

2014-2015 KU Student Housing Handbook

Welcome to KU Student Housing! We're glad you're here. This handbook is designed to help you understand your student housing contract and the policies and procedures governing your new home. You'll also find information about how your Residence Life staff can assist you, the services offered in each of our facilities, and how to get involved with your community and your new neighbors.

Our Mission

Building learning-centered communities through individual support and respect

Our Core Values

- Providing essentials—shelter, security, nutrition—and striving for excellence in all we do
- Promoting academic success, growth, leadership, and participation in all our communities
- Fostering unity and understanding while celebrating the individual
- Maintaining a variety of innovative and affordable environments through effective management

Rights and Responsibilities

Residents in KU Student Housing communities possess specific individual and group rights while engaged in activities that are part of university life. With these rights, residents have reciprocal responsibilities to ensure these same rights for other residents. Student Housing personnel educate residents regarding these rights and responsibilities that are associated with community living and use them as a guide in making decisions concerning resident welfare and behavior. The following statements define minimal expectations regarding these rights and responsibilities.

Residents have the right...

- To have reasonable access to their living accommodations based on a published schedule of occupancy.
- To live in a clean and secure environment.
- To access facilities and programs that support the pursuit of academic success.
- To expect a regionally competitive price on housing accommodations and/or food service.
- To have access to written copies of university housing rules and regulations, or individual building policies that govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express themselves freely within established guidelines.
- To expect enforcement of housing agreement/contract.
- To have direct access to staff who provide assistance, guidance, and support as needed.
- To host guests, within established guidelines.
- To receive equitable treatment when behavior is in question.
- To enjoy individual freedoms regardless of race, ethnicity, gender, national origin, disability, age, religion, sexual orientation, or political affiliation.
- To participate in resident governmental bodies, and housing departmental committees.
- To have access to individual and group social, educational, and developmental opportunities in their living community.

Residents have the responsibility...*

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff, or university officials, or fellow residents.

- To meet payment schedules for room, board, and other required housing fees.
- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others, as stated above.
- To respect the diverse backgrounds and interests of those others who are different from them.
- To treat others in a civil manner and manage conflict in a mature manner.
- To be serious in their academic pursuits.
- To participate actively in self-governance.
- To participate in housing departmental committees as requested.
- To express themselves individually, or by association with groups.
- To participate in judicial proceedings to determine appropriate standards of behavior.
- To contribute positively to the community by participating in educational and developmental activities.
- To permit immediate access to their room when Housing reasonably believes there to be an emergency or imminent life, health, or safety issue that requires prompt attention.

* adapted from ACUHO-I Statement of Resident's Rights and Responsibilities, Approved 1987, Revised 2002

Non-Discrimination Statement of the University of Kansas

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University's programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of the Office of Institutional Opportunity and Access, IOA@ku.edu, 1246 W. Campus Road, Room 153A, Lawrence, KS, 66045, (785)864-6414, 711 TTY.

<http://policy.ku.edu/IOA/nondiscrimination>

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Check-in

Every resident must register with KU Student Housing staff upon initial occupancy. As part of check-in, each resident will complete and return an apartment/room inventory form, verify registration information (and provide name and contact information for the person to be notified in the event a resident is missing), sign for receipt of keys, and receive other important information.

Decorations or Alterations to Room, Suite or Apartment

Residents are cautioned not to make any modifications—whether structural, electrical, or plumbing—to the facilities, nor to attempt any construction or remodeling, no matter how minor. No furniture may be removed from residents' rooms, including double rooms as singles. Residents are not allowed to decorate any room/apartment wall or other surface with paint, wallpaper, paneling, or contact paper. If you believe walls need repainting, complete a facilities request. If such work is needed, it can be scheduled.

Residents who wish to personalize their rooms must exercise good judgment to ensure their personal safety as well as the safety of others living in the community. The following guidelines should be observed:

1. Construction, decoration, or arrangement of furnishings in a manner that hinders easy exit from a room is not permitted. No obstacle should prevent a door from completely opening. The arrangement of the room furnishings must not require KU Facilities Services or roommates to lift or move heavy furniture in order to work on equipment or exit the room.
2. Excessive amounts of burnable material should not be kept.
3. Decorative items and other paraphernalia such as cloth, fish netting, paper, parachutes, or any other highly combustible material may not be hung from the ceiling or from other overhead room structures.
4. Open flame decorations (i.e. candles, oil lamps, and incense) are prohibited.
5. Decoration on the outside of the room door or on the room's window is permitted if it is not offensive or objectionable to the community, is not in violation of university guidelines, is not a fire hazard, and if the adhering materials do not cause damage.

6. Dry erase boards/white boards should be hung on the room door. Do not hang them on surrounding walls.
7. Nails should not be driven into the walls or furniture. Residents may hang room decorations from molding strips. Decorations may be hung with straight pins (on dry wall or plaster walls) or double-sided tape on block walls. If you have questions, see your Resident Assistant or Scholarship Hall Director.
8. Roommates should agree on the decorations in their room, suite or apartment.
9. Carpet may not be affixed to the floor.

Stouffer Place Windows

Stouffer Place Apartments have no window treatments provided in unrenovated units.

Window Measurements

Living room 90 inches wide by 72 inches long
Master bedroom 66 inches wide by 59 inches long
Bathroom 26 1/2 inches wide by 32 inches long

Traverse Rod Measurements

Traverse rods for draperies are on the living room and most bedroom windows; otherwise a café rod is provided.
Living room 105–110 inches wide, 91 inches to the floor, 32 inches to the window sill.
Master bedroom 77 inches wide, 85 inches to the floor, 52 inches to the window sill.

Lofted and Bunked Beds

Each residence/scholarship hall has beds that bunk or loft. Residents with lofted beds may request safety rails and/or ladders from the service desk. KU Student Housing works collaboratively with a company that supplies a rental loft option and safety rails that fit the beds found in McCollum and Corbin Halls. Contact KU Student Housing for information about the rental option. You may bring your own freestanding loft provided that it does not hinder exit from the room and that the distance from the floor to the top of the sleeping surface is not greater than five feet. Lofts may not be affixed to or supported by the walls of the room/apartment. No bed or portions thereof may be removed from the room. Contact your Complex Director if you have questions.

Air Conditioning/Heating, Residence Halls, Scholarship Halls, Jayhawker Towers

All Student Housing facilities are adequately and appropriately heated. Unless provided by Student Housing, no space heaters are permitted. All residence halls, scholarship halls and Jayhawker Towers are air-conditioned.

Heat and air conditioning in most residence halls and Jayhawker Towers is provided by a two-pipe system. One pipe carries water that has been centrally heated or cooled; the other pipe returns water from your room to the boiler/chiller. Staff members consult a 5-7 day weather forecast to determine when they will begin the two- to three-day process of changing buildings from heating to cooling (or vice versa). Fan coil units in each room distribute warm or cool air. You control the fan speed. Some residents have attempted to warm the air in their rooms by

opening windows. We advise against this because it may result in condensation in your room. Students in Corbin Hall and several scholarship halls have window units installed by Student Housing. Steam heat in those buildings is activated when the long-term forecast predicts continuous cool weather.

Air Conditioning/Heating, Stouffer Place and Sunflower Apartments

Central air conditioning units are provided in Sunflower Apartment duplexes and the University Guest House by Student Housing.

In Stouffer Place Apartments, the renovated buildings have central air conditioning. Unrenovated Stouffer Place apartments may use window air conditioning units provided by residents. The master bedroom may use a 220-volt air conditioning unit; all other rooms may use only a 110 volt unit. For assistance with installation, submit a request through Facilities Services, 785-864-4770.

1. Unit is to be flush-mounted with the interior wall line of the building. The unit is to be primarily installed on the outside of the apartment with a slight downward tilt for drainage.
2. The resident assumes full responsibility for damages to Stouffer Place property if the resident installs or removes the unit. Provisions should be made for weather-proofing and for proper collection of moisture accumulating from condensation.
3. Install the air conditioner in the window closest to the electrical outlet.
4. No additional electrical wiring is permissible.

A 220-volt outlet is located in the master bedroom of all standard apartments. This is the only room in which a 220-volt air conditioner can be installed. Never run an air conditioner on an extension cord. This can damage the air conditioner and creates an unsafe condition that could result in fire or electrical shock. If the air conditioner cord is not long enough to reach the outlet, a longer cord should be installed on the unit by a qualified electrician. 110-volt air conditioners may be installed in the master bedroom, a second bedroom, or living room windows where 110-volt outlets are located near the window.

