

RESIDENCE LIFE AND HOUSING HANDBOOK

2015 – 2016

Welcome to

The University of Akron!

Live Akron, Live ON!

Living in the residence halls is a significant part of your college experience that can help build life-long friendships and create lasting memories of the great time you will have as an Akron Zip.

To help you make the most of this experience, the Department of Residence Life and Housing 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.

We 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 better than living on campus. You'll soon discover the residence hall experience is the other half of your University education.

Again, welcome to residential living at The University of Akron. All of us here in the **Department of Residence Life and Housing** wish you a **successful** and **rewarding year** at the **University!**

Mission Statement

The Department of Residence Life and Housing seeks to create a living-learning environment for UA students that is the foundation of student success.

Core Values:

- » **Community Development:** Build relationships among residents and housing staff through programming that meets the developmental needs of students.
- » **Leadership Development:** Provide experiential opportunities for residents to build the necessary skills to become campus and community leaders.
- » **Engagement Opportunities:** Encourage residents to become involved in the co-curricular experience.
- » **Individualized Support:** Serve the residential community with superior one-on-one customer service.

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 with the impact of 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 University of Akron Sexual Harassment Policy

The University of Akron is committed to an academic, work, and study environment free from inappropriate and disrespectful conduct and communication in any form. The University of Akron prohibits any and all forms of sexual harassment and all students, faculty, and staff are protected under the sexual harassment policy. It is the policy of The University of Akron to prohibit any and all forms of sexual harassment and all students, faculty, and staff have a responsibility to assist in the enforcement of this policy, be aware of its contents, and to abide by its terms. Through its sexual harassment policy, the University is providing notice that sexual harassment in any form will not be tolerated and that the procedures specified within the policy shall be utilized to inform the University of incidents of harassment and to allow students, faculty, and staff to prevent, report, and to eliminate sexual harassment from this campus.

Additional information about sexual harassment and response as well as the complete text of The University of Akron Sexual Harassment policy #3359-11-13 can be found at uakron.edu/title-IX.

CONTENTS

Residence Life and Housing	2
Residence Hall Activities and Organizations	3
Housing Contract Information	6
Meal Plan Options	7
Damages and Billing	8
Essential Residence Hall Procedures	8
Student Behavior	13
The Code of Student Conduct	13
Residence Hall Policies	17
The Judicial Process	21
Resources	21
Frequently Used Phone Numbers	23

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 **welcome visits** from **prospective students** and **their families** and are more than **happy to answer any questions or concerns**. For more information, please visit: **uakron.edu**.

Our **Department of Residence Life and Housing** has **four distinct components to it**. All components **work synonymously to service 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 8 p.m. until 6 a.m. in your hall. You may contact the RA on duty by calling the service desk.

Peer Mentor

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

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.

Graduate Resident Directors (GRD)

Each GRD lives in and supervises one residence hall facility. The GRD oversees the RA 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 Residence Life Coordinator 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 GRDs. Within their assigned residence hall they supervise student life and oversee the RA staffs. They each also supervise a GRD, ensuring that every residence hall also 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 RLCs, GRDs and student staff. The assistant director is responsible for the oversight and management of a residential area and generally works with 100 RAs, enforces building policies, and helps to resolve issues and/or

resident conflicts. The assistant director is responsible for oversight of student conduct in the residence halls, student safety, employment matters, residence hall staff training and development, and parent interactions.

Assistant Director-Living Learning Communities

Supervises RLCs, GRDs, graduate assistants, and student staff. The assistant director is responsible for the oversight and management of the residential area comprised of 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. The assistant director is responsible for oversight of student conduct in the residence halls, student safety, employment matters, residence hall staff training and development, and parent interactions.

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.

Leadership, Education, and Programming (LEAP) Mentor

These mentors provide resources, programming and support for the Emerging Leaders communities in Ritchie, Sisler-McFawn, and Honors Residence Halls.

Emerging Leaders Community Graduate Assistant

Supervises Ritchie Residence Hall, coordinates the Emerging Leaders Program, and serves on various Residence Life and University committees.

