

University of North Texas at Dallas Housing and Residence Life Student Handbook

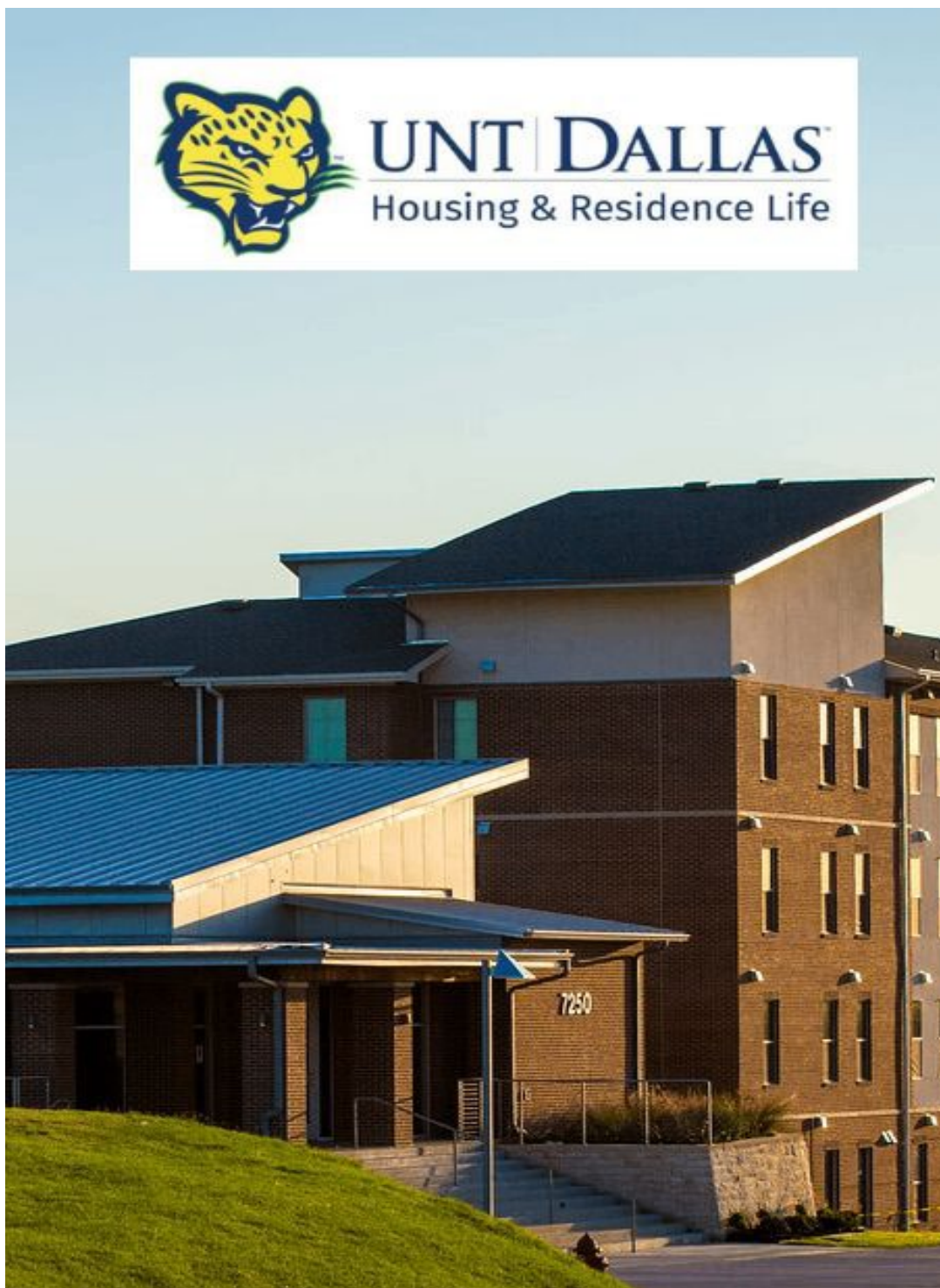


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Welcome to Residence Life at UNT Dallas!

Living in University housing requires all individuals to be responsible and respectful of the policies, procedures, and standards that have been established to protect each student, to ensure personal and University property is well- maintained and protected. The items identified assist us in providing a safe, clean, academic environment. Additional information for students living in University housing is provided in the University Housing Contract.

By choosing to live on campus, students agree to:

- Develop, embrace, and hold others accountable for the Community Standard Agreement for the community
- Accept responsibility for their actions and for the actions of those they bring into the community
- Respect and cooperate with custodial staff, maintenance staff, and University personnel who work within the community

Vision Statement:

The Office of Housing and Residence Life strives to provide a student-centered residential community that supports the academic achievement and holistic development of residents.

Mission Statement:

Housing and Residence Life provides students with a high-quality residential experience where they can connect with one another, feel they belong, grow as individuals for and with others, and excel within all realms of their life.

Values:

- Belonging
- Connection
- Growth
- Excellence

Residence Life Staff

Director of Housing and Residence Life (DHRL)

This individual is responsible for providing leadership and strategic vision and guidance to the Housing and Residence Life Team. This includes supervision of professional and student staff, front desk operations, housing assignments and billing, budget oversight, facilities and maintenance, summer camps and conferences, and the residential experience overall.