Thermostats, Stouffer and Sunflower Apartments

The thermostat controls the apartment temperature. Do not turn the dial past 80 degrees. Do not cover or hang anything from the thermostat. Furnaces should be serviced only by KU Facilities Services personnel. Keep the access to the mechanical room clear at all times. The pilot light should be left on at all times to prevent moisture build-up inside the furnace which would cause it to rust. If a hole rusts through the firebox, gas fumes may escape. All furnaces will be checked and serviced annually. Filters will be changed at that time. Please keep the cold air return vent in the living room wall open and clear of furniture. This provides the necessary cold air return to the furnace for proper heat circulation. Blocking the return vent reduces the heating efficiency and will cause the furnace motor to burn out. It is the resident's responsibility to ensure adequate heat to prevent freezing of pipes during holidays or any other period when the resident is absent from the apartment.

Care of University Property/Damage

The resident is responsible for keeping university owned equipment and furnishings in good, clean condition. Residents should carry personal property and liability insurance. Insurance carried by KU Student Housing covers university property only. The University of Kansas

assumes no responsibility for losses, damages, or injuries of any sort occurring to persons or property in university residential facilities. The following problems should be reported immediately: discharged fire extinguisher, non-functioning smoke detector, pipe leaks, broken tile or cracked grout, ceiling or wall leaks, and appliance malfunction

Students will be held financially responsible for any damages, lost property, or unusual service or repair to their rooms caused by accident, neglect, or intent. When more than one resident occupies the same room and responsibility for damage cannot be ascertained by KU Student Housing, costs will be assessed and divided equally among the room's residents.

Residents must complete an inventory form when they check into their room, suite or apartment. This form will record in detail the condition of the accommodation at check-in time. Residents also are liable for any and all damage caused by a guest during the course of a visit.

Internet, Cable, Phones

Data and cable services are provided to on-campus students through a service provider called Apogee, at www.myresnet.com. Rooms and apartments in the residence halls, scholarship halls, Jayhawker Towers and Stouffer Place Apartments have active cable connections; residents need only to connect their equipment to obtain service. A registration process is required for the data connection. All students seeking direct connection to the campus network must register online through myresnet.com. These services are provided by Apogee, a national leader in providing IT services on college campuses. The Apogee 24-hour customer service number is 1-855-643-2149. Residents must refrain from engaging in any activity such as downloading or sharing files that will violate a copyright holder's copyright.

For safety, public phones are provided in scholarship halls, and on all floors in residence halls and Jayhawker Towers. Phones may be used for on-campus calls or dial 911 for emergencies.

Laundry

Washers and dryers are available in each hall. Pay for the laundry with your KU Card. Only Stouffer Place and Sunflower Apartments will accept coins. Laundry will cost \$1.50 for wash and \$1.50 for dryer. Use high-efficiency laundry soap, preferably pre-measured individual single-serving packets. Courtesy should be exercised by all residents since many people share these machines. Do not leave laundry unattended. Any theft should be reported to the complex service desk and KU Public Safety. KU Student Housing is not responsible for damaged or lost articles. Use of laundry facilities is for student housing residents only. Laundry rooms are located in a lower level of each residence and scholarship hall. In Jayhawker Towers, laundries are in the Tower A, B, and D basement. In Stouffer Place, laundries are in building 1 and 14. In Sunflower Apartments, the laundry is the basement of building 5.

Utilities (Sunflower Apartments only)

All utility charges for Sunflower Apartments are paid by the resident; KU Student Housing is not responsible for any utility charges accrued while you have possession of the apartment. Each apartment is metered separately. It is the resident's responsibility to contact the utility companies and have service accounts set up in your name prior to occupancy. A security deposit may be required.

Public School Information for Stouffer Place & Sunflower Residents

Information about Lawrence schools and bus service for Stouffer Place or Sunflower Apartments is available at www.usd497.org

Preparation for Carpet Cleaning (Jayhawker Towers Only)

Students may schedule a carpet cleaning through the Apartment Living and Guest Services office at 785-864-8305. At that time the resident will receive detailed instructions on how to prepare the apartment for cleaning. Residents are expected to have the area prepared by the time of the appointment. If the apartment is not prepared at the appointed time, a \$20 fine could be assessed. Residents may cancel their appointment through the service desk 48 hours prior to the scheduled time at no charge.

Pest Control

Routine pest control service is conducted once a month for all buildings in Stouffer Place and Sunflower Apartments. A schedule is available from the Apartment Living and Guest Services office. All Student Housing residents may request pest control. Residents will receive instruction for preparing their room/suite/apartment for the pest control treatment. Residents are expected to have the area prepared by the time of the appointment. If the room/suite/apartment is not prepared at the appointed time, a \$20 fine could be assessed. Apartment residents will be asked to vacate their premises for two to four hours. Participation in pest control for these areas is mandatory. Additional pest control treatment may be necessary. Residents will be notified of any “non-routine” treatment at least 24 hours in advance. It is expected that resident apartments are ready to receive treatment as per the below checklist.

Kitchen:

1. Remove all items from cabinets and pantry. Place those items away from the area to be treated and cover with a tablecloth or sheet. Do not stack food or dishes on countertops.
2. Remove all drawers from cabinets; it is not necessary to empty drawers.
3. Clean areas prior to treatment with a mild detergent to remove bacteria and other residue, as attempts to do so afterward will result in removal of insecticide.

Bathroom: Remove all items from cabinet and medicine cabinet.

Other Areas:

1. Clear any furniture from the front of the furnace room and open the doors.
2. Remove items from closets, and clear the floors. It is not necessary to move clothes on hangers unless specifically requested.
3. Treatment of other rooms may involve placement of insecticides in cracks or crevices. It may be necessary to treat tables, chairs, and electrical appliances with a non-residual flushing agent.
4. Cover fish bowls and tanks until after treatment and shut off air pumps to the tank.

All residents should take a role in pest prevention by keeping their space clean. Wash dishes and utensils immediately after using. Store foods properly, dispose of trash properly, and report pests immediately.

Routine Health and Safety Inspections

Each semester student housing staff will enter suites and apartments for health and safety inspections. Residents will be notified at least one week in advance and then again 24 hours before the inspections.

Residents are expected to keep their suites and apartments clean and safe. Inspections will be for unsanitary conditions (accumulated trash or concerns with cleanliness) and for fire safety violations. If a suite or apartment does not meet health and safety specifications, the residents will have one week to correct the situation at which time another inspection will be scheduled.

A Notice of Concern letter is used to address minor violations of Student Housing policies and issues related to maintenance, health and safety. The letter will be sent to residents of the space, room or apartment and document how and when the issue was discovered how it should be corrected. Residents will be notified when the staff will return to ensure the request has been complied with and who to contact if they have questions. Residents must comply with a Notice of Concern letter or further action through the conduct process may be taken.

Safety checks are conducted in the residence and scholarship halls, and every Jayhawker Towers apartment during Fall, Thanksgiving, Winter and Spring Break, and occasionally throughout the semester, to ensure the space has been left in safe condition. Notice is posted at least 24 hours in advance. Policy violations in plain view will be documented and disciplinary action will be taken.

Recycling/Trash Disposal

Recycling and trash receptacles are provided on the floors of residence and scholarship halls. Large items should be taken to the hall dumpster. At Jayhawker Towers, place garbage in plastic bags. Close them securely and dispose of them in the large trash containers located throughout the courtyard. At Stouffer Place and Sunflower Apartments, all garbage must be sealed in plastic bags and deposited in the dumpsters near the buildings. Residents in any living unit may be charged for the improper disposal of trash.

The Student Housing Contract

Housing Contract Terms - Interpretation of the Contract

Eligibility for Occupancy

Jayhawker Towers

Scholarship Halls

Stouffer Place Apartments

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Housing Contract Terms - Interpretation of the Contract

The Student Housing Contract is a legal document representing an agreement between you and the KU Student Housing. Contracts are not transferable. Assignment of the contract and subleasing are not permitted.

Eligibility for Occupancy

The contract requires that all residents of student housing agree to, abide by, and conform to all applicable rules and regulations including, but not limited to: (1) the Housing Handbook, (2) the Code of Student Rights, Responsibilities and Conduct for the University of Kansas, (3) The University of Kansas Parking Regulations, (4) the KU Student Housing Safety Poster, and (5) My Resnet User Agreement with Apogee. Please read these publications. You are responsible for abiding by their contents. The contract requires the resident to be a fulltime student taking 12 undergraduate or 9 graduate hours. Persons who have a criminal record involving a felony are not eligible for student housing. Post-doctorate students are eligible for Stouffer Place Apartments.

