



FLORIDA A&M UNIVERSITY
UNIVERSITY HOUSING



RESIDENT LIFE HANDBOOK

2018 - 2019

Live | Learn | Engage

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WELCOME TO UNIVERSITY HOUSING

Congratulations! You have made a great decision by choosing to live on campus at Florida Agricultural and Mechanical University (FAMU). For over a century, many successful military leaders, business executives, educators, religious leaders, internationally known athletes, famous musicians, politicians, and leaders of many other professions resided in our residential facilities. We welcome you to this illustrious line of graduates and we will assist you through this transition.

We, the members of the University Housing Staff, are delighted you have chosen to live with us, and we hope you will remember that we firmly believe that you...

“CAN’T HIDE THAT RATTLER PRIDE”

In Rattler Pride and Tradition,

Dr. Jennifer Wilder
Director
University Housing

MISSION STATEMENT

The mission of University Housing is to promote a safe, clean, service-oriented, efficiently managed, nurturing living and learning environment that are conducive to students’ academic pursuits and personal growth while fostering a sense of community, civic responsibility, and an appreciation of diversity.

University Housing
1596 Gibbs Hall Trail
Tallahassee, FL 32307
Office Phone: (850) 599-3651
Office Fax: (850) 561-2620

**RESIDENCE LIFE
ADMINISTRATIVE STAFF**

Administrative Position	Administrator
Director of University Housing	Dr. Jennifer Wilder
Associate Director	Mr. Shawn Odom
Assistant Director for Student Leadership and Staff Recruitment	Mr. Terence Turner
Assistant Director for Student Learning and Success	Mr. Herbert Johnson
Coordinator of Housing Assignments	Mrs. CaSonia Martin
Coordinator of Computer Applications	Ms. Cheyenne Lamb
Senior Accountant	Mr. Isley Marshall
Maintenance Superintendent	Mr. Bobby Reed
Custodial Superintendent	Ms. Cynthia West
Senior Custodial Supervisor	TBA

RESIDENTIAL FACILITY OFFICE DIRECTORY

Hall Name	Desk Number
FAMU Village East	(850) 599-8253
FAMU Village West	(850) 412-6649
Gibbs Hall	(850) 599-3970
Paddyfote Complex	(850) 599-3694
Palmetto Phase III	(850) 599-8802
Palmetto South	(850) 561-2900
Palmetto North	(850) 599-3156
Sampson & Young Halls	(850) 412-6561
Truth Hall	(850) 599-3922

Residential Facilities

The University's residential facilities are designed to complement the philosophy and purposes of the University, and provide an interesting and challenging atmosphere in which to live. The primary purpose of the residential facilities staff is to provide educational programs and well-maintained facilities to assist in achieving educational goals.

The emphasis in the residential facilities is on “Education.” We support education as it refers to the academic purpose of the University. Additionally, we promote the personal educational process that takes place during each resident’s development.

To assist in developing an atmosphere that is conducive to studying, residents are to observe all the guidelines for all university residential facilities for the protection of the residents’ health, welfare, and property. These guidelines are enforced to maintain an atmosphere that will enhance the growth and development of each resident in the residential environment.

The Residence Life component consists of full-time professionals and student staff, and is responsible for the residential facilities functions including, students’ well-being, facility maintenance, programs, policy formation, enforcement, and hall association advising.

Coordinator, Student Affairs-Resident Director (RDs)

The Coordinators (RDs) are full-time professional staff members who are responsible for the daily operation of their respective residential facility. RDs supervise the Resident Assistant (RA) staff, enforce student conduct issues, and address maintenance and housekeeping concerns. They also ensure that adequate educational and social programs are provided. RDs assist students with their success at the University through community building and academic and personal counseling.

Graduate Assistants

The Office of University Housing offers limited graduate positions. The Graduate Assistants works under the direction of the RD for 20 hours per week. This is a live-in position and may co-supervise the RA staff, enforce student conduct issues, and address maintenance and housekeeping concerns. They also ensure that adequate educational and social programs are provided. RDs assist students with their success at the University through community building and academic and personal counseling.

Resident Assistants

Resident Assistants (RAs) are selected and trained to be a vital resource to students in all of the residential facilities. They are responsible for designated floors or areas of their facility and are supervised by the RD. Also, RAs are responsible for sponsoring programs, performing administrative tasks, upholding University Housing policies, and assisting residents in making the most of their residence life experiences.

Student Affairs Associates/ Clerks

Student Affairs Associates/Clerks assist in maintaining daily office hours and with overnight supervision in the residence halls. Their primary responsibility includes responding to emergencies, performing rounds, administrative functions, answering telephones, lockouts, and assisting residents.

Work Study Student

Work Study students are undergraduate students that serve as desk staff any time between 8 a.m. and 11:59 p.m. Their responsibilities include performing administrative functions, answering telephones, and assisting residents, other customers and reporting emergency situations.

RESIDENCE LIFE SUPPORT STAFF

Custodial Staff

The custodial staff is responsible for normal cleaning duties in public areas (hallways, lounges, stairwells, etc.), in the residential facilities. The custodians clean and sanitize the bathrooms in the traditional residence halls. Each resident is responsible for cleaning his/her own room and/or apartment, including taking trash to dumpsters on a daily basis. Residents who fail to take their trash to the dumpsters/compactors will be assessed a fine.

Maintenance Staff

The maintenance staff is responsible for repairs in the residential facilities. Maintenance issues should be reported to the facility staff immediately.

Note: Do not call the Maintenance Department directly for repairs. Residents should never attempt to make room repairs themselves.

GETTING INVOLVED

Residence Hall Association (RHA)

The RHA is the campus-wide organization that works to become the voice for all students living on campus. All students residing on-campus are automatically members of the RHA and are encouraged to get involved. The purpose of the RHA is to promote unity and community among residents, and to provide quality educational and social programming. RHA meetings will occur on a weekly basis (day and time to be determined) and are led by an elected executive board (president, vice president, secretary, treasurer, and sergeant of arms).

Residence Hall Government

Each residence hall and apartment area will have a Residence Hall Government (president, vice president, secretary, and treasurer). Each hall government will serve as the governing board of their respective facility and will contribute in the decision-making process of recommendations for improvements, determining group billings, etc., as well as conduct fundraisers, sponsor programs and activities, and send representatives to RHA meetings.

Programs, Activities, and Hall Meetings

All residence halls and apartment areas will conduct a variety of programs and activities throughout the year. Residents are encouraged to take part in all that is offered. Please see forthcoming information regarding various programs that will take place throughout the year (i.e., Intramurals, Housing Pageant, and Battle of the Halls etc.). Minimally, there will be at least one mandatory program meeting that residents are required to attend each month for informational and educational purposes. Scheduling conflicts should be discussed with the respective RD in advance. Failure to attend mandatory meetings will result in a fine.

Housing Court

Residents are encouraged to run for the Housing Court. In each facility, there are various ways that residents are selected as king and queen. The king and queen of each facility compete in a housing pageant. The winners serve as Mister and Miss Housing, and all of the representatives of each facility are members of the Housing Court. The king, queen, and

the court serve throughout the year in a variety of ways, such as homecoming parade, programming, and community service.

Resident Assistant Recruitment and Selection Process

Residents are encouraged to apply for the Resident Assistant (RA) position. Throughout the year, the residence life professional staff will actively seek out residents to assume leadership positions. The RAs serves as leaders within each community. They are supervised by their resident director to provide programs and services. The selection process takes place in the fall and spring semesters. Dates are announced via message boards and postings within each facility.

HOUSING ASSIGNMENTS, PROCESSES, AND INFORMATION

LIVING COMMUNITIES

Traditional Style Living

Traditional living communities consist of single to quadruple occupancy, bedroom living arrangements between residents of the same sex. Residents share a community style bathroom with other residents who reside in the facility. One or more lobby/common area(s) are present in the facility. The lobby/common area(s) may be for resident life programming and other residential events.

Suite Style Living

Suite style living communities consist of a single occupant bedroom and a shared bathroom with an adjoining suitemate of the same sex. Suite occupants enjoy the privacy of a single bedroom adjoined by a bathroom in one unit. The residents of the unit are responsible for the daily cleaning of the shared bathroom facility.

Living-Learning Communities

Living-Learning Communities (LLCs) give students a unique, inclusive residential learning experience that takes education outside of the classroom and allows residents to learn “where they live” alongside students with similar academic interests. Generally, students are housed according to factors such as classification, area of study, scholarship, leadership, campus, and community involvement. At this time, FAMU’s

LLCs will only be offered to new/incoming freshmen students grouped by selected academic majors/interests.

Apartment Style Living

Apartment style living communities consist of single to double occupancy bedroom living arrangements between residents of the same sex. The residents will share a bathroom with occupants of one to three adjoining bedrooms that will also be of the same sex. Each apartment also consists of a community kitchen and living room area that all residents of the apartment unit will share collectively. These residents are responsible for the daily cleaning of the shared bathroom, kitchen, and living room areas.

Residence Life Assignments - Check-In

Please check the University calendar for each semester's published dates. Students are asked to check-in based on the first letter of their last name. Please do not attempt to check-in before the scheduled time.

A – E	7 a.m.	9:30 a.m.
F – K	9:30 a.m.	Noon
L – Q	Noon	2:30 p.m.
R – Z	2:30 p.m.	4 p.m.
For Students who miss their scheduled time	4 p.m.	7 p.m.

When a resident arrives at his/her assigned residence hall, he/she will be required to complete several forms and receive information relevant to living on campus. A Room Condition Form is required to be completed to note the condition of each room. If there are any problems with his/her room, please report them to the resident director immediately. Throughout the semester, students are to report to his/her resident director any damages that occur. Residents are financially responsible for all damages that they or their guest may cause in the room during occupancy.

Room Changes and Facility Changes

Changes can be made only after receiving approval from the assignment staff located in the Office of University Housing. Students with a request to move from one residence hall to another should speak with their assigned RD prior to contacting assignment staff. All hall transfers (check-in and checkout) must be completed within a 24-hour period after the new assignment has been given. Students who make unauthorized room/hall changes will be subject to disciplinary actions and/or fine.

Housing Checkout Procedures are listed below:

1. Report to the Office of University Housing to complete a withdrawal and/or cancellation form (if leaving prior to the end of the Housing Agreement). **Note: It becomes the responsibility of the student/resident to notify the Registrars' Office** if the resident chooses to withdraw from the University.
2. Complete appropriate checkout paperwork with the RD.
3. Remove all personal belongings from assigned room.
4. Make sure that the room is clean, orderly, and all furniture in its place.
5. Make an appointment with the residence hall staff to conduct a proper facility check out.
6. Staff will accept the room key and access card. Staff will also pick up the resident's Room Condition Form, and inspect the room with resident present.
7. Any damages and/or missing furniture, access card, or lost keys will be notated on the resident's Room Condition or Registration Form.
8. After resident and a residence hall staff member signs the Room Condition Form and Residence Hall Registration Form, the resident will be given a copy of his/her forms, and this will complete the checkout.

