

**University of Minnesota Rochester**  
**Office of Residential Life Policies and Procedures**

**OFFICE OF RESIDENTIAL LIFE EXPECTATIONS AND CODE OF CONDUCT**

The University of Minnesota Rochester (UMR) and the Office of Residential Life (ORL) are proud of the housing experience provided to student residents, and work hard to create an engaged and connected community within our residence halls. We recognize that the most impactful element to our community are the residents who live in our building. The experience in-hall will be greatly impacted by the actions of those around you, and your own actions and behaviors. You will be held to high behavioral standards during your time at UMR, and this extends to your time in housing.

While in housing, you are responsible for the safety, security, and cleanliness of your living environment; which includes spaces outside of your individual living unit. In addition, you will be expected to treat staff, community members, and other authorized personnel with respect while living in housing. Ultimately, we want your time living on campus to be fun, and our policies and procedures are designed with the intention of creating a consistent and safe environment, with standards that promote positive and respectful communities. These written policies, in accordance with the University of Minnesota Board of Regents Student Conduct Code, outline the expectations that we have of residents in housing.

By signing the Housing Contract, you are agreeing to know, understand, and follow ORL Policies and Procedures. If you have questions pertaining to these policies and procedures, it is your responsibility to seek clarification with ORL designated staff. These policies and procedures are subject to change in response to the needs of our continually developing residents and living environments. When changes are made, they will be published and shared with all persons affiliated with housing.

**COMPLIANCE WITH UNIVERSITY OF MINNESOTA BOARD OF REGENTS STUDENT  
CONDUCT CODE AND UMR STUDENT CONDUCT CODE**

All ORL policies and procedures are designed to adhere and respect the intent and direction of the University Of Minnesota Board Of Regents Student Conduct Code and UMR Student Conduct Code Procedures. In addition to the ORL policies, students may be found in violation of the University Of Minnesota Board Of Regents Student Conduct Code and UMR Student Conduct Code Procedures. The policies and procedures can be viewed at: <http://r.umn.edu/student-life/student-conduct>.

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## OFFICE OF RESIDENTIAL LIFE POLICIES

### **Abandonment of Property/Lost Property**

When ORL staff find property belonging to a person whose identity is known, the staff member will make an attempt to contact this individual via email to pick up their items. Items will be available for pickup for 28 days. Items that are not picked up within this timeline will be discarded or donated.

### **Alcohol, Nicotine, and Drugs**

ORL policies about alcohol, nicotine, and drug use in UMR designated housing are created to enforce state and federal laws, local ordinances, to enforce the University of Minnesota system Drug Free University Policy, to provide intervention with incidents of dangerous use or inappropriate behaviors, and to help create a respectful and positive live-in experience. We realize that individuals may decide to use substances in violation of ORL policies, the Student Conduct Code, local ordinances, state, and federal law. Should you choose to do so, we urge you to act responsibly, be aware of your surroundings, your personal health and safety, and the impact that your choice will have on others. While we respect individual freedoms regarding choices and behaviors, that freedom comes with the acknowledgement of our expectations and ability to enforce policy, and that members of our community will act in accordance with local ordinances, federal, and state law. The following outlines activities or behaviors that are not allowed in UMR-affiliated housing.

- a. Any person who is under 21 years of age is not allowed to possess, be in the presence of, and/or consume alcohol.
- b. Any person who is 21 years of age or older may not:
  - a. Provide alcoholic beverages to persons under the age of 21
  - b. Possess or consume alcohol in the presence of those under the age of 21
  - c. Possess alcohol in living spaces with those under the age of 21
  - d. Have more than one open standard alcoholic beverage per occupant over the age of 21
  - e. Transport unconcealed alcoholic beverages in public areas
- c. Any person, regardless of age, may not host a gathering where alcohol is being consumed in the presence of other violations; most importantly regarding guest limit restrictions.
- d. Residents will be accountable for any excessive consumption of alcohol that results in the disruption of the residence hall community. On or off campus participation in high-risk alcohol use, games, or activities is not permitted. High-risk alcohol use typically results in the inability to function without assistance, inability to recall events, incoherence or disorientation, lack of control over bodily functions, intervention by emergency personnel, etc.
- e. Possessing or using drugs/controlled substances and possessing drug paraphernalia is not allowed within the residence halls.
- f. Possessing drugs or supplies with the intention to create, sell, and/or distribute is not allowed. Selling your prescription medication, or using another person's prescription medication is not allowed.
- g. Hosting a gathering where drugs are being used is not allowed.

### **Animals**

Residents may only have fish as pets in tanks not exceeding 10 gallons. Residents requiring animals for service or emotional support must contact Disability Resources and gain approval before their animal will be allowed.

### **Application Fee**

The Housing Application Fee was created as a measure to ensure commitment to your housing contract, and is used to fund programs and materials for in-hall use. A completed housing application requires finishing the online Housing Application and payment of the Housing Application Fee. The following policies and procedures pertain to the Housing Application Fee.

#### a. Housing Application Fee Partial Deferral

Students who are not able to pay the full Housing Application Fee prior to the fall semester may apply for a partial fee deferral. Applicants will be required to pay \$50.00 of the \$125.00 fee, with \$75.00 being deferred to their fall semester student account. To apply for the partial fee deferral, please email [rhousing@r.umn.edu](mailto:rhousing@r.umn.edu).

#### b. Housing Application Fee Refunds

##### New Applicants

New students to UMR who have not lived in housing and who are not participating in the Returning applicant process will not be allowed to apply for a refund of their housing application fee.

##### Returning Applicants

Returning applicants who apply for housing prior to May 1 can receive a full refund of their application fee if they are not offered a space in UMR housing. Applicants who complete a housing application by May 1 who are offered a space in housing, but choose to decline, will not be offered a refund of their application fee.

If you are eligible for a refund of your application fee, please email [rhousing@r.umn.edu](mailto:rhousing@r.umn.edu) to consult on your eligibility. Those applying for the refund must fill out and sign a w-9 and consult with the Business Office prior to September 30.