Jayhawker Towers (Eligibility)

Jayhawker Towers is designed as an apartment complex for single non-traditional students, upperclass students, and transfer students with at least 30 credit hours. As such, it is intended to provide an environment where mature, responsible students already acclimated to the rigors of college studies can succeed. First-year students (incoming freshmen or transfer students with fewer than 30 credit hours) may live in Jayhawker Towers if they can demonstrate a familial relationship with a current resident or their participation in an academic or extracurricular program that provides the prospective resident with substantial inherent structure and support assuring that they are prepared to live more independently in this apartment-style environment.

Scholarship Halls (Eligibility)

In addition to the fulltime student requirement, residents of the scholarship halls are expected to maintain a 2.5 grade point average and successfully complete 28 credit hours each academic year. Residents who fall short of this requirement are given the opportunity to explain their situation to an academic review board.

Stouffer Place Apartments (Eligibility)

Stouffer Place houses students with families, non-traditional and single graduate students, post-doctoral researchers and visiting scholars. The contracted resident must be a full-time, degree-seeking student during the principal part of the year (August through May) or have an active post-doctoral or visiting scholar appointment with the university. Single parents must have primary custody of children or regular visitation from their children.

Sunflower Apartments (Eligibility)

Sunflower Apartments are designed to provide temporary housing for new faculty and staff. Residents must hold at least a half-time faculty appointment, or an appointed administrative position. Full-time faculty and staff are limited to one year's occupancy. Post doctoral researchers and visiting scholars are eligible for Sunflower Apartments.

Effect of Withdrawal on Your Student Housing Contract

Non-enrolled students are expected to contact KU Student Housing immediately upon loss of student status. Withdrawal from the university does not automatically terminate your housing contract. Charges will continue to accumulate until you have moved out and notified Student Housing.

Refer to your contract terms for specific charges related to cancellation of the student housing contract. Students are required to vacate the residence and stop using residential dining upon withdrawal from the university. Students remaining in the facility or taking meals after their official date of withdrawal must pay for all charges incurred after this date. Federal financial aid cannot be used to pay these charges. Stouffer Place and Sunflower Apartment residents must complete and submit the on-line Intent to Vacate form 60 days before move-out.

Failure to Vacate

Residents are responsible for personal property at all times. When residents have not vacated as scheduled (internal transfers as well as the end of a contract period) or have not removed personal property, Student Housing staff will make a reasonable attempt to contact the residents. Residents who have not vacated as scheduled or at the end of a contract period will be charged \$50 a day, and the daily rate for each day they remain. If after 48 hours, the resident has not vacated, personal property will be removed and stored at the resident's expense.

Residents will be billed \$20 an hour per employee involved in removal of personal property (\$50 minimum), and a monthly storage fee of \$50. Personal property removed by KU Student Housing staff will be stored for 30 days. After 30 days, the items will be considered abandoned and donated to charity or discarded. KU Student Housing is not liable for damage to or loss of property that might occur during removal or disposal. Residents will be billed for all costs incurred in removing personal property and restoration of the unit to usable space.

Stouffer Place and Sunflower Apartments check out

To check out of Stouffer or Sunflower Apartments, complete an online Intent to Vacate form. You will be asked to choose "standard check out" or "express check out." You will also arrange a preliminary apartment inspection where you will be advised of any items that need attention. You then receive an e-mail confirmation of your intent to vacate the apartment and further instructions regarding inspections, check out date and time, and cleaning and check out lists.

Standard checkout: You participate in the Resident Assistant's final assessment of damage or cleanliness issues. You also complete forms and turn in your keys to the RA.

Express checkout: No appointment with an Apartment Living staff member. You pick up a checkout packet from the Apartment Living Office before vacating. Complete and return the forms and your keys to the APL office. A KU Student Housing staff member notes any damages and completes a Loss Damage report.

Requesting a Change in Your Room, Suite or Apartment Assignment

Residence Halls & Jayhawker Towers - Hall Changes (Internal transfers)

Residents who wish to change to another hall or room, suite, or apartment make the request by contacting the administrative associate. If space is available, an offer to move will be made by the complex director of the building to which you are moving. If you do not move (including checking out of your current hall) within the timeframe, you may be charged for both spaces.

Scholarship Halls (Internal transfers)

There is a transfer process to request a different scholarship hall. See your Scholarship Hall Director.

Stouffer Place (Internal transfers)

From September through November and February through April, internal transfers are processed for those on a waiting list. Internal transfers will be offered once. If the offer is declined, the request is cancelled. There is no charge to transfer; however, if the transfer is not completed within three days, the resident will be charged for both apartments during the move, including the initial three days. For information, contact the Apartment Living and Guest Services office, 785-864-8305.

Vacancies and Consolidation Residence Halls

KU Student Housing has the right to assign, reassign, and adjust the occupancy of rooms. If a vacancy occurs in your room, you may receive a consolidation letter detailing the following options:

1. If space allows, retain the room as a single and pay the single rate unless the space is needed to solve an occupancy overage.
2. Consolidate by moving to another partially occupied room on your floor.
3. Remain in the room with the understanding that the vacant space will be assigned as soon as a new student contract or a current resident indicates an interest in moving to that vacant space. The room should be prepared to receive a roommate at any time.

Residents who do not respond to the consolidation letter will be assessed the single room rate for the remainder of the contract period. If you choose option #3 and a person on your floor requests a single room, you may be asked to consolidate to another half-occupied room on your floor so a completely vacant room will be available to the person requesting a single. Note: Special occupancy considerations apply to suites and rooms with bathrooms. Corbin Hall triple rooms will not be assigned as double rooms.

Scholarship Halls

Vacancies will be filled as they come open. There is no single room rate option in the scholarship halls.

Jayhawker Towers

If an apartment is not at full occupancy during a contract period, new residents will be placed in available space. If time permits, the apartment living staff will provide advance notice to the current roommates. Current residents are asked to help make the new resident welcome. If a change of apartment is desired by residents, those involved must discuss the request with apartment living staff. If all parties agree that a change is necessary and if the space is available, such changes may be made. No changes will be considered until the third week of the new semester, except in extreme emergencies.

Contract Payments

Residents receive e-bills from the Bursar's Office sent to the KU email account. For all questions about university payment options: www.bursar.ku.edu. For Stouffer Place and Sunflower apartments only, monthly payment is due the 15th of each month. Late fees are assessed by the Bursar's office according to university policy.

Vacation Periods (Residence and Scholarship Halls)

The residence and scholarship hall academic year contract covers only the time the university is in session. Break housing is available in McCollum, Ellsworth and Hashinger Halls for an additional charge. Limited meal service is available during vacations. Residents interested in break housing should make reservations at least three weeks prior to the break period. Break housing may not be available for residents without a reservation. Over these vacation periods (fall break, winter break, and spring break), all resident rooms (guest and permanent rooms) will be entered as a safety measure to ensure that closing procedures have been followed. This is not a search; however, policy violations in plain view will be resolved upon the resident's return.

Contract Renewal

Residence hall, scholarship hall, and Jayhawker Towers contracts are for one academic year. Returning residents sign a contract and may choose rooms and roommates before new students.

Stouffer and Sunflower

All contracts for Stouffer Place and Sunflower Apartments are subject to renewal each spring. A new contract must be signed by every resident by March 30. If, for the following year, a rate increase is approved or if there is a significant change in the contract, all residents will be notified. Residents who do not wish to renew by March 30 must submit an Intent to Vacate form and are presumed to be leaving no later than June 30. Apartments for which an Intent to Vacate form is received will be assigned to another resident. Residents not returning for fall semester should vacate by June 30. Residents must furnish photo identification any time a contract is modified. KU Student Housing reserves the right to deny renewal of any contract.

Cancellation of Contract

Jayhawker Towers, Residence Halls, and Scholarship Halls

Housing contracts are for the academic year. Cancellation after the start of the academic year is permitted under the following circumstances:

- Loss of student status, withdrawal from the university, or failure to enroll. Students are required to vacate the residence and to cease using residential dining facilities upon withdrawing from the university. Students remaining in the facility or taking meals after their official date of withdrawal from the university must pay for all charges incurred after this date. Federal financial aid cannot be used to pay these charges.
- Assignment to a university sponsored internship, research, or other university program, which requires living away from Lawrence.
- Completion of graduation requirements during the term of the contract.
- Marriage. Proof of marriage must be presented.
- Unusual and compelling circumstances which, in the judgment of the Associate Director for Residence Life, entitle the resident to special consideration.

