



OFFICE OF HOUSING  
& RESIDENTIAL LIFE

Community Living Standards  
at the  
University of Michigan-Flint  
2017-2018

## Table of Contents

Mission Statement.....	2
Statement on Nondiscrimination.....	2
Resident Bill of Rights.....	3
Our Staff.....	4
Amenities .....	5
Dining Services .....	7
Disruption of Services.....	10
Front Desk.....	10
Housekeeping and Pest Control .....	10
Laundry Facilities .....	11
Community Spaces .....	11
Mail Service .....	11
Safety .....	12
Health & Wellness .....	15
Emergency Procedures.....	17
Building a Community through Individual Responsibility: The Code of Student Conduct and the Community Living Standards.....	20
Community Living Standards/Residence Hall Policies .....	21
Contract.....	33
Residential Student Conduct Process.....	39

# Community Living Standards at the University of Michigan-Flint



## OFFICE OF HOUSING & RESIDENTIAL LIFE

The Office of Housing and Residential Life is committed to providing an environment conducive to the educational, psychological, and social development of our residents. Respect for the rights of the individual balanced by the rights and interests of the community as a whole is expected. All members of the residence hall community—residents, staff, and guests—are expected to act in a manner that demonstrates respect and consideration for others. The Residence Hall Community Living Standards outlined in this document have been developed to help promote such a community.

In our residence halls, you will find many people with interests similar to your own. You will also find people who are more different than you in ways you may not have expected. The diversity of appearances, beliefs and expectations is astounding, wonderful, and sometimes intimidating. Housing and Residential Life strives to create an environment in which positive relationships with all these people, similar and dissimilar, may thrive. The aspiration of Housing and Residential Life staff is to create an atmosphere of mutual respect and understanding where a resident's right to a safe, clean, and comfortable home is respected. We hope you will adopt the principles of this document as your own and use them to help make your experience in the hall positive, educational, and enjoyable.

### Mission Statement

The Office of Housing and Residential Life seeks to provide a safe space for our community members to express diversity and enjoy a culture of inclusiveness in which students are encouraged to achieve their academic and social potential at an urban, student-centered university. Student residents are expected to actively craft their community through responsible communication, decision making, and behavior that considers both individual and collective needs. Through our process of engagement, residents emerge as civically minded citizens who are prepared to lead and positively impact their communities and beyond.

### Statement on Nondiscrimination

Housing and Residential Life supports and follows University guidelines with respect to nondiscrimination and fair treatment in employment, educational programs, activities, policy enforcement, and residence hall assignments. Members of the University community who have concerns or complaints about Housing and Residential Life in these areas, or questions about the information in this document, should contact the Office of Housing and Residential Life via e-mail at [housing@umflint.edu](mailto:housing@umflint.edu) or by phone at 810-237-6571.

## Resident Bill of Rights

The Office of Housing and Residential Life strives for a positive environment for living and learning in our residential communities, where residents treat one another with respect and in good faith, and appreciate the value of conducting themselves in a responsible manner. In the interest of promoting this positive environment, the Housing community has developed the Resident Bill of Rights. The Resident Bill of Rights, represents aspirations of the Office of Housing and Residential Life for its communities, but it is not a guarantee. We expect all members of the community to strive to make these aspirations a reality by supporting these rights for themselves and for their fellow community members.

As a member of the residential community, each resident has the right to:

- Read and study free from undue interference in one's suite/room. Unreasonable noise and other distractions inhibit the exercise of this right.
- Sleep without undue disturbance from noise, suitemates/roommates, guests, or other distractions.
- Expect that a suitemate/roommate and their guests will respect one's personal belongings.
- A clean, sanitary, and orderly environment in which to live.
- Free access to one's suite/room and facilities without pressure from a suitemate/roommate.
- Personal privacy.
- Feel respected and valued.
- Host a guest with the expectation that guests are to respect the rights of the host's suitemate/roommate and other residents.
- Redress of grievances, and participation in conflict resolution. (Residence hall staff members are available for assistance in this process).
- Be free from intimidation, and verbal, physical, and/or emotional harm.
- Play a role in the development of the community through hall leadership opportunities, programs, and responsible behavior.
- Expect reasonable cooperation in the use of shared equipment and appliances.
- Bring forward in an appropriate and timely manner, to staff or other residents, concerns about violations of Community Living Standards as described in this publication.
- Be afforded due process in the Conflict Resolution Process.

## OUR STAFF

### **Assistant Hall Director**

The Assistant Hall Director (AHD) is a live-in staff member committed to the safety and comfort of our residents and community. The AHD is part of the Residence Hall building staff and spends time building community, responding to critical incidents, supporting residents in the hall, and working with student staff. This position is a vital part of the Housing and Residential Life team and serves a key role in helping RAs manage crises in the building. The AHD's office is located on the first floor of each residence hall.

### **Resident Advisors**

The Resident Advisor (RA) position is essential to the success of the students in the residence halls. The RAs are committed to an educational approach in order to provide the most meaningful experience for our residents. One of the key responsibilities of an RA is to build an inclusive community. The RA is committed to getting to know each resident, both individually and collectively, by investing time and energy into activities and events that will help facilitate the development of positive and meaningful relationships. There is a RA on duty every night in each residence hall to help support the needs of our students.

### **Desk Assistants**

The Desk Assistants (DAs) are responsible for guest check-in, campus information, handling phone calls, keycard distribution, and mail/package distribution. The Office of Housing and Residential Life is committed to building strong, inclusive communities within the residence hall and the DAs assist in making that happen. As a Housing and Residential Life staff member, the DAs will provide a vital link between other Housing and Residential Life staff, students, Facilities Management, the Department of Public Safety and the general public.

### **Connection Officers Program (COP)**

The UM-Flint Department of Public Safety (DPS) has established a community-oriented policing service that is called the Connection Officer Program (COP). COP uses a customer service focused approach to meet the safety needs of the community. Their goal is to be more accessible and approachable by members of our campus community, while providing efficient and effective services to the campus that they serve.

### **Community Council**

The Community Council is the residential governing body for the halls. Community Council executive officers and committee members participate in developing and implementing hall events and coordinating hall improvement funds. The hall activities could include social events, educational programs and recreational events, but all are completely determined by the Community Council. The Community Council also serves as a source of input concerning residence hall operations, policies and improvements.

### **Block Club**

The Block Club works toward providing a safe working environment conducive to student achievement and learning, by actively engaging the campus community of the University of Michigan-Flint. Members have numerous community service opportunities, leadership and organization skill development, and Continuous safety awareness education, Partnership building with other campus organizations, fundraising opportunities, and planning and organizing events for the campus community.

## Housing and Residential Life Office

The Housing and Residential Life team provides support and management for all of Housing and Residential Life initiatives.

## Maintenance and Custodial Services

In order for Housing and Residential Life to provide efficient, quality maintenance service, residents are encouraged to report problems as soon as they become apparent. All non-emergency maintenance and repair requests should be reported by submitting an online "CAN-DO" form at <https://www.umflint.edu/housing/facilities-0>. For emergency maintenance services, contact the front desk 24 hours a day.

## AMENITIES

### ATM

There is an ATM located on the 1<sup>st</sup> floor of each residence hall.

### Cable TV and Channels

A cable TV outlet will be provided at no cost in the living room and bedrooms of each suite. TVs are not provided in the suites or rooms.

### Computers & Networking

The residence hall is completely wireless. There is a computer lab located in each Residence Hall. The labs are available for student use 24 hours a day 7 days a week.

#### ***Residential Computing Network and Technology***

The Office of Housing and Residential Life, in cooperation with the University of Michigan-Flint's Information Technology Services (ITS), strives to provide high quality networking and technology services in the University's residence halls. ITS services are designed to promote and support the academic endeavors of students, provided they do not infringe on the rights or network services of others, either within or outside of the University community. By registering for or using the services provided, residents agree to the terms outlined in **ITS Access and Compliance**<sup>1</sup> document. It is a violation of the **Statement of Student Rights and Responsibilities**<sup>2</sup> to misuse University computer resources. Students must indicate agreement with these policies in order to complete the online registration of their computer for ITS service.

#### ***Prohibited Technologies***

The ITS network is a complex and much used resource. To protect the network and ensure its availability to all residents, ITS reserves the right to limit or prohibit any technology or device at any time that may damage the network or extend it in an insecure manner. Such technologies and devices include, but are not limited to, the following:

- Wireless networks and wireless network hardware

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<sup>1</sup> [https://www.umflint.edu/sites/default/files/groups/Information\\_Technology\\_Services/access\\_comp.pdf](https://www.umflint.edu/sites/default/files/groups/Information_Technology_Services/access_comp.pdf)

<sup>2</sup> <https://www.umflint.edu/dsa/students-rights-responsibilities-and-policies>

- Wireless devices, operating in the IEEE 802.11a, 802.11ac, 802.11b/g, or 802.11n wireless spectrums, which interfere directly with the University wireless network in such a manner as to limit or disrupt service for wireless users in any location on campus. Specifically, this includes devices operating in the 802.11b and 802.11g, 2.4 GHz ISM band, the 802.11a or 802.11ac 5 GHz U-NII band, and/or 802.11n devices operating in either or both of these bands. Some examples of potentially interfering devices are microwave ovens, security cameras, Bluetooth devices, amateur radio, video-sending devices, and cordless phones, routers and switches, hardware firewalls, devices and services that use an inordinately greater share of network resources than a typical single network device
- Dynamic Host Configuration Protocol (DHCP) servers, Domain Name Service (DNS) servers, and any other privately controlled server that provides any service that interferes with, or duplicates, services provided by the University network.

Contact the ITS Helpdesk for more information, 810-762-3123 or through their website <https://helpdesk.umflint.edu/>

### ***Responsible Use of Network Resources***

Each user of the ITS network is a member of a unique community. With that membership come responsibilities and expectations about online behavior. Failure to adhere to these expectations may result in the immediate loss of network access as well as referral to the Housing and Residential Life Conflict Resolution Process. This policy applies to any violation of the Community Living Standards involving the use of a computer or other network device. For example, the following actions are prohibited and may subject the user to immediate loss of network access:

- harassing anyone via e-mail
- sending mass mailings, or “spamming”
- “spoofing” or “snooping” software which has the effect of or is designed to seek out information such as passwords, credit card numbers or network vulnerabilities
- use of the ITS network for the operation of any part of a business
- assuming another person's name or identity, or using another person's accounts or access privileges
- allowing others to use your identity, network connection or workstation to gain access to University resources to which they would not otherwise have access
- installing logging or monitoring software or device on any computer not your own

### ***Intellectual Property and Copyright***

The proper use of intellectual property in compliance with copyright law is a special class of responsible use of the network. Improperly using or distributing copyrighted material can result in severe financial penalties for the individual engaging in such action. For the protection of the University and its students, the use of University and ITS networks for the exchange or distribution of any copyrighted materials (e.g., digital files of music, commercial film or TV programs) without express written permission of the copyright holder is prohibited. See <https://www.umflint.edu/its/its> for more information about intellectual property and copyrights.

ITS reserves the right to limit resident bandwidth usage on the ITS network to ensure that all community members have fair access. Individuals using excessive bandwidth will be identified, have their access restricted, and may lose the privilege of using the network.

## DINING SERVICES

Dining Services strives to meet the needs and choices of all residents. Vegetarian and/or vegan options are available at all meals. Many adjustments for special diets or food allergies can also be accommodated. If you need dietary accommodations, please see Dining Services staff in 332 UCEN.

### Meal Plan

A Residential Meal Plan is required for First Street Residence Hall residents and is included in the cost of your room and board as part of the contract. Meal plans are billed directly to the student's account.

