



Farm & Industry Short Course
COLLEGE OF AGRICULTURAL & LIFE SCIENCES
UNIVERSITY OF WISCONSIN-MADISON

Student/Community Expectations

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Student/Community Expectations

Welcome to the Humphrey/Jorns Halls.

Housing residents and staff work together in UW halls to create inclusive communities focused upon the academic success of all residents. It is important for you to understand the role that is expected of you in your own development and in your impact on your hall community.

As UW students, all hall students are responsible for all information included in UWS chapters 17 & 18, introduced in UW Student Conduct Expectations. Additionally, as a part of the Farm & Industry Short Course Housing Agreement, hall students are also responsible for these Student/Community Expectations.

Hall Student/Community Expectations closely align with UWS Chapters 17 & 18, but also include other provisions. These provisions are based in the reality that, due primarily to increased proximity and extended contact, hall residents may have a heightened impact upon other UW students and their community.

Housing student and professional staff administer all aspects (documentation, investigation, hearing, and sanctioning) related to Student/Community Expectations. Related, Housing staff also often administer most aspects of the UW Student Conduct Expectations related to UWS Chapters 17 & 18 for hall students.

Living in a UW hall provides a broad spectrum of opportunities for learning and personal development; both of which are highly dependent upon the collective participation of the community. This document outlines individual resident behavior expectations in regards to the formation and maintenance of a living and learning community for all residents.

A. Expectations and Policies

All CALS Short Course Halls policies with which students are expected to comply were created to maintain safe and healthy environments for all residents and guests of the community. We expect you to respect the rights of others by maintaining these policies. Please understand that if you are documented for a possible violation of any of these policies, CALS Short Course Hall Staff will make a reasonable attempt to meet with you prior to making a decision regarding your Housing status. CALS Short Course Hall Staff would also be happy to answer any questions you may have about any of these policies.

Notice of other regulations or changes in existing policies may be made by the College during the term of the agreement by notifying residents through postings, letters, email messages, and/or publications one week before the change becomes effective. If the health or safety of people using hall facilities may be adversely affected by any delay, implementation may be immediate.

If you are uncertain of your responsibilities or your rights under the University disciplinary procedures, please contact the Assistant Director.

Contract Cancellation on the First Offense

Some behaviors and policy violations may result in an agreement cancellation with CALS Short Course Halls on the first offense due to the risk of harming a fellow community member. These behaviors include, but are not limited to:

- Throwing or dropping objects out of windows. Violations of this rule include, but are not limited to, throwing objects such as water balloons, cans, or firecrackers out of windows.
- In the room where you are the contract holder: possessing and/or hosting a party in which a keg, barrel, or common source of alcohol has been provided.
- Possessing, using or intending to deliver narcotics or dangerous drugs including the delivery of marijuana. The use or possession of controlled substances as defined in Chapter 961 Wis. Stats. is prohibited on all University property. Wisconsin Administrative Code, UWS 18.10.

- Tampering with fire equipment (such as but not limited to: alarms, sprinkler systems, extinguishers, common area smoke detectors, and pull station covers) and exit signs. Violations of this rule include, but are not limited to: removing the fire extinguisher from its prescribed location, fully or partially discharging a fire extinguisher for any purpose other than putting out a fire, setting off false fire alarms, breaking the glass covering pull stations, tampering with common area smoke/heat detectors and room sprinkler systems, and tampering with exit signs. Nothing may be hung from the room sprinkler system.
- Setting fires. Violations of this rule include setting fire to items on a room door or bulletin board or any other flammable material in the halls, and fires caused by a lit candle or cigarette.
- Assault/battery against another individual. Violations of this rule include, but are not limited to: threatening another person with physical harm verbally or physically, or touching another person, with or without a weapon, in a manner that is aggressive and threatening.
- Interfering with a staff member engaged in the performance of their duties; interference includes, but is not limited to: verbal abuse, physical intimidation or use of physical force, and conduct that disrupts the educational environment or threatens the safety of another person.
- Interfering with the security system, tampering with locks in student rooms and other areas, tampering with elevators, altering, loaning, or duplicating University keys, and tampering with security cameras. Violations of this rule include, but are not limited to: jamming a door shut or tying doors shut; taping open locks on doors; duplicating your room key to give a copy to a friend or any other person; tampering with control panels on an elevator or dumping water in the elevator; forcing doors open or preventing them from opening.
- Shooting off firecrackers and/or fireworks. Violations of this rule include, but are not limited to: discharging or in any way attempting to discharge types of manufactured or homemade fireworks including cannons or bottle rockets in, out of, or adjacent to a residence hall. The size of the firecracker is irrelevant.
- Possessing and/or using firearms (guns - including pellet guns, BB guns, airsoft BB guns), bows and arrows, ninja stars, knives, swords or any other dangerous weapons. Individuals may not display or portray as real any object that resembles a weapon.
- Inappropriate use of pepper spray/mace.
- Hacking or attempting to disrupt computer networks at the University.
- Theft from roommate or community property. Tampering with washing machines, game machines, and/or vending machines in order to avoid paying is prohibited. Taking food/beverage from Dining Services dining rooms/stores without paying for it and/or consuming food/beverage in Dining Services dining rooms/stores before paying for it is prohibited. The removal of personal property belonging to your roommate or another community member without consent is prohibited and will be treated as theft.
- Harassment is prohibited. Harassment is defined as verbal threats, intimidation, or conduct which: tend to cause or incite a breach of the peace; or are severe or pervasive enough to substantially interfere with a reasonable student's educational performance, opportunities or benefits, or mental, emotional or physical well-being and which actually do so interfere. The presentation of any idea, regardless of the idea's nature or perceived value, may not be considered harassment unless it is accompanied with verbal threats, intimidation, or conduct as previously defined.
- Vomiting, urinating, or defecating in public areas outside of the bathrooms is a health hazard and is prohibited.
- Sexual assault regardless of the degree.

Contract Cancellation from CALS Short Course Halls means that you are required to move out of the hall (usually within a week), and that you forfeit your \$100 damage deposit. You can also expect not to be allowed in the hall for the remainder of the academic year and that you will not be offered a housing contract in the future. The cancellation of your contract with CALS Short Course Halls may also result in loss of employment with CALS Short Course Halls.

The Farm & Industry Short Course Student Housing policies consist of:

ALCOHOL AND OTHER DRUGS POLICY

Alcohol Policy

Your experience at UW will include decisions around alcohol. Choosing to consume alcohol, particularly underage, is proven to have consequences ranging from your academics to your well-being, and even to your eligibility to reside in housing and UW-Madison student status.

Alcohol and alcoholic beverage containers are prohibited in, and on grounds adjacent to, Humphrey/ Jorns Halls. The only exception is in a resident room where all residents assigned to, and people present in, that room are 21 or older.

As a practical matter of enforcement, when residents or guests/visitors are in Hall Humphrey/Jorns Halls, exhibiting signs of alcohol use may be considered evidence of consumption in Humphrey/ Jorns Halls.

The presence of alcohol or alcoholic beverages can detract from the safe and healthy environment for all residents and guests. Residents are responsible for an alcohol policy violation if in the presence of alcohol or alcoholic beverage containers.

Given that most residents are not 21, staff will confront all residents and guests/visitors who may be violating alcohol policies and they will need to present an ID immediately upon request. All residents alleged to have violated our alcohol policy will meet with the Assistant Director. Residents should expect sanctions that will impact their UW-Madison student status if found responsible for violating our alcohol policy.

In these cases, among others, residents should expect that the Assistant Director will notify a parent on the first offense:

- Residents who provide alcohol, regardless of age or amount, to anyone under 21. Residents will be held responsible for providing alcohol if anyone in their room is under 21 and alcohol or alcoholic beverage containers are present.
- Residents who are evaluated by UWPD for transport to a hospital or detox facility for overconsumption of alcohol.

In these cases, among others, residents should expect that they may have their housing contract cancelled on the first offense:

- Residents responsible for common sources of alcohol (kegs, barrels, half-barrels, mixes in shared containers, multiple cans or bottles, etc.) where the volume or quantity of alcohol is typically provided to others.
- Residents who are transported by UWPD to a hospital or detox facility for overconsumption of alcohol.

