

UNIVERSITY of WISCONSIN

*Superior*

# Residence Life Handbook

2021 – 2022





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# About Residence Life

University of Wisconsin-Superior Residence Life offers many programs, services, and opportunities to create a "home away from home" for residents. We are committed to helping students succeed academically as well as build positive, interpersonal relationships with other residents in an inclusive community.

We encourage our residents not only to participate in hall programs, but also take part in planning them. We believe having residents active and engaged in the residence halls creates a liberal arts environment in which everyone benefits. Respecting other residents, considering their studying and sleeping needs, and keeping our halls clean and safe are our department's priorities. Residents in our halls will gain life skills, learn about other cultures, and excel in their academics. Our goal is to provide residents with the tools and resources they need in order to develop and grow during their resident hall experience.

## Residence Life Mission Statement

Residence Life commits to supporting the liberal arts environment by providing students with an engaging on-campus living experience in a safe, inclusive community while promoting personal and academic growth through caring stewardship.

## Learning Outcomes

During your on-campus living experience, you will:

- Gain practical life skills
- Demonstrate academic success
- Increase intercultural awareness
- Exhibit socially responsible behavior
- Integrate life and academic experiences

## Contact

Yellowjacket Union 140  
715-394-8438  
[reslife@uwsuper.edu](mailto:reslife@uwsuper.edu)

Facebook: [UWS Residence Life](#)  
Twitter: [@reslifeuws](#)  
Instagram: [reslifeuws](#)



# Living Options

Your room will be your "home away from home," so please feel free to personalize it. Floor plans for each hall can be found [here](#). Virtual tours of each hall can be found [here](#).

## Crownhart

Crownhart Residence Hall is a co-ed, upperclassmen hall. The bathrooms have single bathroom stalls with toilets, showers, and a sink. Each room is furnished with twin-sized lofted beds.

## Curran-McNeill Ostrander

Curran-McNeill and Ostrander Residence Halls are first-year student halls. Curran-McNeill has co-ed floors, while Ostrander has 2 male-only and 2 female-only floors. All rooms in Curran-McNeill and Ostrander come with lofted beds.

## Residential Living Community

A Residential Living Community is a select group of first-year students who share the same interests and goals and are housed within Curran-McNeill. More information about Residential Living Communities can be found [here](#).

## Ross-Hawkes

Ross and Hawkes Residence Halls are co-ed halls that house first-year students and upperclassmen that come with lofted beds. The bathrooms are "pod" styled- an individual sink, toilet, and shower within each stall. There are kitchenettes and laundry provided on every floor.

## Suites

Hawkes Hall offers 24, 4-person suites, and Ross Hall has 2, 3-person suites. Suites are configured out of three existing adjacent double rooms into a three-room space with one entry from the main corridor to the living space and from there, there is access to two separate 2-person bedrooms. The central shared living area includes a kitchenette with sink.

## Secure floor access

Floors in Ostrander and Ross Hawkes can be locked upon request of the floor community by vote or if Residence Life deems it necessary. Only members of the floor community will be able to gain entry to the floor with their FOB during the times the doors are locked. Ross and Hawkes doors are all FOB access from 10pm to 6am.

Kitchens in Crownhart, Curran-McNeill and Ostrander require a FOB for access. Additionally, the bathrooms in Curran-McNeill and Ostrander require a FOB for access.

## Single rooms

There are limited single rooms available throughout the residence halls. Students whose roommate moves

out may be offered the opportunity to purchase their room as a single through room consolidation.

## **Smoke-Free Environment**

There is no smoking in any of the residence halls at UW-Superior. Smoking is only allowed 25 feet from the buildings in designated areas. The University smoking policy can be viewed [here](#).

# **Your Room**

## **Heat**

Each room is provided with a heater that the resident may control. In the event that your heater is not working properly, you should complete a work order online and maintenance will solve the issue. For temporary heat related issues, the hall desk can check out a space heater. Otherwise, residents are prohibited from having space heaters in their rooms. It is important that residents keep their windows closed during the winter in order to regulate the temperature of the building.

## **Keys/FOBS**

Each resident is provided a room key and fob that provides access to the resident's assigned building's exterior doors, restrooms, and floors. Residents also obtain a mailbox key at check-in.

No keys may be duplicated and must remain with the individual to whom they are checked out. Individuals who make illegal copies of UWS keys will be referred to University Police. For security reasons, keys issued to students are to be turned in at the time of check-out. Individuals may check-out a temporary key or fob from building front desks or RA on duty.

Residence Life and the university are not responsible for items that are stolen from resident rooms as a result of the resident or their roommate failing to lock his/her room. If a lock is working improperly or not working, inform the floor RA immediately or enter a work order so the problem can be fixed as soon as possible. If a resident suspects he/she may have had items stolen from his/her room, he/she should report the incident to University Police and/or the Resident Assistant or Hall Manager immediately.

## **Lost Keys**

For security reasons, the resident should notify the Assistant Hall Manager or Hall Manager about the lost keys immediately so the resident's lock can be changed and their fob deactivated. A fine will be added to the resident's account for the cost of replacing the key and lock.

If the room key is found prior to the lock being changed, the student will not be charged. If the lock has been replaced prior to a student finding the lost key, the fine will remain in place.

## **Lock Outs**

In the event a resident finds themselves locked out of their room, they may contact an RA on duty, the front desk worker on duty, or University Police. Residents will be granted admittance to their room up to four times per semester without charge. On the fifth occurrence, and any occurrences following, the resident will be charged \$20.00 each time they request assistance with a lock-out.

## **Rentals**

### **Kitchen Cabinets**

The kitchenettes in Ross and Hawkes Halls have kitchen cabinets that can be rented for \$20/semester. Please contact the Hall Manager for more details.

### **Microfridges**

Residence Life has a limited number of combination microwave/refrigerator units which are available for rent. Small refrigerators cost \$15 per semester or \$30 per year. Refrigerators with a freezer and microwave are \$40 per semester or \$75 per year. No refunds are issued for refrigerator rentals. Students are responsible for transporting refrigerators from and back to storage. Fridges must be defrosted and cleaned prior to being returned, or a fine will be assessed to that individual.

### **Air Conditioners**

Air conditioning is provided for summer residents in Ross and Hawkes Halls for \$160. Air conditioning is provided for residents of Ross and Hawkes Halls in the fall for \$100. This charge covers utility costs, staff time to install/remove the unit, etc. Residents are not allowed to bring in their own air conditioners or remove or transport university provided air conditioners.

### **Room Furnishings**

Each resident hall room is equipped with furniture, which includes twin-size beds, desks, desk chairs, dressers, window blinds, carpet, and internet connections. A complete list of furnishings can be found [here](#).

