.

For more information on consent please visit the [Rape, Abuse and Incest National Network](http://www.rainn.org/articles/what-is-consent) at www.rainn.org/articles/what-is-consent.

What is Sexual Misconduct?

Sexual misconduct is a broad range of behavior that includes, but is not limited to, non-consensual sexual intercourse, non-consensual sexual contact, sexual violence, sexual exploitation, sexual harassment, dating/relationship violence, domestic violence, and stalking. The Department of 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 action through the student conduct process.

The University of Alaska Fairbanks strongly encourages reporting of potential sexual misconduct. If you are unsure if you or someone you know experienced sexual misconduct, please contact the UAF Department of Equity and Compliance and Title IX staff:

KuC Title IX Coordinator: Sackett Hall Program Manager

Department of Equity and Compliance

Email: uaf-deo@alaska.edu

(907) 474-7300

If you or someone you know has been assaulted:

- Get support. You don't have to cope alone. Call someone you trust, or reach out to a confidential resource. The KuC confidential resource is the Wellness Counselor. In Bethel, Tundra Women's Coalition is another confidential resource, available 24 hours – 543-3444
- Get medical help. Even if you feel fine, seek medical help if you think you may be at risk for injury, pregnancy or infection.
- Report the incident to the Title IX Coordinator using resources available at <https://www.uaf.edu/equity/reporting.php>. This helps the university respond appropriately to your case and to the broader issues in our community. There is no time limit for reporting an incident to the university. When you decide, you can report to the university, to law enforcement, to both or neither. At KuC, report to Deputy Title IX Coordinator (The Sackett Hall Program Manager)
- Preserve evidence. Police and forensic nurse examiners are in the best position to secure evidence of a crime. All physical evidence should be collected immediately, ideally within the first 24 hours. You can preserve evidence in the following ways: do not wash your face and hands, brush teeth or bathe; do not eat or drink; do not douche; and if you change clothes, keep them in a paper bag.

UAF encourages individuals to report possible sexual misconduct to the appropriate resources since this will enable victims to get help and the University to conduct a thorough investigation. However, if you were victimized some time ago, assistance, including counseling, is still available to you. The ability to gather important information may be affected by the passage of time, however, a reported sexual misconduct will be investigated.

The process of reporting and responding to reports is the same for all victims. For more information visit: <http://www.uaf.edu/titleix/>

Minors on Campus

The University of Alaska Fairbanks (UAF), as part of its mission, promotes and engages in many programs, events, and activities that involve minors throughout all of its campuses. Protection and safety of minors is of the highest priority for UAF and its departments. The purpose of this policy is to provide protection for minors engaged in programs, events, and activities provided or endorsed by UAF. The UAF Minors on Campus Policy covers UAF employees and volunteers at all UAF campuses and sites utilized by UAF that participate in or provide programs, events, and activities for minors. The policy also covers any contractors that engage with minors at UAF campuses as required by their contracts, as well as outside parties that use UAF facilities. The policy does not cover employees that bring their children to work. To read the full Minors on Campus Policy, visit UA's System Office of Risk Services at <https://www.uaf.edu/safety/minors/>

SECTION 6: RESOURCES FOR KuC STUDENTS

Student Services Staff

Taylor Hoffman 543-4566	Sackett Hall Program Manager thoffma9@alaska.edu
John John 543-4566	Resident Director jjohn15@alaska.edu
Paul Adams 543-4591	Head Cook pbadams@alaska.edu
Vacant 543-4591	Cook
Danny Nelson 543-4505	Advisor/Emerging Scholars Coordinator dnelson7@alaska.edu
Haley Hanson 543-4587	Health Careers Advisor hhanson9@alaska.edu
Jessica Glore 543-4559	Student Services Manager / RRAANN Student Success facilitator jlglore@alaska.edu
Dorothy Chase 543-4563	Financial Aid Coordinator / Academic Advisor dechase@alaska.edu
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Board of Regent Policies

Part IX - Student Affairs <http://www.alaska.edu/bor/policy/09-02.pdf>.

P09.02.010. General Statement: Student Rights and Responsibilities.

A. The university will maintain an academic environment in which the freedom to teach, conduct research, learn, and administer the university is protected. Students will enjoy maximum benefit from this environment by accepting responsibilities commensurate with their role in the academic community. The principles found herein are designed to facilitate communication, foster academic integrity, and defend freedoms of inquiry, discussion, and expression among members of the university community.

B. Students will have the right:

1. to pursue an education free from illegal discrimination and to be judged on the basis of relevant abilities, qualifications, and performance;
2. to fair and impartial academic evaluation and a means of recourse through orderly procedures to challenge action contrary to such standard;
3. to free inquiry and expression;
4. to access their own personnel and education records and to have the university maintain and protect the confidential status of such records, as required by appropriate legal authority;
5. through student representatives, to participate in formulating and evaluating institutional policies;
6. to organize and join associations to promote their common and lawful interests;
7. to be able to protest on university premises in a manner which does not obstruct or disrupt teaching, research, administration, or other activities authorized by the university;
8. to an academic environment conducive to intellectual freedom;
9. to a fair and orderly disciplinary process; and
10. to have access to accurate information regarding tuition, fees and charges, course availability, general requirements for establishing and maintaining acceptable academic standing, and graduation requirements.

C. Students will be expected to balance these rights with the responsibility to respect the learning environment for others and for themselves and to make their best effort to meet 09.02 2 Student Rights and Responsibilities academic challenges undertaken. Students will be responsible for compliance with the University of Alaska Student Code of Conduct.

D. Information regarding student rights and responsibilities will be set forth in student handbooks and made available in libraries, student affairs offices, and/or electronically. Students will be expected to make a good faith effort to become knowledgeable about their rights and responsibilities as students.