9. Residents who fail to follow the above steps for proper checkout will have their rooms inspected in their absence, and will be charged for any damages, assessed for improper checkout, and charged additional fees if the room key and/or electronic access card is not returned. All charges will post on the resident's student account.

Housing Closure

Traditional residential facilities will close at the end of each semester and all residents of those facilities must vacate. Apartment facilities will remain open during the break between the fall and spring semesters.

Consolidation

University Housing reserves the right to consolidate vacancies by closing rooms, apartments, floors, or facilities. Residents in double accommodations with no roommate or apartment mate(s) may be consolidated at the discretion of the housing staff. Accommodations regarding private room, selected roommate, and other particular requests, will be granted in accordance with the above statement. Residents who fail to follow written directions concerning consolidation are subject to private room charges and/or disciplinary action.

Double Rooms with Only One Occupant

Residents who have no roommate, but who are assigned to a double room but are not paying the rental rate for a single room are prohibited from occupying both sides of the room. The vacant side of the room must be ready to accept a roommate at any time. Those who occupy both sides of the room will be charged an additional daily rate and/or be subject to disciplinary action.

Contract Release Request

Housing Agreements are binding for two semesters if the first semester of occupancy starts in the fall semester. Requests to terminate the contract may be considered, but must be submitted in a written form. Please do not make other housing arrangements until you receive official notification that your request has been approved. For more specific details, contact the Housing Office or consult your copy of the housing contract, Sections 7–10.

Admission Requirements

Residents must be “admitted” to the University and enrolled as a full-time student to be eligible to live in University Housing. Any exceptions to this requirement must be approved by the Director of Housing or his/her designee.

Private Rooms

When available space permits, residents may request a private room (single) by payment of additional fees applicable to the particular semester upon approval. Payment of a private room guarantees you that no other person will be assigned for the specific semester. It does not entitle resident to make the extra set of furnishings (where applicable) available to another student or guest. All furnishings are to remain in the room unless removed by housing staff members.

Re-Application Process

The re-application process affords residents the opportunity to apply for housing online for subsequent years. Re-application information is available on the Housing website: available at www.famu.edu/index.cfm?Housing.

Re-Assignments

An assignment guarantees space, not specific rooms within the residence hall. University Housing reserves the right to re-assign residents to other spaces, rooms, or halls in the best interest of individuals or groups of students, or when it is determined that a student is not actually residing in his/her assigned space. Private rooms, selected roommates, and particular requests are accommodated as much as possible in keeping with the above statements.

Room Charges

Room charges will post on the residents’ Student Account and are payable to the University Financial Services according to the published deadlines.

Summer Session Housing

Housing is available for all summer sessions. Students requiring summer housing must complete a summer option form.

Withdrawal

Residents who are withdrawing from the University during the semester must (1) contact the Counseling and Assessment Center; (2) contact the Main Housing Office staff; (3) request in writing the termination of the Housing Contract; and (4) complete check-out at the residence hall where they reside. Residents have 48 hours to move out from the time of withdrawal.

Rights of Resident Students

In a community living situation, such as in the residence halls, it is necessary to impose certain standards for conduct and behavior to ensure that there is some order to the environment. Each resident living in the residential facilities is entitled to certain rights:

1. The right to sleep.
2. The right to one's personal belongings.
3. The right to free access to one's room/suite facilities/apartment.
4. The right to a clean environment in which to live.
5. The right to read and study free from undue interference in one's room.
6. The right to voice concerns and be heard.
7. The right to personal privacy.
8. The right to be free from verbal and/or written abuse, threats, intimidation or violence.

Responsibilities of Residents

Residents are expected to respond appropriately to the reasonable requests of other residents and all university staff. Residents will respect the rights of other residents. Each resident is responsible and held accountable for his or her behavior, as well as for the behavior of his/her guest(s). Procedures in all residence halls will be consistently and strictly enforced by University officials at all times. Violation of any of the procedures may result in disciplinary action.

SAFETY AND SECURITY

RESIDENCE HALL SECURITY

SAFETY TIPS

When Walking On~ & Off-Campus

FAMU Department of Public Safety Crime Prevention Unit

Walking can be great fun, but it can also be potentially dangerous. Here are a few tips to help keep you safe while you enjoy walking both on and off campus.

- Don't take chances with your safety when walking.
- Don't walk alone (especially at night).
- Use public walkways.
- Be alert! Be aware of your surroundings.
- Walk facing traffic. Walk confidently. Notice who passes you and who is behind you.
- Pay attention to people/cars around you and be aware of any suspicious situations/people.
- Display proper body language to show you are aware of things happening around you.
- Walk in well-lighted areas. Do not walk near bushes, alleys, etc.
- Wear clothing and shoes that give you freedom of movement and reflect light.
- Do not overburden yourself with bags or packages that might make running difficult.
- If someone in a car stops you to ask for directions/information, always reply from a safe distance—never getting too close to the vehicle.
- If an auto driver persists in bothering you, cross the street and walk/run in the opposite direction.
- If you feel someone is following you, turn around and check. Proceed to the nearest lighted house or place of business.
- If you feel you are in danger, do not be afraid to yell and run.
- Carry as little cash as possible. Hold your purse tightly, close to your body. Keep your wallet in a front pocket, button hip pocket or inside coat pocket.
- Always hide your valuables; and do not leave personal information on display.
- Have your keys in hand, and be ready to enter the vehicle.
- Avoid hitchhiking.
- Park in well-lit areas.
- Avoid parking close to large vehicles; it decreases your ability to see the area around you.
- Keep your car doors locked--while you are in the vehicle, and when you leave your vehicle.



Anyone having information regarding criminal activity on campus is asked to call the
FAMU Department of Public Safety -- (850) 599-3256

Spring 2012

Residence Hall Security

Security in the residential facilities is a joint responsibility of the residents and the University. University Housing and the Police Department provide residential students with security resources, which include on-going educational programs, safety-related policies, sanctions for policy violations, and staff assistance for dealing with security issues and emergencies. However, the safety and security of our community is all of our responsibility. You are the most important part of our cooperative effort to provide a safe and secure community. Please do your part to keep your room and facility safe and secure through the following: locking your room door at all times, utilizing the peep hole, not keeping large amounts of money in your room, storing valuables in a safe place; making sure exterior doors are locked, maintaining possession of your key/access card, reporting stolen or damaged key/access cards to the office staff, and lastly, reporting unaccompanied visitors in your building.

All facilities are closed to guests and deliveries from midnight to 10 a.m., daily.

- FAMU Police Department will provide free engraving services for personal valuable items.
- The University is not responsible for lost, stolen, or damaged property.
- Information concerning personal property insurance is available in your facility or in the Main Housing Office.
- If you have a car, keep it locked. Do not leave valuables visible.

Residence Hall Entry

Residents/Students entering the residence halls will be asked to present their university issued identification card to the staff member before proceeding into the building. If a resident does not have her/his ID card, he/she will need to be verified as a resident by a staff member before being allowed to proceed into the building. Residents who habitually fail to present their ID card may face disciplinary action. Those who do not live in the facility will be asked to sign in. See visitor sign-in policy below.

Visitation Hours

- Daily from 10 a.m. – 12 a.m. midnight, Sundays through Wednesdays. Extended hours are 10 a.m. – 2 a.m., Thursdays through Saturdays.

Guest & Visitation Policy

Any individual who is not assigned to reside in a specific residential facility room/or apartment area is defined as a guest. All guests to any residence hall, including those who are visiting the lobby, will need to have a photo identification card to sign in (i.e., FAMU ID, driver's license, passport, military ID, etc.). Residents will be held responsible for the actions of their guests. Visitors who are found in the building that have not signed-in upon entering the building will be asked to leave and will be subject to disciplinary action.

In each residential facility, there is a designated section of rooms/apartments, which does not allow for inter-room visitation. In this section, the resident will only be allowed to have guests of the same gender. Persons found violating this rule will be subject to disciplinary action and/or fine.

Residence Hall Doors

An electronic access system has been installed on select doors of various residential facilities. Residents living in those facilities can gain access to their facility at any time by utilizing their electronic access card on the appropriate door(s). Misuse or destruction of an electronic access device can result in residents being charged for repairs or replacement. In addition, the violators will be referred to law enforcement, Student Conduct and Conflict Resolution, and even possibly evicted. Additionally, residential facilities' entry doors are NEVER to be propped open, and residents should abide by the time regulations regarding their use.

Residence halls should only be entered or exited by way of an entry door (except in cases of emergency). Individuals are prohibited from entering or exiting through windows, climbing up or down the side of the breezeway system, fire escapes, or basement hatchways.

Outside Disturbance

In the event of a disturbance around the residential facilities, all residents should follow these procedures:

1. Return to assigned room;
2. Call FAMU Police and the office staff;
3. Close all windows, blinds and stay away from the windows;
4. Do not throw items, lean out of, or yell from windows.
5. Do not become a participant in any disturbance.

Commercial Solicitation and Fund Raising

Students, faculty, and other University personnel, are prohibited from entering University grounds and buildings, to include housing facilities, for the purpose of transacting or soliciting business with students, faculty, or other University personnel, unless they have been issued a permit for these purposes by the University President's designated representative(s). Please refer to Regulations 2.030(17) and (18), and 3.011.

PERSONAL SAFETY

FAMU Police Department

The FAMU Police Department is an enforcement agency that serves the University community by offering traffic, parking, crime prevention and safety services, and is deeply invested in the safety and well-being of students, faculty, staff, and visitors. To help foster a safe learning environment, the Police Department conducts numerous safety programs such as rape awareness, bicycle safety, alcohol awareness, crime prevention, safety inspection, property identification, etc. The Police Department also maintains a daily crime log in order to better inform the University community of current crime trends. For additional information on crime statistics, please contact the Police Department at (850) 599-3256, which is located in the Physical Plant Operation Center, Suite A132.

CRISIS RESPONSE

Fire Alarm Procedures

If you discover a fire:

1. Evacuate the building by way of the nearest exit. As you evacuate, close the door to the room where the fire is located.

2. Activate the building fire alarm by using the pull station if someone has not already done so, and leave the building immediately.
3. DO NOT USE THE ELEVATOR.
4. Notify the staff at your residence hall or call from a safe location.
5. DO NOT RE-ENTER THE BUILDING.

The local emergency number is ‘911’ or dial ‘0’ from a campus line to connect to the campus operator, or call (850) 599-3256 to connect to FAMU PD. Once connected provide your name, exact location and nature of the emergency.

Do not attempt to enter the building until a staff member or police officer has given permission. Failure to cooperate with evacuation procedures, police or staff will result in disciplinary actions.

Evacuation Procedures

When the fire alarm sounds...