The fall 2017 meal plan expires at noon on December 21, 2017. Any unused Dining Dollars and/or Maize Money is forfeited at that time. Fall 2017 - Winter 2018 price per semester

	Dining Dollars	Maize Money	Cost of Plan/Semester
<b>Residential Meal Plan</b>	\$350	\$1150	\$1500

	Location	Dining Dollars	Maize Money
<i>Barnes &amp; Noble</i>	UPAV – 1 <sup>st</sup> Floor		X
<i>Café Blue Starbucks</i>	UCEN – 1 <sup>st</sup> Floor	X	X
<i>Grille @ UM-Flint</i>	UCEN – 3 <sup>rd</sup> Floor	X	X
<i>Jilly's Pizza</i>	UPAV – 1 <sup>st</sup> Floor		X
<i>O'Blendz</i>	UPAV – 1 <sup>st</sup> Floor		X
<i>Oriental Express</i>	UPAV – 1 <sup>st</sup> Floor		X
<i>Simply To Go</i>	UCEN – 3 <sup>rd</sup> Floor	X	X
<i>Sportlite Grill</i>	UPAV – 1 <sup>st</sup> Floor		X
<i>Subway</i>	UPAV – 1 <sup>st</sup> Floor		X
<i>Laundry-Riverfront</i>	RF – 1 <sup>st</sup> Floor		X
<i>Laundry-1<sup>st</sup> Street</i>	1 <sup>st</sup> Street – All Floors		X
<i>Vending-Riverfront</i>	RF – 1 <sup>st</sup> Floor		X
<i>Vending-1<sup>st</sup> Street</i>	1 <sup>st</sup> Street – 1 <sup>st</sup> Floor		X
<i>WSW Food Service</i>	WSW – 1 <sup>st</sup> Floor		X

### Modification

Residents with a room and board contract cannot terminate their meal plan. Meal plans are non-transferrable and non-refundable. Residents with special dietary needs must first consult with the Dining Services General Manager to see if their needs can be met by Dining Services.

### Refunds

Meal plans are non-transferrable and non-refundable except for unforeseen, extenuating circumstances beyond your control such as an extended hospitalization.



A petition to terminate the board plan can be obtained from 176 UCEN and decisions are made by Event & Building Services. No member of the Dining staff may terminate a board contract, and Dining Services will not be liable for promises or actions of any unauthorized staff member regarding contract regulations. If a refund is approved by Event & Building Services, a commensurate credit will be made to the resident's Student Account.

## **Optional Meal Plan**

Residents at Riverfront Housing have the option of purchasing Maize Money. Whether you live on campus, near campus or commute to campus, there is an option that works right for you! Maize Money is a declining balance account on your M-Card. Money can be added to your Maize Money account and your M-Card can be used like a debit card for purchases at various vendors on UM-Flint's campus. Maize Money is accepted at all on campus dining locations and at the bookstore. Students living on campus can use Maize Money in laundry facilities and select vending machines located in residential housing.

### **Meal Plan Account Disclosure Statement**

Meal Plan Account Holder's Liability for Unauthorized Transactions. If a University of Michigan ID Card containing Meal Plan account information is lost or stolen, the Meal Plan account holder is responsible for no more than \$50 in unauthorized card purchases, provided the card is reported as lost or stolen to Event and Building Services (176 UCEN) within two business days after learning of the loss or theft. Once the card is reported lost or stolen, the Meal Plan account will be inactivated.

If the Meal Plan account holder does NOT notify Event and Building Services within two business days after learning of the loss or theft, but does notify the Event and Building Services within 60 days of a statement transmittal that shows unauthorized purchases were made against the account, the Meal Plan account holder may be liable for up to \$500. If notification of loss or theft is NOT given within this 60 day period, the account holder's liability for unauthorized purchases may not have a dollar limit (but will never be greater than the amount available in the account).

Notification Procedure for Lost or Stolen Cards. Notice of lost or stolen cards or of actual or potential unauthorized use should be reported to the Event and Building Services, 176 Harding Mott University Center, University of Michigan-Flint, Flint, MI 48502-1950, (810) 762-3436. Notice may be given in person or by phone during business hours, Monday through Friday, 8a.m.-5p.m.

Transfer Types and Limitations. The block meals, dining dollars and Maize Money may not be transferred to another type of meal plan spending option. In any case, the purchases are limited to the account balance.

Documentation of Account Activity. Account Activity information is available for card holders by going to [www.myplan.housing.umich.edu](http://www.myplan.housing.umich.edu).

Disclosure of Account Information to Third Parties. The University will disclose information about an account holder's account or transactions made only: (1) where necessary to complete a transaction; (2) in order to comply with court orders or other applicable law; or (3) if the account holder gives permission.

University's Liability for Failure to Make Transfers. If the University does not complete a transfer to or from the account holder's account within a reasonable period of time or in the correct amount according to our agreement with you, we will be liable, to the extent permitted by Michigan or other applicable law, for your losses or damages. However, there are some exceptions. The University will not be liable, for instance:

- If, through no fault of ours, the account holder does not have enough money in the account to make the transfer.
- If circumstances beyond our control (such as fire or flood) prevent the transfer, despite reasonable precautions that we have taken.

- If, through no fault of ours, there is a delay in transferring data from one university computer system to the Meal Plan computer system.
- There may be other exceptions stated in the Meal Plan agreement.

Error Resolution Procedures. Please review the account statement for any errors or discrepancies. As soon as the account holder believes that there is an error or discrepancy in a transaction on his/her statement or receipt or would like more information about a transaction listed on the statement of receipt, Event and Building Services should be contacted. The University must hear from the account holder no later than 60 days after it sends the FIRST statement that shows the error or discrepancy. Contact Event and Building Services, 176 Harding Mott University Center, University of Michigan-Flint, Flint, MI 48502-1950, (810) 762-3436, and please

- Include the account holder name and account number.
- Describe the transaction in question and explain as clearly as possible the discrepancy.
- Indicate the dollar amount of the transaction (and the amount of the error or discrepancy if different).

If the account holder makes an oral request, the University may require that the request be sent in writing within ten business days of the oral request.

The University will tell the account holder of the results of its investigation within ten business days after a request is received and will correct any error promptly. However, if the University needs more time, it may take up to 45 days to investigate the request. If the extra time is taken, though, the account holder's account will be credited the amount in question within ten business days, so that the account holder will have use of that money during the time it takes to complete the investigation. If the University asks that the request be put in writing and it is not received within ten business days, then the account holder's account may not be credited.

If the University decides that there was no error, a written explanation will be sent within three business days after the investigation is completed. The account holder may ask for copies of the documents used in the investigation.

## Disruption of Services

The Office of Housing and Residential Life and the University are engaged in ongoing efforts to maintain and improve facilities, and make every effort to inform residents in advance of activities that may affect their environment (e.g., painting public spaces, plumbing repairs, renovation of building and suites). The most noticeable unwanted byproducts of construction include noise and dust. The Office of Housing and Residential Life works with contractors and others to mitigate the impact of noise and dust as much as possible and to schedule work during the least disruptive times.

The disruption or non-performance of services due to a labor stoppage or to fire or other casualty does not constitute grounds for termination of the contract. If such an event disrupts services, affected residents will receive a pro-rated refund for services not provided. The University has no other responsibility for disruption or non-performance of service. If the Director of Housing and Residential Life determines that the University has failed for a material period of time to provide services it had agreed to provide under the contract, resident accounts will be credited pro rata for the period of service disruption. The University may elect to terminate the contract after it considers the length of time of the service disruption and/or the likelihood the disruption will continue.

## Front Desk

The front desk is open 24 hours a day to answer questions and provide general housing services. They handle the following items:

- Guest Check-In
- Mail Distribution
- Residential Common Area Reservations
- Keycard Replacement
- Equipment Check-Out

## Housekeeping and Pest Control

Residents are responsible for maintaining their rooms and suites at a level of cleanliness that discourages pests, mold, bacterial growth and other health and safety hazards. This responsibility also applies to kitchens, appliances, furnishings and bathrooms.

You are expected to report to Housing and Residential Life Staff promptly if pest activity is discovered and cooperate fully with the University's prevention and/or treatment program for the elimination of pest on the premises.

*Kitchens:* Cupboards, cabinets and shelves: Do not use adhesive-coated or self-stick products to line cabinet or closet shelves. Do not cover cabinet doors or kitchen wall with aluminum foil, plastic wrap or newspaper. This becomes a breeding ground for pests and is also an extremely dangerous fire hazard.

*Garbage Disposal:* Do not allow grease or hard waste such as bones, eggshells, or fruit pits to enter the disposal.

The Office of Housing and Residential Life conducts annual inspections during the summer to ensure that the Residence Halls are free of any and all pests. You agree that if you previously lived anywhere that had a bug infestation that all of your personal property (including furniture, clothing, and other belongings) has been treated by a licensed pest control professional. You agree that such items are free of further infestation. If you disclose a previous experience of a bug infestation, The Office of Housing and Residential Life has the right to review all documentation of the treatment and inspect your personal

property and possessions to confirm the absence of bugs. In the case of an infestation, you will be required to pay any and all fees associated with the removal of the bugs.

## Laundry Facilities

The residence halls have washers and dryers available to residents on each floor. The machines at First Street Residence Hall are equipped to use a MCard if the student has Maize Money. Riverfront Residence Hall is being upgraded for the machines to allow the use of Maize Money. Meal plan dollars (dining dollars and block meals) are not accepted for use on the laundry machines.

## Community Spaces

A variety of community spaces are available in each residence hall. They can be used for residence hall programming, events, studying or socializing.

## Mail Service

The United States Postal Service and other package carriers will deliver mail and packages to the Front Desk. The mail will be sorted at the front desk of each residence hall.

**In order to pick up mail/package(s), please visit the Front Desk with your UMID.** It is important to note that mail and packages may not be distributed between 1pm and 4pm when the mail is being sorted. The address for the hall in order to receive mail is:

Student Name (First and Last) First Street Residence Hall 301 E. First Street Suite # ____ Room Letter ____ Flint, MI 48502-1950	Student Name (First and Last) Riverfront Residence Hall 1 Riverfront Center West Suite # ____ Room Letter ____ Flint, MI 48502
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Mail will be forwarded for 30 days after a resident checks out of the building. After 30 days, all mail will be returned to sender.

### Phones

There are phones available in the hallways for emergency use.

### Printing Station

There are printing stations located in the residence halls. Students can send documents to this printing station from their residence hall suite or anywhere on campus and then go to there to finish the printing process. You may also upload documents to print from a wireless device to any printer on campus.

### Recycling

Recycling is important to UM-Flint. Large recycling bins are located in the trash/recycling room on each floor.

## Vending

Vending machines are located in the residence halls. Soft drinks, juice, water and snacks are available. There is also a change machine in this area. These machines are equipped to use a credit card or an M-Card if the resident has Maize Money. Dining dollars and block meals are not accepted at vending machines.

# SAFETY

## Security

Security is an active and shared responsibility of both Housing and Residential Life staff and the residents. The Residential living spaces are secured 24 hours a day and are equipped with a card access system at each entrance. Additionally, security cameras are located outside the buildings to monitor activity in critical areas.

We strongly recommend you follow these procedures for your enhanced safety and security:

- Do not allow people to “tailgate” or follow behind you when entering the building.
- Always keep your suite door locked. We ask you to check your door whenever you leave your suite.
- Propping, unlocking, barring, or leaving open an exterior door jeopardizes the safety of all members of the community.
- Immediately report any missing keycard to the front desk and your suitemates. Residents will be charged for every lost keycard starting from the second lost keycard per semester.
- Do not loan your keycard to anyone for any reason.

Use of Housing and Residential Life facilities is restricted to residents, university employees and registered guests only. Unauthorized persons will be subject to prosecution for trespassing. If you encounter an unauthorized person in the building, contact a staff member or the Department of Public Safety immediately.

## Department of Public Safety

The Department of Public Safety maintains a Police/Security Dispatch Center, open 24 hours a day, seven days a week, 365 days a year, at the visitor's entrance to the Mill Street Parking Deck. The administrative office is located in the Hubbard Building and is open Monday through Friday during regular office hours. The department patrols campus buildings, parking lots, ramps, and all other campus grounds. Patrols are conducted by officers on foot, on bikes, in motor vehicles, and by golf carts. The patrols are supplemented by closed circuit cameras strategically located throughout campus.

***If you have any emergency situation, crime in progress, medical emergency, fire, or any life threatening emergency notify the Department of Public Safety immediately. Contact the Department of Public Safety if you are the victim of a crime or need assistance with a security related issue to ensure that a proper response is initiated.***

***The Department of Public Safety can be reached at 810-762-3333 or by dialing 911 from any campus telephone.***

## Evacuation and Shelter-in-Place Drills

Evacuation and shelter-in-place drills are performed several times per semester. All residents in a residence hall at the time of a drill are required to participate. Department of Public Safety personnel will monitor and assist in the coordination of the drill activities. Drills provide UM-Flint an excellent opportunity

to practice our emergency preparedness and evaluate the effectiveness of the University's Emergency Response Plan. Drills will be based on scenarios involving but not limited to fire, hazardous materials, severe weather and active shooter(s).

