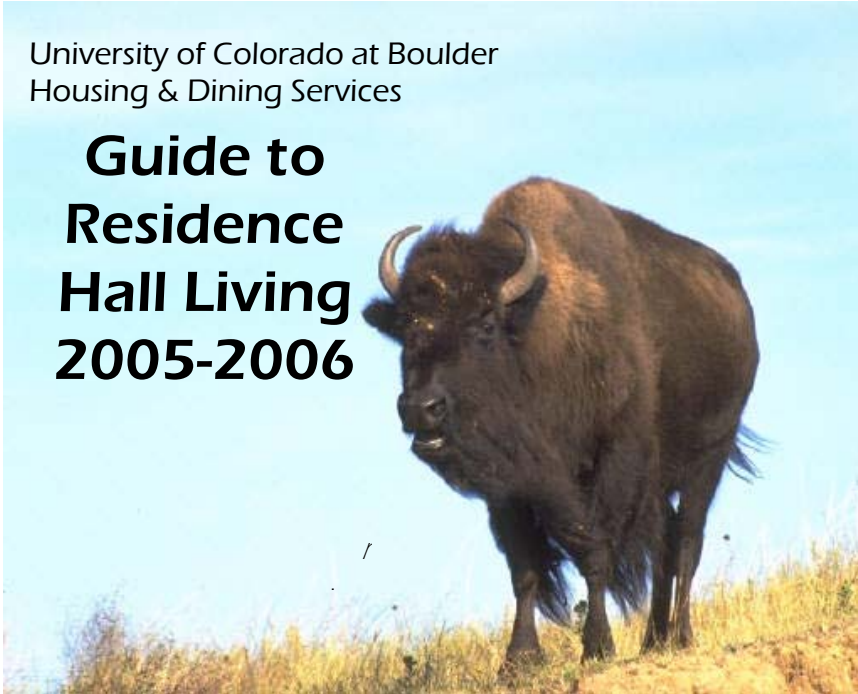


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University of Colorado at Boulder  
Housing & Dining Services

## Guide to Residence Hall Living 2005-2006



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## Welcome

Welcome to the University of Colorado at Boulder! Our staff is here to help you make the most of your CU experience. Whether it's your first time in college, or you are a transfer student, many opportunities await you as part of the residence hall community. Take time to meet your neighbors, get involved, and make a difference on campus each day. Your thoughts and ideas matter to us. By getting involved in the Residence Hall Association, on your floor, in hall councils and conduct boards, and working with your residence hall staff, your voice can be heard and you can help Housing & Dining Services improve service to students. Take the great opportunities to make friends and be a 'difference-maker' at CU-Boulder.

- Open this guide.
- Read about services, opportunities, and expectations.
- Let us know how we can help you!
- Get involved and make a difference.

*You are what makes CU one of the top public universities in the country.*

A handwritten signature in black ink that reads "Deb Coffin".

Deb Coffin  
Executive Director, Housing & Dining Services.

# What To Do Your First Week



- Read this guide and others, especially *Ralphie's Guide to Student Life* (which will be mailed to you in late September).
- Meet your resident advisor (RA) and other hall staff ([see Residence Hall Staff](#)).
- Unpack and get settled into your room ([see Getting Settled](#)).
- Complete your Room Damage Check Form and turn it in to your RA ([see check in and checkout](#)).
- Get to know your roommate(s) and fill out the Roommate Agreement ([see the guidelines](#)).
- Get your Buff OneCard ([see BuffOneCard](#); read *Ralphie's Guide* for more information on the Buff OneCard).
- Purchase a parking permit if you need one.
- Register your bike (see Bicycles).
- Set up bank or credit union accounts.
- Adjust your class schedule, if necessary, beginning August 19.
- Tour campus and find out where your classes are located (see the campus map on campus web site at <http://www.colorado.edu/directories/webmap/>).
- Try out your long distance telephone code (see [Telephone System and Long-Distance Service](#)).
- Visit your hall computer workstation area (see [Computing](#)).
- Set up your computer and register it on the network (see [Computing](#) and the TOTALComm@CU information you received at check in).
- Check out the events listed on the calendar inside this guide (see [calendar](#)) and check-out the CU web site for other important dates and events at <http://www.colorado.edu/newsevents/calendars.html> .
- Participate in the programs offered by your hall staff (see [Residence Hall Programs](#)).
- Attend your floor meetings on Thursday and Friday nights, August 18/19—watch for postings about future floor meetings.
- Check out **CUConnect**, the CU-Boulder student web portal. The portal offers a single, secure entry point for most of the information and services that you need as a CU-Boulder student. CUConnect is available at <http://cuconnect.colorado.edu> . To access CUConnect, you need a web browser (with cookies enabled) and your IdentiKey login.
- Check out the student organizations at the University Memorial Center (UMC) or visit the CU web site for a full listing of organizations at <http://www.colorado.edu/studentgroups/index.html> .
- Make plans to attend your first hall government meeting (see Residence Hall Student Government).
- Make sure you have a trash can and recycling bin in your room, find out where the recycling containers are for your hall, and learn what can and cannot be recycled (see [Recycling](#)).
- Buy your books.
- Phone home.

# Getting Settled

## Check In and Checkout

After checking in at the hall office or lobby, you receive keys to access your building, room, and mailbox, as well as specific information about your assigned hall. RAs supply a Room Damage Check Form for you to complete when you move in. At the time of checkout, you return all residence hall keys to the hall office and complete forwarding address information online.

### Keys

In most residence halls, you are issued a combination of traditional (metal) keys and electronic access cards at check in: a key or access card for your room, outside entrances/security doors of the hall or living area, and in some cases a separate mailbox key. You should guard against careless handling of your keys and keep them with you at all times. The security of all residents is at stake each time a key is lost; even the temporary loss of a key can cause security problems. Additionally, key or access card loss may cause an inconvenience to you, since office staff may not be able to respond immediately. The loss of a traditional (metal) student room key requires a lock change. There is a \$45 charge for a student room lock change. There is a \$35 charge to change a mailbox lock.

Some residence halls are equipped with electronic locks on all student rooms, and some residence halls currently utilize electronic locks on security doors. If you lose an access card, you must notify your hall office in order to be issued a new card. The loss of an access card will incur a charge of \$20.00.

In the event a key or access card is temporarily misplaced, or if you are locked out of your room, a spare key or new access card may be issued through the office of the individual residence hall. You are granted three “free” issues of a spare key or access card per academic year, after which there is a \$10 charge per issue. In halls with traditional (metal) keys, the spare key must be returned within 48 hours, or a lock change is ordered and charged to you. In halls with electronic access cards, the new card issued becomes your permanent card. Old access cards (if found) must also be returned to the residence hall office.

All residence hall keys and access cards are the property of the University of Colorado, and only a university key is accepted when you check out. Duplication of residence hall keys is prohibited. It violates residence hall policy for you to have any residence hall keys/access cards in your possession except those that were issued at check in. If any university key or access card is found, turn it in to the hall office as soon as possible.

### Room Condition and Damage

Shortly after moving in, you and your resident assistant will complete an inventory of the condition of your room. Specific notations of preexisting wear or damage will be made on the Room Damage Check Form. The form must be signed and returned to your resident advisor. It is a record of the condition of the room at the time you move in. Spend some time checking the room and making sure that any existing damage is indicated on the form so that you are not held responsible for it when checking out. Your RA checks the room at the end of the year and you are billed for any damages and for cleaning, if necessary. Normal wear is expected; however, students will be charged for excessive damage and wear or damage resulting from negligence, carelessness or misconduct. Damage in the room is the joint responsibility of all who occupied the room unless individual responsibility is determined. You are responsible for any damage caused by guests.

Evidence of tampering or alterations made to data, cable TV and telephone jacks, or fire safety sprinklers and smoke detectors will automatically result in damage charges, regardless of the functioning condition of the equipment.

Damage to your room resulting from misconduct or personalizing the room contrary to existing policies places your Residence Halls and Dining Agreement in jeopardy.

### Buff OneCard

<http://buffonecard.colorado.edu>

The university issues the Buff OneCard to all students; it is your primary form of identification in the residence halls. Use it to access facilities such as your residence hall, housing dining centers and convenience stores, the library, the recreation center, and to ride the RTD buses. After account activation, you can also use your card for laundry. You are required to carry your Buff OneCard at all times in housing facilities, and it must be presented upon request by any university staff member.

If the Buff OneCard is lost or misplaced, you may get a temporary meal card. Temporary meal cards are valid for one week. You can get a temporary meal card at the Buff OneCard office in Willard Hall. Temporary meal cards are not replacements for your Buff OneCard. If your Buff OneCard is lost, it is your responsibility to report the loss to the Buff OneCard office at **303-492-1212** or on the Web at <http://buffonecard.colorado.edu>. The cost to replace your lost or stolen card is \$20.00.

If questions or problems arise when using the Buff OneCard with housing system readers, contact the Campus Card Office at **303-492-0355**.

## Personal Property

Although precautions are taken to maintain adequate security, the university cannot assume responsibility for the loss or damage to student possessions from any cause whatsoever. Take the following precautions.

1. Lock your room when you leave—even for a few minutes—whether going to the bathroom, across the hall to another room, to the vending machines, or to the lounge. The door should be locked when you are sleeping.
2. Carry your residence hall keys at all times.
3. Room windows readily accessible from the ground should always be secured when your room is unoccupied.
4. Record the serial numbers and manufacturers of your possessions.
5. Avoid keeping large amounts of cash in your room.
6. Keep security doors closed and locked. This helps keep crime out and everyone safe.
7. Do not allow persons unknown to you to follow you into your residence hall without using a proper access card.
8. Be alert to the presence of strangers in the living area and report them to the hall office or to the resident advisor.
9. Do not leave clothes unattended in laundry rooms and bathrooms.
10. **Carry personal property insurance.** Ask your parents/guardians if their homeowner's or renter's insurance policy covers your possessions away from home.
11. If you are a victim of a crime, call the university police immediately at **303-492-6666 (9-1-1 in emergencies)**. Also notify the hall office.

## Residence Hall Services

### Cable TV

In-room cable television service is available in all halls and in TV lounges. To report problems, call **303-735-COMM (5-2666)**. For proper reception, televisions must be cable ready and able to function without a cable box. Coaxial connectors are available through the Campus Card Office at Willard Hall. Premium services are available by individual subscription. To order premium services contact Comcast at **303-930-2000**. Connecting cables may be ordered by calling **5-COMM**. Residents are responsible for any damage to cable TV jack(s) or wiring inside their private living area. Satellite dishes are not allowed in residence halls and may not be attached to walls, roofs, windows, or balconies.

### Equipment Checkout

Residence halls on campus have sports equipment and games, irons, small hand tools, movies (video or DVD), and cleaning equipment and products (including vacuum cleaners) that you may check out. ID must be shown upon check out. Items must be returned in good condition.

### Housekeeping and Maintenance Services

The housing department maintenance and housekeeping staffs keep the facilities running and looking as nice as possible. However, they cannot accomplish this important task alone and need your help and cooperation. The grounds surrounding the residence halls are the responsibility of the housing department, and their use is governed by standards similar to those established for the buildings. The key is to treat your living area (individual as well as common areas) with respect, and to ask that others do likewise.

### Housekeeping

Housekeeping Services' hours are from 7:30 a.m. to 4:00 p.m., seven days a week. Get to know the housekeeper on your floor and develop good relationships by taking responsibility for your own trash, recyclables, and cleanliness. Don't dispose of your room trash in the bathroom or other public area waste receptacles. Room trash and recyclables should be disposed of in the dumpsters located at hall loading docks. Housekeeping Services welcomes input from residents regarding housekeeping issues. Call **303-492-6090**.

For housekeeping emergency service requests, call **303-735-5555**, from 7:30 a.m. to 4:00 p.m., Monday through Friday. After 4:00 p.m., call the duty RA. From 7:30 a.m. to 4:00 p.m. on Saturday and Sunday, call **303-735-5555** and leave your telephone number. For routine housekeeping requests, including getting new light bulbs, go to your hall office.

## Maintenance

Normal maintenance hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday. Night maintenance services are staffed from 4:00 p.m. to 1:00 a.m. weekdays and from 8:00 a.m. to 1:00 a.m. on weekends. After 1:00 a.m., a switchboard receives calls and contacts emergency maintenance personnel as appropriate.

If an item in your room is in need of repair, report it to **303-735-5555**. Repairs will be made as quickly as possible. Some repairs may take longer if special parts are needed. If you have any questions concerning the status of a repair order, contact the maintenance office at **303-735-5555**.

After 4:00 p.m. and on weekends, report only true emergencies such as plugged toilets, showers, tubs, and sinks; no power or heat; water leaking onto a floor; or anything that may cause major damage if not attended to immediately.

## Laundry

All halls have washing machines and dryers for your use. It costs \$1 per load to wash clothes and \$.75 per cycle to dry them. (Rates are subject to change.) Most residence hall laundry rooms are equipped with Buff OneCard readers that allow you to pay for laundry using CU-Campus Cash™, thus eliminating the need to collect and use quarters. Check with the hall office for the locations of the laundry rooms in your hall.

## Mail and Packages

In many residence halls your room key also opens your mailbox, which is centrally located in your hall. All overnight express packages, flowers, cakes, etc., are delivered to the hall office and must be signed for. You will be sent an e-mail if you have an office delivery to pick up. Other packages (UPS and USPS packages) are delivered to your hall mailroom and can only be picked up during package hours. You will receive an e-mail if you have a package to pick up. These hours are set by the hall's mail clerk staff each semester and will be posted at the mailroom. C.O.D. items are not accepted by hall offices.

All mail must be properly addressed in order to ensure delivery to you. Nicknames not included on your housing application, or fictitious names, should not be used. Mail and packages received where the addressee is not reasonably identifiable will be returned to sender. You must present your Buff OneCard (or another form of picture ID) when picking up packages from the hall office or mailroom.

When you move, fill out a forwarding address card and turn it in to the hall office upon check out. When you move out permanently at the end of a semester, you must leave a forwarding address. To do this, go to <http://housing.colorado.edu> during the 10 days prior to the end of the semester that you move out. Mail is forwarded for 30 days only; after that time, all mail is returned to sender.

## Mailbox Use

Material permitted in student mailboxes is limited to the following: U.S. mail delivered by the U.S. Postal Service; mail delivered through campus Mailing Services; important personal messages processed through hall offices; and any approved communication from Housing & Dining Services. See [Solicitation](#) policy section of the *Guide to Residence Hall Living* for more information.

## Lounges

Lounges and other common areas of the residence halls are provided for the use of hall residents and their invited guests. These areas are not intended for use by the general public or by uninvited guests. All lounges and common areas are furnished with chairs, couches, and/or tables; care of the lounge furniture is the responsibility of those using the lounge. ***Do not remove the furniture from the lounge for any reason.***

Facilities such as meeting rooms, classrooms, or areas usually used for social events are primarily for the use of individual residents, hall student governments, and staff-initiated programs and activities. In some instances, these facilities are made available to other university departments and conference groups. Certain facilities may also be scheduled for use by individual residents of the hall on a space-available basis. In order to ensure appropriate use of hall facilities, residents should follow these guidelines:

1. Normally, hall and department activities have first priority for scheduling facilities. Scheduling for use by residents is done on a first-request basis. Long-term scheduling by a group is not allowed.
2. Scheduling must be done through the hall director on the appropriate form at least three working days, and not more than one month, in advance of the activity.

3. The individual or group who schedules the facility is responsible for the supervision, control, and clean up of the program or activity.
4. The individual or group who schedules the facility is responsible for complying with all university and residence hall policies and with local, state, and federal laws.
5. At least 50 percent of those attending the event must be residents of the hall.
6. The program must be consistent with the purposes and goals of the university and Housing & Dining Services.
7. Misuse of the facility could result in denial of future use.

## Recycling

CU Recycling, a partnership of Facilities Management, UCSU, and Housing & Dining Services, needs your help in better managing our natural resources by first recycling all materials that you can, and then throwing away what you can't. Your room has a designated recycling bin to make it easier for you to get your recyclables to larger containers on the loading docks, in lobbies and common areas, and in computer workstation areas. Get acquainted with your hall's recycling locations and procedures. For more information, call 303-492-8307 or visit [www.colorado.edu/cure](http://www.colorado.edu/cure).

## Storage

During the academic year, you may store luggage and trunks in the hall storage area on a space-available basis. This storage is provided solely as a convenience. Neither the university nor the housing department assumes any responsibility for loss or damage of any items in storage. Items that cannot be stored include furniture, bicycles, motorcycles, tires, food, carpet, flammable or hazardous materials, lofts, empty boxes, and items not in closed containers.

Unless you are moving out of the hall, access to storage areas is limited to the beginning and end of semesters and major holiday periods. Access times will be posted in the hall. All items must be registered on a Storage Agreement Form, signed by you and a staff member, and each item must be clearly marked with your name and have a dated housing tag attached. Items unclaimed within one year of storage are given to charity. Summer storage (subject to space limitations) is available only to those residents who have a confirmed assignment for the next academic year. Contact your hall office for more information.

## Telephone System and Long-Distance Service

<http://www.colorado.edu/totalcomm/phones.html>

All residents living in the residence halls receive the TOTALComm@CU package when they move in. This comprehensive communication package includes not only telephones and telephone service but also ResNet/Internet connectivity via high-speed data connections (Ethernet jacks), university computing accounts, and on-campus support. More information about ResNet/Internet connectivity and support can be found in the Computing section of the *Guide to Residence Hall Living*. A single-line telephone and local service is provided in each residence hall room or apartment.

A secure long-distance authorization code is provided to you at check-in time. This code is used for calls you make from campus through Boulder campus long-distance service. Instructions for using this service will be waiting for you when you arrive. If you do not receive your authorization code, contact TOTALComm@CU at **303-735-COMM (5-2666)**.

You can also activate your Buff OneCard as a nation-wide post paid long-distance calling card so you can make calls whenever and wherever you want. For more information about this program and how to register for this service, visit [www.BuffOneCard.com](http://www.BuffOneCard.com). Other long-distance calling options are available through private vendors.

You may install personal telecommunications equipment (cordless phones, answering machines, etc.), but the equipment must be compatible with the university system and you assume all responsibility for any service calls by university personnel related to such equipment. Additionally, residents of each room or apartment are jointly responsible for the care and condition of the university telephone and jack in the residence (excluding normal wear).

If you have questions about, or problems with, telephone equipment or services (local or long distance), contact the TOTALComm@CU providers by calling **303-735-COMM (5-2666)**.

If you have a problem with the housing telephone, call **303-735-COMM (5-2666)** for instructions on getting a replacement or opening a trouble ticket.

Other useful telephone services include:

- Long Distance Information **303-735-COMM (5-2666)**
- Directory Assistance, Residents **303-786-1411**

- Directory Assistance, Administration **303-492-1411**
- Directory Assistance, Hearing Impaired **303-492-0833**
- Automated User Support Line **303-492-1284**

Campus directory information is also available on the Web at <http://www.colorado.edu/search>.

## Living in a Residence Hall Community

By living in a residence hall, you have the opportunity to learn to live in a community environment and to accept certain responsibilities that accompany group living. Your behavior affects others and vice versa. You have a role to play and a responsibility to help establish a positive environment in your community.

### Getting to Know Your Roommate

Living with a roommate is one of the best opportunities you will have to learn the skills needed to live successfully with anyone, anywhere. It doesn't always come easily, however. Sometimes a situation can look pretty good at first, but after the initial excitement settles, little quirks can grow into big aggravations. An unhappy living situation can affect each person's general outlook, as well as performance in school. And many times, roommates are unable to pinpoint how a negative or stressful situation came about or how to change it.

All of us bring a set of expectations to any new situation. Expectations are often expressions of our personal needs, and at times, they are stereotypes or influenced by family or friends. To identify expectations that meet our needs, it is important to discover more about yourself and your roommate. What do each of you really value? What do you need to build a roommate relationship that works?

Housing & Dining Services has expectations for all residents and roommates. It is best that roommates communicate with each other, respect each other, and be motivated to work on the relationship. We realize that some relationships fail even with these expectations, but many more fail because these expectations are not present.

Housing & Dining Services requires all first-year students to complete a Roommate Agreement.

### Guidelines for Getting Along with Your Roommate(s)

The following activities are offered to help you start building a good roommate relationship. We urge you to try them.

#### Getting Acquainted Exercise

Ask each other questions from the list below. The questions are grouped according to their degree of intimacy beginning with the less intimate ones. Take turns asking the questions. Take enough time. Listen to the answers. You may not be able to cover all the questions in one session, but the sooner you try, the better. The rules are:

- The information you exchange with your roommate is confidential.
- You must be willing to answer any question that you ask your roommate.
- You may decline to answer any question initiated by your roommate.

#### Basics

1. How much sleep do you need?
2. Are you a light or heavy sleeper?
3. Do you like to study with music playing?
4. What kind of music do you listen to?
5. What kind of study habits do you have?
6. How many credit hours are you taking?
7. Do you snore or talk or walk in your sleep?
8. Do you function best in the morning, afternoon, or evening?
9. How long does it take you to get ready in the morning?
10. How do you spend your time socially?

#### A Little More

1. What are your career goals?
2. How important is religion in your life?

3. What are your pet peeves?
4. What do you regard as your chief personality weakness? strength?
5. What features of your personality are you most proud of?

### Feelings

1. Do you let your feelings show or do you hold everything back?
2. How do you feel when people don't like you?
3. How do you feel about your family?
4. How do you feel about your friends?

### Roommate Contracts

After the acquaintance exercise, it should be a lot easier to identify those areas where there may be differences and to work out mutually agreeable solutions to them. One of the best ways to do this is to negotiate what is going to happen in the room and to make a contract concerning what is appropriate. You will receive a written roommate contract from your RA, which must be filled out 1) to ensure that the agreement is clear and acceptable to everyone; 2) to encourage roommates' commitment to it; and 3) to provide a basis from which to renegotiate agreements if necessary.

