

**ADAMS STATE
UNIVERSITY**

**STANDARDS OF RESIDENCE
& FAMILY HOUSING
HANDBOOK**

Dear ASU Students:

The Office of Housing & Residence Life staff welcomes you to our residential community at Adams State University.

The University regards its residential community as an integral part of each student's educational experience. The university believes that living on campus can and will contribute to the personal growth and development of the individual.

It is the responsibility of each student to protect the dignity, rights, feelings, and property of fellow students. One of the unique and educationally valuable aspects of campus living is the necessity of shared responsibility for the entire community. It is your responsibility to review all published materials and contracts to better understand the expectations you will be held accountable for while you're in the residence halls. You may also request a paper copy of this handbook by contacting the housing staff in your living area.

We hope you will read this handbook carefully and refer to it often. However, no handbook can replace the personal contact you will have with the residence hall staff. As questions arise which are not fully answered within these pages, residents are encouraged to seek additional information from the appropriate housing staff member.

Again, welcome to Adams State University.

Bruce Del Tondo
Director of Auxiliary Services

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Standards of Residence
General Information

On Campus Living Requirements (Single Student Housing)

By signing and delivering his/her Housing Contract, the resident has agreed to abide by the laws of the United States of America, the State of Colorado, the City and County of Alamosa, and all published policies and regulations established by the university. It is essential that the resident is familiar with and understands all policies and regulations.

Each resident is expected to abide by the established policies and standards in order to assure maximum protection to university property, the lives of the individuals in the halls, and the personal belongings of each resident. Adams State University reserves the right not to enter into a contractual agreement if there is sufficient cause not to. Please refer to the Housing Application and contract concerning the contractual agreement.

The university requires that all freshmen and sophomore students live in the residence halls except as excused for definite reasons expressed in writing and approved by the Director of Auxiliary Services. Exceptions to the on-campus policy are as follows:

1. If you are a veteran of the armed forces; or
2. If you are married; or
3. If you are a single parent; or
4. If you are 21 years of age or older; or
5. If you are a part-time student (enrolled for 9 hours or less per semester); or
6. If you are residing at the permanent address in the San Luis Valley of your parents, stepparents, legal guardian, or immediate relative (immediate relative is defined as grandparents, aunts, uncles, brothers, and sisters, age 21 or older); or
7. If you have obtained junior class standing since the preceding semester; or
8. If you have resided in the residence halls for four semesters but have not obtained junior class status; or
9. If you are medically excusable as determined by the Director of Auxiliary Services (required documentation may include but not limited to: support in writing from a doctor, medical history, etc.); or
10. If you have lived on campus for one (1) year or two (2) semesters, have obtained a minimum of 30 credit hours, and have maintained a minimum 3.50 cumulative grade point average.

On Campus Living Requirements (Family Housing)

Adams State University maintains housing for both single students and students with families. In order to be eligible for on-campus housing, a student must be registered at ASU for a minimum of nine (9) credit hours per semester and pursuing coursework toward a degree. On-line courses do not count toward the nine (9) credit hour requirement. Exceptions are made during the summer sessions due to time restrictions and special programs being offered. Further exceptions to the nine (9) credit hour minimum will be granted only when the university is unable to fill on-campus housing and will be granted for only one (1) academic year, provided the student is registered and pursuing a degree program. Residents who withdraw from school or who are unable to maintain the minimum (9) credit hour requirements are not eligible to remain in an apartment. Residents who withdraw from the university must vacate the premises within 48 hours after officially withdrawing. Any exceptions to these procedures must be submitted in writing to the Assistant Director of Housing or the Director of Auxiliary Services.

Family housing is for married students, single parent students with children, siblings and domestic partners. A family unit is defined as a husband and wife with or without children; siblings; domestic partners; or, a single parent who has one or more dependents. For purposes of this policy only, domestic partners are unmarried couples, including same sex couples, living together in long-term relationships and who share the necessities of life and the ongoing responsibility for their common welfare. A minimum of two members of the family unit must occupy the apartment at least fifty (50%) percent of the time to retain eligibility. Dependents must be registered with the Office of Housing and Residence Life.

Special Note: The University may subsequently, and with cause, ask you to provide evidence that you are married or are in a domestic partnership similar to marriage or meet the definition of a “family unit” as defined above. Students shall submit appropriate proof, including, but not limited to: a Marriage Certificate, Affidavit of Common Law Marriage, Domestic Partner Affidavit, and Birth Certificates in cases of dependents/siblings. Any misrepresentation of facts for housing purposes is deemed a violation of the Standards of Residence and may result in the loss of on-campus housing privileges and/or possible disciplinary action.

Sibling housing is based on space availability and is not considered a priority for family housing.

Faculty & staff may utilize student housing only when all students needing housing have been accommodated. Student housing utilized by faculty is for temporary purposes only and will be granted for one semester at a time.

Housing Applications

Housing applications are mailed from the Office of Housing & Residence Life after the student has been accepted to Adams State University. In order to receive an on-campus housing assignment, completed applications, contracts and a \$150 application fee/housing deposit must be returned to:

The Office of Housing & Residence Life
208 Edgemont Blvd
Suite 2260
Alamosa, CO 81101

Further information about Housing & Residence Life at Adams State University is available at <http://housing.adams.edu/>. Questions about housing can be addressed to:

E-mail: housing@adams.edu
Toll Free: 1.800.824.6494
Phone: 719.587.7228

The Office of Housing & Residence Life is located North of the Student Union Building on the second floor of the Coronado/Girault Addition and guest parking can be accessed via Monterrey Avenue.

Housing & Residence Life Staff

Housing & Residence Life personnel are provided in each housing facility to assist residents. It is beneficial for each resident to become familiar with these people and what they do.

Administrative Assistant(s): The Administrative Assistant(s) in the Office of Housing & Residence Life can be located on the second floor of the Coronado/Girault Addition. Their duties are to assist the Assistant Director(s) of Housing & Residence Life and Director of Auxiliary Services in the daily operations of the department. Duties include but are not limited to: answering phones, generating and sending letters, setting up appointments and providing overall administrative support for the department.

Resident Assistants: The Resident Assistant (RA) lives within the complex or residence hall and are assigned to a particular area or floor. Resident Assistants are carefully selected student staff members whose primary responsibilities are to guide and advise hall residents, assist residential students with transitions to university life, educate residents about communal living in an academic environment, and strive to uphold Adams State University policies and guidelines through education, role modeling, mediation, and appropriate intervention and referral to campus resources. Resident Assistants are obligated to report any infraction of residence hall policies and to take appropriate action, including referral to the Residence Director for dispensation.

Residence Directors: The Residence Director (RD) lives within the complex or residence hall and directly supervises the Resident Assistant staff in that area. Residence Directors are professional staff members who have completed at least a Bachelor's degree and have significant prior experience in student affairs. Their responsibilities include, but are not limited to, providing leadership in the housing area, addressing daily administrative concerns, supervising program development, enforcing university policies, adjudicating and otherwise managing student conduct cases, hearing feedback from those with a vested interest in the residence hall community, and providing general information about the housing unit and other university departments.

Assistant Director of Housing & Residence Life: The Assistant Director of Housing & Residence Life (ADOHRL) assists the Director of Auxiliary Services in system wide matters. The ADOHRL supervises the Residence Director staff, and is available to appeal any Residence Director's sanctions. The ADOHRL assumes the responsibilities of Residence Life matters in the absence of the Director of Auxiliary Services.

Assistant Director of Housing: Operations & Outreach: The Assistant Director of Housing, Operations & Outreach (ADOHOO) assists the Director of Auxiliary Services in system wide matters. The ADOHOO is directly responsible for Housing Applications and student room assignments as well as operational issues related to residential areas. The ADOHOO assumes the responsibilities of Operational matters in the absence of the Director of Auxiliary Services.

Director of Auxiliary Services: Each resident and guest of the university's residence hall system is under the jurisdiction of the Director of Auxiliary Services while within or in the vicinity of the residence halls. Violations of any of the standards of residence or other rules or regulations as they apply to the residence halls may be reviewed by the Director of Auxiliary Services. This position is also responsible for all contractual agreements.

The Director of Auxiliary Services is authorized to recommend formally to the Vice President of Student Affairs, any recommendation for disciplinary probation, suspension or expulsion from the university. The appeal of a decision of the Director of Auxiliary Services is made to the Vice President of Student Affairs.

Housing & Residence Life staff members are not authorized to grant exceptions to university and housing regulations. The staff as university employees are obligated to address policy violations and concerns they encounter at all times.