Assistant Director of Housing and Residence Life (ADHRL) – If applicable

This individual is responsible for supporting the Director of Housing and Residence Life through overseeing the day-to-day operations of the residential community, supervising student staff, front desk operations, housing assignments and billing, designated budget oversight, facilities and maintenance, summer camps and conferences and all other duties as assigned.

Residence Hall Coordinator (RHC) – If applicable

This individual is responsible for supporting the Director of Housing and Residence Life through overseeing the day-to-day operations of the residential community, supervising student staff, front desk operations, housing assignments and billing, designated budget oversight, facilities and maintenance, summer camps and conferences and all other duties as assigned.

Resident Assistant (RA)–Academic Year/Community Assistant (CA)–Summer Only

Each floor is supported by a Resident/Community Assistant. These student staff members are responsible for creating a healthy and positive floor and community environment for residents. They do this through implementing programs, facilitating floor gatherings, and being a knowledgeable resource to help residents solve problems and promote academic and personal growth. In addition, they perform various administrative functions, desk and on call shifts, upholding Housing policies and protocols in various situations to support residents and guest. Residents should contact an R/CAs first with questions/problems and staff will refer accordingly.

Front Security Desk Student Assistants (DA)–Academic Year/Conference Assistant (CA)–Summer Only

The front lobby desk is staffed throughout the day and most evening hours excluding holidays. Desk/Conference Assistants assist visitors; answer questions, issue resources, keys, and other materials available to residents for check-out; report maintenance requests; and perform other administrative tasks that may arise.

Residential Housing Association (RHA)

RHA serves as the residents' voice to the hall staff. Participation in RHA is an excellent way to get involved in the residence hall and grow as a leader. RHA sponsors cultural, recreational, social, and educational events, promotes UNTD school pride, and represents student opinions about residence life issues to the Housing administration and the larger campus community.

Maintenance and Custodial Team

The maintenance team supports our residential community through the completion of any work orders that are submitted or improvement projects. Our custodial staff helps to clean the various community spaces. Please be respectful and mindful of this and help keep our community clean.

Housing and Residence Life General Procedures

The following section outlines the policies and procedures necessary for building a respectful community and providing for efficient residence hall operations.

Animals:

Except for service animals and emotional support animals (ESA), fish are the only animals permitted in student rooms. Service animals and comfort animals that reside in the residence hall must be registered and fully approved through the Comfort/Service Animal Process with the Office of Disability Services before bringing the animal into Wisdom Hall. Failure to do so can result in going through the student conduct process or impact your ability to get approved for an animal. Proper documentation will be required for registration. Non-service animals, including mammals, birds, insects, reptiles, turtles, arachnids, crustaceans, and amphibians are prohibited. Aquariums may not exceed 10 gallons and must be unplugged during semester breaks.

Please speak with the Office of Disability Services to turn in all necessary documentation such as up to date vaccinations, doctor's letter, etc. Once this documentation has been submitted, reviewed, Residence Life staff will conduct a meeting with the student to go over all ESA expectations.

Appliances:

Appliances are permitted if they pose no undue safety risk, include no exposed heating elements, or do not unnecessarily over utilize building utilities. Appliances that create undue safety risks are not permitted within the residence hall. The University reserves the right to require the use of Energy Star rated appliances.

Appliances should be no more than 1000 WATTS. Each room is allowed 2400 total WATTS. In the event you exceed this amount, the power to your room may turn off and maintenance will need to be notified to restore power. Please be cognizant of this and unplug any unused items when they are not in use.

APPROVED APPLIANCES IN ROOM	PROHIBITED APPLIANCES IN ROOM
Small Refrigerator (Energy Star Rated)	George foreman type grills
Small Microwave (Energy Star Rated)	Sandwich Grills/Griddle
Small Oscillating Fans	Rice Cookers, Air Fryers, or Insta Pot
Electric Space heater with auto turn off and tip over safety (should not be more than 1000 WATTS)	Toaster
Hair dryers, curling irons, straighteners (must always be unplugged when not in use or when the resident leaves the room)	Coffee Pots (can be used in community kitchen)
Hair dryers, curling irons, straighteners (must always be unplugged when not in use or when the resident leaves the room)	Hot Plates/Warmers of any kind
Iron/steamer (They must be unplugged when not in use and must have an auto shut off feature)	Any appliance with exposed heating element

Provided Community Kitchen Appliances:

The following list of appliances is provided for student use in the community kitchen. Please check-out items from the front desk using your student ID and after completing the Community Kitchen Agreement. All items must be cleaned and returned to the front desk to receive your student ID back.

- Griddle
- Toaster
- Air Fryer
- Vacuum
- Mop

Candles/Scent Producers:

Candles, open flames, incense, wax warmers, plug-ins scent producer of any kind, candle warmers are considered extremely dangerous due to the potential of fire and are prohibited. Unburned candles or incense sticks are also not permitted. Students may not create open flames of any kind for any reason in any University housing facility location. Grills cannot be used in or near the residence hall. All violations of this policy are considered serious as open flames pose the largest safety threat to university housing facilities. All these items will be confiscated and may be returned at the end of the academic year. We recommend using a battery-operated scent producer or spray as an alternative.

Extension Cords

When additional electrical outlets are needed, residents must use surge protector power strips. Multiple plug adapters and extension cords are not permitted. Power strips should never be plugged into another power strip, also known as daisy chaining. Power strips should never be placed underneath carpet or mattress, in high traffic areas or stapled or pinched in any way. Bed risers and lamps with outlets must have a built-in circuit breaker.