Residence Hall Program Board – Graduate Advisor

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)

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 as well as 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.

Administration

Administrative Assistant Senior

Coordinates the daily office operations of the department, assist the director with assigned tasks and manages student payroll.

Assistant to the Director for Fiscal Operations/Residence Life Program Specialist

Handles day-to-day budgetary responsibilities of the department.

Director of Residence Life and Housing

Responsible for the overall administration of the Department of Residence Life and Housing, and is involved in planning all residence hall renovations and construction.

Housing Services

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.

Community Assistants (CA)

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 (DM)

Each hall has a service desk which provides security services for the students and performs safety and security checks and procedures. DMs supervise one or more service desks in an area.

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. Assigned responsibilities include providing tours, responding to questions of new and incoming residential students, reaching out to parents and other members of the University community.

Associate Director Housing Services

Tracks occupancy for the residence life system. Organizes, publicizes and implements room selection and contract process for the department. Responsible for all departmental prospective student marketing materials. Oversees the summer conference program.

Department Systems Administrator

Coordinates department data systems and Web-based interfaces.

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.

The 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 how to organize and plan special events for the benefit of everyone in your hall. From nationally known comedians to musicians and self-development seminars, there is something for everyone.

The University of Akron has been recognized many times for its efforts to provide residence hall students 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.

Sigma Lambda, our First Year Resident Honorary, received the 2015 APCA National Organization of the Year Award.

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.

UA Leads

This nationally recognized leadership program is sponsored by Sigma Lambda and features a variety of leadership speakers during the spring semester. Students who attend a certain amount of these programs are invited to attend the annual UA LIFE Awards.

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

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 eight 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 major activities on New Roo Weekend, during Hall Fest, and on Sibs Day.

» RHPB Publicity

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

» 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 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, 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 “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 freshmen 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 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 financially 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 period after the start of the fall 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 \$200.00.
- D** 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 (including through the student judicial process); or, if the Student is suspended or placed on terms of disciplinary probation 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 which fall under 1-D of the Contract Conditions that may occur while the Student maintains an active Contract with the University.
- E** Contract cancellations for a current semester received after the 12th week of that semester will be assessed the full semester fees.
- F** Except as otherwise provided in Section (2)(D) above, Student is financially responsible for fees incurred through the date of Contract cancellation or until Student has completed the check-out process with the appropriate University employee, whichever date is later.
- G** 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.

Residence Life and Housing Education and Employment Opportunity Statement

The Department of Residence Life and Housing does not discriminate in the provision of programs and services because of race, color, creed, sex, age, national origin, disability, military status, or status as a veteran; does not tolerate sexual harassment of any form in its programs and activities; and prohibits discrimination on the basis of sexual orientation in employment and admissions. Our services, activities, student referrals, administration of housing assignments, student conduct proceedings, the execution of our jobs, and all other department initiatives are extended to our students and executed by our staff consistently and without favor or disfavor.

Updating Contact Information

When students submit their housing application a variety of personal information is collected including cell phone number, permanent home address, and emergency contact information. It is important that students keep this information as up to date as possible. To ensure that the University community, not just Residence Life and Housing, has the most up to date information, please log on to **MyAkron** to make any updates. When you make a personal information update in **MyAkron**, please also contact the Department of Residence Life and Housing to ensure that our records are accurate as well.

Damages and Billing

The student agrees to use 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.

Each resident is provided an opportunity to note the condition of his or her residence hall room 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 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. 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.

Dining On-Campus

It is the University of Akron's policy that all residents, except those living in the apartments in Exchange Street Residence Hall with full kitchens, are required to have a dining plan. The University realizes that students like to have choices when it comes to dining on campus. There are many locations both on and off campus where students can grab a full meal or a light snack throughout the day. Many of these choices are near residence halls or academic buildings. There are various dining plans to choose from to best fit the needs of each student. Freshman living in University residence halls are required to choose from one of the **Traditional Plans** or the **My Rob's Plan** only. For more detailed information on the various dining plans, please contact **Dining Services at 330-972-7185**.

