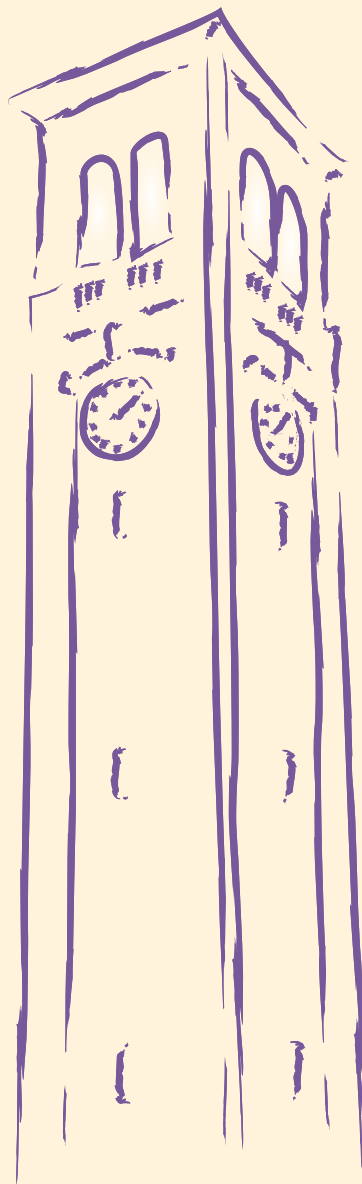


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Phone _____ E-mail _____

The University of Northern Iowa is an equal opportunity employer and educator.
If you have questions or concerns, please contact the Office of Compliance and Equity Management, 319-273-2846
or www.uni.edu/equity.

Dear Resident,

The entire Department of Residence staff welcomes you. Our mission is to contribute to the success of students and the university by providing exceptional hospitality and creating dynamic communities. We are confident you will find living on campus an exciting part of your college experience, a place where you will make friends, have fun, eat well, and enjoy being a panther.



Successful students become involved in the life of the university. Part of the college experience is attending football games in the Dome, watching the basketball and volleyball teams in McCleod, participating in student organizations, enjoying some of the many musical performances, and frequenting some of the many student activities available. These great social elements are all in addition to your primary responsibility of being focused on your academic life by attending classes, reading assignments, writing papers, and doing research. You can help insure your success by remembering what your priorities are and remaining focused on academic success, balanced with a wholesome and fun social life.

The University of Northern Iowa is committed to your success. As such, we are continuously looking to improve programs and services to you. One valuable resource for that improvement process is your opinion. Once or twice a month, you will most likely be asked to fill out a survey. Your responses are important to us and help us serve all students better. When contacted to complete a survey, please take a few minutes to share your impressions.

We're glad you're here. Best wishes for an exciting, fulfilling year ahead.

Go Panthers!

Michael Hager
Assistant Vice President for Student Affairs

Division of Student Affairs Mission

We help students succeed. We help students prepare for responsible citizenship, personal fulfillment and success in life by supporting their efforts to learn through their experiences, achieve their academic goals and strive for excellence in all.

The Department of Residence Mission

The Department of Residence contributes to the success of students and the university by providing exceptional hospitality and creating dynamic communities.

Values

The following values are the foundations for Department of Residence (DOR) staff in their daily work with students, faculty, staff and guests of UNI:

- Academic and personal growth of students, characterized by efforts to support the academic success, interpersonal growth and leadership opportunities.
- Individual and organizational integrity, characterized by accountability, responsibility and high ethical standards.
- Personal and professional growth of staff, characterized by learning and leadership opportunities within and beyond the university.
- Safe environments for students and staff, characterized by training and educational programs, technology and partnerships with University Police.
- Collaboration within and beyond the department, characterized by partnerships with other departments, divisions and the community.
- Diligent stewardship of resources, characterized by close attention to sustainability, scrutiny of revenues and expenses and utilizing human resources.
- Responsiveness to stakeholders, as characterized by open communication, feedback and personalized service.

Take the Traditions Challenge!

The Traditions Challenge book is a FREE personal yearbook that YOU complete to capture great memories of your time at UNI. If you complete 25 challenges you'll receive a lapel pin, and if you complete 45 or more you'll receive a medallion to wear at commencement. You will be an **Official Traditions Keeper of the University of Northern Iowa**—a great honor.

Freshmen living on campus get a Traditions Challenge book when they move in. Any returning student who wants one can stop by the Alumni House (across from the book store) to pick one up.

Once you have your book, log onto our website www.uni.edu/traditions to learn more about the program and register your book so we can help make sure you're on the right track to completing the challenges.

Watch for the Traditions Challenge logo at certain events where we'll check your progress. Also, become a fan on Facebook – UNI Traditions Challenge.

If you have questions, go to www.uni.edu/traditions and click on the "Contact" link.



Get Involved!

Residence Hall Association

The central leadership organization of the Department of Residence is the Residence Hall Association. It brings together the key leaders in the student governance system every week to coordinate activities, share information, develop skills and advise the department about policies that affect students who live on campus.

Senate

Two or more individuals from each house serve as senators on each senate. You'll plan activities and decide on physical improvements for the hall. You'll also help consider policy changes for the building and whole residence system.

UNI Student Organizations

Across campus there are more than 300 student organizations. Start right away exploring a couple of them as a way to meet students who share some common interests with you—all while developing your interpersonal and leadership skills. Start by visiting the Maucker Union Student Involvement and Activities Center in person or online at www.uni.edu/maucker/siac.

Your RA (and any of us!) can answer questions and point you in the right direction – just ask us!



Panther Pride Awards

National Residence Hall Honorary University of Northern Iowa

Throughout the year UNI's chapter of the National Residence Hall Honorary accepts and reviews monthly nominations for the Panther Pride Awards. When you see a neighbor going above and beyond to make your community better, nominate him or her for that month (before the first of the next month) at the Panther Pride link on the CommUNITY Web site (www.uni.edu/dor/commUNITY). Here are the categories:

- **Program** – For community service, social, educational and diversity programs.
- **First Year Experience** – First-year students who contribute to neighbors in a residence community (NOT staff or student acting within the scope of their leadership roles).
- **Student** – Students who contribute to neighbors in a residence community (NOT staff or student acting within the scope of their leadership roles.)
- **Officer** – Senate, Residence Hall Association and NRHH Chapter
- **Spotlight** – Supportive campus staff, faculty or friend of the residence system (NOT an advisor or student).
- **Community** – Houses, committees, senates or other on-campus groups
- **Resident Assistants** – Resident assistants
- **Advisor** – Residence Life Coordinators and RAs who advise Senates, the National Communications Coordinator, the Programming Communications Coordinator and NRHH.



Among the Stars Awards

At the annual Among the Stars recognition event in April numerous awards are given to on-campus students. Among them are:

- **Gold Stars:**
No more than seven members of the National Residence Hall Honorary who exemplify the highest levels of character and contributions to residence life at UNI.



(l-r) Amy Rodillosso, Elizabeth Robotham, Samantha Yeager, Samantha Burdick, Jill Hohnnecker, Erin Elsasser, Sharon Bender

- **National Residence Hall**
Honorary inductees: No more than 1 percent of the 4,200 students who live on campus, for their character and contributions to on-campus living during the year at UNI.



(front, l-r) Alycia West, Megan Middleton, Sarah Kaufman, Amanda Harris, Abby Szymanek, Kenzie Bloom, Alyssa Holt, April Czarnetzki, (back, l-r) Rachael Shaw, Brett Fremel, Darion Watson, Dakota Funk, Hilary Bruner, Jason Hefflefinger, Kate Sibenaller, Ali Eisenman. Not pictured Mary Alice Seaba

- **Newcomers of the Year:**
Individuals from each hall who have contributed significantly to their communities during their first year of living on campus at UNI.



(front, l-r) Megan Middleton, Lindsey Harp, Rachel Reetz, Mallory Riffel, Janae Holtkamp, Amanda Harris, Kirby Gordon, Rebekah Zimmerman, (back, l-r) Hannah Wilson, Matthew Groom, Tyler Stoppelmoor, Ryan Patchett, Blake Findley, Travis Scheffers, Kelechi Vbochi, Laysa Shreves. Not pictured Joanna Reeves and Heather Guilin

Dining on Campus

Dining Services

Dining supports community—

Dining Facilities

- All-you-care-to-eat dining centers and the meal plan requirement emphasize the value and importance of dining together and socializing.
- Bringing guests is encouraged. You may treat them with your meal plan by using Dining Dollars or a guest meal pass.
- Encourage your friends who live off campus to purchase a meal plan and meet you for lunch or dinner.

Dining supports academics—

Technology

- Piazza and Rialto have cyber areas within the dining spaces.
- Piazza and Rialto are fully wired for ResNet.
- Wireless Internet is available in Rialto and Piazza.

Meeting room function for group projects and presentations

- Need a place to meet your group members to work on a class project? Consider using the meeting rooms in the Piazza and Rialto. They are fully wired. Contact the facility staff, e-mail rita.carrillo@uni.edu or call 273-2333 to reserve the room for your group.

Value of Meal Plan

Eating meals

- We are where you are — your meal plan is valid in several dining facilities for any meal.
- To get the greatest value from your meal plan, eat the meals you're paying for. If you can't get to the all-you-care-to-eat dining center for a meal because of a class or work conflict, let us know. We're committed to working with you to provide meals (that you want) at a convenient time for you. It's all about you!

All-you-care-to-eat

- Piazza and Rialto offer an all-you-care-to-eat meal program. You use your meal plan or pay when you enter and once you are in — it's all you care to eat!

Dining Dollars — the convenience of cash on a card

Dining Dollars are designed to give you flexibility in getting meals at a variety of locations on campus. Use them in the dining operations at Maucker Union, at any cart location, in the convenience stores, for guests or for your own meal (if you run out of meals on your plan).

Dining Dollars

- Offer the convenience of cash on a card so you don't have to carry cash.
- May be purchased and charged to your U-bill online at www.uni.edu/dor.
- Are available to be purchased by credit card online.
- Balances can be checked online or from any dining or retail cashier.
- Are not intended to replace a meal plan or to provide a refund for meals missed.
- May be used only for food and beverage purchases.
- Are not transferable, saleable or refundable.

Contract rate vs. cash rate

When you eat a meal that's part of your meal plan, you save substantially. The per-meal cost to you is significantly reduced from the cash or charge price others have to pay when they buy individual meals.

Five meals per day

You may use up to five meals per day Monday through Thursday and four Friday through Sunday (breakfast, lunch, dinner, late night and pick up a snack.)

Take out and sack meals

Need to eat on the run? You may use Café on the Way, located in Piazza, and Dashes, located in Rialto, to get a grab-and-go meal. If these options don't work for you, dining center staff will prepare a sack meal for you. It should be ordered one day in advance and will be made to your specifications. Foods available include traditional cold sandwiches and entrées that you heat.