Laundry Room

Laundry room in Wisdom Hall are on the first floor. Residents have 24-hour access to the space via their student ID and can wash and dry at no additional charge. This space is for residents only. Make sure to:

- Take out your laundry from the washer/dryer as soon as it is done
- If clothes are in the laundry room for more than 48 hours, clothes will be placed with lost and found
- If a washer/dryer is not working, please put in a maintenance request

Laundry Expectations:

- Do not use more than 2 washers/dryers at a time
- Set a timer and remove your laundry promptly. Other residents can remove your items 10 minutes after cycle finishes.
- Do not overload machines. Fill no more than 2/3 of unit
- Clean space and remove the lint before and after each use. Place waste in the provided bin.
- Leave the washer/dryer door open when finishes
- Do not throw personal trash in laundry room trash
- Do not prop laundry door open. Key cards must be used to access laundry room

Resident Check-In/Check-Out:

Check-In

Upon arrival, residents will complete a Room Condition Form (RCF) and submit it within 24-hours of move in via hard copy at the front desk the student Housing Portal. The RCF will ensure residents will not be held responsible and charged for any damage that exists in their space prior to their arrival. Our team does our best to make repairs over the summer to restore rooms back to as close to their original condition as possible.

Check-Out

All residents must follow certain check-out procedures as outlined by your building staff when moving out of your assigned space. This process can look different based on when you are checking out of your space and may include the following:

- If desiring to complete an In-Person Checkout
 - Sign up for a time to check out with your floor RA or another RA.
 - At your scheduled checkout time all personal items must be out of your room.

- Important Note: If items are in the space at the time of your checkout, the RA has the right to not check your room, meaning you cannot appeal housing damage charges in your space.
- Make sure the list below is completed
- At the conclusion of your room check return your room and mailbox keys to the RA.
- Please Note: By selecting this option, you are eligible to appeal your room damage charges for one of the following reasons:
 - You have new information that was not included in the decision to charge or
 - You want to take responsibility for a shared damage charge
- If desiring to complete an Express Checkout
 - Complete the list below and return your room and mailbox key to the front desk.
 - Here you will place these items in the provided envelope and write the following on the front of the envelope
 - Student Name: First and Last
 - Room Number
 - You will then drop the envelope in the drop box located next to the mailbox labelled Express Checkout Drop Box
 - Please Note: By selecting this option, you waive your right to appeal any room damage charges
- Expectations of residents when checking out:
 - All university furniture must be reset as it was when you arrived.
 - Dresser, desk, desk chair, safe, mattress and bed frame put together (the top of the bed frame should be on the 5th rung from the top)
 - All trash must be removed from the room.
 - The bedroom and bathroom floor, surfaces and furniture should be clean (free of trash, dust, and debris)
 - All items must be removed from your room walls including lights, signs etc.
 - Blinds must be closed.
 - Lights will be turned off
 - Lock your door upon leaving
- Damage Charges:
 - Professional Housing Staff are the only people authorized to assess and evaluate if damage charges are warranted, not student staff.
 - If damage charges are deemed warranted, the student will receive an email notification indicating so along with a picture of the damage. Please contact our office at 972-338-1626 with any questions or concerns.

- These charges will then be added to a student's account once items have been reviewed and the appeal window has closed (if applicable).

Closing and Opening:

The residence hall will open and close at specified times as announced by the Office of Housing and Residence Life. You are expected to properly follow all check-in and check-out procedures at or by the scheduled times. Failure to do so may result in the removal of access to the residence halls, possible accrual of additional fees (packing, moving, storing of personal items, etc.), and possible University disciplinary action.

Common-Area Spaces (lounges, hallways, kitchen, gym):

These spaces are for the use and enjoyment of all residents. Common-area spaces are frequently used for individual studying, group study sessions, and occasionally for classes. Located in various lounges are fitness equipment, televisions, microwave oven, kitchenettes, and study areas. Residents are responsible for the day-to-day upkeep of these areas; therefore, student cooperation in maintaining a clean atmosphere is appreciated. Lounge furniture, cushions, or any University property may not be removed from common-area spaces. Any items removed can result in University disciplinary action and potential removal from the community. Any common area items that are removed or damaged may incur a fine. If using the kitchen or any kitchen items, students must check it out using their IDs at the front desk. The first time a student uses the community kitchen, they must complete a Kitchen Agreement Form. This form outlines the expectations of using the community kitchen and includes potential ramifications if not adhered to including fines, removal of access and use, and University disciplinary action.

Community Damage:

This is damage done to public areas that are not considered to be part of an individual's residential room. The public area losses or damages that are preventable (such as broken windows, stolen furniture, light fixtures, and elevator vandalism) and are not assignable to individuals will be billed in equal amounts to the floor or building community, as determined by building staff. All residents are responsible for treating our community with respect, being aware of their environment, and for holding students who vandalize property accountable and notifying a Housing staff member. Please note that if damage is caused by a guest the resident they are signed in as a guest with may be held responsible and the guest may be restricted from visiting the residential community in the future.

Elevators:

The elevators are expected to be used properly. Overloading (too many occupants), jumping or swaying in elevators, breaking, or damaging buttons or elevator equipment, or the misuse of elevator equipment is a serious safety risk and is strictly prohibited. Costs associated with misuse will be charged to the community or the individual(s), if known at market rate for repairs. A camera is in the elevator to monitor behavior. Residents must operate elevators in a safe manner and are prohibited from engaging in the following activities:

- Prying elevator doors open or jumping inside the elevator.
- Loading more than approved capacity in elevator.