1. React promptly.
2. Proceed to the door of your room and check it for heat with the back of your hand. If COOL, open the door slowly and check for smoke in the hall.
3. If no smoke is present, exit and close the door. Take only essential items such as keys, access card, medication, identification etc., and proceed to the nearest exit through the stairwell or ground floor exit and evacuate the building.

DO NOT USE THE ELEVATOR.

4. If your door handle is HOT, or if there is SMOKE present DO NOT open the door.

5. Stay in the room and dial 599-3256. When dialing 911 provide your location and they will dispatch you to FAMU PD.
6. Pack wet towels or blankets under the door.
7. Wave a brightly colored item out the window for ease of recognition.
Do not enter the building until the officers and staff have given the ALL CLEAR sound.

Fire Drills

The University endeavors to provide its faculty, staff and students with the assurance that the environment in which they work, study and live in is safe from fire emergencies by assuring that if such emergency should develop, they have the knowledge to protect themselves and remain safe. When conducting drills, emphasis shall be placed on an orderly evacuation rather than on speed. Residents should become familiar with evacuation maps and routes in their facility.

Fire drills are required in each occupied building on campus and are conducted as required. Drills will be held at expected and unexpected times and under varying conditions to simulate the conditions that can occur in an actual emergency. There are two drills scheduled for each residence hall per semester, and one drill for each education and general building per year.

Fire drills are very vital and essential for emergency preparedness training. Drills shall include suitable procedures to assure all persons subject to the drill participate. All occupants shall take part in the fire drill and evacuate the building immediately. Residents not leaving the residence hall in a reasonable amount of time during a fire drill will be fined and receive disciplinary actions.

False Alarm of Fire

Florida Statutes 806.101 prohibits the act of a false alarm of fire as follows:

Whoever, without reasonable cause, by outcry or the ringing of bells, or otherwise, makes or circulates, or cause to be made or circulated, a false alarm of fire, shall

for the first conviction be guilty of a misdemeanor of the first degree, punishable as provided in s.775.082 or s. 775.083. A second or subsequent conviction under this section shall constitute a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or 775.084.

This act will be reported whenever anyone is seen committing it. Such acts cause occupants to become complacent and refuse to leave the building whenever the fire alarms are activated, even in a real fire emergency. This could be potentially tragic. Such act is a cause for response from the Tallahassee Fire Department, which is a waste of valuable time and resources. Further, this causes disruption of normal operation in the affected facility. If a pattern of false alarms can be traced to a particular floor, and it cannot be determined which resident(s) is responsible, all residents residing on that floor are subject to a fine for those false alarms.

Portable Fire Extinguishers

Portable fire extinguishers are located in all buildings on campus in various locations. These fire extinguishers are provided for extinguishing fires when necessary. It is against the law to tamper with or remove fire extinguishers. They should only be used in an emergency. In the event that there is a malfunctioning extinguisher, please report it to the facility main office. If anyone is seen tampering with a fire extinguisher, this should be reported immediately.

Gender-Based Misconduct

The University is committed to providing an educational atmosphere in which students can achieve their goals and maximize their potential. When students experience sexual violence such as rape or dating violence, their sense of safety and trust are violated. Gender-Based misconduct is a serious violent offense, and is a flagrant violation of the University's standards of conduct. In addition, gender-based misconduct includes, but is not limited to, sexual harassment; non-consensual sexual contact, sexual exploitation, and relationship violence (refer to 2.012 Student Code of Conduct). Students who experience gender-based misconduct, or are in violent relationships, have a variety of resources and courses of action available to them. If you have experienced gender-based misconduct, please do the following:

1. Report the incident to the FAMU Police and Housing staff immediately. Seek medical assistance by contacting either the Student Health Center at (850) 599-3777, Tallahassee Memorial Hospital at (850) 431-1155, or Capital Regional Medical Center (850) 325-5093. In the instance of rape, avoid showering or changing clothes until medical assistance is provided in case a rape kit needs to be administered. This will be administered at a hospital emergency room.
2. Seek emotional support and victim advocacy through the University Counseling Center, located on 101 Sunshine Manor, (850) 599-3145.
3. Contact Mrs. Carrie Gavin, Title IX Coordinator, located at 674 Gamble Street, (850) 599-3076, or carrie.gavin@famuedu regarding resources available, including Title IX protections.
4. Residence Life staff is also available for support.

Emergency Alert System

The Emergency Alert System is a self-service, web-based, mass notification system that empowers a school to send instant alerts to all subscribers such as students, faculty, and staff's cell phones, emails, and the web page automatically from one easy-to-use interface. The Emergency Alert System also allows a school administrator(s) to send a message to ten or tens of thousands of people within minutes without having to call anyone at the Emergency Alert System. Messages can be initiated from anywhere via the web or net-connected phone. Subscribers can self-manage their accounts to register or deactivate the service, update phone numbers or email addresses, and join available groups. To subscribe, go to www.famuedu and scroll down to the bottom of the screen; on the right side of the page there is a button titled: "Blackboard Connect Emergency Alert System," click on that button to begin your subscription. On the screen that follows, click "Sign Me Up," and follow the steps from there.

Accident and Illness

If a resident becomes ill or has an accident while living in the residential facilities, contact the facility staff and the Health Service Center at (850) 599-3777. Health Services is located on the first floor of the Foote-

Hilyer Administration Building. Health Services is open from 8 a.m. to 5 p.m., Monday through Friday. Should a resident sustain an injury or become ill at a time when Health Services is closed, there are two hospitals located in Tallahassee. The hospitals are Capital Regional Medical Center, (850) 325-5093 and Tallahassee Memorial Regional Medical Center, (850) 431-0748.

Should anyone need the services of an ambulance, dial 911 or call the FAMU Police Department at (850) 599-3256 or (850) 599-3607. Please keep your insurance card with you at all times.

Residents with pre-existing medical conditions are encouraged to inform Health Services and University Housing. Also, we recommend that residents inform the Residence Hall Director of any pre-existing medical conditions.

Weather

The Tallahassee area is subject to severe weather, which includes thunderstorms, tornadoes, and hurricanes. For that reason, residents are not to have any type of antenna or electrical appliance in your room windows. Local radio and television stations announce severe weather watches and warnings when the weather conditions dictate.

In the event that a hurricane or tornado should come into the Gulf of Mexico and turn toward the Florida Big Bend area, your residence hall staff will distribute specific hurricane preparation information to you.

The residential facilities on campus are not designated as emergency shelters. Should a severe weather report dictate a hurricane, tornado, or storm warning, the following procedures are to be followed:

1. Go to the lowest floor possible. If you cannot reach a lower floor, stay away from all windows and go to an interior hallway or bathroom.
2. Sit on the floor with your back to the stairwell or in the central portions of your room away from windows.
3. If a storm strikes, duck your head between your knees and cover the back of your head with your hands for protection.

4. Try to remain calm.
5. Do not move from shelter until the severe weather is well out of the area or instructed by a staff member.

Smoke Detectors

Smoke detectors are provided throughout the Residential Facilities for the safety and protection of everyone living in the building. It is against policy to tamper with, dismantle, or cover any smoke detector in any way. If the smoke detector in the room needs to be replaced which is indicated by a beep every few minutes, please alert the Residence Hall staff. Do not attempt to replace, remove, or tamper with a smoke detector. Rooms with dismantled smoke detectors are in violation and assigned resident(s) will be fined, referred to FAMU PD, and the Student Conduct and Conflict Resolution staff for tampering with fire safety equipment.

Sprinkler Heads

Sprinkler heads are located in the residential halls and in the apartments. The hanging of any materials from the sprinkler heads can activate the system and cause damage to the device and facility. In this instance, water profusely discharges in the building causing severe water damage to the immediate room and to other surrounding areas. Nothing should be hung on any sprinkler head at any time. Also, care must be taken to avoid accidental damage to the sprinkler heads. Violators will be fined and shall pay the cost of damages to the equipment and property of other residents, and the University.

CAMPUS LIFE SERVICES

RESIDENTIAL SERVICES

Bulletin Boards

Information displayed on bulletin boards in the residential facilities is for residents. If a resident wishes to post something, please ask the Resident Director or Resident Assistant. Bulletin boards will also display the monthly programming themes, and the residence hall meetings indicating the program locations, dates and times.

TV and Study Lounges

Many of the residential facilities have TVs and study lounges for residents' convenience. Most lounge TVs are equipped with cable and the study lounges provide residents with quiet places to study within the residential facilities. The university does not supply cable accessories. For further information, please contact the Resident Director.

Computer Labs

Computer labs are located in all residential facilities. These labs are for residents' use only. Residents must present ID in order to utilize computers. Please check with the residential staff for access and operation hours of the lab. As a courtesy to others that may be using the equipment and for equipment protection, food and drinks are not allowed in the computer labs.

Laundry Facilities

Washers and dryers are located in all residential facilities. Any refunds due to malfunctioning machines may be received from the Office of Auxiliary Services by calling (850) 599-3090.

Vending Machines

Vending machines are located throughout the residential facilities. Consult the residential staff for the location of the nearest vending machine. For vending machine refunds, please report amount lost to the Rattler Card Office located in the Student Union or by contacting (850) 599-8366.

Maintenance Services

In the event of a maintenance emergency (i.e. flood, power outage, broken lock mechanism, etc.), contact the staff of that residential facility immediately. Report all maintenance issues to the residence hall office staff. University Housing's Maintenance department will respond to a non-emergency request within three business days. No charge will be assessed for repairs resulting from normal wear and tear. Any damages in the room prior to check-in should be marked on the Room/Apartment Condition Form. Please review the form to ensure that any damages are noted. If, during the course of any given semester, damages occur within the room, residents must immediately report these damages to the staff. If a request has not been attended to in three days, the RA for the floor should be contacted and they will work with the RD to further assist with

the issue. Damages that are caused by the resident or the resident's guest(s) through negligence or willful intent will be placed on a work order with an attached damage statement for billing the resident of such repairs.

Room Repairs and Damages

Report all needed repairs to your residence hall office staff. No charge will be assessed for repairs resulting from normal wear and tear. Any damages in the room prior to check-in should be marked on the Room/Apartment Condition Form. Please review the form to ensure that any damages are noted. If, during the course of any given semester, damages occur within your room, you must report these damages to your staff immediately. As stated above, damages that are caused by the resident or the resident's guest(s) through negligence or willful intent will be placed on a work order with an attached damage statement for billing the resident.

Custodial Services

The staff will clean all bathroom facilities in the traditional halls on a daily basis, and the custodial staff will replenish bathroom essentials. In addition, custodians will clean all common areas in each facility. If there are any spills, bodily fluids, or other issues in the common areas, please contact the building staff and they will contact the appropriate officials to resolve the issue.

Pest Control

To control or eliminate pest concerns; here are a few ways to prevent pest problems in the rooms:

- Keep food in tightly covered containers.
- If you spill something, clean it up immediately.
- Remove trash (e.g., empty cans, bottles and food boxes daily by 10 a.m.).