Here are some issues that should be considered for your contract:

- *Study Time in Your Room(s)*—When will it be? Will the stereo or TV be on or off?
- *Guests in Your Room(s)*—When can there be guests? How long can they stay?
- *Use of Personal Property*—What property can be shared? What can't be shared? Must permission be requested/given?
- *Cleaning Room(s)*—How often will the room be cleaned? Who will do it? What is clean? What is messy?
- *Privacy*—How much privacy is needed? How often? How long?
- *Space*—How much space is needed? Where will things be stored?
- *Social Events in Your Room*—How frequent? What time? Who will clean up?
- *Security*—When will the door be locked? When will it be left open?
- *Interests*—What do you like to do? Are there interests that can be shared?

Other issues may have been identified during the Getting Acquainted Exercise and should be included.

### Resolving Differences

Beginning your relationship with open self-disclosure and agreed-upon standards provides the structure that is likely to result in a positive, growing relationship between roommates. Occasionally, a roommate contract does not work, or an agreement cannot be reached. Sometimes the issues involved have become so emotional that rational discussions for compromise seem impossible. Don't be afraid of conflict. Resolving conflict can lead to a more harmonious living environment and a better relationship between roommates.

Here are a few tips:

1. Get everyone involved together.
2. Everyone should take a turn describing their perception of the situation, how they feel about it, and what they want.
3. Come to an agreement on what the conflict is.
4. Everyone should take a turn describing a solution to the conflict.
5. Come to an agreement on the solution.
6. Make a plan of action that will help achieve the desired solution and set a time frame for these changes.
7. Commit to making the necessary changes.
8. Set a future date to evaluate the situation.

If these steps do not work, an objective third party may be needed for resolution. Contacting your hall director or resident advisor early when a conflict arises often prevents the situation from escalating beyond repair, so feel free to contact them whenever needed. **Room changes are only considered as a last resort in resolving roommate conflicts.** Roommates are encouraged and are expected to work with each other and with hall staff to resolve any conflict that may occur. However, if the conflict remains unresolved, the hall director may decide that a room change is in order for any number or all of the roommates. This decision will be based on the availability of space and changes that would create the best living environment for all residents involved. Finally, remember that any relationship is a continuing, ongoing process. As each person changes and grows, so will the relationship. Be willing to spend some time and effort maintaining your relationship throughout the year. It is worth the effort.

### Residence Hall Staff

- *Resident advisors* (RAs) are sophomore, junior, or senior students who live on or near the floor where students live and are the staff members with whom residents have the most contact. They assist the professional staff in managing the hall and providing resources and support to residents. They help to create a supportive atmosphere and a sense of community and academics in the halls. RAs work with student groups, discuss problems and opportunities with individual students, and take appropriate action in situations that affect the general welfare of the hall and its residents. They are knowledgeable about many of the housing and university services. RAs also are available and trained to handle emergency situations, which could include injuries, accidents, or illnesses. Remember that RAs are students, too, and may not always be available to help. During daytime hours, staff members are available by contacting the hall office, and two RAs are on duty every evening in each building. A duty RA is always available to assist in emergency situations.
- *Academic support residents* (ASRs) are peer advisors trained in study skills, time management, test-taking strategies, and campus resources. Through one-on-one help sessions, group programs, or referrals, ASRs in each residence hall help community members develop the skills and knowledge necessary to be successful at CU-Boulder.
- *Hall director assistants* (HDAs) and senior resident advisors (SRAs) are senior or are graduate students who live in the residence halls and are the staff members in charge at night and on weekends when the professional staff is away from the hall. HDAs assist the hall directors in programming, administration, and discipline of hall residents.
- *Hall directors* are professionally trained staff responsible for hall management. They are concerned about the growth and development of all residents and the community, and provide resources and support for the many hall activities. This includes supervising and training RAs, SRAs, and HDAs, advising student government, supervising office staff, developing a variety of programs, working with residents who have personal and behavioral problems, and coordinating with housing maintenance, housekeeping, and dining.
- *Administrative assistants* work in your hall front office. They provide office support to the professional staff and are full-time employees of Housing & Dining Services.
- *Community assistants* are student employees who work at the front desk in the evenings and on the weekends.
- *Mail clerks* are students employed by the housing department to distribute mail to student mailboxes.
- *Security staff*, working under the supervision of the university police department (UCPD) makes rounds of the buildings between midnight and 7:00 a.m.
- *Area coordinators* supervise the hall directors, administrative assistants, and provide administrative oversight for their area or complex.
- *Assistant directors* supervise area coordinators and some hall directors, and are responsible for the overall operation of a specific programmatic function within Residence Life.
- The *director for residence life* supervises the assistant directors and provides leadership to the residence hall programs.
- The *executive director of housing* is responsible for all aspects of Housing & Dining Services, including residential education, dining, finance, maintenance, and housekeeping.

## Important Community Life Guidelines

Living with a large group of people in a limited space requires some adjustment in your personal habits and attitudes. To help ensure that you are able to exercise your rights and, at the same time, ensure that the rights of others are upheld, the following community life guidelines have been established. Experience has demonstrated the importance of each resident's support of, and respect for, the rights of others. Some of the more important rights each resident has are:

1. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise, guests, etc.
3. The right to expect that a roommate and/or other residents will respect one's personal belongings.
4. The right to a clean environment in which to live.
5. The right to have free access to one's room and facilities without pressure from a roommate or others.
6. The right to personal privacy, including freedom from entry by others who do not have authorization or permission to enter the room.
7. The right to host guests with the expectation that guests are to respect the rights of your roommate and other hall residents. Conversely, the right to expect others (visitors, guests) to leave when requested to do so.
8. The right to petition for redress of grievances.
9. The right to be free from fear of abuses, intimidation, harassment, and physical and/or emotional harm.

Individuals who violate the rights of others are held accountable for their behavior. Residents must expect to take responsibility for the actions of guests and others who are in their room or who are in and around the halls. When one roommate is not specifically identified as responsible for the acts of others in the room, all roommates are jointly responsible. Housing & Dining Services has established rules and regulations in consultation with residence hall student government representatives to

help develop a positive environment. It is each student's responsibility to know the rules, as well as the consequences of violating them. Housing & Dining Services staff makes a strong effort to ensure understanding of, and compliance with, the rules and regulations. See [Residence Hall Policies, Regulations and Standards of Conduct](#) for more information. (In addition to this guide, become familiar with the university publication *Students' Rights and Responsibilities Regarding Standards of Conduct*. You can find the information in this publication starting at [Residence Hall Policies, Regulations and Standards of Conduct](#), pick it up from the Office of Judicial Affairs located in Willard Hall 81, or read the full document online at [www.colorado.edu/studentaffairs/judicialaffairs/code.html](http://www.colorado.edu/studentaffairs/judicialaffairs/code.html).)

It is the resident advisor's (RA) job to confront residents who do not comply with community guidelines. However, the RA alone cannot create a good living environment. This responsibility rests with all residents; each resident has an obligation to encourage others to live up to the standards of the community. Residents can expect staff, made aware of any violation, to confront the violator in an appropriate manner. If violations involve activities that staff are not aware of (particularly in safety-related situations in individual rooms), it is important for residents to take responsibility to inform staff of these situations. Residents may file incident reports to document violations or provide information. You can obtain an incident report form at your hall office. Return incident reports to your hall director or hall director assistant.

## Entry to Student Rooms

Every student's personal privacy is respected. However, the housing department reserves the right to authorize entry into a room when there is reasonable cause to believe that:

1. An immediate threat to the health or safety of the occupants exists.
2. A need to protect property (university or private) exists.
3. It is necessary for residence hall personnel to close and secure a hall or to repair, replace, or inspect university property, including the residential computer network (ResNet) and its appropriate usage.
4. It is necessary to aid in our basic responsibility regarding discipline and maintenance of an educational atmosphere.

Any time you have questions regarding the meaning or application of a residence hall rule or feel you have been subject to unfair and/or improper administration of a rule or policy, we encourage you to discuss the situation first with the housing staff member closest to the situation. In the hall, RAs, hall director assistants (HDAs), and the hall director are available. Housing staff outside the hall include an assistant director, the director for residence life, and the executive director of housing. Staffs in the Ombuds Office and Office of Diversity and Equity also are available to assist you with problems and concerns.

## Harassment/Discrimination

The University of Colorado at Boulder does not and will not tolerate discrimination of any kind, for any reason, against any member of the university community. Each member of the university community has an obligation to treat other community members with understanding, dignity, respect, and compassion. In keeping with the above statement, Housing & Dining Services is committed to a living environment free from abuses, intimidation, and harassment. Behavior that offends the dignity of anyone could lead to disciplinary action. Included in this behavior are ethnic, sexist, or racial slurs; unwanted physical advances or intimidations; threats to do bodily harm; treatment of an abusive or taunting nature; and the display in commons areas of visual materials that demean or humiliate, or are racist or sexist in nature. Report incidents of harassment to your resident advisor (RA), hall director, or hall director assistant (HDA). Students are advised that incidents of harassment can result in severe university disciplinary action. For information on the university policy, see [Student Conduct Code](#).

## Sexual Harassment

Sexual harassment is defined as either severe or pervasive unwanted sexual attention that results in a hostile, intimidating, or offensive environment. The University of Colorado at Boulder Sexual Harassment Policy prohibits sexual harassment, and the university is committed to taking appropriate action against those who violate this policy. Sexual harassment can occur between any combinations of members of the CU-Boulder community: students, faculty, staff, and administrators. Sexual harassment is an abuse of power that often occurs when one person (the harasser) holds a position of real or perceived influence over another individual. Sexual harassment can also occur between peers. Romantic/sexual relationships between faculty members and students are inappropriate when the faculty member has direct professional responsibility for the student. The Ombuds Office or Victim Assistance provides students with an opportunity to talk confidentially about issues related to sexual harassment, clarifies university reporting procedures, and offers a variety of informal alternatives for responding. Questions about sexual harassment, or allegations of sexual harassment, should be referred to the Office of Sexual Harassment Policy at **303-492-2127**, or the Office of Judicial Affairs at **303-492-5550**. Copies of the sexual harassment policy and the student conduct code, and confidential assistance are available. The policy may be viewed at <http://www.colorado.edu/studentaffairs/judicialaffairs/code.html#appendix1>, or <http://www.colorado.edu/studentaffairs/judicialaffairs/>.

# Solicitation

The University of Colorado at Boulder and its residence halls are not marketplaces, and may not be used for commercial, personal, or private financial gain. The purpose of the following policy is to provide a means for companies to advertise opportunities without violating the rights, privileges, and responsibilities duly afforded residence hall students. In addition, this policy provides guidelines for groups wishing to distribute information to residence hall students, or to recruit student participation in their organizations. For groups wishing to distribute their products or information in the residence halls, material should be submitted to the authorizing authority for consideration, approval, and distribution of information.

## Protocol for Distribution

### A. August Residence Hall Opening—Office of Residence Life.

Companies and organizations wishing to have information distributed to residents should contact the Office of Residence Life by July 15 and deliver all items to be distributed by August 1. The appropriateness for introduction to the residence halls of all products and printed information is determined in accordance with the standards itemized below.

**B. Product Disbursement.** Product samples, giveaways (i.e., practical items that may be used by residents), or coupons may be distributed in accordance with:

1. Giveaway products and product samples to be considered for distribution to residents during the school year must be submitted to the Office of Residence Life. Examples of any samples to be distributed only at fall residence hall opening must be submitted using the same timeline as expressed in Item A above.
2. No products will be distributed through residence hall staff members without approval by the authorizing authority as stipulated in sub items 1 above.
3. Items delivered by the U.S. Postal Service/campus Mailing Services are put in student mailboxes without consideration for content. In the case where illegal items are suspected, the appropriate law enforcement agencies and/or postal inspectors will be contacted by the housing department.

### C. Advertisement.

1. Bulletin Board Posting.
  - a. All bulletin board materials must conform to the following requirements for consideration. Application for material posting is made to the director for residence life. The director (or designee) considers the appropriateness of materials. Items determined to be inconsistent with the mission of the Division of Student Affairs, the mission of Housing & Dining Services, the University Code of Conduct as described in *Students' Rights and Responsibilities Regarding Standards of Conduct*, and the Housing & Dining Services Position Statement on Diversity, will be disallowed.
  - b. All materials to be posted in residence halls must receive a stamp showing approval from the director. No item may be posted without this stamp, except for items conforming to condition c.3 below.
  - c. Housing & Dining Services recognizes three types of advertising. Each residence hall has bulletin boards that correspond with these three categories.
    1. Outside of University of Colorado. Any company or organization external to the university.
    2. Campus events. Activities that are either sponsored by a recognized student organization (one that has an account with the Student Organization Finance Office), university sponsored event, university affiliated program, or activities that invite students to participate in an approved academic research program may qualify for bulletin board posting.
    3. Residence hall information. Information from Housing & Dining Services, which includes residence hall information from the hall director, RHA, resident advisors, academic support residents, or hall council, may be placed on the hall information board.
  - d. Requirements for all posting. All postings must be 8 1/2 x 14 or smaller, on a color and grade of paper that is supported by the CU recycling program. Postings larger than 8 1/2 x 14 are approved at the discretion of the director (or designee). The chancellor of CU-Boulder has instructed all departments to refrain from using non-recyclable paper, very dark colored, "Astrobright" paper as well as "goldenrod" colored paper.
2. Chalking. No chalking of residence hall facilities, including sidewalks that extend from any residence hall entrance, is permitted. To determine which sidewalks are considered residence hall property, contact the hall director for the building closest to that sidewalk.
3. Flyers. No flyers are distributed through the residence hall mailboxes or through residence hall staff. The only exceptions are flyers for official University of Colorado business and flyers received through the U.S. Postal Service/campus Mailing Services with appropriate addresses. Flyers received through the U.S. Postal Service will be put in student mailboxes without consideration for content. Moreover, sliding information under students' doors is prohibited except for Housing & Dining Services business.

4. Table Tents. Table tent space in the CU residence hall dining halls is limited and will be allocated on a first come, first served basis with a few exceptions. Housing & Dining Services reserves the right to prioritize table tents for Housing & Dining Services and certain Student Affairs programs before student group and organization requests. When the table tent schedule permits, all student groups or organizations, including residence hall councils and RHA affiliated groups, may place table tents in the dining hall.
  1. The student group should submit a request to [rha@colorado.edu](mailto:rha@colorado.edu) and in the subject line note "Table Tent Request".
  2. The requestor should attach an electronic copy of the table tent to the e-mail, and noting in the e-mail the requested time period for the table tent.
  3. Requests must be made at least a week and half before placement in the dining halls. Table tents are posted from Sunday through Saturday.
  4. The RHA executive responsible for reviewing the table tent and checking availability for scheduling will communicate by e-mail to the requestor regarding approval, including the number of copies needed for each dining hall.
  5. The student group will be responsible for submitting final copies in the appropriate amounts for each dining hall.
  6. Campus copy policies regarding using paper that is supported by the CU Recycling Program should be followed in making copies of the table tents.
  7. Table tent paper may not be any larger than 8 1/2 x 11 before being folded.
  8. Once approved, copies should be delivered to Hallett Hall Room 21 to be distributed by the dining hall staff, by the Wednesday before the approved time period.

**D. Using Residence Hall Facilities for Solicitation.**

1. Vendors or solicitors are categorically restricted from using residence hall facilities. No person or organization may enter the residence hall and establish a table, booth, or presence in any residence hall facility, including, but not limited to, the dining hall service area and entrance, unless specifically approved by the authorizing authority.
2. At the discretion of professional residence hall staff, Housing & Dining Services business may be conducted on residence hall grounds or in residence hall facilities. This includes room reapplication processes, student government activities, academic support, information technology support, or resident advisor programs.
3. The professional residence hall staff must approve any program that includes a guest appearance by any person or organization outside of Housing & Dining Services.
4. Student government organizations, specifically the Residence Hall Association (RHA) and its component hall councils and honorary society(s), may perform a limited number of fundraising enterprises with approval from their advisor.
5. Door-to-door solicitation is categorically prohibited. Residents cannot use their residence hall rooms, telephone lines, data connections, or student mail boxes for solicitation, commerce, or accounts receivable.
6. Local, state, and federal political campaigning for any office or issue within a residence hall community is prohibited. Students may not solicit participants for votes while on residence hall property. In addition, Housing & Dining Services prohibits the hanging or posting of banners on the buildings, or yard signs on residence hall grounds.
7. Use of any residence hall lounge, classroom space, or any common areas by outside groups or organizations must be approved by the hall director. Any groups or organizations wishing to use these facilities must have at least 50 percent participation of residence hall students from the building or complex where the event will be held. The program must be consistent with the purposes and goals of the university and of Housing & Dining Services.

E. In special circumstances, the director of residence life, or designee, or the executive director of housing & dining services may grant an exception to this policy. Application for an exception may be made in Hallett Hall 54. Anyone who violates this policy may be denied future access to the residence halls.

## Dining Services

### Dining Centers and Retail Outlets

Dining Services is committed to offering students a variety of options at every meal. In addition to other popular items, menus reflect numerous items that are baked, steamed, or grilled for the health conscious individual. You will find a bountiful supply of fresh fruits and vegetables, whole grains, breads and cereals, low-fat and skim milk, soy and dairy products, beans and legumes, fish, poultry, and lean meats. There is a bakery on campus, with daily deliveries of delectable pastries, breads, and desserts. Look for menus posted at each dining center or visit the web site at <http://housing.colorado.edu/dining/index.cfm>. Theme meals are offered throughout the year, both campus wide and in individual dining centers. Special events might include an outdoor barbecue, an ethnic dinner, or a holiday celebration. Periodically, special "treats" are also offered to further break the routine. New items are continuously incorporated into menus based on student desires, seasonal availability, and current favorites and trends. Our retail outlets are strategically located and scheduled to operate during nonmeal periods to provide meal substitutions and snacks.

## Policies

- You must have your Buff OneCard to enter dining centers. This card is not transferable to other people.
- You must wear a shirt and shoes because of health and safety codes.
- Plates, glasses, silverware, and other dining services property must remain in the facility and must not be removed.
- You must show your Buff OneCard to any university employee who asks to see it.
- Sanctions can be taken against you for inappropriate and/or abusive behavior in the dining centers.
- Be respectful of your surroundings. Others would like to enjoy a pleasant dining experience.

## Convenience

There are several dining centers on campus to serve students, each with a slightly different atmosphere. The “open campus” policy means that if students have purchased a dining plan, they may eat in any dining center they wish by presenting their Buff OneCard at the entrance. With Munch Money, students can also enjoy Housing’s retail outlets. If you lose your Buff OneCard, a temporary meal card may be obtained from the Campus Card Office (303-492-0355).

## Retail Outlets—Use Munch Money and Campus Cash

[http://housing.colorado.edu/dining/c\\_estores.cfm](http://housing.colorado.edu/dining/c_estores.cfm)

Housing’s Munch Money and Campus Cash enable students to make a la carte purchases in Housing’s retail outlets. Munch Money and Campus Cash can also be used to purchase guest meals in the all-you-care-to-eat dining centers. Additional Campus Cash may be purchased at any time during the year through the Housing Finance Office located in Hallett Hall 66, or on the Web at [www.BuffOneCard.com](http://www.BuffOneCard.com).

Don’t have time to run to the store? Then visit the **emporium@Farrand** or **Village Market**. These on-campus convenience stores offer a variety of beverages, coffees, snacks, grab and go food, and various other necessities. The emporium and Village Market accept cash, credit cards, Munch Money and Campus Cash.

**Hardrive Café** (Kittredge Commons) combines the coolest contemporary coffeehouse ambience with high tech gizmos to stay connected. Satisfy your appetite for confection and conversation. Enjoy great tasting coffees, smoothies, fresh baked goods, appetizers, soups, and Panini sandwiches. Hardrive Café is stocked with 19 ceiling-mounted televisions, one large-screen TV, eight iMac computers with Ethernet connections, and places to plug in your own laptop. Cut loose to live or deejay music on the dance floor, play a game of pool, or relax for special movie/sitcom nights. Customers may use their cash, credit cards, Munch Money, Campus Cash. For more information visit the web site at:

[http://housing.colorado.edu/dining/cc\\_hardrive.cfm](http://housing.colorado.edu/dining/cc_hardrive.cfm)

## Dining Plans

Nineteen meals are served each week in the housing department’s all-you-care-to-eat dining centers. This includes three meals each day except Saturday and Sunday, when only brunch and dinner are served. Several meal plans are available, offering students maximum flexibility and service. Participation in the 19-meal or 15-meal plan is mandatory for all new freshmen during their first two semesters in the residence halls. All other residence hall students may request the 19- or 15-meal plan, or they may select the 10-meal plan. With our open-campus policy, you may eat in any dining center you wish by presenting your CU Buff OneCard. For more information visit the web site at [http://housing.colorado.edu/dining/m\\_mealplans.cfm](http://housing.colorado.edu/dining/m_mealplans.cfm)

### Full Dining Plans

The ultimate value package! In addition to up to 19 meals in the dining centers, the 19 Meal Option provides \$150 Munch Money value to use any way you wish in the retail outlets.

### 15 Meal option

This plan allows you the opportunity to eat up to 15 meals per week in Housing’s dining centers, and provides \$200 Munch Money for the retail outlets. This plan is designed for you if you will miss several all-you-can-eat meals each week in the dining centers or want more flexibility to enjoy Housing’s retail outlets.

### 10 Meals per Week

This plan allows you to eat any 10 meals per week in Housing’s dining centers, in addition to providing \$250 Munch Money for the retail outlets. This plan is designed for the second-year student who tends to skip meals or spends weekends away from campus, but still wants the flexibility to enjoy Housing’s retail outlets. The 10 meal option is only available to upper division students.

## Other Items

Dining Services is here to serve students and values their opinions. You are encouraged to share your thoughts on possible improvements and/or to praise something that is positive. Comment forms are located at the entrances to all dining centers, or you may speak directly with dining center managers. You are also encouraged to get involved with the Residence Hall Association (RHA), which actively participates in dining services decisions.

**Sick Trays** are available for students who are ill and cannot go to a dining center. A roommate, RA, or friend can bring your ID to the dining center and submit it to a dining services employee who will prepare a clear liquid meal to meet your needs if you are ill.

**Guest Meals** may be purchased through the residence hall main office or through Munch Money or Campus Cash. Meals from a resident's meal plan are not transferable to other people at any time. You may not loan your Buff OneCard to any other person in order to gain entry to a dining center or for meals.