Residents seeking a contract cancellation must submit their request in the KU Student Housing office. A detailed written explanation and documentation may be required.

Stouffer Place

Stouffer Place residents must submit an online Intent to Vacate form at least 60 days before moving out. Failure to provide 30 days' written notice means a resident forfeits the initial deposit.

Student Housing Advisory Board (SHAB)

SHAB recommends policy and contract changes for university-owned student housing. Its membership consists of student leaders from various on-campus living units, faculty and staff members, and the Director and Associate Director of Student Housing. SHAB serves as an advisory board to the administrative offices concerned with student housing and considers special items that may be referred from campus student government, AURH, ASHC, JTTA, or SPA. Students are represented through these organizations and a representative from the Student Senate University Affairs Committee.

Policies & Procedures Overview

Unified with the university process for adjudicating non-academic misconduct through the Code of Student Rights and Responsibilities, Student Housing's conduct process is an educational process, not a criminal process. In light of the impact that student misconduct can have upon students and residential communities, in addition to educational sanctioning, misconduct is also addressed by providing referrals for after care and on-campus resources.

Refer to https://documents.ku.edu/policies/Student_Affairs/Non-Academic_Student_Conduct.pdf for information on policy and procedure on the unified conduct process.

Students who live on campus become part of a community of diverse individuals. When each student assumes responsibility as a member of the residential community, everyone benefits. To ensure that residents can exercise their rights as individuals without unduly infringing on the rights of others, certain basic policies and procedures have been established to facilitate mutual respect and consideration among community members. Cooperation is essential to developing an environment of mutual respect and support.

The policies and procedures of KU Student Housing can be generalized to three areas.

1. Residents should abide by local, state, and federal laws and should abide by university policies and regulations. Residents are expected to abide by the University of Kansas Code of Student Rights and Responsibilities and all city, state, and federal laws. Conduct must also be consistent with policies outlined in the Student Housing Contract and Housing Handbook. In order to establish the rights, privileges, and limitations of individual residents, and to assure successful financial operation, certain regulations have been adopted at KU. These regulations, together with the rules of the University of Kansas governing bodies relating to student conduct (e.g. University Senate and the Student Housing Advisory Board), and generally accepted standards of social behavior, are part of the agreement to live here.

2. Residents should show respect for and cooperate with all individuals in their community. Successful group living can be achieved only through the cooperative effort of each resident. Each resident must be aware of his or her rights and privileges and equally aware of the rights and privileges of others. Each resident expects that his or her rights will be respected and, in a similar manner, each resident must avoid infringing on the rights of others.

3. Residents should be mindful of personal safety. Residents should keep in mind that neglecting personal safety can, and often does, have an impact on other residents and staff. Each resident is a part of a larger community. Residents are advised to be mindful of the implications of their personal choices on that community. Residents may be held accountable through the student conduct process if they fail to make safe personal choices.

Student Housing Rules and Regulations

The following is a partial list of activities which, under current contract guidelines, are considered policy violations by KU Student Housing and will result in student-conduct action. The rules and regulations of the university and KU Student Housing include, but are not limited to those enumerated below and:

- Student Housing Contract Terms
- The Code of Student Rights and Responsibilities
- Parking Regulations: www.parking.ku.edu
- KU Policy Library: <http://www.policy.ku.edu>

Alcohol

Student Housing prohibits the unlawful possession, use, manufacture, or distribution of alcohol in or surrounding Student Housing facilities or activities. Cereal malt beverages and alcoholic liquor (this includes all alcoholic beverages such as beer, wine, energy drinks with alcohol, etc.) may not be brought into or consumed in educational buildings or in university student housing facilities. The exception is by persons of legal drinking age in the confines of individual apartments in Stouffer Place and Sunflower Apartments. This regulation pertains to any person, regardless of age, student status, or position within or outside of the university setting. All who are present or are a party to an alcohol policy violation will be subject to further action under the university and housing conduct process regardless of their participation level. The irresponsible use or misuse of alcohol by any resident, whether or not of legal drinking age, and any inappropriate behaviors that results from consumption of alcohol, including the ability to exercise

care for one's own safety or the safety of others due in whole or in part to alcohol consumption, is considered a violation of the housing and university alcohol policy. Being under the influence of alcohol is not an excuse for misconduct or failing to follow university and housing rules and policies.

Alcohol Containers

Containers once containing any alcoholic beverage are prohibited in the residence halls, scholarship halls, and Jayhawker Towers. This prohibition includes, but is not limited to, beer cans or bottles, liquor bottles, wine bottles, kegs, funnels, beer bong and/or flasks. Discovery of an alcoholic beverage container or other alcohol paraphernalia will require immediate discarding of the item, container and contents, if any, in the presence of a staff member.

Amplified Instruments and Speakers

Residents may not play amplified instruments in their rooms or apartments. These types of instruments may only be played in approved facilities. All speakers and any musical instruments must be played at levels in accordance with noise policy. Due to the unique nature of subwoofer sound to travel throughout the building, no subwoofers are allowed in student rooms or apartments.

Appliances

Underwriters Laboratory (UL) approved appliances and those with fully enclosed heating elements or electrical wiring are permitted. The following items and practices prohibited by Student Housing include but are not limited to:

- a. Toasters and toaster ovens, or as specified for Stouffer Place apartments
- b. Electric fry pans, or other appliances with exposed heating elements and appliances that could cause a fire if left unattended (includes George Foreman-type grills and space heaters) or as specified for Stouffer Place apartments
- c. Extension cords and multiple socket plugs are prohibited; however, surge protector strips are recommended. Total electrical usage should not exceed that which can be provided by one surge protector strip per outlet and should not overload, short, or create line disturbances.
- d. Cords cannot run under carpeting, and direct splicing into the outlet is prohibited.
- e. Cords may not be frayed or in disrepair. All cords should be in good working order.
- f. Halogen lamps
- g. Window air conditioning units are not allowed except as provided by KU Student Housing or as specified for Stouffer Place apartments.
- h. Washers, dryers, and dishwashers are not permitted unless provided by KU Student Housing.
- i. Refrigerators in residence halls and scholarship halls should not exceed 4.5 cubic feet and microwaves should not exceed 1000 watts.

Assault and Battery

Intentional engagement in conduct that causes another to be reasonably apprehensive of immediate bodily harm or anyone who intentionally or recklessly touches another person causing bodily harm or when done in a rude, hostile, insulting or angry manner is prohibited

Bicycles, Mopeds, and Motorcycles

Do not ride bicycles or mopeds on sidewalks. Bicycles and mopeds are to be stored in the racks outside the building. Do not put them in stairwells or chain them to stair rails, fences, or posts because it is a hazard. Facilities Services and University of Kansas Public Safety will remove and impound any bicycle or moped whose owner violates these rules. No motorcycles, mopeds, or gasoline-operated machines of any type are allowed inside buildings; if found, these will be removed at the owner's expense. Any damage caused by or expenses incurred because of use, storage or placement of the bike, moped or motorcycle will be the responsibility of the owner.

Burglary

The unlawful entry of a Student Housing facility or student room or secured space with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; safecracking, lock tampering or picking; and all attempts to commit any of the aforementioned is prohibited.

Businesses

No private business shall be established or operated on the premises of any university-owned housing.

Common Area Furniture

Common area furniture is not to be taken to student rooms, suites, or apartments. Common area furniture should not be moved from one common area to another. This deprives other residents of the furniture and is considered theft of property. If common area furniture is found in rooms or apartments, costs to relocate the furniture may be assessed to the residents of the space where the furniture is discovered.

Cooperation with Staff

Cooperation with any staff member's reasonable request is expected of all residents and their guests. This includes surrendering your KUID card upon request and complying with instructions when staff members are performing jobs tasks. Completing assigned sanctions for policy violations is required.

Disorderly or Disruptive Conduct

Students should not engage in disruptive or disorderly conduct or harassing, lewd, indecent, or obscene conduct or expression. This includes but is not limited to activities that are excessively noisy or disrupt other residents.

Disposal of Sharp Objects

Due to potential injury to employees handling trash bags, sharp objects such as razor blades, broken glass, and needles (hypodermic, sewing, etc.) must be discarded in sharps containers that can be obtained from custodial staff. Do not place any of these items in trash bags.

