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Welcome to
The University of Akron!

You’ve chosen a great time to live on campus. In just the last eight years, we’ve added several new residential facilities including the Honors Complex, Quaker Square Inn, Exchange Street Residence Hall, Spicer Residence Hall and the newest South Residence Hall.

In doing so, we’ve nearly doubled our on-campus population and added many new activities and events. Last year more than 40,000 students participated in more than 250 different programs. And you can bet that the excitement will continue as we kick off a great year with 19 living-learning communities and as we celebrate the receipt of a commitment to diversity award from the National Association of College and University Residence Halls and expand upon the My Akron Experience initiative to better engage our students in a vibrant campus community. This truly is an exciting time to live on campus!

To help you make the most of this experience, our department is committed to providing a residential living-learning environment that directly supports your educational, social and personal development. You’ll have plenty of opportunities to get involved in your residential community and in volunteer leadership programs like hall government, Residence Hall Program Board or the Residence Hall Council.

This handbook will provide you with important information on the activities, events, rules and regulations of our housing program. It also includes the expectations the University has for each member of the residence hall community. Please review this handbook thoroughly; this information will be most helpful.

I believe that the second-most important decision students make after finalizing their college choice is where they are going to live. The University of Akron offers you many great opportunities, but we believe none are better than that of living on campus. You’ll soon discover that the residence hall experience is the other half of your University education.

Again, welcome to residential living at The University of Akron. I wish you a successful and rewarding year here!

John A. Messina, Ed.D.
Assistant Vice President for Student Affairs
and Chief Housing Officer
Mission Statement
The Department of Residence Life and Housing fosters civic engagement, student success and personal growth in structured residential settings. We promote safety, responsibility and leadership in sustainable residential facilities. Holistic development and scholastic achievement focus our services. We educate and mentor students in open diverse communities.

Diversity Statement
The Department of Residence Life and Housing is committed to creating and maintaining safe communities that support individuals with dignity and respect.

We must find, create, and explore our potential through new opportunities and commit to understanding the rich diversity that exists among us. We cannot afford to undermine or discredit our progress through unkind behaviors and actions.

Our Goals
» Celebrate: We acknowledge our uniqueness and commonalities by embracing each other’s backgrounds, beliefs and experiences.
» Champion: We support individuals in need and advocate for self-worth and human dignity.
» Challenge: We contest ideas and beliefs that isolate others, ignore needs, or discredit individuals based on assumptions or thoughtlessness.

Share your beliefs, values and ideas. Shape your understanding of diversity. Find your place in our community. Join us to celebrate, champion and challenge ourselves and others in creating an inclusive and welcoming environment for all people.
The Department of Residence Life and Housing

The Department of Residence Life and Housing is located on the first floor of Ritchie Residence Hall. Office hours are Monday through Friday from 8 a.m. to 5 p.m. We invite you to drop by, and we welcome visits from prospective students and their families. We are more than happy to answer any questions or concerns. For more information, please visit: www.uakron.edu/reslife.

Our Department of Residence Life and Housing has four distinct components, all of which work synonymously to serve our resident population.

Residential Education

Our residential education staff serves as the first resource for resident students. Most live in one of our halls and are available for day-to-day questions and concerns.

» Resident Assistants (RA)
These graduate or undergraduate students provide leadership on the residence hall floors. RAs promote educational, social, cultural and personal development of University students. They also assist individuals, floor groups, special interest groups and hall government with planning and assessing successful programs and activities.
RAs also promote community standards and enforce University policies.

Each night there is an RA on duty from 8 p.m. until 8 a.m. in your hall. You may contact the RA on duty by calling the service desk.

» Community Assistants
Work at the service desks in the residence hall system. They verify resident IDs, check guests in and out of the hall, and serve as a resource to residents.

» Desk Managers
Each hall has a service desk manager who provides security services for the students and performs safety and security checks and procedures. Desk managers supervise the hall service desk in the building in which they live.

» Residence Hall Ambassadors
Work with department staff to develop the Residence Hall Experience program and other initiatives designed to welcome students to our residence hall community. Their responsibilities include providing tours, responding to questions from new and incoming residential students, and reaching out to parents and other members of the University community.

» Graduate Resident Directors (GRD)
Each GRD lives in and supervises one residence hall facility. The GRD oversees the resident assistant and service desk staffs within the residence hall and provides leadership for hall government. GRDs coordinate administrative functions and serve on the department’s 24-hour emergency services team. GRD staff fulfill the same responsibilities as RLC staff within smaller residence halls and complete all of the services identified throughout this handbook as RLC tasks.
Residence Life Coordinators (RLC)

RLCs are full-time professional staff members with master’s degrees in higher education or related fields who live in the residence halls. RLCs serve on the department’s 24-hour emergency services team with graduate residence directors. Within their assigned residence hall they supervise student life and oversee the resident assistant and service desk staffs. Each also supervises a GRD, ensuring that every residence hall has full-time professional supervision. RLCs manage major departmental projects, including parental outreach, faculty and staff outreach, staff selection and training, publications, programming and staff recognition.

Assistant Director – Residential Education

Supervises residence life coordinators, graduate residence directors and student staff. The assistant director is responsible for the oversight and management of a residential area and generally works with 100 resident assistants, enforces building policies, and helps to resolve issues and/or resident conflicts.

Assistant Director-Living Learning Communities

Supervises residence life coordinators, graduate residence directors, graduate assistant directors, and student staff. The assistant director is responsible for the oversight and management of the residential area comprising the living-learning communities. The assistant director is also responsible for the management of academic-based living-learning communities that link classroom learning with on-campus living through faculty involvement, advising and academic support.

Associate Director – Residential Education

Oversees all residence halls and supervises the assistant director. The associate director is responsible for the oversight of student conduct in residence halls, student safety, employment matters, residence hall staff training and development, and parent interactions. He or she also works closely with resident assistants, desk managers and community assistants who work in his or her assigned area.

Administrative Secretary – Residential Education

The administrative secretary to the associate director for residential education creates reports, oversees special projects, facilitates student correspondence and communication, reviews and monitors student conduct proceedings and assists department personnel with administrative tasks as well as customer service relations.
Co-Curricular Programs and Activities

Within our Department of Residence Life and Housing, we have a wonderful team that works specifically with the co-curricular and activities aspect of residential living.

**Peer Mentor**
The peer mentor is a student staff member who provides resources, knowledge and programming for a specific living-learning community.

**Emerging Leaders Community Graduate Assistant**
Coordinates the Emerging Leaders Program, supervises the Emerging Leader Peer Mentors and serves on various Residence Life and University committees.

**Living-Learning Communities – Graduate Assistant**
Develops, maintains, monitors and recruits for the living-learning communities in the residence halls. The communities provide distinctive settings where student academic success is supported through residential experiences.

**Residence Hall Program Board – Graduate Adviser**
Works with the Residence Hall Program Board (RHPB) and serves on various Residence Life and University committees. The University of Akron is active within the National Association for Campus Activities (NACA) and the Association for the Promotion of Campus Activities (APCA).

**Residence Life Coordinator for Co-Curricular Programs and Activities**
This position is held by a full-time, professional staff member with a master’s degree in higher education or related fields. He or she assists the associate director with advising the Residence Hall Council. This position aids in teaching classes, programming events and creating various social opportunities for residential students to succeed.

**Associate Director of Co-Curricular Programs and Activities**
Advises the local chapters of the National Residence Hall Honorary (NRHH), Sigma Lambda, Residence Hall Council, and Residence Hall Program Board (RHPB). He or she also arranges entertainment for residence hall students, arranges travel and lodging for conferences that students attend, assists in the preparation for award nominations for student organizations and plans summer workshops to train student leaders for the upcoming year.

**Administrative Assistant – Co-Curricular Programs**
Is a resource to students involved in activities and oversees department artists.
Administration

Student Assistants
Perform clerical duties in the Department of Residence Life and Housing.

Graduate Assistants
Live on campus and work 20 hours per week in specific administrative areas.

Administrative Assistant Senior
Coordinates the daily office operations of the department, assists the director with assigned tasks and manages student payroll.

Assistant Vice President for Student Affairs & Chief Housing Officer
Is responsible for the overall administration of the Department of Residence Life and Housing, and is involved in planning all residence hall renovations and construction.

Assignments and Marketing and Department Systems

Housing Assignments and Contract Coordinator
Oversees housing contract management and assignments.

Associate Director for Assignments and Marketing
Handles room assignments and tracks occupancy for the residence life system. Organizes, publicizes and implements room selection and contract process for the department. Is responsible for all departmental marketing materials.

Department Systems Administrator
Coordinates department data systems and Web-based interfaces.

Building Services and Maintenance

Manager of Residence Hall Facilities
Oversees building services supervisor and custodial services provided in the residence halls. Oversees all of the maintenance staff and projects occurring in the residence halls.

Custodial Superintendent
Manages the custodial crew for all residence halls on campus.
The University of Akron’s Best-Kept Secret

While you may be thinking that living in a residence hall will be the same no matter where you go to college, just remember that just as people have different personalities, The University of Akron has different characteristics and cultures. We believe our unique culture makes UA a great place to live.