- Sounding emergency alarms and making emergency stops in non-emergency situations.
- Evacuating people from the elevator without trained personnel. Students and guests who are trapped in an elevator are expected to sound the alarm and wait for help. Residents and guests must not attempt to evacuate an elevator without the assistance of emergency personnel.

Furniture:

Upon checking out of their residential space, students are required to return furniture to its original configuration. Water beds are not permitted inside the residence hall at any time. All University-issued furniture must remain in the designated room and is not to be taken outside of the room.

Items included in each residential room are:

- a. Bedframe and mattress
- b. Safe
- b. Desk
- c. Chair
- d. Dresser

Guests:

Residents may have guests of the same and opposite sex in their resident rooms, in the hallways, and on the wings during designated guest visitation hours provided they secure the consent of their roommate(s) and comply with all guest policies. Because a resident should feel safe and comfortable in their own room, a resident's request for any guest to leave their room, regardless of the guest's sex, must be honored, even if the request is made during visitation hours.

Non-overnight guest visitation hours are 7:00AM to 12:00AM (Sunday - Wednesday) and 7:00AM - 2:00AM (Thursday - Saturday). The spirit of this policy should be upheld irrespective of sexual preference and regardless of the sex or gender of the guest. Guests can stay up to three consecutive nights or 72-hours in the community at one time. Guests may stay for a total of 6 nights in a 30-day period. Please see below for expectations regarding guests who are under the age of 18. Cohabitation is not permitted in the university residence hall. If this policy is perceived to be violated, housing staff will follow up to further investigate the situation and determine the best course of action. The University reserves the right to remove guests from campus and restrict guest privileges for the resident.

Guest Expectations:

- Guests should always respect residence hall policies and cooperate fully with all hall staff.
- Guests must register at the front service desk upon first entering the building.
- Residents are responsible for the behavior of their guests and will be responsible for any damage their guests cause.
- Guests must enter and exit through the front main entrance of the community.
- Guests are expected to stay in the room they are checked into.
- Guest must remain with who they are visiting at all times and should never be unaccompanied. This includes when entering, exiting, or walking throughout the building..

Overnight Guests:

- In all cases of overnight guests, roommates should discuss the upcoming visit(s) and set guidelines prior to the guest's stay. If there are problems, it is the responsibility of the roommate or suitemate who is unhappy with the situation to enlist the RA to assist in finding a resolution to the problem.
- A maximum of one guest is allowed in a room on a given night.
- Overnight Guests must be checked in and in the building by 12:00AM (Sunday - Wednesday) and by 3:00AM on Thursday - Saturday.

Guests who are Minors (Under the Age of 18):

Residents may only have a legal family member if they are a minor (under the age of 18). If the legal family member wishes to visit or stay overnight, the resident must obtain the consent of a professional staff member in the Office of Housing and Residence Life. Also included is a letter of consent from the parent or legal guardian of the minor. Emergency contact information for the minor must be provided to the Housing Office.

Residents may not bring in anyone that is not a legal family member if they are a minor. If residents are found bringing in a minor that is not a legal family member, they will be subject to disciplinary action.

Keys:

Keys should always be in your personal possession. Do not loan out your residence hall keys to anyone or make copies of keys for any reason. Students should not intentionally take any action to impede your door/suite's locking mechanism from working. Failure to abide by this may result in university disciplinary action or replacement if door no longer functions properly to ensure the safety and security of community members.

Students should immediately report lost or stolen keys to the Housing Office. Residents will be charged the market rate for a standard room lock change, and for replacement of an ACCESS key card. Locks are changed to protect both current and future residents and their belongings. If you drop your keys down the elevator shaft or sink, you will be held responsible for any resulting maintenance expenses.

Lock Outs

The Office of Housing and Residence Life recognizes that students will occasionally lock themselves out of their room. The first three lockouts during the academic year will not result in a fine. However, after the third lockout, there will be a \$25 fee for each additional lockout. Students should take great care in securing their keys/key card when leaving campus for break periods. Due to the high volume of lockouts during the first 24 hours after a break period, the Housing Office reserves the right to increase the fine up to \$100 for lockouts performed during this period.

Light Fixtures and Fire Equipment (sprinklers and smoke detectors):

All room/space fixtures (including appliances, electrical outlets and switches, plumbing, smoke alarms, and door hardware) are not to be removed, tampered with, turned off, covered, have items hung from them, or altered in any way that could impact their ability to perform as designed.

Lights/Lamps:

Halogen-bulb lamps have been the cause of multiple residence hall fires around the country. To promote the safety of students living in residence halls, torchiere halogen-bulb (i.e., floor lamps) lamps are not permitted in the residence hall

No strip lights are permitted on the furniture or structure of the residence hall as this has been known to cause damage.

Personal Property and Renter's Insurance:

The University assumes no responsibility for damage to personal property due to fire, theft, water leaks, interruption of utility service, or other causes. Residents are strongly encouraged to consider purchasing personal property insurance to cover loss or damage to personal property or facilities. Residents are required to purchase and show proof of renter's insurance upon moving into the community in case of any unforeseen circumstances that may lead to damages.