Quality

- Many baked items are prepared fresh daily in Fresh Beginnings, the Department of Residence/Dining bakery.
- Locally-grown produce and meats are purchased from nearby farmers.
- Professional chefs are on staff.
- Staff have been trained by chefs from the Culinary Institute of America.
- Real milk and eggs are used.
- Time-tested recipes provide quality and consistency.
- We practice a made-from-scratch philosophy.
- Cook-to-order and display cooking offer freshness and customized food to satisfy your specific requests.
- A nationally recognized and award winning professional management team heads up the organization.
- Staff are well-trained and practice good sanitation and safe food handling habits.

Special Needs

If you have any special dietary needs or requests please call the Department of Residence at 273-2333. A licensed, registered dietitian will plan meals that will fit your needs. There is no need to miss meals because of a dietary concern. We'll work with you!

Dining Expectations

- Take what you want, eat what you take. Taking one portion at a time helps you manage the amount of food you eat. You may go back for seconds as often as you wish. Wasting food adds to the cost of the meal plan.
- Leave it here—the dishes, silverware and glassware are provided for your use while you are in the dining centers. Taking these items is theft and prevents us from providing quality service to you. Replacement of these items adds many dollars to the cost of the meal plan.
- All-you-care-to-eat—while you are in the dining centers. There is a carryout program at Café on the Way and Dashes. We provide take-out meals upon request. Taking food out of the dining center for later meals or snacks is not part of the meal plan.
- Return your dishes to the dish returns at the end of your meal.

Meal Plan Changes/Cancellation

- Students may add additional Dining Dollars to their accounts. Dining Dollar balances from fall semester roll over to spring semester.
- Residence hall students' meal plans may be changed one time each semester prior to Sept. 15 and Feb. 1, for fall and spring semesters, respectively. Meal plan billing will be pro-rated and adjusted. Dining Dollars levels will be associated with the new meal plan.
- If a contract is canceled before the end of the term, a student is billed for the Dining Dollars used. This contract is subject to the terms indicated in the Residence Halls Contract Terms and Conditions (which may also be viewed under Current Students at the Department of Residence Web site, www.uni.edu/dor).

Meal Absences Refund

- A meal plan holder who has a prolonged absence (minimum of seven consecutive days) due to illness or other unavoidable conflict may qualify for a meal adjustment credit.
- Arrangements for the credit should be made with the business manager at the Department of Residence upon returning to campus.

Meal Plan Options

Premium Plan: This plan is designed to provide you with the ultimate in access to the dining center. Enter the dining center as often as you like during scheduled meal hours. Each semester this plan includes \$250 in Dining Dollars, 10 guest passes, four take-out 16" pizzas from Piazza or Rialto and a 30 percent discount on any additional guest meals purchased in the dining center, using Dining Dollars or charge. This plan also allows one take-out meal per day.

19 Plus: This plan includes any 19 meals per week. Select from breakfast, lunch, dinner or late night. Each semester this plan includes \$150 in Dining Dollars; five guest passes for yourself, friends or family; and three 16" take-out pizzas from Piazza or Rialto. You receive a 30 percent discount on any additional guest meals purchased in the dining center if you use dining dollars or charge.

14 Plus: This plan includes any 14 meals per week. Each semester this plan includes \$200 Dining Dollars; five guest passes for friends, family and yourself; and three 16" take-out pizzas from the Piazza or Rialto. You receive a 30 percent discount on any additional guest meals purchased in the dining center if you use dining dollars or charge.

10 Plus: For the returning and transfer student whose lifestyle takes them away from campus, this plan includes any 10 meals per week. Each semester this plan includes \$125 in Dining Dollars; five guest passes for friends, family and yourself; and three 16" take-out pizzas from the Piazza or Rialto. You receive a 30 percent discount on any additional guest meals purchased in the dining center if you use dining dollars or charge.

19: The plan includes any 19 meals per week and \$50 in Dining Dollars per semester.

Any 14: For the student who eats regular meals each day, this plan includes any 14 meals per week and \$100 in Dining Dollars per semester.

Any 10: For returning and transfer students only, this plan includes any 10 meals per week and \$75 in Dining Dollars per semester. Expect to supplement this plan with food from other sources.

150 meals per semester: For returning and transfer students only. This plan offers flexibility from week to week. Eat 19 meals one week and eight the next week. This plan includes \$300 in Dining Dollars per semester.

150 meals per semester basic: For returning and transfer students only. This plan offers flexibility from week to week. Eat 19 meals one week and eight the next week.

125: For senior and graduate students only. This plan includes 125 meals per semester and \$150 in Dining Dollars per semester. The meals can be used at any time in the semester; eat 10 one week and four the next.

Meal Plans for Off-Campus Students

Off-campus students may select from any of the above meal plans, as well as the following 5 plan.

5: This plan includes any 5 meals per week and \$100 Dining Dollars per semester.

Meal Deals for Off-Campus Students

Meal Deals are a specified number of meals (20, 60 or 100) which can be used at Rialto and Piazza when these facilities are open. They can be used for your guest(s), as well as you. Add the amount of Dining Dollars that fits your lifestyle for additional flexibility.

Carryover

Dining Dollars and Meal Deals carry over from summer to fall to spring semesters. Balances are reset to zero at the end of the academic year.

Dining Dollars

Dining Dollars are flexible spending dollars that are considered part of your meal plan and can be used to purchase food in Department of Residence convenience stores, food carts, Maucker Union and dining centers.

Dining Dollars can be purchased apart from the meal plan online at www.uni.edu/dor.

Illness

- Not feeling well? We're happy to provide you with a light meal consisting of broth, gelatin, juice and ice cream. Just send your ID card with a friend and we'll prepare the tray.
- Return dishes to the dining center.

U-Card

Uses

- Access dining centers for meals: Piazza at Redeker Center and Rialto at Towers Center
- Access Dining Dollars account to pay for food or access charge to U-bill privileges
- Access the Wellness/Recreation Center and Health Beat
- Purchase additional meals in the dining center for yourself or a friend
- Make purchases at on-campus convenience stores: 23rd St. Market, Biscotti's and Essentials
- Pay for photocopying and faxing at several locations on campus
- Purchase food at Prexy's, Essentials and Chats in Maucker Union, Commodities in Curris Business Building, Crunch Break at the Wellness /Recreation Center and Apple Cart in Schindler Ed Center
- Get into student fine arts and athletic events free
- Access secured areas and time clock (student employees)
- Verify your status for student discounts at area businesses
- Check out books from the library
- Pay for laundry services in on-campus laundry rooms

Other Specifics

- Protect your uCard as you would cash or credit cards.
- Lending or selling the card to others is prohibited.
- uCards must be surrendered to staff if improperly used.
- UNI is not responsible for any losses sustained by the cardholder. Report your card lost immediately to deactivate it.

If Stolen or Lost

Report your uCard lost or stolen online by accessing "Life @ UNI" tab and click pagelet "Report my uCardLost" on your "My UNiverse" account. You will be held responsible for any purchases made with your uCard until the card is reported lost or stolen. You can print a lost card voucher to enable you to eat meals in the dining center if you have a meal plan. For your protection, lost card vouchers may not be used for credit or Dining Dollar purchases.

Card re-activation and obtaining a new card can be done at the Department of Residence, Redeker Center, during normal business hours. If you do not find your card, you will need to purchase a new one for \$25. This fee can be applied to your university bill. You must bring a photo ID with you to obtain a new card.

Found cards that have been replaced with a new card cannot be reactivated.

Feedback

We want to hear from you. If you have questions or concerns about any aspect of dining on campus, please send us a comment online at www.uni.edu/food, talk to a manager where you dine, or fill out a comment card at any dining facility.

For more information about Dining Services

visit www.uni.edu/food.

Tobacco Free Facilities

The dining facilities are tobacco free. Tobacco-free cigarettes are also prohibited.

Great Jobs That Fit Your Life

- More than 750 students are employed by the Department of Residence.
- A variety of jobs are available: catering, retail, baking, dining office assistant, serving, driving, cleaning, etc.
- Job tasks to complement academic goals can be explored through special projects/tasks.
- Student supervisor/manager jobs are available.
- Convenient—work close to where you live.
- Location—no transportation needed.

- Work around academic schedules.
- Work as many hours as you need.
- Weekends are rotated.
- Substitutes available when you have a conflict.
- Earn money: base pay of \$7.75/hour; work more hours per week and pay increases.
- Great way to meet new people and to work with friends.
- Apply online at www.uni.edu/dor, at dining operations or the Department of Residence office.
- Receive in-depth training.
- Our focus is on helping students gain supervisory and management experience prior to graduation. Gain an edge in your chosen field.



Living on Campus

Security

Security is the shared responsibility of each resident and staff member. Residents are responsible for locking their rooms and assisting with maintaining a secure facility.

All exterior doors are locked by 9 p.m. each night. Residents must use their outside door keys to gain entrance at doors keyed for resident use. Guests will need to use the outside phone by the main entrance to call a resident in order to gain entrance after the doors are locked. Non-residents will not be permitted to enter the hall unless accompanied by a resident.

Residents are not to give non-residents the keys to outside entrances, and are not to let non-residents into the halls unless they are accompanied by residents.

Jeopardizing residence hall security in any way (e.g. propping outside doors open) is a violation of residence hall policies. Lights out in stairwells should be reported. Residents are advised to carry their identification cards at all times and be prepared to show them in residence facilities and dining centers when asked by staff.

Each resident is responsible for the room key and outside door key issued to him/her. The primary purpose of the key policy is greater security for the building, you and your possessions.

Residence Hall Keys

An outside door key is issued to each resident for their respective hall for entry after outside doors are locked at 9 p.m. Lost outside door keys cost \$20 to replace. Room door keys are \$30 to replace. Residents should not loan room or outside door keys to anyone for any reason. If a resident is locked out of their room, a substitute key may be checked out at the hall office. The key must be returned no later than noon the next day (6 p.m. Saturday and Sunday). A charge of \$2 is assessed for every key that is checked out after the office is closed. There is a \$2 charge for each substitute key checked out beginning with the third time each semester.

If a resident has lost the room key or left it at home, a substitute key may be checked out at the hall office for seven calendar days. The key must be returned by no later than noon on the seventh day to avoid replacement charges.

Escort Services

UNI Police provides escorts to students who need rides at night from parking lots. You may inquire by calling 273-2712.

“I Protect”

Security is enhanced when each resident shares ownership for it. Watch for information about how to protect yourself, your friends and your stuff!



Health and Safety Precautions

Items Not Allowed

Primarily for safety and health reasons, the following are not allowed in resident rooms: air conditioner (unless approved for medical reasons), hanging items (that need nails), space heaters, halogen torchier (floor-to-ceiling, with bulb facing ceiling) or Medusa lamps with plastic globes/shades, pets (except fish), water beds.

Candles and Other Open Flames

Open flames, including such items as candles, laboratory burners, stoves, torches or hotplates, present a serious fire hazard and are not permitted in ANY area. Candles without wicks are allowed for decorative purposes or for use with a candle warmer. All other candles will be confiscated.

Cleanliness in ROTH

Residents are responsible for helping to maintain the physical condition of their suite or apartment.

The ROTH custodial staff will help the students in suites maintain the shared living spaces (common area, bathrooms and hallways) by cleaning those areas twice a week. Students are expected to assist the custodial staff by removing or properly storing personal belongings in the common areas on days the suite will be cleaned. Residents are expected to share responsibility with suitemates for cleaning the suite throughout the rest of the week.