### **University Furniture Storage**

University provided room furniture must remain in your room; it cannot be removed and stored

elsewhere. This includes bed frames, mattresses, dressers, desks, shelves, and chairs that are provided in your room regardless of whether you have single or double occupancy.

### **Non-University Provided Beds**

Students may construct lofts at their own risk without the use of treated lumber or wood with bark on it. Residence Life does not supply materials to construct lofts. The loft must stand without using pressure against the ceiling or walls. It cannot adhere to, or be attached to the floor, ceiling, walls, nor can it rest on any of the furniture provided in the room. Safety railings are strongly recommended. The loft location cannot impede the egress from the room. Any damage to university furniture or facilities will be charged to the residents of the room. Water beds and pressurized bunks and lofts are not allowed in the residence halls.

### **Extra Long Mattresses**

Residence Life has a limited number of extra-long mattresses. Students can request one at check-in.

### **Windows and Screens**

For safety reasons, and to avoid needless damage, window frames, screens, blinds, and windows are not to be removed. Students who remove screens or windows may be fined \$25.00. Disciplinary action may result for those who throw objects from windows.

### **Assignment Process**

#### **Housing Application & Room Assignment Process**

We use a 100% online housing contract, roommate, and room selection service known as Live@UWS. You have the opportunity to choose your roommate and select your room. The process of signing up to live on campus is laid provided on the [Residence Life page](#).

There are regular deadline dates for returning students to select a roommate and room by. New students also have a deadline to select a roommate. If these deadlines are not met, Residence Life staff will administratively assign a roommate and/or room. The system uses your UWS credentials to log in if you are a UWS student. If you are a non-UWS student, simply click on the link provided under “announcements” on the login page.

#### **Room Change Requests**

Room changes are not allowed within the first two weeks of the semester, but residents may be given an opportunity to move later. If a resident has been given

permission to move, the resident must first discuss the move with their roommate. If you are requesting to change rooms due to roommate issues talk to your roommate or someone in Residence Life. Room changes can take time to make unless there is an emergency. You can request a room change [online](#).

All room changes must be made with the permission of your Hall Manager and only as space allows. Residents who are paying for a double room but who have no roommate will be consolidated.

NOTE: All moves that are granted will be required to be done by a deadline specified by the Hall Manager. If the move does not happen within that deadline, a \$25.00 improper check-out fine will be assessed. A hold will be placed on the student’s account until this fine is paid to the Residence Life Department.

### **Roommate Disagreements**

The Residence Life Department encourages open communication between roommates. The Residence Life Department expects that roommates discuss and work on resolving issues with each other before resorting to a room change.

Behavior which attempts to force a roommate to move out, or prevent one from moving into the room is prohibited. In the case of this event, the resident forcing the roommate out/preventing new roommate from moving in will be required to pay for a single room and/or charged with Non-Compliance through our conduct process.

### **Single Room Waiting List**

Since demand for single rooms is high, we typically cannot give a single room to new students. You can request a single room by filling out the [Single Room Request Form](#). With high demand for single rooms, your name will be placed on a waiting list once you request one when none are available.

## **ResLife Information and Services**

### **Bicycles**

All bikes should be registered with University Police. Bike racks are available outside every residence hall, and that is the only space bikes should be parked. Designated bike storage space is available in all residence halls. Keys can be checked out at the front desk of residence hall.



## **Check-In/Check-Out Procedures**

### **Check-In**

When residents check into a room they will need to do the following:

1. Read and fill out a check-in form.
2. Fill out a room inventory form prior to moving belongings into a room. If any damages are not listed on the room inventory, the resident may be charged for these damages at the time of check-out.

### **Check-Out**

There are two options for checking out of your room

**Option 1: Check-out with RA (This is the preferred method for Residence Life)**

1. Set up a check-out time with RA at least 24 hours in prior to when you wish to check-out.
2. Empty the room of all personal belongings and clean the room in its entirety prior to the scheduled check-out time.
3. Fill out a check-out form, which the RA will provide to them at the time of check-out.
4. Fill out a forwarding address form. In the case that the form is failed to be completed fully/ properly, Residence Life cannot guarantee that mail will be forwarded appropriately.
5. Turn forms and room key/mailbox key/FOB in to RA prior to leaving.

*Note: Residents will have a hold put on their account until any fines are paid to the Residence Life Department.*

**Option 2: Express Check-out (Only if your RA is not available for a check out time)**

1. Pick up and fill out an Express Check-out envelope from the hall's Front Desk.
2. Empty the room of all personal belongings and clean the room in its entirety.
3. Fill out each section of the Express Check-Out form. In the case that the forwarding address section is failed to be completed fully/ properly, Residence Life cannot guarantee that mail will be forwarded appropriately.
4. Turn in the express check-out envelope with their room key/mailbox key/FOB enclosed inside at the hall front desk prior to leaving.

*Note: Residents who choose to do an express check-out waive their ability to challenge any charges for damages.*

### **Early Check-Out**

A resident must set up a meeting with the Director or Assistant Director of Residence Life prior to moving out if they are breaking their housing contract by moving out. A \$500 cancellation fee will be charged for breaking contract early.

### **Computer Labs and Internet**

Computer labs are available in each building for educational, student use. ResNet maintains the labs with paper.

### **Exercise/Workout Spaces**

Each of the residence halls has an exercise/workout area, which includes a treadmill and other various equipment. CMO hall has a sauna located in the CM basement laundry room.

### **Front Desk**

Each residence hall has a front desk area that provides small food items for purchase, kitchen supplies and cookware, vacuum cleaners, various board games, and a Nintendo Wii with games available for check out. The front desk also has garbage bags. The front desk is a resource where residents can check the lost and found, report vending machine refunds and find answers to questions about building facilities. More information about services and hours of operation can be found [here](#).

### **Study Buck Store**

RAs hand out study bucks to residents as they go on rounds. Buddy Bucks, the equivalent to two Study Bucks, can be earned by doing good deeds. These can be spent at the Study Buck Store at the front desk.

### **Garbage/Recycling**

Residents are responsible for proper disposal of their garbage and recycling materials. Personal garbage and recyclables should be placed in the dumpsters and recycling bins located outside each building. A fee of \$25 may be charged to residents who dispose of personal garbage in community garbage bins or in the hallways. Recyclable items should be free from contaminate such as food, drink, and other debris. Glass, plastic (#1-7), cans, and paper do not need to be sorted.

### **Kitchens**

Kitchens are located in the basements of CM, Ostrander, and Crownhart and on every floor of Ross and Hawkes. All have a refrigerator, stove, oven and microwave. Cleanliness of kitchens is the responsibility of the person(s) using them. The fridges



within the kitchens are for short-term, temporary storage of food items only. All items should only left in the fridges while preparing a meal in the kitchen. Residence Life is not responsible for food items being removed from the fridge/freezers. Kitchens may be temporarily locked without notice if not kept clean.

