COMMUNITY
LIVING

THE RESIDENCE HALLS HANDBOOK

2023-2024

DIVISION OF
STUDENT AFFAIRS

DEPARTMENT OF RESIDENT LIFE

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RESIDENTIAL COMMUNITIES

NORTH CAMPUS

The North Campus area consists of four high rise communities. The fourteen buildings typically provide traditional and semi-suite style housing for more than 6,400 students. Recreational and fitness facilities are in the adjacent Eppley Recreation Center. The North Campus Community Office is located in Oakland Hall.

Denton Community Includes:
- Coeducational Denton, Easton, Elkton;
- A 24-hour service desk in every hall;
- Located across from the Clarice Smith Performing Arts Center;
- Flexus and Virtus, BioFire, and Carillon Communities Living-Learning programs;
- Substance-free housing option is available on one floor in Elkton Hall where students choose to live in an environment free from all use of alcohol and illegal drugs;
- Quiet study locations in each hall;
- Air conditioned housing in all three residence halls;
- 251 North Dining facility
- Basement recreation rooms in each of the three halls.

Oakland Hall Includes:
- Semi-suite style housing;
- The North Campus Office;
- 24 hour service desk;
- Quiet study locations;
- Air conditioned housing;
- Basement recreation room.

Ellicott Community Includes:
- Coeducational Ellicott, Hagerstown, and La Plata Halls;
- A 24-hour service desk in each hall;
- Gemstone Living-Learning program and offices in Ellicott Hall;
- Integrated Life Sciences Living Learning Program and offices in La Plata Hall;
- Substance-free housing option available on one floor of Ellicott Hall where students choose to live in an environment free from all use of alcohol and illegal drugs;
- Air conditioned housing in La Plata Hall;
- Basement recreation room in La Plata Hall; and
- Quiet study locations in each of the three halls.

Heritage Community Includes:
- Coeducational Pyon-Chen and Johnson-Whittle Halls;
- A 24-hour service desk in in each hall
- The University Honors program
- The Evans Scholars Program
- Overlooks La Plata Beach, the Eppley Recreation Center and near Maryland Stadium.
- A central lounge space and enclosed study areas on each residential floor maximizing natural light.
- Air-conditioned housing
- Clusters of private communal accessible bathrooms offering common vanity spaces and individual toilet and shower rooms.
- The first floor features a welcoming living room space, a large group study room for the building, a multipurpose room, and a building kitchen.
- Yahentamitsi dining facility.

Cambridge Community Includes:

- Coeducational Cambridge, Chestertown, Cumberland, Bel Air, and Centreville Halls;
- College Park Scholars housing;
- College Park Scholars faculty offices and classrooms in all five halls of this community;
- 24-hour service desks in Cumberland and Centreville Halls;
- Air conditioned housing in Cambridge, Cumberland, Centreville, and Bel Air Halls;
- Colloquia rooms and other multi-purpose facilities in Cambridge Community Center;
- Quiet study locations in each hall; and
- At least one mixed gender floor is available in each of the 5 halls.
- Substance-free housing option available on one floor of Bel Air and Chestertown Halls where students choose to live in an environment free from all use of alcohol and illegal drugs;
- Composting available in Bel Air, Chestertown and Cambridge Halls.

SOUTH CAMPUS

South Campus consists of three residence hall communities (North Hill, South Hill, and Leonardtown) and one public-private apartment community at South Campus Commons. South Campus consists of a wide range of housing options including traditional-style, semi-suite, suite, and apartment-style housing for more than 5,500 students. The Resident Life South Campus Office is located in 0200 Calvert Hall and the South Campus Commons Resident Life and Management team offices are located in South Campus Commons Building #1.

North Hill Community

The North Hill Community offers a variety of housing options for approximately 1,500 students. These ten residence halls are centrally located conveniently close to McKeldin Library, the Stamp, and many classroom buildings. Two service desks provide service and resources to students: the service desk in Queen Anne's Hall serves residents from Anne Arundel, Dorchester, Queen Anne's, Somerset, St. Mary's, and Worcester Halls while the service desk in Prince Frederick Hall serves residents from Carroll, Caroline, Prince Frederick and Wicomico Halls. Closest recreational and fitness facilities are Ritchie Coliseum, and Reckord Armory.

Carroll, Caroline, Wicomico, and Worcester Halls include:

- Coeducational, traditional, low rise housing;
- Location conveniently close to Van Munching Hall, Tydings Hall, and the Architecture Building;
- All rooms of Carroll, Caroline, and Wicomico Halls are singles;
- Mixed-gender floors available on the 3rd floors of Carroll and Caroline Halls; and,
- Substance free housing in Carroll Hall where students choose to live in an environment free from all use of alcohol and other drugs;
- Multipurpose room in Worcester Hall;
- Airconditioned meeting and study space in the basement of Caroline Hall.

Anne Arundel and Queen Anne's Halls include:

- Honors College, Honors Humanities Living-Learning programs in Anne Arundel;
- Jiménez-Porter Writers' House Living-Learning program in Queen Anne's Hall;
- Location overlooking McKeldin Mall;
- Multipurpose room in Queen Anne's Hall;

- Air conditioning in both halls;
- Honors College and Honors Humanities program offices, gallery, classrooms, and faculty offices, located in Anne Arundel Hall; and,
- Jiménez-Porter Writers' House offices located in the ground level of Queen Anne's Hall.
- Laundry facilities in Queen Anne's Hall serving Queen Anne's, Anne Arundel, and St. Mary's Halls.

Prince Frederick Hall includes:

- Includes traditional-style and semi-suite style housing options;
- Home to the Honors College: Advanced Cybersecurity Experience for Students (ACES) and Design, Cultures and Creativity (DCC), and Interdisciplinary Business Honors (IBH);
- Resident Life, ACES, and DCC program offices on the ground level;
- Large multi-purpose room and seminar room; and,
- Mixed gender floors and all gender, single-use restrooms.

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

- Honors Global Communities Living-Learning program in Dorchester Hall;
- Seminar room and Honors Global Communities Program offices in ground level of Dorchester.
- Air conditioning in all three buildings;
- A seminar room in Dorchester Hall;
- Language House Living-Learning program in St. Mary's Hall;
- A multi-purpose room in St. Mary's Hall;
- Language House offices in St. Mary's Hall;
- CIVICUS Living-Learning program in Somerset Hall; and,
- Classroom, and CIVICUS Program offices in the ground level of Somerset Hall;

- Mixed-gender floors and single-use, all gender restrooms available in Dorchester and Somerset Halls.
- Laundry Facilities in Dorchester Hall serving Dorchester, Anne Arundel, and St. Mary's Halls.

Leonardtown Community

The Leonardtown Community, located on the east side of Baltimore Avenue directly behind Fraternity Row, houses approximately 375 students in garden-style apartments. Each apartment houses 4-7 students in combinations of single, double, and some triple rooms. Residents in kitchen-equipped apartments are not required to be on a campus meal plan. Closest recreational and fitness facilities are in the Ritchie Coliseum and Reckord Armory.

Leonardtown includes:

- A community center with a 24-hour service desk, multi-purpose room, study lounge and laundry facilities;
- Ample parking for residents; and,
- Carpeted, furnished and air conditioned apartments.

South Hill Community

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

South Hill Community includes:

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

- Traditional-style, all-female housing with limited visitation policy (self-governed) for male guests in Cecil Hall; and,
- The Commons Shop convenience store adjacent to the community in the South Campus Dining Hall building.

South Campus Commons

South Campus Commons is an apartment community of seven apartment buildings with rooms for 2,195 students. South Campus Commons is one of the University of Maryland's public-private partnership undergraduate student apartment communities which is located on University property but privately owned, with the leasing, maintenance, finances, and operations managed by a private management company, Capstone On-Campus Management (COCM). COCM contracts with the UMD Department of Resident Life to provide the residence life program at South Campus Commons.

South Campus Commons includes:

- Predominantly two and four bedroom apartments, all single bedrooms, fully furnished, and air-conditioned with a washer and dryer in each unit;
- 24-hour service desks in buildings #1, #3, and #6;
- Management staff, RAs and Resident Directors on site and Resident Life Community Office in Building #1;
- Resident Life, South Campus Commons Management, and Leasing offices in Building #1;
- Open year-round with residents signing an 11.25-month lease (late-August through July);
- Seminar rooms in buildings #1, #2, #5, and #7;
- Study lounges located throughout the buildings; and,
- Commons Shop convenience store located in the South Campus Dining Hall.

REPAIRS

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

To request a repair or report a facilities issue:
- Call the service center at 301-314-WORK (9675).
- Give your name, campus address, telephone number, and a description of the problem.
- Write down the service request number so you may check on the progress of the repair.

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

STAFF IN RESIDENCE HALLS

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

Resident Directors (RDs) are:
- Full-time professional staff who live on campus
- Supervisors of RAs
- Responsible for approximately 500 students

Community Directors (CDs) are:
- Full-time professional staff
- Supervise RDs
- Have two or more years full-time residence hall management experience

Community Assistants (CAs) are:
- Undergraduate students who staff the service desk(s) in your community
- Trained in providing information, managing keys, mail and packages, and activating duty system in emergencies

Desk Operations Supervisors (DOS) are:
- Undergraduate students who manage day-to-day operations at the service desks
- Supervisors of CAs

Administrative Operations Staff:
- Oversee day-to-day operations at the service desks
- Supervise CAs and CSSs

Satisfaction with Your RA
Your Resident Assistant serves in several important roles, which are meant to assist you in your educational and social pursuits; these are:

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

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

Behavior Management:
RAs assist students in deciding upon mutual expectations by creating Community Living Agreements. RAs also confront students when alleged violations of rules occur and assist fellow students in learning how to confront and enforce expectations with peers.

RA Role:

RAs work with students on some basic administrative tasks that concern assignments Community Living Agreements facilities.

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

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

In the course of their work, RAs, like all students, are expected to conform to the policies described in this handbook. Should you ever have questions about your RA's performance or his/her behavior toward you, or if you feel that your RA's actions have been unfair or inappropriate, several options are always available to you for consideration and resolution of your concerns:

1. Contact the Resident Director (RD) for your hall or the Community Director (CD) for your Community. Both of these staff members can be reached at your Community Office (phone numbers are listed in the last few pages of this handbook).
2. Contact the Assistant Director of Resident Life for your side of campus. The North Campus Assistant Director's Office is in Oakland Hall and can be reached at 301-226-4830. The South Campus Assistant Director's Office is in Garrett Hall and can be reached at 301-314-7484.
3. Contact the Associate Director of Resident Life for Communities whose office is located in 0200 Calvert Hall and can be reached at 301-314-7484.

Mail and Package Delivery

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

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

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

Your mail is delivered Monday through Saturday, and outgoing mail is picked up once daily Monday through Friday, except on national and University holidays and during University recesses. U.S. Postal Service mail and intra-campus mail is delivered from the Campus Mail Facility and placed in a locked mailbox you share with your roommate(s). This work is performed by either Campus Mail Services or Resident Life employees.