Dissemination of Information

Posting materials is prohibited without approval by the complex director or KU Student Housing. Distribution to student mailboxes is limited to hall programming information, KU Student Housing information, or high priority, time sensitive university information with approval by KU Student Housing. Only approved signage may be posted. To reduce waste and create a more welcoming environment, Student Housing posts notices only from university and academic departments. Student Housing distributes "This Week on Campus," a list of campus events to staff and residents. KU Student Housing staff and student government members may post event flyers, etc. in approved posting areas. These areas include designated bulletin boards, tile walls or clearly marked posting areas. Prohibited common area locations include: painted areas, varnished surfaces, doors, glass/windows, elevators, ceilings, bathrooms and stairwells.

Drugs

The possession or use of any illegal drug is prohibited within KU Student Housing facilities, surroundings, or as a part of its activities as covered under local, state or federal law. This prohibition includes the manufacture, sale, possession, use, possession with the intent to distribute or grow, or being present at or party to any illegal drug activity. Prohibited activities include but are not limited to the possession of drug paraphernalia, misuse of prescription medications prescribed to you or another person, and inhaling, injecting or ingesting any substances that may alter your mental state.

Electronic Cigarettes/Vaporizers

Devices that use liquid nicotine (or other substance) inhaled by the user and expelled as water vapor are prohibited in restrooms, public and common areas. Use is only permitted in student rooms or apartments.

Emergency/Fire Safety Equipment

Proper use of, and response to, fire alarms is required. Falsely, intentionally, or negligently tampering with or activating fire safety equipment is prohibited. Fire safety equipment includes smoke/heat detectors, sprinkler heads, fire extinguishers, pull stations, alarm panels, and exterior doors. All individuals present in any housing facility must respond to a fire alarm, regardless of whether an emergency exists. Fire escapes are not to be used for any purpose except emergency evacuation.

Exterior Doors (Residence Halls)

Use of residence hall perimeter doors during hall security hours (11 p.m. – 7 a.m.) is prohibited, except in an emergency. During security hours, enter and exit through main doors only. All other doors are alarmed and for emergency use only. Propping exterior doors and tampering with locks is prohibited.

Fire Hazards

The following items and/or practices are considered fire hazards and are prohibited. Student Housing may view items and reasonably determine them to be a fire hazard:

- a. Candles (with or without wick)

- b. Incense
- c. Any open flame
- d. The keeping of explosive or combustible materials or liquids (lighter fluid, fireworks butane)
- e. Combustible decorations
- f. Hanging anything near or around life safety equipment (smoke detectors, sprinklers, etc)
- g. Live greenery or holiday trees. Artificial trees and other decorative items are permissible only if they are flameproof or treated with fire retardant. Caution should be exercised when using electronic devices or lights because of the potential for electric shock and fire. If deemed unsafe by staff all items must be taken down. Residents must remove and store all decorations before leaving for winter break.

Gambling

Gambling is the wagering of money or other valuables on the outcome of events. This includes, but is not limited to, card and dice games, sport pools, lotteries, raffles, Internet gambling and this includes gambling devices and machines all of which are prohibited in or surrounding Student Housing facilities or activities.

Guests/Visitation

Guests are a privilege for residents living in the residence and scholarship halls and Jayhawker Towers. Specific guest procedures vary from building to building. Residents should abide by their community's procedures, and student housing policies found in the Student Housing Handbook or the Student Housing contract. Except for Corbin Residence Hall, each community has a 24-hour visitation policy. In Corbin, female guests may visit 24 hours a day. Male guests may visit on Mondays, Tuesdays, Wednesdays and Thursdays from 11 a.m. to 11 p.m. Male guests also may visit beginning at 11 a.m. Fridays through 11 p.m. Sundays.

For all residents in residence halls, scholarship halls, and Jayhawker Towers:

- Having guests is a privilege. The resident is responsible at all times for his guests and ensuring that the guest's conduct is appropriate and not disruptive to the community or disrespectful to the rights of any other resident.
- When in conflict, a resident's right to privacy prevails over a resident's right for guests.
- Guests must be escorted by the resident host. Only a resident of the community can serve as the host.
- Guests are expected to abide by all university and student housing policies. Guests who violate policies or are disruptive to the community may be asked to leave by a student housing staff member. Residents may be held responsible for the actions of their guests.
- A resident may host a guest in his or her room or apartment with prior express consent of all roommates.
- Roommates are encouraged to discuss guests in advance and document agreements within the Roommate Agreement.
- Only contracted residents assigned to a specific room or apartment may live there.
- Co-habitation is strictly prohibited. A guest may not stay more than three consecutive nights in any community without prior approval from the Complex Director for that community.
- Residents and guests may not sleep in the public areas of any community.
- Designated community restrooms for men and women may not be used by the opposite sex.

- Guest privileges may be restricted or revoked by the Complex Director for residents who do not abide by these principles.

In the residence halls all guests must be registered at the front desk during security hours (11 p.m. to 7 a.m.) Guests must submit photo identification other than the KU ID Card. The host and the guest(s) are required to present their identification and leave it with the desk staff. Upon leaving the building, the guest should come to the desk with the host to check out and retrieve their identification.

Hall or Complex Name Use

Use of the hall or complex name requires advance permission by department staff. Designs for signage, t-shirts, murals, etc. need to be submitted to the complex director for approval.

Harassment, Electronic

KU Student Housing recognizes the prevalence and popularity of online communities. Utilizing cyber media responsibly is an expectation of KU Student Housing residents. Use of any electronic media as a means for harassment is strictly prohibited. Harassing behavior includes sending text, picture, audio, video or executable electronic code (virus's, etc.) over electronic forums, message boards, social media sites and services, instant messaging or chat services, email, or other internet or intranet service, and websites. This includes repeated unwanted contact or any stalking or bullying behaviors on any of the aforementioned media.

Harassment, General

Harassing behavior or materials regardless of method or medium of harassment is prohibited. This includes any comment, action, or type of behavior that is threatening, insulting, intimidating, demeaning or discriminatory or disrupts the community environment or limits a resident's or their guest's ability to participate in their residential community and on campus. This includes acts of coercion, stalking, bullying, pranks and prank phone calls, vandalism or defacement of personal property, and attempts to embarrass or humiliate.

Harassment, Racial and Ethnic Harassment or Discrimination

The University of Kansas, Lawrence and KU Student Housing is committed to programs and activities that are free of racial or ethnic discrimination. Racial and ethnic harassment is a form of illegal discrimination and is contrary to the nature and mission of our institution. View the full University of Kansas policy on Racial and Ethnic Harassment:

<http://www.policy.ku.edu/IOA/racial-ethnic-harassment-policy>

Harassment, Sexual and Sexual Assault

The University of Kansas prohibits sexual harassment and is committed to preventing, correcting, and disciplining incidents of unlawful harassment, including sexual harassment and sexual assault. www.policy.ku.edu/IOA/sexual-harassment. For more information on sexual harassment and sexual violence: www.sexualharassment.ku.edu

Improper Check-out or Room Change

Residents must follow check-in and check-out procedures. Room changes must be requested and approved by hall staff. To properly check out, schedule an appointment with a staff member, remove your belongings and clean the space, attend the checkout appointment, and turn in your key. Failure to follow these procedures may result in additional charges.

Keys, Locks, Student ID Misuse

Unauthorized possession, duplication or use of keys or KU ID in any university facility, or unauthorized entry or access to university facilities is prohibited. Keys and KU ID must remain in the possession of the person to whom they are issued and may not be used by another person. If you lose your key immediately inform a staff member so that your room can be secured. Keys needing to be replaced will result in a lock change and the student will be responsible for associated costs. Additional locks (keyed locks, chain locks, deadbolts) may not be installed. Residents may use their own portable safes or lockboxes to keep valuables safe.

Mistreatment of Staff

Intentional and deliberate antagonistic behavior toward staff, attempts to degrade or attack staff, or assault verbally or physically on a staff member will not be tolerated.

Noise (Quiet hours/24-hour consideration policy)

Quiet hours must be observed from 11 p.m. to 7 a.m., Sunday through Thursday, and 1 a.m. to 9 a.m., Friday and Saturday. Additional quiet hours may be established by your floor, hall, or apartment. There is a 24-hour consideration policy. Noise should be kept at a level that does not infringe on other residents. Residents should respect each other's expectations. If a resident is loud and unresponsive to your request, contact a staff member. A general guideline: If noise can be heard outside your room, it is probably too loud. During final examinations, a 24-hour quiet hour policy is in effect. Violators may be asked to vacate the space immediately.