## Short on Bread? Dining Services Employment Opportunities

No hassles. No travel time. Flexible hours. Fun working environment. Competitive wages. Approximately 150 students work five (5) to 20 hours a week. Student employees may also participate in the Student Work Assistance Program (SWAP), where in exchange for 9 to 15 hours per week they receive a credit of \$1,000 or \$1,450 against their room and board bill. Ask a dining center manager for details.

For hours of operation, menus, and upcoming events in Dining Services, visit <http://housing.colorado.edu/dining/index.cfm>

## Residence Hall Programs

While living in a residence hall, you may be asked by staff about your classes and your academic progress. Why? Housing & Dining Services at CU-Boulder has made a commitment to support the academic mission of the university by providing a variety of programs aimed at creating a seamless transition between the classroom and the residence halls.

### Academic Support Assistance Program

The Academic Support Assistance Program (ASAP) strives to help residents meet their academic potential and offers a variety of free assistance. The specific goals of the program include helping and encouraging you to understand the university's culture, expectations, and resources; to take an active role in your educational career; to succeed in specific courses; and to learn specific skills such as time management, test taking strategies, and general study skills.

The following are a list of programs ASAP coordinates. Additional inquiries should be directed to the academic support office, Hallett 66 or at **303-735-3303**.

### Academic Recognition Event

The Academic Support Assistance Program and the National Residence Hall Honorary co-sponsor an event to honor students for their academic achievements. At this event, honored students may nominate faculty/staff members for their teaching excellence.

### Academic Support Residents

Academic Support Residents (ASRs) are peer advisors trained in study skills, time management, test-taking strategies, and campus resources. Through one-on-one help sessions, group programs, and referrals, ASRs in each residence hall help community members develop the skills and knowledge necessary to be successful at CU-Boulder.

### Tutoring

The housing department offers two types of tutoring programs to meet your needs.

**Walk-in**—Tutors are available in select halls/complexes for a variety of subjects. Biology, chemistry, math, and physics are examples of the subjects we offer tutoring sessions in. This program is designed for the student who needs occasional help in a course or additional help beyond the scheduled tutoring program. No sign-up is necessary.

**Scheduled**—If you desire help on a regular basis, join groups of two to five students who meet for two one-hour tutoring sessions with the same tutor each week. Interested students must complete and return a Tutor Request Form to the front desk of their residence hall/complex.

## Community Academic Programs in the Residence Halls (CAPRH)

The primary goal of these programs is to foster an integrated and active living/learning environment on campus. CAPRH is funded by Housing & Dining Services. This program organizes several events emphasizing interests held in common by faculty members and residence hall students. Events can be initiated by faculty, students, or residence hall staff (303-492-8037).

## Residential Academic Programs

There are many residential academic programs (RAPs) that extend some of the benefits of a small liberal arts college to CU-Boulder's major research setting. These benefits include small classes (15–30 students), faculty interaction, and academic advising in the informal setting of the residence hall.

- **Baker Residential Academic Program**

[http://housing.colorado.edu/housing/rap\\_baker.cfm](http://housing.colorado.edu/housing/rap_baker.cfm)

This program is directed towards first- and second-year students who are interested in mastering concepts and skills related to environmental studies and natural science (303-492-3188).

- **Chancellors Leadership Residential Academic Program**

[http://housing.colorado.edu/housing/rap\\_clr.cfm](http://housing.colorado.edu/housing/rap_clr.cfm)

This program assists students in developing their leadership skills through formal course work, co-curricular programming, and service learning opportunities. Students who want to live in an ethnically rich environment can choose to live on an Ethnic Living and Learning Community floor. The Chancellors Leadership RAP, and the Ethnic Living and Learning Community provide numerous leadership opportunities and a supportive environment for developing personal awareness of your own and others' cultures and values (303-735-1987).

- **Engineering and Applied Science Residential Program at the Quad**

[http://housing.colorado.edu/housing/rap\\_quad.cfm](http://housing.colorado.edu/housing/rap_quad.cfm)

This program offers a variety of services including tutoring, academic workshops, and a personal computer laboratory with software configured to match the introductory-level engineering and science classes (303-492-7696).

- **Farrand Residential Academic Program**

[http://housing.colorado.edu/housing/rap\\_farrand.cfm](http://housing.colorado.edu/housing/rap_farrand.cfm)

This program helps first- and second-year students establish a strong educational foundation in the arts and sciences, and focuses on the humanities and community service (303-492-8848).

- **Hallett Diversity Program**

[http://housing.colorado.edu/housing/rap\\_hallett.cfm](http://housing.colorado.edu/housing/rap_hallett.cfm)

The Hallett Diversity Program provides a variety of curricular and co-curricular opportunities with a diversity theme for Hallett Hall residents. They include films, field trips, speakers, and courses offered in the hall (303-492-6869).

### **Spectrum: A Gay, Lesbian, Bisexual, Transgender, Queer, and Ally Living and Learning Community**

[http://housing.colorado.edu/housing/l\\_spectrum.cfm](http://housing.colorado.edu/housing/l_spectrum.cfm)

Spectrum is a part of the Hallett Diversity Program, and offers a variety of social and educational activities, including activities with CU-Boulder faculty and staff, field trips, and an Introduction to GLBT Studies academic course. Spectrum is designed to provide a supportive place for all who identify along the continuum of sexuality, including gay, lesbian, bisexual, transgender, queer people, and their allies. It also provides a place to focus on issues and explore the depth of the human condition as it relates to sexual orientation in an academic setting.

- **Kittredge Honors Program**

[http://housing.colorado.edu/housing/rap\\_khp.cfm](http://housing.colorado.edu/housing/rap_khp.cfm)

This program invites honors-eligible students to attend small core classes, a monthly symposium, and special interest groups (303-492-3695).

- **Libby Residential Academic Program**

[http://housing.colorado.edu/housing/rap\\_libby.cfm](http://housing.colorado.edu/housing/rap_libby.cfm)

This program offers an interdisciplinary curriculum in the arts. This program is designed for first and second year students in the College of Arts and Sciences, which includes visual arts, theatre and dance, and film studies.

- **Sewall Hall Residential Academic Program**

[http://housing.colorado.edu/housing/rap\\_sewall.cfm](http://housing.colorado.edu/housing/rap_sewall.cfm)

This program offers first- and second-year students a curriculum and activities that focus on American culture, society, and the American West (303-492-6004).

- **Smith Hall International Program**

[http://housing.colorado.edu/housing/rap\\_smith.cfm](http://housing.colorado.edu/housing/rap_smith.cfm)

This program encourages students to internationalize their education through the study of foreign languages, international studies, and co-curricular activities (303-786-3189).

## University Resources

There are numerous academic resources available on campus. Below is a small sample of some of the most commonly used services. For additional university resources, contact the academic support resident (ASR) in each residence hall or the assistant director for academic support at 303-492-0640.

### Academic Advising Center

The Academic Advising Center, located in Woodbury 102, is for open option students enrolled in the College of Arts and Sciences. Advisors from this office hold regular office hours in Williams Village and Kittredge. Students with a declared major should contact their individual departments (303-492-7885).

### Learning Disability Screening

Disability Services offers screening interviews and diagnostic testing for a fee to students who suspect they may have a learning disability. Compensation strategies are taught to students with certified learning disabilities (303-492-5611).

### Student Academic Services Center

The center provides comprehensive consultation, content-area tutoring, academic skills training, alternative core curriculum courses, supplemental instruction in “gateway” courses, and referral services for academically challenged students. Other students can obtain these services on a space available basis (303-492-1416).

## Computing

The university will provide you with an IdentiKey account that you will use to log on to the university network for access to the campus portal, your e-mail account, and the Internet. See TOTALComm below.

### What kind of computer should I bring to campus?

CU-Boulder strongly recommends that you bring a personal computer to campus. Most students bring a laptop computer because of its portability. If you intend to purchase a computer and wish to have its costs included in your financial aid calculations, consult the Office of Financial Aid before purchasing. See computer recommendations below.

### Wireless availability

All residence halls have wired Internet connectivity. Soon all halls and family housing will have wireless in addition to the wired network. Current resident halls with wireless are: Aden, Bracket, Crossman, Cockrell, and Reed. Note: No personally installed wireless access points or routable gateways are allowed in student rooms or in family housing apartments because they interfere with existing campus networks. See wireless below.

### ResNet Help Desk

The residential network (ResNet) has a help desk support center (ResNet Service Center provided by Housing IT) and is located in 132A Kittredge Commons, next to Hardrive Café, with the entrance next to the pond. The staff are A+ certified technicians and provide free phone support for Housing students with fee based hardware and software repairs. Walk-in customers are welcome. Support hours are 8:00am-5:00pm Monday thru Friday, call for details and scheduling (303) 735-COMM (5-2666 on campus).

### Important Web Pages

Below is a list of web sites that provide important information about the university and Housing & Dining Services.

University of Colorado at Boulder	<a href="http://www.colorado.edu">www.colorado.edu</a>
Campus portal CUConnect	<a href="https://cuconnect.colorado.edu/uPortal">https://cuconnect.colorado.edu/uPortal</a>
CU Recycling	<a href="http://www.colorado.edu/cure">www.colorado.edu/cure</a>
Division of Student Affairs	<a href="http://www.colorado.edu/studentaffairs">www.colorado.edu/studentaffairs</a>
Department of Housing	<a href="http://housing.colorado.edu">http://housing.colorado.edu</a>
Environmental Center	<a href="http://www.colorado.edu/ecenter">www.colorado.edu/ecenter</a>
Ralphie’s Info Center	<a href="http://www.colorado.edu/ralphie">www.colorado.edu/ralphie</a>
TOTALComm@CU	<a href="http://www.colorado.edu/totalcomm">www.colorado.edu/totalcomm</a>
Wireless	<a href="http://www.colorado.edu/its/wireless">www.colorado.edu/its/wireless</a>
Computer recommendations	<a href="http://www.colorado.edu/its/recommendations">www.colorado.edu/its/recommendations</a>
Buff OneCard	<a href="http://www.buffonecard.com">www.buffonecard.com</a>

## Residence Hall Student Government

“Wanna Represent? Don’t like the way things are? Think that something just rocks?” College life presents many challenges...the least of which should be an inhospitable home. Working to create a better living and learning community, student government in the residence halls is a great way to air your concerns, stand up for what you want, and promote change to your homes. With two ways to get involved, it couldn’t be any easier.

First, every hall or complex has a hall council. This council is comprised of and led by residents from your building. Hall councils meet weekly to plan social events, work on pressing issues, advocate for student needs to your building’s administration and provide a fun environment in which to meet new people.

Second, the Residence Hall Association (RHA) works on the campus wide level. RHA is comprised of representatives from every building on campus and seeks to address campus wide issues, policies, and events. Both types of involvement allow for students to allocate student government funds, provide hall or campus improvements, and enjoy getting to know students who share the same interests as you do.

- **Residence Hall Association**

Ok...so it's three simple letters...RHA. What in the heck does this mean? The Residence Hall Association (RHA) is a student organization that represents the views of all students who live on-campus here at CU. We work as an advocate for resident interests to housing administration, as well as other student organizations. RHA is made up of two campus-wide councils and each hall council.

First, RHA Administrative Council is where student issues are voiced. Administrative Council also acts as an advisor on current and upcoming housing projects. We have discussion and debate on these issues and how your residence hall fees are spent. RHA's other council, Programming Council, is a group of students who facilitate events. These campus-wide events are planned and range from community service projects to socials and dances or movie nights. Annually Programming Council hosts Casino Night, Club Fair/Field Day, and Come Play with RHA Day. Programming Council also facilitates numerous smaller programs throughout the year.

Twice annually, RHA sends representatives to regional and national residence hall student leadership conferences. The National Association of College and University Residence Halls (NACURH), and the Inter-Mountain Affiliate of College and University Residence Halls (IACURH) host these national and regional conferences at schools across the nation. At these conferences, CU representatives attend workshops about activities and events that could be implemented here in the residence halls at CU. CU residents also network with students from other schools, making life long bonds.

Every resident is invited to join us for another awesome year. Please visit us at our office in Hallett Hall, Room 46. You could also call us at 303-492-7305 or e-mail us at [rha@colorado.edu](mailto:rha@colorado.edu). Please visit our web site at <http://ucsu.colorado.edu/~rha> to find out the latest about RHA, or call our events hotline at **303-735-4868** to hear our recorded events information.

- **Baker Representative Board**

Baker Hall has an active and proud student government. Baker Representative Board (BRB) represents approximately 480 residents and supplies two representatives to RHA. BRB works with members to support students and lead social, educational, and multicultural programming in the hall. BRB works closely with the Baker Residential Academic Program (BRAP) and other student leaders in the hall to create an inclusive community that students feel a part of. BRB is open all year long to all Baker students that want to create a better community. For information, contact the Baker Hall front desk or the hall director.

- **Cheyenne Arapaho Student Voices**

Cheyenne Arapaho Student Voices (CASV) is a group of active student leaders organized to represent the views and interests of the 426 residents of the building. This group also plans and implements various enhancements to the community such as fun social activities, educational programs, and building improvements. Last year, CASV spearheaded the renovation and development of “The Underground,” a new weekend live-performance café in the building. Other achievements include events with professors, intramural sports, trips to Denver theatre, paintball adventures, and community service outings. Getting involved in CASV is a great way to get connected in your community, learn valuable leadership skills, and enhance your “home away from home.”

- **Farrand Community Council**

Farrand Community Council (FCC) is a very active hall student government. FCC activities in the past years include an annual talent show and community service Halloween program. The program committee keeps a balance of social and community service programs while developing student leadership.

- **Hallett Hall Student Government**

The Hallett Hall Student Government is a group of elected officers and interested residents who represent the entire Hallett Hall community. The student government meets weekly to plan hall-wide programs and discuss issues important to Hallett residents. The student government works in cooperation with the hall staff and the Hallett Hall Diversity Program to help create a strong sense of community and present a wide variety of activities in the building.

- **Kittredge Representative Council**

The Kittredge Representative Council (KRC) represents approximately 1,400 residents in the Kittredge community. KRC supports a tremendous amount of programming in Kittredge, both financially and through volunteer work. Some examples of programs supported by KRC are movie nights, Senior Prom (with senior citizens), blood drives, dances, night ultimate Frisbee, professional sporting events, and much more. KRC holds four seats on RHA and meets weekly to discuss campus-wide issues as well as community issues such as dining services, facilities, and policies. To find out how to get involved with KRC, call 303-492-7002.

- **Libby Hall Council**

Libby Hall Council is a group of students who represent the entire Libby residence hall community. The hall council meets weekly to discuss and act on issues important to Libby residents (e.g., Dining Services, facilities) and to plan programs and activities. The Libby Hall Council consists of one representative per wing, four elected executive positions (president, vice president, secretary, treasurer, and programming chairs).

- **Quad Squad**

Quad Squad represents the 560 residents (freshmen through graduate students) living in the cluster of five buildings known as the Quad. Home to an informal residential academic program with the College of Engineering and Applied Science, the Quad hosts a variety of academic support services for engineering majors. Each year, Quad Squad coordinates, cosponsors, hosts and/or presents programs and events aimed at improving Quad residents' social, academic, and personal success.

- **Sewall Hall Council**

Sewall Hall Council is a community organization that represents the needs, concerns, and interests of all Sewall Hall residents. The council also collaborates with and recognizes the efforts of RAs, dining services, the Sewall Academic Program, and housekeeping staff. Members of the council have the opportunity to develop many leadership skills, both through elected positions and through informal involvement. The goal of Sewall Hall Council is to provide a sense of community and to give direction for the implementation of activities, trips, residence hall amenities, and the resolution of resident and community concerns. Recent activities have included the purchase of new pool and ping-pong tables, games and DVDs for resident use, intramural sports teams, a talent show/open-mike night, community service activities, and other social programming.

- **Willard Hall Council**

The Willard Hall Council (WHC) is an extremely active student government. The hall is designed for international and upper-division students as well as first year students. WHC plans activities that appeal to a wide variety of cultural and ethnic backgrounds. Programs from past years include a reggae band, trips to the Denver Museum of Nature and Science, an African music festival, intramural sports, Halloween dances, and trips to Colorado Rockies baseball games. WHC also participates in charitable events and works to promote activities that help the residents become more socially aware.

- **Williams Village Council**

The Village Council serves the residents of the Williams Village community. The council's primary goal is to provide an avenue of communication among the students in all four Williams Village buildings and to address issues and needs of the residents. In conjunction with the staff, the Village Council supports and organizes social, recreational, cultural, and educational activities, and assists in general living improvements to the community. The Village Council meets on a weekly basis and invites everyone to get involved, or come to meetings to voice concerns and share ideas. For more information, come to the Darley Commons office or call 303-492-6573.

## Conduct Boards

Residence Life Conduct Boards are another great way to get involved in the residence hall community. The members of the Residence Life Conduct Boards are charged with adjudicating policy infractions involving their peers. The board hears the facts of the case, determines responsibility, and, when appropriate, issues a sanction. For more information concerning Conduct Boards, contact the Office of Residence Life at **303-492-7260**, or come to the office in Hallett Hall, rm. 40.

## Diversity Statement and Programs

### Position Statement on Diversity —

#### Our UNITY through Our DIVERSITY

Housing & Dining Services at the University of Colorado at Boulder believes that diversity is an inevitable, natural, and desirable occurrence. We share a common belief born of our experiences, that diversity in the students and staff is important, necessary, and desirable. Preserving that diversity is important if we hope to serve the needs of the department, students, staff, and Boulder community. We believe that all peoples should have equal access to quality higher education. Achieving a diverse campus community requires that we are able to reach out and make conscious efforts to build a healthy and diverse learning environment, appropriate to the mission of the university. Our success depends on it. Our diversity efforts include race, ethnicity, gender, sexual orientation, age, ability, religion, socio-economic status, education, and/or any other oppressed characteristics. We recognize the person beyond the social labels and stereotypes. We strive to understand and eliminate any and all forms of oppression that may be a daily part of our coworkers' and customers' lives. Diversity involves more than the recognition of differences; we must also understand these differences in order to fully appreciate our shared humanity. We are committed to becoming a socially just community, where diversity is appreciated and valued, and where all individuals are treated fairly and with respect. Diversity is supported through education, interaction, and administrative action. Decisions regarding employment are made, minimally, within the university affirmative action guidelines. We encourage curiosity, open communication, continuous learning, and community service as ways to create a socially just environment. We support the right of everyone to respectfully disagree with ideas and philosophies different from their own. However, we do not permit any form of behavior that places customers and employees in dangerous, discriminatory, or harassing environments. We expect all employees to work towards these same goals, and we encourage our customers to do the same.

### Diversity Programs within Housing & Dining Services

#### Hallett Hall Diversity Program

[http://housing.colorado.edu/housing/rap\\_hallett.cfm](http://housing.colorado.edu/housing/rap_hallett.cfm)

Diversity is an integral part of the CU-Boulder community. Hallett Hall's Diversity Program offers a living and learning environment committed to promoting cultural diversity both socially and academically. The program promotes a sense of belonging and support for a wide range of students. It also exposes participants to aspects of life unfamiliar to them, while exploring and promoting cultural awareness as it relates to ethnic and racial identity.

The program offers a variety of social and educational activities, including films moderated by CU-Boulder faculty and staff, field trips, multicultural curricula, and programs guaranteed to spark conversation. The program also provides leadership opportunities and a supportive environment for acquiring awareness of each resident's own—and others'—culture and values.

As a participant in the diversity program, students take a course with a diversity theme each semester. These courses are academically rigorous as well as socially current. In addition, a myriad of activities are offered to complement residents' academic pursuits, as they pertain to the program.

#### Spectrum: A Gay, Lesbian, Bisexual, Transgender, Queer, and Ally Living and Learning Community—

[http://housing.colorado.edu/housing/l\\_spectrum.cfm](http://housing.colorado.edu/housing/l_spectrum.cfm)

Spectrum is designed to provide a supportive place for all who identify along the continuum of sexuality, including gay, lesbian, bisexual, transgender, queer people, and their allies. It also provides a place to focus on issues and explore the depth of the human condition as it relates to sexual orientation in an academic setting.

Spectrum is a part of the Hallett Diversity Program, and offers a variety of social and educational activities, including activities with CU-Boulder faculty and staff, field trips, and an Introduction to GLBT Studies academic course.

#### Diversity Resource Library

Housing & Dining Services has established a Diversity Resource Library in Willard Hall room 451 for housing employees. The library contains resources to assist employees with enhancing their cultural awareness, which increases their ability to assist

residents within the halls. Residents can also use this library through their resident advisor, hall director, student governments, and various other housing employees.

### **Assistant Director for Organizational Diversity**

The assistant director for organizational diversity is responsible for oversight of diversity in Housing & Dining Services. Responsibilities for this individual include:

- design, implement, and promote programs that educate the entire workforce about diversity, such as ethnicity, gender, sexual orientation, race, age, ability/disability, or any other individual characteristics;
- conduct training for all employees on diversity and valuing differences, and manage diversity in the organization of the future;
- develop and implement strategies to build awareness of and personal skills in managing students and staff of different backgrounds;
- advocate understanding, acceptance, and appreciation of diversity for the purpose of maximizing the potential and contributions of all students and staff;
- advocate for the retention of a diverse workforce; and
- lead and participate in various advisory committees, meetings, and conferences addressing the question of cultural diversity in the department, on campus, and in the Boulder community.

## **Housing Calendar**

### **Fall Break 2005, October 13-14**

**Leaving for Break**—If you are leaving, be sure to close and lock your windows, close your drapes, turn off your lights, and lock your door. Take valuables with you.

**Dining Services**—Alley @ Farrand is open during fall break.

**Mail**—Mail is delivered as usual.

**Security**—If you are staying in your residence hall during break, do not let anyone into the building unless the person is your guest. Be alert for strangers in the building. If you see anything or anyone suspicious, call **9-1-1** and your hall office. Hall offices and security keep their regular schedules. Keep your room door locked, even if you plan to be gone for only a short period of time.

### **Thanksgiving Break 2005**

**Leaving for Break**—If you are leaving, be sure to close and lock your windows, close your drapes, turn off your lights, and lock your room door. Take valuables with you.