Posting within University Residential Facilities:

Advertising events in residential facilities can assist student organizations and University departments in maximizing exposure by reaching students in the various communities. There are two options for publicizing events in residential facilities: digital flyers on display monitors throughout the building and/or paper flyers to be posted throughout the hall. While posting such information can be valuable to organizations and departments, the Office of Housing and Residence Life must also balance the need for equity in posting, as well as ensuring enough lead time for staff to post materials. It is for this reason the following guidelines have been provided:

- To ensure posters are placed on appropriate surfaces, all postings will be hung and removed by staff members of the Office of Housing and Residence Life. Students or departments may not gain access to residence hall in order to post or remove postings. Staff will attempt to post in the most visible locations, but specific posting locations cannot be guaranteed.
- Flyers must be first approved by the Student Affairs office located on the second floor of the Student Center. The approval stamp must be on flyer before bringing into the residence hall. Please review the student organization handbook for more information.
- Flyers that are not permitted for posting include:
 - Content contains profanity or problematic language etc.
 - Flyers must be from organizations or departments within the campus community

Repairs and Custodial Services:

Are provided by Facilities. If your room needs a repair, you may submit a work order online using the link below:

<https://www.untDallas.edu/sites/facilities-services-request.php>

Reporting common area maintenance problems to your building staff will keep your lounges, common areas, and hallways in top condition. If an emergency repair is needed (such as an overflowing toilet), report it to the first person you can reach, in the following order:

- Your RA or Building staff;
- Front Service Desk;
- The Resident Assistant on duty from 5:00PM to 8:00AM, and all day throughout weekends;
- Assistant Director
- Director of Housing and Residence Life
- or the Housing Office Professional Staff Member,
 - Open weekdays from 8:00AM to 5:00PM at 972-338-1860.
- If none of these options are available, call Campus police at 972-338-3009.

Roofs, Ledges, and Windows:

Hanging items such as banners or posters outside windows and balconies is also prohibited unless permission from Housing and Residence Life staff is obtained in advance. Any items that face outward and are visible to the general public may not include any mention, either implied or explicit, of alcohol or drugs and must be in “good taste” (at the discretion Housing and Residence Life staff). Items that contain material and or language that is deemed to be offensive (nudity, foul language, etc.) or degrading to others, either implicitly or explicitly, based on race, gender, religion, sexual orientation, ability, or social class must be taken down. Dropping objects out of buildings (windows, balconies, etc.) is strictly forbidden. Due to the obvious danger, as well as potential for broken windows, the throwing or dropping of anything from university residences is not tolerated.

Due to the obvious danger present, disciplinary action may include the maximum disciplinary fine with possible suspension from the University. These are not available for use by students or for the placement of a student’s belongings.

Room Alterations and Decorations:

Decorations for your room consisting of sheets, nets, curtains, or large pieces of material hung or draped from the ceiling and walls is not recommended due to the combustion hazard they present. Pieces of any material covering more than 50% of the total wall or ceiling area or fabric above the bed in any residential space is prohibited. Painting is completed by Facilities personnel or painting contractors. Because much effort is spent repainting student rooms, residents are not allowed to paint their rooms. Students will be held responsible for all damage done to walls, windows, doors, or furniture. To prevent damage to the painted walls in your space, we encourage the use of push pins, 3M command strips, and blue tape to post items. The use of any other adhesive or hanging hardware, including screws, large nails, or double stick tape is not recommended and often will result in wall damage charges.

Room and Building Security:

Propped open exterior doors seriously jeopardize the security of the residents and property within the building. NEVER PROP OPEN ANY EXTERIOR DOOR. The University reserves the right to fine communities where propped doors are repeatedly found. Entrance into residence hall is by ACCESS card only. Residents must always escort guests into the buildings and should

not allow guests to wander the facilities unescorted. Students should be careful to lock their room doors and secure their room windows when they are not present, or while sleeping.

Room Changes and Swaps:

Are allowed according to established guidelines. Residents are encouraged to work out any difficulties they have with their roommates directly and proactively. If, however, a situation arises where irreconcilable conflicts exist, a room change might be possible based on availability. Residents with roommate problems should contact their RA after they have shared and had a conversation with their roommate/suitemate. The RA may then help facilitate a mediation using the roommate agreement developed at the beginning of the academic year. If this attempt is unsuccessful a professional staff member will then attempt to facilitate a mediation. f. Room changes are used as a last resort to resolve roommate/suitemate concerns. Room changes may be restricted during the beginning of each semester while residents are getting settled in and forming their routines, to ensure that rosters are accurate, and so that room changes are not based on initial impressions. Room swaps are allowed only when residents have followed the appropriate steps, notified the appropriate personnel to make them aware of the concern, and an attempt at mediation has occurred. All changes must be approved by a professional Housing and Residence Life staff member. If a student changes rooms without notifying staff or following the steps above, professional staff may elect to refer the situation to the university disciplinary process. In addition, the student may incur damage and repair charges of the original suite.

Roommate/Suitemate Conflicts

You will share either a living space or a bathroom with another student for the duration of the academic year. Please consider the following when there is a concern that arises:

- The first step towards having healthy and positive experiences with conflict and building a good relationship with your roommate/suitemate is having clear expectations and being able to talk with one another as open and honest as possible.
 - We recommend spending time together and trying to make your space more than just a place you sleep.
 - Each person has their own ideal relationship with their roommate/suitemate.
 - Use your preference responses from your housing application as a guide to start talking about important topics.
- Communicate directly with your roommate about the conflict at hand. We recommend doing so in person and as close to when you have a concern.
 - Allow space and time for all parties to share their perspective.
 - Please take your roommate/suitemate agreement seriously as conflict and concerns will happen. It is a matter of when not if. Groups who have deeper and more honest conversations tend to have less conflict and concerns later in the year.
 - If anything needs to change or be updated on your roommate/suitemate agreement after it is created or a conversation, please inform your RA.
- If an agreement is not reached, contact your RA on your floor to mediate another conversation between you and your roommate/suitemate.

