

COMMUNITY LIVING

THE RESIDENCE HALLS HANDBOOK

2013 – 2014



DEPARTMENT OF
RESIDENT LIFE
Living & Learning Together

TABLE OF CONTENTS

2	Residential Communities
5	Your Hall
10	Safety and Security
16	Rights & Responsibilities
41	Living in a Residential Community
45	Academic Success
46	Room Changes
53	Housing Commitments
55	Computer Use in Your Room
58	Quick Reference
61	Telephone List
64	Index

RESIDENTIAL COMMUNITIES

NORTH CAMPUS

The North Campus area consists of three high rise communities. The twelve buildings provide traditional and semi-suite style housing for more than 5,500 students. Recreational and fitness facilities are in the adjacent Eppley Recreation Center. The North Campus Community Office is located in Oakland Hall.

Denton Community includes:

- coeducational Denton, Easton, Elkton, and Oakland Halls;
- the Community office located in Easton Hall;
- a 24-hour service desk in every hall;
- located across from the Clarice Smith Performing Arts Center;
- Math Success Program in the Oakland Hall Academic Enrichment Center;
- Flexus and Virtus Living Learning Programs;
- Syn*Quest Collaborative Program;
- quiet study locations in each hall;
- air conditioned housing in all four residence halls;
- 251 North Dining facility, 24 Hour Shop and Café;
- Basement recreation rooms in each of the four halls.

Ellicott Community includes:

- coeducational Ellicott, Hagerstown, and LaPlata Halls;
- the Community office in LaPlata Hall;
- a 24-hour service desk in each hall;
- Gemstone and ACEs Living-Learning programs and offices in Ellicott Hall;
- the Honors College: Entrepreneurship and Innovations Program and Integrated Life Sciences Program in LaPlata Hall;
- the University Honors program in Hagerstown Hall;

- Honors offices, conference spaces, and team rooms located in LaPlata Hall;
- air conditioned housing in LaPlata Hall;
- The Diner, which is located in the center of the community;
- basement recreation room in LaPlata Hall;
- quiet study locations in each of the three halls.

Cambridge Community includes:

- coeducational Cambridge, Chestertown, Cumberland, Bel Air, and Centreville Halls;
- College Park Scholars housing;
- College Park Scholars faculty offices and classrooms in all five halls of this community;
- 24-hour service desks in Cumberland and Centreville Halls;
- air conditioned housing in Cumberland, Centreville, and Bel Air Halls;
- the Community office located in Cumberland Hall;
- a convenience store serving North Campus;
- colloquia rooms and other multi-purpose facilities in Cambridge Community Center;
- quiet study locations in each hall;
- One mixed gender floor is available in each of the 5 halls.

SOUTH CAMPUS

The South Campus area consists of four residential communities: North Hill, South Hill, Leonardtown, and South Campus Commons. The 42 buildings provide traditional-style and suite/apartment-style housing for more than 5,500 students. The Resident Life South Campus Office is located in 0200 Calvert Hall.

North Hill Community

The North Hill Community offers a variety of housing options for approximately 1,200 students. These nine residence halls are centrally located conveniently close to McKeldin Library, the Stamp Student Union, and many classroom buildings. The 24-hour North Hill Service Desk is located in Queen Anne's Hall. Closest recreational and fitness facilities are in Ritchie Coliseum, Cole Student Activities Building, and Reckord Armory.

Carroll, Caroline, Wicomico, and Worcester Halls include:

- coeducational, traditional, low rise housing;
- location conveniently close to Van Munching Hall, Tydings Hall, and the Architecture Building;
- all top-floor rooms of Carroll, Caroline, and Wicomico Halls are singles;
- mixed-gender floors available on the 3rd floors of Carroll and Caroline Halls;
- A 24-hour Division of IT computer lab located in 0111 Worcester Hall

Anne Arundel and Queen Anne's Halls include:

- Honors College, Honors Humanities Living-Learning programs in Anne Arundel;
- Honors College, Digital Cultures & Creativity Living-Learning program in Queen Anne's Hall
- location overlooking McKeldin Mall;

- multipurpose room in Queen Anne's Hall
- air conditioning in both halls; and
- Honors College and Honors Humanities program offices, gallery, classrooms, and faculty offices, located in Anne Arundel Hall.
- Digital Cultures & Creativity program offices located in the ground level of Queen Anne's Hall

Dorchester, St. Mary's, and Somerset Halls include:

- air conditioning in all three buildings;
- Jiménez-Porter Writers' House and Global Communities Living-Learning programs in Dorchester Hall;
- a seminar room in Dorchester Hall;
- Language House Living-Learning program in St. Mary's Hall;
- a multi-purpose room in St. Mary's Hall
- Language House offices, including a language computer lab, in St. Mary's Hall;
- CIVICUS Living-Learning program in Somerset Hall;
- classroom, computer lab, and CIVICUS Program offices in the ground level of Somerset Hall.

Leonardtown Community

The Leonardtown Community, located on the east side of Route 1 directly behind Fraternity Row, houses approximately 625 students in garden-style apartments. Each apartment houses 4-7 students

in combinations of single, double, and some triple rooms. Residents in kitchen-equipped apartments are not required to be on a campus meal plan. Closest recreational and fitness facilities are in the Ritchie Coliseum and Reckord Armory.

Leonardtwn includes:

- a 24-hour service desk in the Leonardtown Community Center;
- multi-purpose room, study lounge, laundry facilities, and *Leonardtwn Shop* convenience store located in the Leonardtown Community Center;
- basketball courts, outdoor seating, and picnic areas located within the community;
- ample parking for residents;
- carpeted, furnished and air conditioned apartments.

South Hill Community

The South Hill Community provides a variety of housing options for approximately 1,500 students in 14 residence halls. The South Hill Community residence halls offer a range of housing options for students including apartments, suites, and traditional style housing. Residents in kitchen-equipped apartments are not required to be on a campus meal plan. Closest recreational and fitness facilities are in the Ritchie Coliseum and Reckord Armory.

South Hill Community includes:

- a 24-hour service desk in Annapolis Hall;
- multi-purpose room in Annapolis Hall;
- the Washington Quad, a park area for use by South Hill residents which includes a volleyball court, barbecue grills, covered pergolas with seating, and large lawn areas;
- South Hill resident laundry facilities and mailboxes in Harford Hall;
- carpeted, furnished and air-conditioned suites and apartments;

- traditional style housing with limited visitation hours (self-governed) in Cecil Hall (all women);
- the *Commons Shop* convenience store located in the South Campus Dining Hall

South Campus Commons Community

South Campus Commons is a community of seven apartment buildings with rooms for 2,195 students. South Campus Commons is a privately owned and operated apartment facility built on University of Maryland property. The Department of Resident Life provides the residence life program at South Campus Commons. Students who lease at South Campus Commons must be pre-approved by Resident Life. Residents must adhere to the rules and regulations set forth in the Rights and Responsibilities section of *Community Living*, the *University Code of Student Conduct*, as well as the South Campus Commons Lease and Rules and Regulations documents.

South Campus Commons includes:

- predominantly two and four bedroom apartments, all single bedrooms, fully furnished, and air-conditioned with a washer and dryer in each unit;
- 24-hour service desks in buildings #1, #3, and #6;
- RAs and RDs on site and Resident Life Community Office in Building #1;
- Capstone Management Office in Building #1 and Leasing Office in Building #6;
- building #1 is home to the Beyond the Classroom Living Learning Program;
- building #2 is home to the Hinman CEOs Living Learning Program;
- open year-round with residents signing an 11.5-month lease (late-August through July);
- seminar rooms in buildings #1, #2, #5, and #7;
- study lounges located throughout the buildings;
- *Commons Shop* convenience store located in the South Campus Dining Hall.

YOUR HALL

Repairs

The Department of Residential Facilities 24-hour Service Center (4-WORK) receives all requests from students and staff for repairs in university-owned housing.

To request a repair:

- Call the service center at 301-314-WORK (9675)
- Give your name, campus address, telephone number, and a description of the problem.
- Write down the work order number so you may check on the progress of the repair.

South Campus Commons residents should request repairs by using the online resident portal or by calling the appropriate South Campus Commons Service Desk: 301-226-0001 (Commons 1 & 2), 301-226-0003 (Commons 3 & 4), 301-226-0006 (Commons 5, 6, & 7).

Staff in Residence Halls

Resident Assistants (RAs) are:

- Undergraduate student staff members who live in the residence halls with students
- First point of contact for student concerns
- Trained in referrals to University resources, leading events and activities for/by unit residents, mediating conflicts, confronting problems, and addressing potential violations of University policy

Resident Directors (RDs) are:

- Full-time professional staff who live on campus
- Supervisors of RAs
- Responsible for approximately 500 students

Community Directors (CDs) are:

- Full-time professional staff
- Supervise RDs
- Have two or more years full-time residence halls management experience

Community Assistants (CAs) are:

- Undergraduate students who staff the Service Desk(s) in your community
- Trained in providing information, managing keys, mail and packages, and activating duty system in emergencies

Customer Service Supervisors (CSSs) are:

- Undergraduate students who manage day-to-day operations at the service desks
- Supervisors of CAs

Graduate Administrative Coordinators (GACs) are:

- Graduate students who live on campus
- Oversee day-to-day operations at the service desks
- Supervisors of CAs and CSSs

Satisfaction with Your RA

Your Resident Assistant serves in several important

roles, which are meant to assist you in your educational and social pursuits; these are:

Emergency Response

RAs are trained in emergency procedures for situations involving serious physical illness and injury, psychological crisis, and threats to physical safety such as fires, major power failures and dangerous weather.

Peer Advising and Counseling:

RAs assist students with questions, personal and academic problems, and can provide referrals to resources on campus for more in-depth assistance.

Behavior Management:

RAs ensure that students receive the *Residence Hall Rules*, and they assist students in deciding upon mutual expectations by creating Unit Agreements. RAs also confront students when alleged violations of rules occur and assist fellow students in learning how to confront and enforce expectations with peers.

Administrative Tasks:

RAs work with students on some basic administrative tasks that concern assignments and physical facilities.

Planning Activities:

RAs work with students, faculty members, and others to plan social, recreational, and educational activities for unit residents.

These are the most important roles in which RAs serve on your behalf. You will have an opportunity to evaluate your RA's performance through the use of an online evaluation during the year.

In the course of their work, RAs, like all students, are expected to conform to the policies described in this handbook. Should you ever have questions about your

RA's performance or his/her behavior toward you, or if you feel that your RA's actions have been unfair or inappropriate, several options are always available to you for consideration and resolution of your concerns:

1. Contact the Resident Director (RD) for your hall or the Community Director (CD) for your Community. Both of these staff members can be reached at your Community Office (phone numbers are listed in the last few pages of this handbook).
2. Contact the Associate Director of Resident Life for your side of campus. The North Campus Associate Director's Office is in Oakland Hall and can be reached at 301-226-4830. The South Campus Associate Director's Office is in Garrett Hall and can be reached at 301-314-7484.
3. Contact the Associate Director of Resident Life for Student and Staff Development, whose office is located in room 2101 Annapolis Hall and can be reached at 301-314-7608.

Mail and Package Delivery

In order to receive letters, magazines, etc., mail should be addressed in the following manner and must include a return address:

Your Full Name (no nicknames or parent names)
University of Maryland
Name of Your Residence Hall & Room Number
College Park, Maryland 20742

At the start of each semester, because of limited storage space, no mail or packages should arrive for you until after you have checked in to your room.

Your mail is delivered Monday through Saturday, and outgoing mail is picked up once daily Monday through Friday, except on national and University holidays and during University recesses. U.S. Postal Service mail and

intra-campus mail is delivered from the Campus Mail Facility and placed in a locked mailbox you share with your roommate(s). This work is performed by either Campus Mail Services or Resident Life employees.

Packages and other mail that does not fit in your mailbox is logged by your service desk staff and held for your pickup. You will be notified by email each time a package is being held for you; please claim packages on the same day you are notified. You must show your student photo ID to claim packages at your service desk. After 10 days, packages that have not been claimed at your service desk will be returned to sender.

Mail and packages shipped by U.S. Express Mail, Federal Express (FedEx), United Parcel Service (UPS), and other delivery services are delivered to your attention at your service desk, and are not handled by Campus Mail Services. All such shipments are made at your own risk, and all postage and shipping charges for such shipments by private carriers must be pre-paid. You will be notified via email that a shipment for you has arrived. After 10 days, packages that have not been claimed at your service desk will be returned to sender.

Certified mail, insured mail, and postage-due letters are not deliverable to your residence hall address. You will be mailed a notice by Campus Mail Services that such items are being held for you at their facility, at their facility, which is located in 0702 Severn Building at 5245 Greenbelt Road in College Park. Hours for pick-up are weekdays 8:00am-4:30pm

and Saturday, 8:00am-12:00pm (noon). Registered mail and COD (collect on delivery) mail are held by the North College Park Post Office, along U.S. Route One/Baltimore Avenue near the Beltway. You will be mailed a pick-up notice by this office upon their receipt of mail for you.

The University and Department of Resident Life cannot and do not accept responsibility for the damage, theft, or loss of personal property, including mail or shipments sent to you. University and Resident Life employees are not liable for property damage, missing mail, reported theft of mail, or other loss of personal property. Tampering with or theft of U.S. mail is a federal offense, punishable by up to five years in prison and/or a fine of up to \$250,000.

You can help protect yourself from loss by:

- Never having cash sent to you
- Asking family, friends, and others to send items of value (e.g., checks, tickets) via certified mail
- Checking your University email and your mailbox daily
- Taking only your mail from your mailbox; let your roommates get their own mail
- Always keeping your mailbox secured/locked
- Never leaving valuables in your mailbox

*For information about mail delivery for South Campus Commons, please consult the South Campus Commons Resident Handbook or contact the South Campus Commons management office at 301-314-2499.

Breaks on North Campus

All North Campus halls are closed and locked for Thanksgiving, Winter* and Spring Breaks. During these times, North Campus residents must plan in advance to be away from campus and to stay out of their buildings and rooms:

- 7:00pm the Wednesday before Thanksgiving to 10:00am the next Sunday
- 7:00pm the last day of final exams in December through 10:00am on reopening day in January
- 7:00pm the Friday before Spring Break to 10:00am two Sundays later.

Prior to Thanksgiving and Spring Breaks, information will be sent to residents regarding signing up to stay in a temporary space on South Campus. There are very few of these spaces and they are available on a first-come, first-serve basis.

*Elkton Hall will house North Campus students needing to stay during winter break, for a fee. Just after Thanksgiving, information will be sent to residents regarding signing up to stay in winter break housing in Elkton Hall. Those students who live in Elkton, if approved for break housing, will reside in their permanent assignment. Students from other North Campus halls, if approved for break housing will reside in converted lounges for the duration of the break. Students needing winter break housing must apply, be approved, and pay an additional fee equal to one-half the normal rate for the extra month's worth of housing services.

As you pack to leave for each Break:

- Take with you valuables such as money, jewelry, computer, clothing, medications, tickets, etc. you will need during the break

- Unplug all electrical appliances and move belongings off the floor as precautions against fire, flood, etc.
- Clean your refrigerator. Get rid of food that could spoil.
- Check your mail and your voicemail.

Breaks on South Campus

All South Campus halls (North Hill, South Hill, and Leonardtown Communities) remain open during the Thanksgiving, winter, and spring breaks. During Thanksgiving and spring break, South Campus residents can come and go as they please, and there is no additional fee to stay in their rooms during these times.