Student Code of Conduct (BOR POLICY 09.02.020)

A. As with all members of the university community, the university requires students to conduct themselves honestly and responsibly and to respect the rights of others. Students may not engage in behavior that disrupts the learning environment, violates the rights of others or otherwise violates the student code of conduct (Code), university rules, regulations, or procedures. Students and student organizations will be responsible for ensuring that they and their guests comply with the Code while on property owned or controlled by the university or at activities authorized or sponsored by the university.

B. The university may initiate disciplinary action and impose sanctions on 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:

1. cheating, plagiarism, or other forms of academic dishonesty;
2. forgery, falsification, alteration, or misuse of documents, funds, property or electronic records;
3. damage or destruction of property;
4. theft of property or services;
5. harassment;
6. discrimination, including sex or gender-based discrimination, which is also addressed in Regents' Policy and University Regulation 01.04;
7. hazing;
8. endangerment, assault, or infliction of physical harm;
9. sex or gender-based misconduct;
10. disruptive or obstructive actions;
11. mistreatment of animals;
12. misuse of firearms, explosives, weapons, dangerous devices, or dangerous chemicals;
13. failure to comply with university directives;
14. misuse of alcohol;
15. misuse of drugs or other intoxicants;
16. violation of Regents' Policy, University Regulation, rules, or procedures; or
17. any other actions that result in unreasonable interference with the learning environment or the rights of others.

C. Examples of actions that constitute these prohibitions will be described in the University Regulation and MAU rules and procedures.

D. This policy and University Regulation and MAU rules and procedures are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior.

Education records, information release and FERPA

The UAF Office of Admissions and the Registrar is responsible for keeping student education records. The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, protects the privacy of education records, establishes the right of students to inspect and review their education records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

FERPA affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit a written (letter or FAX) request to the Office of Admissions and the Registrar that identifies the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by the Office of Admissions and the Registrar, registrar-designated staff will refer the student to the appropriate personnel or office to access the record.
2. The right to request the amendment of a record that they believe is inaccurate or misleading. A student may ask the university to amend the student's education records if he/she believes they are inaccurate or misleading or otherwise in violation of the student's privacy or other rights. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. If the university denies the amendment request after the hearing, the student is given the right to insert a statement in the education record.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The university may release, without consent, certain directory information.

The university discloses education records without a student's written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person designated by the university to perform an assigned function on behalf of the university, including an individual employed by the university as an administrator, supervisor, instructor, or administrative staff member (including law enforcement unit personnel and health staff) or a volunteer; a person or company with whom the institution has contracted to perform a service instead of using university employees (such as an auditor, attorney, or other third party); a member of the Board of Regents; a governmental entity or any other entity with which a student is placed as part of his or her education; or a student serving on an official committee (such as a judicial or academic review committee or scholarship committee), or assisting another university official in performing his or her tasks. A university official has a legitimate educational interest if the official needs the student's education record in order to perform work appropriate to his or her position. Upon request, the university also discloses

education records without consent to officials of another school in which a student seeks or intends to enroll, or where the student is already enrolled.

The following information is designated as directory information by the university:

- a. Names of students
- b. Dates of attendance at the university
- c. Program/major field(s) of study
- d. Degrees and certificates received including dates
- e. Participation in officially recognized university activities
- f. Academic and co-curricular awards, honors, and scholarships received and dates received
- g. Weight and height of students on athletic teams
- h. Students' electronic mail addresses
- i. Hometown; city and state

A student may inform the Office of Admissions and the Registrar in writing that he/she does not give permission for the university to release his/her directory information or may submit the request through [UAOnline](#). The request is valid until a subsequent request to release directory information is received in writing or through UAOnline.

Names of students receiving awards, scholarships or appearing on deans' lists or the 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 UAF Marketing and Communications not to release honors information by five working days after the end of the semester in which the honors have been earned.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

The University of Alaska Board of Regents' Policy and University Regulation (09.04.) regarding education records can be reviewed at www.alaska.edu/bor/policy-regulations/.

Additional information on FERPA can be found at www.uaf.edu/reg/ferpa/, www.alaska.edu/student-services/ferpa/ or in the [UAF catalog](#).

Student complaints, grievances and appeals

The university has established procedures for reviewing various types of student complaints, grievances and appeals. For a complete guide to these procedures, please refer to Regents' policy and university regulation as described below. Copies of these procedures are available on the university website at www.alaska.edu/bor/policy-regulations/. If you are unsure about how to proceed with your concern, please contact the Student Services office.

Academic: See Regents' policy and university regulation 09.03, Student Dispute Resolution.

Employment: See Regents' policy and university regulation 09.05, Student Employment; 09.03, Student Dispute Resolution; and 04.08, Dispute Resolution (in human resources section).

Disciplinary: See Regents' policy and university regulation 09.02, Student Rights and Responsibilities.

Administrative: See Regents' policy and university regulation 09.03, Student Dispute Resolution.

Services for students with disabilities: See Regents' policy and university regulation 09.06, Services for Students with Disabilities.

Family educational rights to privacy act: See Regents' policy and university regulation 09.04, Educational Records.

NOTICE OF NON-DISCRIMINATION

The University of Alaska does not discriminate on the basis of race, color, creed, national origin, religion, age, sex, sexual orientation, gender identity, veteran status, physical or mental disability, marital status, changes in marital status, pregnancy or parenthood, genetic code or retaliation. This policy affects employment policies and actions, as well as the delivery of educational services at all levels and facilities of the University. For a full explanation of what laws apply and contact information on how to file a report visit <http://www.uaf.edu/oeo/civil-rights/notice-of-non-discrimination/>