In addition:

Residents are responsible for all alcohol and alcoholic beverage containers found in their room.

Residents are fully responsible for their actions while under the influence of alcohol or other drugs.

- Residents under the influence of alcohol or other drugs, regardless of age, will not be allowed to participate in CALS Short Course Halls sponsored programs.
- Residents' guests/visitors who are under the influence of alcohol or other drugs are not welcome in the hall and will be asked to leave.
- Games generally associated with consumption of alcohol, such as beer/water pong, are not permitted, even if alcohol is not present.
- Alcoholic beverages may not be brewed or distilled in Humphrey/ Jorns Halls.
- Further information on alcohol-related services is available from [University Health Services](#).

Responsible Action Guidelines

The Dean of Students Office in the Office of Student Life insists that all students, faculty, and staff should educate themselves about the laws, policies, consequences, and expectations related to alcohol use at UW-Madison. With that, they have introduced the Responsible Action Guidelines. When someone is in danger due to their alcohol use, University of Wisconsin-Madison students are expected to seek immediate assistance, such as calling 9-1-1. The purpose of these guidelines is to create a situation where responsible action is encouraged and expected. More information about the Responsible Action Guidelines is available from [the Dean of Students Office](#).

Marijuana and Other Drugs

- The possession, use, or intent to deliver narcotics or dangerous drugs, including marijuana, is prohibited.
- The possession, use, or intent to deliver, narcotics or dangerous drugs, including marijuana, on grounds adjacent to the halls is prohibited.
- The possession of paraphernalia that is specific and unique to illegal drug use is prohibited.

- The misuse of prescription medication, including, but not limited to, sales and distribution, is prohibited. The misuse of over-the-counter medication is also prohibited.
- Information regarding drug-related services and counseling is available from [University Health Services](#).

University police are contacted whenever we suspect a student is smoking marijuana or in possession of any drug. University police officers including canine officers are regularly in our halls interacting with students and will respond to all possible drug offenses. Students are subjected to having their contract cancelled due to drug possession and/or use.

ARRANGEMENT AND DECORATIONS OF ROOMS POLICY

Air Conditioners

Only air conditioners furnished by CALS Short Course Halls are permitted.

Antennas

Radio and/or TV antennas may not be attached outside of windows.

Arrangement and Decoration of Rooms

- Furniture must be placed in a manner that allows the room door to open without obstruction.
- Changes may not be made to the walls, ceiling, or floor. Specifically, the level of the floor may not be raised and wall coverings such as paneling or wallpaper may not be added.
- Construction of furniture is not permitted.
- Empty alcoholic beverage containers are not permitted in your room if you are under the age of 21.
- Students are not permitted to paint their rooms.
- Ceiling fans may not be installed in student rooms.

Ceilings

Items should not be affixed to and/or hung from the ceiling. These items include, but are not limited to: fishnet, flags, posters, clotheslines, and ceiling fans.

Cleaning

- Residents are responsible for cleaning their own rooms.
- All unrefrigerated food should be properly covered.
- All garbage and recycling should be disposed of promptly.

Doors

- Personal property on the outside of the room door must be attached to the door only and not expand to the door frame or the walls.
- Harassing or obscene material (i.e. graffiti, genitalia, etc.) should not be posted on the outside of your room door, bulletin boards, dry erase boards, or other resident room doors. If you are unsure, consult your House Fellow.
- Room doors must be able to open freely and without obstruction.
- Exit doors meant to be locked and/or closed should not be propped open.
- Locking mechanisms should not be tampered with to ensure that doors can be securely closed and locked.
- No electrical lights may be hung on doors or door frames.

Food Preparation

Students are not permitted to use any cooking appliance with an exposed heating element. These include: convection ovens, toasters, toaster ovens, hot plates, electric frying pans, George Foreman grills, cup-type immersion heating coils, space heaters and other appliances with open coils or exposed heating elements. Gas/propane powered appliances and charcoal cooking appliances are prohibited.

Freezers

Stand-alone freezers are not permitted.

Furniture (provided by CALS Short Course Halls)

- Residents may not drill holes in or disassemble any furniture.
- All furniture must be returned to its original arrangement at the end of the year.
- Loft system furniture is provided in all halls. Students may not bring their own loft or build one.
- Furniture provided may not be removed from the room and stored elsewhere.

Furniture (provided by Resident)

- Resident-provided furniture must be removed before checking out of the room.
- Waterbeds are not permitted.

Lofts Provided by CALS Short Course Halls

All Humphrey/ Jorns Halls have loftable furniture.

- Loft system furniture may not be removed from the room.
- If the loft is placed parallel to and up against a window, safety railings are required.
- Lofts must not impede the exit from the room.
- Triple lofting, where any piece of furniture is stacked three pieces high, is prohibited.
- The ResNet cable raceway and/or data jacks may not be altered in any way by the construction of, placement of, and/or use of a loft.

Outlets

- The use of multiple socket outlet plugs designed to expand the number of outlets in a room is prohibited.
- Only circuit breaker extension cords are permitted.
- Tampering with electrical wires or outlets is prohibited.
- Rewiring any electrical source is prohibited.
- Carpeting should not be placed over extension cords.

Painting

Residents may not paint resident rooms. If the walls or ceiling in a room are damaged and need repair and/or painting, residents should contact their House Fellow.

Raceways and Cable Outlets

The raceway is the conduit that brings the voice, video and data capabilities to your room. Please note that:

- Nothing may be hung from the ResNet cable raceway in rooms.
- The ResNet cable raceway and outlets may not be removed, damaged, or altered.

Recycling

- All residents are responsible for separating trash from recyclables and for disposing of these items as prescribed in each hall.
- Items that should be recycled include: clear, green, and brown glass; aluminum cans; some plastic bottles; newspaper; corrugated cardboard; office paper; and tin cans.

Refrigerators

- A refrigerator is provided in each resident room.
- Residents are not allowed to remove refrigerators from the room.
- A resident-furnished refrigerator is also allowed, but please keep in mind that rooms have limited space and electrical capacity. Residents may be required to remove appliances that cause electrical problems in the building.

Vegetation

Potted plants and fresh flowers are permitted in resident rooms. All other non-planted or dried vegetation (such as Christmas trees, wreaths, straw, wood with bark on it, etc.) is not permitted.

Weights

Weight lifting equipment, other than hand weights used for jogging or aerobics, is prohibited.

COMMUNITY STANDARDS POLICY

Bathrooms

Individuals should use bathrooms that correspond to their sex or gender identity, depending on which option they feel is safer, or utilize bathrooms that are designated gender neutral/gender-inclusive.

Common Area Space

- Residents are expected to remove garbage and any leftover food, dishes, and silverware that are used.
- Common area space may not be used for sleeping or sexual activity.
- Residents are expected to abide by community decisions regarding use of common area space.
- Hallways, lobbies and lounges may not be used for storage of belongings for any length of time, even on a temporary basis.
- Housing-provided furniture in, lounges, and hallways/lobby areas may not be removed from the public space.
- Residents may not organize events in common areas without consulting with, and receiving approval from a staff member.
- Common area space cannot be used to show or listen to pornographic material. Questions regarding the appropriateness of material should be directed to the Assistant Director.
- Alcoholic beverages or empty alcoholic beverage containers are not allowed in common area spaces.

Community Atmosphere

Regardless of the time of day, it is each resident's responsibility to ensure that noise from residents, residents' room, and residents' guests/visitors does not disrupt the living environment of other community members. Each resident's behavior and noise level should be respectful to your community and be conducive to studying and learning. Due to its widespread community impact, yelling, playing music and/or the use of amplified sound, both inside and out of windows is prohibited, regardless of the time of day. Residents are expected to adhere to established quiet hours.

Custodial Services

Common areas such as bathrooms, hallways, lounges, laundry rooms, and stairwells are cleaned on a daily basis by the custodial staff. In order for custodial staff to clean effectively, these spaces must be clear of personal items. When a custodian is cleaning a bathroom, the bathroom is unavailable for use by residents. During that time, residents and residents' guests are expected to use an alternate bathroom.