Our University attracts students from a variety of backgrounds — your roommate may be from another part of Ohio or another part of the world. You will build relationships with a wide variety of people.

You will have plenty to do with your new UA friends. The Residence Hall Program Board (RHPB) plans 40 events each academic year. There also are many activities planned by the Zips Programming Network (ZpN) for the entire campus community.

Residence hall living offers opportunities for each student to become a volunteer and leader. Whether it’s Residence Hall Council (RHC), the Residence Hall Program Board, hall government or a special committee, you can learn many lessons about living with others, and about how to organize and plan special events for the benefit of everyone in your hall. From nationally known comedians and musicians to self-development seminars, there is something for everyone.

The University of Akron has been recognized many times for its efforts to provide the students who live on campus with a well-rounded experience. Most recently, UA was named the 2008 Regional School of the Year by the Central Atlantic Affiliate of College and University Residence Halls (CAACURH). The University has received this award six times since 1989, and has been named National School of the Year twice during that period. UA also received the National Association of College and University Residence Halls (NACURH) 2012 Commitment to Diversity Award.

The Department of Residence Life and Housing received five awards at the 2011 National Association for Campus Activities Mid-American Regional Conference.

The University of Akron was named the 2012 Campus Activities Program of the Year by Campus Activities magazine. This is the fifth time since 2000 that UA has received the award.

Many of our students have described the residence hall environment as a “small-college atmosphere with large-university facilities and programs.” This means at UA, you get the best of both worlds.
Special Events

It is fine for us to say, “Hey, we’ve really got a lot of great activities planned.” But what you really want to know is, “What am I going to do during weekends on campus?”

For starters, every week presents a new twist in student activities and entertainment — ranging from movies, Family Day, Homecoming, and Sibs Day, to road trips and Hall Fest. Here’s a sample of past offerings.

Road Trips
Opportunities include holiday shopping, visiting Progressive Field to watch a Cleveland Indians baseball game or attending productions at Playhouse Square in Cleveland.

Hall Fest
This award-winning event features social and recreational activities sponsored by hall governments, Residence Hall Program Board, Residence Hall Council and National Residence Hall Honorary.

Sibs Day
Residents are encouraged to bring their siblings to campus during spring semester. Age-appropriate activities are scheduled throughout the entire day.

Educational Activities
Each semester’s calendar includes seminars and discussion groups on important topics conducted by students, staff, professors and community professionals. The topics are based on the interests and concerns of students. Activities have included:

- Alcohol Awareness Week
- Community Service Projects
- Career Awareness
- Stress Daze
- Women’s Issues
- Disabilities Awareness Week
- Dr. Martin Luther King Jr. Day
- Diversity Topics
- Leadership Training

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Residence Hall Program Board

RHPB is the major programming organization for the residence halls. It is run by a nine-member student board made up of four committees that handle everything from publicity to sound and lights and the booking of professional entertainers. Since 1997, RHPB has been recognized as the “Best Program Board” in the United States seven times by three national entertainment associations.

Each RHPB committee is looking for help from you, our new students, to assist in organizing the year’s programs. Membership on RHPB committees is an easy way to get involved. Introductory meetings are held at the beginning of fall semester. The RHPB office is in Ritchie Hall, or you can call 330-972-7861.

Here’s a list of committees:

» RHPB Major Events
This committee plans such major activities as Welcome Weekend, Hall Fest, Family Weekend and Sibs Day.

» RHPB Music and Comedy
This committee schedules performances and sponsors the popular and award-winning 9:09 p.m. Entertainment Series and 7:17 p.m. Coffee House series.

» RHPB Publicity
Share your creativity by helping to promote upcoming events through the use of flyers, posters, table tents, etc.

» RHPB Technical
With the power of light and sound, “The Tech Crew” enhances RHPB events.
Residence Hall Council

This chief legislative body of residence hall student government includes members of the individual residence hall governments. It provides a forum to increase communication among students, staff, faculty and administration. RHC also offers educational, service, leadership and recreational programs to meet the needs and interests of residence hall students.

In addition to the offices of president, vice president of internal affairs, vice president of external affairs and secretary/treasurer, RHC has four executive directors in the areas of community services, diversity issues and historical and critical issues. The council has twice received the National Association of College and University Residence Halls (NACURH) School of the Year Award for exceptional dedication to students and programs. NACURH is the largest student organization in the nation and this is the highest award it bestows. Schools are judged on all residence life activities, programs and events.

Hall Government

Each residence hall elects its own officers — president, vice president, treasurer, secretary, historian, RHC and floor representatives. Special activities are planned in each residence hall for its members. Being a member of residence hall government or RHC gives you the opportunity to become involved and voice your opinions. For more information, see your resident assistant or residence life coordinator.

National Residence Hall Honorary (NRHH)

Only 1 percent of the residence hall population can belong to this prestigious organization. The students chosen for membership have demonstrated outstanding service and leadership in the halls. NRHH plans leadership workshops, recognition programs and service projects during the year. UA has received the “Best Chapter in the Country” recognition six times since 1990 from the National Association of College and University Residence Halls.

Sigma Lambda

Sigma Lambda honors freshman residents who demonstrated outstanding service and leadership in the residence halls. Sigma Lambda sponsors and co-sponsors several events during the year with three focus areas: community service, leadership and peer mentoring. This allows members to further develop their leadership skills.
Housing Contract
Contract — Your Housing Agreement

When accepted by the Department of Residence Life and Housing, the Housing Accommodations Contract is a binding agreement between the student and The University of Akron. (In the case of a minor student, the agreement is between his/her parents or guardian and the University.) This agreement provides for a room according to the terms and conditions outlined on the contract and in this handbook. Be sure to read the contract and the following information carefully.

The room rates are generally established each spring for the following academic year and represent the minimum amount of monies needed to operate the residence halls. As a result, it must be understood that a student who has signed a contract for any period will be held responsible for that period of the contract. The University will not release the student from any of the contract conditions except as provided for in the following University refund/release policy statement.

Refund/release and forfeiture policy.
A refund of paid housing accommodations fees, including prepayment, will be paid in the following situations:

**A** A full refund of paid room fees and the prepayment under the following circumstances:
1. Graduation of the student from The University of Akron;
2. Academic dismissal of the student from The University of Akron;
3. Non-attendance or complete withdrawal by the student from The University of Akron prior to the start of the contract term (except prepayment, which shall be forfeited). Prepayment will be refunded for new entering, transfer and graduate students when notification of intent to break contract is received prior to the fifteenth of May for the following fall semester and the fifteenth of October for contracts initiated for spring semester; or
4. Mandatory or recommended participation in academic programs of The University of Akron requiring the student to commute regularly beyond the Akron metropolitan area (e.g., student teaching or co-op assignments). Documentation from the University department affiliated with the program is required at the time of cancellation.

**B** A partial refund of paid room fees, except prepayment, once occupancy has been established (e.g., acceptance of room keys and/or signing occupancy document) will be prorated beginning on the date student officially surrenders use of University housing and returns all appropriate keys (room and apartment keys) to University staff and satisfies University-mandated housing separation requirements and procedures under the following circumstances:
1. Cancellation of the entire contract after the start of the fall semester and subsequent spring semester; or
2. Cancellation of a single semester contract after the start of that semester.

**C** A partial refund of paid room fees when the student has fulfilled fall semester obligations and breaches the contract for spring semester, except when under any dismissal or suspension. The student shall pay, as an administrative fee for breach of the terms of the contract, an amount of $200.
A student shall remain responsible for the full cost of the then-current residence hall contract term if the University, in its sole discretion, terminates the contract:

1. For reasons related to the orderly operation of the residence halls, or for reasons relating to the health, physical or emotional safety and well-being of the persons or property of students, faculty, staff, or University property.

2. If the student is dismissed or suspended from the University for disciplinary reasons in accordance with law or the rules and regulations of the Board of Trustees, or, if student is placed on terms of disciplinary suspension or probation or is otherwise dismissed or suspended from the residence halls through the student judicial process, in accordance with laws or rules and regulations of the Board of Trustees, whereby such terms of probation prohibit the student from residing in University housing accommodations.

3. In the event student has misrepresented or purposefully omitted any fact on the contract, specifically as it relates to the report of crime committed by the student prior to the submission of the contract. Failure to report may result in the current contract cancellation and denial of any future contract submission. The student is required to report any convictions that fall under 1-D of the contract conditions that may occur while the student maintains an active contract with the University.

Contract cancellations for a current semester received after the 12th week of that semester will be assessed the full semester fees.

Student is financially responsible for fees incurred through the date of termination, dismissal, suspension, or probation, or until student has completed the check-out process with the appropriate University employee, whichever date is later.

Notice requirements. All notices of intent to break this contract must be submitted to the Department of Residence Life and Housing. If the student is under the age of 18, the written notification of termination must be co-signed by the student’s parent or legal guardian.
Damages and Billing
The student agrees to exercise due care in the use of the assigned living unit, furniture and appliances. Charges for cleaning, replacing keys, repairing damages, or replacing any loss to University property due to lack of care on the part of the student(s) and/or guests will be billed to the resident(s) responsible for damages and/or charges. If the damage and/or charges cannot be attributed to an individual resident, that amount will be appropriately divided and charged to each individual resident of the room or apartment.