Pets and Assistance Animals

The only pets allowed are fish in aquariums of 20 gallons or fewer, and assistance animals approved by Student Housing and Disability Resources. If an accommodation is granted for an assistance animal it is the owner's responsibility to provide for the health and well-being of the animal. The owner is required to manage the life functions of the assistance animal (clean up any mess, control noise or smell) and provide appropriate obedience or assistance-related training. The owner is responsible for the animal's behavior and any damages it may cause. KU Policy: <https://documents.ku.edu/policies/provost/AnimalsinBuildings.htm>

Resident Conflict

Residents are expected to resolve disputes in a cooperative manner. Violence or threats are not tolerated in or surrounding Student Housing facilities or activities. Residents are encouraged to resolve their disputes using conflict resolution practices on their own or guided by the assistance of housing staff.

Restrooms

Restrooms that are identified for use by sex are solely for use by that sex. Gender-inclusive restrooms (single-stall, lockable) are located in specified locations within KU Student Housing.

Robbery

The taking or attempt to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, or causing the victim fear is prohibited.

Roofs/Exterior Walls/Sunshades

Students are prohibited from building roofs, sunshades, or exterior walls at any time. These areas are not safe and are not intended for students.

Security

Access to KU Student Housing facilities is restricted to residents, authorized staff members, and hosted guests. Residents may not prop entrance doors or permit entry to unknown individuals. The security of the living environment is each resident's responsibility. In consideration of residents' privacy and security, all residence halls, scholarship halls, and Jayhawker Towers are secured at all times. Residents should report suspicious activity to housing staff or KU Public Safety.

Self-Destructive Behavior Policy

The University has a clear and distinct interest in maintaining a safe and sound educational environment in KU Student Housing buildings. Students are expected to independently manage daily life functions. A residential setting designated to foster student interaction and interdependence can become disrupted by a student's self-destructive behavior. Among the most disruptive forms of behavior are intentional attempts to injure one's self, threats to do the same, and behavior that puts one's self or others in physical danger. Students who become incapacitated as a result of their own actions or students who deliberately injure themselves are subject to action through the student conduct process.

Sexual Assault and Rape

Sexual acts against someone's will by force, threat of force, coercion, or in situations in which an individual is unable to give consent are prohibited. Further, sexual intercourse with someone who doesn't consent either because they are 1) overcome by force or fear; 2) unconscious or physically powerless; 3) incapable of consenting because of mental deficiency or disease, or under the effect of alcohol or drugs when known or reasonably apparent to the offender are prohibited. See also Harassment, Sexual and Sexual Assault.

Sexual Battery

Unwelcome contact with or touching of another person's genitals, breasts, buttocks, or other unwelcome physical contact of a sexual nature intended to arouse or satisfy the sexual desires of the individual making the contact or a third party is prohibited. See also Harassment, Sexual and Sexual Assault.

Signs, Possession of

Residents may not have signs in their rooms which are intended for use in other places. This includes traffic signs, road construction barricades, Student Housing or University signs, etc. State law forbids personal possession of road signs.

Smoking

All KU Student Housing facilities are smoke-free. Smoking is only allowed 20 feet away from building exterior doors, exterior walls and bus stops.

Soliciting

Solicitation is prohibited. This includes distribution of fliers and door-to-door canvassing without permission from the University Events Committee and the Complex Director. Residents are requested to notify complex or hall staff of unauthorized solicitation.

Sports

Residents and their guests may not engage in any sports or sports-related activities within the rooms, apartments, lounges, hallways, stairwells, or other public areas. The act of playing sports, or sport-related activities in a confined area such as those listed above can lead to injury or damage to personal or university property. Skateboarding and roller skating or blading is not allowed on porches, as this endangers pedestrians and can cause property damage. Such activity constitutes vandalism.

Storage

No property is to be stored outside any residential unit, common area or in stairwells. This includes the exterior staircases of Stouffer Place. There is no extra storage space available to residents. Items stored in public locations will be removed and discarded.

Theft

Unlawful taking or attempt to take property from the possession or constructive possession of another is prohibited. This also includes being in possession of property that is stolen.

Trash, Improper Disposal of

Dumping or leaving trash in areas other than those designated for trash disposal is prohibited.

University Property, Care of

Each resident is responsible for keeping university-owned property in good condition. Residents should carry personal property and liability insurance. The university assumes no responsibility for losses, damages or injuries of any sort occurring to persons or property in residence halls, scholarship halls or apartments.

Vandalism

Damage, defacement or destruction of property that belongs to another, including University property, state property, Student Housing property, or other residents' or guests' property. This includes electronic networks and infrastructure, KU Student Housing and personal computers, tablets, smart phones and electronic devices located within or surrounding Student Housing buildings.

Weapons

Possession of weapons of any type, including all firearms, in University of Kansas buildings, including those owned or operated by KU Student Housing, is strictly prohibited.

For the purpose of this policy, "weapons" means: 1) any object or device which will, is designed to, or may be readily converted to expel bullet, shot, shell, BB or pellet, by the action of an explosive, spring or other propellant; 2) any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature including concealed weapons licensed pursuant to the Personal and Family Protection Act, and amendments thereto; 3) any BB gun, paintball gun, airsoft gun, pellet gun, air/C-02 gun, or blow gun; 4) any major components including barrels, stocks or grips, and receivers, or firearms, whether partial components or components of a complete firearm; 5) any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun or taser; 6) any explosive including all types of ammunition for firearms, incendiary or poison gas (A) bomb (B) mine (C) grenade or (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than one-fourth ounce; 7) any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device; 8) any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy; 9) any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; 10) any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife of less than four inches or culinary knife designed for and used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy; 11) any martial arts weapon such as nun chucks or throwing stars; or 12) any longbow, crossbow and arrows or other projectile that could cause serious harm to any person.

Windows and Screens, Misuse of

Window screens are provided and are part of each operable room window in student housing. Windows are operable without removal of any screen. Window screens are not a safety device. Screens are designed to keep bugs out, allow fresh air in, and facilitate building ventilation. It is important that the screens remain in place. Never exit any room via the window. There is no acceptable reason to remove the screen from the window except in case of a designated building emergency. Window screens must remain in place and are not allowed to be removed or altered. Access to the sunshades is strictly prohibited; residents are not allowed to place

items on the sunshades or climb onto them. Items cannot be thrown, shot, launched, released or dropped from KU Student Housing buildings as it represents an extreme safety risk. In consideration of the potential risk presented when a screen has been removed, each resident of the room may be assessed \$125. Windows that crank open should be kept closed when it is windy outside. Breakage or damage to windows will be charged to the residents.

The Student Housing Conduct Process

The following principles are fundamental:

- 1) Each student's experience is unique and each student should be treated as an individual.
- 2) The conduct process encourages student learning through self-reflection, educational discussion, sanctioning and exercising student rights and responsibilities.
- 3) The system fosters student learning, accountability and personal and social responsibility, preparing students for successful citizenship within the KU community and the world around them.
- 4) The system strives to be restorative and educational, repairing harm when possible and returning feelings of dignity, self-worth, security, and confidence for students and their community, through outcomes that are restorative and developmental.
- 5) All students have a right to privacy, to information relevant to their conduct case, to receive timely and thorough notice of concerns, to be heard by an objective party, and to have the opportunity for an appeal.

Outline of the Process

- 1) Incident Reports are forwarded to your community's complex director. The complex director reviews the report and determines whether to schedule a hearing. The complex director assigns the hearing to a student housing staff member who will serve as the impartial hearing officer. KU Student Housing staff members who are trained on the student conduct system and hearing process are: Assistant Directors for Residence Life, Complex Directors, Assistant Complex Directors and Scholarship Hall Directors. The Associate Director for Residence Life oversees the process. See information for the scholarship halls under "Special Disciplinary Boards."
- 2) Hearing Notification: If a resident is documented for allegedly violating a policy, the resident is sent a hearing notification to the KU e-mail address. The notification contains the alleged policy violations, the date, time and location of the hearing, and hearing officer's name and contact information. If the resident cannot attend the hearing at the time scheduled, the resident must contact the hearing officer to reschedule. Hearings are typically scheduled with reference to a resident's academic schedule.
- 3) Hearing: Student Housing conduct hearings are administrative. Each resident involved meets individually with the hearing officer. During the hearing, the resident and the hearing officer will review the process, the incident report, and the policies involved. The hearing officer listens to the resident's explanation and asks questions to collect additional information before making a decision. The hearing officer will also seek to clarify any misunderstandings about the involved policies, the resident's role in the community, and the impact the incident had on the community.
- 4) Hearing summary: After a hearing, the hearing officer will decide the resident's responsibility for the policy violation and his or her status with KU Student Housing. If the resident is found

responsible for a violation, the hearing officer will assign an appropriate sanction. All sanctions must be completed by the deadline or further disciplinary action may result. Students with incomplete sanctions will have an administrative hold placed on their university account. A hearing summary letter will be sent to the resident's KU e-mail address.