Laundry Facilities

A laundry room is located in the basement of Jorns Hall. Laundry services are for use by residents only hall. Residents may not tamper with laundry machines.

Musical Instruments, Stereos, Amplification or Bass Systems

Guidelines for playing musical instruments in resident rooms follow the same guidelines stated under Community Atmosphere; however, some musical instruments, by their nature, are virtually impossible to play at a level that does not disturb others. These instruments include, but are not limited to: amplified musical instruments (i.e. electric guitars, keyboards, and subwoofers), drums, and brass instruments. Pianos in public areas, such as main lounges, may have restricted hours for playing as set by the Staff.

Off-Campus Events

All CALS Short Course Halls expectations and policies apply to off-campus events sponsored by CALS Short Course Halls. In addition, residents may be required to sign a waiver of release of liability for certain events or trips.

Parking

- There is NO parking available for cars of residents who live on campus.
- Residents must get a permit to park motorcycles or mopeds on campus, and they must be parked in designated motorcycle or moped areas. Contact the [Transportation Services Office](#) for more information.

Pets

All pets other than fish, in a 20 gallon or smaller tank, are prohibited.

Pranks

Pranks which include theft or damage of property, violate other policies, or put anyone in danger are prohibited and will be treated seriously. They may result in dismissal from CALS Short Course Halls.

ResNet Policies (Information Technology)

Residents are required to comply with University and CALS Short Course Halls policies for appropriate and fair use of University and CALS Short Course Halls computing and information technology resources. Residents may not tamper with, alter, or otherwise change parts of the data, voice, video, or message TV network. Nothing may be hung from the ResNet cable raceway in rooms. If resident bandwidth negatively impacts others, that resident will be expected to modify their content and/or cease the service. Unauthorized peer-to-peer file sharing of copyrighted works including but not limited to downloading of music and videos on the Internet is illegal, and a violation of U.S. Copyright law and the University's appropriate use policy. If a resident is notified of an alleged copyright infringement tied to a resident's computer's IP address on the ResNet network, this violation will result in disciplinary action and/or possible loss of Internet access from the ResNet network for the remainder of the academic year. For further information, please see the [ResNet policies](#) web page.

Quiet Hours

Quiet hours have been established as 10:00 p.m.-7:00 a.m. Sunday through Thursday and 11:00-7:00 a.m. Friday and Saturday. During quiet hours, it is expected that noise from each resident and/or resident's room should not be loud enough to disrupt residents of the community, including rooms on floors above and below. A community of residents may choose to establish more restrictive quiet hours for its members. The hours outside of quiet hours are considered courtesy hours. Residents' behavior and noise level should be respectful to the community and be conducive to studying and learning. Residents can expect that all halls will have more restrictive quiet hours during final exam week.

Sports

Playing sports in common areas inside and/or using any type of bat, ball, stick, or other object is not allowed.

Vandalism

Residents may not damage, deface and/or destroy University property or property belonging to another resident or guest either deliberately or through negligence on resident's part. Residents will be expected to reimburse the University for any damage the resident and/or resident's guests cause. Residents may also face disciplinary action.

COMPLIANCE WITH UNIVERSITY STAFF POLICY

CALS Short Course Halls's primary means of communication with current residents is through email. Residents are expected to check their [WiscMail](#) frequently and consistently. Failure to monitor WiscMail will not exempt residents from adhering to information and deadlines communicated. Residents are expected to respond to requests from CALS Short Course Halls Staff members via email within 48-72 hours. Residents should review the University's policy for more information regarding the [use of-email](#) as well as instructions on updating residents' preferred name and email address.

Residents are expected to cooperate with staff and respond favorably to reasonable requests.

- All residents and guests in the halls are expected to comply with requests from staff members (i.e. presenting identification). If residents have a concern about the validity of a request, residents should comply and then speak with the Assistant Director as soon as possible.
- All residents are expected to comply with disciplinary sanctions issued through disciplinary hearings and meetings.
- The use of physical force of any kind against a staff member is prohibited.
- Verbal abuse, physical intimidations or menacing behaviors directed towards a staff member, the display of materials that demean a staff member, and/or interference with staff members engaged in the performance of assigned responsibilities is prohibited.
- Resident Wiscards may not be altered or used as false identification to impersonate another student.
- Residents are encouraged to protect their Wiscard and handle it as a credit card or cash.
- If residents lose their Wiscard, they should report it immediately either [online](#) or at the hall front desk.
- Residents must be able to produce appropriate identification when asked by a staff member.

FIRE SAFETY POLICY

Appliances

- Appliances with open coils or exposed heating elements are prohibited. These include, but are not limited to: hot plates, convection ovens, toaster ovens, toasters, electric frying pans, space heaters with open coils, George Foreman™ grills, cup-type immersion heating coils, and other appliances with open coils or exposed heating elements. In addition, residents should monitor the number and type of appliances they bring, as well as the use and placement of electrical cords, extension cords and surge protectors. Please note that CALS Short Course Halls is not liable for damage to electronic appliances and other items caused by power surges.
- Gas, propane powered appliances, and charcoal cooking appliances are not allowed inside the Humphrey/ Jorns Halls.
- Food preparation in an extensive and/or ongoing means is not permitted in student rooms.
- Appliances should not be operated in closets or other closed areas or close to flammable items.
- Residents may be held responsible for any damages caused by negligent use of appliances.

Candles

- The use of unlit candles as room decorations is strongly discouraged due to fire safety.
- Burning candles in resident rooms and common area spaces is prohibited.
- Burning candles for religious purposes may be permitted with restrictions and with prior permission from the Assistant Director.
- Also see Incense

Electrical System

Tampering with electrical wires or outlets is prohibited. Rewiring any electrical source is prohibited.

Evacuation

Building evacuation is required when the fire alarm is sounding. Residents should exit the building and move as far away as possible for their own safety and to allow those responding to the alarm access to the building.

Firecrackers/Fireworks

Possession and/or use of firecrackers and/or fireworks is prohibited. Violations of this rule include, but are not limited to: discharging, or in any way attempting to discharge, any type of manufactured or homemade fireworks including cannons or bottle rockets in, out of, or adjacent to a hall.

Use of fireworks may lead to your contract being cancelled with CALS Short Course Halls.

Fires

Setting fires in and around the hall is prohibited. Violations of this rule include setting fire to items on a room door or bulletin board or any other flammable material in the hall, or fires caused by a lit candle or cigarette.

Storage of chemicals including but not limited to: nitrous oxide, liquid nitrogen, turpentine, dry cleaning fluid, lighter fluid, gasoline, and other flammable chemicals that might create a hazard are prohibited.

Setting a fire will likely lead to your contract being cancelled with CALS Short Course Halls.

Hazardous Materials

Turpentine, dry cleaning fluid, lighter fluid, gasoline, and other highly flammable chemicals and dangerous chemicals such as, but not limited to: nitrous oxide and liquid nitrogen, are prohibited in rooms.

Incense

- Burning incense in resident rooms and common area spaces is prohibited.
- Burning incense for religious purposes or smudging may be permitted with restrictions and with prior permission from the Assistant Director.

Smoke Detectors (in rooms)

- Room smoke detectors must be plugged in at all times.
- Tampering with room smoke detectors is prohibited.

Smoking

- Smoking is not permitted anywhere in the Humphrey/ Jorns Halls, including common area spaces such as lounges, hallways, and bathrooms as well as resident rooms.
- Smoking is not allowed within 25 feet of all Humphrey/ Jorns Halls and Dining Service buildings under the University's smoke-free policy and state law.
- Use of e-cigarettes is not permitted in Humphrey/ Jorns Halls.

Sprinklers

- Tampering with common area and room sprinkler systems is prohibited.
- Nothing may be hung from the sprinklers in rooms and common area spaces.