### **Emergency Preparedness**

- Put UM-Flint Public Safety's phone number 810-762-3333 in your cell phone contacts to use in case of emergency.
- Get UM-Flint emergency alert text messages or phone calls by registering on the Student Information System <http://umflint.edu/emergency/>
- Review the Emergency Preparedness and Response Guidelines, posted in every suite and online <https://www.umflint.edu/ehs/eprg-electronic-flip-chart>
- Check out the Evacuation/Sheltering maps posted in all University buildings so you know where to go in case of emergency.
- Become familiar with where emergency equipment is located e.g. fire extinguisher, first aid kit, AED
- Visit the UM-Flint Public Safety website for a list of safety tips <http://www.umflint.edu/safety/personalsafety.htm>.

### **Emergency Evacuation and Shelter Locations**

In case of a fire:

First Street Residence Hall residents will evacuate by nearest exit and assemble in Wilson Park.  
Riverfront residents assemble in front of the 1<sup>st</sup> Merit Building.

In the event of requiring sheltering due to severe weather:

First Street Residence Hall residents go to the 1<sup>st</sup> Floor of the Murchie Science Building.  
Riverfront residents go into the basement.

### **Kitchen Safety**

Kitchen safety is important in the residence halls. *Cooking fires are the leading cause of home fires and home injuries. Stay in the kitchen when frying, grilling or broiling food. Turn the stove off if you leave.* For ways to stay safe please see the "kitchen safety tips" located in the kitchen of each suite.

#### ***Fire Hazards***

Most fires are preventable. All residents are asked to comply with the following policies regarding fire prevention:

- No open flames allowed.
- Keep all furniture, trash, personal items out of hallways.
- Keep suite/room decorations and posters to a minimum.
- Smoking is prohibited in Housing and Residential Life and on campus.
- Make sure all electrical cords and appliances are in proper working order. All appliances should bear the Underwriter Laboratories (UL) or Factory Mutual (FM) certification seal.
- Do not overload electrical outlets. Staff reserves the right to unplug any outlet for health and safety reasons.
- Do not prop open stairwell, hallway, or fire doors.
- Torchiere style halogen lamps and bulbs are prohibited in public and suites/rooms.
- Fire doors, hallways, and stairwells must be clear of obstructions at all times. Fire doors must be free to close automatically, especially in an emergency to keep a fire from spreading
- Appliances that have an open heating element are prohibited.
- All appliances must have an automatic shut off

## **Environmental and Other Safety Hazards**

The University of Michigan-Flint is committed to providing residents with a safe environment while living and learning in the residence hall. Environment, Health and Safety (EHS) is committed to providing quality health and safety related services to the UM-Flint campus community. EHS can be reached at (810) 766-6763. Also, visit the EHS Web site for more information about EHS services and programs: <http://www.umflint.edu/ehs/>.

### ***Waste Disposal***

Individuals are prohibited from disposing of hazardous materials in a dumpster, compactor, down a drain, onto the ground, or anywhere other than in a manner outlined in this document and referenced documents. It is the responsibility of each and every student and employee to ensure that waste is managed in a safe, responsible, and environmentally sound manner. Environment, Health and Safety (EHS) is responsible for coordinating the accumulation, transportation, disposal, and recycling of hazardous materials at the University of Michigan-Flint. All such activities must be coordinated through EHS.

For spill emergencies involving hazardous waste or hazardous materials, please refer to the guidelines established in the UM-Flint Emergency Response Plan (ERP). Immediately report any activities or conditions that may violate these policies and guidelines to the Department of Public Safety or EHS.

### ***E-Waste and Recycling***

Electronic waste or E-waste is prohibited from being disposed of into the general trash. E-waste refers to consumer electronics that includes televisions, computers, VCR's, fax machines, printers, batteries, cell phones, circuit boards, and other electronic equipment that may contain metals that are harmful to the public health and the environment if handled or disposed of improperly.

Contact Environment, Health and Safety for direction in properly disposing/recycling of spent electronic equipment. Students are also encouraged to participate in the local community electronics collection and recycling programs. Paper, cardboard, glass, and plastic materials should be segregated from the general trash and carefully placed into the appropriate containers located on each floor.

### ***Sharps/Needles***

Students are prohibited from disposing of sharps/needles into the general trash. "sharps" containers are located in the building, check with your Hall Director on specific location(s). EHS to obtain additional sharps container if needed.

## **Storm Water Management –Only Rain in the Drain**

- Storm drains lead directly to our streams, rivers and lakes. All storm drains on UM-Flint's campus flow into the Flint River.
- Only rainwater should enter the storm drains, NO pollutants, litter, oil, leaves, chemicals, food.
- Report spills immediately to Public Safety at 762-3333, or Environment, Health and Safety at 766-6763.
- Get involved, Volunteer. Help clean up Flint River and your neighborhood.

## **Bed bugs and other pest prevention**

- Store garbage in sealed containers and dispose of it regularly.
- Clean high-volume areas daily, such as eating areas and kitchenettes, where crumbs and trash are more likely to build up.
- Make sure to clean bed sheets and pillow cases regularly.
- Check your bed sheets for blood spots. This may be a sign of bed bugs.
- Keep windows closed tightly and make sure they are properly sealed when not in use.
- IMMEDIATELY inform the Front Desk if you observe or suspect the presence of bugs or other pests in your room or building.

Do not spray or apply pesticides or insecticide yourself. Contact the Front Desk right away to coordinate with Facilities & Operations.

## **Personal Property Insurance Coverage**

The University of Michigan-Flint and The Office of Housing and Residential Life do not assume any liability for loss, theft, or damage to the personal property of residents in the residence halls, including parking lots. Residents are strongly encouraged to maintain appropriate insurance coverage on their personal property, including automobiles. Any resident claims for reimbursement of damaged personal property are reviewed by the University's Risk Management Office with a strong presumption of no liability as stated above.

Further, residents agree to hold the University, its agents, and employees harmless from all damages, liability, or loss sustained by the residents themselves or others in their suites/rooms or common areas resulting from the negligent or illegal use or intentional misuse of the suite/room or common areas in the hall.

The university has engaged GradGuard™, a service provided by Next Generation Insurance Group, LLC, with a specific Renter's Insurance Plan designed especially for students.

This insurance is not mandatory, but the University believes this company offers a product that well serves the needs of students in a college environment. For families interested in purchasing a policy or getting additional information, please use this toll-free number: 888-541-4853 or go to the following link for coverage details and exclusions.

<https://gradguard.com/renters-insurance/partners>

# **HEALTH AND WELLNESS**

## **Medical Emergencies**

For after-hours medical care or medical emergencies call the Department of Public Safety at (810) 762-3333 or 911. Only medical professionals that are trained in first aid should administer emergency medical assistance.

## **Counseling, Accessibility, and Psychological Services (CAPS)**

Services central to student persistence and success are provided through Counseling and Psychological Services (CAPS). CAPS is dedicated to ensuring a safe environment that is highly student-centered and results oriented. These services are free to all enrolled students.

Counseling and Psychological Services supports students' academic and personal success by providing preventive and remedial counseling, psychological, and outreach services. College students may experience many challenges in completing their degree such as depression, anxiety, adjustment to new demands and/or environments, relationship concerns, test anxiety, time management, eating issues or



body image concerns, and addictive behaviors. There is a strong commitment to meeting the needs of a diverse campus community.

At CAPS, currently enrolled students are provided the following:

- Individual counseling and therapy
- Couples, marital, and family therapy
- Therapy groups
- Limited psychological testing
- Crisis intervention
- Referrals to community providers
- Outreach workshops on a variety of topics such as stress management, test anxiety, and suicide prevention
- On-line mental health screenings

Students may call Counseling and Psychological Services (CAPS) to schedule an appointment. When students are first seen, they will need to complete an Intake process. Students may be assured that their records and other pertinent information will be managed within strict professional rules of confidentiality.

Counseling Services strictly protects your confidentiality within the limits allowed by law.

264 University Center  
(810) 762-3456

Please visit our Web page at:  
<http://www.umflint.edu/caps>

### **Sexual Misconduct**

The University of Michigan-Flint ("University" or "UM-Flint") values civility, dignity, diversity, education, equality, freedom, honesty, and safety, and is firmly committed to maintaining a campus environment free from sexual harassment, sexual assault, and other forms of sex-based discrimination. For more information on policy, reporting, and procedures, visit University of Michigan-Flint Institutional Equity. The Student Sexual Misconduct policy can be found at:

[https://www.umflint.edu/sites/default/files/groups/Human\\_Resources/student\\_sexual\\_misconduct\\_policy\\_full\\_2014.pdf](https://www.umflint.edu/sites/default/files/groups/Human_Resources/student_sexual_misconduct_policy_full_2014.pdf)

# EMERGENCY PROCEDURES

All **emergency situations can be broken into a few categories** requiring these general types of responses:

- 1- EVACUATION - Quickly, calmly evacuate the immediate area, leave the building and proceed to the designated assembly area.
- 2- SEEK SHELTER - Quickly, calmly proceed to the nearest designated shelter area, normally the lowest levels of the building, away from windows, glass, or large spanning ceiling/open spaces.
- 3- SECURE IN PLACE/"LOCKDOWN" - Quickly, quietly, calmly secure yourself in an area that can be locked or barricaded from the inside against an intruder, silence cell phone, be prepared to defend yourself, if needed.
- 4- ACCIDENTS & INJURIES - Call Department of Public Safety (DPS) if you or someone has been injured or require medical attention.

## Individuals with Disabilities

UM-Flint encourages the use of the "Buddy System". Emergency responders as well as individuals evacuating an area or building use the buddy system in all emergency incidents.

**Below are detailed instructions** related to specific emergency situations.

**In all cases of an emergency call DPS at 810-762-3333 or 911 from a campus phone.**

## Fire Evacuation Procedures

All residents must immediately leave the building when an alarm sounds. Treat all alarms as real emergencies. Familiarize yourself with the exit routes and assembly locations. Reviewing the evacuation/sheltering maps posted in FSRH and Riverfront will help you learn them before there is an emergency.

**If an alarm sounds, immediately do the following:**

- Stay calm. Do not panic.
- Put on shoes and a coat if needed quickly.
- Take a towel with you to prevent smoke inhalation.
- Close windows.
- Check your doorknob and door with the back of your hands. If either is hot, do not open your door. Exit through window if applicable or summon help. If the door and doorknob are cool, exit cautiously and close your door. If time permits, take your keycard with you.
- Walk quickly and leave the building via the nearest available exit in your area and alert others to do the same.
- Be sure that individuals with known mobility, hearing, visual disability, or other concerns are assisted to the nearest exit or safe location using the "buddy system." It's best to become a buddy well before there is an emergency.
- Smoke is the greatest danger in a fire. If you are evacuating from an area filled with smoke, crawl and keep your head no more than 8-12 inches off of the floor, where the air is less toxic.
- Use the stairwells to evacuate. **DO NOT USE ELEVATORS.** Once in the stairwell, check to see that the door is closed and proceed down to street level. Gather at the designated assembly area: Wilson Park for FSRH and in front of the 1<sup>st</sup> Merit Building for Riverfront.
- Identify and report any missing persons to the Department of Public Safety.
- **DO NOT** reenter the building until you are instructed to do so.
- Failure to exit in an immediate and orderly fashion may result in disciplinary action and/or the issuance of citations by the Department of Public Safety.

## Trapped in the building during a fire:

Should you become trapped inside a building during a fire, do the following:

- STAY CALM, DO NOT PANIC.
- Keep all doors and windows closed.
- Place an article of clothing inside or outside the window, if a window is available, as a marker for the emergency rescue crew. DO NOT LEAVE THE WINDOW OPEN.
- Stuff objects, such as wet cloth towels, into door openings to prevent smoke from entering the area.
- Wet clothing if possible. Wrap wet clothing around your face to minimize smoke inhalation. Fill sinks and tubs with water if possible to maintain a supply of water.
- Keep your head no more than 8-12 inches off the floor where the air is less toxic.
- Shout at regular intervals to alert emergency crews of your location.
- Maintain contact with the Department of Public Safety by telephone as long as possible.