Housing & Residence Life Departmental Procedures

Check-In Procedures at the Beginning of the Semester (Single Student Housing)

1. The occupant may move into the assigned unit on the date and times stated in the assignment letter.
2. One room card key will be issued to each student:
 - The person who executes the contract will be responsible for all card keys issued.
 - Only the contracted person may request additional keys.
3. Repairs needed, damages, missing items, and the general condition of the unit are to be recorded by the staff member and the occupant before the occupant signs the Room Condition Report.
 - The occupant's signature on the Room Condition Report establishes acceptance of the assigned room's condition as described therein, and will be used to assess damages when the occupant moves out of the room or apartment.
 - Failure by the occupant to sign the Room Condition Report could result in being held responsible for any and/or all damages to the room or apartment as noted by the Housing & Residence Life staff member upon check-out.

Check-In Procedures (Family Housing)

1. The occupant may move into the assigned unit on the date and times stated in the assignment letter.
2. Two apartment keys will be issued to each family:
 - The person who executes the contract will be responsible for all apartment keys issued.
 - Additional keys can be issued on a temporary basis.
3. Check-In times must be scheduled through the Housing Office 48 hours in advance.
4. Failure to show up for the scheduled check-in time without giving notice may result in having to reschedule a new check-in time.
5. All occupants should make a thorough examination of their apartment upon moving in. Any repairs needed, damages, and the general condition of the unit are to be recorded by the staff member and the occupant before the occupant signs the Apartment-Condition Report.
 - Signature on the Apartment-Condition Report by the occupant establishes acceptance of the apartment's condition as described by the Apartment-Condition Report, and is used to determine damage assessment when the student vacates the apartment.
 - Failure by the occupant to sign or return the Apartment Condition Form could result in being held responsible for any and/or all damages to the apartment as noted by the housing staff member upon checkout.

Check-Out Procedures (Single Student Housing)

1. Make an appointment with the floor or area's Resident Assistant at least one day prior to the time you are ready to check out.
2. Remove all possessions prior to check out and return ALL furniture to its original location.
3. Clean room or apartment thoroughly, or as per instructions handed out prior to check-out.
4. The Housing staff member will then inspect the room/apartment for cleanliness and damages. Damages and the condition of the room will be reviewed by the Residence Director and Facilities/Maintenance staff.
5. Leave a forwarding address so mail can be forwarded.

Check-Out Procedures (Family Housing)

1. To terminate your Family Housing Contract, you must notify the Housing Office of your intent to vacate 30 days prior to your cancellation date.
2. Failure to give intent and check-out will result in forfeiture of your Housing Deposit.
3. Remove all personal possessions prior to check out.
4. Clean apartment and appliances thoroughly.
5. The staff member will then inspect the apartment for cleanliness and damages.
6. Turn in all keys to the Resident Assistant.
7. Leave a forwarding address to ensure proper mailing of your deposit.
8. Be sure to leave a forwarding address with the Post Office to ensure proper forwarding of your mail.

Improper Check-Out, Damage Charges, & Abandoned Items

1. Failure to follow the above procedure may be deemed an improper check-out and result in forfeiture of the \$100 housing deposit, plus any damage or cleaning fees assessed.
2. Failure to complete the move to a reassigned room within the five (5) calendar days may result in charges for both rooms until student officially checks out of the original room.
3. Any items abandoned or left following a proper or improper checkout will be disposed of at the Office of Housing & Residence Life's discretion. Charges will be applied to the student's account to dispose of such items.
4. Final inspection and charges will be determined by the Residence Director.
5. Appeals must be filed in writing to the Assistant Director of Housing & Residence Life within 10 business days of the date charges were assessed.

Check-Out Procedure for Breaks when the University is Closed

1. All residents are to have their room inspected by the Housing & Residence Life staff member in their area before leaving for the end of semester and vacation periods.
2. Residents may leave their possessions in the rooms over vacation periods. Please consult the Housing & Residence Life staff or the Office of Housing & Residence Life for procedures.
3. Room fees do not cover periods when the University is closed. An additional charge will be assessed to students who require housing outside of the academic semester. Apartment and Family Housing residents are exempt from these charges during the Christmas Holiday break.
4. Students who are required by Adams State University to remain on campus during breaks will not be assessed additional charges if PRIOR written notification from the responsible university official is presented to the Office of Housing & Residence Life.
5. All housing contracts are for the entire academic year.

Termination by the Student – Before Occupancy

1. Students are required to submit written notification to the Director of Auxiliary Services if cancellation becomes necessary. A letter of cancellation sent by any of the following forms of communication constitutes written notification:
 - by US Postal Service
 - by e-mail to housing@adams.edu
 - by fax to (719) 587-7103
 - by campus mail delivery
2. Termination of this agreement by any student prior to occupancy will result in the following refunds if the Office of Housing & Residence Life receives written notification of termination by the dates indicated
 - Prior to July 1 for Fall semester will result in a full refund of the \$100 Housing Deposit.
 - Prior to December 24 for Spring semester will result in a full refund of the \$100 Housing Deposit.
 - Between July 2 and the day before halls officially open for Fall semester will result in a 50% refund.
 - Between December 2 and the day before hall officially open for Spring semester will result in a 50% refund.
 - On or after the day that the halls officially open for each semester will result in the University retaining the full Housing Deposit as liquidated expenses.

Termination by the Student – After Occupancy

All regularly enrolled students at Adams State University who execute the Housing Contract are committed to the agreement for the full academic year, subject to the following stipulations:

1. If a student is qualified to move from the residence hall and notifies the Director of Auxiliary Services in writing 30 days in advance of intent to vacate the residence hall, the \$100 housing deposit shall be refunded after complete checkout with the Residence Director and the Office of Housing & Residence Life, providing there are no damage assessments and all outstanding accounts are cleared with Adams State University.
2. If a student does not notify the Director of Auxiliary Services in writing 30 days in advance of intent to vacate the residence hall, the student shall be charged for the period of occupancy according to the current year's Financial Obligation Policy and the \$100 housing deposit will be forfeited.
3. The \$100 housing deposit will be refunded if a student is qualified to move from the residence hall at the termination of any given semester and notifies the Director of Auxiliary Services of intent to vacate in writing on or before the last day of the semester.
 - The \$100 housing deposit shall be refunded after complete checkout with the Residence Director and the Office of Housing & Residence Life, providing there are no damage assessments and all outstanding accounts are cleared with Adams State University.
 - The Semester Break vacation period serves as the 30-day notice in this case.

Termination by the University

1. Upon reasonable notice and for good cause, the University reserves the right to terminate the Housing Contract for failure of the student to abide thereby.
2. Examples of good cause are failure to make payment for charges as required by the agreement, suspension from the University for disciplinary reasons or failure to comply with the Residence Hall rules and policies, which are part of the Housing Contract.
3. Reasonable notice of termination will normally be forty-eight (48) hours.
4. Behavior that endangers or disturbs others' or one's own personal safety, intentional or threatened physical injury, and/or verbal harassment to/of any person in the university community within the residence halls is prohibited. In such cases, a student may be removed or temporarily reassigned from the residence hall/area immediately pending an official hearing to determine possible disciplinary sanctions.
 - This hearing will be arranged within five (5) business days from the time of immediate removal/reassignment.
 - Should the university determine the student(s) is in any way a threat to themselves, others, or the university community they may terminate the housing contract or permanently reassign the student.
 - This termination/reassignment will supersede the "48-hour Reasonable Notice" and be effective immediately.
5. Failure to occupy assigned space by 5:00 p.m. on the first day of classes each semester may result in cancellation of the Housing Contract by the University and forfeiture of the \$100 deposit.

Room Changes (Single Student Housing)

1. There will be no room changes during the first two weeks of classes each semester, unless otherwise posted.
2. After the two-week period, the Office of Housing & Residence will announce the date for starting room-changes.
3. When requesting a room change, students will be given five (5) calendar days to complete their move or the Office of Housing & Residence Life will process the form as incomplete and assess any damage/cleaning charges.
4. Students needing consideration for moves during the academic semester should see their Residence Director.
5. Residents who initiate a move without prior approval are in violation of the room change policy. This is considered an "illegal move" and will be subject to disciplinary sanctions that may include a \$50.00 fine and/or relocation back to their appropriate assignment.

Apartment Relocation (Family Housing)

In the event you would like to move from one apartment on Faculty Dr. to another there will be a \$100 relocation fee. This fee is used to help off-set custodial/maintenance fees associated with cleaning/repairing of the apartment(s). A maximum of five (5) days will be permitted to officially complete the move from one apartment to another. In the event the move is not completed within five (5) days the resident may be billed for both apartments until the move is complete. All requests to move apartments are approved at the discretion of the Housing Office.

Private Room Assignments & Room Consolidation

1. There will be no private room assignments prior to the first official day of check in, unless otherwise announced by the Office of Housing & Residence Life.
2. Private room assignments will be made on the room-change day held after the first week of classes, unless otherwise announced by the Office of Housing & Residence Life.