More specific information regarding the care and maintenance of apartments and suites will be distributed at the beginning of the academic year or summer session. If you have questions, please contact the office.

Loft Dismantling

Lofts must be dismantled prior to finals week, or during designated finals week courtesy hours, to minimize disruption of others' study time.

Electrical Modifications

No modification of light switches, lights or electrical outlets is allowed, including the installation of dimmer switches, ceiling fans, etc.

Food and Cleanliness

Residents should not store perishable food items in open containers to limit the likelihood of insect infestation. It is the student's responsibility to keep the room clean, to take trash to hall's designated trash room or outside to the dumpster on a regular basis, and to cooperate in the maintenance of public areas. Residents need to provide their own cleaning supplies and equipment. Residence hall houses will have brooms, dustpans and dust mops. Some houses/halls have purchased vacuum cleaners for residents to check out.

Holiday Decorations

Holiday decorations are permissible in residence halls under the following guidelines:

- All hanging decorations in student rooms or corridors must be of fire resistant/proof materials.
- No live trees, branches or wreaths made from live trees shall be used in decorating student rooms or hallways.
- Only wickless candles are permitted.
- Student room doors can be decorated as long as materials are not draped or hung so as to create imminent fire dangers.
- Decorations of flame resistant materials are allowed in the floor lounge areas.
- Miniature lights that are UL approved and do not generate noticeable heat are permissible in student rooms, but no lights of any type are to be used in the decoration of student room doors.
- No decorations may be placed so as to obstruct access to hall, stairwell or exit.
- No extension cords are to be used from student rooms into the hallways at anytime.
- All decorations should be removed from the hall's public areas and house hallways within one week after the holiday has passed.

Incense

Incense may not be burned, as it is a fire hazard and the odor cannot be contained in one room, suite or apartment.

Light Bulbs

Burned-out bulbs in student rooms are replaced without charge by completing a repair request form (pink slip) at the hall office. Building light bulbs should not be replaced with higher wattage bulbs than those for which the fixtures are designed. Larger sizes may crack the reflector bowls, overload the circuits and create a fire hazard.

Loss or Damage to Personal Property

Residents are urged to keep their rooms locked whenever they leave and while they are sleeping. The university cannot be responsible for any damage or loss of personal property due to fire, facility failure, severe weather, theft or other incident and does not carry insurance on residents and/or their property. Therefore, to provide coverage, it is necessary for students to have a personal policy or be eligible under a family policy. Residents could be liable for damages resulting from negligence and/or policy violations.

Staff

Here are some of the roles of staff members in your on-campus community.

Residence Life Coordinator

Nine of the 10 residence halls have a full-time, live-in residence life coordinator (RLC). These are professionals with master's degrees in college student affairs or a related field. They work with individual students, Senates, other student groups and the residence staff. They report to the Director of Residence Life and work with the Assistant Director of Residence/Education.

Graduate Residence Life Coordinator

One of the 10 residence halls has a part-time, live-in graduate residence life coordinator (GRLC) who works with residential students, hall senators, other student groups and the residence staff. He reports to an RLC and works with the Director of Residence Life. He is a para-professional pursuing a master's degree.

Graduate Residence Education Coordinator

Four of the 10 residence halls have graduate residence education coordinators (GRECs) who work to enhance the quality of student learning in communities. These are para-professionals pursuing a master's degree. They report to their respective residence life coordinators and work with the Assistant Director of Residence/Education.

Secretary

Hall secretaries are professional staff members who coordinate the services provided at the hall offices. They assist students as well as the general public.

Custodians

Custodians are professional staff members who help residents maintain cleanliness in the public areas of each residence hall. Weekend custodians are student employees who are responsible for restocking supplies in bathrooms and doing some minor cleaning in the stairwells, hallways and lobbies.

Resident Assistants (RAs)

Each house, made up of about 50 students, has an assigned resident assistant (RA). RAs are carefully selected upperclass students trained to help you and your house get the most out of your on-campus experience and be an important source of advice and counsel for you in academic, personal and health-related issues. As health aides, they are American Red Cross certified in CPR and first aid, equipping them to help (e.g. thermometers, band-aids) with minor health concerns.

Desk Assistants (DAs)

Desk assistants are students who work part-time in hall offices to provide assistance to students and the general public during weekend and evening hours.

Peer Academic Advisors in Residence (PAIR)

PAIRS are trained, experienced upperclass students who work in both Academic Advising and the traditional residence halls. Each PAIR works in a residence hall to provide programming, outreach, individual assistance, and referrals to students. They also live in this hall, which means students can utilize this service without even leaving the building. PAIRs assist undergraduate students in developing academic and personal skills to enhance their academic success at UNI. The PAIRs program is offered by Academic Advising and the Department of Residence.

Services and Accommodations

Hall Office

Important information and services are available to residents at the hall office. Each is staffed at various times by a secretary, DAs and RAs. Assistance with directory information, lost and found (held for 30 days), change, equipment check-out, copying services, and lost keys are provided, along with many other services.

Laundry Room

The laundry room is for residents only. The use of washers and dryers is restricted to students living on campus.

Mail

Mail is delivered daily, except Sundays, to the hall office or mailroom area. Each resident is assigned a mailbox according to their room number. You will receive a notice in your mailbox when you receive a package. Bring your ID and the package slip to the office/mailroom during regular office hours to pick up the package. Whenever you move, make certain that publishers, friends, etc. are informed of your new address and that you have completed a forwarding address card at the office. Mail cannot be forwarded if you do not complete a forwarding address card. First class mail will be forwarded for one year only. There is a U.S. and campus mail drop box in or near each of the residence hall offices. The scheduled hours of operation are posted at each mailbox or hall office.

Vending Machines

Each hall has vending machines in various locations. Contact the hall office if you need assistance or refunds.

E-mail Terminals

There is one computer in the lobby of some residence halls for students to access their e-mail. No other computer access is available on these machines.

Computer Labs

Seven computer labs are located in the DOR facilities for student access and convenience. The Towers Center houses a lab in the upper level. The Bridge Lab is located on the second floor lounge connecting Hagemann and Noehren Halls. Campbell, Lawther, Bartlett and ROTH have computer labs. Redeker Center houses a lab located close to the DOR offices. All labs were developed in cooperation with the DOR and Technology Services (ITS). In addition, there are five other labs located around campus.

Recycling

Residents are encouraged to participate in the recycling program in their house and hall. Many items such as cardboard, plastic, newspapers and cans can be recycled to reduce the amount of product going to landfills. Students can assist in this effort by collecting recyclables in the bin provided in each room and then placing these items in appropriate recycling bins in the hall.

Study Areas

Most halls have areas that have been designated and furnished for studying outside one's room. Many houses designate their house lounges as study areas during designated times. Consult with your RA or hall office staff for study facility locations.

Appliances

The following UL-approved electrical appliances are authorized for use in residence hall rooms: clock, coffee pot, curling iron, Pizza Pizzazz, electric blanket, electric toothbrush, fan, George Foreman grills, hair dryer, heating pad, iron, microwave oven, popcorn popper, radio, razor, refrigerator (4.5 cubic feet or smaller), sewing machine, stereos, study lamp (NOT halogen torchier or Medusa lamps), television, toaster and personal computer. Cooking appliances with closed UL-approved heating elements are allowed. This includes toaster ovens. Other open-coil heating or cooking appliances, sunlamps and hot plates are not allowed, due to potential fire and sanitation hazards.

Bed Lofts

Residents in ROTH Complex, Bartlett, Campbell, Hagemann and Lawther Halls have a loftable bed in their rooms. Residents of Bender, Dancer, Noehren, Rider or Shull Halls have a bed (springs, bed ends and a mattress) as part of room furnishings. Many students create more space in their rooms by replacing the bed ends with a loft. You may do this by renting a metal loft or by buying or building a wooden loft.

Bathroom Usage

Public bathroom facilities in residence halls are designated for men and women. No resident or guest may use or enter a bathroom designated for the opposite sex.

Bicycles

Bicycles should be parked in the racks provided near each hall. They may also be kept in rooms with the permission of roommates. No other storage areas are available. Bicycles left on campus following the conclusion of either spring or summer session will be considered abandoned and may be impounded.

Cable TV

Every room has a cable connection. Cedar Falls Utilities cable services include basic and expanded channel selections. Once on campus, residents may purchase additional digital programming by contacting Mediacom.

Care and Damage Charges

Damage to residence hall property will be charged to the person(s) responsible for the damage. Residents are encouraged to maintain the physical condition of their room to avoid damage assessment charges. When damage is discovered in a student's room or in a housing living area, the damage will be reported to the residence life coordinator. A charge will be levied in accordance with the assessed cost of repair completed by university personnel. This charge will then be added directly to the student's monthly bill through the accounts receivable system or billed to the house in cases of house area damages.

Decorating Your Room

Residents are encouraged to creatively personalize their rooms in ways that satisfy roommates and comply with maintenance and safety standards. Ideas about room design and sources of materials, posters, etc. may be obtained from other residents, home decorating magazines and local merchants. Students will be assessed for damages caused by the use of tape, nails, screws or tacks on or in the walls, furniture or fixtures. Plasti-Tac may be used on all surfaces except brick and student room walls in Hagemann, Noehren, ROTH and Shull. Residents should not use carpet tape to install carpet because it may break the floor tile when removed, resulting in charges.

Furniture

Overstuffed chairs or sofas should be inspected to make certain they will not present health or safety problems. The university strongly discourages the placement of those items in rooms because of their potential to contribute to serious fires.

Furniture Storage

Student room furniture in Bartlett, Campbell, Hagemann and Lawther must remain in the room. No storage is available for these halls. In all other halls bed ends, bed springs and mattresses will be stored upon the students' request. This is done either through the re-contracting process or when a student checks in to their assigned residence hall. Rooms are initially supplied with mattresses and bed springs. If students want bed ends, they can request them. Bender and Dancer Halls' mattresses will be stored only after all requests have been received to store bed springs (by Sept. 1 and Feb. 1 for fall and spring semesters) and done so on a space available basis. All other furniture must remain in the student's room. It is not to be left in hallways or lounges. If the furniture is not in the student room upon checkout, the student will be charged the full replacement cost. ROTH: If requested, bed ends and springs will be stored. Mattresses will not be stored.

Refrigerator Guidelines

The DOR assumes no responsibility for the unit or its contents and reserves the right to ensure compliance with the standards below. Revocation of the privilege to use a refrigerator could occur if violations are found.

- The refrigerator should not exceed the following specifications: power: 115-volt, 60-cycle AC, 230 watts, 2-amp (when running), UL-approved, approximate capacity of 4.5 cubic feet.
- The refrigerator should be operated and maintained in full compliance with sanitary and safety standards, including the use of grounded extension cords and proper ventilation (not in a closet, etc.).

Repair Requests

Request for room repairs (locks, faucets, heaters, light bulb replacement, etc.) should be made at the hall office by completing a maintenance request form (pink slip). If the office is closed and repair is needed immediately, contact your RA. If repairs are not taken care of in a timely manner, contact your residence life coordinator.