**Dining Services**—The last meal served before break is dinner on Wednesday, November 23, 2005. The first meal served after break is breakfast on Monday, November 28, 2005.

**Mail**—Thanksgiving is a national holiday. Mail is delivered on Friday and Saturday.

**Security**—If you are staying in your residence hall during break, do not let anyone into the building unless the person is your guest. Be alert for strangers in the building. If you see anything or anyone suspicious, call **9-1-1** and your hall office. Hall offices and security keep their regular schedules. Keep your room door locked, even if you plan to be gone for only a short period of time.

### **Winter Break 2005**

**Closing**—All residents must be out of the residence hall by 1:00 p.m. on Friday, December 16, 2005. The residence halls reopen at 10:00 a.m. on Wednesday, January 11, 2006. Take valuables with you. *Note:* You cannot gain entry to the residence halls between Saturday, December 17, 2005, and Tuesday, January 10, 2006, for any reason. Take everything you need when you leave for break!

**Dining Services**—The last meal served before winter break is dinner on Thursday, December 15, 2005. The first meal served in January is breakfast on Thursday, January 12, 2006.

**Closing Your Room**—Be sure to do the following before you leave for winter break:

1. Close and lock your windows and close your drapes.
2. If your heater or radiator has a control, set it to a low (partially on) setting. Note: in Williams Village turn the fan to low and temperature control to high.
3. Unplug all electrical items—computer equipment, clocks, stereos, lamps, refrigerators, etc.
4. Defrost and clean refrigerators. Unplug and leave the door open.
5. Take small items of value with you. Do not leave them in your room.

6. Empty your trash.
7. Turn off the room lights.
8. Close and lock your door.

**RAs**—RAs check all rooms after closing to ensure that the above instructions have been followed.

**Mail**—Mail is held until you return in January. If you are permanently moving out of the hall, submit a change of address on the housing web site at [housing.colorado.edu](http://housing.colorado.edu) during the 10 days prior to the end of the semester. If no change of address is submitted, mail is returned to sender. Notify all those who send you mail of your new address. During the break, mail is forwarded only for residents moving out of the residence hall system.

**Maintenance**—Maintenance staff enter all rooms over break for routine maintenance and to follow up on specific repair requests.

**Bicycles**—Bicycles may not be stored in storage rooms, hallways, or stairwells. Put your bicycle in your room if you wish it to be inside over break. Motorcycles or mopeds cannot be brought into the residence hall.

## Spring Break 2006, March 27 –31

**Staying in the Halls for Breaks**—If you are staying on campus, fill out a short form at your hall office indicating what days you will be present during the break.

**Leaving for Break**—If you are leaving, be sure to close and lock your windows, close your drapes, and unplug electrical appliances. Also, make sure that you turn off your lights and lock your door. Take valuables with you.

**Dining Services**—The last meal served before break will be dinner on Friday, March 27, 2006. The first meal served when you return will be breakfast on Monday, April 1, 2006.

**Mail**—Mail will be delivered as usual.

**Security**—If you are staying in your residence hall during break, do not let anyone into the building unless the person is your guest, and be alert for strangers in the building. If you see anything or anyone suspicious, call 9-1-1 and your hall office. Hall offices and security keep their regular schedules. Keep your room door locked even if you plan to be gone for only a short period of time.

## Reservation Center Information

### Student Requested Room Changes

Students can get information regarding requests for room or building changes at the hall office or at the Reservation Center located in Hallett Hall 75. To request a move, the student must complete a Residence Hall Move Request form and return it to the Reservation Center. Assignments to available space are made on a first-come, first-served basis. Internal moves within the building in which a student currently lives typically have priority over external moves. Available space for inter-hall moves may be very limited. If more than one building is listed on the move request form, all building choices are considered as having equal importance. If the student declines an offer for a hall assignment or does not respond to an offer by the date specified, their name is deleted from the hall wait list. Once an offer to move has been accepted, the student's name is deleted from all inter-hall move wait lists.

### Administrative Room Changes

Housing & Dining Services reserves the right to relocate residents. In certain situations, residents may need to be relocated to other rooms. Every effort is made, though not guaranteed, to keep the student in a similar type of room. Additionally, when a university or residence hall judicial process is pending, residents may be relocated on a temporary basis to resolve issues concerning physical or verbal assault, intimidation, or any situation that would be detrimental to the health, safety, or welfare of a student or a community. A relocation may become permanent if it is determined to be part of a disciplinary sanction. For more information on room or hall reassignments as a part of the discipline process, see the section regarding discipline sanctions.

### Housing Security Deposit

Housing applicants must pay a \$250 security deposit at the time they submit application materials. The Residence Halls and Dining Agreement is for both fall and spring semesters of the following academic year. Within 60 days after the housing agreement is terminated, the university applies the security deposit to the payment of any outstanding university charges and refunds the difference, if any. If the student submits an application and agreement for the subsequent academic year (as well as the parent or guardian if the student is under 18) and the executive director of housing or designee confirms in writing the availability of on-campus housing, the security deposit carries forward to the next academic year. The housing security deposit is separate from the university tuition deposit.

## Room Types and Rates

Most residence hall accommodations are double occupancy rooms, with a limited number of single occupancy rooms, three- and four-student rooms, and suites available. Apartments for upper-division single students are located in Reed Hall, Kittredge, and Williams Village. Modified rooms are available for students with physical disabilities. The residence halls are operated on a self-supporting basis, with every effort made to offer programming, facilities, and services at a cost within the means of the greatest number of students. Residence hall charges are billed by the Bursar's Office on a per semester basis. Under current arrangements, if a student needs to spread out payments, arrangements can generally be made with the bursar to pay university charges in two installments per semester. Contact the Bursar's Office for information regarding the scheduling of payments. See the directory on the tabbed page of this guide.

## Reapplication Process

Reapplication offers the chance to reapply for university housing for the upcoming academic year. During the reapplication process, students have the choice of requesting their current room for the following year, applying for a different room in their current hall, or applying to a different hall. Students can obtain application materials for housing online, or at the Reservation Center in Hallett Hall 75. (The schedule for submitting reapplication materials is announced after the beginning of spring semester.)

## Termination of Occupancy from the Residence Halls during the Academic Year

The university requires freshmen to reside in a university residence hall for two academic-year semesters. A freshman student may not terminate occupancy unless withdrawing from school. However, if circumstances clearly beyond the student's control render it unreasonable for the university to expect the student to continue living in the residence hall, the student may petition for a release from the Residence Halls and Dining Agreement and freshman residency requirement. The student is not released from the housing agreement until the petition has been approved in writing by the petition committee or a designee. Non-freshman students—those having completed two semesters of class work—may terminate their Residence Halls and Dining Agreement prior to the end of the academic year by giving notice of termination and officially checkout (personally signing out) at their hall office during business hours. (Special arrangements must be made with office staff for checkout at other times.) Students who terminate their Residence Halls and Dining Agreement are assessed a \$250 cancellation fee (loss of the security deposit), and are assessed for the period of occupancy through the date of official checkout. Additionally, they are charged 25 percent of the room portion of the remaining room and board charges from the date of official check-out (personally signing out) through the end of the spring semester. The university finalizes and sends notice of any outstanding charges, or refunds due, to the student's permanent address of record within 60 days of the termination of occupancy.

After the opening of the residence halls for fall semester, the housing agreement may be terminated without charges for 25 percent of the room portion of the remaining room and board charges only for the following reasons: graduation, withdrawal from the university, or for severe personal problems beyond the control of the student that occur after the opening of the residence halls for fall semester (or opening for spring semester for new residents of that term). If severe personal problems are cited, the student must submit a written petition to the petition committee, or a designee, to terminate the housing agreement without being charged 25 percent of the room portion of the remaining room and board charges for the academic year. Written approval or denial of the petition is mailed within 30 days. If the Residence Halls and Dining Agreement is terminated by the university, the student is assessed charges for the period of occupancy through the date of official checkout from the halls. The student also forfeits the security deposit and 25 percent of the room portion of the remaining room and board charges from the date of checkout through the end of the spring semester.

# Important Phone Numbers

Emergency .....	9-1-1
University Police Department (nonemergency).....	303-492-6666

## Housing

Director of Residence Life .....	303-492-7260
Housing & Dining Services .....	303-492-6871
Office of Residence Life.....	303-492-7260

## Residence Halls

- Baker Hall .....
- Cheyenne Arapaho Hall .....
- Farrand Hall .....
- Hallett Hall .....
- Kittredge (Andrews, Arnett, Buckingham,  
Kittredge West, Smith).....
- Libby Hall.....
- Quad (Aden, Brackett, Cockerell,  
Crossman, Reed) .....
- Sewall Hall .....
- Willard Hall .....
- Williams Village (Darley North and South,  
Stearns East and West).....

## Academic Support Assistance

Program (tutors) .....	303-492-0640
Campus Card Office .....	303-492-0355
Campus Card Office Lost and Found .....	303-492-1212
Computer workstation areas, Housing—Help .	303-735-COMM
Dining Services .....	303-492-6325
Diversity Program .....	303-735-2699
Family Housing. ....	303-492-6384
Hardrive Cafe .....	303-735-3011
Housing Facilities Services (Maintenance) .....	303-735-5555
Phone Center .....	303-735-COMM
Reservation Center .....	303-492-6673
Residence Hall Association .....	303-492-7305
ResNet Service Center.....	303-735-COMM

## Campus

Operator	
Faculty/staff address and phone information .....	303-492-1411
Student address and phone Information.....	303-786-1411

Academic Advising Center.....	303-492-7885
Bicycle Registration (Parking Services) .....	303-492-2322
Book Store, CU .....	303-42-6411
Bursar's Office .....	303-492-5381
Campus Card Office .....	303-492-0355
Campus Closings ... ..	303-492-5500
Copy Centers	

- UMC 160 .....
- Regent 1B52 .....
- Stadium 142 .....

## CU TotalCommunications; Computers, phone, e-mail.

Internet access .....	303-735-COMM
Environmental Center .....	303-492-8308
Financial Aid .....	303-492-5091
Information Technology Services (ITS) .....	303-735-COMM
Library Information .....	303-492-8705
Night Ride/Night Walk .....	303-492-SAFE
Norlin Library .....	303-492-7477
Computing Lab .....	303-492-7326
Ombuds Office .....	303-492-5077

## Parking and Transit Services—

Information Line .....	303-492-3550
Program Council .....	303-492-7704
Recycling .....	303-492-8307
Registration and Records .....	303-492-6970
Student Recreation Center .....	303-492-6561
University Memorial Center (UMC) .....	303-492-6161
University of Colorado Student Union (UCSU) .....	303-492-7473
Victim Assistance .....	303-492-8855
Wardenburg Health Center .....	303-492-5101
Appointments .....	303-492-5432

## Off Campus

Boulder Community Hospital .....	303-440-2273
Boulder County Mental Health.....	303-443-8500
Crisis Line .....	303-447-1665
HelpLine .....	303-449-5555
Rape Crisis Team—24-hour answering service .....	303-443-7300
Suicide Prevention .....	303-447-1665
Time and Temperature .....	303-443-1910

# Residence Hall Policies, Regulations, and Standards of Conduct

As members of the residence hall community, residents are expected to uphold university standards, which include abiding by state civil and criminal laws, University Standards of Conduct, and Housing & Dining Services policies. These expectations assist in promoting a safe and civilized community. If a resident is responsible for violating one or more of the policies/standards, the primary goal will be to correct the resident's behavior to become a more responsible member of the community. Residents can expect staff, who are informed of a violation, to confront the students involved in an appropriate time period. If violations involve activities that staff are not aware of (particularly in safety-related situations in individual rooms), it is important for students to take responsibility to inform staff of these situations. Violations may also be confronted by the university police or housing night security staff. Additional resources for confidential reporting are available through the Ombuds Office at 303-492-3550 and Victim Assistance at 303-492-8855.

It is the responsibility of students who have been accused of misconduct to participate conscientiously in the conduct process. This includes reading the *Guide to Residence Hall Living*, (distributed by Housing & Dining Services), adhering to stated deadlines, attending scheduled meetings, and participating in all proceedings. (See the Judicial Process chart for an overview of the process). Failure to meet these responsibilities may result in a disciplinary decision being made without the benefit of the student's participation.

## Philosophy of Student Conduct

The Office of Judicial Affairs and Housing & Dining Services view the discipline process as a learning experience that helps students understand their responsibility to both themselves and their living and learning community in the residence halls. We strive to learn from one another in an educational community that holds mutual respect for individuals and community in high regard and self-responsibility for behaviors. Behavior that conflicts with established standards, policies and guidelines of University of Colorado and Housing & Dining Services will be referred for campus conduct proceedings.

Every member of this living and learning community are expected to assume responsibility for becoming informed about the various university and residence life standards, policies, and guidelines. Each individual community member who works, lives, studies, teaches, does research, conducts business or is involved in the living and learning community participates in that community by choice. By making that choice, each community member agrees to contribute to an educationally purposeful community. It is against the basic nature of this community for anyone to demean or discriminate against another human being. A caring, educational community does not tolerate physical or psychological threats, harassment, intimidation, or violence directed against a person(s). Such behavior is subject to the university's highest conduct processes.

## Overview

The purpose of the Student Conduct Code is to maintain the general welfare of the university community. The university strives to make the campus community a place of study, work, and residence where people are treated and treat one another with respect and courtesy. The university views the student conduct process as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within both the university community and the greater community. All students are expected to abide by these standards. Students who violate these standards will be subject to the actions described below.

## Authority

Article 7, Part B, of the Laws of the Regents requires each campus to develop a student code of conduct. The Office of Judicial Affairs is authorized to establish and administer this policy. Any questions regarding interpretation of this code or any of its provisions should be directed to the Vice Chancellor for Student Affairs or his/her designee for final determination.

Questions regarding behavioral problems should be directed to the Office of Judicial Affairs, University of Colorado at Boulder, 81 Willard Administrative Center, 10 UCB, Boulder, CO 80309, phone 303-492-5550.

## Jurisdiction

The Student Code of Conduct governs:

Student conduct that occurs on campus, relates to university property, or at official functions and university-sponsored programs conducted away from the campus. University property is defined as land, buildings and facilities in possession of or owned, used or controlled by the university, or funded by university budgets.

Student conduct that occurs off university property but within the geographical area immediately adjacent to the campus is subject to this policy.

Student conduct that occurs off university property and not within the area described in subsection b is subject to this policy if it (1) adversely affects the health, safety or security of any member of the university community, or the mission of the university, or (2) involves any records or documents of the university.

All students residing in Housing & Dining Services facilities are subject to the applicable Housing & Dining Services policies and procedures detailed in section I, except cases in which the potential sanction is suspension or expulsion or when Housing & Dining Services refers a case to the Office of Judicial Affairs.

Proceedings initiated under this policy are separate from civil or criminal proceedings that may relate to the same incident. Conduct proceedings by the university are not postponed just because criminal or civil proceedings are pending.

The unexcused failure of a student to appear and/or respond to the process does not prevent the university from proceeding with the conduct process.

### **Advisors**

A charged student and an alleged victim of an alleged policy violation have the right to be accompanied by an advisor during the conduct process. Advisors are not permitted to speak for, or on behalf of, the charged student or the alleged victim during any phase of the conduct process, including hearings. However, with permission from the conduct officer, RLCB, or JAHB, advisors may make a statement and/or ask questions of the charged student to present relevant information after the conduct officer/conduct body has completed discussions with the charged student or alleged victim.

### **Duties and Expectations of Students**

It is the duty of all students involved in the conduct process to participate conscientiously. Students are expected to read this policy, make a timely report of an incident, and file all necessary complaints through the Office of Judicial Affairs. Students have a duty to discuss the incident with a conduct officer over the telephone or in person, adhere to stated deadlines, attend scheduled meetings, and participate in all proceedings. Failure to meet these duties and expectations may result in a decision being made without the benefit of the student's participation or may result in a student being charged with failing to comply with the directions of a university official.

### **Mission Statement and Values of the Office of Judicial Affairs**

The mission of the Office of Judicial Affairs is to establish an ethic of care at the University of Colorado at Boulder through its preventive, behavioral and accountability practices. Establishment of an ethic of care will assist in providing a safe, respectful and supportive community where students, parents, faculty, and staff will be challenged to develop their critical thinking, values, connectedness to the community, sense of identity, understanding of independence and interdependence, and multicultural awareness.

Central to an ethic of care, as outlined by Carol Gilligan, are the concepts of care and responsibility to others. The work of the Office of Judicial Affairs is also shaped by these ideals. An "ethic of care" model for the Office of Judicial Affairs is a holistic approach to engage community members regarding their behaviors, responsibilities, and recognizing that concern for self and others in a community of individuals can have a powerful impact. The values, functional practices and programs of the Office of Judicial Affairs support this holistic model of care and demonstrate an effort to enhance student development and promote a positive, successful and respectful living and learning environment throughout the university community.

The values of the Office of Judicial Affairs provide a framework for programs and practices that mirror institutional values. The Office of Judicial Affairs' values are:

- Civic responsibility and student involvement*
- Education and development of all students*
- Respect, dignity and equity*
- A socially just community*
- Responsibility, accountability and critical thinking*
- Fairness, honesty, and integrity*

### **Student Conduct Code 2005-06**

1. Assaulting or physically abusing another person or being involved in brawling.
2. Engaging in intimate partner violence. Intimate partner violence is conduct between people who are or were involved in a sexual or romantic relationship when one person in the relationship causes harm or significant alarm or distress to the other

person. This includes, but is not limited to, threats, assault, or other action against the person or their property when used as a method of coercion, control, punishment, intimidation, or revenge.

3. Threatening or endangering the health or safety of a person (one's self or others).
4. Sexual Misconduct. Sexual misconduct includes non-consensual sexual intercourse, or attempts to commit, non-consensual sexual contact, or attempts to commit, and sexual exploitation or exposure. (See Appendix 1)
  - a. **Non-consensual sexual intercourse:** Non-consensual sexual intercourse is any sexual intercourse (anal, oral or vaginal), including sexual intercourse with an object, however slight, by one person upon another without consent.
  - b. **Non-consensual sexual contact:** Non-consensual sexual contact is any sexual touching (including touching with an object) however slight, by one person on another without consent.
  - c. **Sexual exploitation and/or exposure:** Sexual exploitation and/or exposure occurs when: (a) a student takes non-consensual, unjust or abusive sexual advantage of another for his/her own pleasure, advantage or benefit, or to pleasure, benefit or advantage anyone other than the one being exploited; or (b) a student engages in lewd exposure of the body done with the intent to arouse or satisfy the sexual desire of any person.
5. Indecently exposing one's body.
6. **Stalking.** Stalking includes behavior in which an individual engages in a knowing course of conduct directed at a specific person that reasonably and seriously alarms, torments or terrorizes the person.
7. **Hazing.** Any action or situation that recklessly or intentionally endangers the health, safety, or welfare of an individual for the purpose of initiation, participation, admission into, or affiliation with any organization at the university. Hazing includes, but is not limited to, any abuse of a mental or physical nature, forced consumption of any food, liquor, drugs, or substances, or any forced physical activity that could adversely affect the health or safety of an individual. Hazing also includes any activity that would subject the individual to embarrassment or humiliation, the willingness of the participant in such activity notwithstanding. (See Appendix 2)
8. Abusive Behavior. A student engages in abusive behavior if s/he insults, taunts, challenges, behaves towards or makes communication towards an individual or individuals which is sufficiently severe or pervasive as to likely provoke a violent response, or otherwise causes fear, substantial annoyance, alarm, distress, disruption, or creates a hostile environment.

This policy should not be construed, and will not be enacted, to deny any student the right of free speech and expression.

9. Violating any federal, state, or local law or university regulation or policy, which includes, but is not limited to:
  - a. Violating the university's administrative policy statement entitled, "Sexual Harassment Policy and Procedures." (See <http://www.cusys.edu/policies/Personnel/sexharass.html>.)
  - b. Violating the University of Colorado at Boulder's policy entitled, "Discrimination and Harassment Policy and Procedures." (See <http://www.colorado.edu/policies/discrimination.html>.)
  - c. Violating the University of Colorado at Boulder's policy entitled, "Use of CU-Boulder's Computing and Network Resources." (See <http://www.colorado.edu/policies/cnr/index.html>.)
10. Interfering with, obstructing, or disrupting a university activity.
  - a. University activities include, but are not limited to, all normal university activities, such as teaching, research, recreation, meetings, public events, and disciplinary proceedings.
  - b. This prohibition includes, but is not limited to, interference, obstruction or disruption of the freedom of expression or movement of students or other members of the university community and their guests.
11. Interfering with, obstructing, or disrupting police or fire responses. This prohibition includes, but is not limited to:
  - a. Resisting arrest.
  - b. Failing to abide by the directions of a peace officer.
  - c. Tampering with, impairing, disabling, or misusing fire protection systems such as smoke detectors, fire extinguishers, sprinklers, or **alarms**.
  - d. Failing to evacuate during a fire alarm.

e. Arson/setting fires.

12. Failing to comply with the direction of university officials who are performing their duties. Students are required to comply with instructions or directions given by a university official, including, but not limited to, an instruction to present identification and an instruction to appear at conduct proceedings or other mandatory meetings.
13. Failing to abide by or complete a university sanction in a satisfactory manner, including violating this code while on university probation or suspension in abeyance.
14. Providing false information to university officials, student conduct officers, the Judicial Affairs Hearing Board (JAHB), or peace officers in performance of their duties or forging, altering, falsifying, misusing documents or records, or knowingly using/possessing forged, altered or false documents or records.
15. Retaliating against or discouraging an individual from participating in a university process, acting to improperly influence a university conduct body, or the unauthorized release of confidential student or university information/records.

Direct contact with an individual or conduct body or contact through a third party may constitute a violation of this provision.