- Roommate agreements will be referenced during the mediation meeting so please be sure it is accurate and up to date.
- This document may be used during times where someone may need to move out of the suite/room.
- If an agreement is still not reached after an RA mediation, contact professional staff to assist in mediating the situation.

Communication is the key to successful community living and interactions of all kinds. Always strive to keep communication channels open. Chances are that if something is bothering you, it is bothering your roommate. Be honest, but respectful, when talking to your roommate.

Room Damage:

Room damage assessment and charges for your room/suite will occur once you have moved out of your space. The final assessment/walk-through of your space will be conducted by professional staff members of the Office of Housing and Residence Life. Although charges incurred during the Express Check Out process are not able to be appealed through the University appeal process as detailed in this handbook, information/clarification regarding charges incurred can be obtained by contacting the Housing Office no later than twenty-one (21) calendar days after the charge has been posted to your UNT Dallas student account. Each resident is responsible for damages beyond normal wear and tear in your own space as well as any charges assessed through community damage charge process. This includes, but is not limited to, damage to painted walls caused by the use/removal of adhesive products, any cleaning needs that result from inadequate cleaning or excess trash being left behind, or failure to complete all closing checklist items.. Professional Staff members are the only approved personnel to authorize and assess damages, not student staff.

Room Entry/Health and Safety Inspections:

Room entry and Health and Safety inspections will occur periodically. The University balances the right to privacy of the resident students with the responsibility to maintain a healthy and safe environment for all students and staff in the residence hall. The University will take all reasonable steps to ensure the residents of a room receive adequate notice prior to entry by university personnel for the purposes of verifying occupancy, repair, inventory, construction, and/or inspection. The University also reserves the right to enter a residence room without notice, for responding to real or reasonably perceived health and safety emergencies, and/or to ensure evacuation during fire alarms and/or during vacation periods. University personnel also have the right at any time to respond to situations where there is a reasonable suspicion that a violation of the law or University policies is occurring or has occurred inside a particular room. Under such circumstances, it is not necessary that the room's resident(s) be present; nor will a resident's refusal, either verbal or physical, prevent an entry or inspection. By entering into the University Housing Contract, the student consents to room entry and inspection under those circumstances indicated. Residents will be given 72-hour notice of staff entering spaces for health and safety checks.

Room Numbers/Doors:

Resident room numbers must be visible and unobstructed on all doors for security and safety reasons. Resident room doors cannot be completely covered and must be recognizable as a door

to emergency responders. Door handles/hardware, name tags, room numbers, etc., cannot be covered. Paper decorations should not exceed 80 percent of the door. Room doors must always remain in the closed position unless

- a person is actively moving through the doorway in order to gain entry or exit the room,
- the door can be held open using a university-installed magnetic door hold device, and
- the room door opens onto an outside corridor.

Room Occupancy Limits:

Single room occupant limit is 4 persons. Double room occupant limit is 8 persons. These occupancy limits must be adhered to.

Personal Safety, Security, and Wellbeing Policies

Smoking:

Smoking, vaping, and other tobacco products are prohibited from use at all times in university facilities. This includes offices, work areas, classrooms, or residential facilities.

Alcohol:

The housing alcohol policy is designed to ensure resident safety and help maintain individual rights to privacy, sleep, and study within the residence halls. Residence hall staff and occupants are required to comply with state and local laws concerning the possession, sale, and consumption of alcoholic beverages. Residents who fail to comply with Housing's alcohol policy will be subject to disciplinary or remedial action by the University. If it is brought to the attention of the University that a resident has engaged in behavior in violation of Housing or UNTD policies related to the consumption of alcohol, the resident will be subject to disciplinary action, even if the behavior occurred off campus. Violations of the alcohol policy within the residence hall that involve the UNTD Police Department or other law enforcement agencies can result in criminal action. Hall staff may confiscate and/or dispose of alcohol that is possessed in violation of the alcohol policy. Alcohol will not be served or permitted at residence hall functions.

Using, selling, possessing, distributing, or being under the influence of an alcoholic beverage, except as permitted by law and University policy. Members of the University community are accountable for their decisions regarding their use of alcohol, as well as their behavior which occurs as a result of those decisions. – 7.001 Code of Student's Rights, Responsibilities, and Conduct – UNT Dallas

Drugs

No student shall possess, use, transmit, or attempt to possess, use, or transmit or be under the influence of (legal intoxication not required) any of the following substances on school premises during any school term or off school premises at a school-sponsored activity, function or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate.

2. Alcohol or any alcoholic beverage.
3. Any abuse of glue, aerosol paint or any other volatile chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering or behavior-altering drugs, including synthetic cannabis and herbal incense products (ex: Spice, K2, Kush, Klimax, Juul, CBD).
5. The transmittal, sale or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

The possession, use, or distribution of any controlled substance or drug (including abuse of prescription medication) may result in removal from college housing for no less than one year. Students are also subject to further disciplinary sanction by the Executive Director of Student Life which may include suspension and/or expulsion from the College. Odessa College Police have full authority to make arrests as necessary for drug offenses.