Residents are provided an opportunity to note the condition of their residence hall rooms when they check in at the beginning of the academic year or when they move into a residence hall room. This information can be compared with condition of the room when students check out of the room to ensure that students are only charged for damages for which they are responsible.

If charges are assessed, billing invoices are sent to the home address listed on a student’s contract for the end-of-year billing. If you have terminated your contract during the semester, invoices are sent to you. You have 30 days from the date of the invoice to dispute/appeal in writing any charges incurred as indicated on each invoice.

Room Assignments
The most important part of The University of Akron residence hall system is your room. We want your room to be a place where you feel at home, so each is planned and furnished with your comfort in mind.

Resident Dining Plans
Freshmen living on campus are required to choose one of these plans:

Traditional Plan: These plans may be used at Rob’s Café, Trackside Grille, Zee’s Convenience Stores, Zees Grille, Union Market, Climbing Rock Café, Ohio Burger Co., and Summit Bistro. Rob’s Café offers all-you-care-to-eat meals serving breakfast, lunch and dinner Monday through Friday, with brunch and dinner on Saturday and Sunday. A total of 19 meals are offered each week. You can choose the number of meals on your plan (19, 15, or 12), but won’t get credits for missed meals. The traditional plans also provide 3 guest passes for the use of students’ guests during the semester.

My Rob’s Plan: This plan is used exclusively at Rob’s Café. You may enter Rob’s Café as many times as you wish during the hours of operation. The My Rob’s Plan also provides 3 guest passes for the use of students’ guests during the semester.

Flex Plans: Sophomores, juniors and seniors living on campus are eligible to choose one of these additional plans.

My Gold Plan: With this dining plan, you will receive 10 meals per week + $750 in dining dollars for the semester. These dining dollars will be distributed in 2 increments of $375 at the start of the semester and $375 in the 8th week of the semester.

My Blue Plan: With this plan, you will receive 7 meals per week + $300 in dining dollars for the semester.

Non-Resident Dining Plans: Residents of Exchange Street Residence Hall who live in apartments with full kitchens are not required to have meal plans. Many of these students choose a meal plan even though they are not required to. The following plans, along with the plans listed above, are available to faculty, staff, non-resident students and students living in Exchange Street Residence Hall apartments. They are valid at Rob’s Café, Trackside Grille, Zee’s Convenience Stores, Zees Grille, Union Market, Climbing Rock Café, Ohio Burger Co. and Summit Bistro.

My Light Blue Dining Plan: Receive 3 meals per week + $250 in Dining Dollars per semester.

My My Meal Plan: Receive 5 meals per week + $100 in Dining Dollars per semester.

My 7 Meal Plan: Receive 7 meals per week + $100 in Dining Dollars per semester.

Dining Dollars: There are various places on and off campus where students can use their Dining Dollars. The off-campus merchants include grocery stores and restaurants. Those off-campus merchants accepting Dining Dollars will have a Zip Card logo placed on their entrance door. For a complete list of all on-campus and off-campus merchants accepting Dining Dollars, please go to www.uakron.edu/zipcard/accepting-locations.dot.
Residence Hall Facilities and Essential Procedures

Entering Residence Halls with Zip Cards
The University of Akron is in a metropolitan setting very similar to that of any other large city. As a security measure, the halls are locked 24 hours a day. However, as residents, you may enter and leave at your own discretion. The resident’s key or University identification (Zip Card) will open the front door. There is a service desk located in each building. The service desk is staffed 24 hours a day during the academic year. Students will gain entrance to their building by presenting their current, valid Zip Card to the person working at the service desk. This will require that students carry their IDs at all times. Your Zip Card will have a sticker identifying that you reside in that hall. Your Zip Card must be submitted upon the request of a University of Akron official. As stated on the back of the Zip Card, “This card is the property of The University of Akron and must be shown or surrendered to University officials upon request.”

The Zip Card is issued to provide access to activities for which the individual is eligible. Misuse will subject user to penalty or loss of use. It is not transferable and a charge will be made for replacement of the card.

Check-in and Check-out Processes
Residents are provided an opportunity to note the condition of their residence hall rooms when they check in at the beginning of the academic year or when they move into a residence hall room. This information can be compared with the condition of the room when students check out of the room to ensure students are only charged for damages they are responsible for. It is important that preexisting damages are noted at check in, or within the first week of living in your room. Final damage charges are assessed at the discretion of the residence life coordinator and/or the Department of Residence Life and Housing.

Students must vacate and remove personal property within 24 hours after withdrawal from the University or termination of the housing contract. If you are planning to move out of your room at any time during a semester or after the fall semester, please note the following instructions. All residence hall students must follow this process at the end of the spring semester.

» Option 1:
1. Schedule a check-out time with a resident assistant in your building or complex.
2. Complete forwarding address information at USPS.com. A fee may be charged for the online service.
3. Return all room, building and mailbox keys.

» Option 2:
For your convenience we also have express check-out available that allows you to place your key in an express check-out envelope and turn it in to the front service desk. The option gives you the flexibility to avoid scheduling a check-out time with us. You will still need to complete forwarding address information at USPS.com.

Failure to complete one or the other option will result in a fee assessment for improper checkout.

University Police and Campus Safety Support
University Police patrol all residence halls on a scheduled basis and are available to assist students with safety and security needs. It is strongly recommended that students do not walk unaccompanied at night. To prevent undue concern for your safety, you should inform your roommate, family and your resident assistant when you plan to be gone overnight, or longer.

Additional information about University Safety can be found at the following site www.uakron.edu/safety or at the University of Akron Police Department www.uakron.edu/police.
Addresses and Mail Procedures

It is important to use the addresses listed. Otherwise, your mail may be delayed in its delivery or returned to sender by the post office.

All US Mail, including packages (e.g. cards, letters, magazines, newspapers):

**Address Format:**

Your Name Here  
The University of Akron  
Residence Hall/Room Number/Room  
Letter or Bed Space  
P.O. Box 1350  
Akron, OH 44309

For vendors who will not send to a P.O. box:

**Address Format***:

Your Name Here  
The University of Akron  
DocuZip 219  
Residence Hall/Room Number/Room  
Letter or Bed Space  
303 East Carroll St.  
Akron, OH 44325

*This address should NOT be used for standard U.S. Mail.

Mailing Services will pick up mail from the United States Postal Service station that has service responsibility for the University. Each day, mailing services will deliver USPS mail to each residence hall student mailbox. Only USPS mail that properly fits in your mailbox is delivered directly to the halls. Residents will be notified by DocuZip if they have a package to retrieve.

Please note that mail delivery times may vary. If you have any questions or concerns regarding mail delivery or package distribution, please call 330-972-7585.

Balconies

The Quaker Square Residence Hall offers its residents this unique amenity not found in any of the other UA residence halls. The balconies do remain locked and only open a small amount to provide fresh air for residents. The balconies that only open a few inches must remain that way throughout the year.

Computer Network Access in the Residence Halls

All residence halls have network access in residents’ rooms. There is no charge for this service. You will be responsible for network connectivity hardware and software.

To initiate this service, residents must have a computer with the following minimum capabilities:

- Windows 95, 98, 2000, NT, XP, Vista, 7, 8, or Macintosh System 7 or OS X
- 32MB RAM or more
- Hard drive with minimum 20 MB free
- Ethernet adapter with 10BaseT connector (3Com is preferred and guaranteed to work. You may purchase one at Computer Solutions, UA’s computer store).
- Wireless Ethernet cards for University Apartments can be purchased at Computer Solutions
You must configure your local area connection/Internet protocol properties to obtain an IP address automatically. Your final step is to plug your computer in to the correct outlet and restart it. You will need your UAnet ID and password to log in to the network.

If you have problems, contact the Computer Center Help Desk at 330-972-6888 from your phone. The Help Desk personnel will take you through the process to troubleshoot the problem.

Make sure to read and understand all policies regarding the UA computer network at www.uakron.edu/it. Damage to an outlet, wiring, or other equipment will be billed to the student renting the outlet if it is determined the damage was caused by malicious intent or negligence.

Custodial Services
Each building has a custodial crew that cleans common areas such as lounges, hallways and community bathrooms, and does trash removal and major cleanups. The custodial crew is on campus from 6:30 a.m. to 3:00 p.m. every day of the week. Assistance is also available 24/7 on an on-call basis.

Event Planning Policy
Recognized student organizations who would like to request a residence hall space designed for group use for an event with an anticipated attendance of more than 25 participants must make that request, in writing, to the Coordinator of Co-curricular Programs and Activities no less than 30 days prior to the date requested. The Coordinator of Co-curricular Programs and Activities will organize a meeting with the student organization to discuss a variety of considerations for the event and determine if the event will be approved. Considerations include but are not limited to:

- Scope of the event
- Police and security needs
- Food and beverage
- Use of utilities
- Sound/noise

The Department of Residence Life and Housing reserves the right to deny a request for any event if it is determined that the event will interfere with the good order or safety of the residence halls.

Fire and Building Safety Procedures
The department of Residence Life and Housing fire procedures and policies are consistent with the State of Ohio Fire Code which can be found at www.com.ohio.gov/fire/. The following procedures are designed to ensure the safety of students living within and visiting residence halls.

