UHH STUDENT HOUSING JUDICIAL PROCESS

The Purpose of a Judicial Process:

It is the hope and expectation of the Student Housing community that residents will exercise self-responsibility and self-discipline. At times, Student Housing Staff members must step-in to facilitate a process that ensures that residents take responsibility for abiding by the policies and procedures. This process is referred to as a judicial process. The University Community worked together to design this process to protect the rights of all residents in the community. The process has anticipated steps that help to make the process predictable and consistent.

Resident's Rights in the Judicial Process
- Have all charges clearly explained to them at the every level of the judicial process.
- Have an opportunity to refute statements.
- Have an opportunity to submit statements and names of witnesses.
- Receive a fair and prompt hearing.
- Have notification of the hearing results.
- Be advised of the appropriate appeal process.

Resident's Responsibilities in the Judicial Process
The University expects residents to assume responsibility in the judicial process. Residents are strongly encouraged to attend judicial meetings and provide information to aid in this process. If a resident does not attend the initial meeting, the case is based on the information that the staff member hearing the case has prior to the meeting.

Throughout the judicial process the resident has the responsibility to present truthful information. Any resident found to have willfully presented false or misleading information will be subject to additional disciplinary action.

Residents are expected to comply with the sanctions issued at any level in the conduct process. Residents are responsible for following the disciplinary process and meeting the established deadlines. Refusing to follow or ignoring the process/sanctions will result in disciplinary action in addition to the sanction(s) from the original violation.

Any resident who harasses or intimidates anyone who is connected with a case will be subject to immediate removal from Student Housing.
Harassment of Housing personnel will not be tolerated.

**Staff Responsibilities/Guidelines for Handling Violations**

Housing staff has a responsibility to be fair and consistent with the enforcement of all University and Housing policies. Staff is responsible for accurately documenting the alleged infraction. Community Coordinators will provide immediate response to inappropriate behavior while it is occurring. When necessary, the staff will documented information and submit it to Student Housing Professional Staff for review as well as possible follow up on the alleged infraction.

**Due Process**

Due process ensures that all residents are given a fair hearing for conduct alleged to be in violation of University or Housing policy. Due process ensures that a student will have the opportunity to know what charges are being brought against them and will have the opportunity to defend themselves in a fair and equitable manner.

**UH Hilo Housing & Residence Life Judicial Process**

1. **Incident Reports**

An incident report about the alleged violation is reported to a Reviewing Officer from the Office of housing and Residence Life. Notice of an alleged violation can be submitted by anyone in the Student Housing Community. An incident report should include the following:
   a. A clear statement
   b. Names of the alleged persons involved
   c. A description of the alleged violation
   d. The date, time and location of the alleged violation
   e. The date of submission
   f. The printed name and contact information of the person submitting the statement

2. **Initial Review**

Upon the receipt of an incident report which alleges that a policy violation has occurred, a Reviewing Office will review the report for possible follow-up or dismissal of the allegations.

3. **Notification and Fact Finding**

If the review indicates that the allegation has merit, the reviewer will contact the involved resident student(s) and other involved parties in writing to inform them of the allegation and to provide them the opportunity
to provide a statement regarding the alleged incident and or meeting to discuss the matter. The primary intent of the letter is to gather additional information and/or seek clarification from alleged violator. The resident has a right not to provide any information, and this by itself will not be deemed an admission of guilt. This written notification will include the following:
   a. A request for a conference/meeting by a specific deadline.
   b. Description of alleged behavior or situation
   c. Explanation of alleged policy violation(s)
   d. The purpose of the meeting

4. Initial Meeting
   An Initial meeting will be conducted by a Reviewing Officer. Students are encouraged to attend this meeting. If the student does not attend the initial meeting, the case is based on the information the staff member has prior to the meeting. At the meeting the staff will:
   a. Explain the Charges
   b. Information and witness statements may be submitted at the request of the student
   c. Request a plea from the student
   d. Determine if further action is warranted

5. Decision Making
   The following options are available to the Housing Staff Member:
   a. Dismiss the case. A decision letter will be sent to you to confirm this decision.
   b. Sanction the student. An appropriate sanction may be determined during or after the meeting. A decision letter outlining the sanctions will be sent to the student.
   c. Refer the case to an alternate hearing officer due to the nature and or seriousness of the alleged violation.

6. Appeal Process
   Residents and or others who wish to appeal a decision rendered by the Reviewing Officer must submit a written appeal to the Assistant Director for Residence Life or designee within two (2) business days from the date the Decision Letter was received. The written appeal must include a “Residence Life Disciplinary Decision Appeal Form” (downloadable from [http://www.uhh.hawaii.edu/studentaffairs/housing/documents/AppealForm](http://www.uhh.hawaii.edu/studentaffairs/housing/documents/AppealForm)).
   This form provides the format, specific information and required supporting documentation necessary in filing an appeal.
The right to appeal must be based on one of the following categories:

- A procedural error has occurred in violation of the student’s rights during the original disciplinary process.
- New evidence, relevant to the case, was discovered and was verifiably not available during the original disciplinary proceedings.
- At the Housing Director’s discretion, appeals may be considered due to special circumstances, which must be documented by the student.