### **Assault**

The physical assault or harm of any person is not allowed.

- a. Striking, shoving, hitting, punching, kicking, or otherwise subjecting another person to physical contact or causing bodily harm is prohibited.
- b. Sexual Assault  
As a UMR community we strive to ensure the safety and to respect the dignity of each student, staff and faculty member. Sexual assault, relationship violence and stalking are prohibited at UMR. More information about UMR sexual assault specific policies can be found at the following sites:

<https://policy.umn.edu/operations/sexualassault>

<https://policy.umn.edu/operations/sexualassault-appa>

Additionally, the UMR urges anyone who has been sexually assaulted on or off UMR property to contact the Rochester City Police at 911 immediately, to make a police report, and have the case investigated. The officers of the Rochester Police Department understand that not all victims are ready or willing to participate in a police investigation.

We encourage persons to seek help through campus resources if police assistance is uncomfortable to initiate. The UMR Assistant Vice Chancellor for Student Success, Engagement, and Equity, the Health and Wellness Advocate, and other campus staff will also assist students in locating on or off-campus counseling, mental health, and other services for victims of sex offenses. Although victims are strongly encouraged to report all incidences of sexual violence to the proper authorities, it is within the victim's rights to decline notification.

### **Bicycles**

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Bicycles may not be stored in resident living spaces, and may not be left in stairwells, hallways, or other public areas inside the residence hall. Bicycles cannot be used or ridden inside the residence halls.

### **Break Housing**

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Residents who are considered eligible occupants may stay in their living space over UMR breaks and holidays as long as the student maintains a current housing contract. First semester ends on December 31 each year, and Spring semester begins on January 1 each year for the purposes of billing. The following are practices that are carried out, and suggested actions that we recommend residents complete, during or prior to UMR breaks or holidays.

- a. Support service suspension  
During UMR holidays, many campus resources close. Package delivery may be interrupted and residents are encouraged to make arrangements for pick up from local receiving centers. Residents will be notified of these changes prior to break periods. ORL staff will still perform duty rounds and will serve on-call for emergency response.
- b. Room preparation prior to leaving for extended periods of time  
Prior to leaving for UMR breaks, it is recommended that students perform the following actions: Unplug all electrical devices, throw away garbage or foods/items that may spoil, turn down their heat, check all faucets or water appliances for leaks, lock all doors and secure personal items, take home fish or plants that may need attention, and alert ORL staff to any facility issues that may represent a danger.

### **Building Access**

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Security of the residence halls involves every occupant given access to UMR-provided keys. The following statements outline behaviors or actions that are not allowed within the residence halls:

- a. The loaning of key or access devices to persons who are not assigned to a living space in the building.
- b. The duplication of UMR-provided keys or access devices.
- c. The sale of UMR-provided keys or access devices.
- d. Entering or exiting illegally, improperly, without authorization or permission into spaces that you are not authorized to enter or exit is not allowed.
- e. The propping of emergency exit doors, stairwell doors, or doors intended to create safe living environments without authorization is not allowed.

### **Campus Residency Requirement**

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According to research in college student development, students who live on campus are more likely to be involved on campus, meet with faculty and staff, earn better grades, and graduate (Pascarella and Terenzini, 2005). In reflection of this research, UMR has adopted the following On-Campus Residency Requirement.

All incoming students under the age of 20, and who have not reached junior status class level prior to the first day of fall semester classes (UMR calendar) are required to live in UMR-approved on-campus housing. This policy only applies to students who are considered eligible occupants (see eligible occupant policy on pg. 7).

**The on-campus residency requirement is administered with the following options to students:**

Option 1. A student may reside in the residence hall(s) at UMR.

Option 2. A student may live with a parent or legal guardian and commute\* from that home. "Living with" is defined as residing with parents/guardians at their physical home address for the entire academic year. "Physical home address" is defined as the address of the parent/guardian at the time of application for admission to UMR. Parent/Guardian signature confirms residence location and responsibility for the student.

Option 3. An emancipated minor who has previously established a residence independent from their parents/guardians may commute\* from that home. Emancipated minors must provide legal documentation verifying emancipated status.

**\*Commute: A reasonable commuting distance is defined as a 30-mile radius of the UMR campus. Mileage is determined by UMR.**

**For students under 20 years of age, the following situations qualify for an application to be exempted:**

(Students who are requesting an exemption must complete the attached form and submit the specific documentation noted)

- A. Married student – proof of marriage is required by June 1 prior to the start of the fall semester.
- B. Student with children – proof of birth is required by June 1 prior to the start of the fall semester.
- C. Student who has lived in UMR approved housing for 2 or more semesters (excluding summer sessions) at UMR or another institution.
- D. Students who have junior status class level prior to the first day of fall semester classes.
- E. Student who will have completed a spring semester at UMR and lived in UMR approved housing for the entire semester.

**Special circumstances:** To request a special circumstances exemption, please submit the [Campus Residency Requirement Compliance/Exemption Request form](#) with a detailed summary of your circumstances.

A student under age 20 who wishes to request an exemption for reasons other than those noted above may apply for a Special Circumstances exemption. To request a Special Circumstances exemption, the student must [Campus Residency Requirement Compliance/Exemption Request form](#) plus a detailed information summary explaining their circumstances to be reviewed by a UMR committee. Having already signed a lease with an off-campus landlord or purchasing a home will not be considered as a reason for exemption. Release from residency requirement is not guaranteed.

Students are encouraged not to make any other commitments for housing until they receive a written response to their requests for exemption.

Students who do not comply may have their UMR records (including financial aid and academic records for registration and transfer) placed on hold or face other judicial sanctions. Students who are being found to be living off campus in violation of this policy may be assigned a space and be required to move onto UMR approved housing. Please allow 2 weeks for final response.