For the month-long winter break, South Campus residents have the option to register to stay in their rooms for a fee, in which case they must pay an additional fee equal to one-half the normal rate for the extra month's worth of housing services.

South Campus Commons remains open all year. Residents must vacate at the end of the lease period per instructions provided by Capstone management staff.

Safety Inspections at Breaks

North Campus halls close for each break period; therefore, residence hall staff conducts visual safety inspections inside all student rooms prior to each break. On South Campus, given low-occupancy and the length of the winter break, residence hall staff conducts visual safety inspections inside all student rooms at the end of the fall semester prior to the start of the winter break period. Staff will visually inspect every room regardless of whether or not students register to stay in their rooms over the winter break.

During these visual inspections, staff are instructed to watch for observable violations of the *Residence Hall Rules* (see the Rights and Responsibilities section). Staff are expected to report those violations, including presence or evidence of pets, weapons, fire crackers, illegal substances, lounge furnishings, fuel, unauthorized lofts, or other prohibited items.

Administrative action, billing, and/or judicial referral can result if unauthorized items or unsafe or unclean conditions are found. University, State, and private property that is not authorized for student rooms may be removed. If damages, missing furnishings, or deficiencies requiring maintenance or housekeeping attention are found, the room's residents may be billed the costs of corrective action.

During visual inspections, staff are instructed not to open drawers or closets or search through personal belongings, and will observe only those things which are in plain sight in the room.

Work Performed Inside Student Rooms

When Residential Facilities staff respond to work requests or emergencies or conducts inspections, they will knock and announce themselves by name and department. They should be admitted to your room; they will honor a short delay. Most work requested by residents and staff is performed weekdays 8:00am to 4:00pm. If students would prefer to schedule a time for the work to be performed, they can request this service when they report the work to Residential Facilities at (301) 314-WORK (9675). Residents will need to be available during a block of time for the schedule, due to unplanned requirements that normally occur daily

Sometimes the work to be performed in a resident's room involves space around, behind, or under the resident's belongings. Repairs to closets, dressers, desks, etc., may call for staff to open or enter these spaces and to move aside the resident's belongings. Residents should move their belongings away from work areas when they know work is to be done in their rooms.

South Campus Commons residents should consult their lease and Resident Handbook for information related to work requests and Capstone On-Campus Management staff's response to work orders, emergencies, and inspections. Questions should be directed to the Management Office in Building #1 or by phone to 301-314-2499.

SAFETY & SECURITY

Partners for a Safe and Secure Campus

Each individual resident of the campus residence halls has PRIMARY RESPONSIBILITY for his or her own safety and security.

The University and the Department of Resident Life take certain reasonable steps that contribute to maintaining a safer and more secure environment. Staff, equipment, and information resources are provided to encourage behaviors that prevent dangerous situations and to assist if an emergency should occur. However, despite these reasonable and good-faith efforts, it is impossible to predict individual actions or guarantee absolute control that will assure that no unwanted acts or situations will ever occur. All the fire equipment in College Park cannot prevent a fire caused by a resident's carelessness with a prohibited appliance or candle. Nor can all the police in College Park prevent a theft when a resident has left the room door unlocked and a wallet on the dresser while he or she is away from the room.

Remember, when one resident is careless – for example, fails to properly close and secure a building entrance door– all residents may be exposed to the consequences of this carelessness: an intruder slips in the door!

What service does the University provide?

Police

- 24-hour full-service police department, including a force of 70 uniformed officers and approximately 100 police aides
- 911 emergency calls (police, fire, rescue, ambulance)
- dusk to dawn patrols by police officers in marked and unmarked cars, motorcycles and bicycles
- security escorts by uniformed police officers (24 hours) and police aides
- dozens of outdoor emergency phones to call escorts or summon police
- surveillance cameras that monitor selected on-campus locations
- Crime Alerts are provided to give the University community timely notification of crimes that may present a threat to the campus community and to heighten safety awareness
- UMD Alerts is an alert system that allows UMD to provide emergency notifications via email, text, and other means. To sign up, please visit: alert.umd.edu
- crime prevention programs
- crime statistics published every year, in compliance with federal regulations

Residence Halls

- entrance doors locked 24 hours
- access cards or keys are needed to open entrance doors, call the elevator, open doors leading to stairwells and first-floor rooms, and open bedroom doors

- telephones near many entrance doors for visitors to use, then wait to be accompanied into the building
- 24-hour Service Center [(301) 314-WORK (9675)] for reporting problems with doors, keys, etc. (South Campus Commons residents should report problems to the appropriate 24-hour Commons Service Desk.)
- 24-hour residence hall desk staff for getting immediate help from a staff member
- repairs/replacements of doors, keys, locks, window screens, etc.
- nightly roves by the Resident Assistant(s) on duty
- periodic safety walk-throughs to check interior lighting, exit signs, fire doors, stairwells, etc.
- unit meetings, educational programs, flyers, and notifications of serious incidents

Shuttle-UM Buses

- stop outside most residence halls every 15-20 minutes 5:30pm-3:00am daily on fixed routes which include libraries, student union, College Park's shopping district, and dozens of campus destinations
- Shuttle-UM vans [(301) 314-NITE (6483)] provide curb-to-curb service for individual callers
- bus drive-throughs of main roads and parking lots 5:30pm-7:00am daily

Personal Safety Precautions

- walk with friends or in a group, or call for an escort
- ride Shuttle-UM buses after dark, or call (301) 314-NITE (6483) for curb-to-curb service by Shuttle-UM vans
- walk in well-lit and well-traveled areas
- constantly be aware of your surroundings
- know the locations of the nearest emergency phones (police dispatcher answers)
- be wary of persons you don't know
- report suspicious persons or activity to police
- stay away from relatively isolated areas

- plan what you will do if confronted by a potential assailant (run, scream, fight, try to gain his/her confidence while waiting for safe escape opportunity)

Missing Persons

Any time that Resident Life staff receive a report (e.g. from a roommate, friend, parent) that a resident has been out of contact and unreachable by phone, email, etc., our staff will take steps to respond to the report that include attempting to contact the missing student and notifying the University of Maryland Department of Public Safety and the Resident Life duty system about the missing student. Under federal law, you have the right to confidentially register with Resident Life and the University the name and contact information of an individual who you would like to have contacted (within 24 hours) if it is determined that you have been missing from the campus and your whereabouts unknown for a period of 24 hours or more. You can register the name and phone number of this contact person by email to reslife@umd.edu or by fax to 301-314-9750. For students under the age of 18 (who are not emancipated individuals), federal law requires the university to notify your custodial parent or guardian (within 24 hours) if it is determined that you have been missing from the campus and your whereabouts unknown for a period of 24 hours or more.

Residence Hall Security Precautions

- keep your room door locked, when you're asleep, down the hall, in the shower, or visiting others in your building
- carry your keys with you at all times
- make sure doors close and latch behind you
- confront persons you don't know; if you can't confront, report information to staff or police
- report suspicious persons or activity to police and to

-
- your service desk/any staff member
- avoid isolated areas inside residence halls
 - report damaged or malfunctioning doors, locks, etc. to Residential Facilities [(301) 314-WORK (9675)]; South Campus Commons residents should report problems to the appropriate Commons Service Desk
 - report “salespeople” or “solicitors” to your service desk; they don’t belong
 - don’t let your guests wander the building
 - don’t prop doors open
 - don’t open doors for workers; staff who are conducting authorized business in your building must arrange for their own access

Bicycle Security Precautions

- do not store bicycles in your room without roommate’s(s’) approval and be sure that it does not block the entry in to and exit out of your room (South Campus Commons residents cannot store bicycles within their apartments)
- do not store bicycles on landings or stairwells
- secure your bicycle outdoors with a high-quality bicycle lock
- use outdoor bicycle racks; don’t lock bicycle to railings, lamp posts, ramps, hand-rails, etc.
- make sure your lock secures both wheel and frame
- if your bicycle has quick-release wheels and seat, secure front wheel with the back wheel and frame, and carry the seat with you
- keep a thorough description of your bicycle on hand, in case theft occurs
- register your bicycle with DOTS (http://www.transportation.umd.edu/biking_registration.html) to aid in recovery if theft occurs

Securing Your Personal Property

Keep your room door locked whenever you’re not there. Thefts happen most often when property is left

unattended or unsecured. Since the University and Resident Life cannot be liable for personal accident, injury, or illness sustained by you or your visitors, nor for any theft, loss, or damage to your personal property, it’s smart for you to:

- lock up and hide your valuables
- remove valuables when you’re away during University breaks
- engrave personal property with your driver’s license number
- personalize property (paint, etc.) to help with identification
- keep your car locked and personal property in the car trunk
- make sure your property is covered by your own or your family’s homeowner’s or renter’s insurance
- keep receipts/records of purchase price, date, etc., for valuables

Furniture of any kind, including couches, tables, chairs, etc., is not allowed on the landing of apartments (except for lawn furniture).

Fire Prevention

- cook only in designated kitchen spaces
- Use of microwaves is prohibited except as listed below:

Oakland Hall: Only one microwave, not more than 1,000 watts, is permitted per bedroom. A dedicated electrical outlet is located above the built-in counter in each bedroom where the microwave is to be placed.

Leonardt Community, South Hill Community except Cecil Hall, and St. Mary’s Hall:

Only one microwave, not more than 1,000 watts, should be used at a time and should be used only in the suite’s common area or the apartment’s kitchen. Residents must avoid operating a microwave at the same time as a hair dryer or other

personal, high-wattage electrical appliance in their suite or apartment in order to minimize a potential overload and loss of power.

All Other Residence Halls:

Microwaves are not permitted in student bedrooms. Traditional residence halls have areas designated in the hallway, lounge, or hall kitchen where a microwave may be available.

- do not leave your stove, oven or microwave unattended when in use
- use only power strips that have either 14- or 12-gauge wire, built-in surge protectors and circuit breakers, and which is listed by an approved testing laboratory such as Underwriters' Laboratories (UL)
- limit the number of appliances that are plugged in or in use at one time
- do not cook in your room
- do not have open heating elements in your room
- do not use a frayed or worn extension cord
- do not use or possess fireworks, lighted candles, flammable fuels, space heaters, or firearms
- do not bring torchiere halogen lamps or halogen bulbs to your room
- do not smoke or allow others to smoke in your room or anywhere else inside the residence halls
- do not cover over, or tamper with, your room's smoke detector
- never drape clothes or any paper, wood, cloth, or plastic material over a lamp, smoke detector, sprinkler head, or pipes
- only use grills for outdoor cooking which do not require lighter fluid or propane gas in approved areas
- when in use, hot or cooling grills must be at least 15 feet away from any building, may not be used on garden apartment balconies in Leonardtown and must not be left unattended until completely extinguished.

Fire Alarm

You must leave the building immediately when a fire alarm is sounding. If safe to do so, close your window, room/suite/apartment doors, and safely exit the building at once.

Fire Watch

Fire Watch goes into effect if a building's fire system is inactivated. Staff will continuously patrol the buildings affected, and in the event of a fire, will sound four air horn blasts on each wing of each floor.

If there is a fire:

- Sound the alarm
- Leave the building
- Call 911 or University police at (301) 405-3333 to report the emergency

Automatic Sprinklers

All residence halls are equipped with automatic sprinklers. When water flows through the sprinkler heads, the building alarm system will automatically sound. It is important that you do not tamper with the sprinkler heads or the system. Students tampering with the system, even accidentally, are liable for damage to University and private property and subject to administrative action.

Bomb Threats

All bomb threats reported to the University are taken seriously.

If a bomb threat is received:

- Call 911 or University police at 301-405-3333 to report the emergency
- Call your service desk

University police will respond to your location and assess the bomb threat. Once the police have assessed the situation, then the police will initiate appropriate action. Only the University of Maryland police will decide if an evacuation needs to occur, when it will occur, and how the evacuation will be announced and residents notified to evacuate. The notification to evacuate may be accomplished by the police activating the building fire alarm system, or they may decide to choose an alternate method of evacuation notification (air horns, phone, door-to-door) based on the circumstances and after assessing the situation of the particular bomb threat incident.

FIRE SAFETY REMINDERS

If you hear your building's fire alarm:

- Immediately exit the building.
- Always assume an emergency; never assume a false alarm.
- Use stairs, not elevators.
- Do not open door if knob is warm to the touch; stay in room and call 911 or University police at (301) 405-3333 or #3333 from a mobile phone.
- Crawl on floor (where air is fresher) if you encounter smoke.

If you smell smoke or see smoke or fire:

- Pull the nearest building alarm.
- Close your room door.
- Safely exit the building.
- Call 911 or University police at (301) 405-3333 or #3333 from a mobile phone.
- Never attempt to fight or put out a fire.
- Tell staff or fire authorities exact location of fire or smoke.

If you get trapped by fire or smoke:

- Call 911 or University police at (301) 405-3333 or #3333 from a mobile phone, and report that you are trapped.
- Keep the doors closed.
- Hang an object out the window to notify rescuers of your location.
- Do not jump; the Fire Department will rescue you.

What you should do today:

- Read emergency/evacuation procedures posted in your room.
- Know locations of exit stairwells and doors.
- Plan more than one exit route.

SAFETY AND SECURITY RESOURCES

Medical Emergency	911 or (301) 405-3333 or #3333
Fire Emergency	911 or (301) 405-3333 or #3333
Police Emergency	911 or (301) 405-3333 or #3333
Police Investigations Unit	(301) 405-5770
Police Non-Emergency	(301) 405-3555
N.I.T.E. Ride Service	(301) 314-NITE (6483)
Crime Reporting	(301) 405-3555
Escorts, Security	(301) 405-3555

Health Center	(301) 314-8184
Lost Keys	Your Service Desk
Key & Lock Problems	(301) 314-WORK (9675) (South Campus Commons residents contact your service desk)
Mental Health Services	(301) 314-8106
Security Lighting	(301) 405-2222
Security Repairs	(301) 314-WORK (9675) (South Campus Commons residents contact your service desk)
Sexual Assault Hotline	(301) 314-2222
Shuttle-UM Bus Service	(301) 314-NITE (6483)

SAFETY SERVICES

- NITE Ride Service in operation from 5:30pm to 7:30am
- Shuttle-UM Service 5:30pm to 3:00am
- Police Security Escorts
- University Police patrol buildings and campus 24 hours
- Blue Light PERT phones directly linked to University Police
- Triple Barrier Lock System in the residence halls
- Call boxes on residence halls

EARLY WARNING SYSTEM

The campus Early Warning System is designed to provide instant notification to students, faculty, and staff of imminent dangerous conditions.

In an emergency, sirens around campus will sound continuously for at least three minutes.

If you ever hear the Early Warning siren:

- If in your residence hall or apartment, stay inside/in your room, and seek information from the sources below.
- If outdoors, seek shelter inside the closest building.

Instructions for responding to an emergency should be learned by checking:

- WMUC 88.1 FM
- Comcast Cable Channel 76 (Terp TV)
- (301) 405-SNOW (7669) (recorded message)

When danger has passed, a single 30-second siren blast will sound.

UMD ALERTS

Another second means of notification is available to those who subscribe at www.alert.umd.edu to an alert system that would result, in an emergency, in text messages being sent to your email, mobile phone, pager, or other text-enabled device.

RIGHTS & RESPONSIBILITIES

The Office of Rights and Responsibilities administers rules and adjudicative processes that serve three necessary goals: (1) maintain the safety and necessary order for an academic residence community, (2) determine accountability for prohibited behavior, and (3) to foster among students an understanding of their accountability as community members.