ResNet

Residents have the option of accessing the Internet through ResNet, UNI's residential network. If you have a computer or other wired network devices like a game console, ResNet can help get your Internet access working. ResNet provides:

- Assistance with Internet access in the residence halls, ROTH, and University Apartments
- Support for UNI's anti-virus software
- Help reformatting/virus recovery
- Spyware removal
- General computer advice

To get help from ResNet staff, please call 319-273-7768. For general information about Internet connections, visit the ResNet website at <http://resnet.uni.edu>. Students are expected to comply with policies pertaining to computer use, such as UNI's Computing Resources Policy, which can be found at www.uni.edu/edu/pres/policies/954.html. The ResNet policy is available at <http://resnet.uni.edu/policy/>.

Room Entry by Staff

The DOR, in order to maintain its property and a safe environment for students, reserves the right to have its authorized personnel enter and inspect residence hall rooms as it deems necessary.

Staff may choose to enter a residence hall room for the following reasons:

- When there is a strong reason to believe that any term or condition is being violated.
- To maintain an environment that facilitates the scholarship of other residents.
- To conduct safety inspections.
- To complete repairs that have been reported.
- Whenever someone moves out of a room.
- For pest control.
- And for any emergency reason (e.g., fire or broken pipes).

If residents are not in the room, they will be left a written note of such an entrance. When possible, residents will be notified in advance for safety inspections and pest control visits.

In-room Telephone Service

Local (land line) phone service is no longer available in student rooms. Please make arrangements for a cell phone—if you do not already have one—for personal use.

Emergency Phones

Each house has a community phone, located in the hallway, that is to be used only for outgoing calls to emergency responders (e.g. 911, University Police).

Mailing Addresses

When you provide your campus address to friends and family, be sure to give them the ENTIRE address. They are as follows:

Bartlett Hall Name 1200 W. 23rd St. — BAR (rm #) Cedar Falls, IA 50613 - 3554	Dancer Hall Name 2001 Campus St. — DAN (rm #) Cedar Falls, IA 50613 — 3406	Noehren Hall Name 2900 Hudson Rd. — NRN (rm #) Cedar Falls, IA 50613 — 6703	ROTH Name ROTH (apt. or suite #) 3800 Jennings Drive Cedar Falls, IA 50613 — 0297
Bender Hall Name 2005 Campus St. — BEN (rm #) Cedar Falls, IA 50613 - 3404	Hagemann Hall Name 2800 Hudson Rd. — HAG (rm #) Cedar Falls, IA 50613 — 6702	Rider Hall Name 2801 Ohio St. — RID (rm #) Cedar Falls, IA 50613 — 4923	Shull Hall Name 2901 Ohio St. — SHU (rm #) Cedar Falls, IA 50613 — 4921
Campbell Hall Name 1301 W. 23rd St. — CAM (rm #) Cedar Falls, IA 50613 — 3407	Lawther Hall Name 1300 W. 23rd St. — LAW (rm #) Cedar Falls, IA 50613 — 3080		

Contracts

Terms and Conditions

The Residence Hall and Dining Contract and ROTH Housing Contract are legally binding documents that describe the mutual agreement between you and the university regarding your academic-year commitment to live on campus. Policies related to this contract pertain to all dining and housing facilities within the Department of Residence. For specific details about your contract, refer to the terms posted at www.uni.edu/dor/RHTermsandConditions10-11.htm

Summer Housing in ROTH

Residents who have completed contracts for the summer session may remain in their apartments or suites between the spring semester and summer session. Residents who have completed contracts for the academic year may stay in their apartments or suite between the summer session and the fall semester.

Summer contracts will be billed on a weekly basis (Monday-Sunday) throughout the entire summer (May-August).

ROTH residents may remain in their suites and apartments during the summer without being registered for classes provided they were residents of ROTH during the preceding spring semester, are contracted to live in ROTH during the following academic year, and are enrolled in fall semester classes. Residents who begin living in ROTH during the summer must be enrolled in summer classes. Summer housing is also available in Bartlett Hall. Depending on projects and summer conference guests, you may be relocated to a different suite or apartment.

Vacation Periods

You may occupy your room from the beginning of the semester to the end of your last final in the spring semester in Bartlett, Bender, Dancer, Lawther, Noehren and Shull Halls and ROTH. These halls will remain open during the Thanksgiving, semester and spring academic breaks. However, the outside doors will remain locked and the offices will be open limited hours. Residents staying during these breaks are expected to follow guidelines concerning these continuous housing periods, including no overnight guests. For assistance during these breaks, residents are encouraged to contact the RA on call.

Substance Free Houses

Substance free houses are established for students who prefer an atmosphere free from alcohol and tobacco products and their use. Residents in these houses agree not to possess or use alcoholic beverages and tobacco products, as well as illegal drugs, which are prohibited in ALL houses. These expectations apply to anyone visiting or passing through these houses. House residents are responsible for their guest behavior.

Room Assignments and Changes

Specific details about your living arrangements and how to make changes are described in this section.

Single and Double Rooms

If you requested a single room but did not receive one and you wish to be placed on a request list, contact the hall secretary of the hall(s) in which you want a physical single or super single room. The final determination of room assignments rests with the Department of Residence staff in all cases. More detailed information is available from any residence life coordinator.

Student Teaching Pre-Professional Experience

The Department of Residence will hold a space for students whose pre-professional experience (e.g. student teaching, co-op program, etc.) is out of town. A space will be held for only one semester. Contact the hall or departmental office for details.

Room Changes: Residence Halls

The residence life coordinator has the authority to re-assign students who have no roommate, who violate rules and regulations, who are not compatible with their living situation, etc. The final determination of room assignments rests with the Department of Residence in all cases.

Non-Acceptance of New Roommate

Individuals who refuse to accept a residence hall roommate, or who impede any DOR effort to make an assignment into a vacant space may be subject to contractual action. Outcomes may include, but are not limited to, requiring responsibility for payment of total cost of the room or room relocation.

Room Consolidation: Residence Halls

During the semester, if a resident moves out of a double room and the remaining resident is not assigned a roommate, the remaining resident must select one of the following options by Oct. 1 for fall semester and Feb. 1 for spring semester:

- Elect to pay the super single room rate and retain the room privately. This option is available only when space is available. Super single room rates will be calculated on a prorated basis.
- If students are in overflow housing, super single rooms are not an option.
- Choose to move into another partially occupied room in the same house.
- Find another resident who is willing to move into the current resident's room.
- A resident needs to be prepared to accept a new roommate at anytime by:
 - Keeping the unoccupied half of the room in such condition that would allow someone to move into the room on short notice.
 - Agreeing that the room may be shown to prospective occupants without prior notification.
 - Displaying an attitude of cooperation and acceptance toward any resident who may examine the room while considering occupancy.
 - Agreeing to accept a roommate assigned by the residence life coordinator.

This consolidation policy does not require an individual to move out of his/her house, but rather could require residents to pay for a single room or consolidate with another individual who is living singly in a double occupancy room. If more than one resident of the same house is without a roommate, the individual with the latest original prepayment date may be the one to move.

Residents who refuse to accept an assigned roommate and/or do not keep the room ready for a roommate may be automatically charged the super single room rate prorated from the day of notification.

Full-year Contracts in ROTH Complex Apartments

Those who anticipate graduating in December are not eligible to live in ROTH Complex apartments because the contract is for the entire year. They may, however, live in suites.

No Single Rooms in ROTH Complex Apartments

Single rooms are not an option in apartments, only suites. If you do not have a roommate in an apartment, you will need to consolidate with someone else in the same apartment or move to another apartment or suite where there are openings in order to create completely open double rooms. Refusal to consolidate may result in being automatically charged an additional rate.

Room Consolidation: ROTH Complex

A resident of a double room who has no roommate or whose roommate moves out must select one of the following options:

- Elect to pay the super single room rate and retain the room privately. This option is available only when space is available and only in suites. Super single room rates will be calculated on a prorated basis.
- Choose to move into another vacant space within the same suite or apartment.
- Find another resident, qualified to live in ROTH, who is willing to move into the current resident's room.
- Be prepared to accept a new roommate at any time by:
 - Keeping the unoccupied half of the room in such condition that would allow someone to move into the room on short notice.
 - Agreeing that the room may be shown to prospective occupants without prior notification.
 - Displaying an attitude of cooperation and acceptance toward any resident who may examine the room while considering occupancy.
 - Agreeing to accept a roommate assigned by the residence life coordinator.

The residence life coordinator will confer with residents to determine the status of the room or who will move in order to retain double room status. More detailed information is available from the residence life coordinator.

This consolidation policy does not require an individual to move out of his/her suite, but rather could require residents to pay for a super single room or consolidate with another individual who is living singly in a double occupancy room. If more than one resident of the suite is without a roommate, the individual with the latest original prepayment date may be the one to move.

Residents who refuse to accept an assigned roommate and/or do not keep the room ready for a roommate, may be automatically charged the super single room rate prorated from the day of notification.

Check in and Check out

Check in

Each resident is responsible for obtaining room and outside door keys and an RCR (Room Condition Report) at check in. They will review the RCR (which has been completed in advance by their RA) for accuracy, then sign and return that form to their RA within a week. All residents are expected to return this form at the beginning of the year or each time they move to document any problems with the condition of the room/apartment/suite when it is initially occupied. Upon check out, the form will be used to identify damages for which the resident will be held responsible, unless:

- it was noted on the report.
- it is normal wear and tear.
- it is a maintenance problem that arose during the year that was properly reported.

Residents who fail to complete an RCR (room condition report) or A/SCR (apartment/suite condition report) may be held responsible for damages identified at check out time.

Check out

Prior to vacating the hall/complex (terminating one's contract) it is necessary for residents to follow contract procedures. (Be certain to read the terms and conditions of your contract for financial obligation information.) Failure to do so may result in charges for improper check out. Information about proper check out is available from the hall secretary or resident assistant. The normal check out procedures include but are not limited to:

- removing all belongings.
- cleaning the room (residence halls) or bedroom and common areas of the apartment or suite.
- arranging for a time to check-out with the RA (in advance).
- leaving a forwarding address and completing any other necessary paperwork.
- turning in keys and signing the room or apartment/suite condition report (RCR or A/SCR).

Year-end Lost and Found

Any items left in resident rooms at the end of the academic year will be available by contacting the Department of Residence Office for up to 30 days after the last day of finals, at which time unclaimed items will be discarded or donated to charity.

Parking Permits

New residence hall students have the option of purchasing a C (\$50 for the year) or an R (\$28.80 for the year) permit. The purchase of a C permit does not guarantee the holder of space in C parking areas. Overflow parking for residence halls is generally in R parking areas. People with R permits are never allowed to park in C parking areas.