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, Zees Grille, Union Market and Climbing Rock Café**. 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. Robs also offers late night dining Sunday through Thursday. 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. These dining plans also come with 5 guest passes per semester and a credit of Dining Dollars: \$100 with the 19 traditional, \$75 with the 15 traditional, and \$50 with the 12 traditional.

My Robs 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. You will also receive \$25 in Dining Dollars and 5 guest passes per 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 and \$750.00 in dining dollars for the semester. These dining dollars will be distributed in 2 increments of \$375.00 at the start of the semester and \$375.00 in the 8th week of the semester.

My Blue Plan: With this dining plan, you will receive 7 meals per week and \$300.00 in dining dollars for the semester. Dining dollars will be distributed in 2 increments of \$150.00 at the start of the semester and \$150.00 in the 8th week of 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, Zees Grille, Union Market, and Climbing Rock Café**.

Light Blue Dining Plan: Receive 4 meals per week and \$250.00 in dining dollars per semester.

Light Gold Plan: Receive 5 meals per week and \$150.00 in dining dollars per semester.

Any 5 Meal plan: Receive 5 meals per week.

Dining Dollars There are various places on and off campus that 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 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 University identification card (Zip Card) will open the residence hall main doors/entrances. 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.

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 avoid 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 uakron.edu/safety or at the University of Akron Police Department uakron.edu/police.

First Year Student Residential Requirement

Subject to available space, first year students are required to reside in University Residence Halls for the duration of their first academic year unless they qualify for one of the following exemptions:

1. Permanent home residence with parents or legal guardians who reside in Summit, Portage, Stark, Medina, or Wayne counties
2. Twenty-one years of age or older
3. Registered for fewer than six (6) credits
4. More than one year of active military experience*
5. Married*
6. Single parent with custodial care responsibilities*
7. Demonstrates acceptable extenuating circumstances*

*A formal petition and applicable third party documentation is required for requests to be reviewed.

Check-in and Check-out Processes

Upon check in, each resident is provided an opportunity to note the condition of his or her residence hall room 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 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 building supervisor 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. (First year students should consult the First Year Student live-on requirement policy for more information regarding contract cancellation.) 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 an RA 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 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 still check out properly. 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.

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 Street
Akron, OH 44325

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

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

Abandoned Property

Personal property left behind or abandoned after a student has checked out of their residence hall room will be disposed of by custodial personnel when the room is cleaned for re-occupancy.

Regardless if a housing agreement cancellation is initiated by the student or the University, when a student does not check out of his/her residence hall room upon cancellation of their housing agreement and personal property is left behind or abandoned, Residence Life and Housing will attempt to contact the student and provide 15 business days to make arrangements to retrieve belongings. During this time, Residence Life and Housing will not be responsible for any loss or damage — from any cause — to the personal property of the student. If the student fails to claim his/her property within the designated time frame the room will be cleaned for re-occupancy and all abandoned property will be disposed of by custodial personnel.

Computer Network Access in the Residence Halls

All residence halls have network access in residents' rooms. There is no additional 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 characteristics:

- Windows Vista, 7, 8, Macintosh OSX, or Linux (various)
- 2 GB RAM or more
- Hard drive with minimum 1 GB free
- Ethernet adapter with 10/100BaseT connector
- Wireless Ethernet capable of WPA2 (Enterprise) security

Students are advised to scan their computers for viruses and malware prior to connecting to the University network. The campus network employs technologies to limit or stop access to computers that are infected.

When students arrive they should set local area connection/Internet protocol properties to obtain an IP address automatically. The final step is to plug your computer in to the correct outlet and restart it. Students will need their UA net ID and password to log into the network.

Contact the **Support Desk** at **330-972-6888** with questions or concerns.

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 uakron.edu/it.

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.