## **Laundry**

Laundry facilities are provided for residents' use in the basements of Crownhart, Curran-McNeill, and Ostrander. In Ross and Hawkes, there are laundry facilities on every floor. Laundry does not require coins.

Residence Life is not responsible for clothing left unattended or any articles that may be damaged in either the washers or dryers. Problems with laundry equipment should be filed in a work order or reported to a staff member of Residence Life immediately.

## **Lounges**

Lounges are located on every floor for residents to use. In each lounge is a television for residents to use. In CMO and Crownhart, there are microwaves located in each lounge. Please report any problems with the television and microwave to the front desk or an RA.

Pool and ping pong tables are located in the basement of each building. Crownhart and Ross Hawkes also have a foosball table.

## **Mail**

Each resident is assigned an individual mailbox. Student mail can be retrieved in the Yellowjacket Union next to the Union Information Desk or adjacent to the Ross/Hawkes desk in the link. You will be notified of your 4-digit mail number and mailing address. Students are to lock mailboxes to ensure it will not be opened by others.

Mail is delivered Monday through Saturday during the academic year (except for holidays) and is placed in mailboxes by 5 p.m. When you receive a package too large to fit in your box, a package slip will be placed in your box instead. Bring the package slip to the Union Information Desk or Ross Hawkes Desk to sign for and receive your package.

Students can drop off outgoing mail in the white United States Postal Service drop box inside the Yellowjacket Union located next to the Union Information Desk.

## **Maintenance**

If something needs fixing in your room or residence hall, please fill out a [work order](#) or contact your RA. A

request for maintenance indicates your permission for a maintenance worker to enter your room.

## **Parking**

Residents who bring a car to campus need to purchase a parking permit from Parking Services. This applies to all motor vehicles, including motorcycles. Prices and additional information can be found [here](#)

## **Snow Removal**

Residents will be required to move their cars for snow removal. Notices will be posted at entry doors. Cars that are not moved may be towed at owner's expense or issued parking citations. Snow removal is done by Facilities Management and overseen by University Police. Contact University Police with issues. Parking Services can be contacted at 715-394-8177.

## **ResNet**

ResNet offers internet access and troubleshoots for the internet in residence hall rooms. Computer and technical service is offered to the residence hall students.

When you bring a computer to campus, you will be required to use our on-line registration system to gain network access. This registration system will check your computer for certain vulnerabilities. You can add devices such as gaming systems, tablets, laptops, and cell phones by adding the MAC addresses to your "My Devices" by visiting <https://mydevices.uwsuper.edu/>. You are allowed to register five of these devices.

You are required to comply with University and University Housing guidelines for acceptable and fair use of University and University Housing computing and information technology resources. You may not tamper with, alter, or otherwise change parts of the data, voice, or video network including, but not limited to, the jacks, raceway, and outlets. Because of limitations of the network, you are not to operate servers or services that make high demands upon the available shared bandwidth. If your bandwidth negatively impacts others, you will be expected to modify your content and/or cease the service. You may not extend the network in any way by adding switches, routers, wireless access points, or hub technologies.

For more information or to contact ResNet, please visit [www.uwsuper.edu/resnet/](http://www.uwsuper.edu/resnet/), call 715-394-8439, or visit 2100 Swenson Hall within the IT Help Desk.

## **Vending Machines**

Vending machines providing a variety of snacks and beverages are located in each building. Some of the

proceeds from purchases through vending in the halls come back directly to funding for student programming. To request a refund, please see the building front desk.

## Dining Services

Chartwells is the food service provider for UW-Superior. Chartwells operates 4 eateries in the Yellowjacket Union: the Union Café, Brick Oven Grille, Sono's, and Caribou Coffee. Hours of operation and menus can be found online [here](#).

### Meal Plan Requirement

Students that live in the halls and are under the age of 20 are required to have a meal plan. All students, faculty, and staff are able to purchase a meal plan.

### Meal Plan Options

Housing and Meal Plan rates are on a semester basis and will vary depending on where you live and the type of room in which you live, as well as the meal plan you select. Current Housing and Meal Plan rates can be found [here](#).

### 1600 Point Plan

This plan provides 1600 meal points to be used at any of the meal venues in the Yellowjacket Union.

### 1300 Point Plan

This plan provides 1300 meal points to be used to purchase food at any of the meal venues in the Yellowjacket Union.

### Jacket Cash

Jacket Cash is a cash balance account which allows you to swipe your student ID to "purchase" food and beverages at a discounted rate. Jacket Cash can be purchased at all times throughout the semester.

### Meal Plan Changes

Meal plan changes are allowed until the second Friday of each semester and can be completed at the Yellowjacket Union Information and Services Desk. After that, students have the option to change meal plans, but will be charged a fee.

## Health, Safety and Security

### Fire

In the case of a fire, or fire drill, everyone must leave immediately. Failure to do so may result in disciplinary

action or a charge under state law. The residence hall staff or other authority will tell you when you may re-enter the building.

Each section of the hall has two or more emergency exit routes. Please use the exit closest to your location during an emergency. If you need to walk around the building to reach your designated meeting place, walk at least 15 to 20 feet away from the building. Staff will inform you when to re-enter.

### Fire Safety

Tampering with fire extinguishers and/or fire alarms is a university as well as a state offense. Tampering includes, but is not limited to covering, taping or modifying equipment. Tampering jeopardizes the safety precautions which the university is required by law to uphold for all residents. Tampering with fire equipment will result in criminal charges and/or disciplinary action. An individual found to be tampering with fire equipment will be immediately referred to University Police

### Fire Evacuation Procedures

- Pull the fire alarm if you observe smoke and/or fire and proceed to the nearest exit.
- Check the door and door knob(s) for heat and/or dangerous conditions before opening the door.
- If it is safe to exit, open the door and check the exit route. Close the door behind you. Do not use the elevator.
- Leave the building immediately and evacuate to designated building Assembly Point (see below).
  - Ross-Hawkes: Parking Lot furthest near the baseball field
  - Curran-McNeill Ostrander: Marcovich Wellness Center front door
  - Crownhart – Across Catlin Ave. at the Yellowjacket Union Parking Lot entrance
- If it is NOT safe to exit,
  - Stay in your room, close your door, and remain calm.
  - Fill cracks around the door to keep smoke and vapors out. If possible, place a wet towel rolled up against the crack at the bottom of the door.
  - Keep your window slightly open to allow fresh air in.
  - Attract attention to your location by waving from the window or calling 911.
  - Stay close to the floor and take short breaths.

- Wait for emergency personnel to escort you out.
- Call 911 from a safe place outside the building. Provide 911 with as much information as possible. Remain on the line until told to hang up.
- If possible, notify your RA or another Residence Life staff member.
- Do not reenter the building until told to do so by emergency personnel or residence life staff.