The University has a pest control service that sprays each room and the buildings periodically. If there is a problem with bugs, body lice or any other pests, notify the residence hall staff immediately.

Renter's Insurance

Residents desiring insurance protection must make their own arrangements for the necessary coverage. The University does not carry insurance covering the loss and damage (due to water leak, theft, fire, etc.) to residents' personal property nor liable for such loss. Students or their parents are encouraged to carry appropriate insurance to cover such losses. Information regarding reputable vendors is available at the Housing Office, Lower Level in Gibbs Hall and on the Housing website.

For further information on Housing, go to the Board of Trustees' Regulation 2.001.

STUDENT SUPPORT SERVICES

Post Office Box Assignment and Mail Services

All residents living in the residential facilities will be assigned and issued a FAMU **Personal Box Number (PBN)** at the Business Center. To receive a mailbox, a resident must take a copy of the housing assignment form to the Business Center or by signing up for a mailbox using the new on-line registration form. All mail will be picked up at the Business Center. Mail is delivered Monday through Friday, excluding national holidays. All outgoing mail should include your return address, and incoming mail should be addressed to you as follows:

Address for Letter and Other Packages sent via standard US Postal Service delivery:

- Name
- Florida A&M University
- Personal Box #
- Tallahassee, Florida 32307

Address for UPS/Federal Express/Airborne Packages

- Name
- Florida A&M University
- 1510 Wanish Way
- Tallahassee, Florida 32307

Identification Cards

Every enrolled student at the University is required to have an official University Identification Card (I.D.), known as the “Rattler Card.” Each resident should have an I.D. Card picture taken by the first week of enrollment. Students are required to carry their Rattler I.D. at all times while on campus. University I.D. Cards are not only used to identify FAMU students, but are also used to obtain meals in University dining areas; to obtain access to University resources and events; and to check-out materials from the University Library. Students are also required to present their Rattler I.D. card to a University official upon request.

Automobile Registration

All motor vehicles operated on University property must be registered and have a FAMU decal or permit. Residents may register their motor

vehicles at the FAMU Parking Services Office. Also, residents must have proof of vehicle ownership, valid driver's license, University Identification Card, proof of insurance, and a class schedule at the time of registration. **The University prohibits freshmen living on campus to register a vehicle on campus.** For additional information, please contact the Parking Services staff at (850) 599-3256.

Students with Disabilities

The Center for Disability Access and Resources (CeDAR) provides services to students with disabilities, and is located at 667 Ardelia Street, Tallahassee, Florida 32307. These services are free to students. Accommodations can include: extended testing time, an isolated testing environment, a note taker, large printed materials, a scribe, an interpreter, a reader, the use of adaptive equipment, and/or the use of a computer. For additional information, please contact CeDAR at (850) 599-3180.

Health Insurance

The health service fee, which you pay as a part of your student fees, covers *only* those services provided at the University Health Service Center. The health fees do not cover hospital expenses. Federal law requires everyone to have health insurance coverage. Residents should bring a copy of the health insurance card when they come to FAMU. Students should ask their family if they are covered by their insurance plan while they are in college. If a student needs health insurance, many plans are available to university students. You may contact the University Health Service Center concerning a plan, which have been arranged for University residents. For additional information, please call (850) 599-3777.

Health Services

Student Health Services is located on campus at 114 Foote-Hilyer Administration Center. Health Services are available for care between the hours of 8 a.m. to 5 p.m., Monday through Friday when the University is in regular session. There are no charges for the services rendered by the staff physician or the facility visit. There are nominal charges for laboratory tests and x-rays. Student Health Services can be reached at (850) 599-3777.

Health Information Privacy

The Office for Civil Rights enforces: the HIPAA Privacy Rule, which protects the privacy of individually identifiable health information; the HIPAA Security Rule, which sets national standards for the security of electronic protected health information; the HIPAA Breach Notification Rule, which requires covered entities and business associates to provide notification following a breach of unsecured protected health information; and the confidentiality provisions of the Patient Safety Rule, which protect identifiable information being used to analyze patient safety events and improve patient safety.

University Dining Services

The dining program has been designed with you in mind. Flexibility, varied hours, and a choice of dining locations will enable you to find the perfect place at the perfect time. The dining program is provided by an independent contractor. For more information, call (850) 599-3245 or visit the dining website at <http://www.metzfamu.com/>.

Career Services

The Career Services Office is located at the Student Union Plaza. All current and past students may register with the Career Services Office to be eligible for job bulletins and interviews with on-campus recruiters. Other services include an active job database, and resume screening by potential employers. For more information, please call (850) 599-3700.

Office of Counseling Services and Assessment

The Counseling Center is located on campus at 101 Sunshine Manor. Services are free to all currently enrolled FAMU students. The Center is open Monday through Friday 8:00am to 5:00pm. The Office of Counseling Services also offers extended hours on Thursday from 5:00pm to 7:00pm by appointment only. For after hour emergencies, call 911 or 599-3256.

The Counseling Center provides the following services: individual and group counseling for personal, academic, and career concerns; consultation and outreach; biofeedback; and crisis intervention. For more information, please call (850) 599-3145.

Office of Student Activities

The Office of Student Activities actively supports the mission of the University and the Division of Student Affairs by providing various support services. The services facilitate the development and implementation of varied recreational, cultural, educational, and social activities. Support services also include programs for the students, faculty, staff, and alumni of the FAMU community. The total development of the student is paramount to their individual success. Student services ultimately increase the retention rate of the student body as they become more involved with the total institutional experience. For more information, please contact (850) 599-3400.

Student Organizations

The Greek Community at the University consists of all of the National Pan-Hellenic Council (NPHC) organizations, community service-based organizations, local social organizations, honor societies, and professional organizations. In order to function on campus, organizations must be registered with the Office of Student Union and Activities, which works closely with individual organizations in the development of programs and activities. For more information regarding student organizations, please contact Student Activities at (850) 599-3400.

Mandatory Meetings

The Welcome-Orientation Meetings in each facility are mandatory for all residents. These meetings are designed to cover all rules and regulations of University Housing. These meetings are helpful in preventing violations of the rules and regulations. Residents are to attend all mandatory meetings.

Programs

The programming model known as the FANGS Model focuses on Diversity, Respect, Intellect, Values, and Ethics. Programs are designed to enhance the educational experience outside of the classroom. Residents are strongly encouraged to participate in programs presented by University Housing staff, Residence Hall Association, and Resident Assistant Council.

Storage

University Housing is unable to offer additional storage space for personal belongings other than closet space and space under beds in each

resident's room. Items may not be stored in any other areas on campus without proper authorization. Any personal belongings left in public areas or closets are subject to disposal. (See Abandoned Property)

RESIDENCE HALL POLICIES & PROCEDURES

(Alphabetical)

ANY VIOLATIONS OF POLICIES AND PROCEDURES WILL RESULT IN DISCIPLINARY ACTION(S), FINE(S), AND/OR SANCTION(S).

Abandoned Property

In situations where a resident leaves their personal property behind in a residential hall, university housing shall declare their property as abandoned. The Resident Director will send written notification immediately to the prospective owner's last known address via certified mail and/or email with receipt requested. The property will be held for 30 days before being disposed of by the University. The abandoned property will be inventoried, stored, and transferred to the University property records staff. When residents fail to retrieve their property, the property will be disposed of by the Property Records staff in accordance with the University Abandoned Property Policy.

Acrylic Nails

The processing of acrylic nails and using chemical treatments are **not** allowed in the residential facility or apartments. Violators will be fined and disciplinary action will be taken.

Alcohol

Alcohol, in any form, is strictly prohibited on the campus of Florida A&M University. This is inclusive of but not limited to the use, sale, possession, manufacturing, bartering, and consumption of alcoholic beverages or containers, full or empty, in the residential facilities. All alcoholic beverages and containers found will be confiscated. Residents who violate the alcohol policy will be fined. Repeat violators will be evicted for the third offence and will remain fee liable for the duration of their housing contract. It is the policy of Florida A&M University to notify the parents of dependent students under the age of 21 who violate the laws governing the use or possession of alcohol or other controlled substances.

Bicycles*

Bicycles may not block the hallways or doorways of the residential facilities. Bicycles can be stored in residence hall rooms with the

consent of the roommate. If a bicycle is stored in a room it must not block the door or be ridden in the hall. Bicycles may not be tied, locked, or secured in any way to permanent fixtures, to include but not limited to:

1. Buildings
2. Trees
3. Handrails
4. Banisters
5. Walk Guardrails

Bicycles secured to permanent fixtures, other than bicycle racks, will be removed at owner's expense.

*Bicycle as used in this section does not include gasoline and/or battery operated bicycles. Please see motorized vehicles for gasoline and/or batter operated bicycles.

Bomb Threats

If you receive a bomb threat or any other threatening phone call, gain as much information from the caller as possible and immediately notify the FAMU POLICE Department (850) 599-3256.

Businesses

University Housing prohibits the operation of any businesses within residence halls or apartments. This includes, but not limited to, nail salon, hair salon, vending, apparel, marketing and promotion. Violators will be fined and disciplinary action will be taken.

Candles

Candles, with or without at wick, are prohibited. Candles present a severe fire hazard. No candles are to be present and/or used by students in their rooms/apartments. Violators will be fined and disciplinary action will be taken.

Card Access (System)

An electronic access system has been installed on selected doors of various residential facilities. Residents living in those residence halls can gain access to the hall at any time by utilizing the key card on the

electronic device of the appropriate door. There is a fine for lost, damaged, or stolen access card. **Residents should not give their access card to anyone.** Misuse or destruction of an electronic access device can result in residents being charged and evicted. Violators will be referred to Student Conduct and Conflict Resolution.

Chalking

Chalking of sidewalks must be approved by the resident director prior to chalking. The chalked area must be removed no later than 24 hours after the event.

Christmas or Holiday Trees

Due to the National Fire Protection Association codes and safety concerns, cut/live Christmas trees are not permitted in residence hall rooms.

Cleanliness

The cleanliness of rooms or apartments is the responsibility of the occupants, and the living areas are to be properly maintained on a daily basis. Residents in rooms or apartments with tile floors may borrow brooms, dustpans, and mops from the office of that hall, but are encouraged to purchase their own. All trash must be taken out daily by 10:00 a.m. and placed in the dumpsters located adjacent to all residential facilities. In the apartments, common area trash cans are not allowed. All trash and used grease (cooking oil) must be disposed of properly.

Improper trash/ grease disposal includes, but is not limited to: leaving the trash/grease in the hallways, entrances to buildings, balconies, stairwells, closets; and disposing of the trash/grease in the bathroom or kitchen drains. Violators will be charged for improper trash/grease disposal. Additionally, residents are prohibited from throwing trash out of the windows, or outside a room or apartment. Violators will be fined and disciplinary action will be taken. See Health and Safety Inspection.