All students and guests shall evacuate the building upon hearing or receiving notification of a fire or similar emergency. Students and guests are required to remain outside at the community checkpoint until instructed otherwise by emergency personnel. Physical assistance evacuating the residence hall may be available for students unable to use stairs to evacuate. There is a clearly marked location on each floor indicating where the student will be met by University of Akron Police for assistance. Students requiring assistance must call 330-972-2911 to secure assistance during an evacuation. This number is also posted on each residence hall floor. Please note that there is only one fire drill per semester — all alarms indicate the risk of fire and necessitate orderly evacuation.

There is a clearly marked tornado shelter in each residence hall. In the event of a tornado or severe weather situation, students will be provided instruction by the residence hall staff and should meet in the tornado shelter.

Additional safety information can be found at the Department of Environmental and Occupational Health and Safety (EOHS) website, http://eohs.uakron.edu.
Fire Hazards Safety Protocols
Moving into a room and arranging the space is part of the fun of living in a residence hall, but the design must be safe. The following safety precautions must be observed:

- Electrical outlets are not to be overloaded.
- Use of extension cords should be kept at a minimum and never placed under carpeting or over ceiling tiles. Cords should not be wrapped around bed frames or under bedding. Students are required to use grounded and fused electrical outlet strips. Extension cords should be approved by Underwriters Laboratory (UL).
- No objects of any kind should be hung from light fixtures.
- Netting, sheets, flags and other flammable materials should not be draped from the ceiling.
- Candle or incense burning, or any other open-flame devices, are not permitted in residence hall rooms.
- Removing, dismantling or covering smoke detectors is prohibited. Replacement batteries are available at the service desks.
- Cooking appliances in residence hall rooms are prohibited (i.e., hot plates, toaster ovens, electric skillets, BBQ grills, George Foreman grills and appliances with exposed heating coils). Cooking is permitted only in Exchange Street Residence Hall apartments and in designated areas.

Guest Hours
By majority vote, residents may limit the hours guests are permitted in their hall. The residence hall staff in that community coordinates this voting process. Roommates will be encouraged to discuss and set expectations with each other regarding guests and visitation privileges within their residence hall space.

Guests Visitation
Residents are fully responsible for the behavior of their guests. Any violation of the residence hall guest policy will result in disciplinary action. Residence hall staff reserves the right to require guests to vacate the residence hall if the behavior of guests or hosts is disruptive. As visitation to the halls is considered a privilege, rather than a right, the Department of Residence Life and Housing reserves the right to restrict visitation privileges to serve the best interests of the residential and University community.

Health and Safety Inspections
The resident assistants of Quaker Square and Exchange Street perform monthly health and safety inspection to check fire safety equipment and the cleanliness of the room. If there are concerns about the cleanliness of rooms in other complexes, a health and safety inspection can be requested. Advance notice is given to the residents that inspections will be occurring. It is preferred, but not required, that the residents be present whenever possible.
The University does reserve the right to enter student rooms to conduct health and safety inspections. Health and safety inspections will be performed in all residence halls as necessary and will be conducted after advance notice is given.

**Holiday Decorations**

Holiday decorations must be consistent with the Department of Environmental and Occupational Health and Safety holiday decoration guidelines and the Ohio Fire Code. More information is available at residence hall service desks.

**Housing Registration for Breaks**

Our residence halls will remain open during Thanksgiving Break as well as during Spring Break. Students requesting to stay during the winter recess may request break housing between the fall and spring semesters for a daily fee. Housing is available on a limited basis. If possible, arrangements will be made but not necessarily in the students’ current residence hall or assignment.

Some scheduled maintenance work is conducted in residence halls and student rooms during break periods to minimize disruption to students. Instructions will be provided to students prior to breaks indicating how to prepare their rooms for prolonged absences or ongoing maintenance.

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**Laundry Facilities**

Washer and dryers are provided in all facilities for student use.

**Lockouts**

If you are locked out of your room, a resident assistant will assist you and can be contacted from the residence hall service desk. RAs cannot let you into your room more than five times before your residence life coordinator or graduate residence director must change the locks on your door at your expense. The cost for this varies by building and ranges from $68.70 to $156.44. Students requesting a lockout will be required to show ID to confirm that they live in the room to which they request access. Residence life and housing staff members are not permitted to let you into a friend’s room.

**Lofts/Bunks**

North Quad complexes and/or buildings come complete with furniture that can be used to create lofts or bunks. South Quad complexes and/or buildings come complete with furniture that can be used to create bunks. Quaker Square Residence Hall comes complete with furniture that can be used to create bunks.

All lofts and bunks must be created using University furniture. Homemade lofts or bunk beds are prohibited.

**Lost Keys**

Lost keys shall be reported immediately to a resident assistant or the residence life coordinator in your hall. When a student reports a lost key, the lock on the door will be replaced and new keys will be issued to the student and his or her roommate(s). A fee will be charged to replace lost entrance keys and/or to change the lock core to a student’s room.
Lost Zip Card
Lost zip cards shall be reported to a resident assistant or the residence life coordinator in your hall as well as to the Zip Card office located in the Student Union. The Zip Card office will replace your ID for a fee of $15.

For convenience, a temporary entry card may be issued from the residence life coordinator or graduate residence director during the evening or during a time when the Zip Card office is not open. Once the student has the replacement Zip Card, the temporary entry card must be returned. Failure to return the temporary card will result in a replacement fee of $20.

Maintenance Concerns and Room Repairs
Needed repairs should be reported to your resident assistant, or you may call the residence hall maintenance department at 330-972-7845. When requesting assistance, be sure to include your name, building, room number and issue/concern. Maintenance hours are Monday through Friday from 7 a.m. to 3:30 p.m. In emergency situations, after regular hours and anytime on weekends, you should contact your RA or call University Police at 330-972-7123 to report problems such as flooding, power outages, water leaks near electrical fixtures, etc. Please remember that you are responsible for any damage that occurs in your room, so it is important that you request room repairs as soon as you notice a problem. Examples include a fallen smoke detector, cracked window, faulty mailbox, leaky faucet, clogged drain, etc.

Missing Persons
Any person who believes an Akron campus student is missing should notify The University of Akron Police Department. In the event that another University office receives a report of a missing Akron campus student, that office is responsible for notifying The University of Akron Police Department, which will make the determination as to whether a student is missing. The University will inform local law enforcement no later than 24 hours after a student has been determined missing.

When students move into their residence halls, they will be given the opportunity to identify a confidential contact who will be contacted by the institution in the event that the student is determined missing for more than 24 hours. If a student is under the age of 18 or is not an emancipated individual, the University is required by law to contact the students’ custodial parent or legal guardian no later than 24 hours after the student has been determined missing.

Personal Property Loss
Although all precautions are taken to secure the building and your room, the University will not be responsible for any loss or damage — from any cause — to the personal property of students. As a student, you assume all responsibility for your personal property. The University strongly encourages all students to retain renters insurance to cover any losses which may occur throughout the year.
Roommate Agreement

The roommate agreement is a tool to set standards concerning different aspects of living with a roommate. When you complete your roommate agreement, you will decide together how to handle guest visitation, noise, cleaning schedules and any potential conflicts. Clarifying expectations and revising them if necessary helps roommates resolve conflicts on their own.

Roommate Conflicts

Living with others has both its challenges and rewards. In order to ensure a positive living environment throughout the academic year, it is important to communicate expectations. The first step is to say something to your roommate(s) and try talking out disagreements amongst yourselves. If that does not work, you may see your resident assistant, who can assist you and your roommate(s) with attempting to resolve your disagreements. If necessary, the resident assistant also can involve a residence life coordinator or graduate residence director, who can help mediate roommate conflicts or, if necessary and if space permits, process a room change request.

Room Change Requests

Due to the large number of students wishing to live in the residence halls or apartments, room changes are approved on a case-by-case basis and only as space permits. Learning to get along with others is a part of the residence hall experience. Fortunately, most misunderstandings can be worked out and solid relationships can be formed. When problems do arise, your resident assistant, graduate residence director, and/or residence life coordinator are there to assist you. If negotiations and mediations fail to resolve a conflict, a room change request may be made through your graduate residence director or residence life coordinator. Unauthorized room/building relocations are not permitted and are subject to residence hall conduct sanctions. Residence life coordinators and graduate residence directors will do their best to honor your room change request; however, we are unable to honor requests to move a roommate without his or her consent. It may not be possible to accommodate a room change request.
Room Decorations
Wall decorations may not be hung with any fasteners that make holes in the walls, ceiling or woodwork. A form of “poster putty” or 3M removable hooks products may be used to secure decorations to walls, but must be removed before the room is vacated. The use of any “tape products” is prohibited on any painted or wood finished surfaces. The cost of repairing holes or removing adhesives by the University staff will be charged to the student responsible.

The Department of Environmental and Occupational Health and Safety (EOHS) and the Ohio Fire Code has specific guidelines for use of holiday decorations in residence halls. All decorative materials inside the halls must be fire resistant or treated with a fire retardant spray or solution. No more than one-tenth of any door or wall area may be covered with combustible material. Decorative lights and other electrical wiring may not be placed on metal surfaces, hung from the ceiling, nailed or stapled. For more information, please review the extended list at www.uakron.edu/safety/eohs/.