## Fire System Checks

Monthly fire systems checks are completed in each one of the residence halls. Signs will be posted for these alerting residents of the time. You do not need to evacuate. There is one unannounced fire drill each semester where residents do need to respond as though it is a real fire.

## Infectious Diseases

Per Wis. Stat. § 36.25(46), 252.09 (2003), Residence Life is required to provide information on meningococcal and hepatitis B diseases, in addition to the availability and effectiveness of their respective vaccines. As part of the housing contract, students confirm the receipt of meningococcal and hepatitis B information, state whether or not the vaccine was received, and list the date of vaccination, if applicable. Every student must submit vaccine documentation regardless if the student received the vaccine. Residence Life will maintain a confidential record of the information provided by each student.

For detail information regarding meningococcal disease, hepatitis B disease, and vaccine, please visit the Student Health and Counseling Services [website](#) regarding student immunizations.

## Missing Student Notification

Any time a student believes that an on-campus student is missing, they should immediately contact their Resident Assistant, Assistant Hall Manager, or Hall Manager. Reports can also be filed directly to:

- University Police: 715-394-8114 or [campussafety@uwsuper.edu](mailto:campussafety@uwsuper.edu)
- Dean of Students Office: 715-394-8244 or [dos@uwsuper.edu](mailto:dos@uwsuper.edu)
- Residence Life office and staff member(s): 715-394-8538 or [reslife@uwsuper.edu](mailto:reslife@uwsuper.edu)

Residence Life officials will notify authorities when on-campus students have been deemed missing. Those notified include University Police, the Dean of Students Office, and the confidential emergency contact provided on the housing contract. If the

student is under 18, the parent/guardian for the resident will also be notified. This will be completed within 24-hours of the report being filed. University Police will generate a missing report and initiate an investigation.

## Personal Information & Security

If you do not wish to have your personal information such as your mailbox number given out to callers, please notify the Residence Life Office at 715-394-8438 and the Registrar's Office at 715-394-8228. This information is considered public information and will be given out to callers unless both of the offices are notified.

All buildings are locked 24 hours a day. Residents use their FOB to gain access to their hall. Residents are responsible for making sure non-residents do not enter the building. Additionally, all residence hall room doors have locking capabilities.

## Severe Weather

Severe weather includes severe blizzards, thunderstorms, high winds, large hail, and/or tornados. Severe weather watches and warnings are issued by the National Weather Service.

- A watch means conditions are favorable for the development of severe weather.
- A warning is issued when severe weather is approaching our area.

Severe weather watches and warnings are issued by the National Weather Service-Duluth. Monitor the weather conditions by listening to a local radio or TV station for the most current information. The City of Superior does not have a siren to warn residents or the campus of approaching tornadoes, wind or other severe weather, and the Safe Alert system will not be activated for most weather related emergencies. Each residence hall is equipped with one or more weather alert radios for emergency notifications. The fire alarm system will allow for audible messages and alerts within the building to be made. Everyone should monitor current weather conditions anytime a weather watch is issued.

Specific storm shelters have not been designated at UW-Superior, but there are safe places in each building to seek shelter from high winds, hail or tornados. The best shelter areas are small, windowless, interior rooms or interior corridors on the lowest available floor (preferably the basement). Stay away from windows, skylights and glass doors because flying hail, flying debris, and lightning strikes are dangerous risks.

The UW-Superior Emergency Response Plan and additional emergency procedures used are available [here](#).

## Severe Weather Procedures

If you need to take cover:

- Remain calm.
- Proceed to these designated areas:
  - Ross-Hawkes: Basement corridors and restrooms
  - Curran-McNeill: Hallways and restrooms in basements
  - Ostrander: Hallway, kitchen, restrooms, and laundry room in basement
  - Crownhart: Hallway and study room in basement
- Do not use the elevator.
- Take coats, jackets, etc. that can be used for protection from broken glass and flying debris. Also bring your keys, shoes, a flashlight, and cell phone.
- Stay inside, away from all doors, windows, outside walls, and skylights.
- Sit facing the wall and cover your head and face. If possible, get under a sturdy piece of furniture.
- Do not leave the shelter area until the weather service has issued an all clear.
- When exiting the building, beware of fallen power lines, broken glass, and unsafe areas.
- Report all injuries to University Police or emergency responders.

## SAFE Alerts

UW-Superior offers the SAFE Alert system, which sends out calls, text messages, and emails about campus emergencies and adverse weather conditions. You may sign up for SAFE Alert [here](#).

## Room Entry

Authorized personnel may enter your room for serious life or health threatening emergencies, if they smell smoke or something burning, to perform requested, preventative, or emergency maintenance, or to silence a disruptive noise in the absence of room occupants. Staff shall adhere to the policy of the department stating that entrance to resident's rooms by Residence Life staff is kept to a minimum to assure occupants' privacy. University recesses are considered periods of maintenance when staff will be entering rooms without notice for inspection and maintenance work.

UW-Superior University Police or Superior Fire Department Officials may enter a room for compliance

checks during fire evacuation drills. Individuals found in a room during a fire alarm or fire evacuation drill may be subject to disciplinary action and/or fines.

## Room Entry with Notice

A Residence Life staff member has authority to enter a resident room if advance notice is given for necessary maintenance of areas, removal of unauthorized Residence Life property, for inspection to determine occupancy, and for performance of routinely scheduled inspections. Residence Life is not obligated to provide advance notice for minor maintenance and repair activities for which a work order has been initiated. The vacating of a resident is considered advance notice for the roommate that Residence Life will be entering the room to inspect and clean the vacated space. Residence Life staff may enter rooms to ensure discontinuance of policy violations. Residence Life may require immediate removal of items in violation of the contract (e.g. appliances, pets, alcohol, improper lofts, etc.).

## Room Entry without Notice

Residence Life staff members, including University Police, may enter rooms without notice in the execution of a search warrant, when an emergency threatens health or safety of staff or residents, if there is an odor of smoke or something burning, to perform requested, preventative, or emergency maintenance or in the absence of occupants of the room, to silence a disruptive noise, or with the consent of the occupant of the room. Residence Life staff will enter rooms to do check-ins and check-outs upon the vacating or room change of a resident.

# Residence Hall Policies

University Residence Life staff are expected to document any violations of university and Residence Life policies that they observe or encounter. University and/or Residence Life staff may also:

- Ask a resident to dispose illegal or prohibited substances such as alcohol, marijuana, incense, cigarettes, or paraphernalia.
- Ask a resident to change or alter behavior to be in compliance with policies (turn down stereo, close door, leave building, stop talking to another student, etc.)
- Require a resident to remedy a situation that is creating a hazard (remove a prohibited appliance from room, etc.)
- Have guests/visitors leave when a policy is suspected of being broken or is broken.