Tampering with Fire Equipment

Tampering with fire equipment such as fire alarms, fire extinguishers, sprinkler systems, exit signs, and common area smoke detectors is prohibited. Violations include, but are not limited to:

- Removing a fire extinguisher from its prescribed location
- Discharging a fire extinguisher for any purpose other than putting out a fire
- Setting false alarms
- Tampering with the covers on fire alarm pull stations
- Tampering with common area and room sprinkler systems
- Tampering with exit signs
- Activating an alarm absent an emergency situation
- Interfering with fire fighters or equipment designed to prevent or respond to fires is prohibited.

Tampering may lead to your contract being cancelled with CALS Short Course Halls.

Any action by a resident which places other residents at risk will usually result in your contract being cancelled with CALS Short Course Halls. Such actions include not only setting a fire but also tampering with safety equipment. In addition, the resident can anticipate being placed on University Probation, University Suspension, or possible expulsion from the University.

Students not living in CALS Short Course Halls would face similar disciplinary actions from the University of Wisconsin. Such actions by guests will have legal consequences as well as possible consequences for their host.

PERSONAL WELFARE POLICY

Bias Incidents and Crimes

Bias incidents are non-criminal activity committed against a person or property that is motivated, in whole or in part, by the offender's bias against a victim's real or perceived expression of race, ethnicity, national origin, sex, gender identity or expression, sexual orientation, disability (mental or physical), age, political affiliation, religion or any other physical or cultural characteristic. These actions can be via physical actions, speech, or electronic messages.

Bias crime or hate crime is defined by the UW-Police (ref: Hate Crimes, a Community Concern) as: "(a crime that) is motivated by bias or hatred of the victim based on the offender's belief or perception of the victim's race, religion, ethnic or national origin, gender, age, disability or sexual orientation."

A bias crime occurs when the perpetrator engages in criminal behavior or acts against an individual, property, organization or group; based on the offender's perceptions of the above categories.

Types of crimes committed might range from vandalism of religious buildings or sites to physical attacks against persons. This could include graffiti, annoying or threatening phone calls, harassment, arson, battery or physical attacks.

All allegations of bias crimes will be taken seriously and investigated by the UW Police Department. In addition, residents and/or staff involved in committing bias crimes may be referred to the Dean of Students Office for possible University discipline sanctions.

If you feel that you have been the victim of or witness to a bias incident or a bias crime, we encourage you to discuss the matter with your House Fellow, the Assistant Director or any member of the CALS Short Course Halls staff team with whom you are most comfortable. We strongly encourage you to report the incident in person, via email to a staff member or via an incident report.

Bodily Fluids

Depositing of bodily fluids, including but not limited to: vomiting, urinating, or defecating in public areas or inappropriate locations is prohibited, and may lead to dismissal from CALS Short Course Halls and being billed for clean-up charges.

FERPA

The Family Educational Rights and Privacy Act dictate that University staff members may not share any information, other than directory information, with anyone outside of the University system. This includes, but is not limited to, information about your grades, disciplinary history and action, health concerns, and the balance in your Wiscard debit accounts. The Act only applies to students age 18 or older. Exceptions to this Act, regardless of age, are allowed in life-threatening situations. University administrators within the University system may share information about students and residents on a need-to-know basis. For additional information, visit the [Family Educational Rights and Privacy Act \(FERPA\)](#) student privacy rights website.

Gambling

CALS Short Course Halls staff will enforce state laws regarding gambling. The exchange of money in gambling ventures is prohibited in the halls (including, but not limited to: penny poker, games of chance, betting on various sports functions and on-line gambling from the halls, etc.).

Harassment

“Harassment” is defined as conduct that is so severe, pervasive, and objectively offensive, and that so undermines and detracts from the victim’s educational experience, that the victim-student is effectively denied equal access to educational resources and opportunities. The presentation of any idea, regardless of the ideas’ nature or perceived value, may not be considered harassment unless it is accompanied with verbal threats, intimidation, or conduct as previously defined.

Behaviors and actions exhibited via electronic media including email, text messaging or social networking websites (e.g. Facebook or Twitter) may be in violation of the harassment policy if they meet the standard set forth above.

Harassing someone will likely lead to dismissal from CALS Short Course Halls.

Promotional Activities

Campaigning

- Only University agencies, hall student organizations/interest groups/committees, and registered student organizations are permitted to engage in political campaigning with limitations in the halls.
- Door-to-door campaigning is prohibited.

Commercial Activities

- Using hall rooms, mailboxes, telephones, or University Information Technology resources to conduct any commercial enterprise is prohibited.
- Peddling, selling, and/or soliciting on University property or by using University Information Technology resources is prohibited. An exception to this rule is the sale of personal property purchased primarily for an individual's own use such as CDs and books.
- Salespeople may be invited to a resident's room to sell items to that resident personally but no one other than assigned residents of the room may be present.

Solicitation

- All forms of door-to-door canvassing and soliciting, whether for commercial, political, or informational purposes, are prohibited. This includes a prohibition against placing promotional materials under or on resident room doors.

Self-Care

While living in the halls, all residents are responsible for their own self-care including appropriate personal hygiene, mental health, management of medical conditions or illnesses, and/or disability-related personal needs. This also includes the consumption or over-consumption of alcohol to the point of evaluation by medical professionals or law enforcement officials. Residents are expected to utilize the various resources available to them to provide this care for themselves. Residents with the inability or perceived inability to care for themselves and/or who cause harm to themselves or others may be asked to adhere to an action plan and/or leave the halls.

Video/Cell Phones and other Electronic Devices

Residents may not take images of someone without their permission. Transmission of such images electronically also requires permission of the person. Explicit images and/or video are not to be shared over social media (i.e. Snapchat, Twitter, etc.).

SAFETY & SECURITY POLICY

Assault

- Assault/battery against another individual is prohibited. Violations of this include, but are not limited to: threatening another person with physical harm, verbally or physically, or touching another person, with or without a weapon, in a manner that is aggressive or threatening.
- If an assault occurs between roommates and the police are called, the State of Wisconsin domestic violence laws require the police to arrest the resident who committed the physical assault.

Assaulting a person will likely lead to your contract being cancelled with CALS Short Course Halls.

Bicycles

- Bicycles parked outside must be parked in bicycle racks. They may not be attached to trees, signs, rails, etc.
- Bicycle storage is allowed in resident rooms provided all roommates agree.
- Bicycles are to be walked when in the hall.
- Bicycles must be removed from racks by the end of the Spring semester. All bikes left in the racks after May 31st will be considered abandoned and will be removed and sent to UW surplus.
- All bicycles should be registered with the City of Madison.
- Take all the appropriate safety precautions to safeguard your bicycle. Thefts of bicycles occur frequently in Madison, so be careful.

Guests and Visitors

A Guest/Visitor is defined as:

- Any person who does not live in the hall whom you bring or let into the hall.
- Any person who comes to visit you once you are aware of their presence.
- Any person who is in your room who does not live in your hall.
- Any person for whom you assume responsibility.

General Policies

- Residents are responsible for, and will be held accountable for, the behavior of their guests and visitors.
- Overnight guests may not stay more than 3 consecutive nights in any hall. Residents may not have any overnight guests or combination of overnight guests for more than 6 nights per month or more than 2 weekends a month.
- Overnight guests are not allowed during final exam periods.
- Residents should discuss with their roommate their desire to host an overnight guest and work together to agree on expectations. Residents should utilize their roommate agreement to establish these expectations and refer to them throughout the year. Guests are not permitted without each roommate's consent.
- One overnight guest per night is generally allowed during break periods; however, no guests are allowed during winter break.
- Guests and visitors may not be in possession of resident room keys.
- Guests and visitors must carry photo identification with them at all times.
- Guests and visitors must be escorted whenever they are outside of a host's room.
- Guests and visitors must use bathroom facilities designated for use by their own sex.
- Your guests are not welcome in the Humphrey/ Jorns Halls if they are under the influence of alcohol or other drugs.
- No unauthorized persons may be a guest.

Guest Registration

Due to the increased volume of guests during certain time periods, halls may require guests of residents to be registered with Housing staff. Residents will receive notice from their House Fellow at least two weeks in advance if it is necessary to register guests. Specifics of the guest registration policy will be shared by the House Fellow.