16. Violating any Housing & Dining Services policy. Violating any residence hall policy appearing in the *Guide to Residence Hall Living* or properly communicated through Housing & Dining Services staff. See the *Guide to Residence Hall Living* at <http://housing.colorado.edu> for more information. This includes, but is not limited to, the following:
  - a. Violating the noise policy.
  - b. Throwing items of any kind from windows, balconies, roofs, etc.
  - c. Tampering with, propping open, or misusing residence hall security doors.
  - d. Disposing of personal trash in hallways, bathrooms, or other common areas.
  - e. Keeping a pet or animal in the residence hall.
  - f. Playing any type of game in the buildings (e.g., Frisbee, hockey, golf, darts); throwing snowballs; participating in water fights; or bicycling, skateboarding, or in-line skating in the buildings or specified areas close to the buildings.
  - g. Maintaining open flames, burning incense or candles, using barbecues or grills, using prohibited appliances, hanging/displaying prohibited tapestries, or possessing any of these items, even if meant for display only, or cooking in resident rooms, common areas, and areas surrounding the residence halls.
  - h. Failing to instruct guests as to university or residence hall rules and policies. Residents are responsible for and are held accountable for the conduct of their guests and all activities in their rooms.
  - i. Violating the visitation policy.
  - j. Throwing food and/or items in the residence hall dining centers; and/or carrying out food from the dining centers, except where permitted.
  - k. Violating the smoke-free buildings policy.
17. Unauthorized entry into or exit from a university facility or property.
18. Damaging university property or property belonging to another.
19. **Engaging in, inciting, or arming someone for a riot or public disturbance.** (See Appendix 4)
20. Use of electronic or other devices to make an audio or video record of another person without that person's express consent and/or knowledge when such a recording is likely to cause injury or distress to the individual being recorded.
21. **Possessing firearms, explosives, fireworks, incendiary devices, ammunition, or other weapons on campus.**
  - a. Possession of a harmless instrument designed to look like a firearm, explosive, or dangerous weapon is also prohibited by this policy (including but not limited to BB guns, pellet guns, martial arts equipment, and knives with a blade over 3" in length).
  - b. As mandated by Regent's policy, in the case of a student who is found responsible via the student conduct code process to have intentionally or recklessly used or possessed a weapon in a way that would intimidate, harass, injure, or otherwise interfere with the learning and working environment of the university, the minimum disciplinary sanction shall be expulsion. (See <http://www.cu.edu/regents/Policies/Policy14.html#14-I>)
    - i. In the case of a harmless instrument as described in section 21a., the minimum sanction shall be expulsion if the student used the item with the intent to cause fear in or assault to another person.

- c. Mere possession of firearms, explosives, fireworks, incendiary devices, ammunition, other weapons, or instruments designed to look like any of the above will result in suspension, unless mitigating factors are present.
22. Theft, including but not limited to, possessing property known to be stolen, or taking property of another without consent, even with intent to return the property.
  23. Possessing, using, providing, manufacturing, distributing, or selling drugs or drug paraphernalia in violation of law or university policies.
    - a. If the violation occurs in a Housing & Dining Services facility, this prohibition includes a student who knew, or reasonably should have known, s/he was in the presence of illegal drugs or drug paraphernalia.

In the case of a student who is found responsible via the student conduct code process to have endangered the health, safety, or welfare of an individual through the provision of drugs, the minimum disciplinary sanction shall be suspension.

24. Possessing, using, providing, manufacturing, distributing, or selling alcoholic beverages in violation of law or university policies.
  - a. If an underage student is in a Housing & Dining Services facility, this prohibition includes a student who knew, or reasonably should have known, s/he was in the presence of alcoholic beverages, or possessed, displayed, or was in the presence of alcohol containers.

In the case of a student who is found responsible via the student conduct code process to have endangered the health, safety, or welfare of an individual through the provision of alcohol, the minimum disciplinary sanction shall be suspension.

## Definitions

Unless the context requires a different meaning, the following definitions apply.

1. Acceptance of Responsibility. The charged student agrees that the facts contained in the notice and related documents do constitute a violation of the code of conduct.
2. Aggravating Factor. Any circumstances accompanying the commission of misconduct that add to its seriousness. Examples may include violence, violation of a trust or duty, premeditation of an incident, use of force, a previous conduct violation, elements of hate and bias, etc.
3. Appeals Officer. An appointee by the vice chancellor for student affairs charged with reviewing cases that have been sanctioned by the JAHB or a conduct officer.
4. Conduct Bodies. Conduct bodies consist of conduct officers, the JAHB, and the RLCB. Staff members within the Housing & Dining Services and student conduct officers, including hall directors, hall director assistants, area coordinators and assistant directors, and student conduct officers may serve as conduct bodies in Housing & Dining Services cases.
5. Conduct Officers. Conduct officers include any university staff member who is designated to investigate and make decisions about facts in student conduct cases. Conduct officers have the authority to determine sanctions including, but not limited to, exclusions, no-contact orders, administrative moves, residence hall termination, probation, suspension, expulsion, and educational sanctions.
6. Designation. A student's classification; i.e., graduate, undergraduate, continuing education, degree seeking or non-degree-seeking.
7. JAHB. Judicial Affairs Hearing Board. See section J below.
8. Mitigating Factor. Extenuating circumstances that may be taken into account to reduce a sanction. They do not constitute a justification or excuse for the offense in question.
9. Parent. A student's parent or legal guardian.
10. Peace Officer. A person designated by the University of Colorado or the state or federal government with the responsibility of enforcing laws or policies.

11. Preponderance of Evidence. What happened more likely than not, or “50% plus a feather.” This shall be the burden of proof used in all conduct proceedings under this code.
12. RLCB. Residence Life Conduct Board.
13. Student. Any undergraduate, graduate, or non-degree student who is admitted, enrolled, or registered for the current or any future term, or who was registered at the time of the alleged incident. This also includes individuals admitted to programs and attending orientation sessions.
14. Student Conduct Officers. Student conduct officers serve either on the JAHB, RLCB, or as housing conduct officers. JAHB conduct officers are students designated by the director of judicial affairs to serve on the JAHB. Housing conduct officers are students designated by Housing & Dining Services to serve on Housing & Dining Services cases.
15. University. The University of Colorado at Boulder.
16. University Official. A university staff member working in the performance of his or her duly authorized duties. University officials may be full or part time, or may be student staff members.
17. University Premises. University owned or controlled property.
18. Witness. Any individual with information relating to a conduct case.
19. Working Day. Monday through Friday, except for official university holidays.

## Alcohol and Illegal Drugs

The use of alcohol by underage students, the abuse of alcohol, and the use of illegal drugs, including marijuana, is not permitted in the residence halls. The use of alcohol and illegal drugs is counterproductive to the academic mission of the residence halls and the university. There are many negative effects of alcohol and illegal drug use on individuals, and on the community in the residence halls.

Residence hall communities are designed to promote and foster the personal growth and development of individuals and are supportive of the residents’ academic endeavors. Residence halls are not sanctuaries from state and local laws, or from university standards and regulations. Staff will confront any resident who is identified as being in violation of the law or policies regarding use of illegal drugs and/or misuse of alcohol. The responsibility to obey state laws, local laws, and university rules rests with each student. Students are held accountable for their behavior as it relates to alcohol and illegal drugs.

The following sections define the policies regarding the use of alcohol and the use of illegal drugs, as well as the penalties for the violation of these policies.

### Alcoholic Beverages

Residence hall policies regarding alcoholic beverages and the enforcement of those rules are based on prevailing laws, certain values that the university holds, and input over the years by hall residents. Alcoholic beverages are not permitted anywhere on campus in public areas. Only residents who are 21 years of age or over may possess and consume alcohol in their own residence hall room.

- a. The legal drinking age in Colorado is 21. In a residence hall, students of legal age may possess and consume alcoholic beverages only in their rooms with the door closed. Drinking by underage students is a violation of state law and residence hall policy.
- b. It is illegal for those of legal age to purchase or otherwise provide alcoholic beverages for those under 21 years of age. Residents who are 21 years old and have a roommate(s) who is under 21 must make sure that their alcohol is not accessible to their roommate(s). When residents who are at least 21 years old are transporting alcohol in and around the residence halls, alcohol containers may not be visible and must be closed. It is a violation of residence hall rules for students who are under age 21 to be in a room where alcohol is present.
- c. Beer kegs, taps, or other bulk dispensers (full or empty) may not be brought into the residence hall or onto residence hall property and may result in the immediate termination of the residence hall agreement. Collecting and/or displaying empty alcohol containers, such as a wall of empty beer bottles or cans, is not permitted. The message the collection sends is counterproductive to the academic mission of the residence halls. The collections also attract insects and promote an unhealthy living environment. For more information, see Room Cleaning.

- d. Possession and/or consumption of alcoholic beverages, other than as provided for in a resident's room (above), is not permitted in any location in or around the residence halls, including residence hall grounds.
- e. Excessive alcohol consumption can often lead to violations of other residence hall and/or university standards. Evidence in a violation may indicate that the resident's behavior was substantially altered as a result of the consumption of alcohol. The abuse of alcohol by any resident, whether or not of legal drinking age, and any inappropriate behavior that results from excessive consumption of alcohol, including the inability to exercise care for one's own safety or the safety of others due in whole or in part to alcohol consumption, is considered a violation of the housing/university alcohol policy. It is not considered an excuse for the misconduct.

For possession of any bulk container, and/or providing alcohol to minors, or where a resident was found to have endangered the health, safety, or welfare of an individual by providing alcohol, the sanctions may include **termination of the residence hall agreement, suspension, or expulsion from the university.**

In confronting a violation involving alcohol, the staff will request that the resident pour all alcohol down a drain. If the resident refuses, the staff members may pour the alcohol out for them. Any bulk containers, beer bong, beer taps, or consumption devices will be confiscated and turned over to the hall director for disposal. (Confiscated items will not be returned to any individual.) In confronting kegs, the staff will call the University Police Department for assistance and disposal.

Minimum sanctions have been established for students responsible for violations of the university or residence life alcohol policies. Violations are cumulative for the student's entire academic career at the university. Be aware that sanctions can be assigned to a student for conduct in violation of the University Standards of Conduct both on and off campus.

### Alcohol Violation Sanctions

- a. Any student currently on university probation or suspension in abeyance who is found responsible for violating the university alcohol policy is subject to suspension from the university for at least one full semester.
- b. If a student is found to be in violation of state laws or university policies governing alcohol, the student will be subject to the following sanctions from a conduct officer or JAHB;

#### First Offense:

- Parental notification
- Five hours of community service
- Mandatory attendance at an alcohol awareness class (\$100 fee)
- Probation for one semester

#### Second Offense:

- Parental notification
- Ten hours of community service
- Referral to the City of Boulder's Second Offender Program (\$400 fee)
- If on probation from a previous violation of the Student Conduct Policies and Procedures, further disciplinary action will be imposed, such as suspension or expulsion.

**Sanctioning of alcohol and drug violations may be more severe if the incident includes the following aggravating factor(s): public intoxication, provision of alcohol/drugs to minors, driving a vehicle under the influence of alcohol/drugs, damage to property, obstruction of a peace officer, failure to cooperate with a university official. Sanctioning may also be more severe if it is accompanied by other violations of the Student Conduct Policies and Procedures.**

- c. The conduct officer has discretion to issue appropriate sanctions based on the nature of each individual case. The severity of the violation(s) will determine the level and range of the sanctions.

This practice should not be interpreted as limiting the discretion the university already has to make whatever decision it deems appropriate in any given discipline case. While the sanctions listed above are minimum standards, hearing officers have the discretion to assign more stringent sanctions as appropriate. Further, once a student is on probation, further violations of any nature are more likely to result in suspension from the institution.

## **Drugs**

The possession, use, sale, manufacture, or distribution of illegal drugs, including marijuana and drug paraphernalia (hookahs, water pipes, etc.), in the residence halls is not permitted and violates state law. Residents involved in such activities may be arrested and are subject to disciplinary action that may result in suspension or expulsion. Residents who involve themselves in the use or possession of illegal drugs are subject to judicial sanctions and may be subject to legal action. It is a violation of residence hall policy for a student to be in a room where illegal drugs or paraphernalia is present.

Certain behaviors automatically result in stringent action(s) being taken. These types of behaviors include the sale, distribution, or manufacture of any illegal drug; the use and/or possession of certain “hard” drugs; or possession of a keg or other large quantity of alcohol on university property. Residents should expect that this type of behavior will minimally result in termination of the residence hall agreement and possible suspension or expulsion from the university. Because incidents do vary in seriousness, degree of disruption, and damage to the facilities, these factors are considered when deciding all sanctions.

Minimum sanctions have been established for students responsible for violations of the university or residence life drug policies. Violations are cumulative for the student’s entire academic career at the university. Be aware that sanctions can be assigned to a student for conduct in violation of the University Standards of Conduct both on and off campus.

### **Marijuana Violation Sanctions**

#### **First Offense**

- Student must read and write a 3-5 page paper on the *Relationship Between Marijuana and Academics* or complete another marijuana educational sanction
- Student will be placed on probation for at least one semester
- Student is assigned 10 hours of community service
- Parental notification

#### **Second Offense**

- Student is suspended for no less than one full semester

This practice should not be interpreted as limiting the discretion the university already has to make whatever decision it deems appropriate in any given discipline case. While the sanctions listed above are minimum standards, hearing officers have the discretion to assign more stringent sanctions as appropriate. Further, once a student is on probation, further violations of any nature are more likely to result in suspension from the institution.

### **Identification Upon Request**

In order to protect the safety and welfare of residents and the residence hall, any resident or residence hall staff member (e.g., hall director, RA, night security, community assistant) may require anyone in the residence halls, at any time, to present an official university identification card and/or other form of ID. Carry a picture ID at all times. It is a violation of housing policy to lend, trade, or swap IDs.

### **Forgery**

It is against the law and university policy to forge, alter, or falsify any documents, records, parking permits, or instruments of identification. Using a forged or altered document, record, parking permit, or instrument of identification is also prohibited, even if another person made the change. Violators are subject to arrest and disciplinary action.

### **Gambling**

Gambling is prohibited. (Exception: Games of sport and social pastimes that are not for profit, do not affect the public, and do not breach the peace are not prohibited.)

### **Noise**

When living in a residence hall community, students must be aware of their noise level and demonstrate respect for those around them. Community members are encouraged to ask others to be considerate and adjust their noise levels at any time. It is expected that residents will comply with any reasonable requests made of them. Noncompliance with such a request will result in a failure to fulfill one’s responsibilities to the community, and the situation may require intervention by housing staff. Because noise is one of the most common complaints, and in order to have a successful year both academically and socially, consideration must be shown for others at all times.

Housing staff recognizes that noise is difficult to assess and a certain amount of subjectivity is almost certain to exist. Staff members, however, are charged with making these assessments and making serious efforts to contain noise to levels acceptable for a productive university living and learning environment.

**Quiet Hours Policy**—Sunday through Thursday, quiet hours begin at 8:00 p.m. and end at 8:00 a.m. the following morning. Friday and Saturday, they begin at midnight and continue until 8:00 a.m. the following morning. Although many violations of the noise policy are unintentional, it is never appropriate to leave a room with the stereo or radio on. Avoid holding phone conversations in hallways. Alarm clocks and stereos must be turned off when a resident is leaving for the weekend or vacation. Stereo speakers may not be placed in windows with the speakers directed outward. It is recommended that residents who enjoy loud music invest in headphones. **In addition, any musical instrument or amplified sound that is a violation of the quiet or courtesy hours policy is not permitted. Any device that is a source of noise that violates the noise policy may be temporarily confiscated by staff.**

Every university community member, including staff, has the right to sleep, study, or work in their room without undue interference. Noise that can be heard from outside a resident room, via the hallway or the windows of the room, and that interferes with, or has the potential to interfere with these rights, is prohibited. In addition, this noise policy applies to all residence hall facilities, including rooms, hallways, classrooms, common areas, and the grounds and courtyards immediately surrounding the building. Housing & Dining Services strongly encourages residents who are having an issue with noise to take the responsibility for confronting the situation and let the offender know their noise is creating a disturbance. *Courtesy hours are in effect at all other times.*

**Courtesy Hours Policy**—Sunday through Thursday, courtesy hours begin at 8:00 a.m. and end at 8:00 p.m. Friday and Saturday, they begin at 8:00 a.m. and continue until midnight.

Excessive noise that can be heard from outside a resident room that interferes with, or has the potential to interfere with, any community member's right to sleep, study, or work in their living environment is prohibited. Residents must comply with all requests to reduce their noise level. The noise policy is enforced throughout the year, and violators are subject to judicial action, which may result in termination of the housing contract.

**Final Exam Policy**—during the final exam period at the end of each semester, a 24-hour quiet hours policy goes into effect. It begins on the last day of classes at 8:00 p.m. and continues through the end of finals, at which time the standard quiet hours policy becomes effective and lasts through closing. This policy is strictly enforced and noise violations during finals result in more severe judicial action.

At the beginning of the academic year, each hall council will have the opportunity to conduct a hall-wide vote to change or confirm the start time or end time of the quiet hours for that hall. Each person in the hall will be encouraged to vote to determine what the quiet hours will continue to be for the rest of the academic year. Seventy-five percent of the hall population must vote and at least seventy-five percent of those voting must vote for the same option for the quiet hours to be changed. If you are interested in getting involved in helping "get out the vote" for quiet hours, please see your residence hall director or hall council president.

## Closing

It is important that the academic environment be maintained until the end of finals. Any behavior that disrupts this environment is dealt with immediately. In addition, it is important to note that residents are required to check out of their building 24 hours after their last final, or no later than the time designated (normally 1:00 p.m.) on closing day, whichever comes first.

## Visitation and Overnight Guest Policy

In all residence halls, visitation is a matter of choice. Residence hall students have the inherent right to sleep and study in their own room. The right of the roommate to have a reasonable degree of privacy must be respected whenever one roommate plans to have a guest in the room. It is important for roommates to discuss the presence of all guests, and to arrive at an agreement that is acceptable to each party within the stated Housing & Dining Services guidelines. A guest is a person who is not an assigned resident of the room. A resident's right to sleep, to study, and to privacy takes precedence over the privilege of having guests in a residence hall room.

After receiving permission from their roommate(s), residents must register their overnight guest at the residence hall office. Roommate(s) are required to sign the registration card acknowledging their permission to allow the guest. Once registered, the guest is given a card to carry at all times while in the residence hall, and must be able to produce a picture ID upon the request

of any staff member or resident. Residents may not have more than one overnight guest at a time, and guests may not stay more than one week during any four-week period.

Residence hall staff members are not trained, nor do they desire to conduct room inspections to see whether or not there is compliance with this rule. They will, however, in accordance with the Entry to Student Rooms policy, confront any person identified as being in violation of rules. It is each resident's responsibility to inform their guest of university and residence hall policies. Residents are responsible for the conduct of their guest and are held accountable through the judicial process for any misconduct or rule violations of that guest. When the activities of residents and/or a guest cause an undue disturbance to the roommate(s) or to the residence hall community, a resident's rights to privacy, to sleep, and to study in the room take precedence. **Further, residents are responsible for all activities that occur in their room.**

Housing & Dining Services reserves the right to require any guest to leave the residence halls immediately upon the request of any residence hall staff member.

## Residence Hall Rooms

### Decorating Your Room

Alterations to any residence hall property and/or the semi-permanent installation of residents' personal property are prohibited. This includes nailing fixtures to walls, floors, ceilings, or furniture; drilling holes; or affixing decals. Tampering with or altering electrical or telephone wiring is prohibited. Any damage caused by decorating efforts makes rooms less desirable to the next resident. Residents are charged for repairs and will place their Residence Halls and Dining Agreement in jeopardy.

Students are not authorized to paint the walls, ceilings, floors, windows, or furnishings in their residence hall room. Students who wish to have their room painted may call Housing Facilities Services (5-5555) to submit a work order. They will be contacted within 7 to 14 days to schedule the painting to be completed by housing services personnel, using the standard color. Students simply need to arrange all their belongings to the middle of the room and remove items from the wall. The painting will be done in no more than one working day. Painting needs resulting from intentional damage or carelessness on the part of students or their guests will be the financial responsibility of the occupants of the room, and charges will be assessed accordingly.

See Loft Policy for rules regarding building lofts in a residence hall room.

Combustible decorative materials including wood, textile, and synthetics must be flame resistant or fire-retardant treated if used in housing buildings. (The resident should retain Proof of Treatment on labels and/or packages.) Flame/fire-retardant treatments shall be renewed as often as necessary to maintain the materials' flame-resistance. Substances unlikely to be flameproof include natural leaves, cornstalks, hay, cotton batting, evergreen or cedar branches, angel hair, or other similar materials. These substances are therefore not allowed in the residence halls for decorations. The use of holiday cards or wrapping paper to decorate corridor walls and doors is prohibited.

Decorative materials or displays must not obstruct doorways, corridors, stairways, or other passageways, and must not obscure exit signs or obstruct access to fire protection equipment or building service equipment. No tunnels or other such passageways may be constructed to serve as a means of entering or exiting a room, apartment, hallway, or building.

If holiday lights are used they must be miniature lights (less heat) and must be UL listed for the intended use. All items must be 18 inches or more from sprinklers. Do not hang any decorations on sprinkler pipes.

No natural trees, decorative boughs, or wreaths are allowed in student rooms or commons areas of the halls. All trees, boughs, and wreaths must be artificial with an approved flame-retardant label. Trees and other combustible decorations are not to be placed in corridors, lobbies, stairwells, or in front of exits.

### Doors

Residents sometimes affix material to the outside of their room doors. To use the door in this manner, follow these guidelines:

1. Avoid material that a reasonable person might find offensive.
2. Don't post material that "attacks," demeans, or otherwise exploits an individual or a group of individuals.
3. Do not permanently affix material to the door.
4. Do not use non-recyclable astrobright colors.

### Furniture

All residence hall rooms are fully furnished. This furniture may not be stored to make room for the resident's own furniture, and may not be moved from room to room. Residents must keep furniture in their rooms. For safety reasons, furniture placed outside a residence hall room will be removed by the Housing Facilities Services. Furniture that has been removed is considered abandoned. Residents are charged for furniture missing from their room at checkout. If it can be accommodated space wise, items belonging to the resident (overstuffed chairs, bookcases, etc.) may be placed in the room, provided they do not create a hazard or safety problem. When checking out, residents are responsible for removing all of their own belongings. It is the resident's responsibility to ensure all residence hall room furniture is present and accounted for; the resident is charged if any original residence hall furniture is missing. It is against housing policy to move furniture from common areas and place it in a resident's room.