In addition, University Police may be called when:

- Residents/guests are not cooperative with staff requests
- There is interference with a staff member engaged with his/her assigned duties.
- Staff members are verbally abused
- There is a large gathering of residents and/or guests who are suspected of violating rules and regulations
- When an assault has taken place
- Alcohol is suspected in a resident's room who is not of legal drinking age
- There is damage/vandalism to university property
- There are violations of policy where an immediate or potential risk to those in the community is present
- Possession, use, or intent to deliver illegal or legal drugs and/or paraphernalia
- A blood born pathogen may be present

You are responsible for observing University and Residence Life regulations. Changes in the rules and regulations may be made by RHA or the University during the term of this contract. Such changes will be published by placing notices in the halls one week before the changes become effective, unless the health or safety of persons using the facilities may be adversely affected by a delay; then implementation may be immediate. The following are requirements of state law, the University, or Residence Life regulations designed to maintain an appropriate physical and community environment for the mutual benefit of all residents.

### **Policies Related to Drug and Alcohol Use**

Any use of substances deemed illegal by the State of Wisconsin (drugs, underage alcohol or tobacco use, etc.) is prohibited. Violations of the university and Wisconsin State laws will be referred to University Police for civil and/or criminal disciplinary action. Consequences may include (but are not limited to): residence hall sanctions, mandatory fines, community service, and mandated assessment.

### **Definition of Terms**

**Alcoholic Beverages:** Any beverage that contains alcohol. "Near beer" and "near wine" are considered alcoholic beverages by Residence Life Department.

**Wet Room:** Room in which resident(s) are 21 or older. The resident(s) and their invited guests who are also 21 years of age or older may consume alcoholic beverages in the room. Guests under 21 may not be present when alcohol is being consumed.

**Dry Room:** Room in which resident(s) of the room are under the age of 21. Neither they nor their guests may possess or consume alcohol, or obtain paraphernalia at any time, regardless of the visitor's age. This includes shot glasses, alcohol decorations, empty alcohol containers, etc.

**Damp Room:** Room in which one roommate is of/over the age of 21 while the other roommate is not. The resident who is of legal drinking age may consume alcohol in his/her room, but may not provide alcoholic beverages to those under the age of 21. Guests who are of legal drinking age may consume alcohol if the resident who is 21 years of age or older is present, and if each individual of legal drinking age possesses no more than one alcoholic beverage. Roommates under the age of 21 may be present in the room, but may NOT consume any alcoholic beverages. No guests under the age of 21 may be present in the room while the of-age roommate/guests are consuming alcoholic beverages.

**Incapacitation:** Those students who become incapacitated as a result of drinking or other drug use will be transported to a medical facility. In this event, the student who is incapacitated will be held responsible for any medical or other charges. Residence Life strongly discourages residents to be "caregivers" to others in the event that they are incapacitated. If a student chooses to take on the role of caregiver and not have the incapacitated person transported to seek medical attention, Residence Life and the university will not be held liable for any events that take place as a result of this decision. This student may be required to meet with the Director or Assistant Director of Residence Life upon return to campus.

### **Alcohol Violations of University and Wisconsin Law**

The university adheres to the Wisconsin State laws regarding substance use and abuse. Any use of substances deemed illegal by the State of Wisconsin (drugs, underage alcohol or tobacco use, etc.) is prohibited. Violations of the University and Wisconsin State laws will be referred to University Police for civil and/or criminal disciplinary action. Consequences may include (but are not limited to): residence hall sanctions, mandatory fines, community service, and mandated assessment.

### **Legal Alcohol Consumption & Intoxication**

Residents who are of legal drinking age may consume alcohol in rooms where residents who are 21 years or older reside. All alcohol transported through public



areas must be unopened. Large gatherings of individuals are not allowed in student rooms.

The university requires students who choose to consume alcoholic beverages to drink sensibly and responsibly, such as not drinking in excess. The following are also examples of what is not considered responsible drinking and are therefore prohibited:

- Providing alcohol to underage persons
- Loud and/or destructive behavior or conduct
- Illegal and/or underage drinking
- Inability to control bodily functions (vomiting, urinating, defecating, incapacitation)
- Vandalism
- Violent, abusive, or harassing behavior toward a university official, other community member or guest

## Drugs

The university adheres to the Wisconsin State laws regarding substance use and abuse. Any use of substances deemed illegal by the State of Wisconsin (drugs, underage alcohol or tobacco use, etc.) is prohibited. Violations of the University and Wisconsin State laws will be referred to University Police for civil and/or criminal disciplinary action. Consequences may include (but are not limited to): residence hall sanctions, mandatory fines, community service, mandated counseling, and mandated assessment.

Possessing, using or selling narcotics, illegal drugs and/or controlled substances and possession of paraphernalia is prohibited. Violations of the above will be referred to University Police for civil and/or criminal charges and other disciplinary action. Students who are under suspicion of drug usage, growing/manufacturing drugs, or transporting drugs may be referred to the conduct process for sanctioning.

## Policies Related to Fire Safety

### Egress

Please arrange your room furnishings so staff members are not hindered from performing necessary repairs or maintenance. There must be at least 24 inches of clear space from floor to ceiling in front of windows, heat vents and thermostats. Access to and exit from a room must be unrestricted.

The door, window and wall area outside your room are considered extensions of your room. They should not be decorated in a manner that would be considered a fire hazard.

## Smoking, Tobacco, and E-Cigarettes

State Statute 18.08 (11) (a) prohibits smoking inside the residence halls. The use of vapor producing items is also not permitted. This includes but is not limited to E-cigarettes, hookahs, and other products. Those found smoking or using vapor producing items in the residence halls will be referred to University Police.

Smoking that occurs outside the buildings must be at designated smoking areas (marked by cigarette butt receptacles either behind or on the sides of the buildings) and must be at least 25 feet away from any residence hall. People found smoking outside of the designated smoking areas will be subject to disciplinary action and/or fines. Cigarette receptacles are provided at each smoking area located around campus, including each residence hall.

## Kitchens

Food left cooking and unattended is considered a fire hazard. Fire alarms triggered by cooking may result in disciplinary action and fines.

## Policies Related to Inappropriate, Disruptive, and/or Threatening Behaviors Postings and Campaigning

The door, windows, and wall area outside your room are considered extensions of your room. Your room or any of these areas should not be decorated in a manner that would be considered either a fire hazard or inappropriate or offensive in any way.

Only university departments, residence hall student organizations/interest groups/committees, and registered student organizations are permitted to engage in political campaigning (with limitations) in the residence halls. Door-to-door campaigning is prohibited. Items left in the halls will be removed. Registered student organizations can put one item in student mailboxes per semester; these items must be approved and distributed via the YU desk.