Disposal of Sharps and Sharp Containers

Students are responsible for safely storing and disposing of their own personal sharps, needles or other objects that pose biohazard risks. It is recommended that students contact Health Services located in the Student Recreation and Wellness Center for additional information about the disposal of sharps and sharp containers. As a reminder never place containers with used needles or syringes in a recycling bin and never place loose sharps in the garbage.

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.

Extermination

The Residence Life and Housing department exercises an abundance of caution when responding to questions and concerns regarding insects and other pests in University residence halls. Prior to the start of each academic year, the University residence halls are inspected and treated if necessary by a team of professional exterminators to ensure that all residence hall rooms, furniture and beds are free from any bugs, pests or other insects. Ensuring the residence halls are pest free prior to the start of each academic year unfortunately does not guarantee that residential students will not encounter insects or other pests throughout the academic year. Residential students are asked to keep their residence hall rooms in good order throughout the academic year to avoid contributing to an environment that may be hospitable to insects.

The University exercises the following steps when responding to questions and concerns regarding insects or other pests. It is necessary for students to report questions or concerns about insects or other pests to their resident assistant, graduate residence director or residence life coordinator as soon as they become aware. When questions or concerns arise:

- The residence life coordinator or graduate residence director will arrange a meeting with affected students and roommates to discuss concerns and coordinate additional outreach.
- A professional exterminator will be contacted and will inspect the room(s), dresser drawer(s), furniture, any additional areas impacted necessary to ensure a thorough accounting of potential pests. Once the inspection is complete the professional exterminators will make any necessary recommendations and execute any necessary treatments.
- The professional exterminator will then treat the area for 24 – 72 hours. During that time the Department of Residence Life and Housing (RLH) will provide alternative housing arrangements ensuring students are able to continue to attend classes. RLH has treated rooms whenever possible, and in some instances out of an abundance of caution even in cases when no insects or pests were found.
- Before students return to their original rooms the professional exterminator inspects the area one additional time to confirm there are no persistent threats to the health and welfare of the student.

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 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 emergency personnel 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 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.

Guest 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.

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.

Health and Safety Inspections

Resident assistants perform bi-monthly health and safety inspections in all residence hall rooms (monthly inspections occur in Exchange Street Apartments) to check fire safety equipment and the cleanliness of the room. If there are concerns about the cleanliness of rooms or odor in rooms, a health and safety inspection may be performed upon request of a student or at the discretion of the director. Whenever possible, advance notice is given to residents that inspections will occur. It is preferred, but not required, that the residents are present whenever possible.

The University reserves the right to enter student rooms to conduct health and safety inspections.

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 upon request.

Housing Registration for Breaks

The University of Akron residence halls will remain open during Thanksgiving Break as well as during Spring Break. Residence Life and Housing and other University services, including staffing levels, may be limited during these periods. University residence halls will close during the Winter Recess. However, athletes, international students or other students demonstrating extenuating circumstances may make specific requests for break housing which will be considered on a case by case basis. All such requests should be e-mailed to Administrative Assistant Senior **Kris Nakoneczny** at kkn@uakron.edu at least two weeks prior to the start of the Winter Recess.

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.

Laundry Facilities

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

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 for more than five times per academic year 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, \$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 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 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 the Zip Card office located in Simmons Hall, the Honors Complex, and the Polsky Building. The Zip Card office will replace lost or stolen Zip Cards for a fee of \$20.

For convenience a temporary entry card may be issued from the residence life coordinator or graduate residence director during the evening or 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 request maintenance by calling **330-972-7415**. 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 call in room repairs as soon as you notice a problem. Examples include fallen smoke detector, cracked window, faulty mailbox, leaky faucet, clogged drain, etc.

Missing Persons

Any person who believes a current University of Akron student is missing should notify The University of Akron Police Department (UAPD). In the event another University office receives a report of a missing 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 to be 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 to be missing for more than twenty-four (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 to be 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 through the year.

Residence Hall Closing

The residence halls will close immediately following finals and graduation ceremonies at the end of the fall and spring semesters. Additional information about closing procedures will be made available on the residence life and housing department webpage uakron.edu/reslife.