**Waterbeds are not permitted** in the residence halls because building designs do not include provisions for drainage or for the weight load on floors. In addition, there is the possibility of considerable damage to both personal and university property should a leak develop.

### **Loft Policy**

Residents wishing to have lofts in their residence hall rooms are responsible for complying with the provisions of this policy.

1. The university is not responsible for the safety of lofts in the residence halls. Residents who wish to erect lofts in their rooms proceed at their own risk.
2. Lofts must not block the sprinkler heads. Sprinklers must be able to deliver water in a complete coverage pattern in order to extinguish a fire.
3. Lofts must have at least 24 inches clearance between the top of the mattress and the lowest point of the ceiling, including sprinkler heads and light fixtures, in order to avoid possible damage to the sprinkler heads and light fixtures.
4. Because of the possibility of damage to facilities, lofts must be free standing and must not be attached to any walls, ceilings, or floors. Lofts may not be stacked on such furniture as desks, dressers, or bookcases; these arrangements are inherently unstable and damage university furniture.
5. Lofts and beds must not obstruct doors or doorways and *may not be placed in front of operable windows*. Doors must be fully operable at all times and must be usable as a means of exit or entry to the room.
6. Lofts must be no more than 42 inches wide and no more than 84 inches long.
7. Lofts must not be enclosed in any way.
8. No fabric or banners may be affixed to the loft.
9. With the exception of small clock radios and alarms, electrical heat-producing devices such as coffee makers or microwave ovens may not be placed on lofts.
10. Housing & Dining Services is unable to store any university furniture, including bed frames, mattresses, and box springs. Residents must keep furniture in their rooms. The Housing Facilities Services may remove any furniture placed outside the room.
11. Should the housing staff become aware that a loft does not comply with the provisions of this policy, Housing & Dining Services has the discretion to order compliance within 24 hours and/or remove the loft from the room. The department also reserves the right to prohibit lofts that it determines constitute a risk to persons or property. In the event that a loft requires removal, the resident will be assessed removal charges, which can be as much as \$350.
12. Lofts must be disassembled and removed shortly before finals begin in the spring semester so noise does not disturb those studying for finals.
13. The university is not responsible for lofts leased from outside companies. It is the resident's responsibility to return lofts before move out.

### **Pets**

Except for guide dogs or hearing dogs, no pets or animals may be brought into the residence halls. This policy is due to the design of residence halls and problems (noise, odors, sanitation, inhumane treatment, allergies, etc.) inherent in keeping pets in or around the halls. Exception: Small aquatic life (fish and small turtles) is permitted in an aquarium not to exceed 10 gallons in volume. Amphibious creatures and reptiles (including lizards and snakes) are not allowed. Fish that are dangerous or harmful to humans, or creatures prohibited by state or federal law, are not allowed. In order to have an aquarium, residents must have their roommate's approval and accept full responsibility for care, cleanliness, and any ill effects that could result.

### **Room Cleaning**

Residents are expected to maintain assigned living areas in a clean and orderly condition. Keep trash to a minimum and dispose of it as prescribed by the hall. Residents are not permitted to keep empty cans, bottles, etc., in their rooms as they attract insects. Recycle as much as possible. In a unit that has its own bathroom and/or kitchen, the resident is responsible for cleaning these rooms also. Cleaning equipment and supplies are available from the housekeeping staff. Normally, housekeepers clean only the public and common areas of the hall.

## **Safety and Security**

All reasonable steps are taken by Housing & Dining Services to provide a safe and secure living environment. However, the development of a safe and secure environment depends upon the degree to which students accept responsibility for their own behavior and recognize a concern for the safety and welfare of others. If a student observes something that appears unsafe, they have a responsibility to report it to the hall office.

### **Access to Halls—Security Doors**

For everyone's safety, all doors leading into living areas are locked 24 hours a day. Residents always have access to their respective halls.

The lobby or commons area of each hall is open from 7:00 a.m. to midnight. Friends and guests may enter these areas and contact residents by using a house phone. Individuals unknown by the community should not be admitted; refer strangers to the hall office for assistance. From midnight until 7:00 a.m., all guests must call a resident to gain access to the building and must be escorted by the host resident at all times. Security telephones are located at the main entrance of each residence hall. At check in, residents receive a detailed plan regarding locking procedures for the hall. Do not prop open outside doors, and report malfunctioning doors to the hall office. The safety and security of the residence halls are each resident's responsibility.

### **Bicycles**

Bicycles may be parked in bike racks adjacent to the halls or may be kept in the resident's room. Be advised to use a U-lock when parking bikes outside. Bikes may not be parked in stairways, in front of doorways (inside or out), on rails (inside or out), in laundry areas, lounges, or other common areas. Bikes parked in prohibited areas will be impounded by the university police. No one may ride a bike inside any buildings.

University policy requires bicycles to be registered with the CU Bicycle Program. To register your bike, take it to the bicycle registration booth located between Cheyenne Arapaho Hall and Imig Music between 9:30 a.m. and 2:30 p.m., Monday through Friday. The four-year bicycle registration fee is \$5.

### **Elevators**

Tampering with elevators (e.g., removing button plates, pulling doors open and shut, misusing elevator keys, tampering with the wiring, jumping up and down in the elevator, or climbing onto the roof of the elevator) is extremely dangerous and can cause injury, death, and expensive repairs. Such tampering results in severe disciplinary action, including termination of your Residence Halls and Dining Agreement.

### **Firearms**

Firearms, explosives, ammunition, and dangerous weapons or materials are not permitted within or upon the grounds, buildings, residence halls, or any other facilities of the university. Colorado law defines a dangerous weapon as an instrument designed to, or that is likely to, produce bodily harm. Weapons may include, but are not limited to, BB guns, paint-pellet guns, starter pistols, blow-dart guns, slingshots, martial arts devices, bowie knives, daggers or similar knives (blades over 3" in length), or switch blades. A harmless item that is used to cause fear in another person is included in the meaning of a firearm. Weapons used for sporting purposes may be stored with the security section of the university police. However, before bringing any weapon to campus, residents should check with the university police (303-492-6666) to determine what kinds of weapons may be stored and what the procedure is for storing them. Students who violate this policy are subject to severe disciplinary action, including expulsion from the university.

### **Exclusion from an Area**

Housing & Dining Services, the Office of Judicial Affairs, and the University Police Department (UCPD) reserve the right to exclude (prohibit entry to a specific area or hall) those persons whose behavior is determined to be detrimental to the well-being of the residence hall community or incompatible with its function as part of an educational institution. Exclusions will normally be for a specified period of time, after which they are eligible for review. Failure to comply with the terms of exclusion may result in disciplinary action and/or arrest.

### **Personal Injury and Illness**

Housing & Dining Services reserves the right to request medical assistance (including an ambulance) on a resident's behalf, should it be necessary. It is the department's policy not to transport injured or sick individuals. Medical care providers are

instructed to bill the cost of their services to the resident. Also, the university does not assume responsibility or liability for payment of medical bills that may be a result of accidental injury or illness while residents reside in the halls.

## **Windows, Screens, Roofs, and Outside Walls**

Because of the danger involved, climbing on roofs, using windows as entrances and exits, and scaling or rappelling outside walls is strictly prohibited. Persons throwing anything from windows or balconies are subject to severe disciplinary action. Placing anything on outside window ledges is also prohibited. For safety reasons, stops on windows and screens over windows are not to be removed. **Removal of window stops may result in termination of the housing contract.**

## **Fire Safety**

### Fire Alarm Systems and Equipment

The fire alarm system and fire fighting equipment in the residence halls are for everyone's protection. Tampering with fire fighting equipment or setting off a false alarm (general or local) not only makes the system ineffectual, but also endangers the lives of residents. Thus, tampering with, removal of, or misuse of fire extinguishers, fire alarms, smoke detectors (including batteries), fire evacuation route instructions, sprinklers, other fire fighting equipment, or exit signs is prohibited by both residence hall policy and state law. Although it may seem harmless to store items and/or perform exercises (pull-ups) on sprinkler pipes, be aware that the pipes can be pulled out of the ceiling and cause significant damage. To prevent water damage to your room, your electrical equipment, and your belongings, hanging from, or hanging items from, sprinkler pipes is prohibited. In addition to disciplinary action, there is a \$25 charge for removing or damaging individual room smoke detectors or removing or damaging evacuation instructions. Residents are subject to prosecution and severe disciplinary action if they violate this policy. Residents involved in serious fire safety violations, including setting off false fire alarms (the general or main fire alarm or any plastic cover local alarm), may be suspended from the university.

### Fire Hazards

It is each resident's responsibility not to have furnishings or equipment in her/his room that creates fire and safety hazards. Such items as candles (even if meant for display only and even if the wick has been removed), incense, bean bag furniture, and non-fire-retardant material used to decorate are strictly prohibited. No items may be hung on the ceiling or in doorways, including fabric, banners, tapestries, posters, or flags. Fabric, tapestries, flags, or banners with the longest side exceeding three feet in length are prohibited on walls. Any fabric or banner less than three feet in length must be flame resistant or fire-retardant treated if used in housing buildings. (The resident should retain Proof of Treatment on labels and/or packages.) Flame/fire-retardant treatments must be renewed as often as necessary to maintain the materials' flame resistance. No more than one banner, flag, or tapestry may be hung on any wall and there may not be any more than two per room. Residence hall draperies are all flame resistant and are not to be replaced by resident-owned draperies. Because of fire safety concerns, **halogen lamps are not permitted in residence halls.** Meetings will be held early during the semester to familiarize you with fire prevention measures and procedures for evacuation.

### Appliances/Cooking

Cooking is not allowed in rooms, on balconies, in other areas of the hall, or on adjacent grounds except for nominal activity with a microwave or where the hall has properly equipped kitchenettes. The use of barbecues and hibachis is prohibited in all areas in and around residence halls except at officially sponsored activities. If the number of approved appliances in use causes electrical overloads, additional restrictions will be imposed.

In the residence halls, care must be taken with the number of electrical appliances plugged into any one outlet. Do not plug in more than two appliances in any outlet and eliminate or limit the use of extension cords. Acceptable electrical appliances include televisions, VCRs, stereos, video game devices, personal computers, coffee makers (with automatic shut-off), clocks, irons (with automatic shut-off), blankets, shavers, blow dryers, and electric curlers.

In certain halls, electrical circuit limitations may limit the use of electrical appliances. All appliances must be UL-approved and operated, and maintained in full compliance with safety and sanitary standards. Appliances not allowed include portable heaters, cooking appliances, any appliance with open heating coils, toasters, toaster ovens, sun lamps, broadcasting equipment, outside antennas or satellite dishes, air conditioners, and other appliances that require more than a nominal amount of electricity. The university is very conscious of the need to conserve energy and requests that residents limit the use of as many electrical appliances as possible.

### Fire Drills

Fire drills (announced and unannounced) are held periodically during the academic year. All persons inside the residence hall must evacuate the building immediately. Each resident's cooperation is vital in helping protect all the residents of the hall.

Students failing to leave the building during a fire drill are subject to disciplinary action. Refusing to evacuate will result in severe disciplinary action. Emergency procedures are provided to hall staff; it is the student's responsibility to become familiar with the procedures.

### Fireworks

Boulder fire prevention ordinances and residence hall policy prohibit the manufacture, sale, use, and possession of all fireworks, including sparklers, anywhere within the city limits, including around or in all residence halls.

### Flammables

Because of the obvious fire hazard, highly flammable materials such as chemicals, gasoline, camping stove fuel, and charcoal starter are prohibited in the residence halls. Activities such as making candles or waxing skis are not permitted in residence hall rooms or areas in the halls other than those designated. Do not keep large quantities of papers, rags, or other trash in any room. Place recyclable materials (newspaper, computer paper, and notebook paper) in the containers located near the hall loading dock. Maintaining an open flame (i.e., burning candles, incense, lanterns, etc.) in your room is prohibited, as are natural Christmas trees. Candles, even if meant for display only, and tapestries will be temporarily confiscated and will be returned at the discretion of the hall director.

### **Motorized Vehicles**

Motorcycles, scooters, mopeds, etc., are to be parked in reserved areas in accordance with university regulations. They may not be taken into or stored in any building. If found inside, they will be removed and impounded at the owner's expense. Driving on sidewalks, bike paths, service drives, fields, and grounds is prohibited.

### **Smoking**

The University of Colorado at Boulder campus smoking policy prohibits smoking in all campus buildings except open-air facilities, and designated food service areas and lounges. Also, in all university buildings, smoking is prohibited in hallways, classrooms, meeting rooms, lobbies, elevators, snack bars, bathrooms, and other public areas.

All residence halls are designated as completely smoke-free. Smoking is not permitted in residential or common areas of the residence halls. Smoking is permitted outside the residence halls away from entrances, windows, or any other area where the smoke may impact other community members. Keep our community clean for all residents by properly disposing of any trash.

This action is necessary to comply with both the state of Colorado and Board of Regents policies.

### **Skateboarding and Skating**

Certain halls or complexes prohibit skateboard/skate use in certain areas near buildings. Individual halls designate these areas and notify residents. Skateboarding/skating in prohibited areas may result in disciplinary action. Skateboarding and skating are not allowed inside any residence hall.

### **Vandalism**

Each year, Housing & Dining Services spends unnecessary time and energy on repairs resulting from vandalism. These repairs are paid for by all students from room and board dollars. Residents can reduce this unnecessary expense by helping staff hold accountable those few residents or nonresidents who vandalize buildings. Any resident who has any information about acts of vandalism should contact the hall office. This includes removing or defacing community bulletin boards and signs. Residents who abuse housing facilities should expect to pay for damages and to be subject to strong disciplinary action.

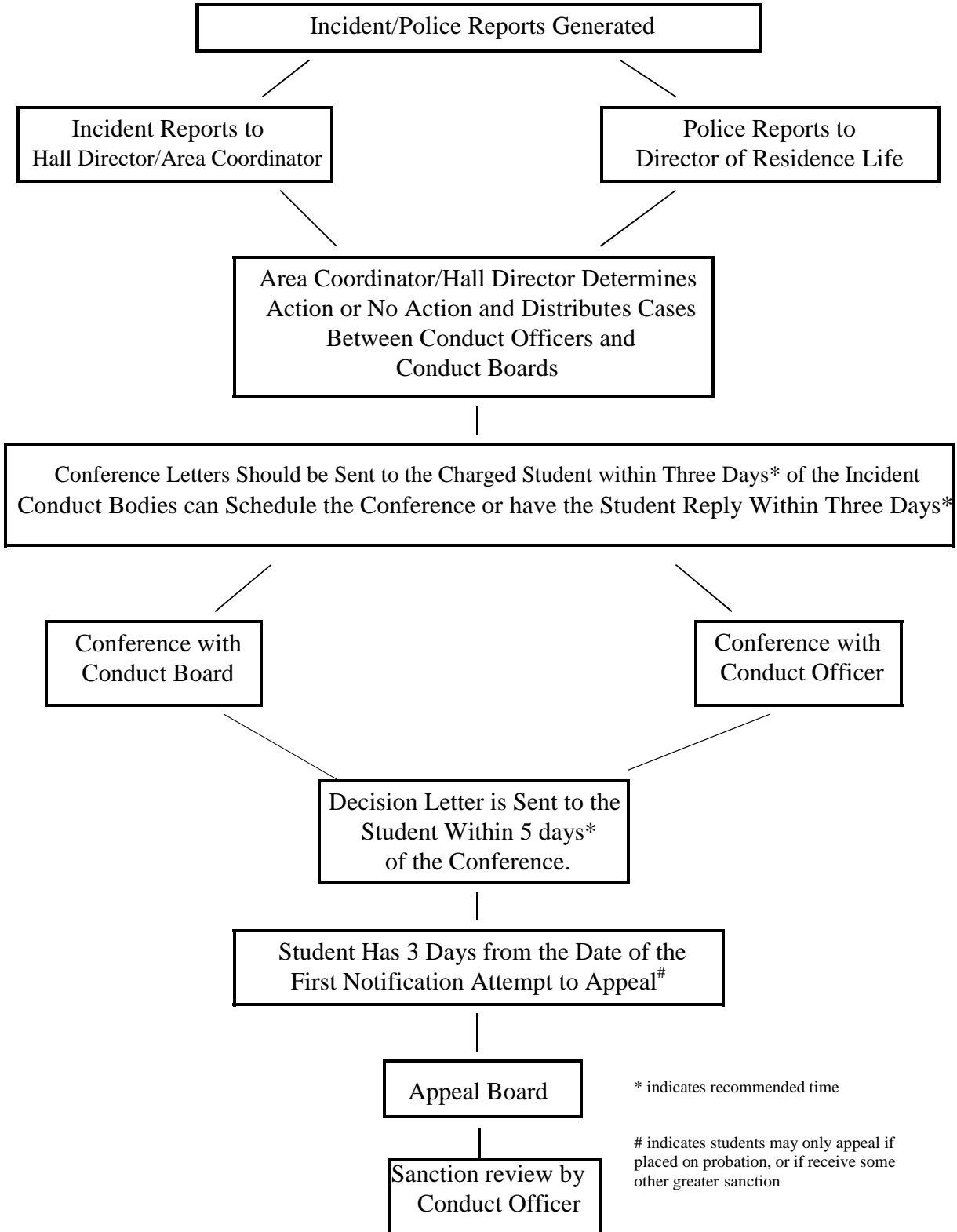
### **Residence Life Review Committee**

In accordance with Colorado state law (CRS 18-3-412.5, Sex offenders – duty to register), and to ensure the safety and overall social health of the CU-Boulder living community, Housing & Dining Services will report to the university any information regarding a student's role or participation in any incidents concerning sexual crimes or injustices. A report from an individual member of the community or the university police will be forwarded to a Residence Life Review Committee to determine the individual's fitness in the residence hall living community. This review board will be composed of at least one representative from the following housing departments and/or offices: Director of Residence Life, UCPD, residence hall director, Residence Hall Association executive member, supervising assistant director, and the Residence Life Conduct Board. Once this committee renders a decision for an individual case, their recommendation will be passed on the Director of Residence Life for final approval and action.

Among the factors that will be considered by the Residence Life Review Committee are the date of the offense or offenses, the number of offenses, the circumstances of each offense in which the individual was involved, and the individual's efforts at rehabilitation. Furthermore, consideration will be given as to whether or not the crime occurred on university property and while the individual was a student at this institution. An individual's prior university judicial history will also be considered by the review committee in order to reach a decision.



# Conduct Process Overview



# University Judicial Process

## **Responsibilities of Students**

The university views the student conduct process as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within the university community. Therefore, it is the responsibility of all students involved in the conduct process to participate conscientiously. This includes reading this document, making a timely report of the incident, filing a written and signed complaint through the Office of Judicial Affairs, discussing the incident with a conduct officer over the telephone or in person, adhering to stated deadlines, attending scheduled meetings, and participating in all proceedings. Failure to meet these responsibilities may result in a decision being made without the benefit of the student's participation.

## **Office of Judicial Affairs Procedures**

All student conduct proceedings are closed. The university reserves the right to audiotape any conduct proceeding, as described in sections I, J, K, or investigative interview. Further, the student must obtain permission from the conduct officer to audiotape the conduct proceeding. Any audiotape that is made by the university may be listened to by the charged student, but not copied, and will be kept for as long as described in section L, 1, c, based on the nature of the case and its outcome. The following procedures will be used for conduct proceedings through the Office of Judicial Affairs, except for cases involving a charge of Student Conduct Code 1a, 3a-d, or 5, which will use the procedures outlined in Appendix 1.

### 1. Complaint

A conduct officer may initiate the conduct process on the basis of a written complaint filed by anyone, a residence hall incident report, or a police report.

Upon receipt of the complaint or report, the conduct officer may conduct an investigation to decide whether there is substance to the allegations, whether the allegations fall within the jurisdiction of this policy, and whether conduct proceedings should occur.

### 2. Notice

- a. The conduct officer shall initiate the conduct process by sending written notice to the student who is the subject of the report or complaint. The notice shall be sent to the student's mailing address appearing in the university's Student Information System, as well as by an e-mail notifying the student to expect the notice. If the mailing address is no longer current or no mailing address is given, the permanent address may be used. Notice to the student will be considered furnished once the Office of Judicial Affairs follows these mailing guidelines.
- b. The notice shall include:
  - i. A description of the alleged misconduct.
  - ii. The conduct code provisions that are alleged to have been violated.
  - iii. Copies of, or information on how to obtain a copy of, all documents pertinent to the incident that are in the possession of the Office of Judicial Affairs.
  - iv. The requirement that the student must set up a conference with the conduct officer within five working days of the date of the notice.
- c. If the student does not schedule or attend a conference by the date specified in the notice, or if the student schedules a conference but does not attend, the conduct officer can decide the outcome of the case in the student's absence.
- d. Unless unusual circumstances beyond the control of the student arise, a delay in the process will not be granted.
- e. In cases in which a student has been contacted for a policy violation by police at a football game, notice for the conduct proceeding may be given immediately by the police. Such notice may include a preset conference time with the Office of Judicial Affairs.

### 3. Pre-Conference

A conduct officer will meet with the charged student to explain the conduct process, to answer any questions the student may have, and to offer the student an opportunity to express a preference for one of the four resolutions options described below. The conduct officer will decide on the most appropriate alternative after considering the charged student's preference.

4. Resolution Options

After considering the charged student's preference, the conduct officer shall decide on one of the following resolution options:

a. Administrative Review Involving Acceptance of Responsibility.

In this process, the student accepts responsibility for having violated the Student Conduct Code. The conduct officer will discuss with the charged student the facts alleged to have occurred and any aggravating or mitigating circumstances that might affect the sanction. After considering what the student has said, the conduct officer shall decide on a sanction. The student waives his/her right to appeal in accepting this option, unless the outcome is a sanction of suspension or expulsion.

b. Administrative Review Involving Denial of Responsibility.