Guests at Meal Times

Visitors to CALS Short Course Halls are welcome to eat in the Dining Services units. A resident may purchase food for guests, such as visiting parents, on their Wiscard account. Other visitors, such as UW faculty and staff, may purchase food by paying with cash, credit card, or Wiscard at slightly higher prices.

Roommate Guidelines

It is expected that residents will discuss and clarify the following issues with their roommate before hosting guests and visitors, especially overnight guests, and respect the roommate's wishes when it comes to hosting guests. Residents should utilize their roommate agreement to establish these expectations and refer to them throughout the year.

- Are there specific nights that either you or your roommate do not want overnight guests? For example, you might not want guests on a certain day because you have an exam the next day.
- Are there general nights of the week that either you or your roommate do not want overnight guests? For example, you might not want guests on Sunday nights because you need to get up early on Mondays.
- Are there specific individuals whom either you or your roommate feel uncomfortable having as a visitor in the room?

- Are there personal items of yours that you do not want visitors using? For example, you might not care if your roommate uses your computer but is it okay for your roommate's visitor to use it?
- How far in advance should you discuss the arrival of potential guests? For example, is it okay to decide the same day that an overnight guest is coming? What if a guest just shows up in Madison and wants to stay over?
- Are there specific behaviors that are off limits in your room? For example, you may want to discuss issues of substance use, physical intimacy, etc. with your roommate before the arrival of guests.

Hypodermic Needles

Hypodermic needles for medical purposes should be disposed of in special containers. CALS Short Course Halls provides containers. Residents should contact their House Fellow if they need a needle disposal kit.

Keys

- Keys are to be in the possession of and only used by the resident to whom they were issued.
- University keys may not be duplicated or altered.
- Residents should be able to show room keys upon request.
- Residents may not lend or give their key to someone else.

Inappropriate use of keys may lead to your contract being cancelled with CALS Short Course Halls.

Motor Vehicles and Mopeds

- Motor vehicles are not permitted on the sidewalks or in the courtyards surrounding the halls. Residents may not ride a moped in these areas.
- Motor vehicles and mopeds are not permitted inside any University building, including halls, under any circumstances.
- Vehicles classified by Wisconsin Statutes as a motorcycle (engine larger than 50 cubic centimeters or equivalent power) must be parked in designated motorcycle parking areas. Permits are required and may be obtained from the campus Parking and Transportation Office.
- Mopeds must be parked in marked moped stalls or they will be ticketed.
- Residents should take all appropriate safety precautions to safeguard their moped.
- If mopeds or motor vehicles are found in the halls, UW-Police will be called to confiscate and store, and a ticket will be issued.

Pepper Spray/Mace

The use of pepper spray or mace for situations other than self-defense when in imminent danger is prohibited.

Rollerblading

- The use of rollerblades, roller skates, or skateboards is not allowed in, around, or adjacent to any University building, including halls.
- Residents are expected to remove their rollerblades prior to entering hall facilities.

Screens

Window screens must be kept on the windows, in their proper location, at all times.

- Throwing or dropping objects out of windows or down stairwells is prohibited. Violations of this rule include: throwing objects out of windows and throwing, dropping, or disposing of liquid through the window.
- Removal of windows and screens is prohibited.
- Hanging items, such as bird feeders, outside of windows is prohibited.
- Climbing out of a window onto the roof or window ledge is prohibited.
- Exiting a room via the window is prohibited unless it is due to a life-threatening situation.
- Items may not be placed outside of the screen or dropped/thrown out of the window.

Security Systems

Interfering with the security system is prohibited. Violations include but are not limited to: tampering with locks in resident rooms and other areas; propping open doors that are meant to be locked and/or closed; exiting through doors marked "emergency exit only;" jamming a door to prevent it from opening or closing or tying doors shut; taping open locks on doors; altering, loaning, or duplicating University keys; and tampering with security cameras.

Theft

- Removal of housing-owned furniture from its intended area of use, or from the building, is prohibited and will be treated as theft.
- Removal of housing-owned trays, dishes, containers, and eating utensils from the dining facilities is prohibited.
- Tampering with washing machines, game machines, and/or vending machines in order to avoid paying for services is prohibited.
- Taking food/beverage from Dining Services dining rooms/stores without paying for it and/or consuming food/beverage in Dining Services dining rooms/stores before paying for it is prohibited.
- The removal of personal property belonging to your roommate or another community member without their consent is prohibited and will be treated as theft.
- Theft from a roommate will result in your contract being cancelled with CALS Short Course Halls.

Weapons

- The possession and/or use of firearms and other dangerous weapons (including firearm and dangerous weapon replicas) is prohibited. This includes, but is not limited to, guns, paint ball guns, pellet guns, BB guns, Airsoft BB guns, bows and arrows, ninja stars, knives and swords.
- The possession and/or use of firearm or other dangerous weapon parts or accessories is prohibited. This includes, but is not limited to, parts of any guns, ammunition, shells, shell casings, and plastic or metal pellets.
- Individuals may not display or portray as real any object that resembles a dangerous weapon. This may lead to your contract being cancelled with CALS Short Course Halls as well.

Possession or use of weapons will lead to your contract being cancelled with CALS Short Course Halls.

B. Procedures for Safety and Security and other Services

Assistance in Evacuation

If you have a condition that means you need assistance to evacuate the building, you should tell your House Fellow and roommate as soon as you move in.

Hall Desks

If you have a question and not sure where to turn, we suggest you stop at the hall desk and ask. They provide a variety of services for students and are a wealth of information.

Fire Safety

CALS Short Course Halls facilities utilize a variety of safety equipment to contribute to a safe environment. Fire extinguishers, smoke alarms, sprinkler systems, exit signs, pull station alarm covers, and fire doors are all designed to help with your safety. Tampering with any of these systems will likely lead to dismissal from CALS Short Course Halls.

We have also specifically banned lit candles, incense, and certain appliances because of the risks they create.

Remember, your actions, and the actions of all of our residents, are vital to creating and maintaining a safe community.

Concerns can be addressed to any CALS Short Course Halls staff member.

Evacuation Procedures

It is important that you familiarize yourself with procedures for evacuating the building BEFORE you need to evacuate in an emergency. Evacuation procedures are posted on room doors. You should familiarize yourself with the nearest exit from your room as well as alternate exits, if the exit nearest to your room is unusable.

Fire Alarms

When the fire alarm sounds you should always evacuate as if there is a fire. Building evacuation is required when the fire alarm sounds in the building. Evacuation is required for your safety and also for the safety of the firefighters, University Police officers, and Housing staff members who respond during fire alarms. During evacuation, keep the following in mind:

- Before opening your door, check to see if the door or doorknob is hot. If it is not hot, or if there is no smoke coming under your room door, proceed with the emergency procedures under Fire Emergencies below.
- Close your room door.
- Walk, don't run.
- Use the designated exit for your room on the evacuation guide that is posted.
-
- If smoke or fumes are coming up the stairwell, use an alternate exit.
- Once you're out of the building, move as far away as possible from the exit to protect your own safety and to allow firefighters access to the building.
- If you do not leave during a fire alarm CALS Short Course Halls staff will notify University Police for possible legal action. Your decision places not only yourself, but other individuals in danger.

Fire Emergencies

In case of a fire:

- If the fire is small and can be contained, and you feel safe doing so, use the nearest fire extinguisher.
- Pull the nearest fire alarm.
- Evacuate the building as outlined above.

If you notice smoke coming from a room:

- Pull the fire alarm.
- Notify a staff person to the location of the room.

If there is heavy smoke and you cannot find your way to an exit or if your room door or doorknob is hot:

- Remain in your room with the door closed.
- Place a towel or other clothing along the bottom of the door.
- Open a window and hang a sheet or white towel out to attract attention.
- Call 9-1-1 and give the dispatcher your location. Stay on the phone with the dispatcher until they direct you to hang up.
- Stay in your room until emergency personnel tell you it is okay to leave.