The Impact of Your Behavior in an Academic Community

The residence hall community at the University of Maryland is made up of talented, active, and engaged students who have come to the University to pursue their degrees, to benefit from living with fellow scholars, and to enjoy their experiences. The behavior of each individual does not occur in a vacuum, and has an impact on others, for better, or for worse.

A large number of students live in close proximity to each other, and all share the need for their home on campus to afford them the abilities to rest and to study. These shared needs place limits on individual behavior. You will need to consider how your behavior remains within those limits that are necessary for the success of an academic community.

The Department of Resident Life suggests that you give thought to the impact of your behavior before you have to answer for violating one of the *Residence Hall Rules*. In order to prompt your thinking about the impact of your behavior, your RA will speak with you about the Community Living Principles: Be Safe, Be Civil, Be Cooperative, and Be Involved. We use the principles to describe behaviors that have a positive impact on the community.

Failure to act in accordance with the Community Living Principles will likely constitute a violation of one or more of the *Residence Hall Rules*. Consider each of the following principles as it applies to living in close proximity with others:

Be Safe...

Any act that creates an immediate danger to oneself or others is the strongest possible threat to the community and the most serious violation one can commit. Violations of rules that create immediate danger are those for which the most serious sanctions are applied. ***Any student who commits such violations can expect to be removed from the community.***

Be Civil...

Uncivil behavior tears down the social structure of the community, damages the dignity of the person who displays it, and threatens others' sense of their rightful place in their homes on campus. Violations of rules that bring about abuse, harassment, or intended insult to others are taken seriously. ***Any student who commits such violations will be challenged through sanctioning to reconsider his or her behavior and engage constructively with others who were affected by it, and may be removed from the community.***

Be Cooperative...

Uncooperative behavior interferes with the sense of shared responsibility, the efforts to compromise, and the mutual obligations that members of the community have to one another in order to live, rest, and study successfully in close quarters. Violations of rules that bring about disorder and disruption, or misuse or damage common facilities and resources will be confronted. ***Any student who commits such violations can expect that staff will make an effort to assist the student in revising behavior, and if possible, to repair or make up for what has been done, but will also be formally sanctioned. Multiple or aggravated instances of uncooperative behavior may result in removal from the community.***

Be Involved...

Direct involvement in the community provides rewards for the individual, brings about positive impacts and activities for self and others, and has been shown to enhance any students' total educational experience. As a result, it is encouraged, but the *Residence Hall Rules* do not compel students to such involvement.

If you commit yourself to observe these principles, you will not need to worry about having to answer for a violation of the *Residence Hall Rules*, and in all likelihood, you will find your experience living and learning in the residence halls on campus to be enhanced as a result. In addition, you will learn about the needs that any individual brings to any community in the future, as well as the expectations that future communities have for their members.

Consider also the following statement of Rights and Responsibilities, which are integral to the structure of the *Residence Hall Rules*:

You have the right...

- to rest and study in your residence hall room.
- to be present in your room and residence hall and to participate in community activities.
- to be informed of the rules that apply to your conduct.
- to due process in the event that you are accused of misconduct.
- to expect that other residents will behave in a manner that respects your rightful place in the residence hall community.
- to expect other residents to conduct themselves in accordance with the Community Living Principles and the *Residence Hall Rules*.

You have the responsibility...

- to behave in a manner that respects other students' rightful place in the residence halls.
- to conduct yourself in accordance with the Community Living Principles and the *Residence Hall Rules*.
- to inform yourself on the rules that apply to your conduct.
- to respond in a timely fashion to an inquiry by a University Official concerning your conduct.
- to confront others whose conduct violates your rights.
- to willingly and truthfully participate in fact-finding proceedings concerning conduct violations.

The strongest statements that the Department of Resident Life makes concerning the boundaries of your behavior are in the form of the *Residence Hall Rules*. Each of these rules is stated as a prohibition of a behavior that may be dangerous to yourself or others, may be destructive or disruptive, may violate applicable state/federal laws, or constitute other forms of failure in one's responsibilities which are necessary for the order and success of an academic living community.

The *Residence Hall Rules* state prohibitions that apply to all residence halls (including South Campus Commons), buildings, and surrounding grounds. These rules are enforced by the Department of Resident Life in conjunction with the Office of Student Conduct. The Rights and Responsibilities section of Community Living is designed to be used in conjunction with the *University Code of Student Conduct*. Definitions of specific terms, interpretations of regulation, the adjudication process, etc., found in the *Code of Student Conduct* shall be applicable.

Should you be found responsible for a violation of one or more of the following rules, your intent will be considered in the course of fact-finding and sanction decisions. Intent will be defined by one of the following:

Willful: *The violation found was the direct result of the respondent's deliberate intent.*

Reckless: *The violation found was not intended by the respondent, but was the direct result of other willful violations on the respondent's part.*

Negligent: *The violation found was not intended by the respondent, but its potential in the respondent's act, or failure to act, could be foreseen by a reasonable person.*

Attempts to commit acts prohibited by any of the *Residence Hall Rules* shall incur sanctions to the same extent as completed violations.

The burden of proving that a violation was committed, and where it was committed, always rests with presenting officials. However, once a violation is proven to have occurred in a resident's room/apartment/suite, the resident(s) and/or any individual(s) present at the time will be presumed responsible for having committed the violation unless the respondent can prove otherwise.

RESIDENCE HALL RULES

The following are prohibited conduct in the University of Maryland residence halls:

- 1) Setting or fueling a fire of any size.¹
- 2) False report of any emergency; damage or misuse of fire safety equipment.¹
- 3) Possession, use, or manufacture of explosive, flammable, or harmful materials.²
- 4) Possession or use of any weapon.^{a,3}
- 5) Causing any object which could cause physical harm to fall from a residence hall.
- 6) Causing physical harm or a reasonable expectation of physical harm to any person.⁴
- 7) Harassing or threatening any person so as to interfere with that person's ability to sleep, study, or be present in one's own room or residence hall.⁵
- 8) Possession, use, sale, or provision of any controlled substance, illegal drug, or related paraphernalia.
- 9) Theft of property or services; knowing possession of stolen property; unauthorized removal or possession of property or furnishings from common areas.
- 10) Possession or use of alcohol by a minor^b; sale or provision of alcohol to a minor; possession of alcohol in public areas or common sources of alcohol.⁶
- 11) Interference with or obstruction of Resident Life or University officials in the performance of their duties; provision of false information to officials; failure to comply with directives from officials.⁷
- 12) Engaging in noisy, disorderly, or disruptive behavior, which interferes with others' abilities to sleep, study, or be present in one's own room or residence hall; or creates an avoidable urgent situation to which University officials are required to respond.⁸
- 13) Destroying, damaging, or defacing the property of others.⁹
- 14) Violation of conditions of Administrative Housing Probation; failure to complete assigned administrative sanctions.¹⁰
- 15) Misuse of identification; possession, presentation, sale, distribution, or manufacture of false identification.
- 16) Failure to monitor guests' behavior in order to assure adherence to the *Residence Hall Rules*.¹¹
- 17) Unauthorized entry into any secured, or restricted residence hall space.¹²
- 18) Misuse or unauthorized possession of room keys, building keys, or access cards.¹³
- 19) Misuse of University-owned and/or personal computers, phones, telecommunications or network systems.¹⁴
- 20) Violation of a written agreement with roommates, apartment/suitemates or other residents developed under the supervision of a Resident Life staff member.¹⁵
- 21) Bringing or housing an animal inside a residence hall.¹⁶
- 22) Obstructing or impeding entrance to or egress from a residence hall.¹⁷
- 23) Renting, subleasing, or loaning of a residence hall space.¹⁸
- 24) Creating risks or hazards in or around a residence hall through violations of the Safety and Security Prohibitions (see below).
- 25) Violations of Resident Life policies and procedures published in the Residence Halls/Dining Services Agreement, the Community Living Handbook, and/or policies posted within the residence halls.¹⁹

Safety and Security Prohibitions

The safety and security of students in the residence halls is the first and most fundamental concern of the staff; it should also be your first and most fundamental concern. Your individual actions can have a direct impact on your safety and that of each student who lives in your residence hall.

There is a need to prevent a number of potential risks and dangers for residence hall students. In order to reduce such risks, it is necessary to prohibit those actions and behaviors which create hazards or dangers. Certain behaviors are prohibited in order to help prevent or minimize the following:

- a. risk of fire hazard
- b. risk of intruders, assault, or theft
- c. risk of injury
- d. risk of electrocution
- e. damage or overload to electrical circuits
- f. damage to physical facilities or furnishings
- g. hindrance of staff response to emergency situations
- h. pest, insect, or sanitation problems
- i. risk of exposure to hazardous materials

Your choices for behavior are limited in some areas with the above risks in mind. In order to promote the safety and security for you and your fellow residents, specific behaviors identified in the following chart are prohibited within the residence halls.

Prohibited Behaviors

Associated Risk(s)

Using any device that creates an open flame, has an exposed heating element or a torchiere lamp with a halogen bulb; using any substance/device which can smolder and/or create smoke, including gooseneck lamp with plastic shades	a,f
Bringing or storing flammable material in a residence hall	a,f
Cooking (except in designated areas) and use or possession of an open-flame or open element appliance, including toaster, skillet, and hotplates	a,e,f
Use or possession of microwave ovens or refrigerators larger than 3.6 cubic feet (except in designated areas*)	e
Remaining in a Residence Hall during a fire alarm	c,g,i
Removing or unlocking security grates or any window screen	b,c,f,h
Propping entrance doors open	b,f
Allowing strangers to follow you into a residence hall through an entrance door	b
Entering or exiting a residence hall through a window	b,f,h
Hanging any objects out of windows	c,f,h
Climbing or scaling the exterior wall of a residence hall	c
Installing a satellite dish, antenna, or any hardware which protrudes from a window or attaches to the exterior of a residence hall	c,f,h
Altering electrical outlets or circuits in a residence hall room	a,d,e,f
Tampering with entry door buzzers in suite and apartment units	b,f
Tampering with, obstructing, or affixing objects to hardware for fire alarms, exit signs, fire sprinklers, fire hydrant valves, or building systems pipes	a,f,g
Tampering with or disabling electronic door security devices such as card access readers, horns, locks, and prop monitors	b,f
Installing ceiling fans or air conditioners	c,d,e,f
Installing locks or chains on room doors	f,g
Installing lofts other than those provided by the Department of Residential Facilities or Bedloft	a,c,f
Tampering with or covering smoke detectors in residence hall rooms	a,f
Drilling into window sill surfaces, ceiling or floor tiles, or puncturing insulation on pipes	f,i
Unauthorized modifications, including painting of a residence hall room or space	a,c,e,f,i
Stacking/arranging furniture in an unsafe manner	a,c,f
Using any sporting or recreational equipment in areas where damage or injury may result	c,f

Violation of any of the above prohibitions constitutes a violation of your *Residence Halls/Dining Services Agreement* and the *Residence Hall Rules*, and may result in referral for disciplinary and/or administrative action.

**For designated areas please contact your community office.*

In addition to the previously listed *Residence Hall Rules* listed, as a resident and a student, you will be held accountable for:

- (1) Resident Life policies and procedures (published throughout Community Living), the Space Reservation Policy, Unit Agreements, and visitation and security policies specified in each community.
- (2) The terms and conditions presented within the Residence Halls/Dining Services Agreement published by Resident Life and signed by each resident prior to moving into a residence hall.
- (3) University Regulations published in the *Code of Student Conduct* and enforced by the Office of Student Conduct in conjunction with Resident Life. The Code of Student can be found in the online Undergraduate Catalog and Schedule of Classes, and here: <http://www.president.umd.edu/policies/docs/v100b.pdf>.
- (4) Federal, state, and local laws, enforced by University Police and officials outside the University.
- (5) South Campus Commons leases include additional rules and regulations for residents of those buildings.

Some forms of misconduct (e.g.: use/possession of illegal drugs) violate not only *Residence Hall Rules* and the *Code of Student Conduct*, but also state and federal laws, for which students may also be held accountable. Such violations are referred to the University Police for possible investigation.

Annotations

1. See also the "Safety and Security Prohibitions" section of the Community Living handbook.
2. This includes gasoline, gas tank (whether containing fuel or empty), gas-powered vehicles, kerosene, fireworks.
See also the "Safety and Security Prohibitions" section of the Community Living handbook.
3. This includes any airgun where the manufacturer recommends eye protection.
4. This also includes engaging in or provoking physical fights or altercations.
5. This also includes malicious pranks.
6. See also the "Alcohol Policy" and "Parties and Group Events" sections of the Community Living Handbook.
Common sources of alcohol include, but are not limited to, kegs, punch bowls, etc.
7. This includes forgery or unauthorized alteration of Department or University documents, lying in any conduct proceeding, preventing staff from conducting their normal duties in handling administrative and/or disciplinary matters, or failure to comply with conditions specified in a written agreement with professional staff.
See also the "Noncompliance and Staff Entry" section of the Community Living Handbook.
8. See also the "Parties and Group Events" and "Quiet Hours" sections of the Community Living handbook.
9. This includes improperly disposing of trash in or around the residence halls.
10. This includes committing a rule violation while on Housing Probation.
11. Residents will be held financially responsible for damage caused by their guests.
See also the "Visitors and Guests" section of the Community Living handbook.
12. This includes, but is not limited to, housekeepers' closets, roofs, another resident's room/apartment/suite, computer labs, or any residence hall building. This also includes, failure to comply with building access policy.
See also the "Safety and Security Prohibitions" section of the Community Living handbook.
13. This includes duplication, lending/borrowing or repeated loss of keys or access cards.
See also the "Safety and Security Prohibitions" and "Spare Key and Spare Swipe Check-out Policy" sections of the Community Living handbook.
14. See also the "University of Maryland Policy on the Acceptable Use of Information Technology Resources."
15. See also the "Roommates," "Resolving Conflict Through Mediation," and "Unit Agreements" sections of the Community Living handbook.
16. Only fish in aquariums no larger than 10 gallons are permitted.
17. See also the "Safety and Security Prohibitions" and "Bicycle Security Precautions" sections of the Community Living handbook.
18. This includes allowing guests to stay in your room/apartment/suite in your absence for an extended period of time. Additionally, individuals who have not signed an On-Campus Housing/Dining Services Agreement or South Campus Commons lease are not permitted to reside in the residence halls. This includes failure to comply with South Campus Commons re-leasing and lease transfer procedures..
19. See also the "Smoking Policy," "Selling/Conducting a Business," and "Soliciting" sections of the Community Living handbook.

Definitions

- a. As defined by the *Code of Student Conduct*, the term "weapon" means any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, pellet guns, switchblade knives, knives with blades 5 or more inches in length.
- b. Minor is defined as any individual under 21 years of age.

RESIDENCE HALL POLICIES

ALCOHOL POLICY

- Possession/use of alcohol by minors is prohibited.
- Kegs and other common sources of alcohol are prohibited.
- Parties involving alcohol are prohibited.
- Sale of alcohol is prohibited.
- Possession of alcohol in common areas is prohibited for all.

STATE OF MARYLAND LAW

- It is unlawful for any MINOR* to possess or consume alcoholic beverages.
 - It is unlawful for any MINOR* to knowingly and willfully make any misrepresentation or false statement as to one's age in order to obtain alcoholic beverages.
 - It is unlawful for any person to obtain alcoholic beverages for consumption by an individual who is known to be a MINOR*.
- * MINOR is defined as any person under the age of 21.