3. Requests for private rooms will be assigned on a space-available basis. Should the situation arise where more housing is needed, those rooms last assigned as privates will revert back to double occupancy.
4. Please note that there is an additional cost for a private room.
5. As vacancies occur during the semester, after the room-change day, the remaining occupant(s) has one (1) business day to request private status for that vacated space. After the one-day period, if the space has not been assigned as a private, it becomes available for assignment through the Office of Housing & Residence Life.
6. The Office of Housing & Residence Life reserves the right to consolidate empty space at any time throughout the semester to keep residents in double rate areas unless requesting a private room as stated above. The following options are available for residents who are the sole occupant of a double-occupancy room:
 - Stay in their current room and pay the private room rate;
 - Consolidate with a roommate of their choice;
 - Be assigned a roommate by the Residence Director. Residents choosing this option may be relocated to another room based on the deposit & contract dates of those involved. Those students who do not respond to the consolidation letter or fail to complete the process by the determined date may be charged the private room rate.
7. Any behavior exhibited by a resident which intentionally shows neglect of his/her new roommate(s') rights with the intent to acquire a private room or extra space in an apartment or room is strictly prohibited and will result in disciplinary action.
8. All students are required to standardize (or occupy only one side) their room at the end of the fall semester as to accommodate for a new roommate. Failure to do so may result in cleaning charges, being billed the private room rate, and disciplinary sanctions.

General Information for Residence Hall Living

Mail & Distribution of Materials

Faculty Drive

The U.S. Postal Service delivers to Faculty Drive apartments Monday through Saturday. In order to receive mail without delay, it is important to have it addressed correctly:

Name
(Apt #) Faculty Dr.
Alamosa, CO 81101

Single Student Housing

Mail is delivered to the University Center Mailroom by an employee of Adams State University Monday through Friday. In order to receive mail without delay, it is important to have it addressed correctly:

STUDENT NAME
208 Edgemont Blvd. Unit #xxxx
ALAMOSA, CO 81101

If the material is not distributed through the campus mail or the U.S. Postal System, it must be approved by the mailroom staff in order to place the material in the boxes. With the exception of communications from the Office of Housing & Residence Life, the mass distribution of materials under student room doors is prohibited. Students are advised to check their mailbox daily for updates and important housing information.

Posters or notices pertaining to specific residence hall activities may be posted on the bulletin boards provided within the residence halls. These notices and posters must have the approval of the Office of Housing & Residence Life. Commercial posters approved by the Office of Housing & Residence Life that advertise non-residence hall and non-campus related functions may be posted on the residence hall designated areas provided there is space available.

Health Services

The San Luis Valley Regional Medical Center, which is located one block from campus, is well staffed and maintained and provides medical services to students as well as local citizens.

Laundry

Laundry facilities with Debit/Credit Card/coin-operated washers and dryers are located in each residence hall (except Faculty Drive Apartments). Residents can report any malfunctions directly from the electronic payment console.

Cable Television

Basic services are provided to all residence halls on campus.

Internet Access

Students in Coronado, Girault, Conour, and Residence at Rex may access the internet from their room through both wireless and Ethernet connections. Savage, McCurry, Houtchens, Moffatt, Faculty Drive and Petteys may access the internet from their apartment through a wireless connection. Students may contact the Computing Services Help Desk at 7741 for technical support.

Telephone Service

Each room is equipped with a wall jack in the room so students can provide their own telephone. Each room is designated on the Adams State University telephone system with a 719-587-7xxx number. This group of numbers is reserved for the university only and special dialing instructions must be followed for placing various types of calls.

Campus Calls: When placing a call from one campus phone to another, dial the four-digit extension number (for example 7xxx).

Local Calls: When placing a call from a campus phone to a local phone, the prefix (9) must be dialed for local calls then dial the desired seven-digit number (xxx-xxxx).

Long Distance Calls:

- **Calling Card Calls:** When placing a long distance call from a campus phone, dial 9 + the appropriate instructions as specified by your calling card.
- **Collect Calls:** Dial 9 + 0, when the operator intercepts the call, tell the operator that you are making a collect call and give the operator the entire number you have dialed. The operator will then complete the call for you. Collect Calls CANNOT be accepted by ON-CAMPUS residents. Residents will be billed by the university for all unauthorized calls.

Incoming Calls: Local or long distance may be placed directly to a campus phone line by dialing the 719-587-xxxx number.

Emergency: 911 is to be used only in emergency situations. 9-587-5807 is to be used to contact the Alamosa Dispatch system for non-critical emergencies.

Personal Safety & Security

Keep your room or apartment door locked at all times, including the times when you are sleeping. A locked door is the main deterrent to a thief. Propping of individual room or apartment doors and windows is strongly discouraged. Propping of public doors and windows is prohibited.

Should a theft occur, notify ASU Police Department (587-7901) immediately and contact your Resident Assistant or Residence Director.

Storage (Single Student Housing)

Storage facilities in the buildings are extremely limited and are reserved for out-of-state students. The resident may contact their Resident Assistant, Residence Director or the Office of Housing & Residence Life for information regarding the storage of personal items.

Only residents may use the storage space. Use of storage facilities is at the residents' own discretion and the Office of Housing & Residence Life assumes no responsibility for any loss or damage of belongings in storage. When the resident checks out of campus housing, ALL ITEMS in storage must be removed. Items left in storage for more than one year, without any prior arrangements, will be removed and disposed of at the university's discretion.

Items stored must be boxed and tagged with the resident's name and apartment/room number. If the resident(s) moves out of the residence hall, they must remove all of their belongings from the storage area. Unidentified or abandoned articles will be removed and disposed of. Highly flammable materials may not be stored in the residence halls or in the storage areas. In addition, vehicles, motorcycle or parts thereof may not be kept in storage rooms or elsewhere inside the residence halls. It is at the sole discretion of the Office of Housing & Residence Life to determine what may be stored and availability of storage.

Damages

Repair and Replacement Costs: Repair and replacement costs can be substantial. Authorized Housing & Residence Life staff and/or university maintenance staff members or their agents, at their sole discretion, determine the actual repair or replacement costs caused by the resident. Only authorized Housing & Residence Life staff and/or university maintenance staff or their agents can conduct repairs or modifications in the residence halls; the total cost for both labor and materials must be borne by the resident(s) who caused the damages or who allowed the damage to occur. Damages to a resident's room or to any public or semi-public area should be reported immediately to the Residence Director, Resident Assistants, or the Office of Housing & Residence Life.

Please contact your Resident Assistant or Residence Director directly to report any maintenance requests. Residents may also submit work orders through the Adams State University Facilities Services web site. By doing so your request can be more efficiently handled and follow-up is ensured. If repairs are not attended to within 48 hours of reporting, please contact the Office of Housing & Residence Life.

Entry Authorization: A request for maintenance repairs submitted to the Office of Housing & Residence Life automatically authorizes entrance into a residential unit to perform the requested repairs even if the resident is not present.

Commons Areas: A blanket assessment for damages to public areas or semi-public areas will be assessed to all occupants of a floor, wing, or hall when no individual responsibility for the damage has been determined.

Liability

Neither Adams State University nor the Office of Housing & Residence Life will assume responsibility for any accident, injury, loss, theft or damage of personal belongings in or on residence hall/apartment properties, or housing sponsored activities. The policy extends to resident rooms, resident apartments, commons areas, storage areas, auto, and bicycle parking areas, as well as other living units.

Standards of Residence Student Conduct Handbook

Student Conduct System Overview

The underlying principle of the University's student conduct process is one of education and character development. As we support students in overcoming their mistakes, we focus on personal growth and development, self-discipline, personal responsibility, respect of others, ethical decision-making, integrity, and achieving one's own full potential. Policies, rules, and regulations have been established for residence halls in order to maintain an optimal living environment for students by creating and supporting a safe and welcoming community.

Each resident is responsible for becoming familiar with the Student Code of Conduct, Standards of Residence, and the ASU Affirmations and for considering their function within the residence hall community. As a member of this community, each resident also has the right and responsibility to question others who are not adhering to published regulations. Failure to adhere to University policies can endanger individual safety and/or the safety of others in the university community and may be infringing upon the rights of others. Individual halls and areas may establish regulations or policies to address specific needs or concerns, within the constraints of the Residence Hall Contract.

Persons in violation of policies may be accountable to both civil and criminal authorities and to the university for acts of misconduct. Disciplinary action at the university level may proceed during the course of other proceedings at the discretion of university officials. Sanctions may be imposed for acts of misconduct for which a student is found responsible. The University is not bound by the court system and needs only to determine "more likely than not" that a violation has taken place. The administrative processes of the campus conduct hearing proceedings, standard of proof required to levy a decision, and sanctioning outcomes imposed are not similar to those of the legal system.

The Director of Auxiliary Services and/or assigned housing personnel has the authority and discretion to determine the appropriate sanctions regardless of written policy pending the severity of an incident.

Residence Hall Rules and Regulations

Substance Use

Alcoholic Beverages

On May 19, 1987, the Governor of the State of Colorado signed into law House Bill 1320 concerning the legal drinking age for alcoholic beverages. Persons who have not attained the age of 21 years of age may NOT purchase, consume, or possess any alcoholic beverages.