Residence Halls Promotional Guidelines

Groups Outside the Department of Residence

Location Solicitation

UNI departments and recognized student organizations may reserve a common area location immediately outside dining centers for a limited amount of time on specific days, during which time organization members may provide verbal and print information about an upcoming event or cause. Contact Rialto or Piazza Dining Services to make a reservation: 319.273.2333 (Carol Fletcher)

Permission to hand out materials will be based on the following criteria for those materials, which must be approved at the front desk of the Department of Residence Office PRIOR to making a reservation:

- Include NAME of sponsoring UNI department or recognized student organization.
- The PRIMARY FOCUS must be on the message or event of the sponsoring UNI group. No more than 1/3 of the piece may contain information referencing off-campus sponsors. Those sponsors may not advertise goods or services that compete with those provided by the University.
- The message must REFLECT RESPECT FOR THE EDUCATIONAL MISSION of the University (not send negative messages about people or organizations or their projects, abide by university regulations, be respectful of diverse populations, be in good taste, not promote off-campus living, and not promote the consumption of alcoholic beverages, etc.)

Promotion Through Senates

Local non-profit organizations, UNI departments and recognized student organizations that want to promote their events through hall senates must contact the hall senate president to request permission to get on their agenda. The request should be at least one week in advance. A maximum of five minutes will be allocated. Contact information for hall presidents is on the Hall Presidents Directory link in the General Resources section of the CommUNITY website: www.uni.edu/dor/community

Collections

Student organizations interested in having charitable collection drives in the residence halls are welcome to do so. In order to make the collection process as likely as possible to succeed, these are guidelines for the cooperative effort.

RESERVATIONS: The organizing group must contact Drake Martin (drake.martin@uni.edu) at least 14 days prior to the beginning of the drive in order to receive permission and identify dates of the collection period.

SIZE and SECURITY: The size of the boxes/containers needs to be small enough so a desk staff person could comfortably move it to and from the office, after the office opens and again when it closes.

Containers that will remain in the office during the collection period will be secured in the office at the end of each day. Hall offices are not responsible for lost/stolen items.

DONATIONS: If donated items are not picked up on the agreed-upon date, they will be thrown away.

Donated funds not picked up on the agreed-upon date will be given to a local charity.

COLLECTION PERIOD: The period of time for having the boxes/containers available must be for one week, from noon on a Monday to noon on the next Monday. In some cases more than one organization at a time may hold a collection drive.

IDENTIFICATION: The box/container must have a clear, large message on the side that identifies the person and number to call to come get the collected items, once the box is nearly full (if this occurs prior to the end of the week of collections).

NOTIFICATION: Once approval is obtained and collection dates identified, Drake Martin will notify hall secretaries, so they know what Monday-to-Monday dates the boxes/containers are to be in the lobby areas outside the offices.

Mailbox "Stuffers"

The distribution of promotional pieces via residence hall and ROTH Complex mailboxes is allowed (by recognized student organizations and departments ONLY). But, because these kinds of messages are usually just thrown away by potential readers as soon as they get them from mailboxes, WE STRONGLY ADVISE AGAINST THIS AS A PROMOTIONAL TOOL.

Approval Criteria

The following are criteria upon which the approval of mailbox stuffers will be made:

- Include NAME of sponsoring UNI department or recognized student organization.
- The PRIMARY FOCUS must be on the message or event of the sponsoring UNI group. No more than 1/3 of the piece may contain information referencing off-campus sponsors. Those sponsors may not advertise goods or services that compete with those provided by the University.
- The message must REFLECT RESPECT FOR THE EDUCATIONAL MISSION of the University (not send negative messages about people or organizations or their projects, abide by university regulations, be respectful of diverse populations, be in good taste, not promote off-campus living, and not promote the consumption of alcoholic beverages, etc.)
- ELECTION “STUFFERS”: If you are running for office, either on or off-campus, make sure those who promote your candidacy know the guidelines above. Also, make sure they know that residence hall staff won't disseminate election materials to mailboxes during the three days prior to or on election day. If you drop off election materials during those four days, they will be recycled, instead of posted.

If you choose to use this method you must get approval for the insert at the Department of Residence Office in Redeker Center (approval criteria are the same as for flyers, except that inserts must be between 4.25" X 5.5" and 8.5" X 11"). Only one copy per hall needs to be stamped as approved. The numbers of mailboxes in each facility are: 193 in Bartlett, 315 in Bender, 318 in Campbell, 315 in Dancer, 203 in Hagemann, 236 in Lawther, 362 in Noehren, 214 in Rider, 212 in Shull and 154 in ROTH.

CommUNITY Board Flier Guidelines

I. General

- A. The University of Northern Iowa's nine residence halls, ROTH Complex and Panther Village EACH provide limited bulletin board space in ONE COMMON AREA for all recognized student organizations, university offices, departments, colleges, and divisions. Each organization may DISPLAY ONE FREE 8.5" X 11" PROMOTIONAL FLIER designed to communicate for one week at a time with on-campus residents about their organization and/or event/s.
- B. No commercial off-campus vendors or organizations may utilize this service.
- C. Off-campus non-profit agencies must partner with a campus department or recognized student organization in order access this service.
- D. The Department of Residence neither endorses messages or views expressed in fliers nor guarantees the appearance or upkeep of fliers. If torn down or vandalized, fliers will be disposed of and the organization may not be contacted.
- E. Contact the Department of Residence at 319.273.2333 with questions.

II. Approval Process

- A. All copies of all fliers must be approved by the receptionist staff at the Department of Residence Office in Redeker Center during normal business hours.
- B. Approved fliers must then be delivered to the office of the desired facility/ies where the fliers will be posted. Facilities (including campus code) include: Bartlett (3554), Bender (3404), Campbell (3407), Dancer (3406), Hagemann (6702), Lawther (3080), Noehren (6703), Rider (4923) and Shull (4921) Halls; ROTH Complex (0297); University Apartments (0295); Panther Village (starting Fall 2012).
- C. Fliers that arrive PRIOR TO 11 am each Thursday in each facility will be posted by staff members that afternoon (after the previous week's fliers are taken down and recycled, also by staff members). Fliers that arrive AFTER 11 am each Thursday will be held until the next Thursday.

III. Approval Criteria

- A. The sponsoring organization's name or identifiable logo must appear on the front of each flier.
- B. The legible name and ten-digit phone number of the contact person must appear on the back of each flier.
- C. No larger than 8.5" X 11".
- D. Fliers MAY NOT promote:

1. alcoholic beverages, tobacco products, and/or drugs
2. off-campus housing
3. commercial products or services
4. behaviors that violate the University Student Conduct Code (<http://www.uni.edu/policies/302>)

Email Promotions to Residents Via RAs

Sending event promotion information via email to Residence Life Coordinators—with the intention of having it forwarded to RAs to disseminate to residents—is not an effective means to communicate with residents and will not be permitted. Student organizations and departments should ONLY send information about resources that RAs might be able to use in their roles (e.g. Counseling Center classes and services to use to refer residents).

Solicitation

Door-to-door selling or soliciting of any kind is prohibited, except by residence governments who have received permission from the residence life coordinator.

Groups Inside the Department of Residence

Selling From Your Room

Individuals selling legal items from their rooms may do so, but only with the full approval of the roommate/s. Advertising may be done ONLY on that room's door. No other residence facilities (except bulletin boards in dining center hallways) may be used by individuals to advertise, display or sell products. (RAs are not allowed to sell items from their rooms.)

Product Demonstration “Parties”

While demonstrations “parties” may occur in student rooms, no sales may occur at the time of the “party”. Once the seller makes contact with the resident a second time, that resident is strongly encouraged to speak with trusted advisors (parents, hall staff, etc.) prior to signing any contracts or making major purchases.

University of Northern Iowa In General

The following are university-wide policies regarding poster and announcement displays.

Open Bulletin Boards

Unless a bulletin board is marked for a restricted use—such a specific academic unit or organization—they are open and available for posting general announcements. Open bulletin boards are to be found throughout academic buildings and on outdoor kiosks. Requests to display a banner or poster of any kind outdoors--other than on a kiosk--must be made in writing to Facilities Services. Call 273-2611 for more information.

Improper Display

The display/distribution of literature, flyers, announcements, etc. on automobile windshields, trees and sidewalks is prohibited. Maintenance personnel are directed to remove all types of advertising or announcements in buildings or outdoors that are (1) displayed in an unauthorized place, and/or (2) out of date. The organization or individual(s) who violate this policy may be billed for the costs of removal and clean up.

Standards for Conduct

Students living on campus are expected to know and abide by the University Student Conduct Code, which pertains to all students. More specifically, on-campus residents must know and abide by specific expectations, related to on-campus living. These are described in the On-Campus Community Standards section, which follows the University Student Conduct Code.

University Student Conduct Code

The university values teaching and learning in an environment that supports the rights of individuals to express views and opinions, to associate freely with others, and to live, work and assemble peacefully. The student conduct code maintains the principles of respect, honesty, and responsibility to create a safe, healthy environment for members of the campus community while preserving an educational process that is consistent with the mission of the university.

Jurisdiction of the Student Conduct Code

The student conduct code will apply to conduct that occurs on university premises, at university sponsored activities, activities that can be interpreted as representing the university, and to off-campus conduct that adversely affects the university community and/or the pursuit of its objectives. Each student will be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The student conduct code will apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The dean of students or designee will decide whether the student conduct code will be applied to conduct occurring off campus, on a case by case basis, at his/her sole discretion. Generally, this decision will be based on whether or not a conduct violation seriously threatens the health or safety of any person or adversely interferes with or disrupts the educational or other functions of the university.

Conduct-Rules and Regulations

The conduct rules and regulations exist for the protection and safety of all members of the university community. The university values an educational environment built on three core principles of honesty, respect and responsibility. Any student or organization found to have (1) committed, (2) attempted to commit, and/or (3) aided or assisted others in committing the following misconduct will be subject to the disciplinary sanctions outlined in Article IV.

Honesty

Living a life of integrity is at the heart of what makes us good citizens, leaders, friends, and colleagues who share the common goal of building our community. Acts of dishonesty include, but are not limited to, the following:

- Furnishing false, incomplete, or misleading information to any university official, faculty member, staff member or office.
- Forgery, alteration, or misuse of any University document, record or instrument of identification.
- Unauthorized possession, duplication or use of keys or other access devices (e.g., key cards) to any university premises or unauthorized entry to or use of university premises, equipment or other resources.
- Theft and/or damage to property of the university or property of a member of the university community or other personal or public property, on or off campus.
- Theft or other abuse of computer facilities and resources, including but not limited to:
 - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - Unauthorized transfer of a file.
 - Use of another individual's identification, email account (without authorization), and/or password.
 - Use of computing facilities and resources to interfere with the work of another student, faculty member, staff member, or University official.
 - Use of computing facilities and resources to send obscene or threatening messages.
 - Use of computing facilities and resources to interfere with normal operation of the University computing system.
 - Use of computing facilities and resources in violation of copyright laws.
 - Any violation of the use of computer resources policy.