## Severe Weather

The University's Department of Public Safety monitors local weather conditions. Severe weather information that may require immediate action is obtained from the National Weather Service, or nearby county and/or state emergency management agencies.

In the event of a Tornado **warning**, the Department of Public Safety will notify all residence hall occupants to immediately seek shelter. FSRH residents shelter in the 1<sup>st</sup> floor east and west wings of the Murchie Science Building in those hallways and classrooms with no windows facing outside. Riverfront residents shelter in the basement.

**Watches** are issued by the National Weather Service when thunderstorms and/or tornadoes are possible in and near the watch area. It does not mean that they will occur. It only means they are possible.

**Warnings** are issued by the National Weather Service when a severe thunderstorm and/or tornado is imminent. When a warning is issued, seek safe shelter immediately.

Genesee County will activate the outdoor sirens for a tornado warning, 70 miles per hour winds or higher. For a tornado or 70 mph winds or greater warning, the siren will give a solid one minute or three minute (depending on siren model) blast every 10 minutes until warning has expired.

Public Safety will issue an UM Emergency Alert as well as notify building occupants of the warning using the building's public address system.

The National Weather Service defines a severe thunderstorm as one that has winds of 58 mph or higher and/or hail with a diameter of 1 inch or larger. In Michigan, severe thunderstorms can spawn otherwise undetected tornadoes.

## If a Tornado Warning is issued:

- Quickly move to your shelter location. Check on neighbors with mobility, hearing or visual disabilities, or other concerns (such as illness) and use the "buddy system" to assist them in moving to your designated shelter area (the basement for Riverfront and the 1<sup>st</sup> floor east and west wings of Murchie for First Street Residence Hall). If you cannot get them into the shelter safely, notify the Department of Public Safety.
- If time permits, take a flashlight, radio or cell phone you.
- Take direction from your RA or professional staff members.

- If you cannot safely reach your shelter, put yourself under sturdy or heavy furniture, tables, or desk on the bottom floor or in any restroom.
- Avoid elevators, top floors of the building, areas with glass windows or doors, large open spaces, and unsecured objects.
- Identify and report any missing persons to the Department of Public Safety.
- The Department of Public Safety will advise you when it is safe to return to your floor and/or suites.

### **Returning to rooms after an emergency event**

As the building and operations return to normal following an emergency incident and building residents return to their suites, individuals need to be aware of the following potential hazards that may exist:

- broken glass and other sharp objects
- electrical wires
- tripping hazards
- partial power to equipment
- chemical hazards

Hazards should be reported to a Residential Life staff member. Do not attempt to make any repairs or enter an area in which these hazards are present.

### **Security Breaches or Active Shooter**

Should there be gunfire or explosives discharged or you become aware of an active shooter in your area:

#### **Run**

- If there is an accessible escape path, attempt to evacuate the premises.
- Leave your belongings.
- Encourage others to leave but don't slow down to escape.
- Prevent others from walking into the danger zone.
- Call 911 as soon as possible, when it is safe to do so.

#### **Hide**

- Find a place where the shooter is less likely to find you.
- Lock the door, if so equipped.
- Barricade/Secure the door with belts, chairs, desks or any other available materials.
- Stay behind solid objects away from door.
- Minimize noise that may draw attention to your location: turn off lights, computers and radios and silence cell phone ringer and vibration.
- Develop a plan in case the shooter gets in.
- After the incident, obey law enforcement direction.

#### **Fight**

- You are not required by the University to take action.
- Fight only as a last resort.
- Do not leave a safe location to confront the suspect.
- Gather items that can be used as weapons such as books, laptop, trash can, bags, purses, keys, etc.
- Remember there is strength in numbers.
- Goal – Distract, Disorient, Disarm.
- Commit to take the shooter down - Fight to survive.
- Never pick up the weapon.
- After the incident, obey law enforcement direction.

## Building a Community through Individual Responsibility: The Code of Student Conduct and the Community Living Standards

Housing and Residential Life is committed to providing an environment conducive to the educational, psychological and social development of our residents. We nurture this environment by encouraging respect for the rights of the individual balanced by the rights and interests of the community as a whole. This is no small task, given the diversity of the population in the residence hall. We expect that all members of the residence hall community –residents, staff and visitors- act in a manner that demonstrates respect and consideration for those around them. The Code of Student Conduct and the Community Living Standards described in this document have been developed to help promote such behavior and to ensure a civil environment for everyone.

All students at the University of Michigan-Flint are obligated to adhere to the Code of Student Conduct (Code). The Code outlines specific behaviors that contradict the values of the entire University community and, consequently, are prohibited. In addition, all residence hall residents and their guests are expected to be familiar with and abide by the Community Living Standards (CLS). The University of Michigan-Flint and Housing and Residential Life believe very strongly that each member of the University Community must take ownership of the Code of Student Conduct and the Community Living Standards. Supporting and defending these standards means that students must accept them and act in good faith to see that all members of the community adhere to them. Community members are expected to report violations of the Code and the CLS, whenever and wherever they may occur. Community members must also act in good faith at all times to ensure that they and others are not placed in situations that contradict these standards. These standards are not merely guidelines, but rather, constitute part of the legally binding contractual agreement between the resident and the University.

Residents who choose to act in ways that violate the Code and the CLS will be subject to the Student Conduct process. Residents are responsible for their own actions as well as for the actions of their guests and will be held responsible for those behaviors. Students are expected to comply with published University policies and it is the responsibility for each student to be aware of the policies and expectations that the University community has for individual action. The Code of Student Conduct is located at [https://www.umflint.edu/sites/default/files/groups/Student\\_Conduct\\_and\\_Conflict\\_Resolution/statementofstudentrightsandresponsibilities2016.pdf](https://www.umflint.edu/sites/default/files/groups/Student_Conduct_and_Conflict_Resolution/statementofstudentrightsandresponsibilities2016.pdf).

When students are allegedly involved in incidents which occur in University residence and may violate the Code of Student Conduct or the Community Living Standards, they will be required to resolve the matter through the Student Conduct process with a Student Conduct Officer. The Code of Student Conduct outlines university policies, the resolution process, and potential sanctions.

Policies and procedures may be changed during the term of the residence hall contract with appropriate prior notification to residents.

## Community Living Standards/Residence Hall Policies

The Community Living Standards and Residence Hall Policies are additional expectations that apply to behaviors that violate the values of the residential community. All residents are responsible for adhering to and upholding the CLS as well as all tenets of the Code of Student Conduct.

### **Community Responsibility**

All residents and their guests have a responsibility to the community and to the residence hall staff. The following are expectations that must be upheld by members in the community:

#### **1.0 Involvement in Infractions**

Residents should act in good faith to remove themselves from situations that may violate the Community Living Standards and/or the Statement of Student Rights and Responsibilities and to report such violations to residence hall staff. It is prohibited to facilitate a violation or to remain present while a violation occurs. All residents are responsible for the involvement of guests, dependents, affiliates, and non-affiliates who are involved in infractions. Guests, dependents, affiliates, and non-affiliates will also be held responsible.

#### **1.1 General Law Standards**

Residents must be in compliance with all federal, state, local, and University laws, ordinances, and regulations on conduct, health, safety, and other matters concerning activities on or conditions of the premises and common areas.

#### **1.2 Failure to Comply with Verbal and/or Written Instructions**

Failure to comply with verbal, written, and published instructions by any university employee, when they are working within the appropriate performance of their duties, is prohibited. Written instructions include those directed to an individual student, such as a letter or e-mail message, as well as published instructions and policies in print or online, such as this document.

#### **1.3 Failure to Present Identification**

Residents are required to present proper University identification or other identification if not a student to University staff in a cooperative manner when requested.

#### **1.4 Failure to Respond to a Notification**

Failure to make contact with Housing officials or staff, when requested to do so, is a violation. Requests for responses will most likely come in the form of a letter or e-mail message, but may come in the form of a phone call or a voice mail message.

#### **1.5 Failure to Meet**

Failure to maintain an appointment with Housing staff regarding investigation of alleged violations of the Community Living Standards and/or the Statement of Students Rights and Responsibilities is prohibited. Residents are expected to contact Housing staff and reschedule if a conflict occurs. Failure to meet with staff constitutes an additional violation to the original and will not preclude the continuation of the student conduct process.

#### **1.6 Failure to Fulfill Sanction**

Failure to comply with a sanction imposed by Housing and Residential Staff is prohibited.

#### **1.7 Behavior Toward University Staff**

Abusive, disrespectful and threatening language (written or verbal) and behavior directed toward University staff, including student staff, is prohibited.

### **1.8 Supplying False Information**

It is a violation to deliberately supply staff with false or misleading information. (e.g., give a false name or use fake identification.)

### **1.9 Failure to Accept Roommate/Suitemate:**

Refusing to accept a roommate or impeding an effort by the Office of Housing and Residential Life to make an assignment to a vacant space is prohibited.

### **1.10 Stealing**

It is prohibited to take the property of any other person (including other residents, students, visitors or staff) or of the University or Housing and Residential Life without permission (e.g., others' laundry from laundry room, lounge furnishings).

### **1.11 Possession of Stolen Items**

Possession of stolen property is prohibited. Stolen property includes furnishings, fixtures and signs that have been removed from lounges, halls, dining halls and other common areas, as well as equipment, dishes or implements that have been removed from Dining Services.

### **1.12 Property Damage**

Vandalizing, damaging, or defacing University property or property of others is prohibited.

### **1.13 Gambling**

The exchange of money, property, or services in any gambling activities is prohibited.

## **Safety in Housing Communities**

Housing and Residential Life is committed to providing housing and facilities that are safe for residents and guests. The following standards are designed to protect the interest of all students.

### **2.0 Disruptive Behavior**

Behavior that is disruptive to orderly community living is prohibited. In the residence halls, this includes, but is not limited to, throwing items in the hallways, bouncing balls, engaging in horseplay, or creating a health or safety hazard. Riding a bike, skateboarding, and rollerblading are prohibited inside of the residence hall. Possessing or using any motor-driven vehicle including hoverboards inside a residence hall is also prohibited, except for assistive devices utilized by a person with a disability. Behavior that is lewd or indecent is prohibited. Such behavior includes, but is not limited to, obscene remarks or other communications, exposing oneself in an indecent manner, or engaging in sexual activities in common areas. The use of laser pointers with the purpose or result of causing irritation, injury, or anger is also prohibited.

### **2.1 Health and Safety**

The importance of providing a safe, clean and healthy environment for residents is the responsibility of all members of the housing community. Residents are forbidden to possess potentially hazardous materials, to conspire to damage the sanitary and safe environment or to engage in activities that do so.

### **2.2 Creating an Unsafe Environment**

Any behavior or action that inadvertently causes or could reasonable cause life-threatening physical injury, unreasonable disturbance to others, or serious property damage is prohibited. For example, propping open outside doors allows a potential unauthorized entry, promoting an unsafe living environment, and is prohibited. Tampering with elevator equipment, prying open or propping open elevator doors, jumping up and down in the elevator or jumping from a stairwell are unsafe and prohibited. Persons stuck between floors in an elevator should wait for directions and assistance from elevator technicians or emergency personnel before attempting to exit. Excessive room occupancy and pranks that create a safety hazard are not permitted. Leaving items in hall corridors is also prohibited.

### **2.3 Weapons, Firearms, and Fireworks**

No person shall possess guns, firearms, pellet guns, BB guns, air guns, ammunition, Tasers, dangerous weapons, explosives, fireworks, firecrackers, smoke devices, or other dangerous or flammable materials. A dangerous weapon is any weapon capable of causing death or serious bodily harm including, but not limited to, large knives, daggers, metallic knuckles, swords, bows, and arrows.

### **2.4 Roofs and Ledges**

The presence of individuals or objects on a roof or ledge in the residence halls is prohibited at all times. Roof and ledge areas are restricted for safety reasons and for the protection of property.

### **2.5 Window Systems**

Tampering with or removing any window screens, latches, stops, or apparatus in either suites/rooms or public areas is prohibited. These devices are needed to safeguard the community from potential hazards, including unauthorized entry and pest entry. Except in an emergency, it is prohibited to enter or leave a residence hall through a window.