“Using, possessing, distributing, selling, or being under the influence of an illegal drug or narcotic; manufacturing, growing, or synthesizing an illegal drug or narcotic; possessing drug paraphernalia; or setting up or possessing laboratory equipment or materials for the purpose of making or distributing an illegal drug or narcotic.” – 7.001 Code of Student’s Rights, Responsibilities, and Conduct – UNT Dallas

Community Standards Hearing Process

Upon receiving a report of an alleged housing policy violation, a Housing hearing officer will meet with people involved to determine if a policy violation has occurred. It is important to note that no determination of responsibility will be made until after the hearing officer has met with all people, they determine are necessary in order to make an informed decision. The standard or preponderance of evidence to determine responsibility is if the policy violation is more likely than not to have occurred. This process is aimed to be intentional, educational, and developmental while incorporating restorative justice practices. Our goal is that students can take responsibility for their actions, own their impact on others as well as themselves, and work to make things as right as possible with those they have impacted.

Students involved in the community standards process can expect to receive an email notification via their university email account, to meet with a hearing officer. This letter will include possible policy violations to be discussed with the hearing officer, a time as determined by the student class schedule, and contact information and process for rescheduling if needed. Students should know that only academic commitments are permissible for rescheduling a community standards meeting. If the student fails to appear to the community standards hearing, they can be subject to additional disciplinary sanctions or a determination may be made without their presence. Students can be accompanied by an advisor or parent, but the hearing officer will only talk to the student directly and not their advisor or parent. The purpose of this meeting is to give students an opportunity to share their perspective and account of the situation before a decision of responsibility and outcomes are determined. In these meetings hearing officers work to build rapport, learning about students both in relation to and beyond the situation they are discussing. Students can expect to be asked information gathering questions, as well as those that ask them

to reflect on their actions in the situation and discuss potential outcomes and obligations if found responsible.

Our hearing officers aim to both root discussions and learning in the current student context and beyond campus. After meeting with all people the hearing officer determines are needed in order to make a determination, the hearing officer will email students involved an outcome letter. This letter will share a decision if the student was found responsible for violating a policy or not, along with obligations to complete with deadlines if applicable. Obligations are aimed to be restorative in nature and are influenced by both students and the hearing officer.

Appeal Process:

In order to appeal a decision, one of the following must be met:

- Residents who wish to appeal a decision or obligation made by their hearing officer through the community standards process must submit an email to the Assistant Director of Community Standards within 3 business days of receiving the outcome letter. Grounds for an appeal must include one of the following reasons:
- There was a deviation from the established Community Standards process that would significantly impact the outcome of the case or may have resulted in a different finding by the hearing officer.
- New or relevant information that was not available at the time of the hearing that would significantly impact the outcome of the case or may have resulted in a different finding by the hearing officer.
- Appeals will be reviewed by a Conduct Officer in the Office of Community Standards and the Housing decision will either be upheld or augmented. If the decision is upheld, alternate sanctions might be assigned depending on the grounds for appeal.

Determination and Sanctions:

If the information available from the investigation and community standards meeting shows that it is more likely than not that the accused resident committed a violation of housing policy, the hearing officer can proceed with finding the student responsible and assigning obligations.

Included in the decision letter will be a rationale for the decision, specific obligations accompanied with deadlines and specifications for the items and how to submit obligations.

Sanctions can vary based on several factors including the nature of the violation, the impact on the individual and community, and the student's previous conduct history. The hearing officer will work with the student in the community standards meeting to discuss and develop potential obligations. Failure to abide by or complete an assigned obligation(s) may result in additional obligations or a new community standards case. Sanctions available to address violations of housing policy include but are not limited to:

- a) Warning –A verbal or written notice to a resident that they have violated housing policy and must refrain from future violations.
- b) Restorative Sanctions– A sanction aimed at the impact caused by an individual's actions to help prevent recurrence.

- c) Creative Sanctions— one developed between the hearing officer and responsible party that is aimed at repairing harm caused by an individual's actions.
- d) Educational Sanction— research or learning project or presentation aimed to learn about and grow from the experience while helping others to grow as well.
- e) Service Work – this can include giving back and working to repair harm in the community impacted by the individual or group.
- f) Restitution or Fine – A resident may be charged monetarily to replace the cost of items including materials and labor required to repair damages.
- g) Loss of Privileges – A temporary or permanent loss of housing privileges
- h) Room Relocation – this can be used in certain instances where this is determined to be the best course of action as availability allows.
- i) Housing Probation – this is a final step prior to a student being temporarily or permanently removed from on-campus housing. This includes being held financially responsible for remaining contract balance.
- j) Housing Termination – A resident may be temporarily or permanently removed from on-campus housing and being held financially responsible for the remaining contract balance.

Storage:

All personal belongings, including luggage, is limited to a student's room. The Housing office can dispose of all items not properly stored or claimed and assumes no responsibility for belongings left in the residence hall. The Housing office reserves the right to remove and store possessions left on the premises after term of residency ends, at the resident's expense.