Additionally, Adams State University strictly prohibits the use, possession, manufacturing, or distribution of alcoholic beverages in and around the residence halls, regardless of age. Please consult the Student Handbook for further details.

Distribution of Alcohol

If the distributor (host) makes alcohol available to non-drinking age person(s), charges may be filed with the appropriate court for criminal prosecution. If the distributor is a student, he/she may receive additional sanctions including hall/contract probation. If a second violation occurs, the student will be recommended to the Assistant Director of Housing & Residence Life or Director of Auxiliary Services for a hearing which may result in eviction and suspension/expulsion from university. A distributor can be understood to be the resident assigned to the room in which the possession or consumption of alcohol by under legal drinking aged residents, guests, or legal drinking age students takes place.

Drugs

The sale, dispensing, possession and/or use of prohibited or illegal drugs, in or around the residence halls is in violation of state/federal laws as well as Adams State University policy. Prohibited drugs include but are not limited to: marijuana (including vapor cartridges and edibles), methamphetamines, cocaine, opiates, LSD, psilocybin mushrooms, heroin, Ecstasy, and GHB. Use or possession of prescription drugs other than for the person prescribed, or for use other than the prescribed purpose is also prohibited under the following APPLICABLE LEGAL SANCTIONS (NOT INCLUSIVE): COLORADO REVISED STATUTES PERTAINING TO CRIMINAL LAW; "See The Uniform Controlled Substances Act, Article 18, Title 18, Colorado Revised Statutes and Drug-Free Schools and Campuses, 34 CFR Part 86, Subpart B." Violations will result in confiscation and disposal of all prohibited substances.

Drug Paraphernalia

Possession or use of drug paraphernalia including but not limited to equipment, products, materials used to cultivate, manufacture, distribute, process, or otherwise facilitate the usage of illegal drugs is prohibited. Violations will result in the confiscation and disposal of prohibited paraphernalia.

Medical Marijuana

The possession of a valid and appropriately held Medical Marijuana Registry identification card does not authorize a resident (or his or her guests) to possess, use, or distribute marijuana in any residence hall or apartment, institutional-owned property or in any public area of the Institution. Residence halls are not considered the residents' private residence, and it is therefore not permissible for medical marijuana to be stored or used in the residence halls.

Evidence of a Violation

Evidence of drug violations within a room may result in the student(s) being held responsible for a violation. Examples of such evidence may be but not limited to: odor, fan reversed in window, paraphernalia, towel under door, etc. The Office of Housing is not bound by the "beyond a reasonable doubt" language of the legal system and operates on a standard of it being "more likely than not" that a violation took place.

Visible Intoxication

Visible intoxication is defined as: Any student who displays signs of intoxication via alcohol or drugs, including the odor of alcohol/drug on one's person, being so affected to the extent of having lost normal control over bodily and

mental faculties such as slurred speech, unsteadiness on the feet, being extremely loud or belligerent, failure to comprehend and follow simple instructions, disruptive or threatening behavior directed toward self or others, vomiting, or inappropriate urination or defecation. Any student transported to the hospital for alcohol or drug abuse may consequentially be referred to mandatory counseling and parent notification.

Smoking

In accordance with the Colorado Clear Indoor Air Act (C.R.S. 25-14-201, et seq.) the use of cigarettes, cigars, pipes, e-cigarettes, vaporizers and any other matter or substance that contains tobacco is not permitted inside or within a 15 foot perimeter of any residence hall. Smoking restricted areas include, but are not limited to, open air athletic facilities, University motor vehicles, residence halls, apartment balconies, courtyards, classrooms, offices, and performance halls. Additional restrictions may also apply to specific areas on campus.

In addition to possible legal action, failure to abide by the “no smoking” policy may result in fines, the loss of the housing deposit, and any additional charges for smoke damage to carpet, furniture, curtains, etc. Failure to abide by the smoking policy may also result in eviction.

Safety & Security

Keys

The room key provides security and safety; therefore, it is imperative that students make use of their room keys in accordance with these guidelines:

1. One card key per room or apartment will be issued to each resident upon checking into the residence hall. Family students may be issued additional keys depending on their needs.
2. A resident’s room key is not to be given or loaned to anyone.
3. If a card key is misplaced, a duplicate key may be received from the appropriate Residence Director or the Office of Housing & Residence Life for up to three working days free of charge. Failure to return the "courtesy key" will result in an assumption that the key has been lost and an assessment of \$10.00 for replacement of a card key will be billed to the resident.
4. Misuse of any key could result in suspension or revocation of key privileges. Misuse also includes propping open exterior doors of the building, allowing unsupervised people into the building, etc.
5. Residence Directors and Resident Assistants can unlock students' rooms or apartments in the event that the resident is temporarily locked out. Students should not rely on the residence hall personnel to perform this service on a regular basis. Continual lockouts will result in a fine(s) placed on the student’s account.

Room Access

The rights of individuals to be secure in their person, living quarters, papers, and effects against unreasonable search and seizure is constitutionally guaranteed and extends to residents in the academic community. However, expectations for privacy in a residence hall or apartment at Adams State University are considerably less than one would expect in an apartment, family home, or private dwelling. Residence halls are designed as "group living," in which students share common space, therefore it is not the intent or designed purpose of residence halls to provide the level of privacy expected in an apartment, family home, or other individual, off-campus dwelling.

The entry into or search of the living quarters of a resident may be conducted under the following circumstances and guidelines:

- By any law enforcement agency having jurisdiction in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure.
- By authorized university personnel to ensure that health, fire, and safety regulations are maintained. Smoke odor in a room may constitute a wellness check.
- By authorized university personnel or agents to make improvements and repairs and to provide routine maintenance service.
- By authorized university personnel or agents to shut off unattended stereos or radios, persistently sounding alarm clocks or telephones, or other noise producing devices, after unsuccessfully attempting to contact the resident or roommates.
- By authorized university personnel in emergency situations to protect the health and welfare of the residents or to make emergency repairs to prevent damage to the property of the resident and the university. This includes fire drills as well as fire extinguisher inspections.
- By authorized university officials when there is probable cause to believe a violation of university or civil regulation is being committed and that the delay required in procuring authorization would endanger the health and safety of the resident or result in the probable destruction of evidence by the violator. Probable cause means a reasonable ground of suspicion supported by circumstances sufficiently strong enough to

warrant a cautious individual's belief that a party is committing a violation of university policy. There will be no mass searching of entire residence hall buildings.

- Authorized housing staff will enter all rooms for inspections during extended breaks and mid-semester checks to ensure the safety, cleanliness, and well-being of the facilities.

Administrative Search & Seizure

The purpose of this policy is to inform students of reasonable limitations in their privacy in certain circumstances. Authorized Adams State University officials may enter a resident's room and conduct a voluntary or involuntary administrative search when there is reasonable belief of a violation of civil or university policy. This reasonable belief must be supported by facts and circumstances sufficiently strong enough to justify a reasonable person's belief that a party is violating or has violated a policy. Under such circumstances, a room search may be warranted to determine the full extent of a violation or to determine the extent to which individuals are involved. The scope of the search is directly proportionate to the severity of the alleged violation or potential threat to the campus community.

- **Plain View Inspection:** Prohibited and illegal items that are in plain view and are encountered by staff during the normal execution of their assigned duties may be photographed or confiscated by university officials and used as evidence in a disciplinary or legal hearing. If a violation is suspected or observed in a room with a resident and/or guest present, a university official can conduct a plain view search in order to determine prohibited and/or illegal items are present.
- **Voluntary Search:** A student can provide university officials written or verbal consent to perform a search when there is a reasonable belief that the resident is in possession of prohibited or illegal items, there is an immediate threat to person or property, or there is belief of a violation is or has taken place. This search is limited to the consenting student's area of the room. Voluntary searches may be conducted by ASU administrative staff and/or ASU Police officers. Any items discovered and confiscated may be used as evidence in a disciplinary and/or legal hearing.
- **Involuntary Search:** In a situation where there is a reasonable belief that a student is in possession of prohibited or illegal items or the student represents an imminent threat to person or property. Under these circumstances, the Vice President of Student Affairs, the Director of Auxiliary Services, or their designee may authorize the involuntary search of a defined area for institutional purpose only. The specific reason for the search will be presented to the student and the student will be given the opportunity to cooperate. The search will be conducted by two or more university officials and an ASU Police Officer may be present in a support capacity. Evidence secured as a result of an involuntary search may be used in a university disciplinary and/or legal hearing.

Personal belongings may be confiscated by university officials when related to possible illegal activity, violations of ASU Housing policy, or present a potential hazard to person or property. Confiscated items may include but are not limited to: alcohol, drugs, drug paraphernalia, incense, candles, weapons, fireworks, halogen lamps, and hazardous appliances. These items may be discarded or turned over to law enforcement officials as evidence of criminal activity. Students may request an itemized list of all items confiscated by university officials.