Room Entry
University officials have the right to enter property owned, leased or operated by the University for purposes of inspecting for cleanliness, orderliness and safety, to perform maintenance, and to administer University regulations. Evidence of violations of The Code of Student Conduct obtained as a result of this entry may be used in disciplinary proceedings. In cases involving suspicion of misconduct, as defined in The Code of Student Conduct, except in health, welfare and safety emergencies, student premises and possessions shall not be searched without first obtaining proper authorization from the chief housing officer or his or her designee. Notwithstanding the foregoing, University Police have the right to enter property, subject to the normal requirements of applicable policy and law.

To secure University property as well as student belongings, University personnel or emergency personnel may enter a room in the event of a residence hall fire, flooding or facilities incident.
Room Furnishings
Each residence hall room is furnished with beds, closets, window coverings, study desks, chairs and a wastebasket. University furniture and furnishings may not be removed from your room. Other room decor is left to your creativity. Bedspreads, rugs, or shelves may add a warm touch to your home away from home. There are a number of items you may want to bring with you. Some of these can be a cooperative effort between you and your roommate: telephone, washcloths, towels, clock, blankets, laundry soap, sheets, desk lamp, pillow, refrigerator (not to exceed three cubic feet), typewriter/computer, iron, decorations and a radio/stereo.

Room Painting
Students are not permitted to paint their residence hall rooms, suites and/or apartments. If it is necessary to repaint a room after a student leaves his or her residence hall room, that student will be charged for the cost of repainting the room.

Summer Housing
Housing is available during the summer sessions. If you are interested, arrangements must be made with the Department of Residence Life and Housing. The per night fee for summer housing will be determined each spring semester. Students must be enrolled to be eligible for summer housing. All summer fees are billed to your University account.

Vending Machines
Vending machines are in most residence halls. Many of the beverage machines accept Zip Cards with all-campus funds. If money is lost, a refund may be arranged at Zee’s, located in the Student Union on the first floor.
Student Behavior

Disclosures
All students applying to reside in The University of Akron residence halls or apartments are required to disclose if they have been convicted of a felony or misdemeanor crime. Students with a plea of guilty to, a finding of guilty by a referee, jury or court, or a conviction of the following may disqualify him or her from residing on campus: a felony; a sexual offense, as defined in chapter 2907 of the Ohio Revised Code; an offense of violence, as defined in section 2901.01 (A) (9) (a) of the Ohio Revised Code; a theft offense, as defined in section 2913.01 (K) of the Ohio Revised Code; a drug abuse offense, as defined in section 2925.01 (G) of the Ohio Revised Code; and substantially comparable conduct offenses listed above in a jurisdiction outside of the state of Ohio.

Residence Hall and University Rules
All students who live in University residence halls are expected to balance personal responsibility and personal freedoms with the responsibilities and obligations of living in a community environment.

We encourage you to read the terms and conditions of your Housing Contract, The Code of Student Conduct and all residence hall policies. By choosing to live in residence halls at The University of Akron you have also chosen to live in accordance with these rules.

Repeated Violations or Interim Contract Suspensions
The hearing process for adjudicating student conduct incidents that occur in the residence halls has been designed to assist our students learn how to better live together in a residential environment. Specifically these environments are designed to allow our students opportunities to see how their own behavior affects the lives of the others who live in their community as well as how their behavior impacts their own opportunities to achieve their own goals. Student conduct incidents could involve violations of the housing contract, Residence Life and Housing Policies or the Code of Student Conduct, and some violations may be subject to review by the Office of Student Judicial Affairs.

If students demonstrate that they are either unwilling or unable to manage their behavior in accordance with the Residence Life and Housing Policies or the Code of Student Conduct repeatedly over time, their behaviors may jeopardize their ability to continue residing in University residence halls.

If the Department of Residence Life and Housing determines that an accused student’s continued presence in the residence halls disrupts the good order and discipline of the residence halls or poses a threat to his or her own physical or emotional safety or to that of others, the student may be removed from the residence halls pending the outcome of the student’s disciplinary process(es).
The Code of Student Conduct

The Code of Student Conduct applies to all undergraduate and graduate students at The University of Akron. Each University of Akron student is held to the Code of Student Conduct, and it is each student’s responsibility to read and follow the Code of Student Conduct. A current and printable version of the code, definitions of misconduct and other important student conduct information, is available at: www.uakron.edu/sja.

Definition of student misconduct

The University of Akron defines “student misconduct” as behavior that violates University policies, rules and regulations. Any student or student organization alleged to have committed or to have attempted to commit the following misconduct is subject to the disciplinary process outlined in this rule.

(1) Academic misconduct is any activity that compromises the academic integrity of the student and University, and undermines the educational process. Academic misconduct includes but is not limited to:

- Cheating, including but not limited to:
  - Use of unauthorized assistance in taking quizzes, tests or examinations.
  - Submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement, without permission of the faculty member of the course for which the work is being submitted or supervising authority for the academic requirement.
  - Use of sources prohibited by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments.
  - Inappropriate acquisition and/or improper distribution of tests or other academic materials without the permission of the faculty member.
  - Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or during class discussion.

These points shall not be interpreted as permitting a faculty member to limit a student’s right to responsibly engage in free inquiry and expression, when relevant to the subject under study or discussion, or to be treated fairly in the academic setting and to have his/her performance evaluated solely on an academic basis.

- Plagiarism, including but not limited to:
  - Intentional or unintentional representation of ideas or works of another author or creator in whole or in part as the student’s own without properly citing the original source for those ideas or works.
  - The use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

(2) Knowingly furnishing false or misleading information to University officials or faculty members either verbally, in writing or in any other form of communication or on University records, including but not limited to forgery, alteration, or misuse of any University document, record, or instrument of identification.

(3) Engaging in or threatening physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which intentionally or recklessly threatens or endangers the health, welfare or safety of any person.

(4) Disorderly, disruptive, lewd or indecent conduct.

(5) Unauthorized use of an electronic or other device(s) to make an audio or video recording of any person without his or her prior knowledge or consent, except as is otherwise permitted by law and except in a public setting where there is not a reasonable expectation of privacy and such use is consistent with the law.
(6) Unauthorized distribution or dissemination of an audio or video recording or photograph of any person without his or her prior knowledge or consent, even if the audio or video recording or photograph originally had been produced with the person’s consent.

(7) Sexual misconduct, sexual assault as defined in applicable federal, state or municipal law, or imposition or sexual harassment in violation of rule 3359-11-13 of the Administrative Code. Sexual misconduct includes but is not limited to:

Any physical act of a sexual nature perpetrated against an individual without consent or when an individual is unable to freely give consent.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual’s

- academic pursuits;
- University employment;
- participation in activities sponsored by the University or organizations or groups related to the University; or
- opportunities to benefit from other aspects of University life.

(8) Theft or attempted theft, or willfully, recklessly, or negligently destroying, damaging, injuring, or using another’s property without the consent of the owner.

(9) Use, possession, manufacture, cultivation, distribution or facilitating the distribution of marijuana or any narcotic, hallucinogenic, or other controlled substances as defined in applicable federal, state or municipal law.

Use, possession, manufacture or distribution of alcoholic beverages, or public intoxication in a manner prohibited by law or University policy including but not limited to any violation of rule 3359-47-01 of the Administrative Code. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under 21 years of age.

(10) Unlawful gambling or participating in unlawful games of chance as defined in applicable federal, state and municipal law.

(11) Unlawful or unauthorized possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals, or using any such item, even if lawfully possessed, in a manner that harms, threatens or causes fear to others.

(12) Commission of any felony or misdemeanor under applicable federal, state and municipal law.

(13) Unauthorized possession, distribution, duplication, retention or use of keys to any University premises or unauthorized entry into, presence in, or use of University facilities.

(14) Behavior that the student knew or reasonably should have known would cause a disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities, including its public service functions on or off University premises, or of other authorized non-University activities occurring on University premises.

(15) Participation in a disturbance with the purpose to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property. Prohibited behavior in the context of a riot includes but is not limited to those behaviors prohibited by federal, state and municipal law and

- engaging in conduct designed to incite another to engage in riotous behavior;
- causing or threatening damage to or destruction of University premises or property of others, whether done intentionally or with reckless disregard;
- failing to comply with a directive to disperse by University officials, faculty members, law enforcement or emergency personnel; or
- intimidating, impeding, hindering or obstructing University officials, faculty members, or law enforcement or emergency personnel in the performance of their duties.

This rule shall not be interpreted as prohibiting peaceful demonstrations, peaceful picketing, a call for a peaceful boycott, or other forms of peaceful dissent.
(16) Possession of or permitting animals inside buildings owned or leased by The University of Akron or its foundation. This excludes disability-related service animals and animals permitted within the residence halls by the residence life and housing contract. Animals must not be disruptive to the learning or living environment of the University. Owners must control their animals at all times and abide by all applicable federal, state, and local laws (e.g., use of leashes and removal of waste) while on University premises.