The Assistant Director for Residence Life or designee will serve as the Appeals Officer. The Appeals Officer will review the appeal request and make a determination whether valid grounds exist for an appeal. If such grounds do exist, the Appeals Officer will facilitate the case personally, or will designate an administrative officer to facilitate the judicial review. The Appeals Officer will notify the resident in writing within ten (10) business days after receipt of the appeal whether or not an appeal will be granted and the decision reviewed.

The Appeals Officer may uphold the original sanction, revise the sanction, or rescind the original sanction. A final appeal may be made to the Director of Housing in cases where the Director has not been the Appeals Officer. The Housing Director’s decision is final.

**DISCIPLINARY SANCTIONS**

The Reviewing or Appeals Officer may impose the sanctions listed below for violations of Housing and/or University policies and take into account the student’s educational needs and prospects for improvement. Sanctions are issued based on the circumstances and activities pertaining to the incident at hand, and are designed to educate and hold students accountable for their actions and behaviors and to protect the members of the Housing community.

Failure to comply with issued sanctions may result in further disciplinary action, which may include eviction from the residence hall and/or expulsion from the University. One or more of the following sanctions may be imposed:

**Verbal Warning**

An official Verbal Warning intended to “educate” the resident that a violation of Housing or University policies has occurred. Housing staff will provide a verbal explanation to the resident as to what the policy violation
is, ways to avoid further infractions, and the possible consequences of further violations.

**Written Warning**
Written Warnings indicate a strong warning issued in response to a violation of Housing policy.

**Community Service**
Community Service sanctions may be required when deemed appropriate by Reviewing or Appeals Officer. Examples of community service include but not limited to planning educational programs, and creating bulletin boards assisting at off-campus community agencies and on-campus service projects.

**Counseling and/or Referral to an Intervention Program**
A counseling referral to another University department or community service agency may be issued to students for substance abuse, alcohol education, disruptive behavior or mediation. Students may be referred to an intervention program. Refusal on the part of the student may result in further disciplinary action. The student may be required to attend or participate in a workshop, program, or creative sanction.

**Alcohol EDU**
Residents involved in an alcohol violation may be sanctioned to participate in an online alcohol educational program the University hosts. This sanction will be in addition to any alcohol or substance counseling requirement. There is a mandatory $30.00 cost to participate in the program that will be charged to the sanctioned student’s university account.

**Residence Transfer**
A student may be required to move from one living unit or building to another assigned space.

**Student Housing Probation**
Residence Hall Probation may be issued to residents who have past Written Warnings or who have been found responsible for serious violations of University or Housing policies. Residence Hall Probation places the student on notice that further involvement in incidents that violate University policy will result in more serious action or eviction. Probation will be issued for the student’s entire stay in Housing or for a period specified by Management staff, and may include specific restrictions on the student.
Loss of privileges
Loss of privileges or limiting access to facility areas may be imposed. For example, residents may lose their privilege to consume alcohol on Housing property or their privilege to host social gatherings. The resident may also be banned from certain areas of the residence halls.

Eviction
Evictions are issued based on actions and behaviors not conducive to the community. A resident may also be evicted for failure to pay rent. A resident must vacate their assigned unit within 24 hours or a period specified by Management. No refunds will be made to residents evicted from the residence hall for cause. Evicted residents will be trespassed. Trespassed residents may lose the privilege to eat in the Hale Kehau Resident Dining Hall and will not be permitted to park in any Housing zones.

Behavior deemed by Housing to be a threat to the well-being and safety of the community may result in immediate eviction from the residence hall. Based on the seriousness of the violation, a decision to immediately remove the student will be made by the Housing Director, Assistant Director of Residence Life or designee.

Trespass Notice
Trespass sanctions are issued to evicted residents and non-residents who are no longer welcomed in the residence hall environment. A trespassed individual will not be permitted on Housing property, including all halls, walkways, covered areas, Housing parking zones, grass areas, and the Hale Kehau dining hall. A notice of trespass is issued for a period of one year. At the end of the one year, the student may request in writing to the Housing Director to return to the Residence Halls.

Assessment for Restitution
Payment for the restoration of property may be required. Failure to meet payment deadlines could result in further actions and or sanctions.

Fines
Students may be required to pay a reasonable sum of money as part of a sanction. A monetary fine will be assessed for a Written Warning, minimally $30.00. Fines for subsequent warnings will be minimally $60.00. Fines may be assessed in addition to costs related to the damage,
removal, loss or theft of University property.

Students may request additional community service in lieu of fines.

During the last month of the semester, students found responsible for a policy violation and who would not be able to complete the terms and conditions of their judicial outcome (community service, alcohol education, etc.) and/or who are not returning to the residence halls in the following semester may receive additional fines in lieu of community service and educational sanctions.

PAYMENT OF FINES
Monetary Fines and Financial Restitution
Students assessed a monetary fine may go the Business Office and pay with cash, check or credit card. Students may also log-on to their MyUH online account and pay by credit card.

When assessed a fine by Housing, students will have a financial obligation on their account. Students who have a financial obligation to the University will be unable to register for classes, receive transcripts, and may have other restrictions placed on their University account.