Exterior & Common Doors

Propping open security doors is prohibited. Security doors ensure the safety of all residents living within a hall. Propping open, tampering with the locking mechanism, pulling open a locked door or admitting anyone not residing in the secured area once the doors have been locked is strictly prohibited.

Fire Hazards

1. **Fire Prevention:** Residents are responsible for taking all precautions to prevent fires.
 - The use of multi-socket extension cords or the installation of non-approved wiring by residents is prohibited by fire regulations.
 - Highly flammable material may not be stored in rooms. Grilling supplies for apartment areas, however, must be stored inside.
 - Any open flame or heat producing items such as candles, incense, etc. are strictly prohibited.
 - Doorways are to remain free of obstructions (i.e. wardrobes, beds) to allow a safe exit or entry by fire personnel.
2. **Fire Safety Inspections:** Periodic inspections of all fire extinguishers will be made by representatives of the Housing and Residence Life Office. Additionally, Housing & Residence Life staff members will conduct periodic inspections of each residence to ensure that proper fire prevention measures are being followed. Notice of these inspections will be sent to each resident.

Fire & Fire Alarms

Fire prevention and safety are of utmost importance in all of campus housing. Each living unit has fire and emergency procedures all residents must know for their own safety and the safety of the other residents. During an evacuation, follow emergency procedures fully.

When a fire emergency is signaled:

- Close all windows in your room/apartment
 - Leave room/apartment lights on
 - Close room/apartment door
 - Proceed to the nearest fire exit
1. **Drills & Evacuation:** Fire drills, false alarms, and actual fire alarms are indistinguishable; therefore, residents must evacuate the buildings when a fire alarm is sounded. Failure to evacuate will result in disciplinary action. Smoke inhalation is one of the major causes of death in fires. Be certain to close your room/apartment door and windows when evacuating to help retard fumes and air circulation.
 2. **Safety Equipment:** Safety equipment such as fire alarms, smoke detectors, fire extinguishers, exit lights, and emergency lights must not be tampered with or removed so the equipment will function properly when needed for emergency purposes, since people depend upon them to prevent injury or death. If an extinguisher is discharged or a smoke detector or building alarm is set off in a non-emergency situation, the person(s) responsible will be subject to disciplinary action. This also includes the tampering with any fire safety equipment.
 3. **Fire Doors:** Fire doors at any location may not be propped open for any reason.
 4. **Arson:** Purposely setting fire to university or private property is strictly prohibited. Arson perpetrators and accomplices are subject to severe disciplinary and criminal action.

Firearms/Dangerous Weapons

Firearms, explosives (including firecrackers, fireworks, ammunition, etc.), or other dangerous weapons (knives, bow and arrows, martial arts equipment, paint-ball guns, Tasers, stun-guns, BB/Pellet guns, air-soft guns, any item that is a reasonable facsimile, etc.) are not permitted within the residence halls or on the grounds area of the residence halls. Violation of this regulation may result in disciplinary proceedings and confiscation of the weapon from the residence hall. Kitchen knives are permissible in apartment-style residence halls for kitchen use

Tampering

Maliciously damaging, tampering, or misuse of any coin-operated machines, safety equipment, or the elevator is prohibited.

Damage/Vandalism

Damage to a resident's room or to any public or semi-public area will not be tolerated and the cost for both labor and materials must be borne by the resident(s) who caused the damage.

Theft

University Property: Attempted or actual theft or misappropriation of any university property on the university campus is prohibited. Cases may be referred to the Adams State University Police Department as well as submitted to the district attorney for prosecution.

Personal Property: Attempted or actual theft of any personal property on campus or in the residence halls is prohibited. Cases may be referred to the Adams State University Police Department as well as submitted to the district attorney for prosecution.

Restricted Areas

Restricted Areas: Students are not allowed in certain restricted areas within the residence halls, which include, but are not limited to, any place that is officially closed, restricted only to designated people, or any place where the safety and welfare of the resident is endangered. Unauthorized entry into another student's room is prohibited. Illegal or unauthorized entry will result in disciplinary action.

Roof Access: Students are not permitted on the roof of any university building for unauthorized purposes.

Telephone

Harassment: It is a crime under both state and federal laws for anyone to make obscene or harassing telephone calls

Misuse: It is a crime under both state and federal laws for anyone to charge calls to another number or calling card without prior permission.

Public Areas

Sleeping: Residents and guests are not permitted to sleep in the lounges or public areas.

Usage: After using common space, residents are expected to return furniture to its original position, and clean up any trash.

Posting: Posters are to be hung on approved bulletin boards only. Any posters not affiliated with Housing & Residence Life and hung in areas not designated as public boards will be removed immediately.

Room Conditions & Decorations (Single Student Housing)

Appliances

Permitted Appliances: For health, safety, and sanitation reasons, the university does not allow cooking in rooms, with the exception of apartment-style units. The traditional residence halls were not designed to handle the electrical loads, venting and sewage demands associated with cooking. The only cooking appliances permitted in residence halls, with the exception of apartment-style units, are microwaves (up to 1000 Watts), electric popcorn poppers, coffee makers, and water warmers. Other types of cooking appliances (electric woks, George Foreman grills, etc.) are not permitted and may result in judicial action. Misuse of appliances with respect to sanitation, odor or safety may result in loss of privileges. Halogen lamps are not permitted in the residence halls.

Refrigerators: A student is permitted to have a refrigerator in their residence hall room/apartment if it meets the following conditions:

- Size: Maximum of four (4) cubic feet capacity.
- Electrical: Pulls not more than 1.5 amps.

Room Furnishings

All furnishings in the residence hall are placed there for a specific purpose. Furniture or other equipment may not be moved from room to room or removed from public areas of the buildings. Misuse, improper relocation, or possession of residence hall furniture will result in a recovery fee of \$25, and disciplinary action.

Common Area Furniture: Furniture placed in public or semi-public areas of the residence halls is for the comfort and use of all students. Such furniture must remain in the designated areas and must not be moved into students' rooms. Discovery of such furniture in students' rooms can be considered theft.

Storage: Room furniture may not be removed or stored elsewhere on or off-campus.

Misuse: Room furnishings are to be used in the manner for which it is intended and designed and furnishings may not be disassembled.

Arrangement: Residents may arrange furniture that is not permanently affixed, in any reasonable manner, as long as damage does not occur. Furniture must not obstruct the entrances or exits.

Outdoor Placement: Neither University nor personal furniture may be placed outdoors.

Personal Furniture: Personal furniture of students may be used in students' rooms. Due to the lack of storage space, the university cannot store university-owned furniture to accommodate student-owned furniture in the rooms, with the exception of couches and chairs for family housing and apartments. Circumstances requiring special accommodations for personal beds can be arranged with the Residence Director.

Beds & Lofts

Bunks and Lofts: The use of personal bunk beds or lofts is strictly prohibited, regardless of make or manufacture. Lofts are defined as the raising of beds higher than their original position; such as, but not limited to, placing concrete blocks or storage crates under the bed frame.

Waterbeds: Waterbeds will be accommodated only under all of the following conditions:

1. Owner must be assigned to a private room.
2. Room must be located on the first floor of the residence hall.
3. If the furniture is moved to accommodate the bed, it must be stored in the involved room. Room must be re-set at check-out.
4. An Assumption of Liability form must be signed by the waterbed owner. Liability applies to accidental or deliberate damage due to any cause.
5. Room assignment arrangements must be made by the involved student. Housing will not change assignments in order to accommodate these requests.

For information, contact the Office of Housing & Residence Life.

Windows, Screens, & Doors

Removal: Window screens and storm windows may not be removed. If a window screen or storm window is removed or unfastened, the maintenance staff will re-install it and a charge of \$25.00 will be levied against the resident(s) of the room. If the screen or storm window is completely removed and cannot be located, a new one will be installed and charges will be assessed to the resident(s) for replacement costs.

Storing Food in Windows: Storing food or other items in the window is prohibited as it presents a potential sanitation problem and loosens screens to a degree that they may fall out.

Illicit Access: Gaining access to an apartment/room through any means other than the door is strictly prohibited.

Propping Doors: Residents are permitted to prop their personal room doors open, provided that the method of propping does not damage the door, hinges, frame, closure apparatus, door lock mechanism, door handle, floor or any other surface. Dismantling of door closures will result in the immediate repair of the door and damage charges being assessed. Residents are solely responsible for the safety and security of their room when electing to prop open their door.

Exterior Doors: Exterior doors will remain locked 24-hours a day. Students must use their ASU Campus Card or room key to gain entry.