Respect

A community that values respect supports the rights of individuals to live and work with others in a safe environment that reflects the educational ideals of the university. To the extent provided by law, students may not be subject to discipline under this student conduct code for engaging in speech activities that are protected by the First Amendment. Violations of respect include, but are not limited to, the following:

- Physical, verbal, or sexual abuse, threats, intimidation, harassment, stalking, coercion, and/or other conduct which threatens or endangers the health or safety of any person (this rule also applies to the use of electronic resources, such as online communities, email, web logs, etc).
- Violation of the <http://www.uni.edu/president/policies/315.shtml> **Student Sexual Misconduct Policy**, which prohibits sexual misconduct in any form and which includes any unwelcome behavior of a sexual nature that

is committed without consent or by force, intimidation, coercion, or manipulation. (Note: If you or someone you know may be a victim of sexual misconduct, sexual assault, or any other behaviors prohibited under this policy, you are strongly encouraged to seek immediate assistance from [http://www.uni.edu/wellrec/wellness/sexualabuse/Violence Intervention Services](http://www.uni.edu/wellrec/wellness/sexualabuse/Violence_Intervention_Services), Student Health Center (319) 273-2137 or [http://www.vpaf.uni.edu/pubsaf/UNI Police](http://www.vpaf.uni.edu/pubsaf/UNI_Police), Gilchrist Hall, Room 30, (319) 273-2712).

- Participating in an on campus or off campus demonstration, riot or activity that disrupts the normal operations of the university and/or infringes on the rights of other members of the university community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area or in relation to a university activity.
- Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored or supervised functions.
- Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, assisting, or procuring another person to breach the peace on university premises or at functions sponsored by, or participated in by, the university or members of the university community.
- Any unauthorized use of electronic or other devices to make an audio or video record of any person without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room or restroom.
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other university activities, including its public service functions on or off campus, or of other authorized non-university activities when the conduct occurs on university premises.
- Hazing, defined as any act which intentionally, unintentionally or recklessly endangers the physical, mental or emotional health or safety of a student and/or results in ridicule, for the purpose of admission into, affiliation with or as a condition for continued membership in any group is prohibited. This applies to any group, organization or team connected with the university, regardless of the individual's willingness to participate in any forced or required activity. Failure to report hazing activity may be considered a violation of this policy.
- Failure to comply with directions of university officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- Intentionally sounding a false fire alarm or tampering with fire safety equipment.
- Violation of any university policy, rule, or regulation published in hard copy or available electronically on the university website.

Responsibility

Students are expected to engage in responsible social conduct that reflects positively upon the university community and to model good citizenship in any community. Violations of responsibility include, but are not limited to:

- Use, possession, manufacturing, dispensation, or distribution of marijuana, narcotics, or other controlled substances except as expressly permitted by law.
- Use, possession, manufacturing, dispensation, or distribution of alcoholic beverages (except as expressly permitted by university regulations), or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
- Use or possession on the campus or at or during any university-authorized function or event of firearms, ammunition, or other dangerous weapons, substances, or materials, except as expressly authorized by the university, or of bombs, explosives, or explosive or incendiary devices prohibited by law.
- Violation of any federal, state, or local law.
- Undue or willful neglect to meet financial obligations to the university when properly notified by the university.
- Abuse of the student conduct code system, including but not limited to:
 - Falsification, distortion, or misrepresentation of information as part of a conduct proceeding.
 - Disruption or interference with the orderly execution of a conduct proceeding.
 - Submission of a charge that is known to be false.

- Improperly attempting to discourage an individual's appropriate participation in, or use of, the student conduct code system.
- Improperly attempting to influence the impartiality of a member of a Hearing Panel prior to, during, and/or after the course of a Hearing Panel proceeding.
- Harassment (verbal or physical) and/or intimidation of any participant(s) of a conduct proceeding or their family members, friends, or acquaintances, including but not limited to, witnesses, panel members, or advisors, prior to, during, and/or after a student conduct proceeding.
- Retaliation against a victim or other person who files a student conduct complaint or any participant(s) of a conduct proceeding, including but not limited to, their family members, friends, or acquaintances, witnesses, panel members, or advisors, prior to, during, and/or after a student conduct proceeding. This includes any form of intimidation, threats, harassment or knowingly filing a false complaint.
- Violation of a sanction(s) imposed under the student conduct code.
- Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

Violation of the Law and University Discipline

University conduct proceedings are separate from criminal or civil litigation. Formal rules of process, procedure and evidence, such as those applied in the criminal or civil court are not used in student conduct proceedings.

University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and the student conduct code (that is, if both possible violations result from the same factual situation) without regard to civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this student conduct code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus, at the discretion of the dean of students or designee. Determinations made or sanctions imposed under this student conduct code will not be subject to change because criminal charges arising out of the same facts giving rise to violation of university rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state or local authorities with a violation of law, the university will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the student conduct code, the university has the right to advise off-campus authorities of the existence of the student conduct code and of how such matters are typically handled within the university community. The university will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the university community, acting in their personal capacities, remain free to interact with governmental representatives (e.g., attorneys, police officers) as they deem appropriate.

Good Samaritan Provision

Students who seek medical assistance for themselves or another person due to intoxication of alcohol and/or drugs will not be subject to university disciplinary action, except when it has been determined that another violation of university policy has occurred (for example destruction of university property; fire safety violation; physical harm to another person, etc.). **This includes an alleged victim of sexual misconduct or another student who shares information as either a witness to or as a reporter of sexual misconduct as long as the report is made in good faith.** In order for this policy to apply, the student must agree to complete any and all recommended educational programming or other treatment recommended by the Dean of Students or a Student Conduct Administrator.

Examples where this policy would apply include:

- A student is reluctant to call an ambulance when a friend becomes unconscious following excessive consumption of alcohol because the reporting student is under the age of 21 and was also consuming alcohol.
- A student is reluctant to report that he/she has been sexually assaulted because he/she had been consuming alcohol and is under the age of 21.

Any exemption from disciplinary action granted under this policy may only apply to disciplinary action and/or sanctions under the Student Conduct Code and does not apply to any criminal action taken by law enforcement, such as issuing a citation or making an arrest.

While this provision applies to individual students, if an organization has been found in violation of the Student Conduct Code, then the organization's willingness to seek medical assistance for a guest may be viewed as a mitigating factor if or when sanctions are issued.

Student Sexual Misconduct Policy

The University of Northern Iowa is committed to providing a safe living and learning environment for all students. Maintaining this type of environment requires that any sexual behavior of students be consensual. Special emphasis is placed on violence prevention, providing support for those who may have been victimized and ensuring a vigorous enforcement of institutional policy and law. The University's response to sexual misconduct seeks to balance the rights, needs and privacy of victims and those of the accused, while maintaining the health and safety of the campus community.

The University prohibits sexual misconduct in any form. Sexual misconduct is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. Sexual misconduct can occur between persons of the same or different sex.

For the purposes of this policy, consent is defined as a freely and affirmatively communicated willingness to participate in sexual activity, expressed either by words or clear, unambiguous actions. It is the responsibility of the initiator of the sexual activity to ensure he or she has the other person's consent to engage in sexual activity. Consent must be present throughout the sexual activity by all parties involved. At any time, a participant can communicate that he or she no longer consents to continuing the activity. Consent may never be obtained through the use of force, coercion or intimidation or if the victim is mentally or physically disabled or incapacitated, including through the use of drugs or alcohol.

Consent cannot be assumed because of the existence of a dating relationship between the persons involved or due to the existence of a previous sexual relationship between the persons. The perpetrator or victim's use of alcohol or other drugs does not diminish the perpetrator's responsibility.

Sexual Harassment

Sexual harassment is a form of sexual misconduct that may include unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct or communication is a term or condition of education benefits, academic evaluations or opportunities
- The behavior is sufficiently severe or pervasive to unreasonably interfere with the student's education or employment or create an intimidating, hostile or objectively offensive environment

If one or more of the above conditions are met, examples of sexually harassing behavior may include: spreading sexual rumors; catcalls/whistles; making sexual gestures; touching oneself sexually in front of another; repeated and unwelcome sexual conversations; flirting; teasing; persistent efforts to develop a sexual relationship; pressure to engage in sexual behavior; and other verbal or physical conduct. Comments can be verbal, written, or electronic.

Determination of whether conduct constitutes sexual harassment requires consideration of all the circumstances, including the context in which the alleged incidents occurred.

If you or someone you know may be a victim of sexual misconduct, sexual assault, or any other behaviors prohibited under this policy, you are strongly encouraged to seek immediate assistance from **Violence Intervention Services**, Wellness Recreation Center, Room 101 (319) 273-2137 or **UNI Police**, Gilchrist Hall, Room 30, (319) 273-2712. Students will be provided counseling and medical referrals; assistance with safe housing and academic and financial concerns related to the sexual misconduct; and information concerning victim's rights. Individuals will also be provided information concerning University, civil and criminal complaints, including how to file such complaints.

The University will not pursue disciplinary action for improper use of alcohol or other drugs against an alleged victim of sexual misconduct or against another student who shares information as either a witness to or as a reporter of sexual misconduct as long as the report is made in good faith. See "Good Samaritan Provision" Article III (D) of the Student Conduct Code.

Sexual misconduct by a University employee is a violation of the **University's Discrimination and Harassment Policy** which describes the procedures for addressing such complaints. **The Office of Compliance and Equity Management**, Gilchrist Hall, Room 117, (319) 273-2846 investigates complaints of sexual misconduct made

against University employees and coordinates the University response to such complaints. The Office of Compliance and Equity Management works collaboratively with the Dean of Students to respond to complaints filed by a student against a faculty or staff member.

Criminal Complaint

Some types of sexual misconduct, particularly sexual assault, are criminal acts. **The Code of Iowa** (Chapter 709 Sexual Abuse) contains a detailed definition of sexual abuse and associated penalties.

Victims and/or other individuals who are made aware of sexual misconduct are strongly encouraged to contact **UNI Police**, Gilchrist Hall, Room 30, (319) 273-2712. Reporting an incident to police does not obligate a person to file criminal charges, but a prompt accounting of the events allows the victim to keep open the option of filing a criminal complaint at a later date. University officials will assist a victim in reporting the incident to police if the victim so requests.

This is an annotated version of the Student Sexual Misconduct Policy. The entire policy may be viewed online at: www.uni.edu/policies/315.

Sexual Abuse Definition (Iowa code)

Criminal behavior involving sexual conduct is called sexual abuse. Sexual abuse (Iowa Code Chapter 709) is defined as:

- Any sex act between persons by either of the persons when the act is performed with the other person in any of the following circumstances:
- Sexual acts that are done by force or against the will of the other. If the consent or acquiescence of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other.
- Such other person is suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters.
- Such other person is a child.

Discrimination and Harassment Policy

To provide guidelines regarding discrimination and harassment applicable to the entire university.

Discrimination

Discrimination occurs when an individual is treated adversely because of that individual's membership in one of the legally protected groups listed above.

Harassment

Harassment occurs when unwelcome conduct based on an individual's membership in a protected group unreasonably interferes with the individual's work or academic environment.

Sexual Harassment

Sexual harassment occurs when an individual is subjected to unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, academic, or social environment.

Consensual Relationships

Consensual romantic and/or sexual relationships where a power differential exists, whether real or perceived, may constitute sexual harassment. The effect of such a relationship may render an individual's work, academic, or social environment intimidating, offensive, or hostile. Further, the individual with the power in the relationship will bear the burden of responsibility should a complaint of sexual harassment be filed. Hence, all university employees are strongly discouraged from entering into romantic and/or sexual relationships, which could lead to the creation of a hostile educational, social, and/or work environment for other members of the university community.