Additional Rules and Regulations

The following items have the potential to interfere with a reasonable sense of order, structure, and well-being in the residential facilities:

- **Air conditioners:** Window air conditioner units are not permitted in the university residence hall at any time.
- **Amplified musical instruments and drums:** Are not permitted due to noise levels. Stereo equipment is permitted; however, the Residence Life staff reserves the right to regulate the sound level and to require that residents remove sound equipment from the residence hall if problems with excess noise persist.
- **Bikes:** May be stored in a student's room or outside on a bike rack. Bikes, however, may not be stored in hallways or other common areas within the hall. For safety reasons and to meet fire codes, bikes must not be attached to stairways or exit areas or they may be removed
- **Commercial/business:** Use of facilities is prohibited. Students may not use their room, or any University housing facility for commercial/business purposes. This includes use of data and cable TV connections/lines, as well.
- **Noise/quiet hours:** Pose a common problem when large groups of people live under one roof. Because of this, residents are expected to be considerate of other residents at all times, including respecting others' rights to sleep, to study, and generally, to not be disturbed. Yelling out windows or into buildings is not permitted. Quiet hours (sound level confined to one's room) are in effect from 10 p.m. to 8 a.m. Sunday through Thursday and from 12 a.m. to 8 a.m. Friday and Saturday. All other times are considered

courtesy hours, which means students must comply with any request to be quieter. During final exam periods, quiet hours are in effect 24 hours a day.

- **Solicitation:** Solicitation that is prohibited includes, but is not limited to, selling products or services, door-to-door collections or campaigning, flier delivery, or posting of materials in facilities owned, operated, or controlled by UNT Dallas, including kiosks, light poles, and in parking lots. Solicitors or tradespeople, including those who may be UNT Dallas students, faculty, or staff, are prohibited from entering the residence hall for the purpose of transacting business and/or campaigning and should be reported immediately to the appropriate building staff members or Campus police.
- **Sports:** in the hall are prohibited due to the potential danger to individuals and property, including safety equipment.
- **Theft:** should be reported to Campus Police immediately. The Resident Assistant should also be notified. The University is not responsible for an individual student's belongings. Each student should insure their own property and take measures to ensure their safety.
- **Trash, composting, and recycling:** should be removed from your room daily to assist with cleanliness and pest control issues. These items should be taken outside and placed in the proper containers. Individual trash cannot be dumped in bathroom, community kitchen, lounge, or any community trash containers.
- **Vandalism:** refers to misuse of or damage to university property and is strictly prohibited. Vandalism detracts from the physical appearance of student living areas and may also create safety problems. Responsible parties will be held responsible for their actions and/or the costs of repair/replacement. Students who observe vandalism should make a report to the building staff or Campus Police

Building Evacuations and Fire Safety:

The following standards are for the safety of all resident and non-resident students. Violation of these standards is also punishable by local and state law.

- **In the Event of a Fire**
 - If you smell smoke or detect a fire, activate the nearest alarm, and call 911 immediately from a safe location on or off campus.
 - Before opening any door, use the back of your hand to see if it is hot. If it is hot, leave it closed and stuff wet towels or clothes in the cracks and open a window.
 - If the door is not hot, open it slowly and be prepared to close it quickly if necessary.
 - Exit the building cautiously and carry a blanket/towel to protect you.
 - Do not use elevators.
 - If you see or smell smoke in a hall or stairway, use another exit.
 - If you have knowledge of what may have caused a building evacuation, please immediately notify University staff.
- **Evacuation Alarms**

Evacuation is required of all occupants of university buildings whenever an alarm is sounded. Be familiar with emergency evacuation routes from buildings in which you spend time.

 - Specific procedures are: Exit the building immediately by the proper pathway.

- Lock your door and take your key if you are a resident and in your room at the time the alarm sounds.
- Use stairways, do not use the elevators.
- Once outside, move to your designated emergency assembly point on the outdoor basketball court.
- Do not return to an evacuated building until the all-clear signal is given and permission is explicitly granted by a member of the Housing and Residence Life staff or a Campus Police officer.

Failure to evacuate for an alarm is a violation of city and state ordinances and will be treated as a serious violation of the Student Code of Conduct. Fire alarms and fire-safety equipment are located in each building to save lives and property. Initiating a false alarm or tampering with fire-safety equipment is a violation of university policy.

Fire Prevention

All students must maintain an obstruction-free evacuation route to all exits. The minimum clearance of the route must be 48 inches wide. Students must follow manufacturer guidelines when using power surge strips to ensure that they are not overloaded.

Fire Safety

Occupants should take all safety precautions, including fire safety, and report any violations they observe to their building staff as soon as possible.

In the Event of Severe Weather or Tornado

In the event of severe weather all residents should follow all reasonable recommendations provided by University Housing Staff or Weather personnel. If a tornado or severe storm warning is issued staff and residents should do the following:

- Keep away from windows. Generally, the lower residents are able to move in the residence hall (floor wise) the better including all building staff. If residents are unable to move to a lower floor, they should move to the inner most room within their residential space.
- Remain in the building unless instructed to do so.
- After the danger has passed, building and housing staff will check on residents. Injuries or significant building damage should be reported to Campus Police.

Important Phone Numbers

Office of Housing and Residence Life	972-338-1860
Assistant Director/Residence Hall Coordinator Office	972-338-1971
Director of Housing and Residence Life Office	972-338-1342
Resident Assistant On-Call Phone Number	972-946-0742
University Police Department Non-Emergency Line	972-780-3009
Counseling and Wellness Center	972-338-1816
Office of Disability Services	972-338-1787
Title IX Coordinator	817-735-5919