5) Appeal: Residents have the right to appeal a hearing decision and must do so in writing within five working days of the decision being communicated. Each hearing summary letter contains the name and contact information for the appeal officer. Appeals may be submitted and reviewed for the following reasons only: 1) proper procedures have not been followed; 2) the resident believes the sanction is excessive given the violation; or 3) the resident has obtained new relevant information that was not available at the time of the hearing. The resident should send a written letter of explanation by campus mail or e-mail to the appeal officer to initiate the appeal.

Conflict Resolution

If all persons personally and directly affected by the conflict agree to resolve the complaint through an alternative conflict resolution process (i.e. mediation, restorative justice), and the hearing officer believes that the alternative conflict resolution process is an appropriate form of resolution, then the hearing officer will make arrangements for the alternative conflict resolution to occur. Alternative conflict resolution is not appropriate for all complaints; namely, sexual harassment and certain complaints of violence.

ACR is a voluntary process that may or may not result in an agreement. When an agreement is reached by the parties involved, the case is resolved and parties are responsible for completing any agreed upon sanctions. If an alternative conflict resolution agreement is not reached or upheld, the complaint will be referred to an administrative hearing.

Sanctions

Incidents vary in seriousness and the intent of sanctions is to be restorative and educational. Factors considered when determining sanctions are the level of harm to self or others, degree of disruption, damage to facilities, repeated or pattern of behavior, and totality of conduct record. When a resident has been advised that he or she violated a rule or policy, it is expected that the resident stop the behavior and that the violation will not be repeated. If a specific policy violation is repeated, or a pattern of policy violations develop or multiple policies are violated, the resident may expect stronger sanctions.

If a contract is cancelled as a result of violations, charges listed in the contract cancellation schedule will be applied. Failure to complete sanctions by the assigned due date may result in a hold on the student's account. This will prevent the student from future enrollment or making records requests until the sanction is complete.

Possible sanctions:

- Alternative Conflict Resolution: ACR is when students voluntarily enter into a conflict resolution process to resolve their conflicts or address university or Student Housing violations. If they reach an agreement or sanction that is mutually agreeable and approved by the hearing officer the matter is consider resolved. If the agreement is broken or the sanction incomplete, the case reverts back to a conduct case and further action may be taken.

- **Notice of Concern:** A Notice of Concern letter is used to address minor violations of Student Housing policies and issues related to maintenance, health and safety. The letter will be sent to residents and document how and when the issue was discovered how it should be corrected. Residents will be notified when staff will return to ensure compliance with the request. Residents must comply with a Notice of Concern letter or further action through the conduct process may be taken.
- **Warning:** A warning may be given to the resident about the incident and the subsequent behavior that is expected.
- **Conditional Standing:** This status may require the resident to participate in an educational sanction and refrain from particular behaviors during the duration of the contract period. Failure to abide by the terms of the conditional status may result in more severe sanctioning or removal from KU Student Housing. This status is often limited to a specified time period.
- **General Probation:** A probationary status placed on a resident in which, if the resident continues to violate policy, that resident will face probable removal from KU Student Housing.
- **Educational Sanctioning:** In most circumstances, residents are given a specific assignment or project that encourages reflection on the reasons for the policy and the causes for that resident's behavior. Hearing officers will tailor the sanction to the offense and surrounding circumstances. Student housing staff partners with Health Education and Resource officers in sanctions related to alcohol and drug education. Fees are charged to the resident for the costs associated with these programs.
- **Financial Restitution Housing:** In situations where damage has occurred to university property or there are clean-up, repair or replacement costs, a resident may be required to pay for the costs incurred.
- **Financial Restitution Student:** In situations where a resident has violated a Student Housing or University Policy and there are clean-up, repair or replacement costs to another student or their guest, a resident may be required to pay for the costs incurred.
- **Room or Hall Reassignment:** A resident may be reassigned to another room or another hall when the offense is harassment, assault, battery, mistreatment of staff, or the resident's behavior is determined to be disruptive to the community.
- **Removal KU Student Housing:** Residents who pose a risk of harm to themselves, other residents, or property may be removed. Further, residents who continue to violate policies after being placed on probation may be removed. During finals, students who cause significant disruption may be asked to vacate the hall pending a hearing with a KU Student Housing assistant director.
- **Interim Suspension:** Under the terms of the Student Housing contract, "A housing contract may be immediately suspended and the resident required to vacate the premises when circumstances indicate that the resident's continued presence in the living unit may constitute danger, or threat of danger to property, the resident, or others in the housing system. Housing contracts of residents who are arrested for alleged criminal acts or against whom criminal charges are pending may be suspended under this policy." Residents will be asked to leave the facility immediately. Residents will be given the date and time of a hearing to take place within five class days, during which the resident may demonstrate why his or her continued presence in the housing unit does not constitute a danger, or threat of danger to others, the resident, or property.

Depending upon the severity of the situation, the resident may also be charged with violations under the Code of Student Rights and Responsibilities or with a criminal offense if the incident has been reported to the police. KU Student Housing adjudicates situations under the terms of the Student Housing contract even when there are judicial decisions pending from other entities.

Parent Notification Policy

The University of Kansas will implement the following parental notification provision of the Family Education Rights and Privacy Act: 34 CFR 99.31(a)(15)(i):

The disclosure is to a parent of a student at an institution of postsecondary education regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if--

- (A) The institution determines that the student has committed a disciplinary violation with respect to that use or possession; and
- (B) The student is under the age of 21 at the time of the disclosure to the parent.

Specifically, when the University of Kansas has knowledge of a student's alcohol consumption or drug use under the circumstances described below, the University of Kansas will notify the parent/legal guardian of a student enrolled on the Lawrence campus who is under 21 years of age. Initial notifications may be telephonic, but all notifications will be followed up with a written notification.

- Following the first known violation of university policy or state law regarding drugs.
- Following the first known violation of university policy or state law regarding alcohol, when the suspected use of alcohol has
 - a) placed the student in a life-threatening situation as determined by an attending medical professional or as reasonably determined by the Vice Provost for Student Affairs or designee.
 - b) caused the student to be in a physical or mental state that has prompted intervention by university personnel, police, or medical personnel out of concern for the student's wellbeing or to address the student's conduct.
 - c) endangered the health or welfare of another person, including any report by police of arrest for driving on campus while under the influence of alcohol.
- Following the second known violation of university policy or state law regarding alcohol.
- Following a violation of university policy or state law regarding alcohol or other drugs that results in the cancellation of the student's university housing contract.

Students 21 years of age and older

In addition, the University of Kansas will notify the parent/legal guardian of any student enrolled on the Lawrence campus, regardless of age, when the student's suspected alcohol or drug use has placed the health or safety of the student or others in danger and notification is necessary to protect the health or safety of the student or other individuals. This notification will be made by telephone and follow-up will be made in writing. To view full version of this policy, including updates approved after publication of this document:

www.policy.ku.edu/student-affairs/parent-notification-policy

Special Disciplinary Boards Scholarship Hall Judicial Boards

Students living in a scholarship hall agree to take on the responsibility of cooking and cleaning

in the hall and participating in hall governance and operations. Residents who fail to meet their obligations go before the hall judicial board, comprised of the resident's peers. The chair is the hall's vice president or designee. The Scholarship Hall Director is the board advisor. Residents appearing before the board may explain their situation and dispute the charges. Residents who are found responsible for failing to complete a duty in the hall five times or more face probable removal from the scholarship hall. The resident may appeal the board's findings to the Complex Director or Assistant Director.

Academic Review Board for the Scholarship Halls

Scholarship hall residents are expected to successfully complete 28 credit hours each academic year (excluding summer term) at KU and maintain a 2.5 grade-point average. Those who fail to meet these academic expectations will be notified and will be given an opportunity to speak or write a letter to the Academic Review Board. The board is comprised of a representative from each hall and the president of the All Scholarship Hall Council or designee. The complex director advises the board. The board will consider each resident's circumstances and will recommend a warning, a probationary or conditional status along with educational sanctions designed to improve the resident's academic performance, or removal from the scholarship hall. Their decisions are based on the severity of the shortfall, the resident's academic history, and explanation provided by the resident. The board meets at the end of each semester.