## Disorderly Conduct, Assault, and Physical Harm

Disorderly conduct within or immediately surrounding the residence halls is not permitted. A violation of disorderly conduct is considered behavior that could alarm, anger, harm, disturb others, provoke an assault, or breach of peace that includes but is not limited to:

- engaging in brawling, fighting, or prank activities
- use of offensive, obscene, or abusive language, or engaging in conduct that would

reasonably tend to cause alarm, anger, fear, or resentment in others

- threats, harassment, sexual harassment, or endangering the health, safety, or well-being of a member of the University community or guest
- Threatening public peace, even without unlawful purpose (e.g. returning to a hall intoxicated.)

- Sunday to Thursday 10:00 pm to 10:00 am
- Friday and Saturday 12:00 am to 12:00 pm

## Guests and Visitation

Overnight guests are permitted with roommate's permission in advance. You are responsible for your guests' behavior and to make sure they follow hall policies. Residents will be held accountable for guest behavior and may be subject to disciplinary action for guest misconduct, as well as liable for any damages guests cause. All visitors must be escorted by their host or hostess at all times. Residents visiting other residence halls are considered guests, i.e., Curran-McNeill-Ostrander residents are considered guests in Crownhart and Ross/Hawkes.

Your roommate's preference to not have visitors in your room takes precedence over your right to have visitors. Roommates establish visitation policies for their room by completing the Roommate Agreement provided by the Resident Assistant at the beginning of each semester.

The residence hall staff has the authority to restrict individual guests from the building, the length of stay, number of guests, and/or frequency of guests.

### *Loss of Visitation Rights*

This includes restriction from entering any or all residence hall buildings for a specified period of time, and/or restriction of guest privileges. This sanction may be assessed in conjunction with any other sanction, including contract termination, depending upon the nature of the violation. Violating this restriction can be considered trespassing by University Police.

## Quiet and Courtesy Hours

Quiet and courtesy hour policies apply within the residence halls and areas outside the halls (courtyards, parking lots, etc.) as well as during breaks and holidays. If another resident or staff member asks you to lower your volume, the Residence Life Department expects that their wishes be respected within reason.

### *Quiet Hours*

No noise from a room should be heard more than three doors away during the following times:

### *Courtesy Hours*

Respect for others and courtesy hours are in effect 24 hours a day. Residents may be required to remove stereos, TVs, and other sound-producing equipment which cause disruptive noise. The Residence Life Department encourages the use of headphones. Students should refrain from door slamming, loud voices, and shouting as these sounds also disturb other residents.

### *No Warning Quiet Hours*

Additional quiet hours will be in effect during finals week of each semester, beginning Sunday evening at 10 PM. Noise violations during this week will be documented on the first offense and a meeting with the hall manager will be required. Courtesy hours are still in effect during daytime hours. Notices will be posted reviewing this policy during times these hours apply. A reminder that quiet hours are observed from 10 PM to 10 AM Sunday-Thursday, and 12 AM to 12 PM for Friday-Saturday.

### *Musical Instruments*

With the exception of instruments with a controllable volume, musical instruments may not be played in the residence halls. Students violating this policy may have their instruments removed from their rooms.

### *Stereos and Speakers*

Playing stereo speakers directed out of the window is not permitted. The playing of music from any type of music device (including but not limited to: radios, stereos, cellphones, mp3 players) is not permitted in the bathrooms. The use of subwoofers is prohibited.

### *Shared Responsibility*

All students in a room or area where a noise policy is being violated will be held responsible for the noise violation even if they themselves are not being loud.

## Solicitation

No student or outside interest shall have the right to disturb or infringe upon the privacy of the residence hall students for the purpose of soliciting funds, ideas, or beliefs for any reason. Any organization wishing to provide information to the residents in the halls should contact the Director or Assistant Director of Residence Life to receive authorization and information as to what is appropriate. Only recognized student organizations may post informational items in the halls with permission from the Hall Managers.



All forms of door-to-door canvassing and solicitation, whether for commercial, political, or informational purposes are prohibited. This includes solicitation and campaigning from SGA or RHA candidates, such as placing promotional materials under or on resident room doors.

Commercial activities, solicitation, or advertisement in or on the University residence hall premises, including use of information technology resources is prohibited.

Residents who engage in the behaviors listed will be subjected to serious disciplinary action at first offense, including dismissal from the halls, or suspension or expulsion from the University. University Police officers will be notified in most instances and civil and criminal charges may be made, in addition to University disciplinary action.

Using residence hall rooms, mailboxes, or University Information Technology resources to conduct any commercial enterprise is prohibited. Peddling, selling, and/or soliciting on University property or by using University Information Technology resources is prohibited.

### **Failure to Comply**

Residents are expected to fully cooperate with university staff (Residence Life staff, University Police, etc.) at all times. If a resident refuses to comply with a staff member's reasonable request, we consider this non-compliance. Examples of this include but are not limited to: refrain from opening doors, refusal to leave an area or building, neglect to lower volume, back talking to a staff member, making threatening gestures, statements or movements, etc. Each resident in an area during the alleged violation of the non-compliance policy will be held accountable during the conduct process.

### **Policies Related to Personal and/or Public Safety**

#### **Cameras, Locks, and Systems**

Security cameras are in place throughout the residence halls in common areas such as lobbies, stairwells, and parking lots. Tampering with these systems could lead to dismissal from Residence Life housing and/or fines. Violations of tampering with security systems includes tampering with any door locks.

#### **Hall Sports**

To ensure the safety of residents and their property, sports and recreational activities and the use of sporting and recreational equipment are not permitted in the residence halls. Dribbling or bouncing balls interferes with the academic atmosphere in the

residence halls and is prohibited. Sporting items/gear may not be left in hallways or public areas. All damage to residence halls resulting from sporting or other activities will be charged to the student(s) responsible for the damages.

### **Liability**

The University of Wisconsin-Superior does not carry insurance covering personal property of residents and assumes no liability for any loss or damage to the personal property or personal injury of the resident.

### **Weapons**

In accordance with Wisconsin Administrative Code, no person may carry, possess, or use any guns, bows, arrows, or other dangerous weapons on university lands or in university buildings or facilities. Those students who wish to bring weapons must contact University Police regarding storage lockers for these weapons. Signage indicates that weapons are banned in the residence halls, in accordance with UW-System Legal Counsel.

### **Policies Related to Facilities**

#### **Laundry**

If a student or non-Ross/Hawkes resident is suspected or known to be using the laundry facilities, they will be documented by a Residence Life staff member and will enter the conduct process. If any non-Ross-Hawkes resident is found responsible for using the laundry facilities, a \$40 charge will be placed on their university account. If it is a non-UWS student or non-resident, the student or person will be billed for this amount. Failure to pay this charge may result in further sanctions such as a hold being placed on their account and/or other actions.

#### **Animals in the Halls**

##### *Pets*

Due to possible allergies and sanitation problems, the only pets allowed in the residence halls are aquarium fish in a 20-gallon tank or smaller.

