



Office of Student Living and Campus Engagement

Utica University Confiscation and Returnable Items Policy

Items that are prohibited on campus will be confiscated by Utica University staff. A list of prohibited items can be located in your student handbook or at the following web address:

[Residence Hall Agreement](#)

Identified illegal items will be destroyed or disposed of immediately. Illegal items or items posing potential harm or risk of fire such as, but not limited to; open flame items (all candles, butane torches, and incense burners), controlled substances, drug paraphernalia, hazardous chemicals or materials, and weapons will be confiscated and disposed of.

Alcohol possessed or consumed outside Utica University standards and regulations will be confiscated and disposed of.

Specific items may be returned to a student at the discretion of the Director of Student Living or the Director of Campus Safety. If an item is confiscated from a student's room and the student is not present, a receipt will be left by staff to notify the student. If an item is confiscated from a common area, a receipt will be left by staff and students living in the vicinity of the common area will be notified by email. Inquiries about confiscated items can be made through the Student Living and Campus Engagement Office.

Returnable items will be secured by each respective residence hall Area Coordinator in their designated Office. Students must contact their assigned A.C. to coordinate the return of items.

Prior to the item being returned, students will be requested to sign a return of possession receipt. The receipt contains a written clause wherein the student agrees not to return the item or a similar item(s) to Campus. Should the student choose not to sign the return of possession receipt, the item in question will not be returned and will be disposed of. Items not returned to the student by the end of each semester will be disposed of.

NOTE: Possession of prohibited items is a violation of the Utica University Student Conduct Code. A violation of the Student Code of Conduct will result in disciplinary proceedings regardless of whether the item is deemed returnable or not. Disciplinary proceedings resulting from violations of Utica University rules and regulations governing the Campus Community (including Residence Halls) is a standard procedure.