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. Your resident assistant will encourage you at the beginning of each semester to complete a roommate agreement.

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.

If you are experiencing a roommate conflict and you want to try to work it out, here are some tips:

- Say something to your roommate(s) and try talking out disagreements amongst yourselves. If you have not told your roommate something is of concern to you it is difficult to expect they are aware there is an issue
- Your resident assistant can assist you and your roommate(s) with attempting to resolve disagreements.
- Your Residence Life Coordinator or Graduate Residence Director are also available to assist you in trying to work through these situations.
- When a situation is unable to be resolved or repaired, Residence Life and Housing (RLH) will assist with a room change request. RLH wants you to be able to focus on your academics and it is the goal of the department to ensure that students are having a positive experience. If alternative space is limited, RLH staff will work with students to find the best alternative for them given the space and choices available.

Room Change Requests

RLH wants each student to have the best possible residential experience. If you would like a different room type, different building, different price point, or simply a change of scenery, you may submit a room change request.

Requests are reviewed and compared with our available spaces. RLH will do our best to honor your request to move or work with you to identify available options. Students must gain approval from Residence Life and Housing prior to moving. Unauthorized room/building relocations are not permitted and are subject to disciplinary action. It is not our preference to move a student without his or her consent, however, per the terms of the housing agreement, Residence Life and Housing reserves the right to change a student's room assignment and move students when it is in the best interest of the students and/or the residence hall community.

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 uakron.edu/safety/eohs/.

Room Entry

University officials have the right to enter university owned and operated residence halls 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 director or his or her designee.

Notwithstanding the foregoing, The University of Akron Police Department has 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/wardrobes, dressers, window coverings, study desks, and chairs. 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, wastebasket, laundry soap, sheets, desk lamp, pillow, refrigerator (not to exceed 5.5 cubic feet), computer, iron, decorations and/or radio/stereo.

Room Painting

Students are not permitted to paint their residence hall rooms, suites and/or apartments. If necessary to repaint a room after a student leaves their 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.

Student Behavior

Disclosure of Criminal History

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 to 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 Department of Student Conduct and Community Standards.

If students demonstrate that they are either unwilling or unable to manage their behavior consistent with the Residence Life and Housing Policies or the Code of Student Conduct repeatedly over time, their behaviors may jeopardize their own 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: 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.
- (10) 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.
- (11) Unlawful gambling or participating in unlawful games of chance as defined in applicable federal, state and municipal law.
- (12) 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.
- (13) Commission of any felony or misdemeanor under applicable federal, state and municipal law.
- (14) Unauthorized possession, distribution, duplication, retention or use of keys to any University premises or unauthorized entry into, presence in, or use of University facilities.
- (15) 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.
- (16) 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.
- (17) 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.
- (18) 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.
- (19) 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 conduct and community standards. 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.
- (20) 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.
- (21) 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.
- (22) 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 Conduct and Community Standards 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.

If you See Something Say Something

All students, faculty and staff have the responsibility to report behavior inconsistent with University rules. When another member of the community is harassed, bullied, or otherwise made to feel detached or distant from the University community, all of us suffer. To ensure all residential students have access to help, resident assistants and professional residence hall staff are trained to assist students experiencing bullying and harassment. The **University of Akron Police Department** is always available at **330-972-7123** to assist students in need of personal care and support. If you see something, please say something. Make a report:

- » **CARE Team:** personal crisis uakron.edu/careteam
- » **Help A Zip:** early alert and academic support uakron.edu/referral
- » **Incident Report:** when rules are broken uakron.edu/studentconduct
- » **Anonymous Crime Report:** when the law is broken uakron.edu/safety/report-a-problem

By working together and reporting unwanted, unnecessary and hurtful behaviors we all can create a safer University of Akron community.

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, arson, assault, robbery, inciting to violence, riot, robbery, inducing 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, and staff. Sexual violence and sexual harassment are violations of that trust and respect. Sexual violence and sexual harassment will not be tolerated.