Space Reservation approval will not be granted for group activities that involve the consumption of alcoholic beverages.

Resident Life acknowledges, however, that students of legal drinking age may choose to consume alcohol in their room, apartment, or suite. If found in possession of any open container of alcohol anywhere else in or around the residence halls, ALL students will be instructed to pour it out in the nearest appropriate receptacle.

Violations will result in administrative and/or disciplinary sanctions. Serious or repeated violations may result in the responsible residents having their on campus terminated.

ALCOHOL POISONING

In the event a student requires transport to a hospital emergency room solely due to excessive alcohol consumption, Resident Life staff may take the following actions:

- notify the student's parents
- require an alcohol assessment by the Director of Substance Abuse programs at the University Health Center
- require a psychological assessment with a mental health professional at the University Health Center

PROMOTING RESPONSIBLE ACTION IN MEDICAL EMERGENCIES

The health and safety of University students is of paramount concern. With that priority in mind, students are encouraged to take responsible action in any situation where there is doubt about a person's physical welfare. Students who summon help for themselves or others in a medical emergency will normally be relieved of disciplinary and administrative housing action for possession or use of alcohol and/or drugs and will apply to both the student who summons help and the recipient of assistance. In lieu of disciplinary or administrative charges students will usually be required to complete an evaluation and substance abuse intervention program through the University Health Center (at the student's expense). For the full text Promoting Responsible Action in Medical Emergencies policy please visit:

<http://www.president.umd.edu/policies/docs/V-100J.pdf>.

COMPUTER USE AND CONNECTIVITY POLICY

- All residents have direct Ethernet and wireless access to the University of Maryland information technology (IT) resources and the Internet.
- Once you activate a data jack in your room, suite, or apartment, or log onto the University Wireless system, you are responsible for all activity on your data jack or wireless access.
- Should a violation of the *Residence Hall Rules*, the *Code of Student Conduct*, or the *University's Acceptable Use Policy* originate from your data jack or wireless access, you will be responsible for those actions.

Care should be taken to monitor the access your computer, network enabled devices, data jack, or wireless account, as you will be held responsible for any violations that occur.

DRUG POLICY

- Possession/use of any illegal drug is prohibited.
- Sale, distribution or provision of any illegal drug is prohibited.
- Drug paraphernalia is prohibited.

Students alleged to be involved with drugs in or around the residence halls will be referred to the Office of Rights and Responsibilities. The case will be resolved in accordance with the Office's adjudication process set forth in this document and in the *Code of Student Conduct*. Where applicable, sanctions will address both the residence hall status and the student status of the respondent.

Violations of drug policy may result in **Immediate Housing Termination and Suspension or Expulsion** from the University. In cases where the respondent is not deemed to be an immediate threat to the campus community, an alternate sanction of **Suspension Withheld, in conjunction with a substance abuse intervention that may include classes and random drug testing** (at the individual's expense) may be granted.

Medical Marijuana:

The Department of Resident Life reiterates that under the University of Maryland and Resident Life Drug policies, the possession, use, sale or provision of marijuana is prohibited. Pursuant to the University of Maryland's obligations under the federal Drug-Free Schools and Communities Act, prescribed marijuana, also known as Medical Marijuana, is prohibited under the University and Resident Life Drug policies, regardless of Maryland state laws permitting marijuana to be used for medicinal purposes.

NONCOMPLIANCE AND STAFF ENTRY INTO STUDENT ROOMS

University staff respect your right to privacy and work to assure that no unwarranted or unauthorized entry into your room occurs.

Designated University staff do have the authority to enter your room without your knowledge or consent in the following situations:

- for routine or emergency repairs or replacements, inspections for maintenance or sanitation problems, assessments of damage from flooding, improvements, etc.;
- at the start of Thanksgiving, winter, and spring breaks, when staff visually inspect rooms to determine

- whether safety, security, or sanitation deficiencies exist;
- during semester break if weather warrants checking that heating units are working properly;
 - at the end of spring semester as check-out inspections for cleanliness and damages occur;
 - at the time a resident vacates a given room as an inspection for cleanliness and damage; and
 - in any emergency when appropriate staff are responding to a reported incident or believe there is serious physical or psychological distress or imminent danger to the room's occupants or contents.

The situations in which a Resident Assistant or other staff member may enter and/or inspect/search a resident's room without the resident's consent or knowledge or without a search warrant are those situations described above. In all other situations (i.e., when a staff member has probable cause to believe that a violation of campus rules and/or laws exists in a particular room but that purported violation does not present an imminent threat or danger to University property or to residents) a Resident Assistant or other staff member shall ask to speak with you and shall ask for your consent to enter your room and conduct a search. You shall respond to such a request by stepping into the hallway within a reasonable period of time and speaking with the staff member. If you fail to step outside promptly and speak with the Resident Assistant or other staff member, the staff member may initiate administrative and/or disciplinary action against you for noncompliance. You should immediately report any concerns you have about the appropriateness of a particular request to enter a room or a specific entry and/or inspection/search to the Associate Director for Student & Staff Development at 301-314-7608.

PARTIES AND GROUP EVENTS

Socializing with a group of friends is important, but you should know that:

- parties/events involving alcohol are not permitted;
- floor lounges and other common areas need to be reserved in advance, either through the process discussed in your Unit Agreement or through a Space Reservation form (available in your Community Office).

Whether in rooms, suites, apartments, or other gathering spots, parties/events must not:

- become too large for the host resident(s) to exercise responsible control over the behavior of residents and guests;
- expand beyond the boundaries of the individual room, apartment, or suite;
- be open to all or advertised in any way.

You can expect Resident Life staff, and University Police if necessary, to intervene and instruct the host(s) to end the event when gatherings:

- result in excessive noise, damage, destruction, fighting, or other disruptive behavior;
- exceed the normal boundaries, with persons gathering in hallways, stairwells, lounges, entrances, and other common areas or;
- have been advertised or promoted through flyers, posters, or other means.

PET POLICY

With the exception of fish in aquariums no larger than 10 gallons, pets are prohibited due to potential problems with allergies, odors, sanitation, and noise.

QUIET HOURS

Designated quiet hours in all residence halls are **from 10:00pm to 8:00am, Sunday through Thursday evenings, and midnight to 10:00am on Friday and Saturday evenings.** "Quiet hours" refer to those periods when the residence halls must remain especially quiet. Quiet hours are maintained to provide an atmosphere conducive to relaxation, study, and sleep. During designated quiet hours, it is expected that all residents will contain noise so it cannot be heard outside of their room with the door closed. **During final exam periods, 24 hour quiet hours are in effect.**

Reasonable quiet is maintained 24 hours a day throughout the residence halls. These are referred to as "courtesy hours." When asked by another resident to reduce noise and/or lower the volume of your music or conversation, you will be expected to immediately do so out of courtesy to your neighbors.

SELLING/CONDUCTING A BUSINESS

Residence halls cannot be used for commercial activity. Thus, residents may not conduct a business or other commercial activity using their room, room address, room phone, data jack, or wireless access without the prior written permission of the Department of Resident Life. For more information, please contact the Resident Life Assignments office at: (301) 314-2100.

Residents may invite a commercial sales representative as a personal guest in their rooms, but these representatives cannot solicit others or use the residence hall facilities to advertise their presence or products. Problems should be reported to Resident Life Assignment's Office at (301) 314-2100.

SMOKING POLICY

- The University of Maryland is a smoke-free campus;
- Smoking in any form is not allowed within any residence hall room or space;
- Smoking in any area outside of a residence hall which would cause smoke to enter any residence hall space is also not allowed.

UNIVERSITY POLICIES

INCIDENTS OF DISCRIMINATION

The University's Office of Diversity & Inclusion [1124 Marie Mount Hall, 301-405-2838] also will help you if you feel you have been treated unfairly. also will help you if you feel you have been treated unfairly.

The University of Maryland's Human Relations Code prohibits discrimination within the University community on the basis of:

- race
- personal appearance
- color
- national origin
- age
- political affiliation
- creed
- sexual orientation
- marital status
- mental or physical disability
- gender
- gender identity and expression
- the exercise of rights secured by the First Amendment of the United States Constitution

The University of Maryland is an equal opportunity institution with respect to both education and employment. The University does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities as required by federal (Title VI, Title IX, Section 504) and state laws and regulations. Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964, as amended, Title IX of

the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, or related legal requirements should be directed to:

Title IX Coordinator
Office of Diversity & Inclusion
1124 Marie Mount Hall
University of Maryland
College Park, MD 20742
Telephone: (301) 405-2838

Inquiries concerning the application of Section 504 and part 34 of the C.F.R. to the University of Maryland, College Park, Maryland, may be directed to:

Director
Disability Support Services
0106 Shoemaker Hall
University of Maryland
College Park, MD 20742
Telephone: (301) 314-7682 or (301) 314-7683 (TTY)

MISCONDUCT RELATED TO UNIVERSITY-SPONSORED EVENTS

The University of Maryland strictly prohibits misconduct related to University-sponsored activities including, but not limited to, post-athletic event celebrations, whether these University-sponsored activities occur on or off campus. Misconduct that endangers others, damages property, or disrupts the community including, rioting, theft, vandalism, setting fires, and breach of the peace, are violations of Section 10(e) of the University *Code of Student Conduct*. Students who violate the *Residence Hall Rules* in a manner that is addressed by Section 10(e) will face presumptive dismissal from the University.

SEXUAL HARASSMENT/SEXUAL ASSAULT

Sexual harassment by University faculty, staff, and students is prohibited. Sexual harassment is defined as: (1) unwelcome sexual advances; (2) unwelcome requests for sexual favors; and (3) other behavior of a sexual nature where:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in a University-sponsored educational program or activity; or
- submission to or rejection of such conduct by an individual is used as the basis for academic or employment decision affecting that individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or working environment.

If you feel you have been subjected to any form of sexual harassment, a report of the incident should be made to the University Legal Office, 2101 Main Administration Building, (301) 405-4945, or to any University official or faculty member who will report it to the Legal Office.

The University also recognizes two levels of sexual assault:

SEXUAL ASSAULT I:

By stranger or acquaintance, rape, forcible sodomy, or forcible sexual penetration, however slight, of another person's anal or genital opening with any object.

These acts must be committed either by force, threat, intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware.

SEXUAL ASSAULT II:

By stranger or acquaintance, the touch of an unwilling person's intimate parts (defined as genitalia, groin, breast, or buttocks, or clothing covering them) or forcing an unwilling person to touch another's intimate parts. These acts must be committed either by force, threat, intimidation, or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware.

INTIMATE PARTNER VIOLENCE/ABUSE:

The University further recognizes intimate partner violence and/or abuse as a dimension of sexual misconduct. In any current or past relationship, acts, threats, or a pattern of abusive behavior of a physical, sexual, or psychological nature intended to influence or otherwise control another person may be considered intimate partner violence or abuse. This includes any behaviors that are intended to intimidate, manipulate, humiliate, frighten, coerce, or injure another person.

Such conduct will be evaluated under current policies and procedures including the *Code of Student Conduct* or other applicable University policies.

If you feel you have been subjected to any form of sexual harassment or sexual assault there are several resources available to you:

- Your RA or the Community Staff member on call
- The Victim Advocate in the C.A.R.E Office - (301) 314-2222 (main number), (301) 741-3442 (24 hour crisis cell phone)
- The Department of Public Safety (911 from campus phones, (301) 405-3555 from any off-campus phone, #3333 from mobile phones)

- Advising on procedures and additional information about Sexual Misconduct and Title IX can be obtained by calling the Office of Diversity & Inclusion- (301) 405-2838, the Office of Rights and Responsibilities- (301) 314-7598 or the Office of Student Conduct- (301) 314-8204.

VACCINATION POLICY

Maryland state law requires every student who resides in the on-campus residence halls to be vaccinated against meningococcal disease. A student may be exempt from this requirement if the student- or if under 18 a parent or guardian- signs a written waiver stating that the student has received the information and has chosen not to be vaccinated against the disease.

Additionally, the University of Maryland requires all entering students to provide documentation of current vaccination from Measles, Mumps, Rubella, and Tetanus/Diphtheria.

Where to Find Official University Policy Statements

One of your responsibilities as a student at the University of Maryland is to know and abide by the University's policies, rules, and procedures. You can find these policies online at <http://www.president.umd.edu/policies/> or <http://www.testudo.umd.edu/>.

OTHER RESIDENT LIFE PROCEDURES AND GUIDELINES

SOLICITING/POSTING PROCEDURE

Resident Life is willing to post a limited number of signs or flyers in residence hall lobbies and/or common areas regarding the programs, information, and services of registered campus student organizations. However, for safety and security reasons, we do not provide residence hall access to anyone who wishes to post information.

- Campus organizations must have their posters approved and distributed for posting by the Resident Life Assignments Office in 1102 Annapolis Hall. A representative from organizations should bring an original copy of the flyer to the office to be stamped for approval. The representative will then need to make copies with the approval stamp on them and return them to the Assignments Office. The office will then distribute the posters/flyers to our service desks for posting in lobbies/common areas.

Please note that if the representative brings all of your copies, the representative will be required to stamp those copies in the presence of Assignments staff if they are able to be approved for posting.

- Once approved, campus student organizations should provide 40 flyers total to the Assignments Office to ensure common area/lobby coverage in all the residence halls. Posters/flyers should be brought in to the Assignments Office for approval and distribution at least one week prior to your event in order to best ensure that they will be posted in time.

- No postings of any kind may be placed on exterior or interior walls, doors, columns, or on the ground, sidewalks, benches, signs, or lampposts in and around the residence halls. Any improperly placed or unapproved postings will be promptly removed by residence hall staff.

Door-to-door, telephone, and other personal solicitations are prohibited by all persons, whether students or commercial salespeople. Problems should be reported to your Community Office or to the Resident Life Assignment's Office at 301-314-2100.

SPARE KEY & SPARE SWIPE CHECK-OUT LIMITS

- A spare room key may only be checked out by the resident of the room.
- A spare building entry swipe may only be checked out by a resident of that building.
- Spare keys or swipes may only be checked out for 1 hour. If you have lost your key or University ID card, please inform your service desk. You may hold on to the spare key and/or swipe until your locks have been changed or you have obtained a new University ID card.
- If you do not return your spare key by the due date/time, or you have lost your key, your locks will be changed. Spare swipes not returned by the due date/time will be deactivated.
- There is a fee for lock changes and deactivated spare swipe cards. These fees are charged directly to your student account. Check with your service desk for current fees.

VISITORS AND GUESTS

Visitors should notify you of their arrival prior to

entering your residence hall building. Call boxes are located outside of most buildings. From the time that they enter the building, your visitors are your responsibility. These steps are important for ensuring a safe and secure environment. With the exception of Cecil Hall, which has limited visitation hours, residents may have guests visit in their room, suite, or apartment 24 hours a day, as long as their roommate(s) agree. Other provisions for visiting hours may vary. You and your guests are expected to be respectful and considerate of other residents and your roommate's(s) study and rest.

There are several guidelines used to address problems that may occur:

1. Residents are held responsible for the behavior of their visitors and guests.
2. Residents must get the prior approval of their roommate(s) in order to have a guest stay overnight.
3. Guests may stay in a resident's room for no longer than three consecutive nights, always with the roommate's(s) prior approval.
4. Any individual who does not have a valid *Residence Halls/Dining Services Agreement* or South Campus Commons Lease is not allowed to reside in a University housing.
5. Residents may be held financially responsible for damages caused by their guests.