CONSISTANCY AND FAIRNESS
Hearing Officers are trained to adjudicate cases and assess the most appropriate sanction. Every case has individual factors which must be considered. As a result, a sanction for one student may differ from one of another with “similar” policy infractions. The Hearing Officer may consider multiple factors, including the details of the current incident, the student’s previous conduct history, attitude, and other factors in his/her decision.

CONCERNS AND COMPLAINTS
Residents who have concerns or complaints about policies, procedures, or services provided by Housing may contact hall staff for assistance. For further assistance, the Housing Director can be contacted at (808) 974-7522 or uhhhouse@hawaii.edu

CHANGES IN POLICIES & DATES
Management has the right to initiate changes in policies at any time. In
addition, any resident may recommend changes through their Residence Hall Association (RHA).

Although every effort has been made to verify dates and times printed in this handbook and planner, there is the possibility of errors, omissions or changes. It is the responsibility of each individual using this document to confirm dates and times from other sources.

The UHH Student Housing Policies and Judicial Process are available online at:
http://www.uhh.hawaii.edu/studentaffairs/housing/

Policies, procedures...
(& other things to know) while living in on-campus Housing!

Aloha!
It is our responsibility in the Housing & Residence Life office, to provide a safe, secure, and educational community for all of you living on-campus. Of course, the University of Hawai‘i at Hilo and Hawai‘i Community College must adhere to all Federal, State, and local laws. However, we can’t make that happen alone—we need you to make this goal a reality. In that spirit, we compiled this list to help you understand the policies, procedures and regulations that are specific to residents living on-campus in the Housing Residential community. These policies are in addition to or in conjunction with the University policies stipulated in the UH Hilo and HawCC Student Conduct Codes. Any violation of any University policy can lead to disciplinary sanctions and can jeopardize your standing as a student at UH Hilo / HawCC as well as your standing with Housing. This may result in a loss of your Housing Contract.

The following policies, procedures and resources are by no means a complete list. Please remember that it is your responsibility to know and understand all of the rules, regulations, and policies within the University’s Student Conduct Code, so read this document thoroughly. For your convenience, an online version of the Student Conduct Code can be found at: www.uhh.hawaii.edu/studentaffairs/conduct.

If you are unsure or need further clarification on any policy or procedure, please do not hesitate to contact your Community Coordinator or any Housing staff.
**ALCOHOL**

Federal, state, and local laws, as well as university policy, prohibit alcoholic beverages from being sold, furnished, possessed by, or given to any person under the age of 21. In addition, possession and transportation of open containers and consumption of alcoholic beverages is not permitted in public areas by any person, regardless of the age of the person. Kegs or other “common source” alcoholic beverage containers are also not permitted on campus and will likely result in the termination of your housing contract.

Hale Kauanoe, Hale Kanilehua and Hale Kēhau are considered “dry halls” and no alcohol is permitted under any circumstances, regardless of a person’s age. All transportation of alcohol through these halls is prohibited.

Products advertised as non-alcoholic, such as O’Douls, Sharps, and Cutters, will be treated as an alcoholic beverage.

Residents of Hale ‘Ikena and their guests who are of legal drinking age are permitted to drink inside their apartments, however, they cannot become intoxicated to the point that they put themselves or the University at risk.

Please consider the following stipulations for alcohol use inside Hale ‘Ikena apartments for those who are 21 years of age or older.

- You and your guests who are of legal drinking age may consume alcohol inside the privacy of your own apartment or in the apartment of another resident who is of legal drinking age and is present in the apartment.

- You may not provide alcohol to anyone who is under 21 years of age or be a host to underage consumption. If you are in violation of this policy, you may lose your right to host social gatherings and to possess or consume alcohol on Housing property. No underage guests may be present in Hale ‘Ikena apartments while residents of legal drinking age are consuming alcohol, or when there are open containers of alcohol present.

- Underage Hale ‘Ikena residents whose roommates are of legal drinking
age may be present in their apartment while alcohol is being consumed by of-age roommates and of-age guests of their roommates, but are not permitted to consume alcohol.

✦ All individuals found in a room while an alcohol violation is taking place may be considered participants in the violation and held responsible. You are responsible for considering the situations you place yourself in and understanding the responsibility to remove yourself from situations that could involve you in a violation of University policy. The host(s) is primarily responsible for ensuring that alcohol policies are not violated.

✦ If you are a legal age drinker, you may have only one open alcohol beverage at a time.

Carrying of Alcohol via Public Areas & in University Vehicles
Containers of alcohol that are transported through public/common areas must remain unopened and enclosed in a bag or cooler. All transportation of alcohol through Hale Kauanoe, Kanilehua and Kēhau is prohibited.

The transportation of alcohol in any University vehicle (e.g. off-campus housing/mall shuttles and vans used for Housing programs) is strictly prohibited.

Alcohol Collection & Containers
Alcohol containers (e.g. empty bottles, cans and recyclable items) or other keepsakes (e.g. shot glasses, beer caps, beer labels and "yard glasses") are not permitted in Hale Kanilehua, Kauanoe and Kēhau. This includes empty alcohol containers used as decoration. Residents who are not of legal drinking age residing in Hale 'Ikena are prohibited from keeping alcohol containers or keepsakes. Recycling bins are available for glass and cans.