The University is dedicated to preventing sexual violence by:

- providing an education and prevention program informing the community about the risks and myths that contribute to sexual violence;
- providing assistance and support including procedures sensitive to a person who has experienced sexual violence;
- and, by providing a process for investigation and adjudication that includes appropriate disciplinary sanctions for those who commit sexual violence.

All forms of sexual violence including: sexual assault (rape, fondling, incest, statutory rape), dating violence, domestic violence and stalking are prohibited and will not be tolerated. Sexual violence, whether on or off campus, is prohibited. 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 violence to pursue criminal charges against the person or persons they believe to have committed the crime. A person who has been the victim of sexual violence involving a member of the campus community is also urged to make a disciplinary complaint to the Department of Student Conduct and Community Standards. 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.

Finding Help

Help is available and residence life coordinators, graduate residence directors and resident assistants are powerful resources for persons who have been affected by sexual violence. As responsible University employees, they are also required to report instances of sexual violence to The University of Akron. Confidential support is also available at The University of Akron Counseling and Testing Center, Health Services and the Rape Crisis Center of Summit and Medina Counties. More information about finding a confidential resource or seeking help for a friend in need is available at uakron.edu/sexual-respect/help.dot.

Reporting Protocols

The University of Akron outlines its complete sexual assault protocols at uakron.edu/safety/annual-safety-report/protocols.dot. The Sexual Assault Protocol describes how the University investigates and responds to reports of sexual violence. It also provides guidance for students who have been the victim of sexual violence; outlines the University's disciplinary response to alleged incidents of sexual violence; and identifies the relevant organizations within the University responsible for managing the Protocol and programs associated with it.

How to make it stop?

- Say something
- Report something that you see or know is wrong
- Stand up for and intervene on behalf of someone you know needs your assistance

Sexual Harassment

Sexual harassment will not be tolerated at The University of Akron. Responding appropriately to concerns of sexual harassment is necessary for students, faculty and university staff. Harassment inhibits all members of the University community from reaching our collective potential. Additional and more specific information about responding to the sexual harassment and other forms of sexual misconduct can be found at uakron.edu/title-IX/. For additional assistance students are directed to Interim Associate Dean of Students and Deputy Title IX Coordinator **Michael Strong, mstrong@uakron.edu, 330-972-6048**. Students who are affected by sexual harassment or misconduct should know that retaliation against a person who reports sexual harassment or other discriminatory practices will not be tolerated. Students who retaliate will face University discipline.

What is Sexual Harassment?

Sexual Harassment is unwelcomed sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

- It is made an explicit or implicit term or condition of employment (hire/fire, benefits);
- It is used as a factor in employment decisions and opportunities;
- It substantially or unreasonably interferes with an individual's employment, education or creates a hostile environment.

What laws, rules and policies prohibit sexual harassment?

- The United States of America Title IX of the Education Amendments of 1972 Implementing Regulations at: 20 U.S.C § 1681 & 34 C.F.R. Part 106 uakron.edu/title-IX/
- The University Student Code of Conduct uakron.edu/sja/
- The University Sexual Harassment Policy uakron.edu/ogc/UniversityRules/pdf/11-13.pdf

What happens when reports are received?

- A University representative will talk to you or the person affected and offer the care and support of the University community
- Access is provided to medical, mental health treatment, tutoring or additional academic support
- Upon request and if available, changes will be made to the living and/or working environment
- Assistance is provided for reporting the offense for further action or investigation to: law enforcement; the appropriate Title IX Coordinator; the Department of Student Conduct and Community Standards or the Equal Employment Opportunity Affirmative Action Office
- Whatever action is necessary, including interim measures, will be taken to ensure that the behavior stops and cannot continue
- The University works to prevent it from happening in the future
- A thorough investigation may be completed to address violations of University policy (An investigation generally will not occur without the consent of the affected individual, unless circumstances warrant additional action without the participation of the affected individual.)

What can be done in the residence halls to help?