Confidentiality

Complaints of discrimination or harassment filed with the university will be treated with the utmost privacy possible to the extent allowed by law, while also assuring a complete investigation. University personnel involved in or responsible for any aspect of a complaint shall maintain such confidentiality throughout the processing of the complaint.

Should the complainant publicly discuss the complaint, the university shall be relieved of its confidentiality obligations related to the disclosed information under this policy.

Retaliation

The university seeks to create an environment where its students and employees are free, without fear of reprisal, to use these procedures to determine if there has been a violation of their civil rights. Any act of retaliation will result in appropriate disciplinary action. Similarly, persons who use this process to bring frivolous or otherwise bad faith allegations against an employee shall be subject to disciplinary action.

Reporting Responsibilities

All university employees in a supervisory capacity are required to report to the Office of Compliance and Equity Management any allegation of discrimination and/or harassment of which they are made aware. The confidentiality of all parties will be honored to the extent legally allowed and which provides for an appropriate investigation. Persons seeking information or guidance concerning potential discrimination or harassment allegations are advised that the university may need to take action once it is informed of an allegation whether or not the person wants to pursue a complaint.

Non-supervisory employees are strongly encouraged to report allegations of discrimination and/or harassment to any supervisor or directly to the Office of Compliance and Equity Management.

Disabilities

In order to receive assistance with requests for accommodations, a student with a disability must contact the Office of Student Disability Services. An employee with a disability who wishes to request an accommodation should contact his/her supervisor or the coordinator of employee disability services located in Human Resource Services. A visitor with a disability who wishes to request an accommodation should contact Human Resource Services. If an employee or student feels his/her rights under the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990 have been violated, they may consult with the Office of Compliance and Equity Management and/or utilize the following procedures.

Procedure for Resolution

An allegation of discrimination and/or harassment against a university employee, vendor, or other third party should be addressed to the Office of Compliance and Equity Management. An allegation against a student should be reported to the Dean of Students and will be resolved through student conduct procedures.

Except in cases involving criminal activity and/or sexual assault, an employee or student alleging discrimination and/or harassment under this policy is encouraged to discuss the allegation with the head of the department in which the alleged discrimination and/or harassment occurred. The department head will then consult with the Office of Compliance and Equity Management to determine an appropriate course of action. If it is determined to be appropriate, an attempt to facilitate an informal resolution of the matter will be made. In the event that an informal resolution is not reached, is not appropriate, or is not pursued, the student or employee may consult with the Office of Compliance and Equity Management to initiate a formal investigation. If, at any time, the employee or student is not comfortable addressing the department head, the Office of Compliance and Equity Management may be contacted directly. Note: If an allegation includes actions that involve criminal activity and/or sexual assault, the individual is strongly encouraged to file a report with UNI Police. Such reports will not be handled informally within the department.

The Office of Compliance and Equity Management will provide a complaint form, which the complainant will then complete and return. The complaint will describe the alleged discrimination and/or harassment, the specific type of discrimination and/or harassment being alleged, and name of person(s) against whom the complaint is being filed.

The Office of Compliance and Equity Management will acknowledge the receipt of the complaint in writing and will also notify in writing the following parties: the accused person and his/her department head/director, dean, vice president, and the president. When deemed appropriate by the Office of Compliance and Equity Management, the complainant is given the option to resolve the complaint through mediation rather than investigation. Only if both the complainant and accused agree to mediation will that option be utilized. In the event that either party declines mediation, the Office of Compliance and Equity Management will conduct an investigation of the alleged discrimination and/or harassment charges. Cases of sexual harassment will generally not be considered for mediation.

Following is the process for the investigation of complaints which have not been resolved through mediation:

A person designated by the Office of Compliance and Equity Management will initiate an investigation into the allegations. A typical investigation will involve meeting with the person filing the complaint, the person(s) named in the complaint, and with other persons who may have knowledge relevant to the investigation.

The Assistant to the President for Compliance and Equity Management will receive a report of the investigation from the designated investigator. S/he will render a finding of sufficient or insufficient evidence that this policy has been violated. This determination will be based upon the evidence obtained as a result of the investigation process. The complainant and the accused will be notified of the finding in writing. The accused person's department head/director, dean, vice president and the president will also be notified.

In the event that there is a finding of a violation of university policy, the vice president of the accused will determine appropriate disciplinary sanctions based on the recommendation from the Office of Compliance and Equity Management, and will notify in writing the accused and the Office of Compliance and Equity Management of his/her decision. This written decision must be issued within 15 working days of the date of the notice from the Office of Compliance and Equity Management. If the vice president serves as a party or witness in an investigation, the notice will be sent to the president for determination of disciplinary sanctions. This is the conclusion of the internal procedures under this policy.

On-Campus Community Standards

The Department of Residence is committed to maintaining an academic and social environment conducive to the intellectual and personal development of students. Community standards—such as those in this section—serve as a common point of reference for those living together in the residence halls. The Student Conduct Code, describes the expectations for student behavior and the procedures for responding to alleged conduct violations, including possible sanctions. The Student Conduct Code can be found at <http://www.uni.edu/policies/302>

Any act which violates federal or state law, local ordinance, university policy or Department of Residence community standards—whether on or off university property—constitutes a violation of the Student Conduct Code and may subject students to university disciplinary action, criminal prosecution, and/or civil action.

Each resident is responsible to know and comply with all policies, rules and regulations of the university and Department of Residence, including those published here. This includes not being present while other students or guests are violating policies, rules, or regulations. In addition, each resident has the right to complete an incident report regarding possible violations and/or report alleged violations to University Police. Department of Residence staff will work with the student to assist them through that process when/if necessary.

If a student is determined to be responsible for violating a department or university policy, rule or regulation, the sanction(s) will depend on the circumstances, as our student conduct system is based on individuals and education.

Communication

Official communication from the university/Department of Residence will be through your UNI e-mail and/or residence hall mailbox.

Compliance

Students and their guests are expected to cooperate with all written and/or verbal reasonable directives, including student conduct sanctions from staff members and must not interfere with the performance of any duties.

Alcohol Consumption: Residence Halls

In accordance with state law, only students of legal age may possess or consume alcoholic beverages.

If none of the students assigned to a living space is of legal age, alcohol is not permitted in the living space. This includes empty alcohol containers.

If all students assigned to the living space are of legal age, alcohol may only be consumed according to the following:

- The room door must be closed anytime alcohol is being consumed.
- Alcoholic beverages must be limited to a container size of one gallon.
- Alcoholic beverages may not be brought into dining centers or other public locations.
- The unlawful manufacture, distribution, dispensation or possession of alcohol on property owned or leased by the University of Northern Iowa or in conjunction with a university-sponsored activity is prohibited.

If one or more, but not all, students assigned to a living space are of legal age, only students of legal age may consume alcohol and must follow the alcohol consumption policies. Only guests of the student(s) of legal age, who are also of legal age, may consume alcohol in that living space. Students are expected to complete a roommate agreement form to address, in addition to other topics, alcohol consumption concerns within the shared living space.

Enforcement of the alcohol policy will include requiring person(s) to provide proof of age and having underage person(s) or others in possession of alcohol in inappropriate locations dispose of the alcohol as directed. All residents, if disruptive or acting inappropriately, will be documented for possible disciplinary action and/or referred to University Health Services.

Also, non-residents may be required to leave the residence hall if:

- they are underage and in possession of alcohol
- they are in possession of alcohol in inappropriate locations
- if they are disruptive or acting inappropriately

Each incident will be documented for possible disciplinary action and/or referral of students to University Health Services. UNI Police may be called to assist and arrest, when necessary.

Alcohol Consumption: ROTH

ROTH residents are expected to follow the policies above. In addition, ROTH residents can only consume alcohol in their apartment or suite bedroom. Residents of legal age living in ROTH must complete an agreement with all other roommates regarding the use of alcohol in the common living areas.

Alcohol Sources Strictly Prohibited

All common sources of alcohol, including but not limited to kegs, punch bowls, beer balls, beer bongs, beer taps or excessive amounts of alcohol in bottles or cases, are prohibited in the residence halls and ROTH.

Bathroom Usage

Public bathroom facilities in residence halls are designated for men or women. No resident or guest may use or enter a bathroom designated for the opposite sex.

Computer Usage

University of Northern Iowa computing resources are for use by the students, faculty, staff and other authorized users of the University of Northern Iowa; and only for purposes consistent with the mission of the university. The university by its very nature values openness and promotes access to a wide range of information. Campus information systems have been designed to be as open as possible and, as such, the university insists on appropriate use of these systems. Because disruption of the electronic environment has widespread consequences for many members of the university community and because electronic information is easily reproduced, respect for the work and rights of others is especially important. Systems are not private. The university reserves the right for its system administrators to monitor systems under their control and responsibility when necessary.

Policy on Ethical Behavior with Respect to the Electronic Information Environment

Unauthorized or inappropriate use of the University of Northern Iowa computing resources is prohibited and is grounds for sanctions which can include suspension or loss of computing privileges, disciplinary action, or, in extreme cases, legal action. Users with access to University Computer Services may be held personally responsible for ANY use made of their authorization. "Authorization" refers to the computer account, transaction authorization, or any other means by which one gains access to any computer system.

UNI policy prohibiting sexual harassment covers all uses of electronic technology and communication on campus, including e-mail correspondences and news groups.

The following is a sample, but not exhaustive, list of behaviors with respect to the electronic environment which are expressly prohibited:

- Accessing without authorization or attempting to access, alter, erase or intercept (such as by bus or network monitoring) computer data that are not one's own. Accessing, or attempting to access, equipment or networks at UNI or elsewhere via UNI resources, without permission. Using, or attempting to use, someone else's authorization.
- Permitting others (at UNI or elsewhere) to use one's own authorization.
- Modifying or extending network services and wiring beyond the intended use.
- Concealing or attempting to conceal one's identity when using university resources, except when anonymous access is explicitly provided.
- Forgery or misrepresentation of one's identity.
- Impairing, interrupting or inhibiting any other person's access to or use of resources except consequential to normal and acceptable use. (Examples include generating or spreading a virus, sending codes to lock another person's keyboard, making excessive noise, and inordinate consumption of resources, including network bandwidth).
- Sending anonymous, deceptive, fraudulent or unwelcome electronic communications, such as chain letters.
- Violating license agreements, copyrights or intellectual property rights. Violating contractual obligations of the university. (See UNI Policy Copyright-Protected Computer Materials).
- Re-transmitting UNI-specific or commercially obtained network resources outside of the university community.
- Commercial use of information from university databases or university resources.
- Information Technology Services violations could result in disciplinary action and the loss of service. (President's Cabinet Approved, 4/13/98)

Controlled Substances

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on property owned or leased by the University of Northern Iowa or in conjunction with a university-sponsored activity is prohibited.

Entry or Occupation of Room

Unauthorized occupation and entry into any residence or dining facility or student room or unauthorized possession of department of residence keys is prohibited.