### **2.6 Throwing or Hanging Items from Building or Attaching Items to Outside of Building**

The throwing, dropping, propelling, pouring, or hanging of anything from windows, balconies, ledges, and landings is strictly prohibited. Nothing may be attached to or hung over any part of the building exterior.

### **2.7 Evacuation**

Immediate evacuation when an emergency alarmsounds is mandated by law and re-entry into the building before an all-clear signal is prohibited.

### **2.8 Fire Hazards**

It is prohibited to keep any item, including room decorations, which may pose a fire hazard. These items include, but are not limited to, lit cigarettes or other smoking devices including hookah and e-cigarettes; lit or unlit incense and candles; natural cut trees, branches or greens; halogen and spider lamps with more than two bulbs; and any open heating source.

### **2.9 Failure to Report a Fire**

Failure to report a fire is in violation of the Community Living Standards. All members of the community are expected to be conscious of the welfare of others at all times and may not knowingly or recklessly set a fire, falsely report a fire (e.g. activate a false fire alarm), or fail to report a fire.

### **2.10 Tampering with Fire Safety Equipment**

Tampering with any firefighting equipment, including, but not limited to, fire alarms, fire extinguishers, fire hoses, exit lights, smoke detectors, and sprinkler systems, is prohibited. This would include covering of smoke detectors, carbon monoxide detectors, unauthorized use of fire extinguishers, or hanging items on sprinkler heads.

### **2.11 Personal Rights and Freedoms**

Actions that infringe generally upon the rights, identities and/or freedoms of other individuals are prohibited, regardless of the intention behind the actions. Such actions include, but are not limited to, harassment, intimidation, discrimination, coercion, and threats.

### **2.12 Obstruction of Grounds, Bedrooms and Common Areas**

Entrances, sidewalks, passages, stairways, landings, vestibules, planter areas, as well as all other common areas of the grounds and building, may not be obstructed or used for storage of personal property, particularly when it jeopardizes ingress, egress, University property, or the health and safety of the community. University-provided furnishings must remain in their originally intended locations. For example, residents may not move lounge furniture into their



suites/rooms, or suite/room furniture into a lounge, even temporarily. The University reserves the right to remove personal property left in public areas, at your expense, if in violation of this requirement. Housing and Residential Life is not required to consult or advise residents before removing an item from a common area. Outside clothesline, whether temporary or permanent, may not be installed by residents.

### **2.13 Housekeeping and Pest Control**

In order to reduce fire hazards, prevent insect or rodent infestation or other health concerns, and increase the longevity of the facilities, you are asked to maintain high standards of housekeeping and cleanliness. The assigned space and furnishing must be kept clean and sanitary. To avoid fire or attracting pests, do not wrap kitchen walls, cabinets, or stoves with foil or other coverings. Garbage should not be placed in stairways, breezeways, vestibules, or anywhere other than the trash rooms. You are expected to contact Housing and Residential Life staff promptly if insect or rodent activity is discovered and cooperates fully with the University's prevention and/or treatment program for the elimination of pests on the premises.

### **2.14 Pets**

Pets of any kind are not allowed. Certified animals that are approved are permitted as required. Please contact the Office of Housing and Residential Life for requirements.

### **2.15 Violent Behavior**

The University of Michigan-Flint is committed to creating a community free from violence, which is a serious violation. This includes, but is not limited to, physical assault, sexual assault or harassment, dating violence, domestic violence, stalking, threats, reckless endangerment to others, intimidation and indecent exposure, whether against family members, visitors or other residents and whether conducted in person, via phone or computer transmissions.

### **2.16 Prohibited and Regulated Items**

Possessing items that are prohibited or regulated within Housing and Residential Life is a violation of the Community Living Standards.

### **2.17 Sleeping in Unauthorized Assignments**

It is against fire code to sleep in an unauthorized space. Spaces where sleeping is not allowed include any residence hall space not contracted as a bedroom and other public or restricted spaces.

## **Alcohol and Other Drugs in the Residence Halls**

All University Housing facilities, their residents, and guests are required to be in compliance with state and local laws regarding alcoholic beverages. All federal, state and local laws regarding illegal drugs will be strictly enforced. The University of Michigan-Flint Alcohol and Other Drugs (AOD) Policy for Students, Faculty, and Staff serves as the overarching document on this topic (<https://www.umflint.edu/dsa/AlcoholDrugPreventionPolicy>).

Alcohol abuse is a prominent public health issue requiring a response from universities across the nation. It is the University's and Housing and Residential Life's goal to educate members of our community about the health risks associated with the use and abuse of alcohol and other substances, and about campus and community resources available for counseling and therapy. Students are urged to reflect very seriously upon their own attitudes and actions with regard to alcohol and drug abuse and to seek out information and counseling assistance as it may seem most appropriate to them.

### **3.0 Alcohol Possession and/or consumption**

**First Street Residence Hall** is an alcohol-free area. This means, regardless of age, alcohol is not permitted in the building at any time. Residents and guests should not possess, transport, consume, or be in the presence of alcohol in any area of the residence hall. This includes student suites/rooms and any other public areas. Public areas include, but are not limited to, lobbies, hallways, lounges, restrooms, stairwells, elevators, and outdoor areas.

Residents and guests living in **Riverfront Residence Hall** who are 21 years of age or older may bring small amounts of alcohol for personal consumption into the space to which they have been assigned, provided the space is not designated alcohol-free. Residents and guests of age who use alcohol legally are expected to do so in a responsible manner.

It is important to note that if a Resident over the age of 21 has a roommate that is under the age of 21, the Resident may still have alcohol for personal consumption however, the Resident must store the alcohol in the Resident's bedroom. The alcohol cannot be stored in the common apartment space (kitchen, refrigerator, etc). The Resident should be aware that providing alcohol to an underage resident would constitute an additional policy violation. Distributing alcohol to minors is illegal and in violation of University policy. Irresponsible and inappropriate behavior, where alcohol is a contributing factor, will not be tolerated. It is the Resident's responsibility to take affirmative steps to ensure that underage individuals do not gain access to alcohol. All alcoholic beverages must be in the original container and closed with the manufacturer's seal in order to be transported in hallways, stairwells, elevators or any area not designated for the consumption of alcohol.

Large-group drinking parties are not permitted in student rooms/suites even if the residents are of legal age. A large drinking party can be defined a number of people that is exceeding the occupancy limit of a residential living space and/or a disturbance that is affecting the surrounding area.

The decision to drink, and how much, is a personal one. Alcohol-related conduct which infringes upon the rights of others to a quiet, orderly living environment is not acceptable under any circumstances. Under no circumstances shall the consumption of alcohol take place or any open container of alcohol be permitted in the Community except inside suites/room.

### **3.1 Drug Possession and/or consumption and paraphernalia**

The possession, use, sale, distribution, manufacture, or being under the influence of illegal drugs or unauthorized controlled substances is prohibited in the residence halls. A resident or guest may be charged with a possible violation of the university's drug policy even if no physical evidence is present but rather if members of the residence life staff detect the odor of marijuana in the air of a student's room.

Possession of drug-related paraphernalia, i.e. any items used to facilitate drugs use (e.g., bong, roach clip, hookah/water pipe, hash-style pipe, scales, and vaporizers) is prohibited.

### **3.2 Advertisements and displays**

No person shall possess or use paraphernalia related explicitly for alcohol consumption, e.g., funnel, bong, wine box, beer ball, kegs, cases, 1/5th and handles, etc. No person shall possess or display empty alcohol containers. Students will be asked to dispose of or remove these items. Public advertisements of alcohol products are prohibited. This includes any signs or advertisements that are visible from public areas and alcohol signs or other inappropriate displays or objects from outside your suite/room.

### **3.3 Resident Organization Funds**

No funds of a recognized residence hall-based organization or hall council may be used to purchase any kind of alcoholic beverage. Organizations that violate this regulation may forfeit their privilege to operate in the residence hall. Individual persons will also be held responsible for violations.

### **3.4 Prescription Drugs**

Prescription drugs must be taken by patients only for the intended use and in the prescribed manner as directed by their doctor. It should be noted that medicinal marijuana is not permitted in the residence hall even if the resident is an authorized user.

### **3.5 Inhalants**

Deliberate misuse of any chemicals, substance or other product that has mood-altering capabilities, outside of its singular and legally intended use, is prohibited.

### **3.6 Smoking**

The University of Michigan-Flint is a smoke-free campus. Consequently, all Residence Halls are smoke-free facilities. All individual suites/rooms, public areas, and stairwells are smoke-free environments. All residents and guests are expected to observe the no-smoking regulations. This includes E-cigarettes. Littering with smoking materials, such as cigar or cigarette butts, is unacceptable.

Housing and Residence Life reserves the right to have staff immediately contact University of Michigan-Flint Public Safety to investigate suspected violations, particularly in the case of uncooperative residents, repeated situations, if drug paraphernalia is found, or to help determine the source of a violation. Campus housing staff will cooperate with the law enforcement agencies in accordance with local, state, or federal law.

## **Noise and Quiet Hours**

In the spirit of courtesy and considering the academic nature of our institution, the need and/or desire for a quiet atmosphere takes precedence. In any situation involving differences of opinion regarding quiet and courtesy hours, all involved parties are expected to demonstrate understanding and civility toward one another and attempt to resolve conflicts among themselves prior to involving the Residential Life staff.

Non-quiet hour periods does not mean “noisy” periods. Courtesy is expected 24 hours a day. Residents are expected to occupy all parts of the residence halls in a quiet, peaceful, and lawful manner that does not interfere with the enjoyment and use of the premises by other residents.

### **4.0 Noise in the Residence Hall Spaces and Community Areas**

Noise and activities that disrupt study, sleep, and “quiet hours” (as described below) are prohibited in the residence halls. During quiet hours, the residence halls should be free from excessive noise. Sounds from these and any activities should not be audible outside the suite. Any noise made in lounges or other common areas of the residence halls should not be audible inside resident suites/rooms with closed doors. Housing and Residential Life staff may request residents to cease an activity in order to limit noise that could adversely affect the community.

#### **Quiet Hours in the Residence Halls are:**

Sunday – Thursday, 10 p.m. – 10 a.m.

Friday – Saturday, 12 a.m. – 10 a.m.

### **4.1 Extended Quiet Hours**

During study days and final exam periods, extended quiet hours are in effect as determined by the Hall Director.

#### **4.2 Musical Instruments**

Musical instruments (instruments as well as computer-assisted music systems) may be used in residence hall suites/rooms (with the consent of all suitemates/roommates) during posted non-quiet hours. Courtesy is expected and required 24 hours a day.

### **University Services and Property**

#### **5.0 Cable Television**

All resident rooms and suites are wired to receive cable. It is a violation of state and federal statutes, as well as of these Community Living Standards to tamper with cable equipment, line connections or hook-up in resident spaces, corridor equipment closets or building equipment closets.

#### **5.1 Space Access and Keycards**

All University-provided keycards are the property of the University of Michigan-Flint. Unauthorized use, possession, or duplication of residence hall keycards is strictly prohibited. No additional locks or locking devices attached to suite/room doors are permitted without prior authorization by Housing and Residential Life. Residents may not lend their keycard to any other individual or leave it unattended and accessible. Keycards found unattended and accessible will be confiscated by Housing and Residential Life staff and the resident may be billed for any replacement costs.

Residents who lose their suite/room or outside keycards should report the loss to the residence hall front desk immediately. A lost or stolen keycard may necessitate a replacement keycard. Upon first use, the new keycard will invalidate the old one. Residents who lose their keycard or have it stolen will be responsible for any and all charges, including replacement keys for themselves and their suitemate/roommate(s), replacement locking cores, and replacement keycards. Residents will be charged \$10.00 per lost keycard starting with the second lost key of each semester.

A student's University of Michigan-Flint ID card is called a M-Card. Among other functions, a resident's M-Card provides access to the residence halls, similar to the way keycards provide access to the resident's suite/room. Unauthorized use, possession, or duplication of a M-Card is prohibited by University policy. It is also prohibited to lend a M-Card to another individual. No individual will be admitted to a suite/room other than their own for any reason.

#### **5.2 Plumbing Care**

Toilets, sinks, and other plumbing fixtures may not be used for any purpose other than those which they were designed for; no sweepings, rubbish, ashes, matches, razor blades, grease, automotive fluids, paints, wet wipes, paper towels, feminine hygiene products or other improper substances should be placed in them.