Fire Precautions

To greatly reduce the chance of a fire you should:

- Avoid running electrical cords under carpeting, where the cords can be stepped on and easily damaged.
- Use surge protectors with their own built-in fuse.
- Empty wastebaskets regularly.
- Follow all rules and policies in the Expectations and Policies section of this handbook.
- Not overload electric circuits and not string extension cords over nails, under carpets or furniture, or in locations where they will wear.
- Use only approved appliances.
- Not operate appliances when you are not present and not operate appliances in closets or close to flammable materials.
- Keep hallways clear of your belongings including shoes and boots
- Not use lit candles/incense/tobacco products. (These products are not permitted in CALS Short Course Halls, a smoke-free environment.)

Residents will be held financially responsible for acts of negligence or intent that result in damage to University property and/or the personal property of others.

Smoke Detectors in Rooms

A smoke detector is provided in each student room. Never unplug, cover, or create a situation where the smoke detector is inoperative.

If the alarm of your room smoke detector goes off, you should:

- Determine the source of the smoke and, if it is a small fire in your room and you feel safe doing so, use the fire extinguisher in the hall to put out the fire.
- Pull the building alarm if you cannot immediately determine the source of the smoke or extinguish a fire.
- Follow the building evacuation procedures.

To report smoke detector malfunction, please contact the House Fellow.

Firearm Storage

University Police will store registered firearms for students. The University Police dispatcher can give you more information about this service and can be reached at 264-COPS (264-2677).

Health Forms

Wisconsin law [SS 36.25 (46)] requires students who live in a University Hall to affirm whether they have received vaccination against meningococcal disease and hepatitis B, and to provide the dates of vaccination if any. The University Health Services (UHS) has a health record form for students to complete which is confidential and will be retained by UHS.

Students are required to affirm this information before they move into the Humphrey/ Jorns Halls. Visit the [UHS website](#) and click on the box titled "UHS Immunization and Health History Form."

Illness and Injury

We encourage you to seek medical help for yourself and other community members who may be ill, injured, or incapacitated. In a medical emergency, call 9-1-1.

If you are unsure if something is an emergency or if you are worried about someone, you should contact a House Fellow or other staff member.

Locking Schedules

Some outside doors are “on key” for all or part of each day. Your WisCard (ID) will open all outside doors that are “on key.” The locking schedules are created to provide security for you and your personal possessions. Doors which are locked should never be propped open. In addition, the locking schedule may change due to special events. At such times, residents will be notified.

Lost Keys and Lockouts

If you lose your room key, you should go to the hall desk and request a loaner room key. You will need to show identification to get a loaner key. You will be issued a duplicate key which you may use for four days. If your lost key(s) are not found within four days, a room and mailbox core change request will be made. You also will be billed for costs associated with these procedures.

If you suspect your room key may have been stolen, you should go to the hall desk and report the situation.

Mail

The hall desk is where U.S. and Campus mail are picked up and delivered. U.S. mail is delivered Monday - Friday and is usually sorted and put into mailboxes by 5:00 p.m. Campus mail is delivered Monday - Friday.

The Post Office requires that mail to the halls be addressed correctly. Please ask your correspondents to use the full address, including the street address. Incomplete or incorrect addresses can lead to delays in delivery. It is essential that all mail includes the resident's name, room number, and hall with the building street address.

Mail is only delivered to assigned occupants of a room. Mail addressed to your nickname may delay the delivery of your mail, or cause it to be returned to the sender. Name alteration with the intent to defraud is against U.S. postal service laws and a felony.

If you are anticipating receipt of mail over winter break, notify the sender of your address during the break. Mail received at your hall address will be held and placed in your mailbox, and you can pick it up when the halls reopen.

After you move out, U.S. mail will be forwarded for six months to the address listed on the My UW portal.

Medications and First Aid Supplies

You should bring essential medical care items with you to campus, including a one-month supply of any medications you take. The pharmacy at University Health Services can refill prescriptions from your hometown doctor, but you must have the prescription transferred to the UHS pharmacy first.

Many students find it helpful to have some basic first aid supplies in their room, such as adhesive bandages and a digital (electronic) thermometer. CALS Short Course Halls staff are instructed not to provide any medical supplies to students.

Obscene/Threatening/Prank Email

If you receive an obscene, threatening, or prank email and you feel that your physical safety is threatened, call University Police immediately.

If your physical safety is not in jeopardy, you should save a copy of the email and contact the Assistant Director. Email impersonation is a violation of campus Responsible Use of IT Policy but only when a UW IT resource is being used.

Obscene/Threatening/Prank Phone Calls

If you receive an obscene phone call or prank phone call, hang up immediately and make a note of the time, day, date, and content of the phone call. It is important to keep track of these types of phone calls in the event that a pattern develops. If a pattern develops, you should contact University Police at 264-COPS (264-2677). Police intervention is not warranted for isolated prank phone calls, unless a threat is involved.

If you receive threatening or harassing phone calls, call University Police immediately. Be prepared to provide the day, date, time of the phone call, as well as the content of the conversation.

Personal Safety and Security

Residents play a critical role in creating a safe community for everyone. Please remember that your actions impact everyone else in the community as well as your own safety. See the [University of Wisconsin Police Department](#) website for more information. Please:

- Carry your keys and WisCard (ID) at all times.
- Lock your door. Do not let strangers into the hall.
- Pay attention to your surroundings.
- Walk in groups. Use SAFE Walk/SAFE Ride at 262-5000. Keep your cell phone accessible.
- Make sure someone knows when you leave and when to expect you back.
- Report a crime or any suspicious activity immediately.
- 911 Emergency
- 608-264-COPS (2677) Non-emergency

Do not hesitate to contact CALS Short Course Halls staff or University Police if you observe an unsafe situation or have a concern.

Protecting Your Personal Property

The Board of Regents of the University of Wisconsin-Madison, its officers, employees and agents, and CALS Short Course Halls are not liable for property belonging to you that may be lost, stolen, or damaged in any way, anywhere on the premises, including in storage facilities, unless caused by negligence on the part of a University employee.

Take all the appropriate safety precautions to safeguard your bicycle. Thefts of bicycles occur frequently in Madison, so be careful.

Insurance (Renter's)

We strongly recommend that you obtain insurance coverage for all of your personal items and that you have adequate insurance coverage for fire and water damage, theft and vandalism. In addition, if your negligence results in damage to the property of others or to the University, you may be held legally liable for all resulting damages.

If your parents/guardians have a homeowner's policy or renter's insurance for their own property, your belongings might be automatically covered under their policy. You should check into this option first, since double coverage can be expensive.

If your property is not covered, you might want to find out if a "rider" can be added to your parents'/guardians' policy. Such a policy extension, if allowable, can be picked up for a slight increase in premium.

If neither of these options is available, renter's insurance can be purchased at a relatively small cost from any insurance agency.

Locking Your Room

You should lock your room door whenever you and your roommate are not in the room, even when you are close by, AND whenever you are sleeping. You should not leave your room door unlocked for convenience—virtually all thefts from hall rooms occur when residents leave their rooms unlocked.

You should talk to your roommate about this issue as soon as possible to set up a shared commitment for the safety of all of your room contents. Plan to take your room key with you whenever you are not in your room to avoid having your roommate lock you out.

You can also investigate the option of locking expensive items, such as computers and printers, to each other or to another object in your room (such as a loft or bunk). Be sure you do not drill holes in or adhere anything to Housing-provided furnishings.

Securing Personal Belongings

- A desk or dresser drawer with a locking hasp is provided in each room. You can secure small valuables (such as credit cards, money, jewelry, etc.) with a padlock that you provide.
- Do not leave personal belongings unattended in common areas, such as floor lounges.

Surge Protectors

We recommend that you plug expensive electronic devices into a surge protector in order to protect these devices as much as possible.

Psychological Crises

The [UHS Crisis Response Service](#) is a 24-hours a day, seven days a week service for students experiencing psychological crises. Their phone number is 608-265-5600.

Repairs

Emergency repair services for broken windows, locks, or other urgent situations are available by contacting your House Fellow or the hall desk. If you are unable to reach either of these sources, you should call University Police at 264-COPS (264-2677) and describe the problem. The dispatcher has a means of contacting the appropriate maintenance staff members to assist you.