- Alternate housing assignments can be arranged
- The harasser may be able to be moved
- Students may be issued no contact directives
- Access and guest privileges can be restricted or cancelled

The University of Akron Residence Life and Housing staff (resident assistants, residence life coordinators, graduate residence directors and other staff) are required by Ohio law to report sex based offenses to law enforcement agencies. Confidential support is also available at The University of Akron Counseling and Testing Center, Health Services, and the Rape Crisis Center of Summit and Medina Counties.

Additional information about confidential sources is available at uakron.edu/title-ix/confidentiality.

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 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 uakron.edu/dotAsset/1997551.pdf. The form allows a student to grant permission to the University to discuss the student's education records with designated individuals. Permission may be revoked at any time.

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 bong, 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 Conduct and Community Standards for adjudication as outlined by the Code of Student Conduct. Students found responsible for a drug violation or section (9) of the Code of Student Conduct by the Department of Student Conduct and Community Standards 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 director. Additional sanctions recommended by a University conduct 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/Vapor-free Environment

All University residence halls are smoke/vapor-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 and their guests are not permitted to use any device that will put vapor into the private or public spaces of the residence halls. Residents are responsible for the conduct of their guests. Smoking and vapor usage is prohibited within 25 feet of any entrance, exit, or air intake 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 the actual balcony. Balcony access in Quaker Square is prohibited and tampering with the safety device will result in disciplinary action.

Common Area Furnishings

Common areas such as lobbies, lounges, laundry rooms, and hallways are furnished with a variety of items including furniture, signs, televisions, and other equipment for general use by all students living in the residence hall. These items are not to be removed from their designated locations; specifically these items are prohibited from being moved into student rooms.

Outdoor Facilities

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, except in designated outdoor facilities, and/or horseplay are prohibited inside and outside of the residence halls and walkways where such activities could create a safety concern.

Musical Instruments/Audio Speakers

To ensure that both courtesy and quiet hours are honored, deliberate loud noise produced by musical instruments or audio speakers 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 uakron.edu/webforms/reslife-facility-reservation.dot. Groups will be notified via e-mail 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 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
- 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.

Residence Hall Network Use

The University has a dedicated network for use in the residence halls, designated as UARH. The network is provided so each student has access to a University network while they are in their residence hall room. Each student is provided with one wired connection. Each student has wireless access to UARH when located inside a residence hall.

In order to maintain optimal network operations for UARH, Information Technology Services does not allow access to devices that require any modification to the existing UARH network or interfere with its normal operation. To this end, certain devices are not allowed on the UARH network unless approved by Information Technology Services. These devices include, but are not strictly limited to:

- Wireless Access Points (e.g., Apple AirPort Base Stations, Linksys Access Points, or Gateways)
- Routers (e.g., Cable/DSL routers)
- Any device or computer running network server services such as DHCP, DNS, SMTP, WINS, or acting as a network router (e.g., Windows Internet Connection Sharing)

These devices and services are known to interfere with the operation of the UARH network. Operation of these devices or services is a violation of University policy, and will result in loss

of network access and/or disciplinary action. Intentional interruption of the UARH network will result in further disciplinary action.

Room Care

Residential students are expected to keep their rooms neat, well-maintained and clean at all times. The usual pictures and posters are permissible, provided that there are no residual tape marks or 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. Candle warmers are also prohibited.

Cooking and Cooking Appliances

Cooking is not permitted in rooms except in Exchange Street Residence Hall apartments 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, toasters, 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 5.5 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
- No cords or wiring shall be placed under carpeting, wrapped around bed frames or placed under bedding
- No objects may be hung from light fixtures.
- Surge protectors must be 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 paint thinners, 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 bunked 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.
- Guests must have a valid state or military issued identification card or a passport in order to register as a guest.
- 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.
- 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 reserve the right to require guests to vacate the residence hall if the behavior of the 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.

