

FAMU

FLORIDA A&M UNIVERSITY
UNIVERSITY HOUSING

WE ARE HOUSING

2023 - 2024 GUIDE TO RESIDENCE LIVING



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RESIDENTIAL STUDENT EXPERIENCE

While residents are living in our residence halls, they are likely to interact with a member of the Residence Life Staff. While Residence Life Staff roles are described on the following pages, we wanted to share a bit about what the “Exceptional Student Experience” means.

University Housing is not just a place to live. It is an educational environment in which we are dedicated to helping residents learn outside of the classroom and preparing them for life beyond college. In addition to the typical services provided in a housing operation, Residents will find opportunities to become involved, work with quality-trained and professional staff, and gain exposure to opportunities that will empower and support them to achieve their full potential.

WHAT IS A RESIDENTIAL EDUCATION MODEL?

A Residential Education Model is a specific method of delivering intentional education within residence hall in which all residence life staff are expected to follow to create an exceptional student experience within each residential facility. Staff members identify student engagement strategies that can provide opportunities for students to achieve these learning goals and outcomes. Strategies include intentional conversations, events, bulletin boards, community meetings, and more. University Housing utilizes the FANGS Residential Education Model to accomplish this endeavor. FANGS stand for FITNESS. ACADEMIC ENGAGEMENT. INTERPERSONAL SKILLS. GLOBAL CITIZENSHIP. and SCHOOL SPIRIT. The objectives for each pillar of FANGS are as follows:

VISION

Through creating an exceptional student experience that focuses on residents holistically as individuals first, then in peer segments, our students will take ownership of their own successes and their communities' success.

Fitness

Focusing on the overall wellness of students in the development of the whole person, including physical, psychological, emotional, spiritual, and financial well-being.

Academic Engagement

Taking responsibility for one's own learning by identifying and utilizing resources that contribute to one's educational experience, goals, and campus engagement.

Interpersonal Skills

Engaging in communication skills that promote meaningful relationships, ownership of community while affecting decision making skills.

Global Citizenship

Developing personal awareness to guide interactions and a sense of responsibility to effect positive change regarding local and global communities across the multitude of diverse populations.

School Spirit

Creating a connection to the institution that promotes a desire to more than hope for the advancement of the University but be a catalyst for that positive change.

RESIDENCE HALL STAFF

Residence Hall Staff members strive to maintain a comfortable and educational environment for all residents. They are trained prior to residents' arrival and work together throughout the year to make the living experience on the campus of Florida Agricultural and Mechanical University enjoyable for all residents.

University Housing is not just a place to live. It is an educational environment in which we are dedicated to helping you learn outside of the classroom and preparing you for life beyond college. In addition to the typical services provided in a housing operation, you will find opportunities to become involved, work with quality-trained and professional staff, and gain exposure to opportunities that will empower and support resident to achieve their full potential.

STUDENT STAFF

As residents move in, they will interact with a variety of student employees who work for University Housing. All of these student staff members are trained in their particular roles and are excellent resources. Student staff include Resident Assistants, Receptionists, Night Staff, and Peer Mentors.

RESIDENT ASSISTANTS

Resident Assistant (RA) are full-time students who live on the floors in the halls. An RA's role is to assist with individual and group concerns, plan community building programs, enforce housing policies, and serve on-call during evening and weekend hours.

RECEPTIONISTS (DESK ASSISTANTS)

A student Receptionist is available during the day at residential front desks. Receptionists are available to answer questions, assist with lockouts, check-out equipment such as board games and cleaning supplies, and assist with the day-to-day hall operations. They act as a liaison to Head Staff and serve as a great resource as experienced Florida A&M University students. Front desks may not be open in all residence halls at all hours but there will be desk staff available in a nearby building and a staff member on duty to respond to student needs.

CLERKS, STUDENT AFFAIRS ASSOCIATES

Night Staff members work the desks overnight and complete regular rounds of the buildings to assist with resident concerns and building issues. They serve as a liaison to Head Staff and serve as a source of safety and policy enforcement during the night and early morning hours.