Cohabitation

Cohabitation is not permitted in the residence halls. Cohabitation is defined as a person using a residence hall room without being officially assigned as a resident of that room. Students who are involved in an intimate relationship may not share a room.

This includes, but is not limited to:

1. Keeping clothing and other personal belongings in the room.
2. Sleeping overnight in the room.
3. Using the bathroom and shower facilities as if they live in that room. Violations of this rule may also relate to the “Guests” and “Roommate Conflict” procedures as outlined in this handbook.

Violators will be referred to Student Conduct and Conflict Resolution.

Combustibles (Chemicals)

Any substance or explosive composition or combination of substances, or any article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation is prohibited. This includes, but is not limited to: lighter fluid, lighters, lamp oil, matches, or hazardous chemicals.

Community Fines

Community fines are financial obligations that are charged to a specific floor or hall. Community fines usually are given out based upon lack of cleanliness in community restrooms (residential facilities) or lack of cleanliness in hallways (apartments). The amount of the obligation is based on the Resident Assistant or Resident Director, and they will be given to the entire hall or floor.

Contact Paper

Contact paper is not allowed and should not be applied to any surface in the residential facilities.

Cooking

In accordance with the residence hall appliance regulation, cooking in the traditional residence halls is allowed with small microwaves only. Residents are responsible for ensuring that proper sanitation, ventilation, and fire safety precautions are taken. For the approved cooking appliances, please see “Appliances.” Cooking is allowed in residential apartments. Microwaves are for cooking only. Do not put any type of metal or aluminum foil in the microwaves, and do not dry any type of clothing product in the microwaves, as this may start a fire.

Cooperation and/or Disrespect of University Officials

Residence hall staffs are University officials. Residents must immediately comply with any directions from any University official. Verbal and/or physical abuse directed towards any University staff member will not be tolerated. Violators are subject to disciplinary actions, fine, eviction, and possible legal prosecution. If you are having issues with residence hall staff, please contact the Office of University Housing at (850) 599–3651.

Curfew

The lobby areas of all residence halls/apartments are closed to visitors from 12 a.m. midnight to 10 a.m. Sundays through Wednesdays. Extended hours are from 2 a.m. to 10 a.m. Thursdays through Saturdays. Similarly, guests who do not reside in a particular apartment or residence hall room are not permitted to visit another apartment/room that is not their own between those hours. This policy is meant to protect the privacy of roommates who may not desire to have company after-hours. Individuals who do not reside in the apartment complexes/residence halls must vacate the grounds during the periods of curfew. Violators will be fined and subject to disciplinary actions. See listing of fines.

Cyber Stalking (Bullying)

It is the policy of Florida Agricultural and Mechanical University that any student (s), groups of students, or student organization(s) affiliated with the Florida Agricultural and Mechanical University are prohibited from engaging in any form(s) of cyber stalking and bullying activities. All alleged violations will be reported to FAMU PD. Section 784.048(1) (d), Florida Statutes, defines cyber stalking as:

“Cyber stalking” means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Section 784.048(2)–(5), Florida Statutes further provides in part:

1. Any person who willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person commits the offense of stalking.
2. Any person who willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person, and makes a credible threat with the intent to place that person in reasonable fear of death or bodily injury of the person, or the person's child, sibling, spouse, parent, or dependent, commits the offense of aggravated stalking.
3. Any person who, after an injunction for protection against repeat violence, sexual violence, or dating violence, or an injunction for protection against domestic violence, or after any other court-imposed prohibition of conduct toward the subject person or that person's property, knowingly, willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person commits the offense of aggravated stalking.
4. Any person, who willfully, maliciously, and repeatedly follows, harasses, or cyber stalks a minor under 16 years of age commits the offense of aggravated stalking.

How to Avoid Someone Cyber Stalking You

1. Keep your personal information just that— personal. Should you use forums and chat rooms, there is no reason for the use of your real name. Others do not have a need to know your name, gender, the city or even the state in which you live, or anything else that they could use to identify you. Do not make your gender obvious through your usernames or profiles. Use passwords that are difficult for other people to determine your gender and change the password frequently.
2. Ask websites and search engines that offer free information about people, such as phone numbers and home addresses, to delete your entries. In addition, ask your telephone company not to include your home address in the phone book.
3. Make sure that any website that you use to transmit personal information, such as credit card numbers, begins with "https" and not "http." A website that begins with "https" is secure.

4. For additional information, please visit:
<http://www.famu.edu/index.cfm?CyberBullying&Whattodo>.

Decorations

Decorations are encouraged as long as they do not create health or fire hazards or damage to the room. No decorations may hinder the use of or restrict access to hallways, doorways, stairs, corridors, or fire related equipment. Do not attach anything to or tamper with light fixtures, sprinkler system or exit signs. These restrictions apply to student rooms, common living area and public areas. Tension rods may be used to hang curtains for windows and closets only. Thumbtacks and pushpins are allowed for hanging purposes on walls, but not on doors. **No nails may be used, and wall mounted shelves and/or curtain rods are not permitted.** Christmas tree lights may only be used for two weeks prior to the end of the fall semester and only small bulbs may be used. Single strand lights with small bulbs may be used during the regular year but more than one strand may not be connected together at any time. Painter's tape is the only adhesive allowed for decorating purposes. Do not use double-sided tape on any surface in the halls. This tape will damage the wall and/or not come completely off the walls. (For more information, you can visit: http://www.3m.com/3M/en_US/consumer-us/?WT.mc_id=www.3m.com/3M/en_US/country-us/all-products/home-leisure/) Please contact a residential facility staff person for further details.

To comply with regulations from the Fire Marshal, both sides of room doors may not be decorated with anything other than message boards. See Dry Erase Boards Section. Decorations violating this regulation will be removed by the hall staff. Damages will be assessed and billed to the resident.

Defacing/Destruction of University Property

Damaging/vandalizing or defacing property belonging to an individual or to the University is strictly prohibited. Those responsible for damaging or defacing property can be fined, required to pay restitution, and be evicted from the housing facility. They will also be referred to Student Conduct and Conflict Resolution, and possibly criminal prosecution.

Door Propping

Propping of any residence hall door and/or tampering with locks are considered a serious security violation. Anyone caught propping a door will be subject to disciplinary action and a fine.

Dress Code Standards

The University Housing promotes the dress code standards established by the University. Please refer to the Florida A&M University Student Handbook, also known as “The Fang,” pages 93–94.

Examples of inappropriate dress and/or appearance in residential facilities public areas, includes but are not limited to:

- Pajamas, midriffs or halters, mesh, netted shirts, tube tops, cutoff tee shirts, scarves, caps, pants below waistline revealing undergarments, do-rags and/or hoods in classrooms, dining halls, snack bar, library, student center, and offices. This policy does not apply to headgear considered as a part of religious or cultural dress.
- Bare feet anywhere on campus except inside resident room or apartment.
- Clothing that displays obscenity in words and/or picture(s).

Drugs (Illegal)

The University prohibits the use, possession, manufacture, cultivation, distribution, or sale of illegal drugs, prescription medication not issued to the student, and/or controlled substances. Illegal drugs include, but are not limited to: synthetic drugs or other substances that will alter a student’s mental state, i.e. glue, nitrous oxide, paint, etc. Drug paraphernalia including bongs or bags known for packaging, scales, etc. are prohibited University premises or at University sponsored activities. Please refer to Section 893.145, Florida Statutes, for a comprehensive definition on drug paraphernalia.

Referrals will be made to the Police Department and Student Conduct and Conflict Resolution staff regarding any violation of the above stated policy. Violations may result in an arrest, a fine, or suspension from the University. Residents who violate this policy will be evicted from

Housing; banned from all residential halls, and held fee liable for the remainder of their Housing contract. It is also the policy of Florida A&M University to notify the parents of dependent students under the age of 21 who violate laws governing the use of possession of alcohol or other controlled substances.

Dry Erase Boards

Dry erase boards (message boards) are allowed to be mounted with an adhesive backing to the outside or inside of residence hall room doors only. They may not be attached with adhesive to walls within the residence hall rooms. The board cannot be larger than 12 inches x12 inches. The remains of the adhesive backing must be removed from the room surface upon checking out of the facility.

Electrical Surge Protectors (Power Strips)

The use of UL listed multiple outlet strips with built in 15-amp fuse or circuit breaker protection is required (power surge protectors). Multiple plug adapters (octopus type), extension cords, plug-ins with extra outlets, and any kind of outlet extenders are **not** allowed in residential facilities (apartments or residence halls). Do not overload electrical circuits. Violation of this rule will result in the items being confiscated and disposed of at the owner's expense.

Emergency Exits

The paths to the exit doors, vents and windows must remain clear at all times. Failure to do so will result in a fine and possible additional disciplinary action.

Emergency/Safety Equipment/Fire Alarm System

This policy includes, but is not limited to: fire extinguishers, heat and smoke detectors, exit lights or panels, fire alarm pull stations, sprinkler heads, fire alarm strobe light, or locked exterior doors. Residents may not use emergency equipment for any purpose other than emergency use. Tampering, damaging, obstructing or inhibiting the use of emergency/safety equipment, including propping open doors in any residential facility (apartment or residence hall) is prohibited. Residents involved in such activities will be subject to fines, disciplinary action and may be removed from residential facilities (apartments or residence halls). Tampering with emergency/safety equipment could endanger everyone. Tampering with fire equipment will result in disciplinary

action, with a fine and/or criminal charges.

Fire Code Violations

Residence halls have limited electrical system capabilities and overloading these systems can present a fire and a safety hazard. Only refrigerators, which operate at 115 volts and are a maximum of 3.6 cubic feet; and microwaves that are a maximum of 2.8 cubic feet, are permitted in residence hall rooms. Use of other appliances such as radios, TVs, stereos, desk lamps with non-halogen bulbs are permitted provided the total electrical requirements do not exceed the capacity of the system, and the equipment is kept in safe operating conditions. All items that are not in use are to be turned off and unplugged, this includes but is not limited to: laptops, irons, cell phone chargers, blow dryers, curling irons, etc.

The use of extension cords is strictly prohibited, only surge protectors with an off switch are allowed. The surge protectors can only be plugged directly into the wall, plugging a surge protector into another is prohibited. No outside antennae of any type are permitted. All appliances must be stored in an open area; appliances such as microwaves are not to be stored under beds or in closets. Unauthorized appliances will be confiscated and stored until the student checks out of the facility for good.

Items that are not permitted include but are not limited to:

**Hot Plates	*George Foreman Grills
*Ovens/Broilers	**Toaster Ovens
*Crock Pots	**Electric Skillets
**Toasters	**Sun Lamps or Tanning Beds
**Space Heaters	**Barbeque Grills
**Halogen Lamps	**Subwoofers
**Lava Lamps	**Extension cords
**Immersion Heaters	**Incense/Candles
**Open Surface Heating Appliance	**Electrical heating Pads/blankets

* Not permitted in Traditional residential facility

** Not permitted in Traditional and Apartment facility

Any device, element, or object that presents a fire safety hazard is not permitted in the residence facilities/halls. If you have questions about prohibited items, or if you are thinking of buying something that could be considered a prohibited item, please contact the University Housing Office prior to bringing it to the residence facility/hall to determine whether it can be allowed.