(17) Theft or other abuse of computer facilities and resources, including but not limited to:
- unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
- unauthorized transfer of a file;
- use of another individual’s identification and/or password;
- use of computing facilities and resources to interfere with the work of another student, faculty member or University official;
- use of computing facilities and resources to send obscene or abusive messages;
- use of computing facilities and resources to interfere with the normal operation of the University computing system; or
- any violation of the University computer use policy as outlined in rules 3359-11-09 to 3359-11-10 of the Administrative Code.

(18) Hazing, as defined by the Ohio Revised Code and federal law, is prohibited. It is a violation of this rule for an individual, knowing that hazing has been or is being committed, to knowingly fail to report such information to law enforcement authorities or to student judicial affairs. Officers of a student organization must report any hazing incident(s) of which they are aware. The consent of the victim is not a defense.

(19) Willful failure to comply with directions of University officials, faculty members, law enforcement officers or emergency personnel acting in performance of their duties and/or willful failure to identify oneself to these persons when requested to do so.

(20) Abuse of the student conduct system, including but not limited to:
- failing to comply with notice (with confirmation of delivery) from the department of judicial affairs or University officials to appear for a meeting or hearing as part of the student conduct system;
- knowingly falsifying, distorting, or misrepresenting information during the student conduct process or initiating a conduct proceeding in bad faith;
- engaging in behavior that an individual knew or reasonably should have known would cause disruption or interference with the orderly proceeding of the student conduct process, 3359-41-01 12;
- attempting to discourage an individual’s proper participation in, or use of, the student conduct system;
- attempting to influence the impartiality of a member of the hearing board prior to, and/or during the course of, the hearing board proceeding;
- failing to comply with the sanctions imposed under the Code of Student Conduct; or
- influencing or attempting to influence another person to commit an abuse of the student conduct system.

(21) Willfully, recklessly, or knowingly engaging in conduct that violates any University policy, rule, or regulation. It is not a defense that the student was unaware of the policy, rule, or regulation.

The Department of Student Judicial Affairs will address both on- and off-campus behavior that violates the Code of Student Conduct. Student conduct meetings are held in addition to, and separate from, any criminal or civil court proceedings.
Code of Student Conduct Policy Violations

Residence hall living occurs in a community environment in which the actions of one resident may directly or indirectly affect other residents. When the behavior of one or more individuals is disruptive or inconsistent with the Code of Student Conduct or Residence Life and Housing policies, it may be necessary for another member of the community, a resident assistant or hall staff member, to confront inappropriate behavior. In fairness to all students, guidelines have been established for responding to infractions of University and/or residence hall policy.

Student Rights and Responsibilities

The University recognizes the importance of your rights as a student. Those rights include freedom of expression, the procedures of due process, and respect for the personal integrity of all members of the community and their property. By ensuring your individual rights, the University fosters an environment conducive to learning and growing — both personally and academically.

As a member of this community, you practice personal integrity, and by doing so, you respect the dignity, rights and property of all members of the University community. The Code of Student Conduct creates an expectation of behavior that the University community finds acceptable.

The University has established a system to address those instances when individuals or groups fail to meet the expectations of the community. This Code of Student Conduct describes University expectations for its members and the procedures available when an individual or group fails to meet these expectations. By becoming familiar with the policies and regulations, you can be fully aware of your rights and responsibilities as a student.

Students, Ohio Law and Violent Offenses

The Ohio Revised Code states that if a student, faculty or staff member commits an offense of violence, as defined by the Ohio Revised Code, even when committed off campus, that individual may be subject to dismissal from the University. If arrested for one of these offenses, the individual will be required to have a 1219 hearing before a referee, who will review evidence presented by the University and the charged individual and decide if the individual should be suspended from the University pending outcome of the criminal proceedings. Should the individual be convicted of the crime, that person is automatically dismissed from the University for no less than one year and readmission to the University is contingent upon petition to and approval by the Board of Trustees.

Violent offenses include, but are not limited to, assault, robbery, inciting to violence, riot, robbery, including panic, domestic violence, intimidation, burglary, menacing by stalking, menacing, rape, sexual battery and gross sexual imposition.

Sexual Assault

The University of Akron is a community dependent upon trust and respect for its constituent members: students, faculty, staff and those under temporary contract. Sexual misconduct and sexual assault is a violation of that trust and respect and will not be tolerated.

The University is dedicated to preventing sexual misconduct/assault by providing an education and prevention program informing the community about the risks and myths that contribute to sexual misconduct/assault; providing assistance and support including procedures sensitive to a person who has experienced sexual misconduct/assault; and by providing a process for investigation and adjudication that includes appropriate disciplinary sanctions for those who commit sexual misconduct/assaults.

Sexual misconduct/assault, whether on or off campus, is prohibited and will not be tolerated. This applies to academic, educational, co-curricular, athletic, study abroad, residential and off-campus conduct, and other University programs. The University of Akron urges people who have been the victim of sexual misconduct/assault to pursue criminal charges against the person or persons they believe have committed the crime. A person who has been the victim of sexual misconduct/assault involving a member of the campus community is also urged to make a disciplinary complaint to the Office of Student Judicial Affairs. A criminal charge and a disciplinary complaint may be pursued at the same time. Retaliation against a person who reports a crime, brings a complaint, pursues legal action, or who participates in an investigation or is a witness in any proceeding is prohibited and will not be tolerated.

Residence life coordinators, graduate residence directors and resident assistants are powerful resources for persons who have been affected by sexual misconduct/assault. The University of Akron outlines its sexual assault protocols at www.uakron.edu/safety/annual-safety-report/protocols.dot. The University of Akron is committed to maintaining a learning, living, and working environment free of sexual misconduct/assault. The Sexual Misconduct/Assault Protocol describes how the University investigates and responds to reports of sexual misconduct/assault. It also provides guidance for students who have been the victim of sexual misconduct/assault; outlines the University’s disciplinary response to alleged incidents of sexual misconduct/assault; and identifies the relevant organizations within the University responsible for managing the protocol and programs associated with it.

Sexual Harassment

If you or someone you know has been harassed, do not delay in letting someone know. Contact your resident assistant, graduate residence director or residence life coordinator, University Police, a professor or administrator and/or the Counseling Center. Know that each report is investigated thoroughly. Additional information regarding University Sexual Harassment procedures, response and student support can be found at www.uakron.edu/safety/annual-safety-report/protocols.dot. The University of Akron Sexual Harassment policy can be found at the Office of General Counsel rules website www.uakron.edu/ogc/UniversityRules/index.dot.

Family Educational Rights and Privacy Act of 1974 (FERPA)

The University of Akron strictly adheres to the Family Educational Rights and Privacy Act of 1974 (FERPA). This act governs the privacy of education records and provides guidelines for the disclosure of education records and for the correction of incorrect data. Further information regarding the University’s FERPA policy is available at www.uakron.edu/ogc/legal-policies-and-procedures/privacy-practices-and-policies/

A FERPA waiver form is available from the Department of Residence Life and Housing and at www.uakron.edu/dotAsset/1997551.pdf. The form allows a student to grant permission to the University to discuss the student’s education records with his or her family.
Residence Hall Policies

Because of the unique nature of the residence hall community, the following residence hall policies have been established to ensure the safety and security of community members and facilities. The policies apply to all resident students and their guests and govern conduct that occurs in the residence halls and on residence hall grounds. The use of residence halls and residence hall grounds is reserved exclusively for resident students and their guests.

Alcohol, Drugs and Tobacco

Alcoholic Beverages

Maturity must be exercised with the use of alcohol to avoid damage and to maintain order and an appropriate environment for study. Regulations regarding alcoholic beverages are always subject to immediate change in federal/state law or University rules and policy. The possession and consumption of alcoholic beverages is permissible in student rooms, provided that:

- The Ohio Revised Code regarding the possession and consumption of various alcoholic beverages is strictly followed. In accordance with Ohio law and University rules, no student under the age of 21 may possess or consume beverages containing alcohol.
- The consumption of alcoholic beverages takes place inside a resident’s room — not in public areas, including but not limited to hallways, lounges, balconies, or outside buildings on University property.
- No alcoholic beverages or containers of any type are allowed in the rooms, bedrooms, apartments or common areas of residents who are not of legal age (21). Students under the legal age may not be present where alcohol is being consumed.
- Beer kegs or beer balls are not permitted in the residence halls.
- “Monuments” to alcohol consumption, in public view, are not permitted.
- Incidents involving excessive quantities (beer bongs, beer pong, and other drinking games, etc.) of alcohol or continued alcohol violations are prohibited.

Drugs

The possession, use, manufacture or sale of illicit drugs or drug paraphernalia by students and/or their guests is not permitted in the residence halls. Students believed to have violated this policy will be referred to the Department of Student Judicial Affairs for adjudication as outlined by the Code of Student Conduct. Students found responsible for a drug violation of section (9) of the Code of Student Conduct by the Department of Student Judicial Affairs will be considered in violation of their housing contract and the contract will be cancelled. Students found responsible will be required to vacate their campus residence within the timeline determined by the chief housing officer. Additional sanctions recommended by a University judicial officer or the hearing board will neither prejudice nor be prejudiced by this administrative contract cancellation.