Decorations

Exterior Decorations: Placing signs in windows and on the exterior of room doors in university residence halls is considered a resident's privilege. As with any privilege, certain responsibilities are inherent. While the university respects students' right to freedom of expression, it must also provide a safe and comfortable living environment for all students by upholding campus-community standards. The placing of inappropriate or offensive material including but not limited to: promoting the use of alcohol or prohibited drugs, nudity, prejudicial content, or graphic content lacking serious literary, artistic, political, social, or scientific value on the outside of a room door may result in immediate removal. Should window decorations be considered inappropriate the resident may be asked to remove the items. (Campus-community standards are defined as decorations or displayed material one would find publically posted elsewhere on campus or within the local community.) NOTE: Controversial or antagonistic materials may draw personal confrontations from others within the community who may be offended by the content.

Damage to Surfaces: While decorating one's room or apartment is encouraged, the use of nails, contact paper, screws, staples, putty or glue on walls, furniture, glass, doors, or other woodwork is not permitted. Residents may use scotch tape, masking tape, "Hold it," and "Plasti-tak," which does not leave residue after being removed. Residents in violation of this regulation must be prepared to pay for the restoration of any damaged surface(s).

Empty Alcohol Containers: Empty alcoholic containers may NOT be stored or used for decorative purposes and may result in an alcohol violation.

Barbecue Grills

Barbecue grills (both gas and charcoal) are allowed ONLY in apartment style areas. The area below the grill must be kept clean from grease, food, and ash and the grill must be well maintained. Failure to comply may result in removal of grill and charges may be assessed for cleaning/damages.

Area Upkeep & Cleanliness

Residents are responsible for the upkeep and cleanliness of the interior and exterior area of their room/apartment. Exterior area should be kept clean and clear at all times. Failure to maintain the interior and/or exterior areas will result in health & wellness checks as determined by the Housing Department. Failure of health & wellness checks is grounds for eviction and forfeiture of housing deposit. "Reasonable Notice" in such cases will be 48-hour notice.

Trash Removal

Disposal: Residents must take their personal trash from their rooms to University dumpsters immediately, and are not permitted to leave trash in corridors, on landings, or other public areas of housing facilities.

Public Trash Cans: Residents are not permitted to dispose of trash from their individually assigned rooms in public trash cans in the residence halls.

Room Conditions & Decorations (Family Housing)

Alterations

Partitions, lofts, shelves, contact paper, wall paper, screws, paint, nails, or any other alterations to your apartment or surrounding area are not permitted without consulting your Family Residence Director and receiving written permission prior to any alteration taking place. You must submit written proposals with sketches of the requested alteration(s).

Apartment Upkeep & Cleanliness

Residents are responsible for the upkeep and cleanliness of the interior and exterior area of their apartment. Interior area should be kept clean and clear at all times. Failure to maintain the interior areas will result in health & wellness checks as determined by the Housing Department. Failure of health & wellness checks is grounds for eviction and forfeiture of housing deposit. "Reasonable Notice" in such cases will be 48-hour notice.

Damage Repairs & Replacement Costs

Repair and replacement costs can be substantial. Authorized housing staff and/or university maintenance staff members or their agents, at their sole discretion, determine the actual repair or replacement costs caused by the resident. Only authorized housing staff and/or university maintenance staff or their agents can conduct repairs or modifications in the residence halls; the total cost for both labor and materials must be borne by the resident(s) who caused the damages or who allowed the damage to occur. Damages to a resident's apartment or to any public or semi-public area should be reported immediately to the Residence Director, Resident Assistants, or the Administrative Assistant in Office of Housing and Residence Life.

Please contact your Resident Assistant or Residence Director directly to report any maintenance requests. By doing so your request can be more efficiently handled and follow-up is ensured. If repairs are not attended to within 48 hours of reporting, please contact the Office of Housing and Residence Life at 7227.

Carpet

Carpet may be placed on the floors of your apartments without prior approval. Carpeting, or other floor covering, cannot be permanently affixed to the floor (i.e. glued, nailed or tacked).

Chain Locks & Deadbolts

Resident installed deadbolts and all other locks except for chain locks are not permitted on any doors. Chain locks are allowed on Faculty Drive with the following stipulations:

1. The chain lock must be the type that locks from the inside only.
2. Residents will be responsible for any damage that occurs if university personnel must enter for an emergency situation.
3. The lock must be left in place when vacating, or you must restore the door and frame to their original condition.
4. The chain locks, provided by the resident, can only be installed by ASU Facility Services.

Furnishings

Furniture or appliances are not permitted to obstruct or interfere with the living-room or kitchen doors for fire evacuation purposes in apartment areas.

Pictures & Plant Hooks

Pictures may be hung using very small nails. The nails should be removed before you check out. Plant hooks are prohibited. Excessive use of nails and hooks will result in charges to the resident.

Storage

University facilities do not have storage areas for residents' personal belongings or use. It is the residents' responsibility to arrange personal storage with storage services in town. Excessive items stored outside of apartment are prohibited. Excessive items are determined by the sole discretion of the Residence Director.

Waterbeds

Waterbeds will be accommodated only under all of the following conditions:

1. Apartment must be located on the ground floor.
2. Assumption of Liability form must be signed by the waterbed owner. Liability applies to accidental or deliberate damage due to any cause.
3. Housing will not change assignments in order to accommodate these requests.

Apartment Exterior Alteration & Upkeep (Family Housing)

Windows & Screens

Window screens and windows may not be removed. If a window screen or window is removed or unfastened, the maintenance staff will re-install it and a charge of \$25.00 will be levied against the resident(s) of the apartment. If the screen or window is completely removed and cannot be located, a new screen or window will be installed and charges for the new screen or window, in addition to the installation charge, will be assessed to the resident(s).

Antennas

Radio or TV antennas that might be fastened or connected to the exterior of the building or otherwise protrude from windows is strictly prohibited.

Garbage/Trash

Trash dumpsters are located at the north and south ends of Faculty Dr. and West of Moffatt and Houtchens Halls for your convenience. In the Faculty Drive apartments you may keep a 33-gallon garbage can with lid outside of your apartment for temporary storage of refuse. Garbage or other refuse stacked to the side of an apartment is unsightly and creates a breeding ground for mice and other pests and will be removed at the residents' expense.

Grounds

Residents are responsible for the upkeep and condition of the areas directly in front and behind of their apartments. Areas should be kept clean, uncluttered, and weeded.

Residents are responsible for maintaining their half of the flower garden outside their apartment; please keep it free of weeds and looking acceptable.

If the exterior of an apartment is not properly maintained by the resident, it will be cleaned up at the residents' expense. Repeated violation of this responsibility may be cause for eviction.

Outside Areas

Residents are liable for accidents involving improperly stored toys, equipment and personal items.

These areas are not to be used as storage areas for extra furniture.

Types of acceptable items are lawn/patio furniture, barbecues and flowerpots in reasonable numbers stored neatly next to your apartment. Keep in mind that they must not obstruct the sidewalks, stairs, or neighbors' areas.

Please store bicycles in areas provided.

Exterior of Unit

On a routine basis, housing personnel will walk through areas to review the condition of the exterior of your apartment. If the exterior of your apartment does not meet our standards (if you have garbage outside, weeds in flower garden area, torn screens, etc.) a unit failed inspection notice will be issued to you. A resident is given three (3) working days to bring the apartment up to standards. Items requiring a maintenance order will be submitted by the housing staff member performing the exterior inspection. The resident will be assessed for all repairs/maintenance above and beyond normal wear and tear.

Holiday Decorations

Lights

All decorating lights must be Underwriters Laboratory approved (UL-94 rating)

1. Residents are not permitted on the roof of any residence building.
2. Lights should be unplugged before the last person in the unit retires for the night.
3. Be cautious about using lights in your apartment, and avoid placing them close to drapes or other flammables.

Trees

You may have a live tree in your apartment as long as you adhere to the following guidelines:

1. Live trees must be treated with a fire retardant provided by housing staff prior to its placement in the apartment.
2. Live trees must be anchored in a stand that allows regular watering.
3. If you are leaving for the holidays, live trees must be removed from the apartment; they dry out and become major fire hazards.

Decorations

To ensure a safe and happy holiday season, please take the following precautions:

1. Decorations on or around the tree should be treated with a fire retardant, or made of fire retardant materials.
2. Shut off all electrical decorations before you leave for the holidays.
3. Spray snow is not to be used on any university property (i.e. windows).

Community Living & Personal Responsibility

ASU Affirmations

Students are responsible for upholding the ASU affirmations.

ADAMS STATE UNIVERSITY AFFIRMATIONS

As a student at Adams State University, you are joining a community of learners and scholars. Choosing to join this community involves a conscious commitment to uphold this community's values and expectations. These standards ensure that all members of our community have an optimal environment in which to teach, to learn, and to benefit from the Adams State University experience.

- I will practice academic integrity.
- I will relate to others with civility and respect.
- I will learn from differences in people, ideas, and experiences and will value the contributions each member adds to this community.
- I will uphold citizenship as a responsible member of the Adams State University community.
- In the tradition of Adams State University, I will strive for excellence and encourage it in others.