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

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

Certified mail, insured mail, and postage-due letters are not deliverable to your residence hall address. You will be mailed a notice by Campus Mail Services that such items are being held for you at their facility, at their facility, which is located in 0702 Severn Building at 5245 Greenbelt Road in College Park. Hours for pick-up are weekdays 8:00 a.m.-4:30 p.m. and Saturday, 8:00 a.m.-12:00 p.m. (noon). Registered mail and COD (collect on delivery) mail are held by the North College Park Post Office, along U.S. Route One/Baltimore Avenue

near the Beltway. You will be mailed a pick-up notice by this office upon their receipt of mail for you.

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

You can help protect yourself from loss by:

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

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

Breaks on North Campus

Most of the North Campus halls are closed during break periods. Students that live in La Plata, Johnson-Whittle and Pyon-Chen halls can register to stay in their rooms for a fee which is a flat rate fee for which ever break they are registering. Bel Air, Cambrige, Centreville, Chestertown, Cumberland, Elkton, Ellicott, Hagerstown, Denton, Easton and Oakland Halls are Closed for the break periods During these break periods, residents will not have access to their building or room and should plan accordingly.

- 7:00 p.m. the Tuesday before Thanksgiving to 10:00 a.m. the next Sunday
- 7:00 p.m. the last day of final exams in December through noon on reopening day in January
- 7:00 p.m. the Friday before Spring Break to 10:00 a.m. two Sundays later.

As you pack to leave for each Break:

- Take with you valuables such as money, jewelry, computer, clothing, medications, tickets, etc. you will need during the break
- Unplug all electrical appliances and move belongings off the floor as precautions against fire, flood, etc.
- Clean your refrigerator. Get rid of food that could spoil.
- Check your mail and your voicemail.

Prior to Thanksgiving and Spring Breaks, information will be sent to residents regarding break housing registration. There are very few of these spaces and they are available on a first-come, first-serve basis.

Breaks on South Campus

All South Campus halls (North Hill, South Hill, and Leonardtown Communities) remain open during the Thanksgiving, winter, and spring breaks for students who request and register to stay in advance. During Thanksgiving and Spring Break, South Campus residents must register to stay in their room prior to each break period or must depart by 7 p.m. at the start of these break periods. Additional fees may apply for Thanksgiving and Spring Break housing.

For the month-long winter break, South Campus residents have the option to register to stay in their rooms for a fee, in which case they must pay an additional flat-rate fee.

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

Safety Inspections at Breaks

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

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

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

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

Work Performed Inside Student Rooms

Students should call the **24-hour Service Center at 301.314.9675** to report routine and emergency facility issues. Residential Facilities on call staff will respond to emergency issues nights and weekends.

When Residential Facilities staff respond to work requests or emergencies or conducts inspections, they will knock and announce themselves by name and department. They should be admitted to your room; they will honor a short delay. Most work requested by residents and staff is performed weekdays 7:30 a.m. to 6:00 p.m.. If students would prefer to schedule a time for the work to be performed, they can request this service when they report the work to Residential Facilities at (301) 314-WORK (9675). Residents will need to be available during a block of time for the schedule, due to unplanned requirements that normally occur daily.

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

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

SAFETY & SECURITY

PARTNERS FOR A SAFE AND SECURE CAMPUS

The University and the Department of Resident Life takes steps that contribute toward maintaining a safer and more secure environment. However, a truly safe campus can only be achieved through the cooperation of all its community members. Each individual resident of the residence halls has PRIMARY RESPONSIBILITY for their own safety and security.

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

Remember, when one resident is not thoughtful – for example, fails to properly close and secure a building entrance door– all residents may be impacted by their behavior: an intruder slips in the door!

WHAT SERVICE DOES THE UNIVERSITY PROVIDE?

Police
- 24-hour full-service police department, including a force of 80 uniformed officers and approximately 100 police aides
- 911 emergency calls (police, fire, rescue, ambulance)

- Dusk to dawn patrols by police officers in marked and unmarked cars, motorcycles and bicycles
- Security escorts by uniformed police officers (24 hours) and police aides
- Dozens of outdoor emergency phones to call escorts or summon police
- Surveillance cameras that monitor selected on-campus locations
- Crime Alerts are provided to give the University community timely notification of crimes that may present a threat to the campus community and to heighten safety awareness
- UMD Alerts is an alert system that allows UMD to provide emergency notifications via email, text, and students are encouraged to register their mobile device by visiting alert.umd.edu
- Crime prevention programs
- Crime statistics published every year, in compliance with federal regulations

Residence Halls
- Entrance doors locked 24 hours
- Access cards or keys are needed to open entrance doors, call the elevator, open doors leading to stairwells and first-floor rooms, and open bedroom doors
- Telephones near many entrance doors for visitors to use, then wait to be accompanied into the building
- 24-hour Service Center [(301) 314-WORK (9675) for reporting problems with doors, keys, etc. (South Campus Commons residents should report problems to the appropriate 24-hour Commons Service Desk.)
- Residence hall desk staff for getting help from a staff member
- Repairs/replacements of doors, keys, locks, window screens, etc.
- Nightly roves by the Resident Assistant(s) on duty
- Periodic safety walk-throughs to check interior lighting, exit signs, fire doors, stairwells, etc.
- Unit meetings, educational programs, flyers, and notifications of serious incidents

Shuttle-UM Buses

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

Security Cameras

Security cameras inside lobby and main entrance areas of the residence halls record people passing through main resident entry/exit doors. Cameras act as a deterrent and the secure, recorded video footage can be accessed by University of Maryland Police in support of crime prevention and incident investigation efforts.

PERSONAL SAFETY PRECAUTIONS

- Walk with friends or in a group, or call for an escort
- Ride Shuttle-UM buses after dark, or call (301) 314-NITE (6483) for curb-to-curb service by Shuttle-UM vans
- Walk in well-lit and well-traveled areas
- Constantly be aware of your surroundings
- Know the locations of the nearest emergency phones (police dispatcher answers)
- Be wary of persons you don't know
- Report suspicious persons or activity to police
- Stay away from relatively isolated areas
- Plan what you will do if confronted by a potential assailant (run, scream, fight, try to gain his/her confidence while waiting for safe escape opportunity)

MISSING PERSONS

Any time that Resident Life staff receive a report (e.g. from a roommate, friend, parent) that a resident has been out of contact and unreachable by phone, email, etc., our staff will take steps to respond to the report that include attempting to contact the missing student and notifying the University of Maryland Police Department and the Resident Life duty system about the missing student. Under federal law, you have the right to confidentially register with Resident Life and the University the name and contact information of an individual who you would like to have contacted (within 24 hours) if it is determined that you have been missing from the campus and your whereabouts unknown for a period of 24 hours or more. You can register the name and phone number of this contact person updating your information in the Housing Portal at starrez.umd.edu.

For students under the age of 18 (who are not emancipated individuals), federal law requires the university to notify your custodial parent or guardian (within 24 hours) if it is determined that you have been missing from the campus and your whereabouts unknown for a period of 24 hours or more.

RESIDENCE HALL SECURITY PRECAUTIONS

- Keep your room door locked, when you're asleep, down the hall, in the shower, or visiting others in your building
- Carry your keys with you at all times
- Make sure doors close and latch behind you
- Confront persons you don't know; if you can't confront, report information to staff or police
- Report suspicious persons or activity to police and to your service desk/any staff member
- Avoid isolated areas inside residence halls
- Report damaged or malfunctioning doors, locks, etc. to Residential Facilities [301-314-9675]; South Campus Commons residents should report problems to the appropriate Commons Service Desk
- Report "salespeople" or "solicitors" to your service desk; they don't belong
- Don't let your guests wander the building
- Don't prop doors open
- Don't open doors for workers; staff who are conducting authorized business in your building must arrange for their own access

BICYCLE SECURITY PRECAUTIONS

- Do not store bicycles in your room without roommate's(s') approval and be sure that it does not block the entry in to and exit out of your room (South Campus Commons residents cannot store bicycles within their apartments)
- Do not store bicycles on landings or stairwells
- Secure your bicycle outdoors with a high-quality bicycle lock
- Use outdoor bicycle racks; don't lock bicycle to railings, lamp posts, ramps, hand-rails, etc.
- Make sure your lock secures both wheel and frame
- Iif your bicycle has quick-release wheels and seat, secure front wheel with the back wheel and frame, and carry the seat with you
- Keep a thorough description of your bicycle on hand, in case theft occurs
- Register your bicycle with DOTS to aid in recovery if theft occurs

SECURING YOUR PERSONAL PROPERTY

Keep your room door locked whenever you're not there. Thefts happen most often when property is left unattended or unsecured. Since the University and Resident Life cannot be liable for personal accident, injury, or illness sustained by you or your visitors, nor for any theft, loss, or damage to your personal property, it's smart for you to:

- Lock up and hide your valuables
- Remove valuables when you're away during University breaks
- Engrave personal property with your driver's license number
- Personalize property (paint, etc.) to help with identification
- Keep your car locked and personal property in the car trunk
- Make sure your property is covered by your own or your family's homeowner's or renter's insurance
- Keep receipts/records of purchase price, date, etc., for valuables

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

FIRE PREVENTION

- Cook only in designated kitchen spaces
- All Residence Halls: Students may rent one microwave-refrigerator combination unit per room from the Department of Residential Facilities' approved refrigerator rental vendor. Standard Microwaves or other Microwave/Fridge combo units are not permitted except as listed below.

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

    Leonardtown Community, South Hill Community except Cecil Hall, and St. Mary's Hall Suites and Apartments:
    Only one microwave, not more than 1,000 watts, should be used at a time and should be used only in in the suite's common area or the apartment's kitchen. Residents must avoid operating a microwave at the same time as a hair dryer or other personal, high-wattage electrical appliance in their suite or apartment in order to minimize a potential overload and loss of power.

- Do not leave your stove, oven or microwave unattended when in use
- Do not cook in your room except with approved appliances (i.e. MicroFridge Smoke Sensor combination appliance unit)
- Use only power strips that have either 14- or 12-gauge wire, built-in surge protectors and circuit breakers, and which is listed by an approved testing laboratory such as Underwriters' Laboratories (UL)
- Limit the number of appliances that are plugged in or in use at one time
- Do not have open heating elements in your room
- Do not use a frayed or worn extension cord
- Do not use or possess fireworks, lighted candles, flammable fuels, space heaters, or firearms
- Do not bring torchiere halogen lamps or halogen bulbs to your room
- Do not smoke or allow others to smoke in your

room or anywhere else inside the residence halls

- Do not cover over, or tamper with, your room's smoke detector
- Never drape clothes or any paper, wood, cloth, or plastic material over a lamp, smoke detector, sprinkler head, or pipes
- Only use grills for outdoor cooking which do not require lighter fluid or propane gas in approved areas
- When in use, hot or cooling grills must be at least 15 feet away from any building, may not be used on garden apartment balconies in Leonardtown and must not be left unattended until completely extinguished
- Do not use, possess, charge, and/or store electronic skateboards including self-balancing hover boards/scooters and other similar equipment in all university residence halls

PROPERTY INSURANCE

The University will not reimburse you for any theft, loss, or damages to your belongings because of fire, flood, water leak, etc. Please check your family's homeowner's or apartment dweller's policy or consider purchasing renter's insurance; it will cover your belongings while you are on campus.