In this process, the student denies responsibility for having violated the Student Conduct Code. The Conduct Officer will conduct an informal review:

- i. To consider the facts alleged in the notice and the charged student's version of those facts.
- ii. To review any relevant documents that are contained in the file or presented by the charged student, alleged victim, or any other interested party.
- iii. To permit the charged student and the alleged victim to identify witnesses with relevant information, and to request to be present during the interview.
- iv. To discuss the matter with witnesses who have relevant information and who are willing to meet with the conduct officer.
- v. To make determinations about the facts and the credibility of those providing information.
- vi. To determine whether the facts found to be true constitute a violations of the Student Conduct Code.
- vii. To determine any aggravating or mitigating circumstances.
- viii. To decide on a sanction.

c. Judicial Affairs Hearing Board Hearing.

The JAHB hearing involves a more formal and extended review in which the charged student may: dispute the facts; dispute that the facts establish a conduct violation; present mitigating circumstances. The procedures are set forth in section J.

d. Expedited Administrative Review.

When the conduct officer determines that a prompt review is essential (e.g., end of the semester, the student is graduating, or there is substantial concern for the health, safety, or welfare of a member of the university community), the conduct officer may require that the student meet with him or her within 24 hours if the student is a campus resident, or 48 hours if the student resides off campus. In addition, notice may initially be given in these instances by an end of the semester contact form, by telephone, or by electronic mail. If the student fails to attend the conference in the time specified, the conduct officer can decide the outcome of the case in the student's absence.

## **Judicial Affairs Hearing Board Formal Hearing Procedures**

1. Preliminary Matters

- a. To begin the formal hearing process, the Office of Judicial Affairs notifies the charged student in writing of the hearing date, time, location, and the names of Judicial Affairs Hearing Board members who may participate in the case. The hearing date may be changed if the student makes the request in writing, the request is received by the Office of Judicial Affairs no less than five working days prior to the hearing date, and the student provides a good

reason for the requested date change. The director of the Office of Judicial Affairs determines whether to approve the student's request and may require documentation or other evidence supporting the reason provided by the student. If the request is approved, a new hearing date is selected and the student is notified. The university also reserves the right to change the hearing time, date, and location if logistically necessary.

- b. A quorum consists of three JAHB members, who are appointed by the director of Judicial Affairs, and will always include at least one student and at least one faculty or staff member. Any JAHB member who believes she or he is unable to be an objective participant for a given case is expected to remove herself/himself from the JAHB for that particular hearing.
- c. When a case is referred to the JAHB, the charged student will be informed, at least three working days before the formal hearing, of the names of witnesses requested by the university to present information at the formal hearing.
- d. At least five working days before the hearing date, the Office of Judicial Affairs will give the charged student and the JAHB all additional documents to be used at the hearing that may not have previously been made available.
- e. At least five working days before the hearing date, the charged student will give the Office of Judicial Affairs, in writing:
  - i. The names of witnesses (if any) being asked to present information at the hearing
  - ii. All documents (if any) to be included at the hearing, including written statements of witnesses
  - iii. Objections (if any) to the service of JAHB member(s)
  - iv. The name of the advisor (if any) who will appear with the charged student

The charged student may personally request witnesses to attend the hearing, or he or she may request in writing that the Office of Judicial Affairs make the request on his or her behalf. The Office of Judicial Affairs, however, cannot guarantee the presence of a requested witness at a hearing. Students and employees are expected to participate as reasonably requested in conduct proceedings as a responsibility of membership in the university community. Failure to participate may result in conduct proceedings.

- f. The chair of the JAHB has full discretion regarding the management of the hearing. The JAHB chair may impose reasonable limits upon the number of witnesses presenting information, the inclusion of, and number of, written character statements, and upon the amount of cumulative information that may be introduced on a disputed issue. Technical rules of evidence and procedures applicable to civil and criminal court cases do not apply. The chair may exclude any person, including the charged student and his/her advisor, who disrupts the hearing.
  - g. Once the hearing has begun, the JAHB chair has the discretion to continue the hearing to another point in time.
  - h. If the charged student fails to appear for the hearing, the JAHB may hear the case and make decisions in his/her absence.
  - i. The complainant may be provided during the formal hearing, whenever practical, accommodations that do not require the complainant to be in close proximity to the charged student or such person's family, friends, or witnesses.
  - j. The charged student and an alleged victim may provide an impact statement for consideration during the conduct proceedings.
2. Hearing Procedures. A formal hearing will be conducted as follows, in order to provide fairness to all who are involved in the conduct process:
- a. Call to order by the chair.
  - b. Announcements and opening remarks by the chair, including such items as:
    - i. Statement of the nature of the case under consideration
    - ii. Statement of the conditions of the hearing:
      - 1. Hearing is closed
      - 2. Comments and/or statements must be restricted to matters relevant to the case
      - 3. Any person who interferes with or obstructs the hearing, or who fails to abide by the rulings of the chair or the JAHB, can be dismissed from the hearing
      - 4. The hearing will be audio recorded
      - 5. JAHB deliberations are in a closed session that is not taped

- iii. Establishment of quorum.
- c. The chair will review the charges and allegations against the student.
- d. The chair will review the documents under consideration.
- e. The chair will ask the charged student to respond to the charges noted in the complaint.
- f. The chair will direct discussion of the information and presentation of the witnesses. Further, the charged student may ask questions of witnesses through the chair of the JAHB. The chair of the JAHB has the discretion to determine the appropriateness of the questions and whether the question will be accepted and presented to the witness.
- g. The chair has the discretion to recall particular witnesses to address specific issues or questions at either the request of the students or the JAHB.
- h. The charged student and the chair may make closing statements.
- i. The chair concludes the hearing and excuses the charged student and advisor.
- j. The JAHB enters closed session deliberations and decides whether or not the charged student has violated the Student Conduct Code. If a violation has occurred, the JAHB decides the sanction.
- k. The chair notifies the director of Judicial Affairs of the JAHB's decision. The director then notifies, in writing, the charged student and appropriate university officials of the JAHB decision.
- l. The Office of Judicial Affairs keeps a record of the hearing. The record includes copies of all correspondence between the charged student and the university, an audio recording of the hearing, all documents admitted at the hearing, and the decision. The record is destroyed when the case file is expunged.
- m. In order to find that a student has violated a standard of conduct, the burden of proof required is a preponderance of evidence, i.e., "what happened, more likely than not?"

Questions of Law. If questions of law arise during a formal hearing, the JAHB may request the director of Judicial Affairs to obtain a legal opinion from the Office of the University Counsel.

## **Housing & Dining Services Conduct Procedures**

All student conduct proceedings are closed. The university reserves the right to audiotape any conduct proceeding, as described in sections I, J, K, or investigative interview. Further, the student must obtain permission from the conduct officer to audiotape the conduct proceeding. Any audiotape that is made by the university may be listened to by the charged student, but not copied, and will be kept for as long as described in section L, 1, c, based on the nature of the case and its outcome.

### 1. Complaint

A conduct officer may initiate the conduct process on the basis of a written complaint filed by anyone, a residence hall incident report, or a police report.

Upon receipt of the complaint or report, the conduct officer may conduct an investigation to decide whether there is substance to the allegations, whether the allegations fall within the jurisdiction of this policy, and whether conduct proceedings should occur.

### 2. Notice

a. The conduct officer shall initiate the conduct process by sending written notice to the student who is the subject of the report or complaint. The residence hall office will attempt to contact the resident by phone to notify them to retrieve the letter. If they are unable to reach the student or the student does not come to retrieve the letter, it shall be placed in the student's mailbox. Notice to the student will be considered furnished once Housing & Dining Services follows these mailing guidelines.

b. The notice shall include:

- i. A description of the alleged misconduct.
- ii. The conduct code provisions that are alleged to have been violated.
- iii. Copies of, or information on how to obtain a copy of, all documents pertinent to the incident that are in the possession of the conduct officer.
- iv. A date and time for the conference in which the student must meet with the conduct officer. If the student is unable to meet during this time it will be the student's responsibility to reschedule in advance of the conference.

- c. If the student does not attend the conference the conduct officer can decide the outcome of the case in the student's absence.
  - d. Unless unusual circumstances beyond the control of the student arise, a delay in the process will not be granted.
3. Conference  
 At the conference, the conduct officer will explain the conduct process and answer any questions the student may have. The conduct officer and Residence Life Conduct Board members also will review the complaint with the student. The student shall have the opportunity to present documents and to explain his/her understanding of what happened. The charged student and an alleged victim may provide an impact statement for consideration during the conduct proceedings. The conduct officer or RLCB may discuss the matter further with the charged student, conduct further investigation as needed and, based on information received, determine by a preponderance of the evidence whether or not the student has violated the Student Conduct Code. If so, the conduct officer or RLCB will determine the sanction.
4. Expedited Conference  
 When the conduct officer determines that a prompt review is essential (e.g., end of the semester, the student is graduating, or there is substantial concern for the health, safety, or welfare of a member of the university community), the conduct officer may require that the student meet with him or her within 24 hours. In addition, notice may initially be given in these instances by an end of the semester contact form, by telephone, or by electronic mail. If the student fails to attend the conference in the time specified, the conduct officer can decide the outcome of the case in the student's absence.

## Sanctions

1. Overview.
- a. After hearing the case, the conduct officer/RLCB (in an administrative conference, in an administrative disposition, or within Housing & Dining Services) or the JAHB (in a formal hearing) may find by a preponderance of the evidence that the charged student is not responsible, or may find the student responsible and issue a sanction based on that finding.
  - b. Sanctions imposed for misconduct must be based upon a consideration of all of the circumstances in a particular case. Mitigating and aggravating circumstances may be considered. Repeated violations are likely to result in progressively severe sanctions. One or more of the sanctions below may be imposed. It is important to note that in all cases, the conduct officer reserves the right to use his/her discretion in determining the appropriate sanction for a case, which could include lower sanctions than the prescribed guidelines or higher sanctions than the prescribed guidelines. All decisions regarding responsibility and appropriate sanctions will be given to a student in writing.
  - c. Records for cases not involving probation, suspension, or expulsion, or where the incident involved a charge that the university is federally mandated to report upon, will be kept until a student's graduation or permanent withdrawal from the institution, whichever is later.

For cases involving probation, suspension, or an incident upon which the university is federally mandated to report, the university will keep the records for seven years after the charged student graduates or permanently withdraws from the university, whichever is later. If a student does not come back after their suspension period, the period of suspension will not count towards the seven years for expunging the file. Instead, the seven years will start at the end of the suspension period.

The university will maintain cases involving expulsion indefinitely.

Every student may review, upon request, all non-confidential contents of his/her conduct file.

- 2. Educational Sanctions. The student may be required to perform a specific number of hours of community service, complete a reflection or research paper, attend a class, program, or lecture, or be involved with the community in a way that brings about a new understanding of the community and how his/her behavior may have impacted others. This is not an exhaustive list but should serve as a reference for the types of educational sanctions that may be levied.
- 3. Warning/Written Reprimand. A written statement that the behavior was inappropriate and subsequent infractions should not occur or more serious conduct action will be taken.

3. Residence Hall Reassignment. The resident, through the conduct process, is assigned to a different residence hall on campus.
4. Residence Hall Termination. The student's residence hall agreement is terminated through the conduct process and the student is prohibited from residing in any university residence hall on either a permanent or temporary basis. Specific exclusion from the residence halls may also be imposed. Termination may occur in cases where a student appears to be involved in violations of the Student Conduct Code and the behavior or pattern of behavior has a significant negative impact on his/her living community.
5. Probation. Probation lasts for a specific period of time, and is implemented by semesters. Any violation of the Student Conduct Code or the conditions of probation committed during the probationary period will subject the student to further action, with a likely result of suspension or expulsion.

Any violation of the following standards while on probation will result in a minimum sanction of suspension for one full semester, unless mitigating factors are present: 1, 1a, 2, 3a, 3b, 3c, 3d, 4, 5, 6, 10c, 10e, 14, 19, 20, 22, 22a, 23, 23a.

6. Suspension in Abeyance. The student is suspended from the university, but due to mitigating circumstances the suspension is deferred, allowing the student to continue with daily university activities and providing a student with one final opportunity to prove they can operate responsibly within the community. If the student, through the conduct process, is found to have violated the Student Conduct Code during the period of the suspension in abeyance, the student will be immediately suspended from the university for the duration of the abeyance, as well as given additional sanctions, an extension of the suspension, or expulsion.
7. Suspension. The student is required to leave the university for a specific period of time. An indication of suspension appears on the student's transcript. After the period of suspension has expired, the transcript notation will be removed. The student is required to apply for readmission to the university after their suspension period. Suspension from the university includes an automatic exclusion from campus property during the period of suspension. A suspension decision results in the student being suspended from all campuses of the University of Colorado system.

Any violation of the following standards will result in a minimum sanction of suspension for one full semester, unless mitigating factors are present: 3a, 3b, 5, 6, 10c, 10e, 19, 20, 22 (distribution/endangering), 23 (distribution/endangering).

8. Expulsion. The student is required to permanently leave the university. A notation of expulsion remains permanently on the student's transcript. An expulsion keeps the incident on file in the Office of Judicial Affairs permanently. Expulsion from the university includes an automatic exclusion from campus property. An expulsion decision results in the student being expelled from all campuses of the University of Colorado system.
9. Exclusion. The student is denied access to all or a portion of campus.
10. Restriction or Denial of University Services. The student is restricted from using or is denied specified university services, including participation in university activities.
11. Delayed Conferral of Degree. The issuance of a student's diploma is delayed for a specified period of time.
12. Recommendation for Revocation of Degree. The conduct officer or hearing board may recommend to the Regents of the University of Colorado revocation of an earned degree.
13. Additional Sanctions. Additional sanctions include, but are not limited to, requiring the student to compensate a victim for theft or damage.

## Appeals

### 1. Introduction

Either the charged student or the complainant of a crime of violence (as defined by the Campus Security Act, see section N, 4) may file a request for appeal. An appeal may only be submitted if a student was put on probation, terminated from Housing & Dining Services, suspended, or expelled (sections L, 4-8 and 11-12). The appeal is the final step in the conduct process. An appeal does not provide a second hearing of the case. The review on appeal will be based on the existing record, or new information provided per M, 2, a, iii or M, 3, a, iii below, as well as the

information provided to the appeal officer in the student's request for appeal and information the conduct officer may present regarding the rationale for the decision.

## 2. Office of Judicial Affairs Appeals

### a. *Grounds*

A student may appeal upon one or more of the following grounds:

- i. The established procedures were not followed, in a significant way, and as a result, the factual findings, the sanction, or both, were not correct.
- ii. The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances.
- iii. There is new information that would have been material to the outcome, had the information been presented at the conference or hearing. The new information must be included with the student's request for appeal. Also, the student must show that the new information could not have been presented at the conference or hearing.
- iv. In cases in which a charged student has accepted responsibility, s/he may only appeal if the sanctions of suspension or expulsion were imposed. Such appeals are limited to having the severity of the sanction reviewed.

### b. *Appeals Process*

If a student files an appeal, s/he will not be informed of the outcome until the appeal process has been completed. Students residing off campus must file their appeals within five working days from the date of the decision letter from the Office of Judicial Affairs. Students residing on campus must file their appeals within three working days from the first date the hall office attempts to notify them that the decision has been received.

An appeal will only be considered if (a) it is delivered to the Office of Judicial Affairs within the time limits set forth above; (b) it includes the student's reasons for requesting an appeal; and (c) it contains all supporting information needed to review the case. The appeal officer will make the decision as to whether these conditions have been met. A student may file an appeal by delivering it to the Office of Judicial Affairs in Willard Administrative Center room 451. The request for appeal form is available in Willard Administrative Center room 451, at the front desk of any hall office, or at <http://www.colorado.edu/studentaffairs/judicialaffairs/>. In general, the filing of an appeal shall result in a stay of the sanctions imposed on the appealing student, unless the welfare of the individual or the community is threatened. Students are encouraged to consult with all resources about the appeal process prior to submitting the request for an appeal.

### c. *Appeal Officer*

The Vice Chancellor for Student Affairs, upon the recommendation from the director of Judicial Affairs, or his/her designee shall appoint the appeal officers. The appeal officer shall have no prior involvement with the case through the Office of Judicial Affairs. S/he shall only consider information contained in the request for appeal, the rationale for the decision by the conduct officer or JAHB, and the record of the case that is transmitted to the appeal officer.

### d. *Actions Available to the Appeal Officer*

- i. The decision of the conduct officer or JAHB will be given deference by the appeal officer because the conduct officer or JAHB has been delegated the primary responsibility to speak with the student and all other witnesses, to observe their demeanor, to examine the evidence, and to make judgments based on these factors and the educational needs of the student.
- ii. The appeal officer shall have the authority to:
  1. Affirm the initial decision.
  2. Find that improper procedures were used, to the prejudice of the student. In this case, the appeal officer can refer the case back to the conduct officer or JAHB with a recommendation on how to correct the procedures. The conduct officer or JAHB may make a new decision on the case. The student may then submit another request for appeal, if the case is referred back and the student again has grounds to appeal after the new decision.
  3. Reduce or increase the sanction, if the appeal officer determines that the sanction imposed was too severe or too lenient, given the nature of the violation and/or the circumstances. A sanction should not be increased or decreased unless there is a compelling justification to do so. Merely disagreeing with the decision of the JAHB or conduct officer is not compelling.

4. Find that (1) the student has presented information that would have been material to the outcome of the case, had the information been presented at the conference or hearing, and (2) the student could not have presented the information at the conference or hearing. In this event, the appeal officer will refer the case back to the conduct officer or JAHB for reconsideration in light of the new information.

e. *Questions of Law*

If questions of law arise during the appeal process, the appeal officer may request the director of Judicial Affairs to obtain advice from the Office of the University Counsel.

3. Housing & Dining Services Appeals

a. *Grounds*

A student may appeal upon one or more of the following grounds:

- i. The established procedures were not followed, in a significant way, and as a result, the factual findings, the sanction, or both were not correct.
- ii. The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances.
- iii. There is new information that would have been material to the outcome, had the information been presented at the conference or hearing. The new information must be included with the student's request for appeal. Also, the student must show that the new information could not have been presented at the conference.

b. *Appeals Process*

If a student files an appeal, s/he will not be informed of the outcome until the appeal process has been completed. Students must file their appeals within three working days from the first date the hall office attempts to notify them that the decision has been received.

An appeal will only be considered if (a) it is delivered to the residence hall office or the Office of Judicial Affairs within the time limits set forth above; (b) it includes the student's reasons for requesting an appeal; and (c) it contains all supporting information needed to review the case. The appeal board chair(s) and advisor(s) will make the decision as to whether these conditions have been met. A student may file an appeal by delivering it to the Office of Judicial Affairs in Willard Administrative Center room 451 or to their residence hall office. The request for appeal form is available in Willard Administrative Center room 451, at the front desk of any hall office, or at <http://www.colorado.edu/studentaffairs/judicialaffairs/>. In general, the filing of an appeal shall result in a stay of the sanctions imposed on the appealing student, unless the welfare of the individual or the community is threatened. Students are encouraged to consult with all resources about the appeal process prior to submitting the request for an appeal.

c. *Appeal Board*

The director of Judicial Affairs, upon the recommendation from members of Housing & Dining Services, or his/her designee shall appoint the appeal board chair(s) and members. The chair(s) conducts the appeal board meetings and along with the advisor(s), appointed by the director of Judicial Affairs, oversee the appeal process and decisions. The appeal board members shall have no prior involvement with the case through the Office of Judicial Affairs. The board shall only consider information contained in the request for appeal, any rationale for the decision that may be presented by the conduct officer or RLCB, and the record of the case that is transmitted to the appeal board.

d. *Actions Available to the Appeal Board*

- i. The decision of the conduct officer or RLCB will be given deference by the appeal board because the conduct officer or RLCB has been delegated the primary responsibility to speak with the student and all other witnesses, to observe their demeanor, to examine the evidence, and to make judgments based on these factors and the educational needs of the student.
- ii. The appeal board shall have the authority to:
  - a) Affirm the initial decision.
  - b) Find that improper procedures were used, to the prejudice of the student. In this case, the appeal officer can refer the case back to the conduct officer or RLCB with a recommendation on how to correct the procedures. The conduct officer or RLCB may make a new decision on the case. The student may then submit another request for appeal, if the case is referred back and the student again has grounds to appeal after the new decision.

- c) Reduce or increase the sanction(s), if the appeal board determines that the sanction imposed was too severe or too lenient, given the nature of the violation and/or the circumstances.
- d) Find that (1) the student has presented information that would have been material to the outcome of the case, had the information been presented at the conference, and (2) the student could not have presented the information at the conference. In this event, the appeal board will refer the case back to the conduct officer or RLCB for reconsideration in light of the new information.

## **Additional Information**

1. Adjudication Fee. Students whose cases are heard through the Office of Judicial Affairs and who are found in violation of the Student Conduct Code will be assessed a \$50 adjudication fee. This fee will be assessed directly to the student's account. A financial stop will be placed on the student's record if the student fails to pay the adjudication fee by the due date. This stop will prevent the student from:
  - a. Registering for future terms
  - b. Participating in drop/add
  - c. Receiving an academic transcript
  - d. Receiving a diploma.

This fee is used by the Division of Student Affairs to support educational programs and presentations, as well as support departments such as Victims Assistance. The Office of Judicial Affairs does not collect nor receive any of the money obtained by the adjudication fee. Failure to pay the adjudication fee by the due date will also result in a \$5 late fee and a one percent per month service charge on the unpaid balance.

2. Disciplinary Hold and Disciplinary Stop  
While conduct proceedings are pending, the university may place a disciplinary hold on the student's records. The disciplinary hold is honored by the University of Colorado at Boulder campus, including Continuing Education, and prohibits the student from registering for classes until the conduct process, including the review procedure if requested, has been completed. The transcript hold prohibits the academic transcript from being released until all actions have been completed.

A disciplinary hold may also be placed if a student fails to complete assigned sanctions, which has the same impact on a student's records and registration as described above. The disciplinary hold will not be removed until all sanctions are completed.

A disciplinary stop shall be placed on a student's record if they are suspended as the outcome of the conduct proceedings. A disciplinary stop is honored by all University of Colorado campuses and prohibits a student from being admitted to any of the campuses and from registering for classes until the suspension period is over and the student has re-applied and has been re-admitted.