Harmful Behavior

Behavior that endangers or disturbs others' or one's own personal safety within the jurisdiction of the residence halls is prohibited.

Sexual Offenses: Sexual offenses including (but not limited to) contact, intrusion, and penetration without consent, public sexual indecency and indecent exposure are prohibited. For possible sanctions refer to the section: "Termination by the University"

Potential Harm & Pranks: Any action taken by residents that has the potential to cause harm, injury or damage to another resident, their room or their possessions may be subject to disciplinary action. This includes acts perceived as "pranks" against members of the residential community.

Harm & Harassment: Intentional infliction or threatened physical injury and verbal harassment to/of any person in the university community within the residence halls is prohibited.

Abusive Conduct: Abusive conduct including but not limited to physical abuse, verbal abuse, stalking, threats, intimidation, coercion, or other behavior that endangers the physical, emotional, or psychological health, safety, or welfare of others is strictly prohibited.

Hazing: Hazing is defined as any action taken or situation created to produce mental or physical discomfort, embarrassment, harassment, or ridicule to another person or group of people. Hazing by any group or individual within the residence hall community on the campus is strictly prohibited.

Stalking: The state of Colorado defines stalking as Repeatedly following, approaching, contacting, placing under surveillance, or making any form of communication with another person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship in a manner that would cause a reasonable person to suffer serious emotional distress and does cause that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship to suffer serious emotional distress.

Gambling

Colorado statutes strictly prohibit any person from using a room or any other location in the residence halls for gambling purposes, keeping a gambling table, wagering upon games, inducing minors to gamble, or making gambling contracts. Students who engage in such activities may face disciplinary action on campus and/or through the state judicial process.

Sales & Solicitations

Solicitation: Solicitors, salespersons, peddlers, and canvassers seeking student contacts are not permitted to operate in, or around, the university residence halls or Faculty Drive housing. The Residence Director, the Office of Housing & Residence Life, or Adams State University Police Department should be notified immediately of the presence of any of these individuals within the area of housing.

Requested Conference: Any student may issue a specific invitation to a solicitor for a private conference. Food, newspapers, etc. may be delivered to a student's residence only if the items have been ordered by the student.

Business Use of Residential Space: Students are not permitted to run a business out of an on-campus residential room/apartment. This includes but is not limited to barber shops, food sales, on-line business, and non-profit business.

Recreation Activities

Projectiles: Dropping, throwing, or in any manner permitting objects, either liquid or solid, to be ejected into or out of windows or off balconies of residence halls is prohibited. Residents of the room are responsible for objects ejected from the window. Objects such as Frisbees, balls, water, water balloons etc., must not be thrown in the hallway or off balconies, in individual rooms, or in public areas.

Sports & Activities: The use of water guns, water cannons, or water balloons inside or around entrances of residence halls are prohibited. The use of skateboards, roller blades/roller skates or riding bikes in any residence hall building is prohibited. Bicycles may not be ridden, stored, or parked in hallways or other public areas in the residence halls. Bike racks, which are located around the residence halls, are provided for parking bicycles.

Guests

Guest Behavior: Visitors and guests are subject to all university regulations and it is the responsibility of the host or hostess to inform the guest(s) of all pertinent regulations. Each resident assumes full responsibility for the behavior and conduct of his/her guest(s) while in the residence halls and the immediate vicinity. The resident shall be held financially responsible for any damages incurred as a result of actions of his/her guest(s).

Escort: Guests should be escorted by their host at all times.

Overnight Visitation (Single Student Housing): Guests of the opposite sex are not permitted to stay overnight in the resident's room. Accommodations can be arranged through the Office of Housing & Residence Life for this guest at \$18.00/night/person. Space is limited and arrangements should be made in advance.

Guests may not stay more than 3 consecutive nights.

Overnight visitation is intended for occasional guests, and regularly housing non-residents may result in disciplinary action.

On-campus residents cannot be considered "guests", and are expected to reside in their assigned room unless given expressed permission by Residence Director or Housing Staff to stay in alternate accommodations in extenuating circumstances.

Overnight Visitation (Family Housing): Family Housing guests are not to occupy an apartment beyond a one-week period. Non-registered persons occupying the apartment beyond one week will be construed as subletting of the apartment and may result in judicial action including the cancellation of the Resident's Housing Contract. In cases where the divorced or separated man or woman occupies the apartment with one or more dependents, occupancy by adults of the opposite sex is not permitted.

Registering Overnight Guests: All overnight guests must be registered with the residence hall staff. The required registration is to aid in locating guests in the event of emergencies and distinguishes between invited guests and individuals who should not be in the residence halls. The housing staff may ask guests who they are visiting and escort the guest to the room of the responsible resident. Guest Registration forms are available at the RA Desk in each building/area from 7:00PM-10:00PM daily.

Cohabitation: Is defined as accommodating another person's stay in one's room for an extended period of time, and is prohibited in all residence hall areas.

Visitor Removal: Housing officials reserve the right to remove registered guests for policy violations or failure to comply with staff. If the guest is not an invited guest, he/she will be escorted from the building, especially after 10:00pm. Failure to register overnight guests with the hall staff, violating policies, or inappropriate behavior may result in the guest being asked to vacate the premises and the resident's visitation privileges being suspended.

Subletting: The housing contract does not allow "sub-leasing" type arrangements.

Parking: Guest parking permits can be obtained through the ASU Police Department.

Bathrooms: Community bathrooms/shower rooms on the residence hall floors may not be used by guests of the opposite sex. Guest use of restroom facilities should not create undue interference with other residents' use of those facilities.

Noise & Disturbance

Quiet Hours: Quiet hours are set for each residence hall from 10:00PM to 10:00AM daily, unless otherwise posted.

Courtesy Hours: The University has also established 24 hour courtesy hours to promote courtesy and consideration for the rights of others in order to maintain an academic atmosphere. All campus community members are empowered to address behavior that is disruptive to their academic well-being at any time, and those exhibiting the behavior are expected to comply with reasonable requests.

Excessive Noise: Excessive noise and/or rowdy behavior within the residence halls or apartments will not be tolerated. The concept of the residential community means that residents must have due regard for their neighbors. Complaints against an individual, specific group, room, apartment, or floor may result in disciplinary action. Gatherings that are loud and or disruptive will be dispersed at the discretion of housing staff.

Ceasing Behavior: Social functions which tend to be loud and disturbing must be terminated upon request of a university official. The operation of stereo equipment, television, musical instruments, or other instruments which could disturb fellow residents must be restricted to a reasonable volume and at reasonable hours.

Providing False Information

False Information: A student may not furnish false or misleading information to university officials, including residence hall personnel, or on university records, nor shall s/he alter or tamper with such records.

University ID: Students must show their ID card upon request to residence hall staff members and other appropriate university officials acting in the performance of their duties in enforcing university rules and regulations.

Pets

Prohibited Pets: Due to the group-living situation and the design of the residence halls/apartments (single and family student units), pets, birds, reptiles, or animals of any kind are not allowed in the residence halls at any time. This includes pets brought to campus by a guest(s) of the residents in the hall. Violation of this rule may result in fines, damage/cleaning charges, forfeiture of housing deposit, and/or disciplinary proceedings. A minimum of a \$50.00 fine will be assessed for violating the pet policy.

Fish & Fish Tanks: The only pets permitted on campus are fish in well-maintained aquariums not to exceed a 20 gallon capacity.

Pet Removal: The resident(s) will be required to remove the pet within 24 hours. Removal of the pet may be immediate if it is determined by university officials to be a potential threat to the community. Written notification

of the violation will be sent and follow up by the hall staff will occur to confirm the pet has been removed. A minimum of a \$50.00 fine will be assessed for violating the pet policy. Failure to remove a pet, or a repeated violation of the pet policy will result in the forfeiture of the \$100.00 housing deposit; removal of the pet, and re-posting the \$100.00 deposit and/or eviction from campus housing. Failure to post a housing deposit by the date outlined in the written notification will be a violation of the housing contract and may result in eviction from campus housing.

Service/Comfort/Therapy Animals: Housing Applicants and Residents requesting the use of a Service/Comfort/Therapy animal must contact the Office of Disability Services for a copy of the Service and Therapy/Comfort animal policy. Failure to comply with this policy may result in denial of or eviction from campus housing

Hostile Roommate

Living Environment: Behavior that creates an environment in the assigned room that encroaches on the roommate's rights, ability to sleep or study, compromises other occupants' safety and security, or otherwise creates a hostile living environment will not be tolerated.

Appropriate Conduct: Conduct that estranges residents from their living environment will not be tolerated. This includes habitual violation of policies, harassment, poor hygiene, signs of aggression, sexual activity, or other like behaviors.

Third Parties: The behaviors that non-residents of a room engage in can also be taken into account when considering a hostile roommate situation. If a non-resident is acting as an aggressor, with or without the knowledge of the party on whose behalf s/he is acting, the in-room party can be held responsible for outside parties' actions.