IF THERE IS A FIRE:

- Sound the fire alarm by activating the nearest fire alarm pull station
- Leave the building using the nearest exit or stairwell
- Call University Police at 301-405-3333 to report the emergency once safely outside
- Remain outside until informed by emergency personnel that it is safe to re-enter

FIRE ALARM

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

FIRE WATCH

A fire watch is a continuous physical inspection of the interior of a building looking for evidence of smoke or fire and listening for the sound of smoke detectors. It is a short-term alternate means of protection approved by the University Fire Marshal when a fire alarm or sprinkler system is temporarily being repaired. If smoke or fire is found, fire watch inspectors will use the fire alarm or air horns to signal a necessary evacuation and contact emergency personnel.

AUTOMATIC SPRINKLERS

All residence halls are equipped with automatic sprinklers. When water flows through the sprinkler heads, the building's fire alarm system will automatically sound, indicating that you must leave the building immediately. It is important that you do not tamper with the sprinkler heads or the system. Do not touch sprinkler heads in any way, or place hangers, lights, or other items on sprinkler heads or covers. Students tampering with the system, even accidentally, are liable for damage to University and private property and subject to administrative action.

BOMB THREATS

All bomb threats reported to the University are taken seriously.

If a bomb threat is received:

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

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

FIRE SAFETY REMINDERS

If you hear your building's fire alarm:

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

If you smell smoke or see smoke or fire:

- Pull the nearest building alarm.
- Close your room door.
- Safely exit the building.
- Call University Police at 301-405-3333 to report the emergency.
- Never attempt to fight or put out a fire.
- Tell staff or fire authorities exact location of fire or smoke.

If you get trapped by fire or smoke:

- Call University Police at 301-405-3333, report your location, and that you are unable to exit the building.
- Keep the doors closed.
- Hang an object out the window to notify rescuers of your location.
- Do not jump; the Fire Department will rescue you.

What you should do today:

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

SAFETY AND SECURITY RESOURCES

Medical Emergency	911 or (301) 405-3333
Fire Emergency	911 or (301) 405-3333
Police Emergency	911 or (301) 405-3333
Police Non-Emergency	(301) 405-3555
N.I.T.E. Ride Service	(301) 314-NITE (6483)
Crime Reporting	(301) 405-3555
Escorts, Security	(301) 405-3555
Health Center	(301) 314-8184
Lost Keys	Your Service Desk
Key & Lock Problems	(301) 314-WORK (9675)

(South Campus Commons residents contact your service desk)

University Behavioral Health Services   (301) 314-8106

| Security Lighting | (301) 405-2222 |
| Security Repairs | (301) 314-WORK (9675) |

(South Campus Commons residents contact your service desk)

Sexual Assault Hotline	(301) 314-2222
Crisis Cell for after hours	(301) 741-3442
Shuttle-UM Bus Service	(301) 314-NITE (6483)

SAFETY SERVICES

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

EARLY WARNING SYSTEM

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

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

If you hear the Early Warning siren:

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

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

- www.umd.edu
- WMUC 88.1 FM
- (301) 405-SNOW (7669) (recorded message)

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

UMD ALERTS

Another means of notification is available to those who subscribe at alert.umd.edu to an alert system that sends text messages, in an emergency, to your email, mobile phone, or other text-enabled device. Students should visit alert.umd.edu to add their mobile phone number to receive emergency text alerts.

UMD GUARDIAN

The UMD Guardian app is designed to give UMD students rapid and proactive communications with University of Maryland Police. The app is available for download through the Apple App Store and Google Play.

For more information, visit umpdnews.umd.edu/download-umd-guardian-app-today

RIGHTS & RESPONSIBILITIES

The Office of Rights and Responsibilities administers rules and adjudicative processes that serve four necessary goals: (1) maintain the safety and necessary order for an academic residence community, (2) determine accountability for prohibited behavior, (3) foster among students an understanding of their responsibility as community members, and (4) promote student well-being and personal development.

The Office of Rights and Responsibilities believes living in the residence halls is an opportunity to better understand how to be a thoughtful community member. If students violate policy and go through the conduct process, that process is an opportunity to learn, grow, reflect, find support, and move forward in a way that more aligns with one's values. All students that enter the process are encouraged to think critically about how their actions impact the community and themselves and what they want that impact to look like in the future.

THE IMPACT OF YOUR BEHAVIOR IN AN ACADEMIC COMMUNITY

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

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

The Department of Resident Life suggests that you give thought to the impact of your behavior on yourself and others. This can help you avoid violating the Residence Hall Rules and ensure you're being respectful of those around you. In order to prompt your thinking about the impact of your behavior, your RA will speak with you about the Community Living Principles: Be Safe, Be Civil, Be Cooperative, and Be Involved. We use the principles to describe behaviors that have a positive impact on the community.

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

Be Safe...
Residents act in a way that takes into consideration the physical safety of themself, others, and the community. Any act that creates an immediate danger to oneself or others is the strongest possible threat to the community and the most serious violation one can commit. Violations of rules that create immediate danger are those for which the most serious outcomes are applied.
Any student who commits such violations can expect to be removed from the community.

Be Civil...

The University is committed to creating and maintaining an educational living and learning environment that respects the right of all individuals to participate fully in the community. Residents act in a way that promotes each person's sense of their rightful place in the community. Conduct that threatens others' sense of their rightful place in their homes on campus is damaging to the campus community. *Discrimination, harassment, intimidation, assault, and verbal or written threats will be addressed immediately, and dealt with seriously, including possible removal from the community.*

Be Cooperative...

Residents take on a shared responsibility for their community and engage efforts to compromise. They understand the mutual obligations that all residents and community members have to one another in order to live, rest, and study in a shared community. Uncooperative behavior interferes with the sense of shared responsibility, the efforts to compromise, and the mutual obligations that members of the community have to one another in order to live, rest, and study successfully in close quarters. Violations of rules that bring about disorder and disruption, or misuse or damage common facilities and resources will be addressed. *Any student who engages in such behaviors can expect that staff will make an effort to assist the student in revising behavior, and if possible, to repair or make up for what has been done, but will also be held formally accountable though the conduct process. Multiple or aggravated instances of uncooperative behavior may result in removal from the community.*

Be Involved...

Residents become involved in their community, which has been shown to enhance any students' total educational experience. Involvement in the community is not only beneficial for oneself, but can benefit the entire community. *When a resident's lack of engagement is a contributing factor of a Residence Hall Rule violation, residents can expect the educational outcome of their conduct process to include activities that address being involved in the community.*

If you commit yourself to observing these principles, you will find your experience living and learning in the residence halls on campus to be enhanced as a result. Your learning in the residence halls will translate to future communities you will be a member of as you develop knowledge and skills to contribute to the well-being and functioning of those communities. Specifically, you will learn about the needs of individuals within a community, what individuals can contribute to communities, and what communities expect of their members.

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

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

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

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

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

Should you be found responsible for a violation of one or more of the following rules, your intent will be considered in the course of decision-making regarding the resolution plan for your behavior. Intent will be defined by one of the following:

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

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

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

Attempts to behave in ways that are prohibited by any of the *Residence Hall Rules* shall result in the same resolution plan as completed violations.

The presenting party is the party responsible for proving a policy violation occurred, as well as where the policy violation occurred. However, once a violation is proven to have occurred in a resident's room/apartment/suite, the resident(s) and/or any individual(s) present at the time will be presumed responsible for the violation unless the responding party can prove otherwise.

RESIDENCE HALL RULES

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

1) Setting or fueling a fire of any size.[1]

2) False report of any emergency; damage or misuse of fire safety equipment.[1]

3) Possession, use, or manufacture of explosive, flammable, or harmful materials.[2]

4) Possession or use of any weapon.[a,3]

5) Causing any object which could cause physical harm to fall from a residence hall.

6) Causing physical harm or a reasonable expectation of physical harm to any person.[4]

7) Harassing or threatening any person so as to interfere with that person's ability to sleep, study, or be present in one's own room or residence hall.[5]

8) Possession, use, sale, or provision of any controlled substance, illegal drug, or related paraphernalia.

9) Theft of property or services; knowing possession of stolen property; unauthorized removal or possession of property or furnishings from common areas.

10) Possession or use of alcohol by a minor[b]; sale or provision of alcohol to a minor; possession of alcohol in public areas or common sources of alcohol.[6]

11) Interference with or obstruction of Resident Life or University officials in the performance of their duties; provision of false information to officials; failure to comply with directives from officials.[7]

12) Engaging in noisy, disorderly, or disruptive behavior, which interferes with others' abilities to sleep, study, or be present in one's own room or residence hall; or creates an avoidable urgent situation to which University officials are required to respond.[8]

13) Destroying, damaging, or defacing the property of others.[9]

14) Violation of conditions of Administrative Housing Probation; failure to complete assigned administrative sanctions.[11]

15) Misuse of identification; possession, presentation, sale, distribution, or manufacture of false identification.

16) Failure to monitor guests' behavior in order to assure adherence to the *Residence Hall Rules*.[12]

17) Unauthorized entry into any secured, or restricted residence hall space.[13]

18) Misuse or unauthorized possession of room keys, building keys, or access cards.[14]

19) Misuse of University-owned and/or personal computers, phones, telecommunications or network systems.[15]

20) Violation of a written agreement with roommates, apartment/suitemates or other residents developed under the supervision of a Resident Life staff member.[16]

21) Bringing or housing an animal inside a residence hall.[17]

22) Obstructing or impeding entrance to or egress from a residence hall.[18]

23) Renting, subleasing, or loaning of a residence hall space.[19]

24) Creating risks or hazards in or around a residence hall through violations of the Safety and Security Prohibitions (see below).

25) Violations of Resident Life policies and procedures published in the Residence Halls/Dining Services Agreement, the Community Living Handbook, and/or policies posted within the residence halls.[20]

26) Using Electronic Nicotine Delivery Systems (also known as vapes, juuls, e-cigarettes) within any residence hall space, or within 25 feet of any residence hall.[21]

SAFETY AND SECURITY PROHIBITIONS

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

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

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

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

Prohibited Behaviors	Associated Risk(s)
Using any device that creates an open flame, has an exposed heating element or a torchiere lamp with a halogen bulb; using any substance/device which can smolder and/or create smoke, including gooseneck lamp with plastic shades	a) risk of fire hazard f) damage to physical facilities or furnishings
Bringing or storing flammable material in a residence hall	a) risk of fire hazard f) damage to physical facilities or furnishings
Cooking (except in designated areas or with approved appliances) and use or possession of an open-flame or open element appliance, including toaster, skillet, and hotplates	a) risk of fire hazard e) damage or overload to electrical circuits f) damage to physical facilities or furnishings
Use or possession of standalone microwave ovens (except in approved halls) or refrigerators larger than 3.6 cubic feet (microwaves attached to the MicroFridge Smoke Sensor combination appliance unit are approved for use in dorm rooms).	e) damage or overload to electrical circuits
Remaining in a Residence Hall during a fire alarm	c) risk of injury g) hindrance of staff response to emergency situations i) risk of exposure to hazardous materials