Common Source Containers, Alcohol Bongs & Drinking Games
Common source containers and all devices designed for the rapid consumption of alcohol (e.g. beer bongs and funnels) are strictly prohibited from Student Housing and are subject to confiscation. Common source containers include, but are not limited to kegs, pony kegs, party balls, and bulk containers.

Drinking games or activities that encourage the rapid or excessive consumption of alcohol (e.g. beer pong, century club and quarters) are not permitted in Student Housing.
Prohibited alcohol paraphernalia is subject to confiscation by University personnel, campus security or the police.

**Prohibited Areas**
The possession and/or consumption of alcoholic beverages in any public area is illegal. Public areas are defined as any area outside of a resident’s room or apartment. Residents are not permitted to have open alcohol containers on the patios, balconies and ledges.

**Open Containers**
Staff members who have reasonable suspicion of an alcohol policy violation may investigate to confirm the presence of alcohol in any open container. Confirmation of alcohol will be based on the appearance and smell of the beverage.

**Removal of Alcohol & Alcohol Paraphernalia**
When alcohol is found in the possession of underage persons or in a dry hall, the resident and or guest will be required to immediately empty (dispose) all alcoholic beverages whether or not the beverage has been opened.

Prohibited alcohol paraphernalia is subject to confiscation by University personnel, campus security or the police. Larger quantities of alcohol (e.g. kegs or party balls) will be removed, emptied and properly disposed of by the University, Campus Security and or the Police.

**COMPUTER LAB**
Computers are available for your use as a Housing resident, in the Hale ‘Ikena lounge and Hale Kauanoe computer labs. The computers are equipped with Microsoft Office and printing is available in Hale Kauanoe. Only Housing residents may use the lab facilities and priority is given to those with educational purposes.

The following activities are not permitted in the computer labs - you will be asked to leave immediately if you are found:
- Downloading or uploading MP3/video files
- Gaming or gambling
- Viewing Pornography
- Conducting Private business activities
- Sharing of any copyrighted files
- Installing of any programs/ software
- Involved in illegal or prohibited activities
DECORATING
Your room is your “Home Away From Home”. To make it your “home”, you may want to decorate it. When planning you decorations, remember that you will have to return the room to the original condition. If you wish to hang things on the wall to decorate your room or apartment you can use rubber cement or other approved adhesive on cement walls only. The use of tacks, nails, screws or tape can damage the walls and paint. Painting or drawing on walls or doors is also not permitted. Resident(s) of the room will be billed for any damages or necessary repairs. Room and apartment doors may be decorated, provided that none of the material would be deemed offensive by the community, impede access in any way, or visually obstruct emergency exits.

DISRUPTIVE BEHAVIOR
Please respect yourself and your fellow community members and avoid actions and behaviors that are disruptive to community living. Disruptive behavior will result in appropriate disciplinary action. Examples of disruptive actions and behaviors include, but are not limited to:

- Excessive noise/yelling/fighting words
- Verbal/physical harassment
- Fighting/assaults
- Vandalism
- Property damage and theft
- Threats and intimidation
- Tampering with safety equipment such as fire alarms
- Interfering with Housing operations
- Failure to comply with University staff directives
- Providing false information to University staff

DRUGS
The possession, selling, sharing and/or use of illicit substances, drugs (including prescription drugs) and drug paraphernalia are strictly prohibited.

University Staff will investigate a possible violation if they have reasonable suspicion that a violation has occurred. Reasonable suspicion will be based on sight, sound, and/or smell.

All persons are prohibited from being in the presence of any illegal drug
activities or illicit drug use while in Student Housing. If you are present when a drug violation occurs, you may be held responsible, regardless of whether or not the drugs or drug paraphernalia are in your physical possession.

Minimal proof of the use of marijuana within a room (without visual confirmation) shall be the confirmation of marijuana odor in the immediate area as detected by University staff, campus security or the police. Additional contributing factors may include, but are not limited to haziness within the room, outward facing fans, disabling and/or covering of smoke detectors, or the presence of air fresheners or other odor masking devices. Please consider that, obstruction of safety equipment such as a smoke detector is a serious offense. This violation could likely result in an immediate cancellation of your housing contract as well as other sanctions.

Paraphernalia
Possession of any drug paraphernalia is strictly prohibited. Drug paraphernalia includes, but is not limited to pipes, bongs, hookahs, and water-based smoking apparatuses. Any object, which is used to hide the presence of drugs or drug use within the room, may be considered drug paraphernalia (e.g. smoke filters, towels blocking the door, outward facing fans, disarmed or obstructed smoke detectors).

Removal of Drugs & Paraphernalia
Prohibited drugs and paraphernalia are subject to confiscation and will be removed and destroyed by the police, campus security or University personnel.

FALSE REPORTING
Residents are expected to provide truthful information and identification to University staff. Anyone found responsible for presenting false information to the University will be subject to disciplinary action.