For all options listed above, return completed request forms with accompanying documentation to:

ATTN: Residency Requirement Status  
University of Minnesota Rochester  
111 South Broadway, Suite 300  
Rochester, MN 55904

rhousing@r.umn.edu  
507.258.8028

### **Carrying and Displaying Identification**

Residents are required to have their student ID on their person at all times. Residents are required to show their student ID to authorized UMR and ORL representatives, to aid in identification in emergencies, incidents, and to ensure appropriate building access.

### **Check In Process**

Residents who are moving in at the start of the fall semester will be sent instructions on how to check-in via their UMR email account. These instructions will specify a date and time for arrival, as well as instructions on how to process your check-in. Please pay attention to these emails and do not delete them. Questions about the fall move in process can be directed to rhousing@r.umn.edu.

If you are checking into a living space outside of the fall arrival schedule, you will receive specific instructions from the Residential Life Director to follow. Questions about this move in process can be directed to rhousing@r.umn.edu.

A proper check-in will consist of:

- a. Displaying identification to the staff in charge of checking you in
- b. Filling out a Key Inventory Form

- c. Identifying emergency and missing person contacts
- d. Obtaining keys
- e. Reviewing pre-existing damage documentation provided by ORL staff
- f. Full participation in the Roommate Agreement process

Once all of these steps are completed, a resident will be considered fully checked into their living space. Not completing one of these steps may result in sanctions or improper check-in fee of \$100.00.

### **Check Out Process**

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Residents who are checking out of their living space as a part of the end of the academic year move-out process should follow instructions sent to them by ORL staff members to their UMR email account. Residents will be required to move out within 24 hours of their last final exam or project turn-in at the end of the academic year. These instructions will outline the process, how to clean your living space, and how to change addresses and forward mail. Not following these instructions may result in sanctions or improper check-out fees.

Generally, residents will be required to complete all of the following prior to checking out:

- a. Declare intent to leave at least 10 business days in advance of intended check out date
- b. Coordinate and gain approval from the RLD about a move out plan
- c. Coordinate with ORL staff on a check out date and time
- d. Move out all belongings from the living space prior to turning in keys
- e. Clean up all living spaces to ORL communicated standards prior to turning in keys
- f. Turn in keys to specified ORL staff as a part of step (b)

Residents checking out of their living space prior to the end of their contracted dates of occupancy, and who are not moving to another living unit, should request a release from their contract from the Residential Life Director. Checking out from a living space does not release a resident from their contractual obligations unless the request is approved by the Residential Life Director. Residents are expected to be proactive in this process, by giving notice of a requested move out at least 10 business days in advance so that arrangements can be made with staff.

ORL staff will complete an initial check and documentation process that will record all damages present after a resident has vacated their living space. This initial check will be inspected and processed again by building management, upon which a final damage and cleaning assessment will be created. ORL will send notices and invoices to residents assessed with damage and cleaning charges.

Charges will be assigned and processed through the UMR billing office. Damage billing notifications will be sent to UMR email accounts. All disputes to charges assessed must be contested within 10 business days of the email notification, following the instructions in the damage billing notice. All final charges will be posted to student accounts and may be paid online.

### **Compliance**

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ORL staff will complete their responsibilities and assignments free of intimidation, harassment, or obstruction. Behaviors that prevent ORL staff from completing their job-assigned duties is not allowed. Responding to a reasonable request by authorized staff and adhering to ORL or UMR policy and procedure is an expectation.

### **Complicity**

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Residents are expected to comply with ORL and UMR policies/procedures, and local, state, and federal law. Presence in a location where a UMR or ORL policy violation is occurring indicates acceptance of this behavior and is, therefore, complicit with the policy violation. Knowingly acting as an accessory or being present while any violation is occurring is a violation. Residents are expected to remove themselves from this situation and/or report policy violations to the appropriate UMR and ORL staff.

### **Contractual Conditions/Cancellation**

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Students submitting an emailed request for cancellation of housing from May 1 until the check in process start date will be charged a \$200 cancellation fee. For any students who cancel after checking in to the residence hall, see Authorized Cancellations and Unauthorized Cancellations below.

#### Authorized Cancellation:

A resident may be released from their housing contract if they a) complete a complete withdrawal, b) graduate, c) participate in a study-abroad in a UMR-sponsored program, d) legally marry, e) are called into military service, or f) have serious health or medical concerns not allowing them to be housed in a residence hall environment. Residents may appeal to the Residential Life Director to be released from their housing contract providing they give 10-business days of notice. The appeal must show just cause for termination (major unforeseen circumstances). Rental charges owed upon cancellation of the contract are computed on a prorated basis over the course of the semester until the completion of check-out procedures. Residents who have their contract cancelled must comply with all check out procedures.

#### Unauthorized Cancellation:

Unauthorized cancellations occur when any resident moves off campus without showing just cause for termination. The resident must provide at least 10 days advance notice of intent to vacate to ORL staff. Residents who move out with less than a 10-day notice will be charged for an improper checkout. No credit or refund on the rental obligation will be allowed for the semester in which the cancellation occurs. If a student moves out during fall semester, they will pay the amount owed for the fall semester, and one quarter (25%) of the spring semester housing charge. Residents will be responsible for the entirety of the spring semester if they attempt to cancel after the first day of class in the spring semester. Contracts are not transferable.

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### **Courtesy and Quiet Hours**

Courtesy hours are in effect 24 hours a day within the residence hall. In accordance with courtesy hours expectations, residents are required to maintain a level of noise that creates a comfortable environment for residents around them. Residents are also required to adjust their noise in response to reasonable requests made by others. Extreme or repetitive noise, misuse of speaker systems, or pointing speakers out of your windows is not allowed.

Quiet hours are in effect from 10pm to 9am, Sunday through Thursday, and 11:59pm to 9am on Friday and Saturday. In accordance with quiet hours expectations, residents are required to maintain a level of noise that creates an environment that is conducive to sleeping and study.