Vehicles

Safety: Drive slowly and carefully around the apartment areas and be particularly alert for children.

Driving on Unapproved Surfaces: In order to avoid damage to the grass, sidewalks, and sprinkling system, driving over the lawn or sidewalks to load or unload is not permitted. All deliveries, loading, or unloading must be made from the parking lots or streets.

Small Motorized Vehicles: Motor-driven bikes, scooters or cycles may not be brought inside the residence halls or parked in areas other than the spaces provided.

Hoverboards: Segway Hoverboards (aka "Hoverboards) and other lithium-powered, self-balancing personal transportation devices are prohibited in all Residence Halls and On-Campus Apartments due to recent fire safety concerns. This includes storage, charging, and riding these devices. As a result, all such devices will be confiscated.

Drones: The operation of "Drones" and other unmanned aerial vehicles inside or within 25' of the Residence Halls and On-Campus Apartments is prohibited. This will minimize the risk of damage to the facilities and the drones themselves. Any drones that are lost on roof tops can only be retrieved by Facilities Services personnel at their earliest convenience.

Parking Permits: Parking decals are required for on-campus parking. These decals can be obtained at registration or from the Adams State University Police Department at 1 Petteys Hall. The parking decal is good for the entire academic year.

Violating Rules

Involvement with a Violation: If a resident elects to remain in a room in which a policy violation is taking place, or elects to stay when a violation is eminent, s/he can be held responsible for that violation. If not found responsible for the primary violation in question, a resident can still be held responsible for being passively involved and sanctioned accordingly.

Awareness of Violations: A resident can be held responsible for a policy violation if s/he is aware of a violation of University policy and fails to report it.

Repeat Violations: Violating the terms of any disciplinary sanctions imposed for an earlier violation may result in further disciplinary action and/or removal from university housing, and the student may be liable for the remaining academic year housing charges.

Policy Awareness: Violating any Adams State University published rule, regulation or guideline is prohibited. It is necessary that you be familiar with the information in this document and the Student Code of Conduct, as well as other published materials of the university, to thoroughly understand your rights and responsibilities within the residence hall community as a whole.

Guidelines for Conflict Resolution

Fundamental Concepts & Assumptions

- Conflict should be resolved at the lowest possible level.
- It is best to handle conflict in private.
- It is best to handle conflict in person, face-to-face, not via electronic media or any other means.
- Conflict can provide an opportunity for growth.
- Confrontation is a subset of communication, and is also not inherently negative.
- Everyone makes mistakes, and it is nice to have the opportunity to correct them.
- We experience the impact of actions, but can only assume intent.
- While it is unfair to cause harm to begin with, it is also unfair for a victim of harm to assume that the person who harmed them knows that they caused harm, and did so with ill intent.
- The objective is to identify solutions, which may require identifying problems first. Don't stop at merely identifying the problem.
- All parties must maintain open minds, listen, assume positively until they know otherwise, and maintain responsibility for their actions, perceptions, and attitudes.

Phases of Conflict Resolution

- The party who has experienced harm, or recognizes a conflict brings the conflict up in person to the other party involved.
- If the person experiencing harm or recognizing a conflict is unsure of how to approach the situation, it is advisable to consult with Housing & Residence Life staff members.
- At this stage, the appropriate response of Housing & Residence Life staff members is to listen, advise, and ask what it is the individual needs to address the conflict.
- If the party being harmed has been victimized (e.g. harassment, inter-personal violence, theft, etc.) or has experienced a significant breach of trust, it is advisable now to include Housing & Residence Life staff members.
- The parties involved in the conflict both voice their understanding of the conflict, and what solutions each of them propose.
- Parties will then continue discussion until a resolution is reached.
- After this conversation, parties will need to continue to monitor the status of the conflict, and address subsequent behavior that furthers the conflict.
- If the parties fail to reach an amicable agreement, or if conflict persists despite subsequent discussions, or if the party being harmed has been victimized (e.g. harassment, inter-personal violence, theft, etc.), or has experienced a significant breach of trust, it is advisable to include Housing & Residence Life staff members.
- Resident Assistants will mediate a conversation aimed toward understanding the nature of the conflict, and work with the parties involved to establish the content of a Roommate Contract between those involved.
- Failure to uphold the terms of the Roommate Contract may result in the violating party being administratively relocated, and/or held accountable through the student conduct process.
- Mutual failure to uphold the terms of the Roommate Contract may result in both parties being administratively relocated, and/or held accountable through the student conduct process.
- Acts of retaliation, creating a hostile living environment, gossip, harassment or other similar actions may result in the administrative relocation of the offending party, regardless of if these terms were stated in the Roommate Contract.
- Failure to uphold the terms of the Roommate Contract, retaliatory acts and acts that create a hostile living environment, or failure to cooperate in the Resident Assistant-facilitated mediation will result in referral to the Residence Director staff.

Student Conduct Process & Guidelines

With respect to students found responsible for violations of the University policy, the University has established disciplinary procedures in which any of the following sanctions may be imposed pending the severity of the incident. A letter explaining the sanctions and conditions will be entered into the student's permanent Student Affairs record. Failure to comply with these sanctions will result in further disciplinary action.

Possible Sanctions (multiple sanctions may be assigned)

- A verbal warning.
- A written warning.
- An educational assignment.
- An educational assignment with fee.
- A monetary fine.
- Community service.
- Loss of privileges.
- Denial of access.
- Referral to campus resources.
- Forfeiture of Housing Deposit.
- A follow-up meeting with Residence Director or other staff member.
- A mandatory referral for personal counseling.
- Mandatory referral for substance abuse counseling and education which may require a minimum of eight hours and the student will be charged to pay for the counseling services.
- Parent notification - pending severity or frequency of violation(s). The U.S. Congress enacted the Higher Education Reauthorization Act of 1998. Within this Act, the Federal Government allowed colleges and universities the option to notify parents or guardians, of students under the age of 21, of violations for alcohol and/or drug use. Adams State University reserves the right to notify parents if the university deems it necessary for the welfare of the student.
- Administrative relocation of the resident.
- Contract Termination and Eviction from the residence halls. If the student is evicted, the student will accept full financial responsibility for the remainder of that academic semester.
- Refusal of entry to residence halls (after contract termination).
- Charges may be submitted to the District Attorney for prosecution if the individual is under the legal drinking age.
- Referred to Director of Auxiliary Services or Vice President of Student Affairs for further disciplinary action with the recommendation for suspension or expulsion from university. A notation of expulsion will be entered in the student's academic transcript.
- A probationary period following imposition of sanctions.
- Hall Probation for a specified amount of time during which subsequent violations will result in administrative relocation to another residence hall.
- Disciplinary Probation for a specified amount of time during which subsequent violations will result in more extensive disciplinary action.
- Contractual Probation for a specified amount of time during which subsequent violations will result in recommendation for eviction from the residence halls.

Fines & Charges

The following are items not included in the Standards of Residence that students may be fined/charged for however, this list is not inclusive:

- Failure to complete Community Service assignments: \$15.00/hour
- Tampering with Fire Alarm System and/or equipment: no minimum charge, and up
- Restitution for stolen, damaged or lost items: no minimum charge, up to cost of item(s) plus labor
- Damage to facilities: No minimum for fines, plus charges for parts and labor to repair or replace damaged item(s)
- Students whose contract is terminated by the university will be responsible for the remainder of the semesters rent charges.
- Removal of wardrobes inserts: \$10.00 and up
- Removal and storage of property abandoned check-out: \$25.00 and up
- Trash Removal: \$25.00 and up
- Failure to complete educational assignments: \$25.00 and up
- Cleaning and maintenance charges: \$17.00/hour

Appeals

Appeals of any Housing & Residence Life staff member's decision are made only to the next higher position. Students are allowed one appeal per decision to the next level. Requests for appeals must be made in writing no later than five business days after notification of sanctions rendered. Requests must state grounds for appeal. Failure to file the above mentioned notice within the prescribed five business days shall constitute a waiver of the right to an appeal. The appeal proceedings are designed to be informal in nature, and no formal rules of evidence procedures shall apply.

RESIDENCE DIRECTOR - If decision made here, appeal to Assistant Director of Housing & Residence Life.

ASSISTANT DIRECTOR OF HOUSING & RESIDENCE LIFE - If decision made here, appeal to Director of Auxiliary Services.

DIRECTOR OF AUXILIARY SERVICES - A decision or judgment may be appealed to the Vice President of Student Affairs on the following grounds:

1. Prejudicial error committed during the hearing whereby the aggrieved was deprived of a fair hearing.
2. Non-cumulative material and relevant evidence, new or newly discovered, which, with reasonable diligence, could not have been produced at the hearing.
3. The decision of judgment is not supported nor justified by evidence.
4. The decision is not supported by Adams State University policy or procedure.