COORDINATORS (PROFESSIONAL & GRADUATE STAFF)

Coordinators oversee Resident Assistants, Receptionists, and Night Staff. These individuals come from a variety of backgrounds and are dedicated to the successful functioning of the halls. Most live and work in the hall or complex and have offices near the front desk. Residents are encouraged to drop in or schedule an appointment with their Head Staff. Head Staff may be contacted through the student staff in the event of an emergency 24 hours a day.

RESIDENT DIRECTORS

Resident Directors supervise individual residence halls and hall complexes. These live-in master's level professionals assume responsibility for the total operation of a residence hall. They supervise staff, advise, and provide support to individuals and groups, coordinate hall programs, and serve as conduct officers.

ASSISTANT RESIDENT DIRECTOR

Assistant Resident Directors are full time graduate students who assist Resident Directors and other Coordinators in ensuring the smooth operation of function areas and residence halls. They supervise staff, advise, and provide support to individuals and groups, coordinate hall programs, and serve as conduct officers.

RESIDENCE EDUCATION COORDINATOR

Residence Education Coordinator is responsible for the training and development of the professional and paraprofessional staff within University Housing, providing leadership, supervision, and development for the staff within Housing. The Residence Education Coordinator also provides staff development curriculum for professional and student staff.

RESIDENCE PROGRAM COORDINATOR

Residence Program Coordinator oversee the development and implementation of the recruitment and selection process for all student staff position. The Residence Program Coordinator work with staff and student to develop large scale programs in accordance with the residential education model. They also serve as an advisor for student leadership groups such as Residence Hall Association and the Resident Assistant Council. They work with campus partners to share resources for students and staff related to leadership development.

COMMUNITY STANDARDS COORDINATOR

The Community Standards Coordinator will promote practices and procedures that support students' wellness and interdependence, and to encourage mindfulness related to the well-being of the self and of others living together in community. The Community Standards Coordinator will be responsible for administering student conduct case management procedures, educational initiatives, and student outreach for University Housing, in addition to the coordination of departmental assessment and evaluation activities under the direction of housing leadership.

ASSISTANT DIRECTOR FOR RESIDENTIAL OPERATIONS

The Assistant Director for Residential Operations is a member of the Senior Leadership in the Office of University Housing. They directly supervise all of the Resident Directors and ensure effective administrative efforts for all residential operations. The Assistant Director for Residential Operations is available 24/7 for crisis situations and offers immediate support and resources for students and staff members involved. The Assistant Director for Residential Operations is responsible for ensuring the effective implementation of the residential education model by residential staff to support the retention, progression, and graduation of students; assists in the assessment of, all housing initiatives within residence life; responsible for enhancing campus partner relationships and facilitating campus partner activities within residential facilities.

ASSISTANT DIRECTOR FOR ENGAGEMENT AND EDUCATION

The Assistant Director for Engagement and Education is a member of the Senior Leadership in the Office of University Housing. The Assistant Director for Engagement and Education directly supervises three to five Student Affairs Coordinators. The Assistant Director for Engagement and Education develops and implements provides oversight of training content development, learning system management, instructional design, curriculum development, as well as scheduling, logistics, implementation, and assessment of learning. The Assistant Director for Engagement and Education provides leadership for creating and implementing an ongoing recruitment plan for any residence life student staff search processes and collaborates to develop a comprehensive and creative marketing, recruitment, and selection plan for including recruitment, advertising and marketing, application development, interview questions and process management.

FACILITIES STAFF

FAMU Office of University Housing and Plant Operations Maintenances (POM) partner to provides world class maintenance, repair, and construction services to the Florida Agricultural and Mechanical University community. These full-time employees oversee custodial and maintenance services in the residence halls. Among these services are room repair requests, bathroom cleanings, Health and Safety inspections, and maintenance inspections.

RESIDENCE HALL INFORMATION

This list highlights some of the most frequently accessed services in the halls. If you need further information or want to ask about other services available, please see a staff member or go to your hall's front desk.

LOCK-OUT ASSISTANCE

If you have lost a key or are unable to locate your key, a lock change must be requested for the safety and security of the room and will be billed accordingly to your student account.