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### **Damage or Theft of Personal Items**

UMR and ORL assume no responsibility for the theft of, damage to, or loss of personal property of any resident or guest. Residents are encouraged to secure their living space and be accountable for their belongings. Residents are strongly encouraged to carry their own personal property insurance if not covered by their parent/guardian's homeowner's insurance policy. If damage or theft of personal property occurs within the residence halls, ORL staff will assist the resident in reporting to Rochester City Police to start the documentation process.

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### **Damage or Theft of University Property**

Destruction or theft of property may result in restitution, student judicial action, and/or legal action. The furniture in your living space and the public areas within the residence hall must not be removed from their locations. If furniture has been misplaced, damaged, or removed, the person responsible will enter the conduct process, and may be charged for the repair or replacement cost of the item in question.

Residents should report damaged, lost, or stolen university property to an ORL staff member immediately. Tampering with any UMR facilities, safety devices, or equipment is not permitted. Behaviors that require cleaning or maintenance beyond normal wear and tear is not allowed.

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### **Dangerous Recreational Activities**

Activities that create a risk for injury to persons or damage to facilities is prohibited. Examples of these activities include, but are not limited to: Throwing, acrobatics, using sports equipment, wrestling, and running. The use of bicycles, in-line skates, skateboards, or other such devices is not allowed in any facility. Programs or events that may require activities that involve risk must be approved by the Residential Life Director.

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### **Decoration**

Decorating your living space is allowed, but any damages will be charged back to the residents. Residents will not paint any surfaces within the residence halls nor attempt to repair any damages that they have caused. No items may be affixed, hung, or attached to any ceiling surface, to exposed HVAC pipes, or to sprinkler lines. Any items that introduce hazards to the living environment (evergreen trees, non-fused electrical devices, electrical devices not intended for high humidity environments, etc.), will be confiscated by ORL staff. Any item in the hallways that introduces an evacuation hazard will be confiscated by ORL staff. Consultation with ORL staff is encouraged prior to decorating your living space.

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### **Disability Resources**

Disability Resources requests must be processed through the UMR Disability Resources professional, at: <http://r.umn.edu/student-life/student-services/disability-resources>. Approved accommodations will be communicated to the Residential Life Director.

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### **Disorderly Behavior**

ORL behavior policies reflect our efforts to create a positive and safe community. Behaviors that disrupt the orderly function of the community, displaying obscene conduct, behaviors that threaten the health of residents, pranking, making threats, and bullying are not allowed within the residence halls.

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### **Eligible Occupants**

To be eligible to live within University Housing, each applicant must, throughout their occupancy, be an admitted enrolled University of Minnesota Rochester student and be at least 16 years of age at time of occupancy. Residents must maintain and be actively engaged in a minimum of six (6) credits per semester. Residents who cancel their academic registration must move out within 48 hours of their academic cancellation date. Residents who cancel during Fall Semester and have registered for Spring Semester may request an exemption from this contract to, directed to [rhousing@r.umn.edu](mailto:rhousing@r.umn.edu). UMR reserves the right to deny housing to an otherwise eligible applicant or to remove a current resident if it determines that the individual's presence in student housing would not be in their, and/or the University's, best interest.

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### **Eviction**

Residents may be evicted as a result of the ORL conduct process, violation of the UMR Student Code Conduct, or for circumstances that would necessitate a removal. Residents being evicted will meet with the Residential Life Director to discuss their eviction, and will receive a notice of the details of their move out date and time. Should a resident fail to meet with the Residential

Life Director, or fail to respond to a reasonable and timely inquiry to establish a meeting time, the Residential Life Director will decide the details of the eviction and send notice to the resident.

### **Fire Evacuation**

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Know and follow fire evacuation and safety information posted on the back of your room door and in designated locations throughout the building. In compliance with Minnesota State Fire Code, you are required to evacuate during a fire alarm. Please do not use the elevators. Residents with mobility or evacuation concerns need to work with ORL staff to create alternative evacuation plans. Note the location of fire extinguishers in your vicinity.

#### **FIRE EXTINGUISHER USE**

Each hallway and residential unit is equipped with a fire extinguisher. If an extinguisher is used to put out a fire, residents must report the incident to ORL staff. ORL staff will conduct inspections of fire extinguisher equipment periodically over the academic year.

#### **IN CASE OF FIRE & FIRE EVACUATION**

- a. If your door is hot:
  - a. Remain in your room
  - b. Put towels at the base of your door and seal all cracks
  - c. Hang a sheet or towel from your window
  - d. Signal for help
  - e. Call Rochester City Police (911)
- b. If it is safe to leave:
  - a. Close the door as you leave
  - b. Follow evacuation information posted on the back of your door
  - c. Call Rochester City Police (911)
  - d. Stand away from the building main entrance and wait for the signal to re-enter

If a fire evacuation occurs for an extended period of time, please evacuate to University Square and await updates from UMR staff. All residents will participate in one fire evacuation over the course of the academic year. It is expected that you will evacuate at the sound of any fire alarm, regardless of circumstance.

### **Fire Safety Violations**

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When residents are notified of a fire emergency, they must leave the building via the nearest designated exit. Evacuation maps designating the nearest exits are posted in all living spaces, classrooms, offices, and common areas. Persons who have mobility or evacuation concerns are required to make plans with ORL staff. Please report any fire equipment concerns to ORL staff. The following behaviors or actions are not permitted:

- a. False fire alarm  
Starting a fire alarm that is intentionally false is prohibited.
- b. Failing to evacuate during a fire alarm  
All residents and guests must immediately evacuate residence halls when a fire alarm sounds.
- c. Dangerous heat-generating devices  
Residents may not have open flames within the residence halls. Not being present to monitor an in-used heat-generating device is prohibited. Residents will be required to remove wicks from their candles prior to being brought into the residence halls. Possessing or using fireworks or explosives.
- d. Hazardous decorations  
Organic wreaths and evergreen trees are prohibited. String lights, radios, and other appliances not intended for use inside of bathrooms are prohibited in bathroom spaces. Decoration of room spaces that create a fire hazard or impede evacuation is not allowed.
- e. Obstructing Hallway  
No personal items are allowed to be stored in the hallways as they create a hazard for evacuation.