Prohibited Behaviors	Associated Risk(s)
Removing or unlocking security grates or any window screen	b) risk of intruders, assault, or theft c) risk of injury f) damage to physical facilities or furnishings h) pest, insect, or sanitation problems
Propping entrance doors open	b) risk of intruders, assault, or theft f) damage to physical facilities or furnishings
Allowing strangers to follow you into a residence hall through an entrance door	b) risk of intruders, assault, or theft
Entering or exiting a residence hall through a window	b) risk of intruders, assault, or theft f) damage to physical facilities or furnishings h) pest, insect, or sanitation problems
Hanging any objects out of windows	c) risk of injury f) damage to physical facilities or furnishings h) pest, insect, or sanitation problems
Climbing or scaling the exterior wall of a residence hall	c) risk of injury
Installing a satellite dish, antenna, or any hardware which protrudes from a window or attaches to the exterior of a residence hall	c) risk of injury f) damage to physical facilities or furnishings h) pest, insect, or sanitation problems
Altering electrical outlets or circuits in a residence hall room	a) risk of fire hazard d) risk of electrocution e) damage or overload to electrical circuits f) damage to physical facilities or furnishings
Tampering with entry door buzzers in suite and apartment units	b) risk of intruders, assault, or theft f) damage to physical facilities or furnishings
Tampering with, obstructing, or affixing objects to hardware for fire alarms, exit signs, fire sprinklers, fire hydrant valves, or building systems pipes	a) risk of fire hazard f) damage to physical facilities or furnishings g) hindrance of staff response to emergency situations
Tampering with or disabling electronic door security devices such as card access readers, horns, locks, and prop monitors	b) risk of intruders, assault, or theft f) damage to physical facilities or furnishings
Installing ceiling fans or air conditioners	c) risk of injury d) risk of electrocution e) damage or overload to electrical circuits f) damage to physical facilities or furnishings

Prohibited Behaviors	Associated Risk(s)
Installing locks or chains on room doors	f) damage to physical facilities or furnishings g) hindrance of staff response to emergency situations
Installing lofts other than those provided by the Department of Residential Facilities or Bedloft	a) risk of fire hazard c) risk of injury f) damage to physical facilities or furnishings
Tampering with or covering smoke detectors in residence hall rooms	a) risk of fire hazard f) damage to physical facilities or furnishings
Drilling into window sill surfaces, ceiling or floor tiles, or puncturing insulation on pipes	f) damage to physical facilities or furnishings i) risk of exposure to hazardous materials
Unauthorized modifications, including painting of a residence hall room or space	a) risk of fire hazard c) risk of injury e) damage or overload to electrical circuits f) damage to physical facilities or furnishings i) risk of exposure to hazardous materials
Stacking/arranging furniture in an unsafe manner	a) risk of fire hazard c) risk of injury f) damage to physical facilities or furnishings
Using any sporting or recreational equipment in areas where damage or injury may result	c) risk of injury f) damage to physical facilities or furnishings
Using, possessing, charging, and/or storing of electronic skateboards, including self-balancing hover boards/scooters and other similar equipment is prohibited in all university residence halls:	a) risk of fire hazard c) risk of injury e) damage or overload to electrical circuits f) damage to physical facilities or furnishings
Tampering with, covering or obstructing University installed dehumidifiers.	f) damage to physical facilities or furnishings h) pest, insect, or sanitation problems

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

For designated areas please contact your community office.

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

(1) Resident Life policies and procedures (published throughout Community Living), the Space Reservation Policy, Unit Agreements, and visitation and security policies specified in each community.

(2) The terms and conditions presented within the Residence Halls/Dining Services Agreement published by Resident Life and signed by each resident prior to moving into a residence hall.

(3) University Regulations published in the **Code of Student Conduct** and enforced by the Office of Student Conduct in conjunction with Resident Life. The **Code of Student** can be found in the online Undergraduate Catalog and Schedule of Classes, and here: policies.umd.edu/student-affairs/university-of-maryland-code-of-student-conduct

(4) Resident Life and/or University directives or expectations published and provided to students through email, postings and other means.

(5) Federal, state, and local laws, enforced by University Police and officials outside the University.

(6) South Campus Commons leases include additional rules and regulations for residents of those buildings.

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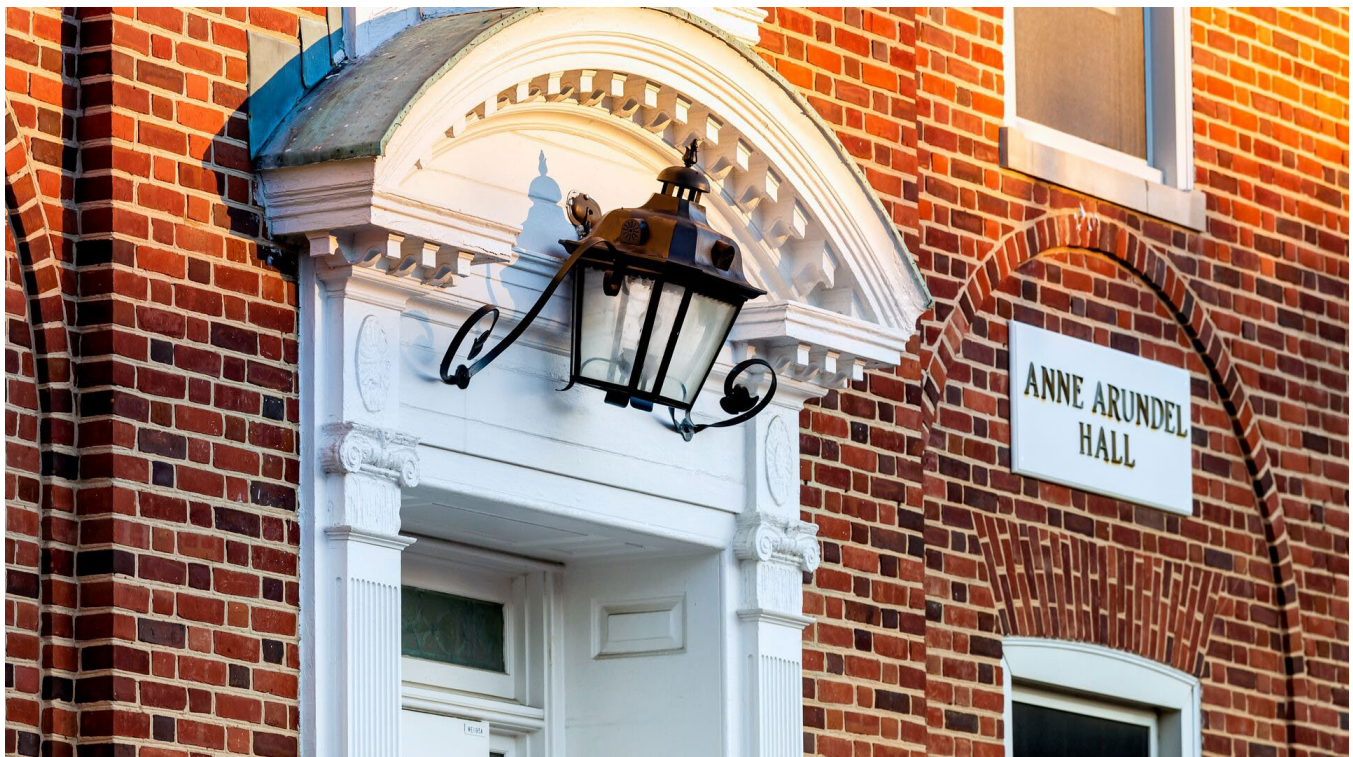
Annotations

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

Definitions

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

RESIDENCE HALL POLICIES

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

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

*MINOR is defined as any person under the age of 21.

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

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

Students of legal drinking age should take care when choosing to consume alcohol. Behavior in violation of the **Residence Hall Rules** and/or **Code of Student Conduct** that occurs while under the influence of alcohol will be addressed. It is also important to consider one's own well-being when consuming alcohol. Know the Gold Code and remember that one in four Terps chooses not to drink at all during their time at UMD.

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

Alcohol Poisoning
In the event a student requires transport to a hospital emergency room solely due to excessive alcohol consumption, Resident Life staff may take the following actions:
- Notify the student's parents
- Require an alcohol assessment by the Director of Substance Abuse programs at the University Health Center
- Require a psychological assessment with a mental health professional at the University Health Center

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

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

jack or wireless access, you will be responsible for those actions.

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

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

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

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

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

Noncompliance And Staff Entry Into Student Rooms
University staff respect your right to privacy and work to assure that no unwarranted or unauthorized entry into your room occurs.

Designated University staff do have the authority to enter your room without your knowledge or consent in the following situations:
• For routine or emergency repairs or replacements, inspections for maintenance or sanitation problems, assessments of damage from flooding, improvements, etc.;
• At the start of Thanksgiving, winter, and spring breaks, when staff visually inspect rooms to determine whether safety, security, or sanitation deficiencies exist;
• During semester break if weather warrants checking that heating units are working properly;
• At the end of spring semester as check-out inspections for cleanliness and damages occur;
• At the time a resident vacates a given room as an inspection for cleanliness and damage; and,
• In any emergency when appropriate staff are responding to a reported incident or believe there is serious physical or psychological distress or imminent danger to the room's occupants or contents.

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

immediately report any concerns you have about the appropriateness of a particular request to enter a room or a specific entry and/or inspection/search to the Associate Director for Communities 301-314-7601.

Parties And Group Events

Socializing with friends is important. You should know also that:

- Parties/events involving alcohol are not permitted;
- Floor lounges and other common areas need to be reserved in advance, either through the process discussed in your Unit Agreement or through a Space Reservation form (available in your Community Office);
- Residents are responsible for the behavior of their guests and can be found to be in violation of the **Residence Hall Rules** for behavior their guests engage in while in and around the residence halls.

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

- Become too large for the host resident(s) to maintain control over the behavior of residents and guests;
- Expand beyond the boundaries of the individual room, apartment or suite;
- Be open to all or advertised in any way.
  You can expect Resident Life staff, and University Police if necessary, to intervene and instruct the host(s) to end the event when gatherings:
- Result in excessive noise, damage, destruction, fighting or other disruptive behavior;expand beyond the boundaries of the individual room, apartment or suite;
- Exceed the normal boundaries, with persons gathering in hallways, stairwells, lounges, entrances, and other common areas; or,
- Have been advertised or promoted through flyers, posters, social media or other means.

Pet Policy

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

Quiet Hours

Designated quiet hours in all residence halls are **from 10:00 p.m. to 8:00 a.m., Sunday through**

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

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

Selling/Conducting A Business

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

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

Smoking Policy

- The University of Maryland is a smoke-free campus;
- Smoking in any form is not allowed within any residence hall room or space;
- Smoking is only permitted in designated outdoor locations on campus at all times.
- Use of Electronic Nicotine Delivery systems (also known as vapes, juuls, e-cigarettes) is not permitted.

UNIVERSITY POLICIES

The University of Maryland is committed to creating and maintaining an education, working and living environment that is free from discrimination and harassment.

Nondiscrimination Policy Statement

The University is an Affirmative Action, Equal Opportunity Employer. This Policy prohibits discrimination on grounds protected under Federal and Maryland law and Board of Regents policies. To the extent protected by law, University programs, activities and facilities are available to all without regard to race, color, sex , gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status or any other legally protected class.

Disability & Accessibility Policy Statement

The University of Maryland is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the University, or be subjected to discrimination. The University of Maryland provides reasonable accommodations to qualified individuals. Reasonable accommodations shall be made in a timely manner and on an individualized and flexible basis. Discrimination against individuals on the grounds of disability is prohibited. The University also strictly prohibits retaliation against persons arising in connection with the assertion of rights under this Policy.