If a resident is found to be in violation of the Residence Life animal policy, the Hall Manager of the building will set a meeting with the resident and allow no more than 24 hours for the animal to be removed from the halls. If the resident is still in violation of the policy at the end of this allotted time, further action will be taken to remove the animal.

##### *Service Animals*

In the event that a service animal is needed by a resident, necessary paperwork and documentation

will need to be completed and approved through Disability Support Services. More information regarding specific policies and guidelines concerning support animals may be found [here](#).

## Posting

Only designated bulletin boards/areas should be used for posting information. Please see the Hall Manager for information about postings and for approval.

## Prohibited Items

For safety reasons, certain appliances are not allowed in the Residence Halls as they are deemed to be fire hazards. More information and examples of items permitted and prohibited in the Residence Halls can be found [here](#).

### *Candles / Incense / Potpourri*

Open flames including the burning of candles and incense, are not allowed in residence halls as per UW-System Administrative Code chapter 18.06 (11). Candle warmers are also not allowed.

If residents have a religious or spiritual practice that involves burning materials, or wish to burn sage or other items approved by University Police and the Chancellor, please contact Residence Life for possible approval.

### *Combustibles and Explosives*

The possession of any combustible or explosive material that may create a hazard is prohibited in the residence halls and is a violation of both city and state laws.

### *Food Preparation*

Food preparation in an extensive and/or ongoing manner is not permitted in residence hall rooms. Cooking is permitted in designated areas such as the kitchens located in each residence hall. Student rooms should be used for minimal food preparation only.

### *Power Strips / Wall Outlets / Extension Cords*

Students must use power strips with surge protection for all electrical appliances. Wall outlet add-on units and extension cords are NOT permitted. Residence Life personnel reserves the right to remove unauthorized or dangerous appliances and/or power cords.

Light bulbs must be 150 watts or less. Halogen lights are not permitted due to extreme heat and the hazards that they present.

# Residence Hall Code of Conduct

Whenever a variety of individuals live in a residence hall community, rules and regulations such as those described in this handbook become necessary. The conduct process within the residence halls at University of Wisconsin-Superior is designed to encourage students to make positive contributions to the community and to address inappropriate or illegal behavior with the goal of improving future behavior for the overall benefit of our living communities and the individual. Residence Life staff members are mandated to address each policy violation of which they become aware. In the case that a staff member observes a student involved in alleged violation of University or Residence Life policy, the student will be informed that the behavior is inappropriate and that the behavior should discontinue. The student staff member will document the incident via an Incident Report through university software called Maxient.

## Conduct Structure

Please see the general outline of a conduct process below. Note that not all conduct meetings occur in the same fashion.

1. Alleged policy violation or concern occurs.
2. Residence Life staff member documents situation (including behaviors and actions observed, names and ID numbers of all people involved and witness, location, etc.) via an Incident Report in Maxient.
3. Hall Manager or Assistant Hall Manager of the hall in which the resident resides sends the student a meeting request with a date and time of meeting within 14 days of the incident. This meeting notification comes via the Maxient system to the student's UW-Superior email account. The student must log in using their student ID number to read the letter.
4. Student attends the meeting to learn more about the alleged behaviors and share their perspective of the incident with the Hall Manager or Assistant Hall Manager. (If the student chooses not to attend the meeting, a decision can be made in their absence). It is in the best interest of the student to meet with the Hall Manager when a meeting is requested. Please note that all students involved in a situation, whether they are alleged, witness, student of concern, or otherwise, are asked to meet.
5. A decision of responsibility is made about the alleged policy violations or concerns.

- a. If found responsible, a sanction is imposed on the student. Another letter is issued to the student via their UW-Superior email address that outlines their responsibility, their sanction, and the deadline for completion. It also outlines the process if they fail to comply with the sanction.
6. The hearing officer (Hall Manager or Assistant Hall Manager) will follow up with the student upon conclusion of the sanction task or time period.
7. Students can appeal the decision of the hearing officer. Appeal process information is within the outcome letter (#7). See *appeal process below*.

In cases of serious University or Residence Life violations, the student may be asked to meet with the Director or Assistant Director of Residence Life. In the case of a major infraction or behavioral concern, a Residence Life staff member may require the student to meet with a staff member. Failure to schedule and attend this meeting may result in temporary removal of building/room access and/or meal plan usage. Failure to complete or comply with sanctions may result in outcomes such as: additional sanctions, temporary suspension of building/room access, meal plan suspension, and/or probation, suspension, or expulsion from the residence halls/university. Repeated violations or violations occurring after a student has already received a disciplinary sanction may result in further disciplinary action. Sanctions may be carried into succeeding academic years.

## **Major/Minor Infractions**

To further define and clarify expectations of student conduct and resulting disciplinary action, examples of major and minor infractions are given.

### **Minor Infractions**

Minor infractions are less serious violations and will typically result in a written warning when appropriate. Minor infractions may include, but are not limited to: quiet hours, minor vandalism, storing car or motor batteries, sports in the halls, use of candles and incense, minor common area damages, non-compliance with room decoration regulations, prohibited appliances, furniture removal, guest violations, transfer of room keys, noise violations, and screen removal. Repetition of minor infractions will result in further disciplinary action.

### **Major Infractions**

Major infractions are more serious violations and will typically result in educational sanctions, probation,

suspension, relocation, or contract termination. Major infractions may include, but are not limited to: smoking, alcohol, and drug violations, major common area damages, failure to exit during a fire alarm, non-compliance with university staff, improper use of telephones, furniture removal, guest violations, harassment, assault, transfer or duplication of room or university keys, gambling, motorized vehicle use in halls, major noise violations, vandalism, solicitation, violence, threats toward self, others, and/or pets. Violations that will most likely lead to residence hall contract termination include, but are not limited to: sexual assault, domestic assault, harassment, sale or use of drugs, tampering with fire safety equipment, possession of fire arms and weapons, use of fireworks both inside and surrounding residence hall areas, obstructing a residents' ability to exit or enter their room, throwing objects out windows, and other violations that endanger the health and safety of the residence hall community.

If you are involved in disciplinary action that could cause a room change or dismissal from the residence halls, you will be accorded:

- A written notice of the charge against you.
- Sufficient time to prepare a response to the charges.
- A meeting with your Hall Manager.
- An opportunity to appeal to the Director of Residence Life.
- By signing the housing contract through Live@UWS, you are agreeing to abide by the policies contained in the Residence Life Handbook.

## **Student Rights**

As stated by Chapter 17, "The missions of the University of Wisconsin System and its individual institutions can be realized only if the university's teaching, learning, research and service activities occur in living and learning environments that are safe and free from violence, harassment, fraud, theft, disruption and intimidation. In promoting such environments, the university has a responsibility to address student nonacademic misconduct; this responsibility is separate from and independent of any civil or criminal action resulting from a student's conduct. ... The University of Wisconsin System is committed to respecting students' constitutional rights. Nothing in this chapter is intended to restrict students' constitutional rights, including rights of freedom of speech or to peaceably assemble with others."