Non-emergency repairs can be requested through the hall desk or your house fellow.

Room Entry Policy

Staff members will not unlock your room without your permission except when:

- Responding to what they consider a serious life and/or health threatening emergency.
- Assessing for any damages by CALS Short Course Halls Facilities staff when a previous roommate had vacated.
- Done by police officers under their authority and responsibility for the purpose of investigation.
- Performing requested, preventive, prescheduled and/or emergency maintenance.
- Retrieving items that have been identified as CALS Short Course Halls property.
- Removing an illegal pet.
- In the absence of residents, there is a disruptive noise such as the alarm of a clock or a stereo playing at a disturbing level.
- Conducting non-emergency inspection/repairs (end of semester and over winter break) and room inspections when a resident moves out.

No room will be searched except where staff have reasonable evidence to believe that an immediate search is necessary to resolve a serious life or health threatening situation. Appropriate legal authorities may search resident rooms.

SAFE Nighttime Services

Please review the [Safe Nighttime Services](#) website.

Sexual Assault

Hall students are expected to complete "U Got This," the online class about sexual violence. Students who do not complete this by the deadline will have a hold placed on their record which will prevent them from registering for the spring semester. Please visit the [University Health Services Sexual Assault and Dating Violence](#) website.

Crisis Support and Counseling

Please visit the [Rape Crisis Center](#) website.

Please visit the [Sexual Assault Nurse Examiner \(SANE\)](#) website.

Reporting a Crime

Please visit the [University of Wisconsin Police Department](#) website.

Please visit the [Offices of the Dean of Students - Division of Student Life](#) website.

Strangers in the Halls

Unescorted guests, people posting material, people soliciting door-to-door, and/or strangers wandering around are a threat to the security of residents and their property. Call your House Fellow or University Police at 9-1-1 to report the presence of strangers and/or suspicious activity.

Theft

We encourage residents to lock their rooms at all times. Almost all room thefts that occur involve an unlocked door. We recommend that you keep a record of serial numbers, make, and model numbers of your personal property in case of theft and for insurance purposes. If a theft occurs, promptly report it to the [University of Wisconsin Police Department](#).

Tornado Warnings

A tornado warning issued by the National Weather Service means a tornado has actually been sighted in the area. When a tornado warning has been issued, the Dane County emergency sirens will sound a steady tone for three or more minutes. The sirens are tested on the first Wednesday of every month at noon.

During a tornado warning you should:

- seek shelter at the lowest possible level away from glass windows, partitions, doors, and outside walls.
- bring your cell phone.
- remain in the shelter location until the all clear signal has been given over the radio or TV.
- remain calm do not obstruct emergency personnel.

A tornado watch indicates that conditions could lead to a tornado. Be aware and continue to listen for updated information.

Transportation for Medical Care

University Police may provide transportation one way to University Health Services (when open) or to local hospital emergency rooms provided you can walk unassisted. There are some limitations to this service. Call University Police at 264-COPS (264-2677) and they can assess if they can transport or need to get an ambulance. University Police does not provide transportation back from the hospital or back from University Health Services. University Police transportation should not be used in emergency, life-threatening situations. In emergency situations, call 9-1-1 for an ambulance.

University Police

The campus is patrolled day and night by University Police in cars, on bicycles, and on foot. Officers frequently visit the halls.

If you need to reach an officer in the event of an emergency and/or to report a crime in progress, call 9-1-1.

If you need an officer and it is NOT an emergency, call 264-COPS (264-2677).

WiscAlerts - Text Emergency Service

Students are encouraged to sign up for the emergency text messaging system by logging into the MY UW Portal. Look for the WiscAlert logo. Registration takes just a few moments.

C. Disciplinary Response

Confrontations of Policy Violations

CALS Short Course Halls staff are expected to document any violations of policies that they observe. Staff may also:

- Ask you to dispose of illegal or prohibited substances such as alcohol, marijuana, etc.
- Ask you to change or alter your behavior so that you are in compliance with policies (turn down your stereo, close your door, etc.).
- Require you to remedy a situation that is creating a hazard (remove a prohibited appliance from your room, etc.).
- Confiscate your room key if someone else has it.
- Have your guests/visitors leave if they are causing a problem.

In addition, University Police will likely be called when:

- Residents/guests are not cooperative with staff requests.
- There is interference with a staff member engaged in the performance of their assigned duties, i.e. refusing to open your door, refusing to produce identification, etc.
- Staff members are verbally abused.
- There is a large gathering of residents and/or guests who are suspected of violating rules and regulations.
- Someone has been assaulted.
- A common source of alcohol is suspected to be in a resident's room.
- There is damage/vandalism to University property.
- There are violations of policies included in the Safety and Security categories where an immediate or potential risk to those in the community is present.
- Residents are in possession of, using, or intending to deliver narcotics, including marijuana.
- A large number of residents are being disrupted.
- The odor of marijuana is present.

In addition to University disciplinary action, residents and guests involved with the police may face civil and criminal charges and prosecution and receive citations for Administrative Code violations.

When confronted by a staff member for a possible policy violation, residents are expected to:

- Present a valid UW-Madison Wiscard for identification purposes.
- Comply with reasonable requests of staff such as opening your room door, presenting identification, turning down music, and helping to ensure the cooperation of your guests.
- Dispose of illegal or prohibited substances such as alcohol or marijuana as instructed by staff.
- Be honest with and respectful of the staff members responding. Failure to do so will likely result in the involvement of UWPD.

The Assistant Director will review documentation of policy violations, the impact of the behavior on the hall community, and each resident's degree of responsibility. The staff will conduct an investigation and may utilize a variety of methods including social networking, public information, police reports, witness statements and camera footage, and will determine how to respond. The responses may include:

- A conversation with your House Fellow or a member of the CALS Short Course program to review the violation and related policies.
- A disciplinary hearing/meeting with professional staff member to determine which, if any, sanctions are warranted. See the Sanctions in Response to Farm & Industry Short Course Student Housing Agreement Violations and Sanctions in Response to Violations of UWS Administrative Codes in this document.

Disciplinary Meetings

The Assistant Director or their designee is responsible for investigating violations of both CALS Short Course program and University policies. They act on behalf of the Dean of Students in the disciplinary process for University policy violations unless the possible University sanction for the alleged misconduct is suspension or expulsion from the University. These agents make decisions and recommendations about initiating University disciplinary action for the Office

of Student Conduct & Community Standards regarding violations of University policies. There are two separate disciplinary processes, both of which are explained below. If you have any questions about either the formal or informal processes, please contact the Assistant Director or Director. They would be happy to explain either process to you.

Disciplinary investigations and meetings are not legal proceedings and our expectations of residents include:

- Cooperation and honesty in answering all questions.
- Taking responsibility for your behavior and that of your guests.
- Timely communication and response to staff member requests during the investigation. You are expected to meet all deadlines communicated to you throughout the process. Please note: Email is the primary means of communication with residents during this process.

Discipline Process

You will receive a Letter of Allegation, usually via email, which will include:

- A brief summary of the report regarding your alleged misconduct.
- The policies you allegedly violated including the specific item in the Farm & Industry Short Course Student Housing Agreement, UW Administrative Code or other written policy.
- The most severe disciplinary action which could be taken in response to the alleged violation(s).
- Instructions and deadlines for setting up a disciplinary meeting. Please pay close attention to these deadlines and respond within 48-72 hours.

The disciplinary meeting is conducted by the professional staff in the Farm and Industry Short Course Program or College of Agricultural and Life Sciences. In the hearing you can expect to have one or two staff members present. During the meeting you will have the opportunity to:

- Hear the specific allegations and review the reports of misconduct.
- Present your description of the incident in question and supply additional information.
- Ask any questions you may have that are relevant to the investigation and/or disciplinary process.