Concerns about discrimination or harassment should be directed to a Resident Life staff member, or directly to the Office of Civil Rights and Sexual Misconduct.

Office of Civil Rights and Sexual Misconduct

4113 Susquehanna Hall,

University of Maryland, College Park, MD 20742

301.405.1142 | ocrsm.umd.edu

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

Director

0106 Shoemaker Hall

University of Maryland

College Park, MD 20742

Telephone: (301) 314-7682 or (301) 314-7683 (TTY)

Misconduct Related To University-Sponsored Events

The University of Maryland strictly prohibits misconduct related to University-sponsored activities including, but not limited to, post-athletic event celebrations, whether these University-sponsored activities occur on or off campus. Misconduct that endangers others, damages property, or disrupts the community including, rioting, theft, vandalism, setting fires, and breach of the peace, are violations of Section VII d) 3 of the University *Code of Student Conduct*. Students who violate the *Residence Hall Rules* in a manner that is addressed by Section VII d) 3 will face presumptive dismissal from the University.

Sexual Misconduct

Concerns about Sexual Misconduct should be directed to a Resident Life staff member or directly to the Office of Civil Rights and Sexual Misconduct.

Responsible University Employees

All complaints or reports of sexual misconduct made to a responsible university employee, including those made to law enforcement, resident assistants, faculty, student employees, coaches, and administrators, must be reported to the Office of Sexual Misconduct and Relationship Violence office at ocrsm.umd.edu.

Reporting and Resources

There are confidential resources available on campus to help you decide all of your options. There are also campus offices that you may report directly to, which will initiate a campus investigation regarding Sexual Misconduct.

Both the confidential resources and campus offices can assist in helping you to understand your options, and provide accommodations such as housing

changes, academic accommodations, no contact directives, work accommodations, etc.

For more information regarding the investigation and University adjudication process for Sexual Misconduct incidents please visit: ocrsm.umd.edu/sexual-misconduct

Amnesty

Students who report sexual misconduct will not face disciplinary charges under the Code of Student Conduct or the Residence Hall Rules for using or possessing alcohol and/or drugs at the time of the incident.

Reporting

To report sexual misconduct and initiate an investigation, you may do so in person or over the phone, at the following campus offices:

Office of Rights and Responsibilities (R&R)
Resident Life
301-314-7598
reslife.umd.edu/safety-resources/student-rights-responsibilities

The Office of Student Conduct (OSC)
301-314-8204
www.studentconduct.umd.edu

The Office of Civil Rights & Sexual Misconduct
301-405-1142
ocrsm.umd.edu
ocrsm.umd.edu/file-report

University of Maryland Police Department
911 from a campus phone or 301-405-3333 from mobile phones.
umpd.umd.edu
Upon receipt of a report, UMPD will typically conduct a criminal investigation.

Confidential Resources

If you have been victimized and are not sure what happened or what you may or may not want to do, you should access the University's confidential services to help you determine how you would like to proceed. Only the resources listed below can provide legally protected confidential services. Anyone other than a confidential source that you share information with about an assault, may have an obligation to report the information if they are a responsible University employee under the University's Sexual Misconduct Policy, (such as a resident assistant, faculty person, coach, etc.).

Confidential campuses resources are only those that have a professional and legally protected ability to provide confidential services. It is important to note that confidential resources, under state law, are required to report child sexual abuse.

CARE to Stop Violence (for victims only)
Crisis Line 301-741-3442
health.umd.edu/care OR
care@health.umd.edu

University Counseling Center
301-314-7651
counseling.umd.edu

University Behavioral Health Services
301-314-8106
health.umd.edu/medical-behavioral-health/behavioral-health-services

Campus Chaplains
stamp.umd.edu/centers/memorial_chapel/chaplains

Vaccination Policy

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

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

COVID-19 vaccinations are strongly encouraged for all students, faculty, and staff who will be on campus for the 2023-2024 academic year.

Where to Find Official University Policy Statements

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

OTHER RESIDENT LIFE PROCEDURES AND GUIDELINES

Soliciting/Posting Procedure

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

- Campus organizations must have their posters approved and distributed for posting by the Resident Life Student and Community Development Programs (SCDP) Office. A representative should bring 41 copies of the flyer to the to the SCDP Office in 0102 Annapolis Hall to be approved and distributed. Posters/flyers should be brought in to the SCDP Office for approval. and distribution at least one week prior to your event in order to best ensure that they will be posted in time.
- All flyers must display the name of the student organization and no flyer will be approved if it contains inappropriate content (profanity, explicit or suggestive language, etc.).
- No posting of any kind may be placed on exterior or interior walls, doors, columns, or on the ground, sidewalks, benches, signs or lampposts in and around the residence halls. Any improperly placed or unapproved posting will be promptly removed by residence hall staff.

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

Spare Key & Spare Swipe Check-Out Limits

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

Visitors And Guests

A guest is defined as any person who does not reside in the residence hall room/suite/apartment they are visiting.

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

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

1. Residents are held responsible for the behavior of their visitors and guests.
2. Residents must get prior approval of their roommate(s) prior to having a guest present in the space.
3. Guests may not stay in a resident's room for longer than three consecutive nights, and must always have the roommates' prior approval.
4. Any individual who does not have a valid Residence Halls/Dining Services Agreement or South Campus Commons Lease is not allowed to reside in University housing.
5. Residents may be held financially responsible for damages caused by their guests.

Limited Visitation Halls

The visitation policy for Cecil Hall as a single-gender female residence hall is the following:

- Reduced limited visitation to only the 3rd floor.
- Visitation restriction hours on Cecil 3rd floor is 12 midnight through 7:00 a.m. Monday through Friday morning, and 1:00 a.m. through 8:00 a.m. on Saturday and Sunday mornings.
- Residents of the floor will have the option to extend hours if all residents agree during floor meetings.

ADJUDICATION PROCESS

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

Documentation

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

Referrals

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

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

Meeting With Resident Director

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

Resident Directors will typically serve as Case Managers for incidents where an imminent risk of safety to others was not present, and/or where removal from housing or policy violations under the **Code of Student Conduct** are not being considered. As Case Managers, Resident Directors will determine the facts of the case, determine responsibility of the students involved, and develop administrative housing resolution plans to those found responsible. Failure to participate in requested meetings will result in potential policy violations, findings, and resolution plans without input of the student.

Review Of Resident Director Decisions

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

Cases Referred To The Office Of Rights And Responsibilities

Incidents will normally result in a referral to the Office of Rights and Responsibilities when an imminent risk to safety was alleged, a student faces potential removal from housing, and/or the alleged behavior constitutes a violation of the *Code of Student Conduct*. All students who engage in an alleged *Code of Student Conduct* policy violation in or around the residence halls, including engaging in such behavior in The Courtyards, will be referred to and have their case managed by staff in the Office of Rights and Responsibilities, regardless of their status as an on campus resident or off campus student.

Preliminary Interviews

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

Possible outcomes of a preliminary interview include:
• Dismiss the case due to insufficient documentation;
• Defer the case for a period of time, contingent upon the student's good behavior and completion of any assigned educational activities;
• Resolve the case immediately, by determining policy violations and rendering a determination; or,
• Notify student of policy violations the Office is moving forward with and schedule appropriate proceeding (including, but not limited to, a conference or hearing) at later date.

Failure to schedule an interview may result in:
1. A Disciplinary Conference or Resident Life Board Hearing automatically being scheduled, and/or
2. A holding/blocking of the resident's Room Selection materials (housing) and/or course registration materials (if there is a potential violation of the *Code of Student Conduct*).

Procedural Protection

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

- Written notice of charges prior to the Conference (3 days)/Hearing (5 days)
- Reasonable access to their case file prior to the Conference/Hearing
- Opportunity to present their version of the incident and call appropriate witnesses
- The opportunity to respond to the narrative given by witnesses from the complaining party
- The opportunity to be accompanied and assisted by an Advocate/Advisor/Support Person. If such an opportunity is desired, it will be facilitated in its entirety by the Responding party.

Role of Advocate

The Responding Party may be assisted by an Advocate, who must be a registered, degree-seeking student at the University. The role of the Advocate is limited to making brief opening and closing statements; asking relevant questions, which may be directed to witnesses; providing confidential advice to the student; and following a determination of responsibility, making recommendations regarding a resolution plan, if appropriate.

Role of Advisor

The Responding Party may also choose to be assisted by an Advisor of their choice, including an attorney, at their own initiation and expense. The Advisor is present to provide advice and consultation to the Responding Party. If necessary the Responding Party may request a recess in order to speak privately with an Advisor. The Advisor shall not be an active participant in the hearing. The Advisor may not speak for the Responding Party, advise the Advocate, serve as a witness, provide information or documentation in the case, delay, or otherwise interfere with the University's disciplinary process.

Mitigating/Aggravating Circumstances

If a resident is found responsible for violation of any **Residence Hall Rule(s)** the individuals and/or Board involved in the fact-finding or resolution planning process (i.e., Assistant Director of Resident Life for Student Conduct, Hearing Board, Community Director, Associate Director of Resident Life) may consider mitigating and aggravating circumstances in recommending or developing a resolution plan.

Mitigating Factor means a factor that may be considered in determining Sanctions. A Mitigating Factor is present either at the time the violation occurred, or after the violation when a Responding Party engages in substantial activities to increase their knowledge or prevent future violations. Mitigating Factors include the steps teh Responding Party has taken to address their behavior.

Aggravating Factor means a factor that may be considered in determining Sanctions. Aggravating Factors may include, but are not limited to, the degree of premeditation and/or planning on the part of the Responding Party's behavior, the nature of the violation, the severit of any resulting damage, injury, or harm, providing false information in the resolution process, and the past disciplinary record of the Responding Party.

Resident Life Administrative Outcomes

Violations of **Residence Hall Rules** can result in a range of administrative outcomes. The resolution plan developed for policy violations will depend on the degree of severity and impact (both potential and actual) of the behavior on the residence hall community. Most administrative resolution plans may be developed at the community level or through the Office of Rights and Responsibilities conduct process.However, cases that have the potential to result in administrative Housing Termination are referred to the Office of Rights and Responsibilities for resolution.

Written Warning

Indicates that a student's behavior is in violation of stated Resident Life policies. Further violations may result in a referral or a more serious resolution plan. The written warning is kept on file for one year.

Administrative Housing Probation

Probation is a serious Administrative Outcome and is deemed as the Final Warning. Please be advised that after the initial outcome of Housing Probation, any extension of Administrative Housing Probation will result in a loss of priority within your Housing Commitment Group. This is explained in "A Note About Good Standing".

A resident on probation will be precluded from employment with the Department of Resident Life as a Resident Assistant and from serving as a University Student Judiciary member. A resident on probation may be precluded from employment, including but not limited to, the positions of: Desk Operations Supervisor, Community Assistant, and Office/Staff Assistant.

Administrative Housing Termination*

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

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

    * Students who have their housing terminated can be rendered ineligible to lease space in the Courtyards at Maryland and South Campus Commons apartment communities, as well as some University-owned Fraternity and Sorority houses.