These actions are independent of criminal prosecution by the city of Akron, the state of Ohio, or the federal government, which may occur concurrently.

Smoke-free Environment

All University residence halls are smoke-free environments. Residents and their guests are not permitted to burn any substance that will put smoke into the private or public spaces of their residence halls. Residents are responsible for the conduct of their guests. Smoking is prohibited within 25 feet of any entrance or exit to a residence hall.
Building Security and Entrance Policies

Identification
Transferring, lending, borrowing, or altering University identification is prohibited. This includes the lending of Zip Cards to others for residential access and/or misuse of residence hall identification stickers. Students are required to carry their Zip Card with them at all times.

Locks
The installation of any type of lock, including, but not limited to, chain locks or deadbolts on entrance doors to student’s room or bedroom, is prohibited. The University will remove any outside lock discovered on a student’s room door or bedroom door, at the student’s expense.

Room Key
Room keys are the property of The University of Akron and are loaned to residence hall students living in the residence hall. Residents are not permitted to lend room keys to anyone or allow an unauthorized person to occupy their room. Students are prohibited from creating, duplicating or distributing copies of their room keys. Students are required to carry their room key with them in their residence halls.

Safe Entry
For the safety of every member of the residence hall community, residents and their guests must identify themselves individually as they enter any residence hall. Students are not permitted to follow another resident or guest into a residence hall without identifying themselves. Students are not permitted to prop residence hall entry doors.

Windows
Residence hall windows and patio doors are equipped with window stops to ensure student safety. Students are not permitted to remove them. Residents are not permitted to use the window as an alternative entrance or exit for one’s self, guests or property. Windows should not be used for any purpose other than ventilation. Ejecting objects from windows creates immediate harm to those below. Throwing objects from windows is prohibited and may result in termination of the Housing Contract.
Community Policies

Balcony Use
Quaker Square Residence Hall has balconies attached to some rooms. For students’ own safety the Quaker Square Patio Doors that lead to balconies have been fitted with a safety device to allow residents to open the door for ventilation but restrict access to that actual balcony. Balcony access in Quaker Square is prohibited.

Hall Courts
Exchange Street Residence Hall, Spicer Residence Hall and South Residence Hall enjoy the use of volleyball courts, a gazebo, and/or grilling equipment adjacent to their halls. These facilities are considered part of the hall, and are reserved for residence hall student use. All residence hall policies shall apply to the use of these courtyards. Courtyard hours are as follows:

- Sunday through Thursday, 8 a.m. – 10 p.m
- Friday and Saturday, 8 a.m. – Midnight

Outside these hours, a reasonably quiet environment is to be maintained in the courtyard. During finals week the courtyard is restricted to quiet activity 24 hours a day.

Hall Sports
Sporting activities and/or horseplay are prohibited inside and outside of the residence halls and walkways where such activities could create a safety concern.

Musical Instruments
To ensure that both courtesy and quiet hours are honored, deliberate loud noise produced by musical instruments is prohibited.

Pets
No pets, other than aquarium fish, can be kept in residence hall rooms or apartments. Aquariums are limited to 20 gallons.

Quiet Study Hours
Each student must maintain a reasonably quiet environment on the floors during these times. Quiet hours for study are as follows:

- Sunday through Thursday, 8 p.m. to 8 a.m.
- Friday and Saturday, midnight to 8 a.m.

All other hours are courtesy hours. Students who are making a considerable amount of noise must refrain from continuing to disrupt community members when a request is made for a reasonably quiet environment.

Solicitation or Entrepreneurial Ventures
Solicitation within the residence halls or on residence hall grounds is prohibited.

Bulletin boards in residence halls are reserved for use by the Department of Residence Life and Housing. Guidelines for advertising for events sponsored by recognized University of Akron student organizations can be found at orgsync.com/22452/forms/52098. As expressed in the terms of each resident student’s Housing Contract, operating a business from within residence hall rooms, apartments or common areas is prohibited.

Reserved Space
The common social and study spaces inside residence halls and in spaces adjacent to residence halls are generally reserved exclusively for resident students and their guests. However, there are some spaces that recognized student organizations are able to reserve for small events (25 individuals or less). To reserve one of these spaces, the online Facility Reservation Request Form must be submitted a minimum of five (5) business days in advance of the date of the request www.uakron.edu/webforms/reslife-facility-reservation.dot. Groups will be notified via email if their request has been approved. Reservation priority will be given to Residence Life and Housing student organizations/staff and Fraternity and Sorority Life Organizations. Student organizations planning an event with an anticipated attendance of more than 25 participants must contact the Coordinator of Co-curricular Programs and Activities to discuss the Event Planning Policy. For use of one of these spaces, a reservation fee of $200 per event is charged for all groups not affiliated with the Department of Residence Life and Housing.

Weapons
Possession or storage of a deadly weapon or destructive device is prohibited in any University of Akron Residence Hall. Prohibited weapons include but are not limited to:

- guns and firearms, whether loaded or unloaded;
- pellet, flare, tranquilizer, air, stun, spear, paintball and dart guns;
- hand instruments designed to cut or stab another by being thrown;
- striking instruments, including clubs, truncheons and metal knuckles;
- martial arts weapons, including nunchakus, tonfas, staffs and throwing stars;
- bow and arrow combinations, or sling shots; and
- destructive devices, including explosive, incendiary, poison gas bombs and stink bombs.

Any article that appears to be a weapon or is brandished to induce fear is prohibited in residence halls as well.

Facility Policies

Areas Adjacent to the Residence Halls
The same policies and procedures that govern behavior in the residence halls apply to conduct outside and adjacent to the residence halls, including quiet hours. In addition, Exchange Street Residence Hall, Spicer Residence Hall, and South Residence Hall enjoy the use of volleyball courts, a gazebo, and/or grilling equipment adjacent to their halls. These facilities are considered part of the hall, and are reserved for residence hall student use.

Adjacent residence hall space hours are as follows:
- Sunday through Thursday, 8 a.m. – 10 p.m.
- Friday and Saturday, 8 a.m. – Midnight

Outside these hours, a reasonably quiet environment is to be maintained in these areas. During finals week the courtyard is restricted to quiet activity 24 hours a day.

Room Care
Residential students are expected to keep their rooms neat and clean at all times. The usual pictures and posters are permissible, provided that there are no residual tape marks, holes in walls, wood surfaces or ceilings. Flammable materials may not be suspended from ceilings or walls. Decorations that may be considered offensive, such as violent graphics or sexually explicit material, must be contained in a student’s private living area.

Vandalism
The destruction of University or fellow residence hall student property is prohibited. Students are expected to clean any messes they make in their residence hall and must remove all trash or litter to designated areas.

Waterbeds
Waterbeds and other containers that hold more than 20 gallons of liquid are not permitted in the residence halls due to their weight and potential for water damage.
Fire Safety Policies

Students found in violation of the University of Akron Safety Policies may be subject to University sanctions. This action is also taken independently of criminal prosecution by the city of Akron, the state of Ohio, or the federal government, which may occur at the same time.

Candles or Incense
To reduce the risk of fire, residents are not permitted to burn candles, incense or other objects with open flames in any part of a residence hall/apartment.

Cooking and Cooking Appliances
Cooking is not permitted in rooms except in Exchange Street Residence Hall and only when cooking surfaces are well ventilated. Because of the danger of fire, residents in all other areas may not have or use hot plates or appliances with exposed heating coils. This includes, but is not limited to, George Foreman grills, toastes, griddles, sandwich makers and waffle makers. All appliances shall be unplugged when not in use. No heating device should be left unattended while turned on or in use. Underwriters Laboratory approved microwaves are permitted. Refrigerators, no larger than three cubic feet, are permitted in student rooms, unless otherwise supplied by the Department of Residence Life and Housing. All cooking surfaces must be kept clean from grease buildups.

Electricity and Appliances
The use of electrical appliances and accessories is permissible provided that:
- electrical outlets are not overloaded;
- extension cords are used only temporarily and are approved by Underwriters Laboratory (UL);
- grounded surge protectors are used with electrical strips;
- cords or wiring are not placed under carpeting, wrapped around bed frames or placed under bedding;
- objects are not hung from light fixtures; and
- surge protectors are plugged directly into an outlet on a wall.

Failure to Exit during Alarm
Students are prohibited from remaining in a residence hall during a fire alarm or returning to the building prior to University safety personnel instructing them to do so.

Flammable Fluids
Flammable fluids, such as gasoline and cleaning solvents, are prohibited.

Tampering with Fire Safety Equipment
Tampering or other unauthorized use or alteration of safety equipment including but not limited to fire extinguishers, sprinkler heads or other safety equipment is strictly prohibited. Students are prohibited from placing or hanging items within 24 inches of a sprinkler head or system — this includes bunks or lofted beds. Removing, disabling or covering smoke detectors is prohibited as well. Propping or otherwise blocking fire doors is prohibited.
Guest Policies

Guest and Visitation Protocol
Residents may have one guest at any time with permission of his/her roommate(s). For the safety and security of residents and guests, the following procedures apply.