FIRE
Evacuation Procedures
Emergency evacuation cards are located in each apartment and resident room. It is the resident’s responsibility to let the housing personal, know immediately if they are missing this evacuation information. When a fire alarm sounds or the residence hall staff advises residents of an emergency, everyone is to immediately evacuate the hall in a timely and orderly fashion. Staff will direct residents toward safe areas. Failure to
evacuate will result in disciplinary action. Residents will be allowed to reenter the halls only after staff indicates the buildings are clear.

**Safety Equipment**
Tampering with any type of safety equipment is a Federal offense and will result in serious disciplinary action.

Judicial sanctions and expensive fines will be incurred for any tampering, misuse, removal, or disabling of any fire safety equipment or system (e.g. covering/removing smoke detectors, misuse of a fire extinguisher, false activation of a fire alarm, and removal of emergency evacuation cards). Any of these violations will likely result in an immediate cancellation of your housing contracts (eviction).

If you are experiencing problems with your smoke detectors, (e.g. dead battery or constant beeping) you should immediately notify your Community Coordinator or hall office for assistance.

Hanging items on sprinkler heads or swinging from sprinkler pipes could accidentally activate the sprinkles. Sprinkler heads are very sensitive and when activated will minimally release hundreds of gallons of water. Should you be found responsible for the activation of the fire sprinkler system, you may be personally liable for any damage to housing and or other property.

**Barbecue & Cooking Restrictions**
You are welcome to use grills, small gas grills, and hibachis **ONLY outdoors at ground level** and at a distance of ten feet from any building or walkway. To keep your community safe from fire hazard, please completely extinguished coals with water. Allow the coals to completely cool before disposing of them in a trash receptacle. Only self-starting charcoal that does not require lighter fluid is permitted.

To keep your community safe from fire hazards, **electrical cooking appliances** are not permitted in the rooms of Hale Kauanoe, Kēhau, and Kanilehua. Exceptions to this policy are small microwave ovens (900 watts), coffee pots with automatic shut-offs, small refrigerators less than 3 cubic feet, and rice cookers—anything else could be confiscated by University staff.

The use of additional large appliances (Such as but not limited to: full-size refrigerators, deep freezers, deep fryers, air conditioners, space heaters, waterbeds, washer/dryers, stoves, pools, hot tubs and other large
wattage/water items) are not permitted in Student Housing.

**Candles, Incense, Halogen Lamps, and Gasoline**
Due to potential fire hazards in the residential community, the burning of candles or incense, and the use of halogen lamps are not allowed. Gasoline, gas cans and petroleum based items are also not permitted in rooms or apartments.

**FIREARMS, EXPLOSIVES & WEAPONS**
The use and/or possession of firearms, explosives and weapons are strictly prohibited on all Housing property. Police will be notified immediately if Housing staff becomes aware of a potential violation. Examples of banned items include, but are not limited to rifles, handguns, shotguns, pellet guns, air guns, paint ball guns, explosives of any type, fireworks, models with propellants, high powered rockets, and ornamental weapons.

Sporting equipment such as martial arts weapons, spear guns, knives, hatchets, machetes, swords, and bows are prohibited within Student Housing.

Three prong spears may be kept on Housing property, provided the spear-head and rubber loop have been removed. If the head is not removable, the spear must be kept in an enclosed PCV tube or similar case.

**FURNITURE & ROOM ALTERATIONS**
Please help your community look and feel welcoming by taking care of your room and apartment furniture. Due to Hilo’s weather, all Housing furniture must be kept inside the room/apartment at all times. Furniture, including lounge furnishings may not be switched or moved to other rooms or locations. Furniture, including mattresses, bed frames, and leg supports must be intact and kept on the floor. Please do not remove screens and window louvers. Hammocks, tarps, tents or additional coverings are not allowed for use on Housing property.

Residents are not permitted to modify the furniture, physical structures and or electrical fixtures owned by Housing.

At the end of each semester, all furniture must be returned to its original configuration. Any personal furnishings brought into Housing (e.g. sofas, mattresses and dressers) must receive prior written approval by Management staff. Lofts and bunk beds are not allowed in the residence.
halls. Also, only mini-fridges (instead of full size refrigerators) are allowed in residence hall rooms.

**GUESTS & OVERNIGHT GUESTS**

A guest is defined as any person other than the registered occupants of that particular room or apartment. Any individual that you allow onto Housing property (e.g. persons let into a building, apartment, room, or lounge) will be considered your guest and you will be held responsible for their actions and behaviors.

You must escort your guests at all times. Guests are not permitted in an apartment or room without the host present. Off campus visitors may not enter a hall or living unit without an escort who is a resident of that hall or living unit. Unaccompanied guests will be escorted off Housing property by campus security or the police.

You are responsible for informing your guests of all University policies. Guests are required to present valid picture identification upon request by any Housing staff. Failure to present identification may result in the immediate removal of that individual from the Housing property.

Your guests who do not reside on-campus and are found violating policies will be escorted off of Housing property and you will be held responsible for their actions and behaviors.