Following the disciplinary meeting, you will receive a Letter of Notification, usually via email, which will contain:

- A summary of your involvement in the misconduct. The staff member(s) you met with will determine your involvement based on the report(s), the conversation with you and, if needed, the outcome of any further investigation.
- A listing of any UWS Administrative Code section, Farm & Industry Short Course Student Housing Agreement item, and/or other written policies that were violated.
- Any disciplinary sanctions issued to you in response to your violations of the Farm & Industry Short Course Student Housing Agreement and a recommendation to the Dean of Students Office regarding sanctions for any violations of the UWS Administrative Code.
- Instructions regarding how to appeal any Farm & Industry Short Course Student Housing Agreement sanctions, the deadline for filing an appeal for any Farm & Industry Short Course Student Housing Agreement sanctions should you decide to appeal, and instructions on how to request a hearing through the Nonacademic Misconduct Hearing Committee should you decide to contest any sanction recommendations to the Dean of Students Office.

Sanctions in Response to Farm & Industry Short Course Student Housing Agreement Violations

Alcohol /Other Drug Education/Counseling

You may be expected to complete an alcohol assessment, Alcohol Edu/E-chug/E-toke course, or counseling to help you make good decisions about alcohol use. You will be expected to cover any costs associated with this.

Community Amends

If hall community members have been disrupted by your behavior, you may be required to make amends with them.

Contract Cancellation

Contract Cancellation with CALS Short Course Halls is a severe sanction that is used for repeated violations of policies and for a first offense that causes potential or actual harm to the health and/or safety of other residents. It may also be used for intentional behavior that disrupts the community. Examples of behavior which may result in your contract being cancelled with CALS Short Course Halls ON THE FIRST OFFENSE include but are not limited to those listed under Expectations and Policies.

Contract Cancellation means that you are required to move out of the hall (usually within a week), and that you forfeit your \$100 damage deposit. You can also expect not to be allowed in the hall for the remainder of the academic year and that you will not be offered a Farm & Industry Short Course Student Housing Agreement in the future. Loss of employment with CALS Short Course Halls is also possible.

If your contract is cancelled with CALS Short Course Halls, you can expect to be contacted by Student Conduct & Community Standards for a follow up conversation.

Contract Jeopardy

When your Farm & Industry Short Course Student Housing Agreement is placed in jeopardy it is a formal written warning that your behavior has been in violation of CALS Short Course Halls policies and that further violations may lead to dismissal from CALS Short Course Halls.

Mandated Referral to Counseling

If your behavior resulted in part from inappropriate alcohol/drug use or other mental health issues you may be required to meet with a counselor and participate in counseling sessions for as long as the counselor deems it necessary.

Mandated Change of Room Assignment

You may be required to move out of your room to another room or hall in response to violations of your Farm & Industry Short Course Student Housing Agreement. This sanction is used most often for, but not limited to, repeated violations of a policy, for instances where your behavior has adversely affected community members, and when a negative community atmosphere may be contributing to your behavior.

Loss of Guest Privileges

If your behavior appears to be adversely influencing guests or other residents, your guest privileges may be revoked. Loss of guest privileges may mean that no residents or guests, other than your roommate, will be allowed in your room for the remainder of the term or academic year.

Loss of Information Technology Access Privileges

Disciplinary action for violation of rules and policies governing appropriate use of IT resources could include being denied ResNet and Technology Learning Center (TLC) privileges.

Paying for Damages

You are financially liable for damages or excessive messes you cause, either deliberately or by negligence.

Reflection Paper

You may be required to write a paper reflecting on the choices that you made and how you anticipate you would respond in the future.

Removal of Stereo/Musical Instruments/Amplification or Bass Systems (i.e. subwoofers)

If, after meeting with the Assistant Director or their designee to discuss disruption to the community caused by your stereo and/or musical instruments, your behavior does not change or improve, you may be required to remove your stereo, musical instruments, and/or amplification or bass systems (i.e. subwoofers) from your room.

Self-Care Plan

You may be required to agree to specific behaviors outlined in a self-care plan in order to continue to live in the hall communities.

Sanctions in Response to Violations of UWS Administrative Code

Alcohol and other Drug Education

Students found responsible for violating University policy for alcohol or other drugs will be required to participate in an educational sanction. All educational sanctions due to alcohol and other drug use cost the student \$125.00 and they have four weeks to complete the education. Providers: Connections and Tellurian.

- Choices about Alcohol: alcohol education class. 2-90 minute sessions educating students about alcohol use
- BASICS: one on one counseling sessions to discuss alcohol use. 2-60 minute appointments
- CASICS: one on one counseling sessions to discuss marijuana use. 2- 60 minute appointments
- CASICS+: one on one counseling sessions to discuss alcohol and other drug use. 2-60 minute appointments

Badger Red

Badger Red is a program designed for students to explore their personal and academic goals and the role that violating policies may play in negatively impacting their academic performance. The cost to the student is \$25.00.

Parental Notification

Parental Notification occurs when students have a BAC of .16 or higher, have been accessed for an alcohol overdose, students who went to the hospital or detox due to alcohol incapacitation, and students receiving non-academic probation as a sanction. We also contact parents for some mental health cases and other severe policy violations.

University Probation

University Probation is a sanction that is in effect for a specific period of time, usually no longer than two years. Being placed on University Probation is a warning that further violations of University policy may result in suspension or expulsion from the University if violations occur during the period of Probation. University Probation is noted on ALL transcripts produced by the Registrar during the period of Probation. After the period of Probation expires, notation of Probation is noted only on internal transcripts.

University Reprimand

University Reprimand is a formal written warning on the part of the University that your behavior has been found to be in violation of University policies and that further misconduct may result in more serious disciplinary action. University Reprimand is not noted anywhere on official records but a copy of the Letter of Notification is kept on file in the Dean of Students Office.

Suspension/Expulsion from the University

If suspension or expulsion from the University is a possible sanction given the alleged misconduct, the Residence Life Coordinator or Area Coordinator will have a hearing with you regarding violations of the Housing Contract and the Dean of Students Office will investigate the alleged violations of the University Administrative Code. Types of incidents which result in consideration of suspension or expulsion include, but are not limited to:

- Sexual assault
- Assault with a weapon
- Any assault resulting in physical injury
- Sales of prohibited substances (drugs) or possession of prohibited substances with an intent to sell
- Assault of, or threats to, a University staff member
- Arson

The Appeals Process

Appealing a Farm & Industry Short Course Student Housing Agreement sanction

You have the right to appeal a decision made after a disciplinary conference regarding Farm & Industry Short Course Student Housing Agreement violations in the Formal Process if you believe that:

- a) The information in the record does not support the findings or decision.
- b) Appropriate procedures were not followed which resulted in material prejudice to the respondent or complainant.
- c) The decision was based on factors proscribed by state or federal law.

The Letter of Notification you are sent via email will include appeal instructions. It is important that you follow these guidelines exactly and meet all deadlines.

When you initiate an appeal, you will need to indicate on which justification above you are basing your appeal. Appeals of decisions involving Farm & Industry Short Course Student Housing Agreement violations are directed to a Farm & Industry Short Course staff member not involved in your case or your original conference. The purpose of the appeal hearing is to review your case and provide you with an opportunity to present your argument based on the criteria (outlined previously) that you cited. Appeals of Farm & Industry Short Course Student Housing Agreement sanctions are heard by the Director of the Farm & Industry Short Course program or their designee. This individual may decide to uphold the original sanction, change the original decision to a less severe sanction, or overturn the original decision and not issue a sanction. Appeal decisions are final. The student will receive notification of the final decision.

Appealing a University sanction

Farm & Industry Short Course staff are acting as agents of the Dean of Students in the investigation of violations of the UWS Administrative Code. If you wish to appeal the Farm & Industry Short Course staff's recommendation on the UWS Administrative Code violation, you may elect to have a hearing in front of the Nonacademic Misconduct Hearing Committee. You would initiate that hearing by contacting the Student Conduct & Community Standards using this form: https://cm.maxient.com/reportingform.php?UnivofWisconsinMadison&layout_id=6. Information on, and deadlines for, requesting this hearing will be included in the Letter of Notification sent to you. Additional information on the University conduct process is available [here](#).