### **Gambling**

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Gambling activities are prohibited within the residence hall. This includes sport pools, entertainment pools, online gambling over UMR network, etc.

### **Guests**

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Any person in a UMR or Residential Life space who has not been assigned via contract to use that space is considered a guest. Guests will not be permitted in assigned living-unit spaces until the Roommate Agreement section regarding guests has been completed and turned in to ORL staff. In conflicts over guests, ORL will side with the right to a private living space over the privilege to have a guest present. Residents are responsible for their guest's behavior and any violation of policy, and are required to inform their guests of ORL and UMR policy and procedure prior to their visit. The following applies to guests within the residence halls:

- a. Maximum occupancy  
A maximum occupancy of ten people are permitted in any assigned living space at one time. This includes the residents assigned to the room, and any guests who are present.
- b. Guest agreements



All residents of the living space must agree to how they want to approach guest visitation. This includes times and days of visits, utilization of resources and facilities, and permitted activities.

c. Overnight guests

Overnight guests may stay in living spaces provided they have the permission of all residents assigned to that living space. At any time, a resident may request to have the guest removed. It is the right of a resident to have their own living space, over the privilege to have a guest.

d. Escorting guests

Guests will be escorted into the building, out of the building, and while in the building by their host at all times.

e. Removal of Guests

Hosts are responsible for policy violations of their guests. Alleged policy violations may prohibit the guest from remaining within the residence halls and/or may restrict future visits. If at any time a resident assigned to the living space does not agree with their guest rules agreed upon in the Roommate Agreement, guests will not be allowed until they can reach consensus. Guests will be removed in the event of a dispute, or incident.

At any time, a guest may be asked to leave the residence halls by any member of the residence hall community when their presence contributes to a negative community experience, or is unwelcome by roommates (regardless of prior approval). ORL staff or the Rochester City Police may intervene to remove guests.

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### **Hate/Bias Incidents**

ORL and UMR view hate incidents as contradictory to our mission and community, and as a threat to each person's right to a safe living and learning environment. Any non-criminal act motivated, in whole or in part, by the victim's actual or perceived racial/ethnic identity, gender identity/expression, sexual orientation, political affiliation, religion, social class, immigrant background, disability, veteran status, or age is a hate/bias incident. ORL and UMR will intervene in all such incidents.

In order to prevent Hate/Bias Incidents from creating a hostile environment for any individual or group on campus and interfering with the UMR's educational mission, we believe UMR and all people of conscience within the campus community must raise their voices in opposition to messages of hate and intolerance, and in support of inclusiveness for all. If you have experienced or witnessed hate/bias, first, ensure the safety and well-being of yourself and those around you. Should you feel unsafe call 911. Once you feel secure, document as much of the incident as possible, which includes taking pictures should there be visible evidence. Make sure to complete a Hate/Bias Incident Report by completing the form and attaching and documentation found at this site: [https://cm.maxient.com/reportingform.php?UnivofMN&layout\\_id=30](https://cm.maxient.com/reportingform.php?UnivofMN&layout_id=30)

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### **Hazing**

Hazing is any method or activity on UMR property or, in connection with any UMR-related group, which endangers the mental or physical health or safety of an individual. This includes, without limitation, an act intended to cause personal degradation or humiliation to a person or persons. Residents are prohibited to engage in this behavior.

Any group of students acting together may be considered an organization for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is occurring is a defense if found in violation. Complicity in the presence of hazing is not a neutral act, and is also a violation of this section. In incidents of hazing, Rochester City Police may be called to respond.

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### **Inclement Weather/Tornado**

If you are alerted to inclement weather or tornado, do not risk danger to yourself and seek shelter. You may be alerted in a number of ways, including: UMR Text-U, radio, television, emergency alert sirens, etc. The following are tips for sheltering yourself from these hazards. Remain calm and close/lock your room doors. If appropriate, seek shelter in the basement or interior of the building. Protect your face and stay away from windows and glass. If you are not able to evacuate, crawl under your desk or use a mattress to protect yourself. Do not come out of shelter until you are notified.

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### **Missing Keys and Lockouts**

For security purposes, a lost key, access device, or student ID should be reported immediately to the Residential Life Director. You will be charged for the replacement of a lost key, access device, or student ID. If a student is locked out of their room, ORL staff (RAs, Front Desk, etc.) will attempt to assist you, but may not be immediately available. Please proceed to the Front Desk, and a staff member will attempt to contact the appropriate person to assist. Request assistance from the Student Staff On-call after the Front Desk is closed, by the number posted by the building entrance.

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### **Mail Delivery**

Each living space is assigned a mailbox key. When a package arrives for a student it may be located in the package boxes beneath the mailboxes. Dependent on size, packages may also be delivered to the Front Desk. If the Front Desk receives your package, an email will be sent to your UMR email address. If your package is not picked up within one week, the Front Desk Assistants will attempt to return your package to sender. To pick up your package, the desk staff will require that you present your student ID. Federal law stipulates that the only person to whom a letter or package is addressed may pick up that parcel. If you receive someone else's mail by accident, you are required to return said mail to the Front Desk. Upon your departure/checkout, please contact the appropriate agencies and change your mailing addresses with them. This will ensure the proper delivery of your mail in the future.

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### **Medical Amnesty**

In accordance with Student Conduct Code Section III, Subd.7: Medical amnesty shall align with Minnesota Statutes 340A.503m and it shall mean that a student is not subject to Student Conduct Code disciplinary sanctions for underage possession and consumption

of alcohol if the student contacts a 911 operator to report that the student or another student is in need of medical assistance for an immediate health or safety concern. To be eligible for medical amnesty, the student who initiates contact must be the first person to make such a report, must provide a name and contact information, must remain on the scene until assistance arrives, and must cooperate with authorities at the scene. The student who receives medical assistance and up to two students acting in concert with the student initiating contact with a 911 operator shall also be immune from disciplinary sanctions.