**Limited Visitation Areas & Hours of Visitation**

You have the basic right to have privacy in your assigned room. No one should feel obligated to give up that right for a guest. For this reason, guests are not permitted in apartments or rooms between the hours of 1:00 a.m. and 8:00 a.m. on weekdays and between 2:00 a.m. and 8:00 a.m. on weekends to ensure all residents' privacy. This will also protect you from violating the overnight guest policy (see below). Roommates still having visitation problems, after trying to discuss the situation with their roommate or apartment mates, should contact their Community Coordinator.

**Overnight Guests**

Guests who stay overnight must have the permission of all roommates and suitemates and are also required to be registered and given prior approval by Housing Staff. The resident host must complete an overnight guest registration form 48 hours prior to the overnight stay. Forms can be
found at Front Desk Offices. Please return completed forms to your Front Desk Office.

With this approval, you may only host overnight guests of the same gender. There is also a limit of one guest per bedroom. A guest is allowed a maximum stay of three days per semester. An overnight guest must be accompanied by the host at all times.

IDENTIFICATION

While on Housing property, all persons must be able to provide a valid picture identification when asked by University personnel. Any person failing to provide adequate identification or providing a false identity will be found in violation of University policy.

KEYS

You are responsible for all keys issued to you. In order to ensure the safety of the community, please immediately go to a Front Office Desk if you have lost your keys. A lock replacement charge may be assessed to your account.

If you are locked out of your room, please go to the Front Desk for assistance. The staff will open your door for you. However, you will be required to show identification for safety purposes.

LOUNGE AREAS

Lounge areas are available for use by Housing residents and their guests during the posted hours. The lounge may be closed for pre-approved meetings or Student Housing sponsored activities. Lounge furniture is to be kept inside the lounge at all times.

MAINTENANCE

General maintenance work orders, for non-emergencies, can be submitted and or completed at each residence hall front desk. In the event of a maintenance emergency, you should immediately contact Residence Life staff on duty.

When a work order has been placed, it is agreed that University staff has permission to enter the room/apartment to make the needed repairs. The maintenance staff will only enter rooms between 8:00 a.m. and 7:00 p.m. without advance notice, except for emergency situations, when a work
NOISE LEVELS (Courtesy/ Quiet Hours)
Residence hall noise limits are established to maintain an environment that, above all, supports the academic goals of you and your fellow community members. You have a reasonable right to sleep and study. You are within your rights to ask other students to respect these rights. Members of the Housing Community should work together to achieve a balance between an academic and home environment. Residence Life staff will work with members of the Community to set a standard for appropriate noise levels. Noise that unreasonably disrupts members of the community at any time is considered a violation of the community noise policy.

All people present in a room or apartment that is documented for excessive noise will be presumed to be contributing to the community disruption and will be held accountable.

Vehicle noise on Housing property that disrupts the community (e.g. a car’s stereo music, the revving of an engine and screeching tires) is also considered a violation of the noise policy. Persons found responsible may have their University parking permits rescinded or be prohibited from parking on Housing property. This sanction will be in addition to any other disciplinary outcomes.

Courtesy Hours
Courtesy hours are in effect at all times with the exception of quiet hours. For an example, during courtesy hours, noise levels should not be heard from two doors down, building to building and/or floor to floor. It is your responsibility to make sure your activities are not disturbing your neighbors.

Quiet Hours
During Quiet Hours, television, stereo and other sound amplifying devices should be kept at a minimal level so that the sound is not heard outside of your room. In addition, you should avoid outbursts of yelling, screaming or other noise that can disrupt your neighbors.

Quiet Hours begin:
8:00PM Sunday through Thursday
Midnight Friday and Saturday
11:00PM Holidays (the evening prior to the recognized observance)
11:00PM  Winter Break & Spring Break

The Quiet Hours period ends at **10:00AM** the following morning.

**Finals Exam Week**
During finals week, a 24 Hour Quiet Hours Policy is enforced. The Finals week period is considered to begin at 11:59 p.m. on the evening of the last class day. It continues until 6:00 p.m. on the Friday of finals week.

Residents in violation of the 24 Hour Quiet Hours Policy may incur an immediate sanction. This sanction may include removal from the residence halls and a fine of $25.00 each time Housing staff responds to violations of the noise policy.

**OFFICE- Residence Hall Front Desks**
All Housing Front Desk Offices are staffed by students who are trained to address and support the needs of residents.

Vacuums and recreational equipment can be checked out to you from the Housing Front Desk Offices. You will be responsible for loss or damage of the equipment. Your UHH/HCC validated Student ID card is required as collateral when checking-out equipment. Keys, cell phones, or other collateral will not be accepted in place of ID’s.

Please remember that Housing Front Desk Offices (behind the front desk) areas are only designated for Housing & Residence Life staff. Please do not enter any office for any reason.

**PETS & ANIMALS**
Freshwater fish are the only animals that are allowed to be kept by residents. Each resident may have only one aquarium with a capacity of up to 10 gallons. The owner must have an aquarium cover and keep the aquarium clean at all times. If an aquarium is found to be unsanitary, the resident will have to correct the situation or dispose of the aquarium.

Exceptions to the pet policy will be made to accommodate residents with a documented and approved need.