LIMITED VISITATION HALLS

Cecil Hall has limited visitation hours for male guests. Visitation is restricted Sunday through Thursday nights from 11:00pm to 8:00am, and Friday/Saturday nights from 1:00am to 10:00am.

ADJUDICATION PROCESS

The following section outlines what procedures Resident Life staff follow in documenting, adjudicating, and sanctioning students when infractions of the Residence Hall Rules, as found in the Community Living Handbook, occur. These procedures are designed to serve the purposes of: (1) providing an orderly process in which cases of rule violations can be handled fairly and expediently, and (2) providing reasonable procedural protection for individual students accused of violating the *Residence Halls Rules* and/or the *Code of Student Conduct*.

DOCUMENTATION

Resident Life staff members are required to document any event that occurs in and around the residence halls (including South Campus Commons). This includes routine fire drills, rule violations, or serious medical emergencies. Staff may document events in a log or an Incident Report. These both serve as official documentation for administrative/disciplinary proceedings. Misconduct that occurs in and around the residence halls often constitutes violations of both the *Residence Hall Rules* and the *Code of Student Conduct*. Students found responsible for such violations may face sanctions that affect both their status as on-campus residents and their student status.

Infractions that occur in and around *residence halls* often violate the rules set forth in both the *Residence Hall Rules* and the *Code of Student Conduct*. Students found responsible for a violation may have their status as a resident and/or as a student affected.

REFERRALS

Misconduct may be documented by Resident Life staff, University Police, or reports from other campus community members. Any person may refer a student suspected of violating the *Residence Hall Rules* and/or the *Code of Student Conduct*. Persons making a referral are required to provide information pertinent to the alleged violation(s) and will normally be expected to participate in the adjudication process.

You have the right to expect that others with whom you interact, including Resident Life staff, other University employees, and faculty, will treat you with respect and fairness, and that other students will interact with you in a manner that conforms to the *Residence Hall Rules* and the *Code of Student Conduct*. If you feel you have been treated wrongly or unfairly by another student, you should report the incident to your Resident Director or the Manager for Resident Student Conduct (301-314-7598/drl-rr@umd.edu). Staff will advise you on informal means, often with their help, of resolving the matter. Staff also can advise you on ways to make formal referrals through the University's conduct process, police, or housing administrative action process.

MEETING WITH RESIDENT DIRECTOR

Students reported to have engaged in misconduct will receive correspondence requesting a meeting from the Resident Director of the hall where the misconduct occurred. Students have three (3) days to schedule their meeting with the Resident Director. The meeting with the Resident Director serves to review the incident and/or allegations, determine if charges under the *Residence Hall Rules* are appropriate, and to determine if the Resident Director will serve as the Hearing Officer or if the case needs to be forwarded to the Office of Rights and Responsibilities.

Resident Directors will typically serve as Hearing Officers for incidents where an imminent risk of safety to others was not present, and/or where removal from housing or charges under the *Code of Student Conduct* is not a consideration. As Hearing Officers, Resident Directors will determine the facts of the case, determine responsibility of the students involved, and assign administrative housing sanctions to those found responsible. Failure to participate in requested meetings will result in potential charges, findings, and sanctions without input of the student.

REVIEW OF RESIDENT DIRECTOR DECISIONS

Students who have questions or concerns regarding decisions made by Resident Directors should direct those concerns, in writing, to the Community Director of the community where the incident occurred within three (3) days of receipt of the final sanction letter.

CASES REFERRED TO THE OFFICE OF RIGHTS AND RESPONSIBILITIES

Incidents where an imminent risk to the safety of others was alleged, a student faces potential removal from housing, and/or the alleged behavior constitutes a violation of the *Code of Student Conduct*, will normally result in a referral to the Office of Rights and Responsibilities. Students who reside at the Courtyards at University of Maryland and are reported to have violated the *Code of Student Conduct*, and students who do not reside on campus but are reported to have committed misconduct in or around a residence hall, will also be referred to the Office of Rights and Responsibilities.

PRELIMINARY INTERVIEWS

Students who are referred to the Office of Rights and Responsibilities will receive correspondence requesting that the student schedule a meeting with the Manager for Resident Student Conduct or a designee. Students have three (3) days to schedule a preliminary interview. The preliminary interview with the Manager for Resident Student Conduct serves to review the written referral and discuss pertinent procedures and options for resolving the allegation.

Possible outcomes of a preliminary interview include:

- dismiss the case due to insufficient evidence;
- defer the case for a period of time, contingent upon the student's good behavior;
- resolve the case immediately, by determining charges and rendering a determination;
- notify student of disciplinary charges and schedule the appropriate proceeding (i.e., conference, hearing) at later date.

Failure to schedule an interview may result in:

1. a Disciplinary Conference or Resident Life Board Hearing automatically being scheduled, and/or
2. a holding/blocking of the resident's Room Selection materials (housing) and/or course registration materials (if a violation of the *Code of Student Conduct*).

DISCIPLINARY CONFERENCES

Disciplinary Conferences are held with the Manager for Resident Student Conduct or designee when a case would normally not result in a sanction of suspension/expulsion from the University, although the full range of sanctions may be imposed, including

Administrative Housing Termination. The Manager acts as the Hearing Officer and determines responsibility for violations of the *Residence Hall Rules* and/or the *Code of Student Conduct*. If applicable, the Manager imposes sanctions for violations of the *Code of Student Conduct*, and will assign *Code of Student Conduct* findings and sanctions. The Manager sends the findings of the conference and administrative housing sanction recommendations to the Community Director. The sanction recommendations are reviewed by the Community Director, who makes the final administrative housing sanction decision. Students will normally receive a separate correspondence from the Community Director to inform them of the administrative housing sanction(s).

Review of Disciplinary Conference Decisions

Determinations of Disciplinary Conferences are final; however, any individual whose *Residence Halls/ Dining Services Agreement* is terminated as a result of a Conference may petition to have his or her case reviewed. The review request should be addressed to the Director of Resident Life and delivered to the Rights and Responsibilities Office in 3020 South Campus Commons #3 within three (3) business days. Failure to request a review of the Housing Termination sanction within the allotted time will render the original decision final.

RESIDENT LIFE BOARD HEARINGS

Resident Life Board hearings are held when a case would normally result in suspension/expulsion from the University. The Board, which includes at least three students and one non-voting advisor, acts as a fact-finding body and makes determinations of

responsibility for charges under the *Residence Hall Rules* and the *Code of Student Conduct*. Upon the finding of responsible, the Board makes the administrative housing sanction recommendation to the Community Director, who makes the final administrative housing sanction decision. The Board also makes a disciplinary sanction recommendation to the Manager for Resident Student Conduct who makes the final decision regarding the student's disciplinary sanction. For more specific information on the Hearing procedures students, may consult the *Code of Student Conduct*, part 36.

Appeals of Resident Board Hearings

A case resolved in a Resident Life Board hearing will normally result in a finding of fact (student is responsible or not responsible) and, for those found responsible, Resident Life administrative sanctions (which affect housing status) and/or University disciplinary sanctions (which affect student status). Resident Life Board decisions regarding finding of fact and/or sanctions may be appealed for good cause. In filing an appeal, students need to establish that the hearing panel erred in making its determinations or that the sanctions were too harsh.

There are two elements of any case which may be appealed:

1. the findings in the case (factual determinations by the hearing panel) and
2. the assigned sanctions (suspension, housing termination, etc.)

Generally, there are four issues that can be the focus of your appeal:

1. The decision was "arbitrary and capricious." The *Code of Student Conduct* explains that this means the hearing panel's decision was "unsupported by any evidence."
2. There were procedural errors in the case or in the interpretation of University/Resident Life regulations so severe as to deny you a fair hearing.
3. The assigned sanctions were "grossly disproportionate" to the offense.
4. New evidence.

To file an appeal of the findings in the case and/or the assigned sanctions, regarding both the Code of Student Conduct and the Residence Hall Rules, students must:

1. Give written notice of intent to file an appeal, to the Office of Rights and Responsibilities, within seven (7) business days of the date of notification letter; and
2. Provide a written "brief" in which students make arguments about why the student's case should be reconsidered and on what grounds.

All briefs must be typed. Final briefs must be submitted within ten (10) business days of the date of notice of intent to file an appeal to the Office of Rights and Responsibilities.

To file an appeal of only Resident Life Administrative Sanctions (including administrative housing termination) students must:

1. Provide a written "brief" in which you make your arguments about why your case should be reconsidered and on what grounds within three (3) business days of the date of the notification letter from the Community Director.

All briefs must be typed and submitted to the Office of Rights and Responsibilities.

Questions on appeal procedures may be directed to the student's Community Office, the Office of Student Conduct (2118 Mitchell Building), or to the Manager for Resident Student Conduct (Office of Rights and Responsibilities- 3020 South Campus Commons #3). For more information regarding appeals, please see the *Code of Student Conduct*, parts 43-50. Failure to appeal within the allotted time will render the original decision final and conclusive.

PROCEDURAL PROTECTION

Residents having their cases resolved in Conferences or Hearings are accorded the following protections:

- written notice of charges prior to the Conference (3 days)/Hearing (5 days)
- reasonable access to their case file prior to the Conference/Hearing
- opportunity to present their version of the incident and call appropriate witnesses
- the opportunity to rebut the testimony given by witnesses against them
- the right to be accompanied and assisted by a representative

REPRESENTATION

Students have the right to be represented in a Conference/Hearing by a person of their choice. Representation may be provided by the Legal Aid Office, located in the South Campus Dining Hall, free of charge to students. Students may also be represented by an attorney from outside the University. If you choose to be represented by an attorney, we

request that you inform the Manager for Resident Student Conduct in writing three days before your Hearing/Conference.

MITIGATING/AGGRAVATING CIRCUMSTANCES

If a resident is found responsible for violation of any *Residence Hall Rule(s)* the individuals and/or Board involved in the conduct or sanctioning process (i.e., Manager for Resident Student Conduct, Hearing Board, Community Director, Associate Director of Resident Life) may consider mitigating and aggravating circumstances in recommending or imposing a sanction.

Factors that may be considered after responsibility has been determined are:

- present attitude of the respondent
- past administrative or disciplinary record of the respondent
- the severity of damage, injury, or harm resulting from the offense
- whether the violation involved an action directed at another because of racial, religious, sexual orientation, disability, ethnic background, or gender
- whether the respondent promptly took responsibility for the violation
- the respondent's honesty (or lack thereof) and cooperation with staff during investigation of the violation and subsequent administrative/disciplinary proceedings

Mitigating circumstances for violations of rules that compromise safety are far less likely to affect sanctions than violations of other rules.

RESIDENT LIFE

ADMINISTRATIVE SANCTIONS

Violations of *Residence Hall Rules* can result in a range of administrative sanctions. The sanction imposed for violations will depend on the degree of severity and impact (both potential and actual) of the behavior on the residence hall community. With the exception of Administrative Housing Termination, all administrative sanctions may be implemented at the community level or as a result of a Conference or Hearing. The sanction of Administrative Housing Termination is imposed in conjunction with the results from a Conference or Hearing.

Written Warning

Indicates that a student's behavior is in violation of stated Resident Life policies. Further violations may result in a referral or a more serious sanction.

Administrative Housing Probation

Probation is a serious Administrative Sanction and is deemed as the Final Warning. In conjunction with this sanction, two (2) housing priority points will be permanently deducted from a resident's total number of housing priority points. Please be aware that any students placed on housing probation more than one time will be placed in the housing lottery after students who have not been found responsible of such violations. For additional information regarding the housing lottery please visit: <http://www.reslife.umd.edu/lottery/>.

A resident on probation will be precluded from employment with the Department of Resident Life as a Resident Assistant and from serving as a University

Student Judiciary member. A resident on probation may be precluded from employment, including but not limited to, the positions of: Customer Service Supervisor, Community Assistant, and Office/Staff Assistant.

Administrative Housing Termination*

This sanction may be implemented only after a Conference or Hearing. The conditions of Administrative Housing Termination are as follows:

- Residents are notified that the Residence Halls/ Dining Services Agreement is terminated. The current assignment must be vacated, usually within seventy-two (72) hours.
- Residents may also be prohibited from re-entering their former residence hall or any/all University of Maryland residence halls. This additional sanction is called Denial of Access and, if violated, can result in suspension/expulsion from the University.
- The period of Housing Termination is determined by the Community Director. Students who wish to return before the date stated in the sanction letter must write to their Community Director. The Community Director will review the request and notify the student of the decision.

* Students receiving this sanction can be rendered ineligible to lease space in the Courtyards at Maryland and South Campus Commons apartment communities, as well as some University-owned Fraternity and Sorority houses.

Community Service Project/Educational Project

A community service project or educational project is assigned in addition to, or in lieu of, other sanctions. The project will be completed under the supervision of Resident Life staff.

Restitution

The student is required to make payment to the University or to other persons, groups, or organizations for damages incurred as a result of a violation of the *Code of Student Conduct* or the *Residence Hall Rules*.

OTHER ADMINISTRATIVE ACTIONS

Individual or group behavior within the residence halls occasionally warrants other administrative actions described below. Such actions are apart from Resident Life Administrative Sanctions and may be pursued independently or in conjunction with the initiation of the conduct process, at the discretion of one's Community Director. Resident Life staff members are available to discuss the administrative actions with residents.

Billing: Individuals

Residents will be assessed charges for damages, loss, or special services required due to abuse of the assigned space and/or the University property within it. When the assigned space is shared, and where the responsible resident cannot be determined or fails to assume responsibility, an equal portion of the charges may be billed to each resident. Residents may also be billed for damage or theft for which their guests are responsible. Questions or disputes of charges should be directed to the resident's Coordinator for Administrative Operations.

Billing: Group

Residents may be held collectively responsible for damage, theft, loss, or special service costs required for the common areas or to University property within the residence halls when individual responsibility cannot be determined, and when deemed necessary

by Resident Life staff members. Charges would be divided equally among all residents. Questions or disputes of charges should be directed to the resident's Community Director.

Removal of Appliances/Instruments/Lofts

Residents will be directed to remove any appliances and/or instruments that are deemed unsafe or create a disturbance. Failure to remove the appliance or instrument may result in a disciplinary or administrative referral. Lofts and other structures are prohibited and must be removed within 48 hours. Questions should be directed to the resident's Community Director.

Administrative Room Move: Individual

Under the authority of the Residence Halls/Dining Services Agreement, a Community Director may reassign a resident to a location on campus when that relocation would be in the best interest of the individual(s) involved and/or the community. Such a room move normally would be expected to occur within 24 hours of notification from the Community Director, and therefore may occur prior to the initiation of a Conference or Hearing or independent of other actions which may be taken in adjudicating a violation of the *Code of Student Conduct* and/or *Residence Hall Rules*. Normally, the space vacated by the student will remain unassigned, pending the outcome of any adjudication process. Questions may be directed to the student's Community Director.

Administrative Room Move: Group

Under the authority of the *Residence Halls/Dining Services Agreement*, a Community Director may reassign a group of residents when it has been

determined that a group has been disruptive in a serious or repeated manner, or that they pose a threat to their current living environment. All individuals may be moved to other residence hall assignments. Such a room move normally would be expected to occur within 24 hours of notification from the Community Director, and therefore may occur prior to the initiation of a Conference or Hearing or independent of other actions which may be taken in adjudicating a violation of *Code of Student Conduct* and/or *Residence Hall Rules*. Normally, the spaces vacated by the students will remain unassigned, pending the outcome of any adjudication process. Questions may be directed to the student's Community Director.