Fireworks, Explosives, and Hazardous Materials

Fireworks, smoke bombs, and explosives of any kind are not permitted in the residence halls, apartments, or on FAMU's campus. Please see the FAMU Police Department for more information or call (850) 599-3256. There are no exceptions to this policy.

Florida Prepaid College Plan and Housing Costs

A resident participating in the Florida Pre-Paid Program will pay the difference between the Pre-Paid Program fee payment and the cost of a single room or a single bedroom in all facilities. The full details of the contract are contained in your copy of the contract. You may also contact the Housing Office for information about the Housing Room Agreement. See Florida Prepaid College Board's website found at <http://www.myfloridaprepaid.com/what-we-offer/dormitory-plan/> for further information.

Freshman Housing Guidelines

The University is firmly convinced that living on campus is the best way for a student to begin his or her educational career at the University. A First Time in College ("FTIC") student is defined as a student under the age of twenty-one (21) (prior to the first day of classes) with fewer than thirty (30) semester hours recognized by Florida A&M University, and who has resided in University housing for less than two (2) semesters.

Exceptions may be granted for:

1. Students graduated from a high school within 35 miles of the Tallahassee campus;
2. Married students; or
3. Students with a dependent child or children;
4. Student is twenty-one (21) years of age years or older by the first day of class.

5. Students who are military veterans that served on active duty for at least twelve (12) months or students currently serving on active military duty.
6. Students on a case-by-case basis by the President or President's designee provided there is good cause shown by the student.

Furniture

Each student room is provided with certain items of furniture. You may not move additional items into your room from any other area of the residence hall or apartment. Furniture cannot be modified. A fine will be assessed for movement of lounge furniture into your room, moving furniture from one room into another, or modifying furniture. Waterbeds are not permitted in the residential facilities.

Gambling

Gambling is defined as:

- Participating in an unlawful game or chance for money or for anything of value on University premises, or at an affair sponsored by a student or student organization;
- Unlawfully selling, bartering or disposing of a ticket, order, or any interest in a scheme of chance by whatever name on University premises or at any affair sponsored by a student or student organization;
- Wagering on a University team or organization in a competition with a direct influence in the success of the competition.

Residents found in violation will be referred to Student Conduct and Conflict Resolution and FAMU Police Department will be contacted.

Graffiti

University Housing prohibits markings, such as initials, slogans, or drawings, written, spray-painted, or sketched on a sidewalk, doors, hallways, or walls of a building or public restroom. This includes, but is not limited to, message boards and posted notes.

Group Billings

Financial charges relating to the cleaning of, damage to or theft of University property are billed to the specific individual(s) responsible whenever such individuals can be identified. However, when damage or theft cannot be assigned to a specific individual(s), the charges may be divided equally among the residents of the affected floor, building, or area. This means that if any damage occurs on your floor, hallway, or community bathroom, etc., which cannot be properly charged to an individual, all members of the floor or community may be billed equally for repairs. Similarly, damage or theft in your building, which cannot be assigned to an individual, may result in all building residents equally sharing in repair or replacement costs. If applicable, each resident will be billed for his or her “share” of public area damages at the end of each semester. Residents will be given every opportunity to identify individual(s) responsible for the damage before a group billing is finalized. Active involvement in reducing damages within the residential community is encouraged.

Halogen Lamps, Torch, or Torchiere Lamp

Due to fire safety codes, any kind of lamp that contains halogen bulbs are not permitted in any residence hall rooms (or apartment). Halogen light bulbs can reach temperatures over 1000° F. Any person in violation will be subject to a fine and the lamp will be confiscated and disposed of at resident’s expense.

Harassment

Verbal or written abuse (including electronic communications or internet activity), threats, intimidation, coercion and/or other conduct that endangers the health, safety, or welfare of others, or places another individual in reasonable fear of physical harm or creates a hostile environment in which others are unable to reasonably conduct or participate in work, education, research, living or other activities. Harassment also includes actions defined in University Board of Trustees Regulation 10.103, Non-Discrimination Policy and Discrimination and Harassment Complaint Procedures, and Regulation 2.012, Student Code of Conduct. The University will not accept ignorance, humor, anger, alcohol, or substance abuse as an excuse, reason, or rationale for harassment. Violators will be referred to Student Conduct and

Conflict Resolution.

For additional questions and resources for filing a report or complaint, please contact:

Carrie M. Gavin, Title IX Coordinator
Office of Equal Opportunity Programs
674 Gamble Street
Florida Agricultural and Mechanical University
Tallahassee, FL 32307
Telephone: (850)599-3076
Email: carrie.gavin@famu.edu

Hazing

It is the policy of Florida Agricultural and Mechanical University that any student(s), group(s) of students, or student organization(s) affiliated with Florida Agricultural and Mechanical University are prohibited from engaging in any form(s) of hazing activities. Section 1006.63, Florida Statutes, defines hazing as follows:

Hazing includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.

It is not a defense to a charge of hazing that the consent of the victim had been obtained.

Specific Authority can be found in Section 1006.63, Florida Statutes.

Any student or group found to be involved in hazing activities in the University Residence halls will be subject to disciplinary action and possible criminal prosecution. For more information, go to FAMU's Anti-hazing website found at <http://www.famu.edu/hazing/index.php#prettyPhoto>.

Health and Safety Inspections

Entry by University Housing personnel into your room/apartment is occasionally necessary. While respecting your personal privacy at all times, the University reserves the right to authorize entry into your room or apartment at times when your welfare or the welfare of others is concerned; to ensure proper care, maintenance and safety of the facilities; to make necessary repairs; to complete a preliminary condition report for a room/apartment being vacated; to conduct maintenance and safety inspections; and to investigate violations of University regulations.

HIV/AIDS

The residence hall staff will maintain the confidentiality of any student they have knowledge of testing positive for HIV or of those who are seeking HIV testing or counseling. For information on Health Services, go to FAMU's Clinical Services website at <http://www.famu.edu/index.cfm?shs&ClinicalServices>.

Horseplay

Water fights, water guns, water balloons, water balloon launchers, toy guns, darts, and any other horseplay including wrestling and running in the halls, with water or other substances, e.g., shaving cream, whipping cream, toothpaste, super glue, Vaseline, etc., is prohibited. Residents will be subject to disciplinary action and/or held responsible for any damages associated with this behavior.

Hover boards

Hover boards or related self-balancing scooter boards, scooters, and electric skateboards are not allowed to be used, stored, charged or brought into any Florida A&M University facility, building, or housing. This includes the main, satellite, and branch campuses. Students who are in need of an accommodation should contact the Center for Disability Access and Resources (CeDAR) at (850) 599-3180.

Identification

For the safety and welfare of all students and to protect the property of the residential facilities, you are required to have your University ID “Rattler Card” in your possession at all times. Staff member(s) may request proof of identity of any person in the facility. Only the person whose name and photo appears on the Rattler Card is authorized to use the card. Failure to provide proper photo identification upon the request of a staff member is a violation of University policy.

Lewd Act with a Minor

An unlawful sexual act with a minor in or around the surrounding areas of the residential facilities. Violators will be evicted, FAMU Police Department will be notified and the residents will be referred to Student Conduct and Conflict Resolution staff. Resident remains fee liable for the duration of the housing contract.

Lockouts/Lost Keys

If you are locked out of your room, contact your residence hall office. A fee will be assessed to your student account. If a key is lost, stolen, or damaged, a charge will be assessed to your student account in order to change the lock and key(s).

Loitering

No loitering is allowed inside or outside of residential facilities.

Lounge Lobby Usage and Facility Guidelines

1. The lobby atmosphere should be conducive to small-scale social interaction for residents and their guests. Appropriate attire and conduct is expected in public areas at all times.
2. The lobby may be the meeting place for hall activities as well as a recreational center during specified times of the day.
3. Residents and their guests are expected to show consideration for others at all times and should avoid excessive noise. Quiet hours are enforced.
4. The main lobby is accessible to the assigned residents of that

facility 24 hours a day. The hours of visitation for non-facility residents within the residence hall main lobby are between 10 a.m. and 2 a.m. University Housing reserves the right to limit or modify these hours.

5. Removal of furniture from its assigned location, except with permission from the staff, is grounds for disciplinary action. Replacement charges will be assessed if lost.

6. Residents and their guests are responsible for compliance with University and hall policies regarding lobby guidelines and may be subject to judicial action if a violation occurs.

7. The Residence Life staff has the responsibility to ask individuals/groups to leave the lobby(s) when necessary. The FAMU Police Department is authorized to assist in a disciplinary role.

8. Organizations seeking to reserve the lobby(ies) must first request permission from the appropriate resident director.

Meal Plan

All residents residing in traditional and suite style residential facilities must participate in one of the resident meal plans. Room and Board charges will be assessed for the entire semester for residents that vacate without written approval. All inquiries about the meal plan should be directed to the Meal Plan Office (Auxiliary Services).

Misuse or Destruction of University Electronic Devices

Misuse or destruction of university electronic devices is prohibited. This includes but is not limited to, damaging access card readers, surveillance cameras, door alarms, elevator equipment, computers, printers, monitors and televisions. Violators will be fined.

Motorized Vehicles

Motorcycles, mopeds, personal transportation vehicles such as self-balancing scooters (hover boards), scooters, Segway's, carts, or any motorized vehicles may *not* be operated, charged, stored, or brought into any Florida A&M University facility, building, or housing. This includes the main, satellite, and branch campuses. Students who are in need of an accommodation should contact the Center for Disability Access and Resources (CeDAR) at (850) 599-3180.

Motorcycles must be registered with the FAMU Police Department. Any internal combustion engine vehicles should never be brought into any residence facilities/halls. Gasoline containers are also not permitted in any residence facilities/halls.

Noise/Loud Music

Noise can become a serious concern in large living environments. All residents have the responsibility of controlling their behavior and their guests' behavior to keep the noise level at a minimum. Music should be kept at modest levels and speakers should not be pointed out of windows. Courtesy hours are 24 hours a day, 7 days a week. Courtesy hours mean having a peaceful environment where students can sleep and study without interruptions at any time of day. Violators will be fined.

Offensive/Reckless Behavior

Behavior and/or activities that are considered offensive to others that do not constitute ones freedom of expression is prohibited, while in public areas of the residential facilities. Behaviors/activities that may be considered offensive may include the use of directed profanity towards an individual, and ethnic/racial slurs.

Open Flames

Wax sculptures, incense, fireworks (all types, including sparklers) are considered to be open flame items and, therefore, a fire hazard. These items are *prohibited* on the grounds and residential facilities. Possession of items violating this policy will result in immediate confiscation and a fine.