Safety & Security

Room Entry/Search

Maintaining a Secure and Safe Environment

Residence Hall Access

Scholarship Hall Access

Jayhawker Towers Access

Stouffer Place and Sunflower Apartments

Emergency

Fire

Tornado

Gas Smells in Stouffer Place or Sunflower Apartments

KU Student Housing provides policies and procedures to help residents make good decisions about the safety and security of their communities. Safety is everyone's responsibility. Student housing expects each community member to abide by the policies and procedures outlined in the KU Student Housing Handbook, and report any safety and security concerns or policy violations to staff members.

Room Entry/Search

Residents have a right to privacy and are protected against unreasonable searches of their rooms. Student housing staff may enter a resident's room, suite or apartment without notice in emergencies where imminent danger to life, safety, health, or property is reasonably feared. A resident who submits a work order has invited staff to enter to perform requested maintenance. In order to maintain an environment that facilitates academic success for other residents, staff also will enter a room to turn off an alarm, stereo, television, or other items causing a disturbance after they have been unable to locate the room's residents.

Maintenance and Facilities Services

KU Facilities Services staff members will make repairs in your room or apartment. Please report issues promptly. You may submit a work request by phone, by calling 785-864-4770 or online at www.facilities.ku.edu. To complete the online form, you need to authenticate into the system using your KU online ID and password. Submitting a work request gives Facilities Services staff permission to enter your room or apartment to inspect or correct the issue. You can expect that staff members will knock and announce themselves prior to entry. Additionally, you can expect to receive notification that they have been in your room or apartment by a hangtag on your door. Maintenance emergencies should be reported to your residence hall front desk, your scholarship hall director, or the Apartment Living staff member on duty (785-864-8305). Facilities Services staff members are available to respond to emergencies at all times. Your residence life staff members can contact them.

Maintaining a Secure and Safe Environment

Residents have a responsibility to each other for maintaining a safe and secure environment. Exterior doors should never be propped without prior authorization from Student Housing. Tampering with fire equipment, blocking corridors, covering emergency lighting and other actions could hamper a safe evacuation in the event of emergency. Residents should remain with their guests at all times. Any suspicious activities should be reported to staff members or Public Safety. Locking your door is essential to your safety.

Residence Hall Access

In consideration of and respect for residents' privacy, security, and property, all halls are secured and all exterior doors locked 24 hours a day. Residents may enter their assigned residence hall by using their KU Card. After 11 p.m., residents may only enter through the main entrance and must present their KU Card. Guests must present photo identification and be escorted at all times by a hall resident. Residence hall rooms have locks and each resident is issued a key. The charge for a lost or misplaced key is \$50. Room doors should be kept locked to secure personal belongings.

Scholarship Hall Access

In consideration of and respect for residents' privacy, security, and property, all scholarship halls are secured and all exterior doors locked 24 hours a day. Residents are able to access their scholarship hall by using their KU Card to unlock the door. Visitors should be met by their host at the hall's main entrance. Scholarship hall rooms are equipped with locks and residents are encouraged to lock their door each time they leave the room. The charge for a lost or misplaced key is \$50.

Jayhawker Towers Access

In consideration of and respect for residents' privacy, security, and property, all Towers are secured and all interior glass doors locked 24 hours a day. Residents access their Tower by using their KU Card. Visitors must be met by their host at the interior glass door and escorted

throughout the duration of their stay. In addition, each apartment door has a deadbolt. Residents should deadbolt their apartments each time they leave. Additional locks and chains should not be installed on the apartment door or individual room doors within the apartment.

Stouffer Place and Sunflower Apartments

Each apartment entrance door has been equipped with a deadbolt lock. Residents should deadbolt their apartments each time they leave. Additional locks should not be installed. A \$50 fee is charged for misplaced or lost keys.

Room or Apartment Lock-out procedures and policies

KU Student Housing strongly encourages residents to carry their keys at all times, to lock their doors, and to take responsibility for their own security.

When locked out of the room or apartment, a student may receive a “lock-out” key from the residence hall front desk or scholarship hall director. Apartment Living residents go to the office in the Burge Union or contact the staff member on duty through the 785-864-8305 number.

1. To receive a lock out key, the resident must present his/her KU Card. If the card is not available, questions verifying personal information may be asked.
2. Only residents of the room or apartment may request access.
3. Residence hall students may use the key for 15 minutes. Apartment Living residents may have the key for 2 hours. Late return may result in a \$50 lock change charge.
4. There is a free “lock-out” each semester. Each subsequent lock-out results in a \$20 service charge.

Emergency

In the event of a fire, medical, or other emergency, call 911. Then contact the service desk at your complex or the staff member on call. Facilities emergencies should be reported to a staff member immediately, including broken pipes, water leaks, flooded toilet, broken windows, broken heaters, and electrical short-circuits.

Fire drill

An unannounced fire drill, required by the State Fire Marshal and in accordance with the 2006 International Fire code, will take place within the first 10 days of the fall and spring semesters. Evacuation routes are posted on the back of the residents’ doors. A second drill each semester will also occur. One of the two drills will happen at night.

Fire emergency

When the fire alarm sounds, every resident is required to leave the building using the nearest stairway exit. First, feel your door from top to bottom (follow this procedure for all closed doors you encounter).

If the door feels cool:

- 1) Crouch low and open door slowly. Close door quickly if heavy smoke or fire is present.
- 2) If visibility permits, take your key and close your door.
- 3) Evacuate using stairway. Stay as low as possible if there is smoke (crawl if necessary).
- 4) If you encounter heavy smoke in a stairwell, go back and use another set of stairs.
- 5) Never use the elevator during a fire alarm.
- 6) Return to the building only when officials tell you it is safe.

If the door feels hot:

- 1) Do not open the door.
- 2) If possible, call 911 and report your situation and location. Stay off the phone after calling 911 as fire officials may try to reach you.
- 3) Wedge wet towels or clothing under the door to keep smoke out.
- 4) Keep a soaked towel over your head.
- 5) Open window and hang out a bed sheet to call attention to your location. Close window on sheet if necessary to keep smoke from entering through the window.
- 6) Stay low until help arrives.

Reporting a Fire

- 1) In the event of fire, you should immediately activate a building fire alarm, which alerts building staff and all residents of impending danger.
- 2) Call 911 to report the fire and notify your complex staff of the location of the fire.
- 3) Evacuate, if possible, and stay away from the building.

Smoke Detectors

A smoke detector is installed in every room, suite and apartment, and operates electrically. Individual unit smoke detectors will not activate general complex alarms. In most buildings and Jayhawker Towers, smoke detectors are wired to the building systems and will activate if dislodged. Do not test or tamper with smoke detectors. Stouffer Place residents should never turn off the #1 (furnace) circuit breaker. This will deactivate the smoke alarm and endanger lives. Smoke detector problems should be reported immediately.

Tampering with Fire Safety Equipment

Tampering with fire safety equipment or purposely activating a false alarm violates state and local laws. Either can be considered cause for a resident's removal. Smoke alarms and sprinkler heads are considered fire safety equipment and should not be tampered with. Residents who tamper with or unnecessarily discharge fire extinguishers face disciplinary action according to the sanctions policy outlined above.

Tornado

Be alert for these danger signs (generally March through September): severe thunderstorms with frequent lightning; heavy rain; hail; roaring noise; funnel clouds; strong winds; or power failure. The local office of the National Weather Service issues weather bulletins to local authorities plus local TV and radio stations. Lawrence is located in Douglas County, Kansas.

Tornado Watch or Warning

A "watch" indicates that conditions are conducive to the development of a tornado. A "warning" indicates that a tornado has been detected and may be approaching. If a tornado warning is issued, or the city warning sirens have been activated, take the following precautions:

Seek shelter immediately in the lower levels of the building or an internal hallway. Stay away from windows and glass enclosures.

- Use only stairwells.
- Remain in shelter area until the "all clear" is communicated by student housing staff.

- Cooperate fully with student housing staff, who have your safety as their first priority.

Natural Gas Smells in Stouffer Place or Sunflower Apartments

Call the Apartment Living office if there is a problem with the furnace or water heater in your apartment. If you notice a natural gas smell, notify staff and leave the apartment. Do not attempt to locate the source; open doors or windows; smoke; or turn lights on or off.