Educational Project /Community Service Project

Learning and development is a key goal of the Rights and Responsibilities and residential conduct process, and educational projects are one way to fulfill that goal. Assigned projects are not meant to be busy work, rather, to assist the student in thinking deeply about their behavior, and how to best move forward. These projects are meant to assist the student in working through the root cause of the original incident. Resolution plans may include an educational project, or a community service project. Some example educational projects include reflection papers, research papers, engaging with the community, and involvement activities. Efforts are made to develop educational projects in collaboration with the student in the conduct process to ensure a developmental experience. These projects may serve on their own or in lieu of other resolution plan components.

Restitution

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

Other Administrative Actions

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

Billing: Individuals

Residents will be assessed charges for damages, loss, or special services required due to abuse of the assigned space and/or the University property within it. When the assigned space is shared, and where the responsible resident cannot be determined or fails to assume responsibility, an equal portion of the charges may be billed to each

resident. Residents may also be billed for damage or theft for which their guests are responsible. Questions or disputes of charges should be directed to the resident's Coordinator for Administrative Operations.

Billing: Group
Residents may be held collectively responsible for damage, theft, loss, or special service costs required for the common areas or to University property within the residence halls when individual responsibility cannot be determined, and when deemed necessary by Resident Life staff members. Charges would be divided equally among all residents. Questions or disputes of charges should be directed to the resident's Community Director.

Removal of Appliances/Instruments/Lofts/Scooters
Residents will be directed to remove any appliances and/or instruments that are deemed unsafe or create a disturbance. Air conditioners, scooters, lofts and other structures are prohibited and must be removed within 24 hours. Failure to remove the item may result in a disciplinary or administrative referral. Questions should be directed to the resident's Community Director.

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

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

Emergency Removal From Housing
The Director of Resident Life or an authorized designee may temporarily suspend an individual from the residence halls pending initiation or implementation of administrative or disciplinary action when the resident constitutes a threat to oneself or others. Similar action may be initiated pursuant to Part 9 D (1) of the **Code of Student Conduct**.

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

This action involves the following steps:
1. Community Director informs the resident that the student will not be allowed to return to the halls during a specified period of time.
2. The resident receives a letter from the Community Director stating the decision and the reason for the decision.

3. A resident may appeal the decision of the Community Director by writing to the Community Director's supervisor, the Associate Director. This appeal letter must be received by the Associate Director within 10 days of receipt of the decision letter.
4. The Associate Director will review the appeal, and may or may not meet with the resident.
5. The Associate Director will then notify the resident of the final decision in writing within 10 days of receiving the review.

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

University Outcomes

Violations of University **Code of Student Conduct** can result in a student having to face a range of disciplinary outcomes. Disciplinary resolution plans are developed by the Office of Student Conduct or the Assistant Director of Resident Life for Student Conduct and affect an individual's student status. Disciplinary resolution plans can include:

Disciplinary Warning

Written notice to the Responding Party that further Prohibited Conduct may result in more severe disciplinary action.

Disciplinary Probation

A designated period of time in which the Student may be prohibited from representing the University in any extracurricular activity or running for or holding office in any Student Organization or University organization. Additional restrictions or conditions may also be imposed.

Suspension*

Separation of the Student from the University of a specified period of time. A permanent notation will appear on the Student's transcript. The Student shall not participate in any University-sponsored activity and may be barred from University premises during the period of Suspension. (Suspension requires administrative review and approval by the Dean of Students who may alter, defer, or withhold the Suspension.)

Expulsion*

Permanent separation of the Student from the University. A permanent notation will appear on the Student's transcript. The Student may also be barred from University premises. (Expulsion requires administrative review and approval by the Dean of Students who may alter, defer, or withhold the Expulsion.)

Other Outcomes

Educational Assignments: a sanction that may be imposed in addition to those specified above with the intent of providing the Responding Party with learning, assistive, or growth opportunities, as well as restoring any harm caused to the community. Alcohol or other drug education, research or reflective assignments, community service, values/ethics based activities, or other sanctions may be assigned.

For additional sanction information please see section VIII of the Code of Student Conduct

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

Administrative Housing Files And Disciplinary FIles And Records

All administrative housing files and University discipline files are maintained in the Office of Rights and Responsibilities and kept for a minimum of three years from the date of the final notice. Records may be retained for longer periods of time or permanently, if so specified in the resolution plan. Students may petition, in writing, the Assistant Director of Resident Life for Student Conduct to void administrative housing files and disciplinary records. Practices regarding University disciplinary records and record voiding are detailed within the **Code of Student Conduct**, paragraphs 52-54.

OUR SHARED COMMUNITY

In choosing to live in the residence halls, you have entered a community of peers in which:
• we all live together on this floor, or in this suite, semi-suite or apartment
• we are all students, so we all need to rest and to study
• we are all challenged to balance our needs for privacy with the presence of roommates, floor-mates, or suite/apartment-mates and their guests
• we are all challenged to explore our rights to rest, relax, recreate, and socialize while not infringing upon the rights of others

Roommates

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

Discuss these issues with your roommate (s):
• Privacy needs
• Hours you sleep, hours you study
• Television, stereo, computer use
• Sharing of personal property
• Guests in the room during the day and evening
• Overnight guests

Creating a Cooperative Community

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

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

• How will you work with other residents to keep the common areas clean and orderly? What will you expect of others in this effort?
• What do you expect of other residents in order to make your living space safe and secure?
• What kinds of issues or topics are considered private between roommates and/or other residents residing in the space?
• What kinds of things should you learn to compromise on so as not to have a negative impact on other members of the living space?
• How should residents control the amount of noise they make in order to avoid disturbing other residents? What will you expect of others that will allow you to sleep and study effectively?
• How do your habits in keeping your room clean and your personal hygiene have an impact on your roommate or other residents residing in the space? What will you expect of others in terms of personal hygiene?

Semi-Suites, Suites and Apartments

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

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

- How will we reach agreement on the use of the thermostat to control the heating and air conditioning of the unit?
- How will we cooperate to keep the living room, bathrooms, and the kitchen (in apartments) clean? How do we each define "clean" as it applies to each of these rooms?
- How will each of us control the amount of noise we make in order that the others can sleep and study effectively?
- What will be our rules concerning guests who visit our suite or apartment? Can guests stay overnight in the living room?
- How will we cooperate in making sure that trash and recyclables are removed from the shared spaces regularly?
- What kinds of issues are considered private between roommates?
- What kinds of expectations do we have about sharing items or leaving items in the common areas?

Traditional Residence Halls

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

Also, in traditional residence halls, RAs will gather floors or wings together to establish community expectations. This is done during a floor or wing

meeting and the community expectations are written and then posted throughout the community. Some questions that may be addressed during this meeting are:

- What, in your view, are desirable activities that may occur in the lounge space?
- What activities would you prefer not to have in the lounge?
- What will you expect of fellow residents in order to keep the lounge clean and orderly during and following activities that occur there?
- What will you expect of fellow residents around bathroom cleanliness?

Resolving Conflicts

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

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

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

BUILDING INCLUSIVE COMMUNITIES

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

Out of this diversity, we seek to build an inclusive, equitable, and just community for all residents and staff, where we can explore and learn from differences and celebrate common bonds. Our success in this effort depends on individual and collective responsibility for actively shaping a respectful and equitable community.

We seek to create an environment in which:
• each individual feels they rightfully belong;
• each individual's identity is affirmed and respected;
• learning, growth, and reflection are encouraged to understand ourselves and others better;
• lived values include empathy, self-awareness, and care.

Your rightful place in this community is directly tied to your fulfillment of the responsibilities of community membership. First among these is to recognize the rightful place of every other member of our community and to abstain from acts of abuse, harassment, or assault toward others. We each play an active role in creating and maintaining an inclusive community.

Our community and our principles foster awareness, knowledge, and skills that are fundamental and necessary for every individual in a pluralistic, diverse, and democratic society. Students and family members can view our Diversity, Equity, Inclusion, & Justice Commitment in its entirety at reslife.umd.edu/about-us/diversity

ACADEMIC SUCCESS

Within your residence hall you have access to academic assistance, support, and resources. You will be living with your peers in a focused and collaborative environment that is geared towards helping you succeed at the University of Maryland.

Access to Community Staff and Academic Faculty

Programs in the residence halls provide access to the university faculty. Residents are given additional opportunities to interact with faculty outside of the classroom, especially for students in our living-learning programs.

Resident Life staff provide a support network for resident students. The Resident Assistants (RAs) act as resource persons and peer advisors. Resident Directors (RDs) are trained in counseling and crisis management. Community Directors (CDs) provide leadership in developing a sense of community. All of these staff members can assist you if you are experiencing academic distress.

Each residence hall offers study rooms, community lounges, and internet access. Some of our halls also offer classroom spaces and computer labs.

All residential students are part of a large community that supports one another academically. Resident Life staff help maintain these relationships as well as the physical aspects of an academically focused community by enforcing quiet hours and ensuring that amenities are in working order.

Your community staff can help you to stay on track with your studies. Your RA and RD are well versed in resources available to you on campus. If you are ever struggling, talk to your community staff about how to get help or move forward.

Academic Success Resources

The Department of Resident Life believes in the importance of academic success for all residential students. By being a residential student, you will be provided with opportunities to identify and explore campus academic support resources, as well as strategies key to academic success. Additionally, UMD offers various resources to promote the academic success of students—many of these resources can be found on the Tutoring & Academic Success website. Furthermore, offices such as the Office of Multi-Ethnic Student Education, Academic Support & Tutorial Services, The Writing Center, and more can provide you with support during your academic journey.

On-Campus Employment

Researchers have found that working up to 20 hours a week, particularly in an on-campus job, positively correlates with grade point average and student persistence. Many students find it necessary and practical to find a part-time job during their college career. Extra money, work experience, and regular interactions with campus staff are benefits of part-time work. You can stop by the Resident Life Human Resources Office in Annapolis Hall for more information contact:

- Department of Resident Life: 301-314-5111
- Dining Services: 301-314-8050
- Department of Residential Facilities: 301-314-3486
- University Career Center & The President's Promise: 301-314-7225
- Student job portal

Teaching & Learning Transformation Center

The Teaching & Learning Transformation Center (TLTC)'s Learning Success team inspires curiosity and a culture of reflective learning. They support students in achieving course success, practicing effective learning strategies, and becoming learning leaders. TLTC is a tremendous resource for students living on campus. TLTC has three different services to support students: Guided Study Sessions, the Math Success Program, and Mathematics Learning Consultations.

Guided Study Sessions offers free, regularly scheduled group review sessions for students in traditionally difficult courses.

The Math Success Program provides free, drop-in math coaching and collaborative study groups for students enrolled in undergraduate math and math-related courses. Undergraduate math coaches and collaborative study group leaders specialize in Algebra, PreCalculus and Calculus I-III, though coaches can assist in most math or statistics-based courses.

Experiencing challenges in mathematics learning can be due to a variety of reasons and meeting with a Mathematics Learning Specialist can assist you in understanding these challenges and identifying effective strategies to overcome them. The Math Learning Specialist provides academic counseling to UMD students taking all levels of mathematics courses, and helps students learn about campus mathematics learning resources, develop efficient study strategies, and review math skills.

ROOM CHANGES

Students keep the same room for the entire academic year. There are opportunities to request room changes at particular points in each semester. Students will receive an email when the application is available, which will also provide deadline dates to submit a request.

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

HOW CAN I CHANGE ROOMS?

Once the Reassignment Process is available, students can change rooms by submitting a reassignment request via the Housing Portal at www.starrez.umd.edu.