## **Sanctions**

The following are typical sanctions assigned for policy violations. Depending on the type of policy violation and the resulting consequences, the conduct process may not be followed in sequence. Factors influencing the sanction may include the severity of the violation, repetition of the violation, student attitude, and/or impact of behavior on the community.

If residents are found to have been non-compliant through the conduct process, they may receive a sanction of 50 community service hours in the residence halls and/or probation. Failure to complete the sanction within the time allotted will result in a fine equal to the number of hours not completed multiplied by the current minimum hourly wage rate (so for example 10 incomplete hours at minimum wage of \$7.25/hour would be \$72.50. A hold will be placed on the student's account until the hours are completed or the fine is paid.

## **Written Warnings**

A written warning is given to the student indicating that they have been found responsible for violating university or Residence Life policy. Students issued warnings are advised that further violations will result in additional disciplinary action. This sanction is assessed following isolated incidents of misconduct or policy violations.

## **Education Sanctions/Community Service**

Educational sanctions may include, but are not limited to writing a reflection paper or research paper, writing an apology letter, attending a program, planning a program with a Residence Life staff member, creating a bulletin board, researching a particular topic, or engaging in community service, etc. Mandatory educational sanctions and/or community service may be assigned in addition to other sanctions. Failure to comply and complete educational sanctions/community service by the deadline imposed may result in further disciplinary action.

## **Loss of Visitation Rights**

This includes restriction from entering any or all residence hall buildings for a specified period of time, and/or restriction of guest privileges. This sanction may be assessed in conjunction with any other sanction, including contract termination, depending upon the nature of the violation. This ban can be considered trespassing by University Police and may result in local law enforcement.

## **Residence Hall Probation**

Residence Hall Probation is a formal action that is imposed for a specific period of time. The terms of the

probation provide that any future violation of university or Residence Life policy may result in further disciplinary action such as contract suspension, relocation, or contract termination.

## **Residence Hall Relocation**

Relocation is a formal action requiring a student to be permanently moved to another hall or room. The resident's conduct record continues in the new location. This action may take the place of Residence Hall suspension. Any additional violations may result in removal from the Residence Halls. This can also include loss of visitation rights to the former residence hall.

## **Residence Hall Contract Suspension**

Suspension involves temporary discontinuation of the residence hall contract for a period of time. The terms of suspension state that the resident must vacate the building and will not be allowed entrance to the building during the suspension period without prior approval of the Residence Life Office. No refund is made for the period of suspension. The student is responsible for finding and securing temporary housing elsewhere at their cost during this time period. Continued policy violation may result in contract termination.

## **Residence Hall Contract Termination**

Contract termination involves removal from the university residence hall community for conduct that is in serious violation of residence hall rules or regulations. Termination may result from less serious, but repeated incidents of misconduct. In addition a resident's contract may be terminated if resident is deemed a clear and present danger to self or others, or if a resident fails to satisfy financial responsibility to the university and/or Residence Life. Any contract of a resident not enrolled in classes at UW-Superior or an institution of higher learning in the Duluth-Superior area will be terminated.

## **Appeals**

Students have the right to appeal any decisions made by UW-Superior Residence Life staff. Appeals must be made within ten (10) calendar days (excluding weekends and holidays) of delivery of outcome letter and sanction via Maxient software. All appeals are to be submitted in writing to the Director of Residence Life and delivered via the Yellowjacket Union desk.

In addition to both Residence Life and University of Wisconsin-Superior disciplinary action, residents and guests involved with Superior Police Department and/or Douglas County Sheriff's may face civil and criminal charges, prosecution, and citations for

Administrative Code violations. Residents' behaviors will be held accountable, in three communities: residence halls, the University of Wisconsin-Superior, and the surrounding community. Violations involving more than one community may result in sanctions in each association.

## Damage List

Residents are responsible for removing waste materials and maintaining sanitary and safe conditions as deemed acceptable by Residence Life. Room arrangements and decorations which violate state fire code and/or pose a potential danger to yourself and/or others will not be permitted. Furniture attached to the floors or walls, and furnishings in common areas may not be removed, or moved. A resident's room must be left as it was when the resident checked in. Rooms will be assessed for damages upon check-out. Any maintenance repairs that are needed in a room will be reported to the Residence Life Department via work order online. All facility maintenance and repairs are to be completed by the Residence Life maintenance staff. By completing, and signing a housing contract, residents agree to pay for any damages to the building including but not limited to fire damage, missing furniture, lost property, or service costs caused by your actions, neglect, or intent. Where two or more residents occupy the same room and responsibilities for damage or loss in the room cannot be ascertained by the Residence Life Department, the cost of damage or loss will be divided and assessed equally between the residents of the room. The Residence Life Department reserves the right to assess common area damages between all residents of the hall or floor. The following is a list of Maintenance Charges for damages to rooms and/or common areas:

- Bed Frame (repair, replacement): \$15.00-\$75.00
- Blinds (repair, replacement): \$30.00- \$45.00
- Desk/Drawer/Bed Re-Attachment: \$15.00
- Book Shelf (repair, replacement): \$15.00-\$100.00
- Bulletin Board (repair, replacement): \$15.00-\$30.00
- Carpet cleaning (based on 8 hours): \$40.00-\$70.00
- Carpet (replacement): \$20.00- \$250.00
- Cleaning (based on 8 hours): \$10.00/hour
- Desk (repair, replacement): \$15.00- \$210.00
- Desk Chair (repair, replacement): \$15.00-\$90.00
- Door Refurbishing: \$60.00
- Door Replacement: \$300.00

- Dressers (repair, replacement): \$15.00-\$100.00
- Key/Lock/FOB (replacement): \$40.00 per key
- Key/Lock/Fob (replacement): \$10.00 per FOB
- Lamps/Lights (replacement): \$15.00- \$75.00
- Mattress (replacement): \$90.00
- Mirror (replacement): \$30.00
- Repair/Paint Wall, Ceiling, or Brick: \$40.00 per wall, \$5.00 per brick
- Smoke Detector (replacement): \$20.00
- Towel Rack (repair, replacement): \$5.00-\$25.00
- Wastebasket (replacement): \$15.00
- Window (replacement): \$75.00
- Window Screen (repair, replacement): \$15.00-\$40.00
- Wireless Access Points (repair, replacement): \$500.00-\$1200.00

### Student Fines

Damage done to facilities by a student may result in a fine that the student is responsible for paying. A hold will be placed on a student's account until the fines are paid. Students may be fined various amounts for a variety of reasons. (See damages.)