#### **5.3 Environmental Responsibility**

Housing and Residential Life and the University of Michigan-Flint are dedicated to protecting the environment, preserving natural resources, conserving energy, and recycling. As a result, all residents are requested to conscientiously participate in all energy conservation and recycling efforts to refrain from unnecessarily polluting the environment. This includes, but is not limited to, depositing garbage anywhere other than in trash rooms, depositing recyclable items anywhere but in the appropriate containers; no disposing of oil, grease, gasoline, or other automotive fluids on the grounds, in storm drains, or in plumbing receptacles.

#### **5.4 Electrical Devices**

Any electrical device or power equipment, such as appliances, cords, and power strips, used in the residence halls must be UL-certified to help prevent power outages and fire hazards. To protect against damage and disruption of the electrical system in the halls and to protect against

fire, extension cords must be 16-gauge or lower and power strips must have an integrated (built-in) circuit-breaker. For the protection of residents' personal property from damage caused by fluctuation in the flow of electricity, it is strongly recommended that power strips also have a surge protection device.

All electrical devices must be used according to the manufacturer's directions. Residents must not overload outlets or power strips, and must not "daisy chain" cords, plugs, or connectors together. Electrical cords must not be run under rugs or furniture where they may be pinched or stepped on.

### **5.5 Furniture and Lofts**

Housing and Residential Life provides modular building block furniture in each suite/room. No furnishings may be stored outside of the suite/room during the term of the contract.

Housing and Residential Life strives to provide residents with a safe and secure living environment. All building block furniture must be assembled and used according to the manufacturer's approved configurations. (For example, the guardrails provided must be used for an upper bunk or loft unit.) Information concerning proper use of building block furniture is available online at:

[http://www.umflint.edu/sites/default/files/groups/Housing\\_\\_\\_Residential\\_Life/loftinginstructions.pdf](http://www.umflint.edu/sites/default/files/groups/Housing___Residential_Life/loftinginstructions.pdf)

Housing and Residential Life and the University of Michigan-Flint are not liable for injuries residents may sustain as a result of improper use of building block furniture or other University-provided furniture.

**Custom-built lofts (leased and/or individually owned) may not be installed in any residence hall suite/room.**

### **5.6 Parking**

Student parking permits are required for all UM-Flint parking lots. Parking permits can be obtained from Information Technology Services (ITS). It is a violation of the Statement of Student Rights and Responsibilities and UM-Flint Traffic Control Orders to participate in any fraudulent use, manufacture, or duplication of a University parking permit. Go to <http://www.umflint.edu/safety/services/parkingpermit.htm> for additional information on obtaining a parking permit.

State law requires registration and insurance coverage on any automobile parked in a residence hall parking lot, including those with a University-issued parking permit. The University and Housing and Residential Life assume no liability for theft or damage to a vehicle parked in a University-owned parking lot.

Overnight parking for student's in First Street Residence Hall is available in the Mill Street parking structure.

Parking is not allowed in front of the residence hall along First Street. This is a loading and unloading area only.

### **5.7 Storage of University and Personal Property**

Housing and Residential Life provides no storage in the residence hall for residents' personal property. Residents may not substitute any mattress for the one provided by Housing and Residential Life. Mattresses provided by Housing and Residential Life in suites/rooms are fire- and flame-resistant.

University-provided furniture may not be removed from the suite. Furniture may not be left in the corridor, even temporarily.

All University-provided furnishings must be in the suite/room in original condition—reasonable wear and tear are excepted—when the residents leave, or the residents will be billed for moving, repair, and/or replacement fees.

Residents are responsible for removing all personal property from the residence hall when they move out. Housing and Residential Life does not provide storage for personal property after the end date of the contract, including for residents leaving at the end of Winter Semester and returning for Fall Semester. The University has the right, without liability, to dispose of all personal property left or abandoned in the residence hall suites/rooms and other areas which is not reclaimed within 30 days after the contract expiration.

Housing and Residential Life provides storage for abandoned property as a service and without compensation. We do not undertake to exercise other than reasonable care and good faith in maintaining security in storage areas. Housing and Residential Life assumes no legal responsibility for loss or damage to abandoned items held in designated storage areas, except in instances where gross negligence by Housing and Residential Life staff members can be shown to be the cause of the loss or damage. Housing and Residential Life and the University disclaim any and all liability, notwithstanding the above, which arises from natural disasters or other circumstances beyond their control.

### **5.8 Bicycles and Bicycle Storage**

First Street Residence Hall has a bike rack outside of the building for securing bicycles. Residents should use a high quality U-style lock through the frame and wheel to make theft as difficult as possible. Residents are also strongly encouraged to register their bicycles with the Department of Public Safety. Registration facilitates the ability to trace a bike if it is stolen.

Bicycles (non-motorized) may be brought into residence hall suites. Bikes cannot be left in residence hall corridors or stairwells for any period of time because they create a significant safety hazard in these locations. Further, bicycles that are illegally parked or chained to something other than a bike rack may be impounded. Each summer, bicycle racks are cleared of abandoned bikes and bicycle parts. Bicycles removed by the University will be held for 30 days and are then considered abandoned.

### **5.9 Common Area Space Utilization**

Residents and groups may sponsor and hold functions in community spaces. These areas are reserved on a priority basis. Events scheduled by Residential Life staff will be given first preference for reserving these spaces. Residents and resident groups of the hall receive priority over outside groups.

Sponsors of events or programs are responsible for primary clean up, including bathrooms, if necessary. If the area is not cleaned to match its original condition, sponsoring individuals or groups may be assessed cleaning costs at the prevailing custodial rate. Sponsoring individuals or groups may also be assessed for damages to the building and facilities resulting from use of public space.

### **5.10 Commercially Available Video Media**

Most commercially available video media (DVD, Blu-ray etc.) are offered for individual viewing by owners or renters in a private space. It is the policy of the Housing and Residential Life (in compliance with federal copyright laws) that commercially rented or personally owned video media may not be shown in a residence hall public space, whether or not an admission fee is charged, unless proper licensing is obtained and demonstrated in advance of the showing of the video.

### **5.11 Suite/Room Alterations and Decorations**

Residents are not permitted to paint or structurally alter their suites/rooms in any way. They may not paint, remove, modify, or tamper with any suite/room fixture or component including, but not

limited to, doors, walls, ceilings, floors, windows, electrical systems, and safety systems. No items, such as TVs or fans, may be nailed, bolted, or otherwise permanently attached to any part of the suite/room. If there are any questions about the permissibility of a decoration, the resident should check with the Hall Director.

#### **5.12 Doors – Outside**

There are two main entrances to the residence halls. All other doors are emergency exit only. For the safety of all residents, no outside doors may be propped open. Emergency exits may not be used except in case of emergency.

### **Guest Policies and Entry**

These regulations apply to the residents of First Street and Riverfront Residence Hall. Some individuals may have additional guidelines. Residents should consult the Housing Staff and heed all posted guidelines and policies. Guests are defined as family members, friends, or other persons related to or affiliated in any way with the resident. The maximum limit of individuals per suite based on the fire code.

#### **6.0 Guests and Behavior**

Residents are responsible for the behavior of their guests and must inform them of residence hall policies. A resident may not sign in more than 2 guests at one time. Maximum capacity for a suite is 12 persons per fire code. Residents are not permitted to host any individual who has an active trespass restriction prohibiting entry into the residence halls.

#### **6.1 Escorting and Registering Guests**

Residents must register their guests at the front desk. All guests must provide an acceptable form of picture ID, which includes a valid driver's license, passport, military ID or State ID. Guests who do not provide acceptable ID will be denied entrance into the building. Signing a guest into the residence hall designates you as the host, and the host will be held responsible for all actions of their guests. Guests must be escorted (e.g., to and from restrooms, lounges, and entrance/exit into the building) by host residents while in the building at all times. Guest must be present with hosting resident at all times.

#### **6.2 Guests and Roommate/Suitemate Rights**

It is expected that suitemates discuss their preferences with respect to all visitation in the suite. Visitation of one suitemate should not infringe on the rights of other suitemates. Overnight guests are allowed only with the consent of other suitemates, and are restricted to a maximum three-day stay at any one time, and no more than a total of six nights of overnight stays per month. Resident suites are to be occupied only by those assigned to the suite by Housing and Residential Life, and are not to be occupied by or loaned to other residents or nonresidents. For example, four residents cannot, even voluntarily, use one double room for a living room and another double room for sleeping.

#### **6.3 Unauthorized Entry**

Unauthorized entry into any Housing and Residential Life property, including restricted access areas of the residence halls, is strictly prohibited. These areas include, but are not limited to, any place that is officially closed, restricted only to designated persons (including other resident suites/rooms), or where the safety and welfare of residents could be endangered.

#### **6.4 Occupancy of Resident Spaces**

Resident Rooms/Suites are to be occupied only by those assigned to the room/suite by Housing and Residential Life and are not to be occupied by or loaned to other residents or non-residents.

#### **6.5 Solicitation**

Residents are not permitted to operate businesses out of their suites/rooms or to list residence hall suites/rooms in commercial ads or other business announcements. Since our residence halls are restricted-access facilities, solicitation can take place only under specific conditions.

Anyone wishing to solicit in the residence hall must contact the Hall Director, and agree to abide by all appropriate University and Housing and Residential Life regulations while in the residence hall. At no time may outside groups or organizations permitted to conduct commercial door-to-door solicitation within the residence halls.

### **6.6 Suite/Room Entry and Suite/Room Search**

Suite/room entry and search may be necessary, and the University may exercise its contractual right to conduct either or both under certain specific circumstances. The University recognizes and respects residents' desire for privacy, especially within the context of a group living environment. In its efforts to protect and guarantee this privacy, the Office of Housing and Residential Life has defined and restricted the conditions under which authorized University personnel may enter or search a resident suite/room.

The following procedures have been developed as a guide for the staff of Housing and Residential Life to enable them to perform their duties and to maintain certain standards, while at the same time giving due recognition to privacy for individual residents.

The following University and University-affiliated personnel are authorized to enter residents' suites/rooms under the terms described below:

- Designated Housing and Residential Life Staff
- Department of Public Safety officers
- Employees of the University's Department of Environment, Health and Safety
- University and non-University personnel contracted to perform maintenance, repair, or other services on behalf of Housing and Residential Life. In an emergency situation, fire personnel may enter a suite/room unaccompanied.

#### ***Suite/Room Entry Procedure***

When you make a service request, permission to enter a suite/room is assumed when you are not present. **Furthermore, the University reserves the right to enter a resident suite/room to provide maintenance or housekeeping services, to conduct sanitation and safety inspections, or if there exists a clear indication or reasonable cause to believe that there is a gross violation of an established conduct or health and safety standard.** Housing and Residential Life employees have the right to enter a resident suite/room in the event of an emergency to protect the suite/room if they have any reason to believe that an imminent hazard to the property and/or resident(s) exists and to remove or correct any discovered hazard.

No suite/room shall be entered without knocking unless in an emergency. Entry following the knock shall be preceded by a time lapse of sufficient duration to provide residents ample opportunity to open the door.

When it is necessary for authorized University personnel to enter a suite/room, there shall be, whenever possible, two authorized staff members present. If it is necessary, under the conditions outlined, for authorized University personnel to enter a suite/room when no resident is present, the students assigned to the suite/room will be notified of the entry and the reason for the entry upon returning to the suite/room. This provision does not apply to housekeeping and maintenance personnel performing routine duties, or to staff conducting a sanitation and safety survey inspection for which prior notification of residents is required.

An emergency situation may make it necessary for an authorized University staff member to enter a resident suite/room to inspect or retrieve specific items in order to protect the health, safety, or welfare of the resident of the suite/room or other residents of the building.



### ***Suite/Room Search Procedure***

Students assigned to the suite/room will be notified if sufficient cause for a suite/room search is determined.

Searches of suites/rooms by Housing and Residential Life personnel shall only be permitted, except in the case of an emergency, with prior consultation between the Director of Housing and Residential Life or designee and a Department of Public Safety supervisor. In these instances, a suite/room search will be conducted by no less than two authorized University staff members.

The Office of Housing and Residential Life is opposed to general suite/room searches; that is, the search of a number of suites/rooms in a given area in the absence of cause to search a specific suite/room. General suite/room searches, except in the case of emergency, will be permitted only after authorization by the Director of Housing and Residential Life or designee.