The Assignments staff accepts requests for a short period each semester. Students will receive an email shortly after the start of classes with details and the deadline to request a room change. All room changes must to approved by the Resident Life Assignments office. Students who change rooms without permission may be referred to their Resident Director or Community Director for follow-up.

"Room Freeze"

Residents will receive notification from Resident Life when the reassignment process is available, and may request room changes by visiting the Housing Portal at starrez.umd.edu. "Freezes" let Resident Life "take attendance," move any students out of their temporary assignments, and move in students who have been waiting off campus. Room assignments also are "frozen" toward the end of each semester to allow Resident Life staff to prepare for any upcoming transitions.

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

a) Moves to an Open Space
A vacancy is required. The resident moves to a different floor or building.

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

WHAT NEW RESIDENTS SHOULD KNOW ABOUT SINGLE ROOMS

Single rooms comprise about 13% of the total room inventory on campus.

ROOM CHANGES AT MID-YEAR

The best opportunity to change buildings or rooms on your floor is between semesters. There are often more vacancies between the fall and spring semesters related to residents graduating, transferring, or departing campus for other reasons. The spring reassignment process generally begins in November. Resident Life will notify residents when the Reassignment Request forms are available on the Housing Portal at starrez.umd.edu. Requests are processed in Priority Number order. If approved to move, students must vacate their fall room before leaving for winter break.

ROOM SELECTION/AGREEMENT RENEWAL FOR NEXT SCHOOL YEAR

Re-application for the 2024-2025 academic year will begin during the Spring 2024 semester. Residents will receive information with instructions, deadlines, and other important details before the end of the Fall 2023 semester. The Room Selection process allows returning students the opportunity to select their housing assignment and choose their roommate(s) for the upcoming academic year.

Eligibility for the Courtyards and South Campus Commons Apartments

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

On-campus residents who have received any of the administrative/disciplinary outcomes listed below will not be eligible for leases at The Courtyards or South Campus Commons:

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

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

Fall Reassignment Requests

Returning students who have been assigned for the fall may request a room change during the summer. Specific details about dates and the process will be sent to you in May. This will be the only opportunity for room changes prior to arrival on campus in August. Incoming freshmen are not able to request a particular building or request a room change before move-in.

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

What's a Priority Number?

Priority Numbers are used to decide who gets first choice of room changes when there are vacancies in single rooms, suites, apartments, and other popular locations in the residence halls. Residents with the lower numbers get first choice of rooms; residents with the higher numbers choose last. Priority Numbers are generated when a student's application is approved. New-to-housing students who move into residence halls during the fall or spring semesters don't have Priority Numbers until they're assigned for use during Room Selection. Your Priority Number is what determines your ranking for:

- Selecting your room for the following fall during Room Selection
- Single room reassignments
- Moves to open/vacant rooms
- Mid-year room and building changes

How is my Priority Number Created?

Priority Numbers are based on a seniority system — the closer students are to graduation the better (lower) the Priority Number.

Priority Numbers are always four digits, with #0001 being the best and providing first access to Room Selection and Reassignment processes. The higher your priority number is, the later you will be considered for a room change. One Priority Numbers are always four digits. Priority Numbers are determined by Housing Commitment Groups which can be found at reslife.umd.edu/terp-housing/apply#housingcommitmentspolicy.

SPECIAL ROOM ASSIGNMENT SITUATIONS

Temporary Assignments

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

Emergency Relocations

In an emergency (such as fire, flood, storm damage, or extended power outage) residents may need to be temporarily relocated from their rooms. Resident Life staff will work with students on an individual basis to assign temporary spaces.

In an emergency that results in a closing of the campus (such as approaching hurricane or pandemic flu), residents will be expected to

vacate rooms within 24-48 hours. Individuals who are unable to leave by the time the campus is closed may petition Resident Life for permission to temporarily occupy a designated temporary emergency shelter.

Displacement

This is our term for the rare occasions when students are forced to relocate from their rooms because their floor or building is:
- Scheduled for renovation or closing,
- Being converted for use by the opposite sex,
- Being converted for students in a special University program, or
- Uninhabitable because of an emergency.

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

Absences of 1-2 Semesters

If you leave the residence halls because you have been registered to participate in one of the following programs, you can be assured of having another room assignment when you return, so long as you otherwise are eligible, if you follow the proper guidelines for securing a residence hall space:
- Study abroad
- Student teaching
- Approved internship/co-operative education programs

If your absence starts in the spring semester, you must petition for release from your Agreement by our December 1 deadline by visiting reslife.umd.edu.

If your absence starts in the fall semester, you should not participate in the Spring Room Selection process. At the beginning of your last semester away from the residence halls, you should contact the Assignments staff to:
- Provide your contact address and phone number,
- Indicate where you had been living and where you would like to be reassigned,

- Indicate whether any resident should be "pulling" you into a vacancy, and
- Ensure that your online On-Campus Housing and Dining Agreement is submitted by the required deadline.

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

Once you're back on campus, you can ask to have a Priority Number assigned to you. This provision does not apply to residents who leave the University and/or the residence halls for other reasons (e.g., personal, financial, medical) and later return to residence halls.

CAN I GET OUT OF MY HOUSING AGREEMENT?

Release from the Agreement

The Residence Hall Housing and Dining Agreement applies for the entire academic year. Residents who may need to cancel their Agreement can submit a Housing Release/Buyout Request form by visiting the Housing Portal at starrez.umd.edu. Releases will be approved solely at Resident Life's discretion. Residents requesting release from the Housing Agreement will also be required to submit supporting documentation.

Approved reasons for release from the Housing Agreement include:
- Graduation in December
- Withdrawal from all classes after check-in
- Cancellation of spring semester course registration
- Failure to register for classes after check-in
- Transfer to another university or college after fall semester
- Academic dismissal after fall semester
- Study abroad, student teaching placement, or cooperative education assignment arranged by a UMD department and beginning Spring semester
- Completion of or withdrawal from the Maryland English Institute or Institute of Applied Agriculture

Detailed information about requesting a release from your housing agreement can be found in the Terms & Conditions and the [Frequently Asked Questions for the Terms](#). Residents may submit a Housing Release/Buyout Request via the Housing Portal at starrez.umd.edu.

Mid-Year Releases

Mid-year agreement releases are granted in the same circumstances as a release during the academic year. Requests for a release must be submitted by 11:59 PM on December 1 to avoid late cancellation fees. Students requesting to buy out the remainder of their agreement must also submit their request by December 1 to avoid increased buyout fees. Buyouts and release requests will be accepted during the spring semester, but may be subject to additional fees and/or penalties.

When Releases are Approved

- Move-out and return of keys/check-out may not occur until release has been approved.
- Space will be assigned to another student.
- The resident forfeits all priority for room selection earned during their residence hall stay.

When Your Release Cannot be Approved...

- Resident Life staff will work with you to resolve any difficulties that led you to seek a release. Options include room changes to reduce your housing fees and moves to apartments to relieve the dining plan requirement.
- Students may also buy out the remainder of their agreement for a cost as outlined in the Terms & Conditions of the agreement.

PART-TIME STATUS, WITHDRAWALS, AND DISMISSALS

Part-Time Student Status

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

Withdrawal From All Classes

Students who withdraw from all classes at any time during a semester are expected to immediately submit a Housing Release/Buyout Request. Move-out should occur within 48 hours after an academic withdrawal is processed. Prorated credits for the unused portion of the semester's housing and meals are made through the 14th week of the semester. Students who withdraw after week 14 with no intention to enroll for the following semester will lose priority for future housing and be required to reapply. These students will be placed on a wait list and offered housing as space is available in accordance with their commitment group.

Academic Dismissal

Students who are academically dismissed from the University will have their housing assignment held pending the conclusion of their appeal and/or the University's reinstatement process. Students re-admitted after a semester or more of non-enrollment will lose priority and be required to reapply for housing. Students will be offered housing in accordance with your appropriate commitment group.

WHEN CHECKING OUT...

Out of courtesy to roommates and future residents of your space...

- Wait until the room change, release from Agreement, etc., has been officially approved.
- Carry all trash and unwanted items to the outside dumpsters.
- Make sure walls, doors, windows, etc., are clean and without damages.
- Clean, broom-sweep, or mop the floor, and restore the room to its "move-in day" condition, including repositioning all furniture.
- Return all keys and access cards to he appropriate service desk.
- Contact Dining Services at (301) 314-8068 or dining.umd.edu to cancel any remaining dining plan.

HOUSING COMMITMENTS POLICY

The following is the order in which available spaces in the on-campus residence halls at the University of Maryland are allocated for any given Fall semester. This policy was established in December 2000, and appears below as last amended (December 2001) by action of the Residence Halls Association and the Department of Resident Life.

Exempted Pre-Approvals	Resident Students Exempted and Pre-Approved in the On-Campus Student Housing Strategic Plan.*
1st (First-Year Students)	a. New Fall First-Time Freshmen meeting enrollment confirmation and housing application deadlines of May 1. b. New Spring First-Time Freshmen participating in Freshmen Connection and meeting enrollment confirmation and housing application deadlines of May 1. c. New Fall Transfers or Other New-to-Housing with Freshman class-standing (less than 15 credits at time of admission offer) and meeting enrollment confirmation and housing application deadlines of May 1.
2nd (Second-Year Students)	a. Returning Residents for a Fall semester for **whom the previous Spring was their first or second semester** of enrollment at any college or university and at least their first semester in a University of Maryland residence hall and meeting all housing eligibility requirements and established housing application deadlines. b. New Fall Transfers who have Sophomore class-standing (between 15-44 credits at time of admission offer) and meeting enrollment confirmation and housing application deadlines of May 1. c. Other New-to-Housing students with Sophomore class-standing meeting a May 1 housing application deadline.
3rd (Third-Year Students)	a. Returning Residents for a Fall semester for whom the previous Spring was their third or fourth semester of enrollment at any college or university and at least their first semester in a University of Maryland residence hall and meeting all housing eligibility requirements and established housing application deadlines. b. New Fall Transfers who have Junior class-standing (between 45-74 credits at time of admission offer) and meeting enrollment confirmation and housing application deadlines of May 1. c. Other New to Housing students with Junior class-standing meeting a May 1 housing application deadline.
4th (Fourth-Year Students)	a. Returning Residents for a Fall semester for **whom the previous Spring was their fifth or sixth semester** of enrollment at any college or university and at least their first semester in a University of Maryland residence hall and meeting all housing eligibility requirements and established housing application deadlines. b. New Fall Transfers who have Senior class-standing (between 75-104 credits at time of admission offer) and meeting enrollment confirmation and housing application deadlines of May 1. c. Other New to Housing students with Senior class-standing meeting a May 1 housing application deadline.
5th (Fifth-Year Students)	Returning Residents for a Fall semester for **whom the previous Spring was their seventh or eighth semester** of enrollment at any college or university and at least their first semester in a University of Maryland residence hall and meeting all housing eligibility requirements and established housing application deadlines..
6th	All other housing applicants, including part-time undergraduates, post-baccalau-reate students and graduate students.