- Residents must register their guests at the service desk.
- Hosts must escort their guests at all times.
- Keys or Zip Cards to residence hall facilities should never be given to guests.
- Guests must abide by the bathroom facilities policy established by the residents of each building.
- Guests are permitted to stay overnight in The University of Akron residence halls for no more than three consecutive nights in one facility or any combination of facilities. Guest may not stay more than 12 nights per semester.

Children
The University of Akron does not provide housing accommodations for married student couples or student families, and does not allow infants and children of students to reside on campus.

In order to protect the safety of young children, childcare/babysitting by students is prohibited in all residence halls and apartments. Residents must register infants and children at the service desk while visiting in the lobbies and lounges of the residence halls and must sign them out upon leaving. The University is not responsible and/or liable for the safety/welfare or care of visiting minors in the residence halls.

Residence Life Staff Duty and On-Call Procedures

Every night there will be at least one resident assistant ready to support you and the other students living in your hall. One or two resident assistants will be on duty nightly in each residence hall or area from 8 p.m. – 8 a.m. A sign posted at each service desk indicates the name and contact information for the resident assistant on duty. During their shift the resident assistants monitor the halls and spend time with residents. Resident assistant duty helps us provide safe and secure environments for you, and ensuring unwanted behavior is addressed appropriately.

There is also professional hall staff on-call 24 hours a day, seven days a week. The residence life coordinator or graduate residence director on-call provides backup and support for the resident assistant on duty in each area.
Hearing Bodies

Student Judicial Affairs

The responsibility to ensure the safety and well being of our campus is one of the reasons Student Judicial Affairs exists. The disciplinary power of the University is inherent in its responsibility to protect the educational purposes and processes through the setting of standards of conduct and scholarship for its students and through the regulation of the use of its facilities. The Code of Student Conduct applies to a student consistent with the jurisdiction provided for in the code. A student also is expected to abide by applicable federal, state and local laws. The University assesses penalties for violation of its own regulations; however, the student is subject to public laws that University Police officers (among other law enforcement agencies) are empowered to enforce on University property. All students are advised to become aware of the disciplinary procedures published in the Code of Student Conduct, which is available at: www.uakron.edu/sja.

Residence Life Coordinator/Graduate Residence Director and Assistant Director

Residence life coordinators/graduate residence directors hear most residence hall policy violation cases to achieve an informal resolution or refer for further action. However, in certain circumstances, an RLC/GRD might be asked to be the adjudicator for a resident of another building. If you violate policy or rules in a residence hall other than your own, you will receive hearing information from the RLC/GRD in charge of the building in which you reside. A database is kept on all residence hall student policy violators to track repeated behavior. The associate director of the Department of Residence Life and Housing will serve as a hearing officer on discipline cases, review appeal requests and determine the appropriate routes for case referral.
Sanctions

Sanctions will be commensurate with violations found to have occurred. More than one sanction may be imposed for any single violation. Individual circumstances, attitude and prior conduct history are some factors that are considered when determining sanctions. For a complete list of sanctions, refer to the Code of Student Conduct at www.uakron.edu/sja.

Other Sanctions

Hearing authorities may impose appropriate sanctions with or without probation, including restrictions on right of access to campus facilities, monetary restitution for damage or misappropriation of University or a University community member’s property, disciplinary room changes, disciplinary contract cancellations, letters of apology, written papers, etc.
Resources

Bookstores
330-972-7624 (Student Union)
330-972-8166 (Polsky Building)
www.uakron.bkstore.com

Campus bookstores are located in the Student Union and the Polsky Building. Textbooks and a broad variety of other items may be purchased.

Campus Patrol
330-972-7263
www.uakron.edu/police

The Campus Patrol is a team of students who assist University Police in patrolling all areas of UA. Campus Patrol members are readily identifiable by their uniforms, and they can provide assistance, escort, or respond to a call for help when necessary. This service is free.

Counseling
330-972-7082
www.uakron.edu/counseling/

A variety of student support services are offered through the Counseling Center. Individual counseling is available to any student by appointment, or immediately, if necessary. All communication with a counselor is strictly confidential.

DocuZip:
330-972-7870 (Student Union)
330-972-2130 (Polsky Building)
www.uakron.edu/printing/docuzip.dot

DocuZip provides black and white and full-color copies, as well as heat transfers, wide-format printing and laminating. Self-serve copiers also are available for your use.

Health Services
330-972-7808
www.uakron.edu/healthservices/

Health Services, located on the main floor of the Student Recreation and Wellness Center, is open Monday through Friday from 8 a.m. to 5 p.m. Health Services is not open on academic holidays. For emergency care outside of regular hours, contact a resident assistant or call University Police at 330-972-7123.

Office of Accessibility
Voice: 330-972-7928
TTY/TDD: 330-972-5764
www.uakron.edu/access/

The Department of Residence Life and Housing encourages all current and prospective students to contact the Office of Accessibility as soon as possible in order to arrange for appropriate accommodations. The process of eligibility, documentation guidelines, and examples of accommodations and services can be found on the Office of Accessibility Web site. Once you have registered with the office, you will meet with a staff member to discuss the accommodations and services for which you are eligible.
Resources

University of Akron
Computer Help desk
330-972-6888 (Help Desk)
www.uakron.edu/support/

The University of Akron’s computer networks provide access to such functions as e-mail and the Internet. With a University of Akron Network Identification (also known as UAnet ID), you will have access to this communications network from campus or home via a computer and modem. A UAnet ID is created for you automatically when you are admitted to the University. The ID and password are given to you during New Student Orientation. If you forget or don’t know your ID or password, just call the Help Desk at the Computer Center.

University Libraries
www.uakron.edu/libraries/
Bierce Library, 330-972-7234
Science and Technology Library, 330-972-7195
Law Library, 330-972-7330

Bierce Library is on Buchtel Common between Union and College streets. The Science and Technology Library is on the plaza floor of the Norman P. Auburn Science and Engineering Center. The School of Law Library is in the C. Blake McDowell Law Center.

Lost and Found
330-972-7135

The University’s Lost and Found Office is in the Physical Facilities Operations Center at 146 Hill St. The office is open Monday through Friday from 8 a.m. to 4 p.m.

Parking Services
330-972-7213
www.uakron.edu/parking/

Students who take more than five credit hours during a term are assessed a transportation fee for that term. This fee allows students to receive a parking permit on request (at no additional charge), and unlimited access to the campus shuttle service. Students who are not assessed this fee based on enrollment can opt to pay it in order to receive a parking permit.

To park in University lots, you will need a permit, which must be displayed hanging on the rearview mirror of your front windshield. Residence hall students can apply for a parking permit online at the Parking Services website.

University of Akron Police (UAPD)
330-972-7123
www.uakron.edu/police

University Police officers are in and around residence halls at various times. They assist with maintaining security by responding to problems, fires or other concerns. All University Police officers have the authority to arrest and bear arms. As in any community, University Police cannot guarantee the safety of all students or student property.

Zip Card Office
330-972-5637
www.uakron.edu/zipcard/

The Zip Card Office is located in Simmons Hall. This is where you will have your picture taken for your first Zip Card, and receive new cards in the event your card is lost, stolen or misplaced.

UA’s online Zip Card Office, at www.uakron.edu/zipcard/, offers you lots of information and services — everything from a list of locations where you can use your Zip Card to checking your balance and depositing money into your All-campus Account.
Frequently Used Phone Numbers

Academic Advisement Center 330-972-7430
Admissions Office 330-972-7077
Bierce Library 330-972-5355
Campus Patrol Escorts 330-972-7263
Cashier’s Office 330-972-7214
Computer Center Support Desk 330-972-6888
Counseling Center 330-972-7082
Office of Accessibility
  (voice) 330-972-7928
  (TTY-TDD) 330-972-5764
Financial Aid, Student 330-972-7032
Service Desk Numbers
  Bulger Residence Hall 330-972-5049
  Exchange Street 330-972-5110
  Honors Complex/Orr Residence Hall 330-972-5053
  Quaker Square Residence Hall 330-972-2981
  Ritchie Residence Hall 330-972-5050
  Sisler-McFawn Hall 330-972-5051
  Spanton Residence Hall 330-972-5052
  Spicer Residence Hall 330-972-7800
Health Services 330-972-7808
Intramural Sports 330-972-6956
Multicultural Development, Office of 330-972-6769
Parking Services, Office of 330-972-7213
Residence Life and Housing 330-972-7800
Robertson Café Menu Hotline 330-972-5460
SNOW LINE (24-hour message line for class cancellations) 330-972-SNOW
Student Affairs 330-972-7907
Student Employment 330-972-7405
Student Financial Aid, Office of 330-972-7032
Student Union Information Desk 330-972-4636
Telephone Voicemail Help Line 330-972-8668
University Registrar 330-972-8300
University Tutorial Programs 330-972-6552
University of Akron Police Department (UAPD) 330-972-7123
Zip Card Offices
  Simmons (extended hours) 330-972-6530
Notice: The University of Akron reserves the right to modify the contents of the Handbook and the policies contained within. Should any rules change to the Residence Hall Handbook take effect during the current academic term the Department of Residence Life and Housing will notify residential students of those changes.

For the most up-to-date information, visit the referenced websites noted in the handbook.