Children

The University of Akron does not provide housing accommodations for married student couples or student families, and does not allow infants, children, or other dependents 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. Children under the age of 13 may not be signed in as a guest to the residence halls unless prior approval has been established in writing by the Department of Residence Life and Housing. Otherwise, children under the age of 13 may only visit students briefly in the lobby or lounge areas. Teenagers (age 13-18) may register as a guest provided they meet all the other guest criteria outlined in the Guest and Visitation Protocol, including possessing a state or military issued identification card or passport and abide by all other regulations regarding guests. Teenagers without a proper identification must obtain approval by the Department of Residence Life and Housing. The host resident is solely responsible for any person under the age of 18 whom they register as a guest. 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. – 6 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 a safe and secure environments for you, and ensures 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 Conduct and Community Standards

The responsibility to ensure the safety and well being of our campus is one of the reasons Student Conduct and Community Standards 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: uakron.edu/sja.

Residence Life and Housing Staff

Residence Life and Housing staff hear most residence hall policy violation cases to achieve an informal resolution or refer for further action. If you violate policy or rules in a residence hall, you will receive hearing information from the Residence Life and Housing staff member assigned to your case. A database is kept on all residence hall student policy violations to track repeated behavior.

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 uakron.edu/studentconduct.

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)
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
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
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)
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
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**.

Resources

Office of Accessibility

Voice: **330-972-7928**
TTY/TDD: **330-972-5764**
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.

Support Desk

330-972-6888
support.uakron.edu

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

Bierce Library, **330-972-7234**
Science and Technology Library, **330-972-7195**
uakron.edu/libraries

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.

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.

The Student Union Information Center also keeps items lost or returned in the Student Union. If items are not claimed at the Student Union Information Center they will be taken to the University Lost and Found Office. To check if personal belongings have been returned to the Student Union Information Center call **330-972-4636**.

Parking Services

330-972-7213
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 rear-view 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
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
uakron.edu/zipcard

For your convenience there are three Zip Card Office locations. The main office is located in the south wing of the Honors Complex. There are additional locations in 103 Simmons Hall and the Atrium of Polsky Building. These locations are where you can receive new cards in the event your Zip Card is lost, stolen or misplaced.

UA's online Zip Card Office, at 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 Help Desk	330-972-6888
Counseling Center	330-972-7082
Dining Services	330-972-7185
Financial Aid, Student	330-972-7032
Health Services	330-972-7808
Intramural Sports	330-972-6956
Multicultural Development, Office of Accessibility, Office of (TTY-TDD) (voice)	330-972-5764 330-972-7928
Parking and Transportation Services	330-972-7213
Residence Life and Housing	330-972-7800
Service Desk Numbers	
Bulger Residence Hall	330-972-5049
Exchange Street Residence Hall	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 Residence Hall	330-972-5051
South Hall	330-972-5121
Spanton Residence Hall	330-972-5052
Spicer Residence Hall	330-972-5186
SNOW LINE (24-hour message line for class cancellations)	330-972-SNOW
Student Affairs	330-972-7907
Student Employment	330-972-7405
Student Union Information Center	330-972-4636
University of Akron Police Department (UAPD)	330-972-7123
University Registrar	330-972-8300
University Tutorial Programs	330-972-6552
Zip Card Office (Honors Complex)	330-972-5637

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 Life and Housing 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.

It is the policy of The University of Akron that there shall be no unlawful discrimination against any individual in employment or in its programs or activities at The University of Akron because of race, color, religion, sex, sexual orientation, gender identity, age, national or ethnic origin, disability, military status, genetic information, or status as a veteran. The University of Akron prohibits sexual harassment of any form in all aspects of employment and in its programs and activities and prohibits discrimination on the basis of sexual and racial or ethnic orientation in employment and admissions. Title IX of the Educational Amendments of 1972 is a federal law prohibiting discrimination on the basis of sex in higher education. Questions regarding Title IX may be directed to Mark Stasitis, the University's Title IX Coordinator and Director for Labor Relations and Immigration Services, whose office is located at ASB 125N, Akron, OH, 44325. Mr. Stasitis may be reached at 330-972-2352 or mstasitis@uakron.edu. Questions also may be directed to the Department of Education, Office of Civil Rights at wdrcobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm or 800-421-3481.