Emergency Removal From Housing

The Director of Resident Life or an authorized designee may temporarily suspend an individual from the residence halls pending initiation or implementation of administrative or disciplinary action when the resident constitutes a threat to oneself or others. Similar action may be initiated pursuant to Parts 18 and 19 of the *Code of Student Conduct*.

Denial of On-Campus Residence for the Following Academic Year*

Residents can be prohibited from renewing their *Residence Halls/Dining Services Agreement* and/or have any existing Agreement signed at the end of the Spring semester voided for the upcoming academic year. This sanction is used in lieu of Housing Termination when violators can be identified clearly and when Hearings/Conferences are not possible. This sanction is imposed at the end of the academic year only.

This action involves the following steps:

1. Community Director informs the resident that the student will not be allowed to return to the halls during a specified period of time.
2. The resident receives a letter from the Community Director stating the decision and the reason for the decision.
3. A resident may appeal the decision of the Community Director by writing to the Community Director's supervisor, the Associate Director. This appeal letter must be received by the Associate Director within 10 days of receipt of the decision letter.
4. The Associate Director will review the appeal, and may or may not meet with the resident.
5. The Associate Director will then notify the resident of the final decision in writing within 10 days of receiving the review.

* Students receiving this sanction can be rendered ineligible to lease space in the Courtyards at Maryland and South Campus Commons apartment communities, as well as some University owned Fraternity and Sorority houses.

UNIVERSITY SANCTIONS

Violations of University *Code of Student Conduct* can result in a student having to face a range of disciplinary sanctions. Disciplinary sanctions are imposed by the Office of Student Conduct or the Manager for Resident Student Conduct and affect an individual's student status. Disciplinary sanctions include:

Disciplinary Reprimand

Indicates that a student's behavior is in violation of stated University policies. Further violations of policies may result in more serious actions.

Disciplinary Probation

Indicates a strong warning issued in response to more serious or frequent violations of University policies. Probation is issued for a stated period of time. Specific restrictions include not allowing the student to represent the University in any extracurricular activities or run for or hold office in any student group or organization. Additional restrictions or educational sanctions may also be imposed.

Suspension Withheld

The student has been suspended; however, the suspension is withheld as long as the student agrees to undergo other alternative sanctions such as drug testing or an educational program of some type. This is a serious sanction since any additional violation of policy or breaking the terms of the agreement to complete educational sanctions could automatically result in suspension.

Suspension/Expulsion from the University*

The student is informed that he or she is temporarily or permanently severed from University services (see also *Code of Student Conduct*, paragraphs 11 (a) and (b)). Permanent notation may be placed on the student's official transcript.

Restitution

The student is required to make payment to the University or to other persons, groups, or organizations for damages incurred as a result of a violation of the *Code of Student Conduct* or the *Residence Hall Rules*.

Other Sanctions

Other sanctions may be imposed instead of or in addition to those specified in Part 11, sections (a) through (f) of the *Code*. For example, students may be subject to dismissal from University housing for disciplinary violations that occur in the residence halls. Educational or alternative sanctions may also be assigned.

* Students receiving these sanctions can be rendered ineligible to lease space in the Courtyards at Maryland and South Campus Commons apartment communities, as well as some University owned Fraternity and Sorority houses.

ADMINISTRATIVE HOUSING FILES AND DISCIPLINARY FILES AND RECORDS

All administrative housing files and University discipline files are maintained in the Office of Rights and Responsibilities and kept for a minimum of three years from the date of the final notice. Records may be retained for longer periods of time or permanently, if so specified in the sanction. Students may petition, in writing, the Manager for Resident Student Conduct to void administrative housing files and disciplinary records. Practices regarding University disciplinary records and record voiding are detailed within the *Code of Student Conduct*, paragraphs 51-54.

LIVING IN A RESIDENTIAL COMMUNITY

Our Shared Community

In choosing to live in the residence halls, you have entered a community of peers in which:

- we all live together on this floor, or in this suite, semi-suite or apartment
- we are all students, so we all need to rest and to study
- we are all challenged to balance our needs for privacy with the presence of roommates, floor-mates, or suite/apartment-mates and their guests
- we are all challenged to explore our rights to rest, relax, recreate, and socialize while not infringing upon the rights of others

Roommates

Remember, you do not just HAVE a roommate, YOU ARE a roommate. Having a roommate may be a new experience for many residents, and you will need to learn to negotiate and open the lines of communication to have a successful relationship.

Discuss these issues with your roommate (s):

- Privacy needs
- Hours you sleep, hours you study
- Television, stereo, computer use
- Sharing of personal property
- Guests in the room during the day and evening
- Overnight guests

Creating a Cooperative Community

Whether you are one of six students living in a suite or one of sixty students living on a floor, a minimum level of cooperation is necessary in order to live comfortably and prevent frequent conflicts. Much of this cooperation results from a set of generally agreed upon rules and understandings that will exist among

the residents of your unit. So how is it that these understandings come to be?

Your RA will work with you and the other residents in your living space to discuss and arrive at the terms that will bring about cooperation and community. This agreement will be reached through discussion of issues of common interest and concern involving you and your fellow residents. You can help prepare for this discussion by considering some important questions, such as:

- How will you work with other residents to keep the common areas clean and orderly? What will you expect of others in this effort?
- What do you expect of other residents in order to make your living space safe and secure?
- What kinds of issues or topics are considered private between roommates and/or other residents residing in the space?
- What kinds of things should you learn to compromise on so as not to have a negative impact on other members of the living space?

- How should residents control the amount of noise they make in order to avoid disturbing other residents? What will you expect of others that will allow you to sleep and study effectively?
- How do your habits in keeping your room clean and your personal hygiene have an impact on your roommate or other residents residing in the space? What will you expect of others in terms of personal hygiene?

Semi-Suites, Suites and Apartments

Semi-suite, suite and apartment residents may request assistance from their RA when completing an online Community Living Agreement. The online Community Living Agreement should be used as a discussion tool for all residents living in the space. For those living in semi-suites, suites and apartments the online Community Living Agreement will also discuss some more specialized questions that specifically address the common areas and shared resources in the semi-suite, suite or apartment.

Many semi-suite, suite and apartment residents make the mistake of assuming that because there are a small number of people involved, it is not necessary to establish a Community Living Agreement. This assumption nearly always results in conflicts that range from minor annoyances to full-fledged disputes. Semi-suite, suite and apartment residents should consider the following questions:

- How will we reach agreement on the use of the thermostat to control the heating and air conditioning of the unit?
- How will we cooperate to keep the living room, bathrooms, and the kitchen (in apartments) clean? How do we each define “clean” as it applies to each of these rooms?

- How will each of us control the amount of noise we make in order that the others can sleep and study effectively?
- What will be our rules concerning guests who visit our suite or apartment? Can guests stay overnight in the living room?
- How will we cooperate in making sure that trash and recyclables are removed from the shared spaces regularly?
- What kinds of issues are considered private between roommates?
- What kinds of expectations do we have about sharing items or leaving items in the common areas?

Traditional Residence Halls

In traditional residence halls, residents residing in the same room will have an opportunity to complete an online Community Living Agreement. This agreement should be used as a discussion tool for all residents in the living space. Your resident assistant will provide information about how to access the online Community Living Agreement. Your RA may also wish to meet with you to follow up on the completion of the agreement.

Also, in traditional residence halls, RAs will gather floors or wings together to establish community expectations. This is done during a floor or wing meeting and the community expectations are written and then posted throughout the community. Some questions that may be addressed during this meeting are:

- What, in your view, are desirable activities that may occur in the lounge space?
- What activities would you prefer not to have in the lounge?
- What will you expect of fellow residents in order

to keep the lounge clean and orderly during and following activities that occur there?

- What will you expect of fellow residents around bathroom cleanliness?

Resolving Conflicts

At times our staff may work with students to create a more specialized roommate agreement. These agreements are tailored to the unique issues and concerns of roommates. In some instances, if roommates are having difficulty living together, RAs may require the completion of a roommate agreement as part of a roommate mediation process.

If you have roommate issues that seem unresolvable, there are staff members available to help you work through your dispute. Your Resident Assistant, Resident Director and Community Director are trained to help you work out your difficulties.

To begin the mediation process:

- Contact your RA and request assistance.
- Be willing to state your issues clearly.
- The mediator will facilitate the discussion.
- You will work to develop a mutually agreeable compromise.
- An agreement is designed to address all resolved issues.
- If the agreement is violated, administrative action may be taken.

OUR MULTICULTURAL COMMUNITY

Our community is a dynamic, active multicultural community. Our citizens identify themselves in many different ways with distinctions that include, but are not limited to, race, ethnicity, gender, sexual orientation, national origin, religion, age, physical ability, mental ability, class, cultural history, and life experience.

Out of this diversity, we seek to build a community where we are able to balance our desire to explore individual differences with our desire to celebrate common bonds; a community that is equally concerned with our rights as individuals and our responsibilities as members. Our success in this effort depends on each citizen's understanding of those rights and responsibilities, as well as one's adherence to the principles upon which our community is built.

We seek to create an environment in which:

- each citizen feels he or she rightfully belongs;
- one's dignity and membership is recognized and respected regardless of distinctions in identity;
- the moral and legal rights to free thought, speech, and opinion are encouraged in an atmosphere of mutual acknowledgement and respect;
- judgments by others are made solely on one's conduct, character, and exercise of citizenship and intellect.

Your rightful membership as a citizen of this community is directly tied to your fulfillment of the responsibilities of citizenship. First among these is to recognize the rightful place of every other citizen in our community, and to abstain from acts of abuse, harassment, or assault towards others.

Our community and our principles foster multicultural skills in our citizens. We believe that these skills are a fundamental and necessary capacity for every citizen in any pluralistic, multicultural, and democratic society.

Students and family members can view our philosophy in its entirety at www.reslife.umd.edu.

ACADEMIC SUCCESS

Within your residence hall you have access to academic assistance, support resources, faculty, staff, and your peers.

Access to Faculty and Staff

Programs in the residence halls provide access to the university faculty. Residents are given additional opportunities to interact with faculty outside of the classroom.

Resident Life staff provides a support network for resident students. The Resident Assistants (RAs) act as resource persons and peer advisors. Resident Directors (RDs) are trained in counseling and crisis management. Community Directors (CDs) provide leadership in developing a sense of community.

Creating Environment

You'll find the residence hall environment alive with opportunities for learning, socializing, and personal growth. To create an environment conducive to the academic success of students, we provide study rooms, computer labs, and classrooms in the residence halls. Quiet hours, usually beginning at 10:00pm on weeknights, and 24-hour courtesy hours (when residents immediately comply with requests for quiet) help you to be more successful.

Services

We help you to succeed by providing academic support services. We provide a Math Success Program whose peer "coaches" can help you with homework and exam preparation; review sessions in math to help you at mid-term and final time; Ethernet connections in every room, and wireless connections throughout the residence halls, which provide access to the Campus Data Network, and the Internet; and workshops on stress management, test taking and personal development presented by RAs with faculty and staff support.

On Campus Employment

Researchers have found that working up to 20 hours a week, particularly in an on-campus job, positively correlates with grade point average and student persistence. Many students find it necessary and practical to find a part-time job during their college career. Extra money and experience are benefits of part-time work.

You can stop by the Human Resources in Annapolis Hall for more information or call:

- Department of Resident Life (301) 314-5111
- Department of Dining Services (301) 314-8050
- Department of Residential Facilities (301) 405-7440
- University Career Center & The President's Promise (301) 314-7225

ROOM CHANGES

Note: Room change information on these pages generally does not apply to residents of South Campus Commons apartments. These residents should consult their leases and/or South Campus Commons management staff for information.

How can I change rooms?

You'll keep your same room from semester to semester unless you ask for a change. Every room change must be approved in advance and in writing by your Community staff.

"Room Freeze"

No room changes are allowed for the first two weeks of each semester. Interested residents will receive notification from Resident Life when the reassignment process is available, and may request room changes by visiting www.reslife.umd.edu. "Freezes" let Resident Life "take attendance," move any students out of their temporary assignments, and move in students who have been waiting off campus. Room assignments also are "frozen" toward the end of each semester to allow Resident Life staff to prepare for any upcoming transitions.

"Pull-Ins"

Except for "room freezes," when a vacancy occurs in your room, you'll usually have 48 hours to name an eligible "pull-in" student of your choice from on-campus. If there's no "pull-in," another roommate will be assigned. Resident Life reserves the right to override any "pull-in" for circumstances such as administrative moves, displacements, and extensions of the "room freeze."

When a "room freeze" has been lifted, two types of room changes can be considered:

a) Moves to an Open Space

A vacancy is required. The resident moves to a different floor or building and becomes the new roommate of someone he or she may not know. There is little to no chance that vacant double rooms will be available for roommates to move into together. Resident Life staff can tell you where vacancies exist in the residence halls.

b) Room Swaps

No vacancy is required because the residents of the rooms involved agree (and then ask for Resident Life staff permission) to switch room assignments.

What New Residents Should Know About Single Rooms

1. Returning residents get them all. You will have to wait your turn (probably a year or two), based on the seniority system we call Priority Numbers.
2. No one gets a single because of medical reasons, displacements, roommate conflicts, etc.
3. Singles don't cost any more than double rooms.

Single Room Reassignments

Whenever a vacancy occurs in a single room, the room will be offered to the next resident with priority for that single. Residents usually have 48 hours to accept and move to their new singles.

Priorities for single room reassignments are:

- 1st Current residents in that unit in their Priority Number (or contract-received date) order.
- 2nd All other current residents in the building of that unit, in Priority Number (or contract-received date) order.
- 3rd All current residents in the community of that unit, in Priority Number (or contract-received date) order.
- 4th Interested residents of other units, buildings, or communities, in Priority Number (or contract-received date) order.

Room Changes at Mid-Year

The best opportunity to change buildings or change rooms on your floor is between semesters. This is because of the vacancies caused by residents who graduate, transfer, make room changes or for other reasons leave their assignments at the end of fall semester. The spring reassignment process generally begins in November. Resident Life will notify residents to visit www.reslife.umd.edu to submit their spring reassignment request forms. Approved changes are reported via email in December. Requests are processed in Priority Number order.

If approved to move, you must vacate your fall room before you leave in December. You may move into your new spring room in December if its fall resident has vacated by the time you need to leave.

Room Selection/Agreement Renewal for Next School Year

Choosing your room and roommate for the next school year will occur in March and April. This is the best opportunity for all eligible returning residents to change buildings, including moves to openings in suites and apartments. Instructions will be emailed in early March.

Eligibility for the Courtyards and South Campus Commons Apartments

Resident Life, in cooperation with The Courtyards and South Campus Commons apartment communities, will announce general eligibility criteria for on-campus students who wish to move to those communities for the following year. These criteria are published online annually in conjunction with leasing application instructions.

On-campus residents who have received any of the administrative/disciplinary sanctions listed below as a result of a judicial board hearing or an administrative conference will not be eligible for leases at The Courtyards or South Campus Commons:

- Administrative Housing Termination
- Denial of On-Campus Housing for the Following Academic Year
- Disciplinary Housing Termination
- Suspension or Expulsion from the University

Please consult the Rights and Responsibilities section for more information on these sanctions and the adjudication process.