Stray animals are not to be fed or housed on Housing property.

**RESIDENCE HALL APPEARANCE**
To maintain an environment that is appealing to all, items deemed
unsightly by housing staff must be removed upon request. Items like trash, recyclables, furniture and bicycles are not to be stored on walkways, stairwells, patios and balconies. Trash dumpsters and recycling bins are readily available for your convenience.

In the same spirit, hanging or draping of any items on the railings is not permitted on Housing property. Outside clotheslines are also not permitted. Bicycles are only permitted at designated bike racks and inside of rooms/apartments.

RESIDENT CHECKOUT & HALL CLOSING
Residents must check out of their student housing unit with a Housing staff member. Detail procedures will be communicated to all residents prior to the checkout deadlines. Residents may not stay beyond the designated checkout time without the prior approval from the Housing Office. You may be charged $50.00 for every 30 minutes you stay past the designated checkout and hall closing time, with a maximum fine of $250 per day. You will not be permitted to return to your room once you have checked-out.

RESIDENT RESPONSIBILITIES
Renters’ & Homeowner’s Insurance
The University will not assume responsibility for lost, stolen or damaged personal property. If you live on-campus, it is a good idea to consider purchasing insurance will cover your personal items brought to campus such as bikes, books, computers, etc.

ROOM ENTRY
While the University respects the privacy of students living in Student Housing, a student’s right to privacy is limited in some circumstances.

Housing & Residence Life staff reserves the right to enter rooms in certain cases. These include, but not limited to building and room upkeep and maintenance, health and safety, and enforcement of University and Housing policy.

Residents are not permitted to change housing locks or add additional devices that would prohibit or hinder the entrance of housing or safety personal.

Housing reserves the right to enter a resident’s room/apartment at any time in the following circumstances:
There is an indication of a danger to life, health, safety, and/or property.
To provide necessary cleaning and/or maintenance that is time sensitive.
To conduct room preparation for outgoing and incoming residents.
There is a reasonable suspicion to believe that a violation of University or Housing policy is occurring.

Before entering, staff will knock to announce their presence. If no response is received, staff will again knock and announce their presence. After knocking a second time, staff will knock a third time and announce their intention to enter the room. At this time, the door will be unlocked and the staff will, from the doorway, again announce their presence and intent to enter, and will proceed if no response is heard.

If the staff has entered because they have a reasonable suspicion a policy violation is occurring, the student(s) occupying the room, if present, will be told the purpose of the entry and provided an opportunity to voluntarily produce any item or substance for which the entry has been made. Staff will conduct a visual search of the room or apartment. Staff can examine the entire unit, including the living room, bedroom, bathroom, and walk-in closets.

The purpose of a search is to either confirm the presence of an illegal or prohibited item or policy violation, or to determine that no imminent risk to health or safety appears to be present.

Please note that staff is required to report any policy violation they come across during a resident room entry.

Room Entry During Break Periods
During the academic break periods (i.e. Thanksgiving, Winter, Spring, and Summer breaks) University staff has the right to enter resident apartments/rooms without advance notice to conduct room inventories, room safety inspections, room preparation, and maintenance work.

ROOMMATE RESPONSIBILITIES & COMMUNICATION
In a group-living setting such as the on-campus Student Housing, everyone should be able to live and share their residence with others in a peaceful and respectful manner.

With that in mind, you and your roommate need to:

- Maintain an environment which is reasonably conducive to study and sleep
- Demonstrate tolerance for various lifestyles and individual needs
- Be able to discuss differences with your roommate in a positive and productive fashion
- Be willing to compromise and resolve differences
- Share in the room cleaning and upkeep responsibilities
- Have respect for each other’s property
- Equally share the total unit space assigned to all roommates
- Abide by all Housing policies
- Ask for help from Housing & Residence Life staff if you feel you are not able to communicate on your own.

Roommates experiencing conflict are encouraged to resolve disputes amongst themselves when possible. Housing & Residence Life staff are available to assist when support is needed or to help with mediation. In situations which no compromise can be agreed upon or differences cannot be resolved by the roommates, Housing Staff may move all involved parties.

SAFETY

Personal Safety
Taking responsibility for your personal safety is imperative in a community living environment. Although the Community Coordinators (CC’s) and Campus Security Offices do rounds at night, you will need to take appropriate personal safety precautions.

As a rule of thumb, you should:

- Carry your keys at all times. Do not lend your keys to anyone.
- Lock your door even if stepping out of your room for a moment.
- Keep Residence Hall entrance doors closed at all times and don’t give access to anyone you do not know.
- Completely close louvers and windows when leaving your room or apartment.
- Avoid walking alone at night. Walk with a friend or call campus security at (808)974-7911. Avoid parking or walking in unlit areas.
• Do not prop open interior or exterior doors and report any non-functioning doors and windows to the hall office or Community Coordinator on-duty.
• Report any unsafe or suspicious items or persons to campus security. (808)974-7911

Access
All stairways, walkways, hallways, and entrances to rooms/apartments must be kept clear at all times. Items blocking walkways, including bicycles are prohibited.