Disorderly Behavior

Students are not to conduct themselves in a lewd, indecent, obscene or disorderly manner.

False Emergency Reports

The intentional false report of a bomb, fire or other emergency in any university residence facility is prohibited.

Fire Safety Tampering

Arson (knowingly or recklessly setting a fire), misuse or tampering with fire safety equipment, or false reporting of a fire, including sounding of a false fire alarm, is prohibited.

Furniture

Furniture is provided for residence hall lobbies and lounges for the use of all residents in the building. Relocation of public area furniture to student rooms is prohibited and considered theft.

Guests

- Residents and their guests are required to comply with all university and residence hall policies. Guests are defined as family members, friends or other persons related to or affiliated in any way with the resident.
- Residents are responsible for the behavior of their guest(s) and for informing them of policies.
- Guests must follow escort policies as posted in each residence hall.
- Bathroom facilities in residence hall houses are designated for men or women. Persons may only use bathrooms designated for their gender.
- Residents are not permitted to host guests who have any active trespass restrictions.
- The privilege of having guests may be revoked immediately if it is abused or if there are violations of policies and procedures of the hall or the university involving the guests.
- Residents may have overnight guests in their room subject to the limitations listed below.
- Overnight guests are only allowed with the consent of all other roommates. Visitation or overnight guests of one roommate should not infringe on the rights or access of other roommates.
- Overnight guests are restricted to a maximum of three consecutive nights per week.

Harassment

Any behavior that creates an intimidating, hostile or offensive environment or unreasonably interferes with the educational or work performance of any individual at any time is prohibited. Harassment can be verbal, nonverbal, physical or written, and includes the use of technology such as the telephone, voice mail, answering machine, e-mail or other electronic communication media.

Sexual abuse, sexual assault or sexual harassment as defined by the Student Conduct Code is prohibited.

Stalking, which is defined as willfully, maliciously and repeatedly following or harassing another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed or molested, is prohibited.

Hazing/Endangerment

Any act which intentionally or recklessly endangers the health or safety of an individual, or produces mental or physical discomfort, embarrassment, harassment or ridicule is prohibited.

Identification

For the welfare of all students and to protect the property of the residence facilities, students are expected to have their ID card in their possession at all times. Department of Residence staff may request proof of identity of any person in a housing or dining facility. Failure to show proper identification to a university staff person upon request is a violation of university rules and regulations. Misrepresentation or misuse of student identification is prohibited.

Noise Levels

- Courtesy hours are in effect 24 hours a day. Residents and guests are expected to be respectful of other residents at all times and respect another's right to sleep, study or not be disturbed.
- Quiet hours imply that the sound level should be such that music and other sound will be confined to an individual room. Noise should not be heard outside of one's room, nor should noise from the hallway, restroom or lounge be heard in student rooms.
- Consult with your RA about the best times and locations to practice with a musical instrument.
- Keep volume low on stereos and television sets late at night and into the early morning hours.
- Specific quiet hours may be determined by the hall government and the hall staff within the standards set by the Department of Residence.
- Each resident is expected to initially confront any noise problem that is of concern and to call upon the hall staff if assistance is needed.
- Amplified sound should never be directed out of windows.

Pets

No animals, with the exception of fish and service animals, are allowed in housing or dining facilities. Laboratory specimens are not allowed. The university assumes no responsibility for harm or loss to an aquarium for any reason.

Pranks

Practical jokes and pranks may damage property or injure other students. Practical jokes and pranks can also increase the noise level and disturb other residents. Such acts that violate DOR or University policy are prohibited.

Screen Removal

Window screens are not to be removed. There is a \$20 fine for each occurrence.

Smoking Prohibited

Smoking restrictions will comply with the Iowa Smoke Free Air Act.

Sports in Hallways

Playing sports in hallways is prohibited.

Substance Free House Expectations

Residents who choose to live in a substance free house are expected to sign a contract, which is based on a code of honor, agreeing to comply with the guidelines set by the Department of Residence for substance-free houses. It's the resident's responsibility to support the terms of the agreement, and to be a responsible participant in the function of the house.

Residents and guests who come to the community under the influence of drugs or alcohol may be denied access. If a violation of the contract occurs, it will be dealt with by the Department of Residence staff. Violation of policies may result in your housing being reassigned to a non-substance-free house.

Theft, Possession and Vandalism of Property

Theft, possession and vandalism (defacement, damage, destruction) of university property or the property of residence hall students is prohibited. Public owned property, including street signs, road construction cones, etc. found in the possession of residents will be reported to University Police

Threatening Behaviors

Students are not to exhibit behavior which threatens any person, harms or causes the potential to harm any person.

Throwing Objects from Windows

For safety reasons, objects of any kind are not to be thrown out of windows.

Visitation

Twenty-four-hour visitation is available to residents of all halls, seven days per week. Non-residents must be escorted at all times by building residents. Residents may vote to reduce the hours of 24-hour visitation. Any changes in the visitation policy must be approved by the Department of Residence. Students should not violate visitation policies determined by an individual residence hall.

Weapons or Explosives

Possession, manufacture, sale or use of any of the following in or around residence facilities in a manner that harms or threatens others is strictly prohibited: weapon/weapon look- a-likes (including Airsoft guns, paint guns, bows and arrows, knives, martial art weapons), firearms (including BB and pellet guns), explosives (including bottle rockets, lighter fluid, firecrackers) and ammunition.

Student Conduct Procedures

Residence hall communities require rules and regulations to create an educational and comfortable living environment for all. When members of a community, or their guests, disregard the policies, the following guidelines, mandated by the student conduct code, are in effect. For more information about the student conduct process, refer to the student conduct code in its entirety at: <http://www.uni.edu/policies/302>

Student Rights in the Conduct Process

All students accused of violating the Student Conduct Code or the Department of Residence Community Standards have the right of due process which includes:

- Being notified of the alleged violation in advance
- Being notified of a timely hearing with a student conduct administrator in advance
- Receiving written and verbal statements about the allegation no later than at the hearing
- Having an opportunity to present one's explanation or defense about the allegation.

At the administrative hearing, the student shall be informed, as completely as possible, of all matters relating to the alleged violation(s). The student will be provided with an explanation of:

- The misconduct and the rule(s) violated.
- The evidence.
- The possible conduct sanctions that could be taken in the case.
- The process of and right to appeal

Determination of Sanctions

Sanctions may be imposed on any student found responsible for violating the student conduct code. Factors which may be considered include:

- Past conduct history
- Severity of the damage, injury, or harm resulting from the offense.
- The student's honesty and cooperation with staff during the investigation of the complaint and subsequent conduct hearing.
- Whether the violation involved an action directed at another based on his/her race, religion, ethnic origin, gender, age, physical ability, or sexual orientation.

A follow-up letter will be sent to the student no more than 10 class days after the scheduled hearing to summarize the findings. This follow-up letter will include details of the conduct sanction conditions.

Sanctions

Student conduct sanctions will vary depending upon the violation and the circumstances of the violation. Consequences may include university warning or probation, transfer to another hall, termination of the contract, university suspension or expulsion, referrals to health/counseling agencies, referrals to civil authorities, and other consequences appropriate to the level of violation.

Violations which involve physical and emotional threats or assault or risks to safety and security of residents and staff (fire, false alarms, weapons, etc.) will always involve possible sanctions of civil prosecution, immediate cancellation of the housing and dining contraction and may include university suspension or expulsion. Violations involving alcohol and other drugs will always involve possible referrals to heal/counseling agencies in addition to other appropriate sanctions noted above.

Student Conduct System

A community of residence facilities requires rules and regulations in order to create a livable environment for all. When those rules and regulations are disregarded by members of the community, hearings may be initiated by the Department of Residence professional staff or designees.

Conduct Appeal and Notification

All decisions and avenues of appeal will be communicated to the student in writing. Appeals must be made (in writing to the director of residence life) within five class days from the date of notice of a decision. The time for appeal may be reduced if the circumstances of the misconduct pose a continued risk/disruption to the residents.

Appeals will be considered for the following reasons:

- Procedural fairness
- Appropriateness of sanctions
- New information

Failure to participate in the hearing is not a basis for appeal. An appeal may be decided on the basis of the written record without further hearings. The decision reached on appeal is final.

Drug-Free Schools and Campus Regulations

Please read and be aware of this important information. If you have questions about the content of this information, please contact Mark Rowe, UNI substance abuse services coordinator, at mark.rowe@uni.edu or 273-3423.

Resources for Alcohol & Drug Use Concerns

- UNI Substance Abuse Services, 101 WRC, 273-3423.
Consultation and referrals, substance abuse evaluations, educational interventions
- UNI Counseling Center, 103 Student Health Center, 273-2676
Individual and group counseling, consultations and referrals
- UNI Health Clinic, Student Health Center, 273-2009
Evaluation of injuries, general medical care, urgent care and pharmacological therapies when appropriate

University of Northern Iowa's Alcohol and Drug Policy

It is the policy of the University of Northern Iowa and the Board of Regents, State of Iowa to provide for a drug free work place and learning environment for students and employees. The unlawful manufacture, distribution, dispensation, possession or use of alcohol or a controlled substance by students or employees on property owned or leased by the University of Northern Iowa or in conjunction with a university-sponsored activity is prohibited.

Students who violate this policy may receive any of a number of sanctions, including an official warning, conduct probation, suspension, expulsion, or referral for prosecution and may be required to pay for any damages they caused. Depending upon the circumstance, participation in an educational program and/or a treatment program may also be required.

Employees who violate this policy may be referred for an educational/treatment program and may be subject to disciplinary action including a formal reprimand, being placed on enforced leave status, suspension, termination or referral for prosecution. To view the policy, visit: www.uni.edu/policies/413

Iowa Laws Concerning Alcohol

Current information on Iowa laws concerning alcohol and other drugs may be viewed at www.uni.edu/wellrec/wellness/subabuse/law_and_policy/iowa.html

Health Risks of Alcohol Consumption

- Violence. Fights, vandalism, sexual assaults, homicide and suicide are far more likely when drinking is involved.
- Unprotected sex. Safer sex practices are often abandoned when drinking, which can result in unplanned pregnancy and/or sexually transmitted disease infection.
- Serious injury. Most fatal automobile accidents involve alcohol use.
- Death from overdose.
- Addiction. If you have a family history of addiction, you have significantly increased risk for addiction.
- Lowered resistance to disease/illness.
- Increased risk of ulcers, heart disease and multiple forms of cancer.
- Alcohol consumption during pregnancy can cause a range of physical deformities, brain damage and mental retardation.

Health Risk of Illegal Drugs

Marijuana: Possible long-term effects include apathy, lung disease, heart disease, stroke, cancer and addiction. Marijuana use significantly impairs driving skills.

Stimulants: Possible long-term effects include anxiety, confusion, insomnia and psychotic symptoms, such as paranoia. Stimulants increase wakefulness and physical activity and decrease appetite. An overdose can be lethal.

Hallucinogens: Possible long-term effects include flashbacks & psychosis. The effects of hallucinogens are unpredictable and can vary dramatically based upon setting/environment. During "bad trips," the user generally feels panicked, confused, paranoid and out of control.