Fall Reassignment Requests

Complete a reassignment request to be moved to a different room/building for fall if you couldn't choose the room you wanted at Room Selection and selected another room.

The fall reassignment process generally begins at the end of May. Resident Life will notify residents to visit www.reslife.umd.edu to submit their fall reassignment request forms. Approved room changes are reported by email in June or July. Requests are processed by Priority Number, based on availability.

What is Meant by the Term "Unit?"

Our definition of "unit" is important to understand when you talk about reassignment requests, singles reassignments, Room Selection, and Unit Agreements.

"Unit" has five meanings:

- If you live in a high-rise traditional on North Campus, your unit is your **Individual Floor** (e.g., Elkton 3, Hagerstown 7)
- If you live in a low-rise traditional hall on South Campus, your unit is your **Entire Building** (e.g., all of Worcester, all of Cecil)
- If you participate in a Living-Learning Program and currently live within your program, your unit is defined by the **Floors associated with your Program** (e.g., Life Sciences floors in Cumberland, Entrepreneurship & Innovation floors in LaPlata, Writers' House floors in Dorchester)
- If you live in a suite or apartment, your unit is your **Individual Suite or Apartment** (e.g., Howard 1101, Leonardtown 243-06)
- If you live in a semi-suite in Oakland, your unit is defined in two ways: your **Individual Semi-Suite** (e.g., Oakland 2210), and your **Individual Floor** (Oakland 2)

What's a Priority Number?

Priority Numbers are used to decide who gets first choice of room changes when there are vacancies in single rooms, suites, apartments, and other popular locations in the residence halls. Residents with the lower numbers get first choice of rooms; residents with the higher numbers choose last.

Priority Numbers are assigned once a year — in April — and are used throughout the following school year. New-to-housing students who move into residence halls during the fall or spring semesters don't have Priority Numbers until they're assigned for use during Room Selection.

Your Priority Number is what determines your ranking for:

- selecting your room for the following fall during Room Selection
- single room reassignments within your unit
- moves to open/vacant rooms within your unit
- mid-year room and building changes
- reassignment requests

How is my Priority Number Created?

Priority Numbers are based on a seniority system — the closer you are to graduation and the longer you've been living in UM residence halls, the better (lower) your Priority Number.

Your Priority Number is always four digits — #0001 is the best Priority Number on campus, #5500 is about the worst. One Priority Number list is generated that included both men and women.

Your Priority Number is determined by the number of "points" that you accumulate as you build up your seniority at UM. Points are accumulated:

-
- 2 points for every consecutive semester that you have lived in UM residence halls
 - 2 points for every consecutive semester that you have been enrolled at UM
 - 1 point for every 12 credits that transfer to UM from another college or university and show on your UM transcript. (NOTE: Advanced Placement and summer term credits do not count)
 - 2 points forfeited for each sanction of Administrative Housing Probation.

For residents who are “tied” with the same number of total points, the “ties” are broken and Priority Numbers are randomly assigned by computer within each point total. For example, when first-year students are “tied” with 8 points at the end of their freshman year, the computer randomly decides Priority Numbers for all 3,500 to 4,000 such students, meaning that freshman roommates could find a big difference between their Priority Numbers.

Special Room Assignment Situations

If There’s a Vacancy in Your Room

Don’t get too used to the extra space and privacy — if you don’t name an eligible “pull-in,” a roommate can be assigned by Resident Life at any point in the school year and with as little as 24-48 hours’ notice (less in some cases).

If there’s an opening in your room, you’ll have a new roommate at the start of spring semester. Out of courtesy to this student, please leave your room in “clean, move-in” condition when you depart in December, so that check-in day in January for your new roommate can be a pleasant experience.

Temporary Assignments

At the start of a semester, we may have new-to-housing students temporarily assigned to rooms in the residence halls or in a nearby off-campus facility. When this happens, priority for the use of all spaces that become vacant is given to disassembling these temporary spaces.

You could be affected by this situation if there’s an unexpected vacancy in your room at the start of a semester. In this event, priority will be given to relocating students from temporary assignments, and we may not be able to honor any “pull-in” requests.

Emergency Relocations

In an emergency (such as fire, flood, storm damage, or extended power outage) that forces you from your room temporarily, if you do not choose to stay with another student, you may be offered emergency shelter in an on-campus facility such as a community center or recreation center.

In an emergency that results in a closing of the campus (such as approaching hurricane or pandemic flu), you will be expected to vacate your room within 24-48 hours. Individuals who are unable to leave by the time the campus is closed may petition Resident Life for permission to temporarily occupy a designated temporary emergency shelter, either a New Leonardtown apartment (if “social distancing” is advisable to contain the spread of illness or disease) or a community center or recreation center if there is no indication of communicable illness or disease. Residents of New Leonardtown apartments should be

aware that their entire apartment could be reoccupied by other students within 24-48 hours after a campus closing is announced. As a result, residents of New Leonardtown apartments should be prepared to pack and store or remove all of their belongings and vacate their assigned rooms within 24-48 hours after a campus closing is announced.

Displacement

This is our term for the rare occasions when students are forced to relocate from their rooms because their floor or building is:

- scheduled for renovation or closing,
- being converted for use by the opposite sex,
- being converted for students in a special University program, or
- uninhabitable because of an emergency.

Normally, announcements can be made several weeks or several months in advance. Under normal circumstances, no student has to leave on-campus housing, and there is an opportunity to select one's new room using the regular room change, Room Selection, and "pull-in" procedures.

Absences of 1-2 Semesters

If you leave the residence halls because you have been registered to participate in one of the following programs, you can be assured of having another room assignment when you return, so long as you otherwise are eligible, if you follow the proper guidelines for securing a residence hall space:

- study abroad
- student teaching
- approved internship/co-operative education programs

If your absence starts in the spring semester, you must petition for release from your Agreement by our December 1 deadline by visiting www.reslife.umd.edu. If your absence starts in the fall semester, you should not participate in the Spring Room Selection process. At the beginning of your last semester away from the residence halls, you should contact the Assignments staff to:

- provide your contact address and phone number,
- indicate where you had been living and where you would like to be reassigned,
- indicate whether any resident should be "pulling" you into a vacancy, and
- ensure that your online Housing Agreement is submitted by the required deadline.

Attempts will be made to assign you where and with whom you prefer, within the limitations of available space and time, so long as you return your Agreement by the required deadline.

Once you're back on campus, you can ask to have a Priority Number assigned to you. You will get points for continued college/university enrollment and will keep all housing points earned. This provision does not apply to residents who leave the University and/or the residence halls for other reasons (e.g., personal, financial, medical) and later return to residence halls.

Can I get out of my housing contract?

Release from the Agreement

Your Residence Halls/Dining Services Agreement applies for the entire academic year and cannot be cancelled by you. Releases will be approved solely at Resident Life's discretion. A resident submitting our Petition for Release form (available at www.reslife.umd.edu) will also be required to submit supporting documentation in support of the request.

Approved reasons for release from the Housing Agreement include:

- graduation in December
- withdrawal from all classes after check-in
- cancellation of spring semester course registration
- failure to register for classes after check-in
- transfer to another university or college after fall semester
- academic dismissal after fall semester
- study abroad, student teaching placement, or cooperative education assignment arranged by a UM department and beginning Spring semester
- completion of or withdrawal from the Maryland English Institute or Institute of Applied Agriculture

Detailed information is in the Procedures for Petition for Release from the Residence Halls/Dining Services Agreement available at www.reslife.umd.edu.

Mid-Year Releases

If a release is desired for the end of fall /start of spring semester, your Petition must be submitted to Assignments by 11:59pm on December 1, to avoid financial penalty. Petitions received after 11:59pm on December 1 will be subject to release fees outlined in the Terms and Conditions.

No petitions will be accepted or approved, except for reasons of disenrollment, after the first day of classes.

When Your Release is Approved...

- Move-out and return of keys/check-out may not occur until your release has been approved.
- Your space will be assigned to another student.
- You forfeit all priority for room selection earned during your entire stay in residence halls.

When Your Release Cannot be Approved...

- Resident Life staff will work with you to resolve any difficulties that led you to seek a release. Options include room changes and work-ships and other forms of financial assistance.
- You will be held financially responsible for the remainder of the Agreement (if you remain enrolled), even if you do not physically occupy your assignment.

Part-Time Status, Withdrawals, and Dismissals

Part-Time Student Status

You are expected to maintain full-time student status (12 credit hours or more) each semester. If you drop below 12 credits after Schedule Adjustment ends, you normally may remain in residence halls that semester, although Resident Life reserves the right to have you move out if your reduced credit load would pose issues with roommates or create other problems within your living environment.

Withdrawal From All Classes

If you withdraw from all classes at any time during a semester, you are expected to immediately submit a Petition for Release. Your move-out should occur within 48 hours after your withdrawal is processed. Pro rata credits for the unused portion of the semester's housing and meals are made through the 14th week of the semester. If you withdraw in the last few weeks of a semester with the intention of being enrolled for the next semester, you normally must reapply for housing without priority and wait to be reassigned from any housing waiting list.

Academic Dismissal

If you are dismissed, your housing assignment will be held until your appeal and/or the University's reinstatement process for that semester has been completed. If you are readmitted after a semester or more of non-enrollment, you must reapply for housing without priority and wait to be reassigned from any housing waiting list.

When You're Checking Out...

Out of courtesy to your roommate and those who follow you into your room...

- Wait until your room change, release from Agreement, etc., has been officially approved.
- Carry all trash and unwanted items to the outside dumpsters.
- Make sure walls, doors, windows, etc., are clean and without damages.
- Clean, broom-sweep, or mop the floor, and restore the room to its "move-in day" condition, including repositioning all furniture.
- Return all keys and access cards to your service desk, and sign and keep a copy of your Room Condition Report.
- Reset your VoiceMail password to 1-2-3-4-5, and delete your personalized greeting and any messages.
- Contact Dining Services at (301) 314-8068 to determine your actual charges/credits for point plan services during the rest of the semester/year.

HOUSING COMMITMENTS

For a year in which Resident Life cannot guarantee that all interested and eligible residents will be able to return to the residence halls, available spaces in the residence halls will be allocated in the following order:

First

New Freshmen for a fall semester who meet the University's housing and admissions deadlines

Second

Returning Residents for a fall semester for whom the previous spring was their first or second semester of enrollment at any college or university and at least their first semester in University of Maryland, College Park residence halls (also includes returners from study abroad, approved co-ops, student teaching, and medical absences)

Third

Returning Residents for a fall semester for whom the previous spring was their third or fourth semester of enrollment at any college or university and at least their first semester in University of Maryland, College Park residence halls (also includes returners from study abroad, approved co-ops, student teaching, and medical absences)

Fourth

Students coming to the University of Maryland, College Park from other colleges and universities for one year or one semester through a study abroad or approved exchange program

Fifth

Returning Residents for a fall semester for whom the previous spring was their fifth or sixth semester of enrollment at any college or university and at least their first semester in University of Maryland, College Park residence halls (also includes returners from study abroad, approved co-ops, student teaching, and medical absences)

Sixth

Returning Residents for a fall semester for whom the previous spring was their seventh or more semester of enrollment at any college or university and at least their first semester in University of Maryland, College Park residence halls (also includes returners from study abroad, approved co-ops, student teaching and medical absences)

Seventh

Returning Residents for a fall semester who drop from Commitment groupings 2, 3, 5 and 6, above, because they:

- are dismissed for academic reasons after fall but are re-enrolled and in residence halls spring, and/or are dismissed after spring;
- withdraw from all classes (except for medical reasons and sudden or unforeseen circumstances) at any time during either semester but are re-registered, in good standing, and living in residence halls at March 1;

-
- drop below 11 credit hours (12 hours is minimum for full-time status) at any point during fall or spring, except that a resident may drop as low as 8 credit hours once during his/her undergraduate housing experience without housing penalty; or
 - drop below 8 credit hours at any point after Schedule Adjustment ends in a semester

Eighth

Spring semester residents who miss Room Selection deadlines but ask to return to residence halls for fall semester and New Freshmen for fall who sign up for housing and/or confirm enrollment after their deadline

Ninth

Spring semester residents seeking housing and not in good financial standing as of March 20 or any date thereafter, and all returning applicants, in the order their housing and dining agreement requests are received, including:

- spring residents who are not full-time undergraduate students but are living in residence halls spring and seeking fall housing (e.g., part-time or special undergraduate students, graduate students, University College students),
- new transfer students for fall and, later, for the following spring,
- students desiring to re-enter residence halls and/or the University after a semester or more absence (excluding approved study abroad, co-ops, and student teaching programs and medical absences), and
- students who live off campus spring and/or fall but want to live in residence halls fall and/or spring.

COMPUTER USE IN YOUR ROOM

With your own laptop or personal computer, you can connect to the University network and access the Internet in your residence hall room through your personal wired connection and through the wireless network. Your wired connection is fast and secure, and access is simple... just plug your computer in to your data jack using a CAT 5 or higher Ethernet cable, open up your web browser, and follow the onscreen instructions.

For wireless access, please visit www.it.umd.edu/nts/noc/wireless/connect.html for information on connecting to the "umd-secure" wireless network. Please note, residence hall students may not use, connect, or bring to campus their own wireless routers or similar access points. The on-campus use of such personal devices is prohibited by University policy. Please visit http://nethics.umd.edu/ppolicies/network_guidelines.html to view the entire University policy regarding student guidelines for campus network usage.

You may also visit www.reslife.umd.edu/it/, email resdata@umd.edu, or call (301) 314-3282 for further information.

Wireless Access

As part of the University's initiative to provide wireless service to students, faculty, staff, and guests, wireless access was made available throughout campus within general public areas, in all residence halls and academic buildings, and in many non-academic buildings. Please visit www.it.umd.edu/nts/noc/wireless/map.html for a comprehensive map of campus wireless coverage.

Things to Know about Computer Use

You are responsible for **all** network activity originating from your associated registered connection (i.e., data jack and University wireless network), with or without your knowledge. Therefore, you should be aware of the following:

- You may not provide network access to anyone who is not a member of the University of Maryland community.
- You may, if installed and set up properly, operate server software on your computer as long as it is not a source of persistent traffic to the network as the result of running server services (e.g., sharing files with a peer-to-peer network, operating a streaming web cam, operating a public FTP or IRC server).
- You must ensure that your computer is equipped with appropriately updated anti-virus software and definitions. Please see <https://www.itsc.umd.edu/> for more information.
- You must ensure that your computer and all network-enabled devices (e.g., smartphone, game console, tablets, etc.) are automatically updated with the latest security patches and hot-fixes appropriate to your operating system and applications.

University of Maryland Policy on the Acceptable Use of Information Technology Resources

(Approved as amended by the University Senate on April 3, 2006.

Signed by President Mote on April 5, 2006)

Primary Principles: Freedom of Expression and Personal Responsibility

Freedom of expression and an open environment to pursue scholarly inquiry and for sharing of information are encouraged, supported, and protected at the University of Maryland. These values lie at the core of our academic community. Censorship is not compatible with the tradition and goals of the university. While some computing resources are dedicated to specific research, teaching, or administrative tasks that would limit their use, freedom of expression must, in general, be protected. The university does not limit access to information because of its content when it meets the standard of legality. The university's policy of freedom of expression applies to computing resources.

Concomitant with free expression are personal obligations of each member of our community to use computing resources responsibly, ethically, and in a manner which accords both with the law and the rights of others. The university depends first upon a spirit of mutual respect and cooperation to create and maintain an open community of responsible users.