### **Missing Persons/ Contact**

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In accordance with the Higher Education act of 2008, all students may register a missing person contact; who may be separate for their traditional emergency contact. The missing person contact would be notified in the event that a student is determined to be missing. If you suspect that a resident/person is missing, please contact the Residential Life Director, UMR professionals, or the Rochester City Police Department.

### **Payments and Damage Billing**

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You will be notified of your Housing-related billing via your MyU student account. Failure to satisfy financial obligations of the housing contract may result in any or all of the following:

- a. Placement of a hold on a resident's academic records and/or registration
- b. Denial of future residence
- c. Termination of contract and eviction
- d. Referral of the resident's account for collection
- e. Referral for legal action

Damages that are not documented by ORL staff as pre-existing and that occur during the course of the resident's stay, will be billed back to the resident. Additionally, residents may be charged and held accountable for spaces that do not meet the cleanliness standards as determined by ORL staff. Charges may be billed to the individual, the group of roommates who utilized the same living spaces, or residents in the building who utilized shared spaces. If an individual does not accept personal responsibility for a common area damage or cleanliness, all persons associated with that space will be charged for the damage or cleanliness issue incurred.

Charges will be assigned and processed through the UMR billing office. Damage billing notifications will be sent to UMR email accounts. All disputes to charges assessed must be contested within 10 business days of the email notification, following the instructions in the damage billing notice. All final charges will be posted to student accounts and may be paid online.

### **Photography and Recording**

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Unauthorized photography or recording within the residence halls is prohibited. The recording or photography of lewd, indecent, or unsafe acts within the residence halls is prohibited. This provision does not extend to the recording of public events, discussions, or conversations where at least one party is aware of, and has given consent to, the recording.

### **Prohibited Items**

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Personalization of individual spaces and supporting your lifestyle with personal belongings is an important facet of living in the residence halls. We want to respect this need, but there are items that constitute a risk and known threat to residents. While not a complete list, the following items are not allowed to be brought:

- a. Animals other than fish that can be housed in a 10 gallon or less tank
- b. Water beds or other large water devices more than 10 gallons
- c. Any electrical device that is not UL approved, improperly maintained
- d. Any device that creates an open flame or has any open heating element
- e. Any chemical or substance that has a potential for combustion that is not cooking related in nature (Fireworks, smoke bombs, fuels, etc.)
- f. Torchiere or halogen lamps
- g. Non-fused, extension cord, or multiple-plug outlets
- h. Air conditioning units of any kind
- i. Personal or mini-refrigerators
- j. Receiving devices, i.e. satellite dishes or large antennae
- k. TV wall mounting devices
- l. Vehicles such as mopeds or motorcycles.
- m. Weight lifting equipment

## **Publicity and Posting**

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All materials that individuals want posted or displayed within the residence halls must be brought to the Student Engagement and Success Center for approval, and will be hung by ORL staff. Individuals or groups are not allowed to post materials in the residence halls on their own. Unauthorized posting will be investigated, materials will be removed, and the offending individual or party may have their access to post materials restricted. The removal of posters by persons who are not staff members of ORL or UMR is also prohibited. In resident rooms, please contact ORL staff about proper hanging/posting guidelines for personal decoration of your personal room space. The utilization of the proper resources for decorating your room may prevent damage to our facilities. Residents are responsible for any damages or cleaning services that result from the decoration of their personal spaces.

## **Resolving Conflicts**

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Managing conflicts in a healthy, mature manner is part of the collegiate experience. We encourage you to manage conflict by addressing your differing viewpoints with the goal in mind to improve your relationship. If you are experiencing a conflict with your roommate(s), your options include:

- a. Discussing the situation with the person directly
- b. Contacting ORL staff for advice on how to approach your roommate(s)
- c. Contacting ORL staff to facilitate dialogue with you and your roommate(s)
- d. Discussing a room change with the Residential Life Director

ORL staff are prepared and willing to assist residents, but are unable to make decisions for them. The staff can advise residents on how to approach issues with roommates, and to facilitate dialogue between individuals. However, only the residents who are living together are capable of resolving their differences. If you have concerns about personal safety or security, please contact the Rochester City Police or your ORL staff immediately.

## **Rioting**

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Residents are prohibited from inciting or participating in a riot within the residence halls or UMR spaces, within a close proximity to campus, or in a location that is in accordance with a UMR- sponsored event. Violations of this policy may result in disciplinary action, including removal from housing. Additional actions may be taken as a result of violations of the Student Conduct Code found at [http://regents.umn.edu/sites/regents.umn.edu/files/policies/Student\\_Conduct\\_Code.pdf](http://regents.umn.edu/sites/regents.umn.edu/files/policies/Student_Conduct_Code.pdf).

## **Roommate Agreement**

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Residents will be required to set up, and attend, Roommate Agreement meetings with an ORL staff member to complete this process. Roommate Agreements are social contracts that outline mutually preferred actions and behaviors that will guide roommates in living with each other.

The initial Roommate Agreement meeting will be held within the first two weeks of the first semester to fill out the majority of the document. Residents will not be able to host guests until this meeting is completed, and the section regarding guests is filled out and agreed upon by the roommates.

Residents will then set up, and attend, a second Roommate Agreement meeting between the sixth and eighth weeks of the first semester to revise and update their Roommate Agreement as they learn more about their roommates and their living situation.

All residents must participate and agree to their proposed Roommate Agreement contract. Failure to form such contract will result in Residential Life Director intervention and possible sanction. An ORL staff member will assist in the negotiation and communication between residents. Things that will be discussed include, but are not limited to: Space and room usage, cleaning agreement, guests, quiet hours, privacy, conflict solving, and special roommate needs. The Roommate Agreement can be revised at any time upon request of the roommates that agreed to it.