*Students Exempted with Pre-Approved Housing Status

- Banneker-Key Scholars (3rd and 4th Commitment Group)
- Students in the Maryland Incentives Program (3rd and 4th Commitment Group)
- Resident Assistant's & Desk Operation Supervisors
- Students assigned to designated athletic spaces (3rd and 4th Commitment Group)
- Students assigned to Language House (3rd and 4th Commitment Group)
- Students assigned to Writers' House (3rd and 4th Commitment Group)
- Students in the Honors College (3rd and 4th Commitment Group)
- International students attending UMD as part of an approved study abroad program
- RHA Executive Officers (3rd and 4th Commitment Group)
- Students in the Fostering Terp Success program (3rd and 4th Commitment Group)

Questions may be directed to Resident Life's Assignments and Public Inquiry staff at (301) 314-2100 or reslife@umd.edu.

INTERNET USE IN YOUR ROOM

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

For wireless access, please visit connect.umd.edu for information on connecting to the wireless network. Please note, residence hall students may not use, connect, or bring to campus their own wireless routers or similar access points. The on-campus use of such personal devices is prohibited by University policy. Please visit Network Guidelines Website to view the entire University policy regarding student guidelines for campus network usage. Further information about device compatibility can be found on Suppot Website.

You may also visit itsupport.umd.edu call (301) 405-1500 for further information.

WIRELESS ACCESS

As part of the University's initiative to provide wireless service to students, faculty, staff, and guests, wireless access was made available throughout campus within general public areas, in all residence halls and academic buildings, and in many non-academic buildings.

THINGS TO KNOW ABOUT NETWORK USE

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

- You may not provide network access to anyone who is not a member of the University of Maryland community.
- You may, if installed and set up properly, operate server software on your computer as long as it is not a source of persistent traffic to the network as the result of running server services (e.g., sharing files with a peer-to-peer network, operating a streaming web cam, operating a public FTP or IRC server).
- You must ensure that your computer is equipped with appropriately updated anti-virus software and definitions. Please see it.umd.edu for more information.

- You must ensure that your computer and all network-enabled devices (e.g., smartphone, game console, tablets, etc.) are automatically updated with the latest security patches and hot-fixes appropriate to your operating system and applications.

UNIVERSITY OF MARYLAND POLICY ON THE ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES

(Approved as amended by the University Senate on April 3, 2006. Signed by President Mote on April 5, 2006)

Primary Principles: Freedom of Expression and Personal Responsibility

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

access to information because of its content when it meets the standard of legality. The university's policy of freedom of expression applies to computing resources.

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

General

This policy sets forth standards for responsible and acceptable use of university information technology (IT) resources. These resources include computer systems, computer labs, applications, networks, software, and files.
IT resources are provided to support the academic, research, instructional, and administrative objectives of the university. These resources are extended for the sole use of university faculty, staff, students, and all other authorized guests to accomplish tasks related to the status of that individual at the university, and consistent with the university's mission.

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

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

Prohibited Conduct

The following provisions describe conduct prohibited under this policy:
- Altering system software or hardware configurations without authorization; disrupting or interfering with the delivery or administration of IT resources.
- Attempting to access or accessing another's accounts, private files, e-mail messages, or intercepting network communication without the owner's permission except as appropriate to your job duties and in accordance with legitimate University purposes.
- Misrepresenting oneself as another individual in electronic communication.
- Installing, copying, distributing, or using digital content (including software, music, text, images, and video) in violation of copyright and/or software agreements or applicable federal and state law.
- Engaging in conduct that interferes with others' use of shared IT resources.
- Using university IT resources for commercial or profit-making purposes or to represent the interests of groups unaffiliated with the university or unassociated with the normal professional activities of faculty, staff or students without written authorization from the university.
- Ignoring individual departmental or unit lab and system policies, procedures, and protocols.
- Facilitating access to university IT resources by unauthorized users.
- Exposing sensitive or confidential information or disclosing any electronic information that one does not have the authority to disclose.
- Knowingly using IT resources for illegal activities. Criminal or illegal use may include obscenity, child pornography, threats, harassment, copyright infringement, university trademark infringement, defamation, theft, identity theft, and unauthorized access.

Enforcement

Violation of the provisions of this policy constitutes unacceptable use of IT resources, and may violate other university policies and/or state and federal law. Known or suspected violations should be reported to the appropriate university computing unit. Reports may also be sent to the security unit within the Office of Information Technology (abuse@umd.edu). If possible, reports should include a copy of any non-sensitive information relevant to the putative violation.

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

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

Administration

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

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

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

QUICK REFERENCE

SERVICE DESKS

Residence hall service desks are open during the academic semester and staff are available via the service desk to assist and provide support. Students can request assistance by visiting their respective service desk or can call the service desk. Contact phone numbers for each service desk can be found at www.reslife.umd.edu/halls/servicedesks.

Call your Service Desk for:
• immediate assistance by Resident Life staff
• contact with Resident Life staff on duty

Visit your Service Desk for:
• loaner keys
• package pick−up
• general information

RIGHTS & RESPONSIBILITIES AND RESEARCH & ASSESSMENT

(301) 314-7598
Monday-Friday 8:30 a.m.−4:30 p.m..

Call Rights & Responsibilities or Research & Assessment for questions about:
• disciplinary conferences or student board hearings
• research findings

COMMUNITY OFFICES

South Campus	(301) 314-7484
(Leonardtown, North Hill, South Hill)	
Denton	(301) 226-4830
Ellicott	(301) 226-4830
Cambridge	(301) 226-4830
Heritage	(301) 226-4830
South Campus Commons apartments..	(301)-314-6621

Your RD and CD can be reached at the Community Office. Call ahead to make an appointment with the staff member you would like to see. Hours are weekdays 8:30 a.m.-4:30 p.m..

Call your Community Office if you have questions about:
• Hall governance opportunities
• Check-out procedures
• Mid−semester inspections
• Visitation policies
• Issues with roommates or other residents
• Suggestions for improving your community or floors
• Space reservations

ANNAPOLIS HALL

(301) 314-2100

The Director of Resident Life's office as well as offices for Assignments & Public Inquiry, Creative Services, Student and Staff Development, Human Resources, Budget & Accounting, Off-Campus Housing Services, University Housing Partnerships, and Student & Community Development Programs are located in Annapolis Hall. Call ahead to make appointments with staff members that you would like to see.
Monday-Friday 8:30 a.m.-5:00 p.m..

Call Annapolis Hall with questions about:

- Room assignments information
- Resident Life publications
- Overnight stay program information
- Academic support programs
- Billing appeals
- Petition for release from housing agreement
- Tutoring programs
- Program development
- Summer jobs
- Work study program
- Jobs with Resident Life

RESIDENTIAL FACILITIES

(301)-314-9675

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

Call Residential Facilities' Service Center for requests about:

- Loss of power, lights, heat
- Security deficiencies, damages to security hardware
- Bblinds, windows and/or window screens
- Replacing lightbulbs in building light fixtures
- Pest control
- Plumbing problems (low water pressure, hot water issues, clogs)
- Painting requests
- Furniture repairs
- Key or lock or door problems
- Housekeeping issues in public areas
- Snow removal
- Where applicable: dehumidifiers, kitchen appliances

To find out information about the services provided by Residential Facilities, or you can reach them at 4service.umd.edu. Comments, compliments, or complaints can be sent via this website or by emailing DRF at resfacilities@umd.edu.

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

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

TELEPHONE LIST

Emergency Numbers

Fire, Police or Medical Emergency .... 301-405-3333 or 911
Police (non-emergency)... 301-405-3555

Resident Life Service Desk Numbers

Annapolis Service Desk 301-314-ANNA (2662)
Assignments Office, Resident Life 301-314-2100
Cambridge Community Office 301-226-4830
Centreville Service Desk 301-314-CENT (2368)
Cumberland Service Desk 301-314-CUMB (2862)
Denton Community Office 301-226-4830
Denton Service Desk 301-314-DENT (3468)
Easton Service Desk 301-314-EAST (3278)
Elkton Service Desk 301-314-ELKT (3558)
Ellicott Community Office 301-226-4830
Ellicott Service Desk 301-314-ELLI (3554)
Hagerstown Service Desk 301-314-HAGE (4243)
Information Technology, Resident Life 301-314-DATA (3282)
Johnson-Whittle Service Desk 301-314-JOHN (5646)
La Plata Service Desk 301-314-LAPL (5275)
Leonardtown Community Office 301-314-7484
Leonardtown Service Desk 301-314-LEON (5366)
Oakland Service Desk.. 301-314-OAKL (6255)
Resident Education Programs... 301-314-HALL (4255)
North Hill Community Office 301-314-7484
Prince Frederick Service Desk..301-314-FRED (3733)
Pyon-Chen Service Desk 301-314-PYON (7966)
Queen Anne's Service Desk 301-314-HILL (4455)
Rights and Responsibilities, Resident Life 301-314-7598
South Hill Community Office 301-314-7484
South Campus Commons Service Desk Blgs 1 & 2 301-226-0001
South Campus Commons Service Desk Blgs 3 & 4 301-226-0003
South Campus Commons Service Desk Blgs 5, 6 & 7 301-226-0006

Academic Programs

CIVICUS.. 301-405-8759
College Park Scholars... 301-314-2777
Flexus: The Dr. Marilyn Berman Pollans'
Women in Engineering Living & Learning Community.........301-405-3931
Global Communities 301-314-7100
Hinman CEOs.. 301-314-9223
Honors College... 301-405-6771
• Advanced Cybersecurity Experience for Students............. 301-314-7414
• Design Cultures & Creativity 301-405-2866
• Entrepreneurship and Innovation... 301-314-9410
• Gemstone... 301-405-8047
• Honors Humanities..301-405-6992
• Integrated Life Sciences... 301-405-5086
• University Honors... 301-405-6771
Jiménez-Porter Writers' House Program................................301-405-0671
Language House..301-405-6996
Virtus: Men in Engineering...301-405-8308

Administrative Numbers

Activities & Engagement (Stamp)................................301-314-7174
Administrative Operations, North Campus.............................301-226-4830
Administrative Operations, South Campus.............................301-314-7484
Bursar's Office...301-314-9000
Diploma Office.. 301-314-8270
Financial Aid, Student...301-314-9000
Graduate Diversity and Inclusion, Office........................... 301-405-4163
Department of Fraternity and Sorority Life............................301-314-7172
Hillel Information 301-422-6200
International Services 301-314-7740
Multi-Ethnic Student, Office..301-405-5615
Off Campus Housing Services Office.................................... 301-314-3645
Registrar's Office 301-314-8240
Residency Classification Office 301-314-9596
South Campus Commons / Courtyards
Lease Eligibility Questions...301-314-3645
South Campus Commons Management Office....................301-314-2499
The Courtyards Management Office 301-314-2466

University Recreation & Wellness

Epply Recreation Center (ERC) 301-405-PLAY (7529)
University Recration & Wellness 301-314-5454
Intramural Sports 301-226-4444
Ritchie Coliseum 301-226-4378

Computer Assistance

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

Diamondback

Diamondback 301-314-8200

Dining Services

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

Employment Offices

University Career Center and President's Promise 301-314-7225
Employment, Job Referral Service 301-314-7225
Staff Development and Services, Resident Life..................... 301-314-5111
Employment Office, Residential Facilities 301-314-3486

Health Services

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

Libraries

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

Registration

See Testudo at testudo.umd.edu

Residential Facilities

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

Adele H. Stamp Student Union Center For Campus Life

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

Transportation Services

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

Information

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