General

This policy sets forth standards for responsible and acceptable use of university information technology (IT) resources. These resources include computer systems, computer labs, applications, networks, software, and files.

IT resources are provided to support the academic, research, instructional, and administrative objectives of the university. These resources are extended for the sole use of university faculty, staff, students, and all other authorized guests to accomplish tasks related to the status of that individual at the university, and consistent with the university's mission.

Those using university IT resources, whether at the university or elsewhere, are responsible for complying with security standards set forth by the Vice President and Chief Information Officer (VP/CIO), safeguarding identification codes and passwords, and for using them solely for their intended purposes. Individuals are solely responsible for their personal use of IT resources and are prohibited from representing or implying that statements related to such use constitute the views or policies of the university.

The maintenance, operation, and security of IT resources require responsible university personnel to monitor and access systems and networks. To the extent possible in the electronic environment and in a public setting, a user's privacy will be preserved. Nevertheless, that privacy is subject to applicable federal and state law, including the Maryland Public Information Act, and the needs of the university to meet its administrative, business, and legal obligations.

Prohibited Conduct

The following provisions describe conduct prohibited under this policy:

- Altering system software or hardware configurations without authorization; disrupting or interfering with the delivery or administration of IT resources.
- Attempting to access or accessing another's accounts, private files, e-mail messages, or

intercepting network communication without the owner's permission except as appropriate to your job duties and in accordance with legitimate University purposes.

- Misrepresenting oneself as another individual in electronic communication.
- Installing, copying, distributing, or using digital content (including software, music, text, images, and video) in violation of copyright and/or software agreements or applicable federal and state law.
- Engaging in conduct that interferes with others' use of shared IT resources.
- Using university IT resources for commercial or profit-making purposes or to represent the interests of groups unaffiliated with the university or unassociated with the normal professional activities of faculty, staff or students without written authorization from the university.
- Ignoring individual departmental or unit lab and system policies, procedures, and protocols.
- Facilitating access to university IT resources by unauthorized users.
- Exposing sensitive or confidential information or disclosing any electronic information that one does not have the authority to disclose.
- Knowingly using IT resources for illegal activities. Criminal or illegal use may include obscenity, child pornography, threats, harassment, copyright infringement, university trademark infringement, defamation, theft, identity theft, and unauthorized access.

Enforcement

Violation of the provisions of this policy constitutes unacceptable use of IT resources, and may violate other university policies and/or state and federal law. Known or suspected violations should be reported to

the appropriate university computing unit. Reports may also be sent to the security unit within the Office of Information Technology (abuse@umd.edu). If possible, reports should include a copy of any non-sensitive information relevant to the putative violation.

Violations will be acted upon by the appropriate university authorities and/or law enforcement agencies. Violations may result in the restriction or revocation of access to IT resources; faculty, staff, or student disciplinary action; academic dishonesty proceedings through the Student Honor Council; or legal action.

The VP/CIO or designee may suspend, block, relocate to a secure location, or restrict access to information and network resources when necessary to protect the integrity, security, or functionality of university IT resources or to protect the university from liability. Notice of such action will be provided to the designated security contact for the affected unit.

Administration

Individual areas within the university (including divisions, colleges, schools, and departments) may elaborate upon this policy with unit-specific policies as long as they do not violate the spirit and intent expressed elsewhere in this policy.

Consistent with University System of Maryland requirements, this policy will be reviewed and updated annually or as needed based on the recommendations of the VP/CIO.

Questions, comments suggestions regarding this information can be directed to the Office of Information Technology Project NETHics staff at (301) 405-8787 or via email to nethics@umd.edu.

QUICK REFERENCE

Service Desks

The service desks for all of the communities are open 24 hours. To reach your service desk dial 4 and the first four numbers of the building name. For example to reach Easton Desk, dial (301) 314-EAST (with the exception of the North Hill Service desk [301-314-HILL] and the South Campus Commons Service Desks [301-226-0001, 301-226-0003, 301-226-0006]).

Call your Service Desk for:

- immediate assistance by Resident Life staff
- contact with Resident Life staff on duty
- loaner keys
- package pick-up
- phone numbers for residents
- general information

Rights & Responsibilities and Research & Assessment

(301) 314-7598

Hours are weekdays 8:30am–4:30pm.

Call Rights & Responsibilities or Research & Assessment for questions about:

- disciplinary conferences or student board hearings
- research findings

Community Offices

South Campus (301) 314-7484

(North Hill, South Hill, and Leonardtown)

Denton (301) 314-4645

Ellicott (301) 314-7399

Cambridge (301) 314-7925

South Campus Commons (301) 314-6621

Your RD and CD can be reached at the Community Office. Call ahead to make an appointment with

the staff member you would like to see. Hours are weekdays 8:30am-4:30pm.

Call your Community Office if you have questions about:

- hall governance opportunities
- check-out procedures
- mid-semester inspections
- visitation policies
- issues with roommates or other residents
- suggestions for improving your community or floors
- space reservations

Annapolis Hall

(301) 314-2100

The Director of Resident Life's office as well as offices for Assignments & Public Inquiry, Design & Publications, Student and Staff Development, Human Resources, Budget & Accounting, and Educational Programs & Outreach are all located in Annapolis Hall. Call ahead to make appointments with staff members that you would like to see. Hours are weekdays 8:30am-4:30pm.

Call Annapolis Hall with questions about:

- room assignments information
- Resident Life publications
- overnight stay program information
- academic support programs
- billing appeals
- petition for release from housing agreement
- tutoring programs
- program development
- summer jobs
- work study program
- jobs with Resident Life

Residential Facilities

(301) 314-WORK

The Department of Residential Facilities is responsible for maintenance, housekeeping, and pest control in the residence halls. They have a 24-hour Service Center (301-314-9675 to direct your repair requests to the appropriate work crew.

Call Residential Facilities' Service Center for requests about:

- loss of power, lights, heat
- problems with window screens
- security deficiencies, damages to security hardware
- changing light bulbs
- pest control
- plumbing problems
- painting requests
- furniture repairs
- key or lock or door problems
- housekeeping inquiries
- snow removal

To find out information about the services provided by Residential Facilities, you can refer to their Services Guide (one copy per resident to be found in your room at the start of the fall semester), or you can reach them at www.4service.umd.edu. Comments, compliments, or complaints can be sent via this website.

The University also contracts with several non-University vendors to provide the following services to residents within residence halls: Comcast for cable television, Collegiate Marketing for Bedloft kit rentals, Quality Products and Services for carpet sales, ASI/Coinmach for laundry services, Pepsi for beverage vending machines, and Custom Vending for snack machines. Local newspaper delivery agencies and parcel delivery services are permitted to enter residence halls lobby areas only to make drop-offs at our service desks. Except as described above, the University has not authorized other vendors to provide goods or services within residence halls. Questions regarding these contracted services described above may be directed to the Department of Residential Facilities at 301-314-7512.

For South Campus Commons, housekeeping, facility maintenance, and repairs are provided by South Campus Commons staff, not by the Department of Residential Facilities. To request service or assistance, complete an online work order or visit your South Campus Commons 24-hour service desk.

TELEPHONE LIST

Emergency Numbers

Fire, Police or Medical Emergency	911
Police (non-emergency).....	301-405-3555

Resident Life Service Desk Numbers

Annapolis Service Desk	301-314-ANNA (2662)
Assignments Office, Resident Life	301-314-2100
Cambridge Community Office	301-314-7925
Centreville Service Desk	301-314-CENT (2368)
Cumberland Service Desk	301-314-CUMB (2862)
Denton Community Office	301-314-4645
Denton Service Desk	301-314-DENT (3468)
Easton Service Desk	301-314-EAST (3278)
Elkton Service Desk	301-314-ELKT (3558)
Ellicott Community Office	301-314-7399
Ellicott Service Desk	301-314-ELLI (3554)
Hagerstown Service Desk	301-314-HAGE (4243)
Information Systems, Resident Life	301-314-DATA (3282)
LaPlata Service Desk	301-314-LAPL (5275)
Leonardtown Community Office	301-314-7484
Leonardtown Service Desk	301-314-LEON (5366)
Oakland Service Desk.....	301-314-OAKL (6255)
Office of Programs & Design, Resident Life	301-314-HALL (4355)
North Hill Community Office	301-314-7484
Queen Anne's Service Desk	301-314-HILL (4455)
Rights and Responsibilities, Resident Life	301-314-7598
South Hill Community Office	301-314-7484
Student and Staff Development, Resident Life	301-314-7608
South Campus Commons Service Desk Blgs 1 & 2	301-226-0001
South Campus Commons Service Desk Blgs 3 & 4	301-226-0003
South Campus Commons Service Desk Blgs 5, 6 & 7	301-226-0006

Academic Programs

Beyond the Classroom	301-314-6621
CIVICUS.....	301-405-8759
College Park Scholars.....	301-314-2777
Flexus: The Dr. Marilyn Berman Pollans'	
Women in Engineering Living & Learning Community.....	301-405-3931
Global Communities	301-314-7100
Hinman CEOs.....	301-314-9223
Honors College.....	301-405-6771

- Digital Cultures & Creativity 301-405-2866
- Entrepreneurship and Innovation..... 301-314-9410
- Gemstone..... 301-405-8047
- Honors Humanities..... 301-405-6992
- Integrated Life Sciences..... 301-405-5086
- University Honors..... 301-405-6771
- Jiménez-Porter Writers' House Program..... 301-405-0671
- Language House..... 301-405-6996
- Virtus: Men in Engineering..... 301-405-8308

Administrative Numbers

- Activities & Engagement (Stamp)..... 301-314-7174
- Administrative Operations, North Campus..... 301-314-4645
- Administrative Operations, South Campus..... 301-314-7484
- Bursar's Office..... 301-314-9000
- Diploma Office..... 301-314-8270
- Financial Aid, Student..... 301-314-9000
- Graduate Minority Affairs Office..... 301-405-4183
- Department of Fraternity and Sorority Life..... 301-314-7174
- Hillel Information 301-422-6200
- Human Relations Programs, Office 301-405-2838
- International Services 301-314-7740
- Lease Eligibility (South Campus Commons and Courtyards) 301-314-7484
- Multi-Ethnic Student, Office..... 301-405-5615
- Off Campus Housing Services Office..... 301-314-3645
- Registrar's Office 301-314-8240
- Residency Classification Office 301-314-9596

Campus Recreation Services

- Campus Recreation Center (CRC) 301-405-PLAY (7529)
- Campus Recreation Services 301-314-5454
- Intramural Sports 301-226-4444
- Ritchie Coliseum 301-226-4378

Computer Assistance

- Office of Information Technology Help Desk 301-405-1500
- Resident Life Information Technology Unit 301-314-DATA (3282)

Diamondback

- Diamondback 301-314-8200

Dining Services

- Dining Services, Contract Office..... 301-314-8068
- Dining Services, Nutritionist..... 301-314-8058
- Dining Services, Lost Meal Card 301-314-8064
- Dining Services, Director's Office..... 301-314-8054

Employment Offices

Career Development Center	301-314-7225
Employment, Job Referral Service	301-314-7225
Human Resources, Resident Life	301-314-5111
Employment Office, Residential Facilities	301-314-3486

Health Services

Alcohol and Drug Programs, University Health Center.....	301-314-8126
Counseling Center.....	301-314-7651
Disability Support Services (Voice).....	301-314-7682
Health Center, Appointments.....	301-314-8184
Help Center, Crisis Line.....	301-314-HELP (4357)
Mental Health Unit.....	301-314-8106

Libraries

Architecture.....	301-405-6317
Art	301-405-9061
Chemistry.....	301-405-9078
Engineering and Physical Sciences.....	301-405-9157
Hornbake.....	301-405-9236
McKeldin.....	301-405-9075
Michelle Smith Performing Arts Library.....	301-405-9217

Registration

See Testudo at www.testudo.umd.edu

Residential Facilities

Director's Office, Residential Facilities.....	301-314-7512
Residential Facilities, Service Center.....	301-314-WORK (9675)

Stamp Student Union

Book Center, University.....	301-314-BOOK (2665)
Student Union Information Desk.....	301-314-DESK (3375)

Transportation Services

Parking, Campus.....	301-314-PARK (7275)
Shuttle-UM: N.I.T.E. Ride Service, Escort Service.....	301-314-NITE (6483)

Information

Information, Campus Telephone	301-405-1000
Mail Services, Campus	301-405-4473/4
Comcast Cable	301-314-CATV (2288)

INDEX

A			
Adjudication Process	33		
Administrative Records	41		
Air Conditioner	22		
Alcoholic beverages	20		
Appeals	35-36		
B			
Bicycle	12-13		
Billing	38-39		
Breaks	9		
Safety Inspections	10		
Building Access	11		
C			
Cambridge Community	3		
Checking Out	52		
<i>Code of Student Conduct</i>	23		
Community Offices	58		
Computer Use Guidelines	56		
Cooking appliances	22		
Courtyards at University of Maryland	34		
D			
Denton Community	3		
Disciplinary Conferences	35		
Discrimination	29		
Displacement	50		
Diversity	44		
Documentation	33		
E			
Ellicott Community	3		
Employment	45		
F			
Fire			
Fire Alarm	13		
Sprinklers	14		
Fire Prevention	13		
Fire Watch	14		
G			
Guests	32		
H			
Housing Commitments	53		
Housing Contract	50		
Housing Termination	38		
I			
Illegal Drugs	26		
Incident Report	33		
Internet Access	56		
J			
Judicial Board Hearings	35		
K			
Keys	11, 16, 32		
L			
Legal Aid Office	37		
Leonardtwn	4		
Lofts	22		
Removal of Lofts	39		
M			
Microwaves	22		
N			
Noncompliance	26		
North Campus	3		
North Hill	4		
O			
Other Administrative Actions	38		
P			
Parties and Group Events	27		
Petition for Release	52		
Pets	27		
Policies	10		
Alcohol	25		
Computer Use and Data Jack	26		
Drug	26		
Responsible Action	25		
Smoking	28		
Preliminary Interviews	34		
Procedural Protection	36		
Q			
Quiet Hours	27		
R			
Referrals	33		
Refrigerators	22		
Release from the Agreement	50-51		
Mid-Year Representation	51		
Residence Halls/Dining Services Agreement	22, 23, 25, 32, 38, 50		
Residence Hall Security	11		
<i>Residence Hall Rules</i>	17		
Residential Facilities (4WORK)	6, 10, 12		
Room Changes	46		
Pull-Ins	46		
Room Freeze	46		
Single Rooms	46-47		
Room Selection	47		
Priority Number	48		
Roommates	6		
S			
Safety & Security	11		
Bomb Threats	14		
Safety Services	16		
Securing Your Personal Property	13		
Safety and Security Prohibitions	21-22		
Sanctions	37-41		
Sexual Harassment	29		
Shuttle-UM Buses	12		
Soliciting	31		
South Campus	4		
South Campus Commons	5		
Staff Entry	26		
Staff in Residence Halls	6		
Community Director	6, 7, 35, 36, 37, 39, 40, 45		
Customer Service Supervisor	7		
Resident Assistant	7, 12, 26, 27, 45		
Resident Director	7, 33, 34, 45		
U			
Unit Agreements	7, 23, 27, 42-43		
University Police	12, 13, 14, 15, 16, 33		
V			
Visiting Hours	32		
Visitors and Guests	32		