## **Room Assignment**

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ORL staff will attempt to honor all room assignment preferences stated in the application for student housing. ORL reserves the right to make housing assignments in accordance with the availability of spaces. Once assignments have been made, residents will be informed of their placement. ORL also reserves the right to reassign residents after assignments have been made and communicated. ORL staff will update residents of their reassignment once they have been made.

## **Room Changes and Consolidation**

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Room changes may be made with authorization of the Residential Life Director. ORL will not conduct room changes by resident request for the first six weeks of the fall semester. Any exceptions to this practice must be approved by the Residential Life Director. Before the end of fall semester, the RLD will ask current occupants for room change requests, which must be processed before the start of spring semester. ORL holds the right to make room changes or to remove residents from the building at any time. If a room change is completed without the approval of the Residential Life Director, that resident will have to move back to their original room, may be charged an improper check-out/check-in fee, and pay for any damages inflicted as a result of the non-approved room change.

ORL reserves the right to consolidate spaces and move occupants at any time. Residents without roommates will be offered an opportunity to buy out their room as a single (pending space availability) for the remainder of the academic year. Residents have 72 hours to select this option. If the resident declines the offer, they are required to keep their room at "move in ready" for potential incoming residents, and/or they may be consolidated to another living space at the discretion of the RLD. Notice will be sent to residents if they are assigned a new, incoming roommate via their UMR email account.

## **Room Checks**

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ORL staff will hold one meeting per semester within the living spaces of residents to note facility concerns, dangers, or sanitation issues that may be present. Additionally, these checks act as a dedicated time and forum for residents to bring concerns to their ORL staff member. The following are guidelines for room checks:

- a. Room checks will be non-invasive  
ORL staff will not open any cupboards, refrigerators, doors, or appliances unless there is a sanitation concern, or potential hazard present.
- b. Room checks will be timely and posted in advance.  
ORL staff will notify residents of the timing and deadlines of room checks, and will work to the best of their ability to accommodate any reasonable scheduling requests made by residents.
- c. Any exceptions to the process must be approved by the Residential Life Director.

## **Room Entry by Staff**

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ORL respects the resident's right to freedom from illegal or unreasonable searches and invasions of privacy. ORL reserves the right to enter and inspect living spaces at any time, including individual bedrooms on the basis of:

- a. Regular and announced inspections to maintain/repair property.
- b. A reason to believe that there exists a danger to health, safety, and/or the welfare of any persons or property.
- c. A reason to believe that laws or UMR policies or procedures are being violated.
- d. A missing person investigation.

ORL designated staff will announce their presence and identity/title at the time of entry. After entry, residents will be informed of the access if they are not present. Residents are expected to comply with the request for entry by UMR or ORL staff, Rochester City Police, or other emergency response personnel. If a resident observes a violation of ORL policies regarding room entry, please contact the Residential Life Director immediately.

## **Sanitation and Cleanliness**

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All residents are expected to maintain an excellent level of cleanliness in their living spaces. The following statements outline activities that are not allowed within the residence halls.

- a. Failure to maintain sanitary living conditions  
Behaviors and actions that create unsanitary living conditions is not permitted. Residents may be required to clean by ORL staff. In some situations, pest removal or cleaning services may be ordered by ORL staff to address unsanitary conditions. These services will be billed to residents as appropriate.
- b. Improperly disposing of garbage  
Residents must properly sort their garbage and recycling and dispose of these items in the correct receptacles. Personal trash may not be disposed in public trash cans within the building.

## **Smoking and Electronic Cigarettes**

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UMR residence halls are considered a smoke free environment, and the use of smoking products or electronic cigarettes, inside of the building is prohibited. Smokers must maintain a 25-foot distance from building entrances when smoking and may not smoke on the Third Floor Patio.

## **Solicitation and Campaigning**

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The safety and security of residents is one of the most vital and critical components of what we try to accomplish in ORL. By limiting the access that persons have to our floors, particularly those who are non-student in origin, we create a safer, more accountable environment in the building. Eliminating solicitation, and creating rules around campaigning is another measure in creating a secure and well-maintained living environment.

- a. Solicitation  
Door to door solicitation is not allowed. If solicitors are in residential spaces, residents should immediately contact the ORL staff. After hours, students should contact the Student Staff On-call phone number.
- b. Campaigning  
The following procedures regarding political campaigning are designed to allow candidates the opportunity to discuss issues, distribute literature, and provide residents the occasion to talk with candidates. Likewise, this policy and these procedures are designed to protect the residents' rights to privacy and security. Candidates in public may conduct timely door-to-door campaigns, hold open meetings in a designated meeting place, and distribute literature following the procedures below.
  - a. To assure the security of residents, all candidates and their representatives (no more than two) must show identification to the RLD prior to entering shared, or private living, spaces. While campaigning, candidates and their representatives must wear visible identification provided by the RLD. Candidates and their representatives must return designated identification before leaving.

- b. Door-to-door campaigning may only be conducted from 3:00 p.m. to 7:00 p.m., Monday through Friday; or 3:00 p.m. to 5:00 p.m., Saturday and Sunday. During these visits, candidates are welcome to distribute literature only to those persons who express interest. Placement of materials under doors, or posted on residence hall surfaces is prohibited.
- c. Candidates must honor the wishes of students who choose not to speak with them, or who do not invite them into their private living spaces. Residents may post a "no campaigning" notice on their door, and campaigning individuals are expected to comply with this notice of non-contact.
- d. To keep disruptions to a minimum, discussions among candidates, their representatives, and students are to occur in students' rooms only. Discussions in hallways are prohibited. Larger groups may meet in spaces upon request and approved by, the Residential Life Director.
- e. Materials to be posted must be processed through ORL posting guidelines. All posters hung that have not been processed according to these guidelines will be taken down and discarded.
- f. Candidates and their representatives who choose not to follow the campaigning procedures will be escorted from the building and will not be allowed to return.