Authorized staff members may remove an item of personal property from a suite/room without prior consultation with the owner when it is the judgment of the staff member that the item represents an imminent hazard to property or the students assigned to the suite/room or the surrounding area. The Office of Housing and Residential Life staff is also authorized to remove from a suite/room clearly identifiable University or Housing and Residential Life property not provided as part of the suite/room furnishings. If an item is removed under the above conditions, the students assigned to the suite/room will be notified promptly of the removal. If the removed item may be legally possessed, but is in violation of these Residence Hall Policies, it may be claimed by the owner but not retained in the building. If illegal goods are found and confiscated during the authorized suite/room search, the owner or possessor may be subject to criminal prosecution and disciplinary action. Illegal items will be turned over to the Department of Public Safety.

State and federal law governs entry into a resident's suite/room by law enforcement officers. Situations which may permit such entry include, but are not limited to, officers in possession of a valid search/arrest warrant, health/safety emergency, or certain circumstances where search warrants are not required (e.g., hot pursuit). Entry under such circumstances may be facilitated by Housing and Residential Life staff.

The Office of Housing and Residential Life and other University staff are required to report unlawful acts in "plain view." If an illegal item, for example drugs or a weapon, is found in plain view by staff, that item may be confiscated and a subsequent incident report may be prepared using the item as evidence. Some items may be reported to the Department of Public Safety, and lead to criminal proceedings.

# CONTRACT

## **Legal Information**

Your contract is the basic document that states the contractual obligation between you and the University for residence hall housing. This electronic document, the Community Living Standards, is a legally binding adjunct which is incorporated into your contract. You are equally responsible for complying with the rules, policies, and regulations contained herein as you are for those directly printed on the contract.

### ***Eligibility to Live in Residence Halls***

Residents who have signed a housing contract must be enrolled for one or more credit hours at the University of Michigan-Flint during the entire time period defined by the contract. This includes the Spring and Summer semesters.

### ***Reapplication***

Reapplication is the process during the Winter semester where current residence hall students and current University of Michigan-Flint students can sign up for a room in the residence halls for the following fall semester.

### ***Renewal***

All contracts for the residence halls are for the specific duration printed on the contract and are not automatically renewable. Residents may reapply for the next academic year or Spring/Summer during Winter Term.

### ***Termination for Suite/Room (Non-Disciplinary)***

Residence hall contracts are issued for the entire academic year (Fall Semester and Winter Semester) for residents entering in the Fall. Residents entering Winter, Spring or Summer semesters are issued contracts for the respective semesters only. Residents may not simply terminate their residence hall contract. They must petition through the Petition to Alter/Terminate Contract process.

The University may terminate a housing contract on non-disciplinary grounds when a student (a) signs a contract in advance of enrollment and then becomes ineligible to enroll, or does not enroll in the University; (b) withdraws from the University or otherwise becomes ineligible to live on campus before the contract expires; (c) marries; (d) has documented health or psychological reasons that necessitate the termination of the contract; (e) experiences a change in financial circumstances that necessitates the termination of the contract; or (f) leaves Flint during the term of the contract to pursue a study-abroad program. A resident may petition to terminate a contract for other special or mitigating reasons not known at the time of contract signing. Residents whose contracts are terminated on grounds described above will have two days to vacate the premises after notification of contract termination is provided in writing. Terminations initiated by residents for any reason are not automatic and require that the petition process be followed as described below.

### ***Petition to Alter/Terminate Contract***

All requests to terminate contracts must be submitted in writing on a Petition to Alter/Terminate Housing Contract form, including the Supplementary Financial Statement if the request is based on compelling financial need. Forms are available online at <http://www.umflint.edu/housing/contract-termination>. The Director of Housing and Residential Life or designee must approve all terminations in writing. No other member of the Housing staff may terminate a contract. Housing and Residential Life is not bound by

promises or actions of any non-authorized staff member regarding contract or use regulations or procedures. Students who choose to move out of the residence hall and discontinue attendance in their courses must submit appropriate disenrollment forms to the Office of the Registrar. Moving out of student housing does not constitute an automatic withdrawal from the University. The resident is responsible for all room charges up until the date of checkout, regardless of the date of withdrawal from the University. The University strongly recommends that no action—such as signing any other lease or contract for other housing—be taken by a resident until the resident receives written notification of contract termination.

### ***Re-enrollment***

A contract may be terminated if the student disenrolls from all courses and/or withdraws from the University for the terms of the issued contract. However, if the student re-enrolls to take classes after the housing contract is terminated for any portion of time stated in the issued contract, the student becomes liable for the entire cost of the housing contract.

### ***Special Circumstances***

Housing and Residential Life and the Director of Student Conduct reserves the right to request or require a resident to leave Housing and Residential Life when that resident's behavior significantly disrupts the life of the community or poses a risk to any student, staff, faculty, or guest. Housing and Residential Life may attempt to work with the resident to create specific agreements concerning the resident's behavior. Such agreements constitute an addition to the resident's housing contract. Violations of such agreements are grounds for termination of the contract. The University and the student may terminate the contract by mutual agreement for compelling extenuating circumstances.

### ***Expiration of Contract Term***

All residents must vacate their suite/room within 24 hours of their last exam, but no later than the end date and time stated on their contract, regardless of whether the academic semester has expired. (Exceptions to this policy are described in *Extended Stay*.) A resident who remains beyond the expiration date without the written permission of Housing and Residential Life is considered a trespasser. Residents are subject to removal and/or additional charges for housing and services resulting from a stay beyond the stated contract period, along with any other remedies the University may have under the law.

### ***Temporary Housing***

If the University of Michigan-Flint housing demand exceeds supply, your room may be used as temporary housing for an additional student. A pro rata credit will be applied to your student account if this occurs.

### ***Check-in***

#### **Suite/Room Condition Inventory (RCI)**

All residents must complete, sign, and return a Suite/Room Condition Inventory (S/RCI) when moving into a residence hall suite/room, either at the beginning of a term or when changing suites/rooms within a term. The S/RCI documents any problems with the condition of the suite/room when it is initially occupied. If the S/RCI is not completed and returned, Housing and Residential Life will assume that there were no problems with the suite/room when the residents move in. Residents will be held responsible for any damage found to their suite/room when they moved out unless (a) it was noted on the S/RCI, (b) it is normal wear and tear, or (c) it is a maintenance problem that arose during the year and was properly reported.

### ***Check-out***

Residents vacating the residence halls at the end of the contract term, or because of a contract reassignment or termination, must turn in any University-provided keycards to the Resident Advisor

during their check out process. Residents who do not complete required checkout procedures (including completing their Suite/Room Condition Inventory (S/RCI)) with a Resident Advisor may continue to be held responsible for all room charges until their checkout date is officially recorded by the hall, as well as for additional charges for an unauthorized late stay. Residents must verify and leave a forwarding address. Residents who do not return their keycards will be charged for any replacement keycards.

At the conclusion of each academic semester, residents must vacate their residence hall suite/room within 24 hours after their last exam, but no later than their contract end date. Residents who remain longer may be assessed a late stay charge. (Please note that keycards are programmed with an automatic expiration date.)

*Condition upon Checkout:* You are responsible for any charges incurred should Housing and Residential Life be required to perform excess cleaning or repair damages discovered in your room when you move out unless:

- It was noted on the S/RCI at move in.
- It is normal wear and tear.
- It is a maintenance problem that arose during the year and was properly reported.

A Housing and Residential Life staff member determines final room condition. This includes checking walls, ceilings, woodwork, floors, interior and exterior fixtures and furnishings. All University-provided furnishing must be in the room in original condition upon checkout, or charges may be incurred for moving, repair and/or replacement costs.

### ***Damage and Loss Assessment***

You are responsible for all damage, losses, or extraordinary cleaning that is in or associated with your room/suite. If the damage, loss, or need for cleaning is discovered during the term of the contract, you will have five days to appeal the assessment in writing to the Office of Housing and Residential Life. Such damage may be for extraordinary cleanup required for the disposal of hazardous materials, such as mercury from a mercury thermometer. If the damage or loss is discovered after you move out, a statement will be sent to your forwarding address. If you wish to appeal such an assessment, you must respond within ten days of receipt of the statement.

### ***Group Billing***

The most impartial way to effect restitution for damages that negatively affect the community is to bill only those responsible. Therefore, residents are encouraged to accept responsibility for their own and their guests' behavior. However, there are instances when damages occur in individual suites/rooms or in the common areas of the floor or building, and attempts to identify the parties responsible for the damage are not successful. Any residents aware of any person responsible for specific damages should contact a Resident Advisor (RA) or the Hall Director. Residents who were not on campus during the period the damage occurred may be exempt from charges billed to a group; residents in this category must inform the Hall Director in writing as soon as possible after receipt of the notice of the group billing. The Hall Director, in consultation with the Director of Housing and Residential Life, will make the final determination.

### ***Health and Safety Inspections***

It is the responsibility of all residents to keep their assigned room/suite neat, clean, and free of any hazard to sanitation or congenial group living—this includes a level of cleanliness that discourages pests, mold, bacterial growth, and other health and safety hazards. Since several people share the same living area, it is essential for everyone in that living unit to take an active role in cleaning. The RA of each living area will conduct routine (typically monthly) Health and Safety Inspections. This means that a staff member will visit each suite and check the cleanliness of each suite, including bedrooms, kitchens, bathrooms, and common areas. Living units that fail Health and Safety Inspections will be asked to resolve the

concerns. If the concerns are not resolved, disciplinary action will be taken which may include monetary charges.

### ***Extended Stay***

Residents may not remain in their suite/room beyond the standard residence hall contract end date. Regardless of the reason for the extended stay, all residents requesting to stay must notify and be pre-approved by the Housing and Residential Life Office. There will be a per diem charge for most approved extended stays, plus an additional charge for anyone who does not complete the request and approval process.

### ***Overall Fees***

Residents are required to pay all room and board charges, including hall government dues, in a timely manner according to the University's Student Account payment schedule. If a resident defaults on payment of any single installment or on the payment of any other amount due the University, the University will send an e-mail notice. If the default is not satisfactorily resolved within seven days of the notice, the University may take further action. Failure to pay in full by the due date will result in a 1.5% monthly interest charge.

#### ***Cable TV***

A cable TV outlet will be provided at no cost in the living room and bedrooms of each suite. TVs are not provided in the suites or rooms.

#### ***Internet***

The residence hall is completely wireless. Student wired Ethernet network connections are available to purchase for use with a personal computer or laptop. Wired connections are not designed to be used in conjunction with personal routers or gaming consoles. Personal Routers typically have embedded Wi-Fi services that will conflict with the enterprise wireless infrastructure and Gaming consoles can be registered for free to connect to "MGuest" Wi-Fi. Connections are \$100 to activate for the academic year and can be requested through a help desk work ticket at 810-766-6804.

#### ***Hall Government Dues***

Hall Government dues are added to each resident's Student Account in August as a one-time special assessment and are not refundable or prorated in anyway. The amount assessed is \$20.00. On a voluntary basis, residents of the hall may assess themselves supplementary amounts for purchase of clothing items, special trips, or programs.

#### ***Room and Board***

Residents are responsible for all room and board charges that are identified on the contract they have signed unless Housing and Residential Life agrees to terminate the contract before its end date. Reasons that may support a contract termination are described under Contract Termination for Room (Non-Disciplinary). A Petition to Alter/Terminate Housing Contract is required for Housing and Residential Life to consider approval of the termination. Unless residents have obtained approval for termination, they are responsible for all fees remaining on the full term of the contract, even if they move out of the residence hall. Residents who obtain approval for termination remain responsible for all room charges up until the date of checkout. Any resident who fails to follow the procedure for checkout after being granted contract termination may be held accountable for full payment of the contract. Residents whose contracts are terminated and who properly follow checkout procedures will be given a prorated credit applied to their Student Account for any unused services. However, no refunds will be given to residents whose contracts

are terminated during the final two weeks of a semester. Dining charges are handled through the Event and Building Services Office. Meal Plan dollars may not be refunded if a contract is terminated.

When a contract is terminated for conduct reasons, the University shall have the right to re-enter and take possession of the premises, while the resident remains liable for room and board payments for the full term of the contract.