Restrictions
蹙 Students and campus visitors may not use skateboards, rollerblades, bicycles, motorcycles, mopeds, go-carts etc. on sidewalks and walkways.
蹙 No vehicles are allowed on the grass areas of Housing property. Only authorized University and State vehicles are permitted in these areas. You may be towed if you leave your vehicle in these areas.
蹙 The unpaved access road that parallels the flood channel (behind Hale 'Ikena, Kēhau, and Kanilehua) is prohibited for personal vehicle use. Only authorized University vehicles are permitted.
蹙 Residents may not store mopeds, motorcycles or similar vehicles in rooms or apartments.
蹙 Speeding and reckless driving on Housing property is not permitted.
蹙 If you are found responsible for a violation of any vehicle restriction, you may have your privilege to park on Housing property taken away and face additional University sanctions.

Other Restrictions
The following activities or items are not allowed on Housing property because of their potential for community disruption:
蹙 Sporting activities, such as baseball activities, golfing, soccer, darts, and kickball
蹙 Laser lights and pointers
蹙 Swimming or entering of the flood channel at anytime
蹙 Dumping of any trash or waste products in or around the flood channel
蹙 Throwing of items from balconies or upper floors.

SMOKING and USE OF OTHER PLANT BASED PRODUCTS
You may smoke cigarettes on Housing property only in designated outdoor smoking areas. You should contact your Community Coordinator or other Housing & Residence Life staff for more information about these
locations. Smoking and/or chewing of plant-based products are not permitted inside Student Housing, on walkways, or within 20 feet of any building.

In areas where the use of tobacco products is permitted, users are responsible for the proper disposal of cigarette butts and related products. Failure to properly dispose of cigarette butts and related smoking product waste on Housing property may result in fines, and/or other disciplinary action.

For more detailed and the most current information on the UH system-wide smoking policy, refer to: www.hawaii.edu/smokingpolicy/policysumm.html

SOCIAL GATHERINGS & PARTIES
Social Gatherings are defined as non-academic gatherings that exceed 5 people in a resident room, or Hale 'Ikena single unit, or that exceed 10 people in a Hale 'Ikena two-bedroom apartment. Residents are required to register all social gatherings and parties with the Housing & Residence Life Office.

The number of social gatherings and parties involving alcohol (Hale 'Ikena only) will be limited to two events per evening, with a maximum of one per 'Ikena building (i.e. On any given evening, two social gatherings involving alcohol cannot be held in the 'Ikena A building, but there can be one social gathering in 'Ikena A and another in 'Ikena B). These events may only occur on Friday and Saturday evenings, and evenings when classes are not held the following day (i.e. holidays and academic breaks).

Registration forms are available at each hall office and must be submitted to the Housing & Residence Life Office 48-hours prior to the proposed event date. Requests may be denied if all terms and conditions of the registration are not met.

Room Occupancy Limits
For safety considerations, the maximum occupancy in a Hale Kēhau, Kauanoe, or Kanilehua room or 'Ikena single unit is limited to 10 people, and the maximum in a Hale 'Ikena two bedroom apartment is 20 people.

For larger social gatherings, the hall lounges are available for you to reserve for alcohol free events- contact the Housing & Residence Life Office at (808) 933-0665
TRESPASS
A “Notice of Trespass” is issued to individuals who the University feels should have limited or no access to campus. Trespassed individuals are not permitted on Housing property including the housing parking areas and resident dining room. As a resident, you may not allow any individual, who has been trespassed, into your room or apartment as it may result in disciplinary action.

UNIVERSITY PROPERTY
You will be billed for parts and labor associated with negligent or intentional damages to University owned property. Charges are based on current prices for supplies, labor, and/or replacement. If the cost of repair or replacement of the University property exceeds that of your deposit, then you will be billed for the balance.

Costs related to the damage, removal, loss or theft of University property may be incurred both individually and/or as a group. In situations where damage is done to common areas and no individuals take responsibility, the entire floor, wing, apartment or residence hall can be charged, depending where the damage occurred.

VANDALISM
Willful or malicious destruction of public or private property is a serious violation and is prohibited. Students may be assessed restitution for any damages incurred to University property. Damage assessments are based on the cost (materials and labor) to restore to the original state through repair, replacement, or cleaning of the damaged item or area. Group assessment may be charged when the individual(s) does not come forward to claim responsibility or cannot be identified.

WINDOWS, LEDGES, RAILINGS & ROOFS
No one is allowed on window ledges, railings/guard rails, roofs, or attic crawl spaces, as it is extremely dangerous and unstable. In addition, climbing on the exterior of the buildings (e.g. between rooms on upper floors or climbing from the ground level to second floor windows or balconies) is also prohibited. Removal of any louvers, doors, or screens will result in financial charges and/or disciplinary action.

YOUR EXPERIENCE IN STUDENT HOUSING
These Rules, Regulations and Policies are in place to make it possible for all students to have a reasonably satisfied experience living in on-campus
housing. Due to the diverse backgrounds, experiences, and living arrangement from which resident students come from, it is necessary to have in place these guidelines. Should you have any questions, concerns or suggestions, please contact a residence life staff to initiate a discussion to gain clarity and or change.