### **Staff on Call/Duty**

Each night there are ORL staff members and a Student Security Monitor who serve to assist UMR students. ORL staff start their on-call rotation at 8:00 p.m. each night, and are off the next morning by 8:00 a.m. Student Security Monitors will be present at 5:00 p.m. each night, and are off by midnight, or 1:00 a.m. on weekends. ORL staff and Security Monitors will patrol at random intervals to ensure the safety and security of the building. Additionally, these staff are available to be contacted in the event of crisis, emergency, or to assist residents with safety measures. To contact these individuals, please call 507.517.8277.

In addition to these students, there is a Professional Staff member who serves on-call. The Prostaff on-call serve to support our students who serve in on-call duties, and to respond to emergency situations as dictated by the event.

### **Vending Machines**

In the event that a vending machine malfunctions, please contact the Residential Life Director via email with the date and time of the malfunction, and a short description of the issue. Refunds for money lost will be available to residents who visit office 358 on the third floor of University Square.

### **Weapons**

Possession and/or use of items defined as dangerous weapons under Minnesota statute 609.02, Subd. 6, realistic replicas of such weapons, "toy weapons" (e.g. paintball guns and airsoft guns), and ammunition is prohibited within the residence halls, on the surrounding property, or at activities sponsored by or supervised by ORL.

Possession of explosives, hazardous chemicals (e.g. mace) or fireworks is strictly prohibited.

Although ORL does not endorse the use of pepper spray as a reliable means of self-protection, residents may opt to carry and/or have in their possession a one-ounce container of pepper spray. However, misuse of this chemical will result in severe disciplinary action due to the potential bodily harm caused by its discharge.

# OFFICE OF RESIDENTIAL LIFE CONDUCT ADJUDICATION PROCESS

## **Policy Violations and Incident Reports**

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The ORL conduct adjudication process oversees any violations that occur in UMR housing communities. This also includes violations that occur with residents in spaces provided by online means, blogs, or social networking sites. When an ORL staff member, UMR employee, or resident observes what they believe is a violation of UMR or ORL policies and procedures, they will complete an Incident Report (IR) describing the behavior or situation that was observed. In addition, while your living unit is considered private, ORL designated staff have the right and obligation to intervene on potential policy violations or situations that may present a danger to individuals or the community. If there is reasonable cause for ORL or UMR staff to suspect policy violations or dangerous situations, ORL or UMR staff will identify themselves, communicate what behavior has been observed and cease the detrimental behavior and/or violation. If you find yourself being confronted over alleged violations:

- a. Always cooperate with reasonable requests from ORL or UMR staff, or Rochester City Police.
- b. Do not panic. The alleged violation cessation and documentation is designed to prevent further violations, and will be entered into a very protective educational system.

Submitted IRs will include details about the incident that is confronted. Each individual involved will have an opportunity to share their story about the incident, which will be reviewed by the Residential Life Director. Any person may also submit their own IR to add to the supporting documentation for the alleged violation.

## **Student Conduct Code Procedure**

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Conduct adjudication for housing follows the UMR Student Conduct Code Procedure. View the procedures at the following site: <https://r.umn.edu/student-life/student-conduct/student-conduct-code-procedure>.

## **Sanctions**

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Sanctions can be applied by the Residential Life Director, based upon the severity of the incident and need for education, response and/or restoration of the community. Failure to complete sanctions, based upon the date of completion notice sent by the Residential Life Director, is a violation of policy and may result in additional meetings or sanctions. Sanctions may include any/or all of the following, and are not limited to the following. Common sanction actions include:

- a. Cancellation of housing contract  
Notification that the resident's contract within ORL has been terminated. This status may be extended for a specific period of time, until the completion of a specific condition, or permanently. In addition, contract terminated students are trespassing from all ORL spaces, and are placed on probation.
- b. Confiscation  
Items from residents can be confiscated that violate ORL, UMR, or Board of Regents policies and procedures. Items of dangerous or illegal nature may be given to Rochester City Police. Other items may be returned after the end of the academic year based upon negotiation with the Residential Life Director.
- c. Educational sanction/reflection  
The Residential Life Director may design sanctions that are specific to the individual case when it is determined to be educational or remedial in nature, and of interest to the educational mission of UMR. Examples of educational sanctions include, but are not limited to, reflective essays, research papers, workshops, programs, etc.
- d. Holds  
Placement of a hold on a resident's academic records and/or registration materials.
- e. Probation  
This sanction is a statement to the resident that their status within the residential community is no longer in good standing. Further violations may result in a change of room, termination of contract from housing, and/or indefinite trespass from UMR housing facilities. Probation periods are defined by the Residential Life Director and informed by the severity or repeated nature of the violation(s) present.
- f. Referral  
Cases may be referred to the Committee on Student Conduct, the Behavior Intervention Team, or UMR sponsored health-related services for intervention, at the discretion of the Residential Life Director.
- g. Relocation  
UMR and ORL staff have the authority to reassign a resident when deemed necessary, based on a change in room designation, or for safety and security concerns.
- h. Required compliance  
The resident must carry out an agreement or conditions for there to be no further disciplinary action on the matter. These conditions are often educational in nature.
- i. Restitution  
The resident may be required to perform restitution acts or pay for the repair/cleaning/replacement of the residence hall or UMR property. Residents may be required to perform community service or volunteer their time. Written or in person apologies to parties affected by negative behavior may be required of the offending party as appropriate. These sanctions are intended to be educational in nature.
- j. Restriction of privileges

The Residential Life Director can restrict the use of facilities within the residential community or immediate grounds. They can also restrict the resident's use of personal or UMR property. For example, if the offense was noise infraction (such as the stereo), the Residential Life Director can restrict the hours at which the stereo may be played or if information desk policy is violated, equipment check out privileges can be revoked.

k. Trespass

This status indicates that a current resident is not eligible to live in or visit some or all of UMR-affiliated spaces. This restriction is enforced by ORL staff, UMR employees, and/or Rochester City Police. This status may be extended for a specific period of time, until the completion of a condition or indefinitely.