3. Refund Policy After Disciplinary Action  
If a student is suspended or expelled from the university, or has their Housing & Dining Services contract terminated, assessment or refund of tuition and fees and/or Housing & Dining Services room and board costs are made in the same way as when a student voluntarily withdraws. (See the Registration Handbook and Schedule of Courses for more information).

The date used for determining the amount due will be the first day of the suspension or expulsion, as decided upon by the conduct officer.

4. Release of Conduct Information  
Provisions of the Family Educational Rights and Privacy Act of 1974, as amended by the Higher Education Amendments of 1998, govern access to a student's academic transcript or conduct file. The student and/or those university officials who demonstrate a legitimate educational need for disciplinary information may have access to the student's conduct file. Parent(s) who provide proof that a student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954, i.e., a copy of the last federal income tax return listing the student as a dependent, can have access to the student's conduct file without written consent of the student. In this case, parents may also have access to a conduct file, even if the student has requested otherwise.

In addition, parent(s) may be notified if a student under 21 years of age is found responsible for a violation involving use or possession of alcohol or drugs.

All other inquiries, including, but not limited to, inquiries from employers, government agencies, news media, family, friends, or police agencies, require a written release from the student before access to university conduct files is granted. Exception: information may be released pursuant to a lawfully issued subpoena and as provided by the Campus Security Act as amended by the Higher Education Amendments of 1992.

The Campus Security Act permits higher education institutions to disclose to alleged victims of any crime of violence (murder, robbery, sexual assault, aggravated assault, burglary, motor vehicle theft, arson) the results of the conduct proceedings conducted by the institution against an alleged perpetrator with respect to such crime. The Campus Security Act also requires that both accused and the accuser be informed of campus conduct proceedings involving a sexual assault.

5. Re-Release of Information

Those that receive confidential information due to an exception to privacy laws, due to their participation in the conduct process, or due to the signed consent of the student whose records are in question are prohibited from further disclosing/releasing the confidential information. Violation of this prohibition could result in charges being pursued under this policy, or other appropriate action.

6. Summary Suspension

The chancellor, vice chancellor for student affairs, and the associate vice chancellor for student affairs, or their designee(s) have the authority to suspend summarily, pending final disposition of the case, any student when, in the opinion of these officials, such a suspension is necessary to:

- a. Maintain order on the campus,
- b. Preserve the orderly functioning of the university,
- c. Stop interference in any manner with the public or private rights of others on university premises,
- d. Stop actions or potential actions that threaten the health or safety of any person, or
- e. Stop actions or potential actions that destroy or damage property of the university, its students, faculty, staff, or guests.

Summary suspension will also include excluding the student from campus.

Summary suspension begins immediately upon notice from the appropriate university official, without a conference by a conduct officer. A conference with a conduct officer is then scheduled as soon as possible (usually within 10 calendar days) to determine how the case will continue and to begin the conduct process. In extreme matters, a summary suspension may be put in place until a student receives a final disposition in a court process after having been charged with a serious crime.

## Related Information

1. Academic Integrity

Cases involving academic dishonesty are heard under the Honor Code. For more information, contact the appropriate associate dean's office, the Honor Code Office, or the following web sites:

<http://www.colorado.edu/academics/honorcode/> and <http://www.colorado.edu/policies/acadinteg.html>.

2. Alcohol

On the Boulder campus, students may consume alcohol only if they are of legal drinking age and do so in designated areas. Students should consult with Housing & Dining Services or other facility supervisors to determine where the designated areas are located. Drinking by underage students or in non-designated areas on campus is a violation of the Student Conduct Code and Housing & Dining Services policies (for Housing & Dining Services policies, see the *Guide to Residence Hall Living* at <http://housing.colorado.edu>).

3. Classroom Behavior

For information about classroom behavior, see the following web site:

<http://www.colorado.edu/policies/classbehavior.html>

## Resources

### Counseling and Psychological Services: A Multicultural Center

Willard Administrative Center 134

303-492-6766

[www.colorado.edu/sacs/counseling/](http://www.colorado.edu/sacs/counseling/)

Offers counseling programs and activities for all members of the university. All contacts are confidential.

**Ombuds Office**

Willard Administrative Center 302  
303-492-5077

[www.colorado.edu/Ombuds/](http://www.colorado.edu/Ombuds/)

Assists students, faculty, and staff in resolving complaints or disputes with other individuals, offices, or departments within the university. The Ombuds Office maintains impartiality and confidentiality in working with individuals.

**Victim Assistance, Office of**

Willard Administrative Center 218  
303-492-8855

[www.colorado.edu/studentaffairs/victimassistance/](http://www.colorado.edu/studentaffairs/victimassistance/)

Provides services that may be used by victims of student misconduct. All contacts are confidential.

**Wardenburg Health Center - Psychological Health and Psychiatry**

Wardenburg Health Center 130  
303-492-5654

[www.colorado.edu/healthcenter/php/index.html](http://www.colorado.edu/healthcenter/php/index.html)

Offers psychiatric care, including counseling, individual and group psychotherapy, and medication, peer education, substance abuse counseling and education, and stress management programs to fee-paying students. All contacts are confidential.

*The following resources, although not confidential, are available to students.*

**Honor Code Office**

University Memorial Center 1B71C  
303-735-2273

[www.colorado.edu/academics/honorcode/](http://www.colorado.edu/academics/honorcode/)

Offers information concerning academic integrity and handles allegations of academic dishonesty.

**UCSU Legal Services**

University Memorial Center 311  
303-492-6813

[www.colorado.edu/sacs/legal/](http://www.colorado.edu/sacs/legal/)

Provides legal counseling to full-fee paying students on matters such as traffic violations, criminal charges, and employment problems. Does not provide advice on internal university problems.

**University of Colorado Police Department**

1050 Regent Drive  
303-492-6666 (non-emergencies, for emergencies dial 911)

[www.colorado.edu/police/](http://www.colorado.edu/police/)

Maintains a full-service police department. Officers, who are state certified, respond to reports of criminal acts and emergencies on campus.

## **Appendix 1: Definitions and Procedures for Sexual Misconduct<sup>1</sup>, Intimate Partner Violence, Stalking, Sexual Harassment and Discrimination and Harassment**

### **A. Definitions - Sexual Misconduct**

1. Intercourse. Vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact).
2. Sexual Touching. Any contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts.
3. Consent. Informed, freely and actively given, mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. Consent is not effectively given if it results from the use of physical force, threats, intimidation, or coercion. Consent is absent when a person has sexual contact with another when the initiator knew, or reasonably should have known, that the person is incapacitated due to illness, consumption of alcohol or drugs, is unconscious, etc.
4. What Consent Means
  - a. In the absence of mutually understandable words or actions (a meeting of the minds on what is to be done, where, with whom, and in what way), it is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity to make sure that he or she has consent from their partner(s).
  - b. Consent to some form of sexual activity does not necessarily imply consent to other forms of sexual activity.
  - c. The initiator must obtain consent at every stage of sexual interaction.
  - d. Consent will be determined using both objective and subjective standards. The objective standard is met when a reasonable person would consider the words or actions of the parties to have manifested an agreement between them to do the same thing, in the same way, at the same time, with one another. The subjective standard is met when a party believes in good faith that the words or actions of the parties manifested an agreement between them to do the same thing, in the same way, at the same time, with one another.
  - e. Consent which is obtained through the use of fraud or force (actual or implied) whether that force is physical force, threats, intimidation, or coercion, is ineffective consent.
    1. Physical force exists, for example, when someone acts upon you physically, such as hitting, kicking, restraining or otherwise exerting their physical control over you through violence.
    2. Threats exist where a reasonable person would have been compelled by the words or actions of another to give permission to sexual contact they would not otherwise have given, absent the threat. For example, threats to kill you, themselves, or to harm someone you care for, constitute threats.
  - f. Consent may never be given by:
    1. A minor to an adult.
    2. Mentally disabled persons.
    3. Physically incapacitated persons.
5. Intimidation. Occurs when someone uses their physical presence to menace you, although no physical contact occurs, or where your knowledge of prior violent behavior by an assailant, coupled with menacing behavior, places you in fear as an implied threat.
6. Coercion.
  - (a) Exists when a sexual initiator engages in sexually pressuring and/or oppressive behavior that violates norms of respect in the community, such that the application of such pressure or oppression causes the object of the behavior to engage in unwanted sexual behavior. Coercion may be differentiated from seduction by the repetition of the coercive activity beyond what is reasonable, the degree of pressure applied, environmental factors such as isolation, and the initiator's knowledge.
7. Additional Clarifying Rules of Consent.
  - a. A person who is the object of sexual aggression is not required to physically or otherwise resist a sexual aggressor.
  - b. Silence, previous sexual relationships, and/or the existence of a current relationship with the respondent do not imply consent.

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<sup>1</sup> Much of this sexual misconduct policy has been used and adapted with permission from Brett Sokolow, J.D. and The National Center for Higher Education Risk Management, Ltd. ([www.nchem.org](http://www.nchem.org)).

- c. Consent cannot be implied by attire, or inferred from the giving of gifts, money or other items.
- d. Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly.
- e. Respondent's intentional use of alcohol/drugs does not excuse a violation of the sexual misconduct policy.

**B. Definitions – Sexual Harassment**

1. Sexual Harassment. Interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, living conditions and/or educational evaluation; (2) submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or (3) 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 or educational environment. Hostile Environment Sexual Harassment. Unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating.

**C. Definitions – Discrimination and Harassment**

1. Protected Classes. Class based on race, color, national origin, sex, age, disability, creed, religion, sexual orientation, and veteran status.
2. Discrimination. Occurs when an individual suffers an adverse consequence, such as failure to be hired or promoted, denial of admission to an academic program, etc., on the basis of her/his Protected Class.
3. Harassment. Verbal or physical conduct based upon an individual's Protected Class that unreasonably interferes with that individual's work or academic performance or creates an intimidating or hostile work or educational environment.
4. Hostile Environment. Unwelcome conduct by an individual(s) against another individual based upon her/his Protected Class that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. Simple teasing, offhand comments and isolated incidents (unless extremely serious) will not amount to hostile environment harassment.

**D. Investigation Process for Resolving Complaints or Reports of Sexual Misconduct, Intimate Partner Violence, Stalking, Sexual Harassment, Discrimination and Harassment <sup>2</sup>**

1. All reports or complaints shall be made as promptly as feasible after the occurrence. A delay in reporting may be reasonable under some circumstances, as determined on a case-by-case basis. An unreasonable delay in reporting, however, is an appropriate consideration in evaluating the merits of a complaint or report.
2. It is the responsibility of Judicial Affairs to determine the most appropriate means for addressing the report or complaint. Options include: 1) investigating the report or complaint as described below; 2) resolving the situation through an informal resolution process including but not limited to mediation or a meeting between the alleged offender and a judicial affairs officer or a third party; or 3) determining that the facts of the complaint or report, even if true, would not constitute a violation of the conduct code or applicable policy.
3. Judicial Affairs shall resolve these reports or complaints as promptly as practicable. Ordinarily, investigations shall be concluded and investigative reports submitted to a reviewing committee no later than 90 days following the receipt of a complaint. Ordinarily, the final report shall be sent to the Chancellor no later than 30 days after the committee's receipt of the draft report of the investigation.
4. If an investigation is conducted, the conduct officer will send the respondent a Notice of Investigation as soon after the commencement of the investigation as is practical and to the extent permitted by law. The Notice of Investigation will include a description of the alleged misconduct, the conduct code provisions that are alleged to have been violated, and the requirement that the student must set up a meeting with the conduct officer within the time frame designated in the notice. At the conference, the respondent will have the opportunity to respond to the allegations, present relevant information, and identify relevant witnesses.

The notice shall be sent to the student's mailing address appearing in the university's Student Information

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<sup>2</sup> This process will be used in conjunction with the process outlined in the Administrative Policy Statement on Sexual Harassment Policy and Procedures and/or the Administrative Policy Statement on Discrimination and Harassment Policy and Procedures as is applicable.

System, as well as by an e-mail notifying the student to expect the notice. If the mailing address is no longer current or no mailing address is given, the permanent address may be used. Notice to the student will be considered furnished once the Office of Judicial Affairs follows these mailing guidelines.

5. If the respondent does not schedule or attend a meeting by the date specified in the notice, or if the student schedules a meeting but does not attend, the conduct officer may complete the investigation based on the information obtained.
6. The Chancellor shall be notified when an investigation occurs.
7. Judicial Affairs may use police investigation reports and may designate another individual (either from within the University, including an administrator, or from outside the University) to conduct or assist with an investigation or to manage an alternative dispute resolution process. Outside investigators shall have training, qualifications and experience as will, in the judgment of the Director of Judicial Affairs, facilitate the investigation. Anyone designated to address an allegation must adhere to the requirements of the conduct code and applicable policy and confer with the Director of Judicial Affairs about his or her progress.
8. If the complainant resides in University housing, the Office of Judicial Affairs shall consult Housing about whether either the respondent or the complainant, or both, should be moved during the investigation and review. If complainant and respondent are taking the same class or other educational activity, the Office of Judicial Affairs shall consult with the responsible faculty member about any arrangements needed to separate the two during the investigation and review.
9. At the conclusion of an investigation, the investigator shall prepare a written report that shall include a statement of factual findings and a recommendation as to whether or not there is sufficient information to charge the student with an alleged violation of the student conduct code. The report shall be presented for review to the standing review committee designated by the Chancellor.
10. The standing review committee may consult with the Office of Judicial Affairs; may consult with the parties; request that further investigation be done by the same or another investigator; or request that the investigation be conducted again by another investigator. The standing review committee may adopt the investigator's report as its own or may prepare a separate report based on the findings of the investigation. The standing review committee may not, however, conduct its own investigation or hearing.
11. Judicial Affairs shall advise the complainant and respondent of the resolution of any investigation conducted under this conduct code. A copy of the investigator's written report as approved by the standing review committee shall be provided to: (1) the complainant; (2) the respondent; (3) the Director of Judicial Affairs; and (4) the Chancellor.
12. In cases where the investigation results in a recommendation that there is sufficient information to charge the student with a violation of the student conduct code, the case will then proceed through the conduct process outlined in Section I.
13. In all cases, Judicial Affairs shall retain the investigator's report, as approved by the standing review committee, for a minimum of seven years after the respondent graduates or permanently withdraws from the University.
14. All records, reports and investigations obtained pursuant to this process shall be considered confidential and shall not be disclosed publicly except to the extent required by law.
15. Complaints Involving Two or More University of Colorado Campuses. When an alleged violation involves more than one University of Colorado campus, the complaint shall be handled by the campus with disciplinary authority over the respondent. The campus responsible for the investigation may request the involvement or cooperation of any other affected campus and should advise appropriate officials of the affected campus of the progress and results of the investigation.
16. Complaints By and Against University Employees and Students Arising in an Affiliated Entity. University employees and students sometimes work or study at the worksite or program of another organization affiliated with the University. When a violation is alleged by or against University students in those circumstances, the complaint shall be handled as provided in the affiliation agreement between the University and the other entity. In the absence of an affiliation agreement or a provision addressing this issue, the University may, in its discretion, choose to: 1) conduct its own investigation; 2) conduct a joint investigation with the affiliated entity; 3) defer to the findings of an investigation by the affiliated entity where the University has reviewed the investigation process and is satisfied that it was fairly conducted; or 4) use the investigation and findings of the affiliated entity as a basis for further investigation.
17. The investigator will discuss with the complainant the support services available to him or her (e.g. the offices of Victim Assistance, Counseling and Psychological Services, etc.) The investigator will also discuss with the complainant whether s/he resides in the same housing or has classes with the charged student.

**E. Disciplinary Process**

The disciplinary process in these cases shall be the same as set forth in Sections I and J of the Student Conduct Policies and Procedures.

**F. Sanctions**

The sanctions in these cases shall be the same as set forth in Section L of the Student Conduct Policies and Procedures.

**G. Appeals**

The appeals process for these cases shall be the same as set forth in Section M of the Student Conduct Policies and Procedures.

## **Appendix 2: Colorado Law Regarding Hazing**

Section 18-9-124 (2), C.R.S defines

“(2) As used in this section, unless the context otherwise requires

- a. ‘Hazing’ means any activity by which a person recklessly endangers the health or safety of or causes a risk of bodily injury to an individual for purposes of initiation or admission into or affiliation with any student organization; except that “hazing” does not include customary athletic events or other similar contests or competitions, or authorized training activities conducted by members of the armed forces of the state of Colorado or the United States.
- b. ‘Hazing’ includes but is not limited to:
  - I. Forced and prolonged physical activity;
  - II. Forced consumption of any food, beverage, medication or controlled substance, whether or not prescribed, in excess of the usual amounts for human consumption or forced consumption of any substance not generally intended for human consumption;
  - III. Prolonged deprivation of sleep, food, or drink.”

## **Appendix 3: Good Samaritan Provision**

The health and safety of members of the University of Colorado at Boulder are the primary concerns of the University. The University is committed to ensuring that students obtain timely medical assistance for themselves and for their peers. To this end, we have instituted a “Good Samaritan” Provision.

The University of Colorado at Boulder Police department and City of Boulder Police department will assist those individuals whose judgment or health is severely affected due to alcohol consumption by facilitating transport to the Addiction Recovery Center, Boulder Community Hospital, Wardenburg Health Center, or by taking other protective measures. Students are encouraged to inform local or state police, Residence Life Staff, or CU night security when assistance is needed.

Whenever a student assists an intoxicated individual in procuring the assistance of local or state police, CU night security, residence life staff, or other medical professionals, neither the intoxicated individual, nor the individual who assists may be subject to formal University disciplinary actions for (1) being intoxicated or (2) having provided that person alcohol. This provision does not excuse or protect those individuals or organizations that deliberately or repeatedly violate the University’s Alcohol Policy.

In order for this policy to apply, the intoxicated student(s) must agree to timely completion of recommended alcohol education activities, assessment, and/or treatment depending on the level of concern for student health and safety. Serious or repeated incidents will prompt a higher degree of medical concern. Failure to complete recommended follow-up will normally result in disciplinary action and could prompt the imposition of a medical withdrawal. Likewise, organizations involved in an incident must agree to take recommended steps to address concerns.

This provision only governs the application of the University’s Student Code of Conduct and has no status in other jurisdictions such as local or state courts. It should also be noted that this provision may only be invoked by a student at the time when his or her case is being heard or investigated by a conduct officer or investigator. Based on the totality of the incident, the conduct officer will make the final determination as to the applicability of this provision and reserves the right to reduce sanctions or dismiss charges.

The Good Samaritan provision does not limit the authority of law enforcement personnel or University staff to act as required at the time of an alleged violation of university standards or state or local laws.

## **Appendix 4: Colorado Law Regarding Riots**

Section 18-9-101(2), Colorado Revised Statutes states:

“Riot means a public disturbance involving an assemblage of three or more persons which by tumultuous and violent conduct creates grave danger of damage, destruction or death.”

Section 18-9-102, C.R.S. states:

### **“Inciting riot.**

A person commits inciting riot if he:

- a. Incites or urges a group of five or more persons to engage in a current or impending riot; or
- b. Gives commands, instructions, or signals to a group of five or more persons in furtherance of a riot.
2. A person may be convicted under sections 18-2-101, 18-2-201, or 18-2-301 of attempt, conspiracy, or solicitation to incite a riot only if he engages in the prohibited conduct with respect to a current or impending riot.
3. Inciting riot is a class 1 misdemeanor, but, if injury to a person or damage to property results therefrom, it is a class 5 felony.”

Section 18-9-103, C.R.S. states:

### **“Arming rioters.**

1. A person commits arming rioters if he:
  - a. Knowingly supplies a deadly weapon or destructive device for use in a riot; or
  - b. Teaches another to prepare or use a deadly weapon or destructive device with intent that any such thing be used in a riot.
2. Arming rioters is a class 4 felony.”

Section 18-9-104, C.R.S. states:

### **“Engaging in a riot.**

1. A person commits an offense if he or she engages in a riot. The offense is a class 4 felony if in the course of rioting the actor employs a deadly weapon, a destructive device, or any article used or fashioned in a manner to cause a person to reasonably believe that the article is a deadly weapon, or if in the course of rioting the actor represents verbally or otherwise that he or she is armed with a deadly weapon; otherwise, it is a class 2 misdemeanor.
2. The provisions of section 18-9-102 (2) are applicable to attempt, solicitation, and conspiracy to commit an offense under this section.”

Section 23-5-124, C.R.S. states:

### **“Student enrollment - prohibition - public peace and order convictions.**

1. No person who is convicted of a riot offense shall be enrolled in a state-supported institution of higher education for a period of twelve months following the date of conviction.
2. A student who is enrolled in a state-supported institution of higher education and who is convicted of a riot offense shall be immediately suspended from the institution upon the institution's notification of such conviction for a period of twelve months following the date of conviction; except that if a student has been suspended prior to the date of conviction by the state-supported institution of higher education for the same riot activity, the twelve month suspension shall run from the start of the suspension imposed by the institution.

3. Nothing in this section shall be construed to prohibit a state-supported institution of higher education from implementing its own policies and procedures or disciplinary actions, in addition to the suspension in subsection (2) of this section, regarding students involved in riots.
4.
  - a. The court in each judicial district shall report to the Colorado commission on higher education the name of any person who is convicted in the judicial district of a riot offense.
  - b. The Colorado commission on higher education shall make the conviction reports received pursuant to paragraph (a) of this subsection (4) available to all state-supported institutions of higher education with the notification that the persons included in the conviction reports are subject to the provisions of this section and that the state-supported institution of higher education in which any of such persons are enrolled shall consider appropriate disciplinary action against the student.
5. Each state-supported institution of higher education shall notify its students and prospective students of the requirements of this section. The governing board of each state-supported institution of higher education shall prescribe the manner in which this information shall be disseminated.
6. For purposes of this section, unless the context otherwise requires:
  - a. 'Convicted' means having received a verdict of guilty, pleaded guilty or nolo contendere, or having received a deferred judgment and sentence.
  - b. 'Riot offense' means:
    - I. Inciting riot, as described in section 18-9-102, C.R.S.;
    - II. Arming rioters, as described in section 18-9-103, C.R.S.;
    - III. Engaging in a riot, as described in section 18-9-104, C.R.S."