Questions about room charges or refunds should be directed to Housing and Residential Life at 810-237-6571. Questions about board charges or refunds should be directed to Event and Building Services at 810-762-3436.

### ***Photos***

Residents hereby grants and irrevocably consents to the reproduction, publication and/or sale of photographs, images and/or other likenesses of attained by University of Michigan-Flint staff. Participant agrees that the images may be used in any form and for any purpose whatsoever, including: publications, promotional matters, advertising, trade exhibition, etc. Participant hereby releases and discharges the University and its licensees and assigns from any and all claims and demands by Participant's heirs or assigns arising out of or in connection with the use of these photographs, images and/or likenesses.

### ***Suite/Room Changes – University Initiated***

#### **Vacant Spaces**

The Office of Housing and Residential Life reserves the right to make an administrative suite/room change, independent of any waitlist, when it deems a change necessary.

Residents in a room or suite with a vacant space are required to accept a new suitemate/roommate who is assigned to the space. Refusing to accept a suitemate/roommate, or impeding Housing and Residential Life's ability to assign someone into a vacant space (e.g., by not keeping the unoccupied space presentable), is a violation of the contract. Unfortunately, 0advance notice of a new suitemate/roommate is usually not available. Therefore, residents must ensure that the vacant space and furnishings in their room or suite are in a condition ready for occupancy at all times. Failure to comply with these policies can result in the resident or residents already occupying the room or suite being charged the full rate for the vacant space.

In any contract year, residents in suites/rooms with a vacant space may be provided with the opportunity not to receive a new suitemate/roommate. If all incoming residents who have applied to live in the residence hall have been assigned, Housing and Residential Life, at its sole discretion, may offer current residents the opportunity to "buy out" an unoccupied space in a double for the remainder of the academic year. Residents can, under this arrangement, pay an additional amount to occupy a double as a single and ensure that the Office of Housing and Residential Life will not assign a new suitemate/roommate to the suite/room.

#### **Extenuating Circumstances**

The Office of Housing and Residential Life may require residents to move to another suite/room if it is determined by Housing and Residential Life to be in the best interest of the resident and/or other occupants of the residence hall to do so. Efforts will be made to offer comparable accommodations. A move may; however, result in a room and board rate change for which residents are responsible. These room changes will occur within a time frame determined by Housing and Residential Life.

In the event a resident's suite/room or part thereof is destroyed or substantially damaged in an accidental manner so that it is rendered unfit to be inhabited, the Office of Housing and Residential Life will as expeditiously as possible make an assessment of the length of time needed to make necessary repairs. If the suite/room will remain uninhabitable for an excess of 30 days, the resident will have the option of either terminating the contract by giving written notice to the Office of Housing and Residential Life, or relocating to a comparable space based on availability.

Housing and Residential Life has modified, and, in some cases, equipped, some of its residence hall suites/rooms to meet the needs of residents with disabilities. Residents without disabilities may receive an assignment to such a suite/room if there is a lack of need by residents with disabilities. Residents with these assignments agree, upon 15 days written notice from Housing and Residential Life, to be transferred to another suite/room if the contracted premises are needed for a student with a disability. If such a transfer is made, Housing and Residential Life agrees to provide a new suite/room assignment that is reasonably equivalent to the initial suite/room, not including any special features designed for the needs of a resident with a disability.

### ***Suite/Room Changes—Resident-Initiated***

Residents may request a suite/room change by contacting the Hall Director. Any change must be authorized in advance and in writing by the Hall Director or the Office of Housing and Residential Life. Changes may take place based on an approved room swap or discussion with the Hall Director. Housing and Residential Life will not honor informal or different procedures. Individuals may not occupy any space to which they have not been assigned (originally or through room swap, waitlist, or other authorized process), even if it appears to be vacant. Residents must ensure that any unassigned space, including furnishings, in their room or suite is in a condition ready for a new occupant at all times. **Resident-initiated room change requests will not be honored until the third week of each semester.**

### ***Room Swap***

Two residents may agree to exchange room assignments at any time, provided the change is properly coordinated through the Hall Director. Residents cannot do a suite/room swap into a vacant space. The switch must be done with another resident who has a signed contract, and both residents must live in their respective new room. Residents must be fully eligible for the space they are switching into, and switches that result in a change of room type will be billed at the rate of the new room.

No one may pressure a resident to make a room swap, including offers of monetary compensation or other incentives or rewards. Housing and Residential Life will remove any mentions of such offers from the listings, and residents who make such offers may have their contract terminated. In addition, room swaps made to circumvent the waitlist process will be null and void.

### ***Roommate/Suitemate Agreements***

The roommate/suitemate agreements are designed to help with the stresses of living with other individuals in a residence hall environment. Resident Advisors and the Hall Director are available to offer guidance and assistance with this process. Roommate/Suitemate Agreements are mandatory for all students living in First Street Residence Hall.

### ***Vacation and Break Periods***

The residence hall will remain open during the Thanksgiving and Spring Break periods. Limited dining service may be available.

You may apply to stay during Winter Break (the University break between Fall and Winter Semesters). For more information visit <https://www.umflint.edu/reslife/housing-residential-life>

Residents must follow procedures provided by residence hall staff regarding check out for the break.

## Residential Student Conduct Process

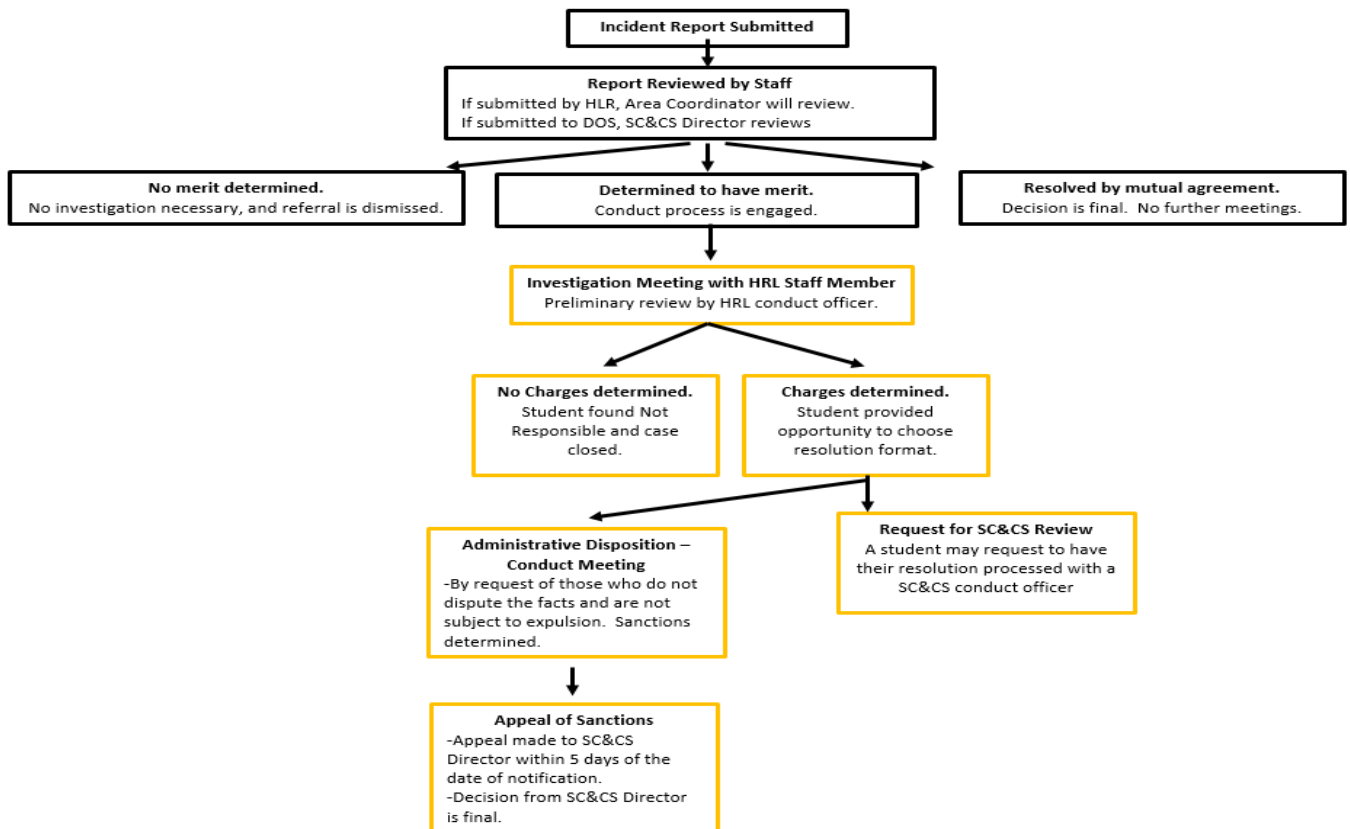
Even with the guidance of the Code of Student Conduct (Code) and the Community Living Standards (CLS) in place, conflicts will occur in the residence hall community. Though challenging, these conflicts present an opportunity to advance Housing and Residential Life's mission to create and sustain a learning-centered residential community.

The student conduct process does not constitute a court of law, but is a forum for education. Therefore, it is inappropriate to apply many of the rules of civil or criminal hearings. However, a resident in violation of not only the university policy, but of the law as well, will also be accountable to both legal authorities and the University. The Residential Conduct Process and University Student Conduct processes will normally proceed notwithstanding any civil or criminal hearing.

It should be noted that the University recognizes that each situation is unique, and therefore, will take into account the unique circumstances presented in each case.

The Code is administered by the Office of the Associate Vice Chancellor and Dean of Students. When alleged violation of the Code of Student Conduct or Community Living Standards are observed, they are documented as an Incident Report and reviewed to determine the process to resolve the incident. Cases involving minor policy violations may be resolved by Housing and Residential Life staff members. For incidents that involve major violations of the Code of Student Conduct or Community Living Standards, or are more complex or complicated in nature, the incident will be resolved through Student Conduct and Community Standards.

### Residential Student Conduct Process Flow Chart





## ***Emergency Removal***

When the Dean of Students or designee determines that a resident's actions indicate that the resident's continued presence in the residence hall poses an imminent danger to persons or property, the Dean of Students or designee may take emergency action by serving the student with a notice to vacate the building immediately and not return, pending further investigation and hearing. Housing and Residential Life reserves the right to change the locking devices on resident room doors and/or residence hall outer doors in order to enforce this action. Within 24 hours after such emergency removal is imposed, the resident shall be given an opportunity to meet with the Director or designee. At such time, the resident may make a statement and present information related to the alleged violation. If the emergency removal is continued, the case will be referred to the Student Conduct and Community Standards Director and the resident will be entitled to meet with a University Student Conduct Officer for further information about how the process will move forward. Every effort will be made to have that meeting occur within seven business days or as soon as possible after the accused resident is prepared to participate.

## **Unresolved Incidents at End of Semester**

Incidents that result in alleged violations must be addressed before residents depart from the residence hall at the end of any term. Residents who fail to respond to outstanding residence hall conflicts may be denied the opportunity to return to the residence halls for the next semester. Residents involved in such incidents, and who are not planning to return to the residence hall, may have their cases referred to the University Student Conduct Officer and/or the Assistant Vice Chancellor for Student Affairs.

Violations allegedly committed by non-residents who are University of Michigan-Flint students may also result in a referral to University Student Conduct Officer and/or the Assistant Vice Chancellor for Student Affairs.

## **Records**

Records about actions resulting from the Housing and Residential Life Student Conduct Process will be maintained in the Office of Housing and Residential Life. Confidentiality of the records will be maintained to the extent required by law, including the federal Family Educational Rights and Privacy Act (FERPA).

## **Revisions**

These procedures will be reviewed and are subject to revision as deemed necessary.

## **Interpretation**

Any question or interpretation regarding the Housing and Residential Life Student Conduct Process shall be referred to the Director of Housing and Residential or designee for final determination.

## **Legal Proceedings**

Conduct meeting or appeals conducted as a part of this process are not courts of law and are not subject to many of the rules of civil or criminal hearings. But, because some of the violations of the Statement or CLS are also violations of law, residents may be accountable to both civil authorities and to either Housing and Residential Life or the University for their actions. The Housing and Residential Life Student Conduct Process, and University processes will normally proceed notwithstanding any civil or criminal proceeding.