Pesticides

The department of housing provides for pest control. Residents should not bring any form of pesticides into residential facilities. This includes, but not limited to, moth balls, raid, or boric acid, etc.

Pets

Animals such as dogs, cats, birds, fish, snakes, and other pets are not permitted on the campus of Florida A&M University, which includes in or around the residential facilities, for health, sanitation, safety, and nuisance reasons. Violators will be fined and possibly evicted.

Posting

Posting of flyers, announcements, or any other printed or written material must be approved by the Resident Director prior to posting in or around any area of the residence halls.

Pranks

Pranks which result in disturbances or distress to others or cause damage to University or personal property are prohibited. Disciplinary action will be taken against anyone disregarding this regulation.

Projectiles

For reasons of health and safety, propelling devices such as rockets, catapults, slingshots, or any homemade device for the purpose of launching an object are prohibited. Objects may not be thrown into or out of windows.

Quiet Hours

Quiet hours are 10 p.m. to 10 a.m., seven days a week. During the last two weeks of the semester, quiet hours are 24 hours a day. Quiet hours are expected to be observed in parking lots adjacent to residential facilities.

Restricted Areas

No student shall make unauthorized entry into any University Housing building, office, attic, roof, closets, designated restrooms (traditional halls), or other restricted University Housing facility or area. Violators will be fined.

Riotous Behavior

Any activity that disrupts or obstructs the normal operations of the University Housing and/or infringes upon the rights of other members of the University Housing community, including leading or inciting others to disrupt scheduled and/or normal activities. Violators will be fined and referred to counseling.

Room Inspections

Room inspections are conducted every week. These weekly checks are conducted to maintain the safety and cleanliness of each room/apartment throughout the school year. Inspections will be completed weekly. Failed

room inspections will result in a fine and eviction of noncompliant residents for the fourth (4th) failure. There are no re-inspections.

Room Modifications

Permanent fixtures and construction are not permitted. All items in the room must be free standing. Modifying electrical wiring is prohibited. Under no circumstances should nails, screws, or wall anchors be used to affix items to walls or ceilings. Installation of ceiling fans is prohibited.

Roommate Conflicts

If you and your roommate are having a conflict, first discuss the problem with each other. If a resolution cannot be found for the problem, then see your Residence Hall staff. If the Resident Director feels that the problem is not being resolved, he or she has the right to relocate one or both of the roommates.

Service and Companion Animals in Residential Facilities

No animals of any kind are permitted on the campus of Florida A&M University, unless they are service animals. Service animals can be defined as "any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items." Service animals include the following animals: service dog, guide dog, hearing dog, service/support dog, SSIG dog, service response dog, miniature horses (between 24 and 34 inches in height and 70 to 100 pounds). Requirements of service/companion animals and their owners include:

1. Animals must be licensed in accordance with city regulations and, if appropriate, must wear a valid vaccination tag.
2. Animals must be in good health. Any service/companion animals occupying University Housing must have an annual clean bill of health from a licensed veterinarian.
3. Owners must provide verification that the animal meets minimum training standards from a recognized school for service animals must be provide.

4. The animal must wear some type of easily recognized identification symbol (i.e., harness, backpack). The owner of the service animal must be in full control of the animal at all times.
5. The owner is responsible for appropriate waste cleanup and overall cleanliness of the animal.
6. The service/companion animal owner is responsible for the appropriate management of his or her animal in all university facilities. Disruptive and/or aggressive behavior on the part of the animal may result in the owner being asked to remove the animal from university facilities.

Students with disabilities desiring to use a service animal on campus must contact the Equal Opportunity Programs staff at 674 Gamble Street, Tallahassee, Florida 32307, telephone number is (850)-599-3076 and the Center for Disability Access and Resources (CeDAR) staff, 667 Ardelia Court Tallahassee, FL 32307, telephone number is (850) 599-3180 to register as a student with a documented disability. The Equal Opportunity Programs staff will assist the student in determining any additional accommodation appropriate to the functional limitations of his or her disability. A student with a disability who uses a service animal and who resides in campus owned housing is required to alert the University Housing Department of the animal's status prior to arrival to campus and must follow procedures to register the animal. Any damages done by the animal will be full responsibility of the owner. Any student with a service animal must abide by the same rules as any student without a service animal.

Smoking

Smoking of all substances (including, but not limited to cigarettes, cigars, pipes, cloves, etc.) is prohibited in all buildings and residence facilities at Florida A&M University. Smoking is not permitted in any apartment, room, hallway (including the apartment area hallways), stairwell, lounge or entryway of any residential facilities. Those who are smokers must be an adequate distance away from any building while smoking (minimally 30 feet). Violators will be fined.

Solicitation

The Housing Department does not allow solicitation by outside organizations or companies in the residence halls without prior approval from the Director of Housing and/or the Director's designee. Door to door solicitation is not permitted. If you are approached by sales personnel in your hall, please contact your hall staff and FAMU Police Department immediately. Research may be conducted in the residence halls with prior written approval from the Housing Director or Resident Director.

Sports in the Hallways

Residents may not engage in any "sports or sports related activities" within the residence hall rooms, lounges, hallways, stairwells, or other public areas. This includes throwing, kicking or tossing any type of sports equipment as well as other types of horseplay.

Theft

It is against University policy and is unlawful for individuals to take, tamper with, utilize, consume, or otherwise seize property belonging to another individual without the express permission from the rightful owner to do so. Those involved in acts of theft will be processed through the University Judicial system, and may face legal charges.

Trash Removal

Residents are responsible for the disposal of their personal trash items that originate in their rooms or apartments. Personal trash should be taken to the dumpsters that are adjacent to the residential facilities. Trash should NOT be dumped in the hallways, bathrooms, stairwell, lobbies, or grounds around the facilities.

Trespassing

Non-FAMU students who violate any University Housing policy may receive a trespassing warrant. Residents that have been evicted from University Housing will be issued a trespassing warrant.

Unauthorized Room Change

Residents who transfer to a different room without the proper approval of Housing Staff is prohibited. Violators will be fined and must move back to their original assignment.

Visitation (In-Room)

Traditional Halls and Apartments

Students may have guests in residence hall main lobbies, bedroom, and apartments between the hours of 10 a.m. - 2 a.m. 7 days a week.

Note: Visitor occupancy of the apartment is never to exceed two guests for each resident who resides in the room or apartment.

All guests must check in at the facility office, and provide a picture ID (university, state, or federal). All guests must be escorted at all times by the host resident. Restrooms for opposite gender or gender-neutral guests are located in the designated areas of the residence hall.

Residents/Students who violate the in-room visitation policy may be fined and have their visitation privileges revoked.

University Housing reserves the right to limit or modify these hours.

Weapons/Firearms

Weapons, firearms, guns, or ammunition of any kind are not permitted in the residence halls. This includes, but is not limited to, replicas, pellet or BB guns, stun guns, Tasers, slingshots, arrows, axes, machetes, nunchucks, water guns, paintball guns, metallic knuckles, archery equipment, any dangerous chemical or biological agent, machine guns, mace, razor blades/ box cutters, swords, firearm muffler or silencer, throwing stars or knives with a blade 4 inches or longer, and switch blades and any destructive device. There are no exceptions to this policy. Please see the FAMU Police Department for more information. Violators will be evicted from housing, remain fee liable for the duration of the housing contract, referred to Law Enforcement for possible criminal conduct, and to the Student Conduct and Conflict Resolution staff. See The FANG (pg. 74-75).

Windows and Window Screens

Window screens may not be removed or altered in any way. No articles may be thrown or hung from windows. Curtains, shades, etc. may only be hung from tension rods. Students who place items in windows that the University determines to be offensive and/or obscene will be asked to remove the items immediately and may be subject to disciplinary action.

Foil is not permitted in room windows unless a white backing is present and viewed from the outside of the building.

RESIDENCE HALLS DISCIPLINARY SYSTEM

In Accordance with Regulation 2.012 Student Code of Conduct

I. Jurisdiction

The Associate Vice President for Student Life has jurisdiction over all cases involving violation of residential rules, regulations, and policies. Rules, regulations, and policies are published in the Terms and Conditions of the Housing Contract Agreement, the Residence Life Handbook, and/or written notices duly posted. It is the students' responsibility to read the published material and govern their selves accordingly. Matters involving conduct in the residential system will be subject to investigation and disposition by the University Housing Director and his or her designees (Assistant Director and Resident Director). The University Housing Director reserves the right to alter the representative made to be his or her designee.

II. Procedures

A. Preliminary Investigation

Upon receipt of an allegation of a violation of the residential rules, regulations, and policies, the Resident Director will attempt a preliminary investigation to determine whether an infraction has occurred, investigate the circumstances and facts of an alleged violation, and determine the identity of individuals with knowledge concerning the matter. This investigation may include discussion with staff or students.

B. Notice

If, as a result of preliminary investigation, the Resident Director determines that disciplinary action should be initiated, the charged student will receive proper notice that the scheduling of a disciplinary meeting is required to be set within the next five (5) business days.

Notice will include the following:

1. Specific charge including date, location, and details of the alleged violation;

2. A request that the student arrange a convenient meeting time within a specified time period;
3. Notice will be sent to the student's *FAMU email address*.

C. Initial Student Meeting

The RD explains the process of violations and allows the students to determine if he/she wants a hearing by the Housing judicial board or administrator/Resident Director.

D. Evidence, Testimony, and Witnesses

The charged student has the right to present evidence, testimony, and witnesses; to provide a written statement on his or her behalf; to know the nature and source of the evidence and testimony presented against him or her; and to rebut such evidence and testimony at the judicial board hearing or the administrator adjudication.

E. Decision

If the meeting indicated that the evidence is sufficient to warrant disciplinary action, the appropriate Resident Director or the Housing Judicial Board will make a finding and issue sanctions.

F. Judicial Hearing

If the preliminary investigation results in a student being charged with a violation, the charged student has two options:

1. The charged student may take responsibility for the violation and agree in writing through signing the "Housing Right to Judicial Hearing Waiver" form to the sanctions levied against him or her. Possible sanctions are listed in 2.012(9) of the Student Code of Conduct and the University Housing Residence Life Handbook.
2. The charged student may invoke the right to a judicial hearing and request such a hearing take place in order to defend against any charges. This request must be done in writing by completing the "Housing Right to Judicial Hearing Acceptance" form.

If the charged student waives the right to a formal hearing, the appropriate sanction will be issued. If the charged student requests a hearing, the proper paperwork will be forwarded the Assistant Housing Director. The Assistant Housing Director will work with the Office of Student Conduct and Conflict Resolution to arrange the hearing date and time.

The University Housing Department will endeavor to reach a decision regarding the allegation(s) within 30-45 days of its receipt of an allegation of a violation of the Student Code of Conduct Regulation 2.012(8), residential rules or policies. The student will receive, in writing, the decision of the designated housing administrator. However, if the violation is determined to be an infraction of the Student Code of Code Regulation 2.012(8), the case will be deferred to the University Conduct Officer for disposition.

G. Appeals

If the violation, is not deemed to be an infraction of the Student Code of Conduct University Regulation 2.012(8), but a traditional University Housing violation as listed in the University Housing Residence Life Handbook, the charged student may request a Housing Appeals Meeting in writing by completing a “Housing Judicial Sanction Appeals” form and submitting to the Assistant Director of Housing. The form must be received within ten (10) days of the date the student receives the written notification from the Resident Director or other housing administration.

The form should set forth the grounds on which the appeal is sought. After a careful review of the evidence, procedures, appeal request, and any additional information presented by the student, the appeals officer will decide whether an appeal will be granted. Appeals should be based on the following circumstances:

1. A procedural error was pre-judicial to the rights of the student;
2. The sanction is inappropriate; or
3. New information is available which was not available at the time of the disciplinary meeting, and which would have substantially affected the decision.

H. Disposition of Appeals

The housing appeals officer, as designated by the University Housing Director, may direct that the case be reheard. If the case is reheard, the rehearing committee will consist of three Housing Administrators (either of whom is not connected with the student, his residence, or the first disciplinary meeting) and three students. Decisions for all appeals will be completed within 14 business days of the receipt of the filing of the appeal. The decision will be communicated to the student in writing.

III. Disciplinary Action

The action, which may be taken as a consequence of violating the University Housing policies, ranges from imposition of a traditional sanction to the development of a creative way to assist the student in learning from the experience. Any combination of the following actions may be taken as deemed appropriate by the hearing officer:

A. Residential separation involves removal from the University residential community for conduct, which clearly demonstrates unwillingness or inability to function appropriately in the residential living situation. Such separation may be permanent or for a specified number of semesters. The student will remain fee liable.

B. Residential reassignment involves a mandatory change of residential assignment within the University's residential community for inappropriate behavior in the residential living situation. Further inappropriate behavior will normally result in separation from the residential system.

C. Deferred separation is the deferred imposition of a disciplinary separation from the residence system. The deferment is conditional upon the student's not committing an offense against residential regulations during the period of deferment; the commission of such an offense would result in summary imposition of the separation.

D. Residential probation is a status that may be imposed for behavior that indicates unwillingness or inability to accommodate the regular demands of residence living. Periodic contact with a Residence Life staff member may be required so that conduct may be reviewed. Failure to comply with the terms and conditions of the probation, or additional behavior in violation of residential standards during the

probationary period, will result in more serious disciplinary action.

E. Residential warning involves written notice to the student indicating that specific behavior or activity is not compatible with the demands of residence living. The student is officially warned in writing that further unacceptable behavior will result in more serious disciplinary action.

F. Suspension of visitation privileges. The student is barred from entering one or all residential facilities for an indefinite or stated period of time.

G. Revocation of guest/visitor sign-in privileges. The student loses the privilege of signing in guests and visitors for a specific or indefinite period of time.

H. Reimbursement for actual damage to, destruction of, or misappropriation of University property, or the property of any person, while in University residences.

I. Imposition of fine. A fine is the mandatory payment of a specific sum of money imposed as punishment for an offense. Imposition of this sanction shall be with due regard to the reasonableness of the sanction in a given case.

J. Assigned work projects. In specific circumstances, a student may be assigned to a community work project or task, which defines the length of time of the work projects.

K. Suspension of eligibility to hold office, within University Housing organizations, results in prohibition of a student from holding a position as president, vice president, secretary, treasurer, committee chairperson, or other office in University Housing organizations for a period of no less than one year. Any student placed on residential probation, deferred suspension, or residential separation is ineligible to seek or to hold elected office in University Housing organizations for the duration of the sanction.

L. Impounding of prohibited contraband, materials, or equipment. The University may impound materials specifically prohibited by law or

the rules and regulations of the University. The University may impound equipment used in a dangerous manner or in violation of the rules and regulations of the University. The sanction may provide that once the aforementioned items are impounded, the student will lose all further privileges of use or possession of prohibited contraband, materials, or equipment on University property, permanently or for a stated period of time.

M. Referral to an agency specializing in the assessment of drug and alcohol abuse may be required as a condition of any of the sanctions listed above.

N. Referral to an agency specializing in the assessment and evaluation of behavior involving issues of domestic violence and abuse illegal drug use and/or possession, and alcohol possession and use may be required as a condition of any of the sanctions listed above.

FAMU HOUSING FINES APPEALS PROCESS

Step 1

- The appropriate form is obtained, appeal written including a Student Account Charge Summary (Print out of fines/fees) and turned into the Housing Department no later than 10 business days after fine has been applied to student account.
- A written appeal is reviewed by the University Housing Appeals Committee.
- A decision is rendered on if the fine will be upheld, reduced, or dismissed.

Step 2

- A written letter and/or e-mail will be sent out to all appellants informing them of the decision and the appellant's responsibility to pay or not pay the fee/fine.

Definitions of Appeals Actions

UPHELD (FULL FINE) – means that the bill has been upheld as a valid charge and payment is due.

REDUCED FINE – means that the committee agrees there was damage or a necessary charge, but that mitigating circumstances presented in your appeal warrants a reduction in the fine.

DISMISSED (NO FINE) - means that the appeal process was approved and the fine/charge is waived.

Fees/Fines Appeal Process

Fees/Fines are issued for abandoned items in residential facilities, damages to the facilities, restitution, extended stays, early arrivals and violation of university policies.

An appeal should be based on the premise that the Fees/Fines are inconsistent with Florida A&M University Residence Life policies and procedures as detailed in the Residence Life Handbook, or that the fee/fine is inaccurate or issued in error.

An appeal must be filed no later than 10 business days after the fine has been applied to student account.

Appealed fees/fines are placed on hold until the appellant is mailed or e-mailed notice of the decision. Payment is not required unless the bill is upheld (at full or reduced fine).

A notice that a fee/fine is dismissed requires no further action on the part of the appellant. The process may uphold a fee/fine at either the current monetary level or at a reduced level.

You may file an appeal by dropping a copy of the Student Account Charge Summary and the written appeal off at the University Housing Department. In all cases your appeal must be received in the Housing Department no later than 10 business days after fine has been applied to student account. The following information must be included with the appeal.

Appeals must contain the following:

1. Attach a copy of the Student Account Charge Summary
2. Name
3. Hall and Room Number
4. Statement explaining why the bill should be waived

Appeals that are not submitted within 10 business days after the fine has been applied to the student account will automatically be denied.

Selection of Committee Members

Committee members consist of the three Housing Administrators and three students.

NOTE:

- 1) Once a “Housing Right to Appeal Waiver” has been completed, the student no longer can appeal a charge.
- 2) Evictions, Community Fines & Failed Room Inspections cannot be appealed through the Housing Appeals Committee Process.

SANCTIONS

The purpose of the University Housing is to provide students with a clean, safe living environment, which complements the mission of the University.

Any housing violations can result in fine(s), fees, letters of reprimand, referral to Student Conduct and Conflict Resolution, notification to FAMU Police Department, referral to counseling (and documentation of attending counseling), disciplinary action, Repair/Replacement Costs, fee liable for the duration of the housing contract, eviction, relocation to an alternate room or facility, Group Billing*, confiscation of property, and/or repair/cleaning costs.

*Group Billing is when damage occurs on your floor, hallway, or community bathroom, etc., which cannot be properly charged to an individual, then all members of the floor or community may be billed equally for repairs.

Additional rules and regulations may be established in order to meet the safety, health, welfare and needs of their respective community.

Violations: Any resident who receives multiple violations of the University Housing policies will be referred to Student Conduct and Conflict Resolution.

Telephone Numbers

Office of the President	(850) 599-3225
EXECUTIVE ADMINISTRATION	
Provost/Vice President for Academic Affairs	(850) 599-3276
Vice President for Finance & Administration	(850) 599-3211
Vice President for Student Affairs	(850) 599-3183
Vice President for University Advancement	(850) 599-3860
Vice President for Research	(850) 599-3531
ACADEMIC AFFAIRS	
College of Social Sciences, Arts, and Humanities	(850) 599-3430
College of Education	(850) 599-3482
College of Agriculture and Food Sciences	(850) 561-2644
College of Law	(407) 254-3268
College of Pharmacy and Pharmaceutical Sciences	(850) 599-3301
College of Science and Technology	(850) 412-5978
School of Allied Health Sciences	(850) 599-3818
School of Architecture and Engineering Technology	(850) 599-3244
School of Business Industry	(850) 599-3565
School of Journalism and Graphic Communication	(850) 599-3379
School of Nursing	(850) 599-3017
FAMU-FSU College of Engineering	(850) 410-6161
School of Graduates Studies and Research	(850) 599-3505
School of the Environment	(850) 599-3550
STUDENT AFFAIRS	
Associate Vice President for Student Life	(850) 599-3183
Counseling Services and Assessment Center	(850) 599-3145
Career Development Center	(850) 599-3700
Registrar's Office	(850) 599-3115
Housing Office	(850) 599-3651
Ombudsman	(850) 412-7907
Financial Aid Office	(850) 599-3730
University Office of Student Conduct and Conflict Resolution	(850) 599-3541
Admissions	(850) 599-3796
New Student Orientation	(850) 599-3869
Child Care Center	(850) 599-3267
Student Activities	(850) 599-3400
Campus Recreation Center	(850) 599-7281

Equal Opportunity Programs	(850) 599-3076
UNIVERSITY RESIDENTIAL FACILITIES DIRECTORY	
Female Halls	
Truth Hall	(850) 599-3922
Paddyfote Complex	(850) 599-3694
Young Hall	(850) 412-6564
Male Halls	
Gibbs Hall	(850) 599-3970
Sampson Hall	(850) 412-6561
Suite Style Halls	
FAMU Village East	(850) 599-8253
FAMU Village West	(850) 412-6646
Apartments	
Palmetto North Apartments	(850) 599-3156
Palmetto South Apartments	(850) 561-2900
Palmetto Phase III Apartments	(850) 599-8802
AUXILIARY AFFAIRS	
Book Store	(850) 599-3070
Copy Center	(850) 599-3824
Meal Plan	(850) 599-8366
University Post Office	(850) 599-3027
FLORIDA A&M FAMU POLICE DEPARTMENT	
Police Station	(850) 599-3256
Parking Services	(850) 561-2203
STUDENT FINANCIAL SERVICES	
Student Accounts	(850) 561-2950
Cashier Office	(850) 561-2953
INFORMATION TECHNOLOGY SERVICES	
Help Desk	(850) 412-4357
Email Accounts	(850) 599-3560
Wireless Service	(850) 412-4357
ATHLETICS DEPARTMENT	
Sports Information	(850) 599-3200

***University Regulations supersede any conflicts with this handbook.**