EQUIPMENT AND GAME RENTALS

Your residence hall front desk has resources available for your use throughout the year. To check out equipment, residents will need to provide a valid identification card to the front desk that will be held until the equipment is returned. **Florida A&M University ID cards are not accepted to check out equipment.**

MAINTENANCE & PEST CONCERNS – DURING REGULAR SERVICE OFFICE HOURS

If you have a maintenance or pest control problem or need something repaired in your room, you should submit your request to housingmaintenance@famuedu. The following should be included in your work order information:

- Your name
- Your residence hall and room number
- Your telephone numbers
- Specific description of the repair or service requested
- Location and room number of problems

MAINTENANCE AFTER REGULAR HOURS

In the event of an emergency, you should contact the on-call Resident Assistant for your hall. The RA will determine if immediate action is necessary and contact the proper personnel. Examples of what may require emergency repair are: large water leaks from sinks, toilets, or pipes; loss of electrical power to general rooms; smoke detector malfunctions; large broken windows; or jammed locks or doors that will not lock.

PEST CONTROL

To keep pests out of the room, you should take precautions to store food properly and practice reasonable housekeeping chores. All food should be kept in a refrigerator or in airtight containers. All trash, including empty boxes, should be discarded promptly.

Residents are also requested to cover and store all food items and leave the floor space by walls clear during breaks, because residence halls are treated for pests during break periods.

To request pest control, submit to housingmaintenance@famuedu. (The pest control company usually visits campus two times a week.)

BATHROOM CLEANING

Residents are responsible for the day-to-day cleaning and upkeep of their private or suite style bathrooms. Residents can seek advice on proper ways to maintain bathroom spaces from their hall's staff at any time. Just as with other facilities issues, staff may enter the room in the event of an urgent matter.

INFORMATION TECHNOLOGY SERVICES (ITS)

ITS will help provide services for FAMNET (high-speed internet) on campus and in the residence halls. Wi-Fi is available in all halls, but students are encouraged to also bring an Ethernet cord for direct connection. (FAMU Towers, Polkinghorne Village, Sampson Hall, and Young Hall only) FAMNET service is provided for no additional charge to all on-campus residences. Call (850) 412-4357 or go to <http://its.famuedu/services-support/help-desk-services> for assistance on obtaining your FAMNET ID credentials to access on campus wireless.

WIRELESS PRINTERS AND GAMING SYSTEMS

Students should not utilize wireless printers with the wireless capability turned on, as the wireless printer function interferes with the wireless network within the halls. All printers should be wired and connected to a computer. Gaming systems must be registered via the ITS website or Housing webpage under services.

LAUNDRY FACILITIES

Laundry rooms are only for the use of residents. These machines are available for use 24 hours a day and managed by FAMU Office of Business and Auxiliary Services.

The University has partnered with CSC Service Works to manage and operate laundry services. Cost for laundry is \$1.50 each for wash and dry. Laundry services are available at Polkinghorne Village, FAMU Towers, Palmetto South, Phase III, Sampson Hall, and Young Hall.

FAMU offers **CSC Mobile Pay App**, a web-based system that allows you to:

- Monitor the status of washer and dryer machines in laundry rooms from any computer.
- Locate available machines.
- Receive text messages when a job is complete.

To register for the CSC Mobile Pay, download the mobile app at Apple Store or Google Play. For assistance, please call (844) 272-9675 or 850-599-3090.

MAIL SERVICE & DELIVERIES

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 sign up for a mailbox using the new online 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 Wahnish Way
- Tallahassee, Florida 32307

WINDOWS

Unhooking or removing window screens is not allowed for any reason. Damaged screens should be reported to housingmaintenance@famuedu or your building staff. Removal or damage to screens may result in financial charges to the student. Facilities Staff recommends that residents keep room windows closed as a way to help regulate the humidity and moisture levels in rooms. Florida is a very humid state and open windows can cause walls and ceiling in student rooms to “sweat.” Some window screens are affixed using a red plastic cord; students are prohibited from breaking this cord or removing the window screen.

MOLDS & MILDEW

Tallahassee and the surrounding area experience high levels of humidity and temperature in Spring, Summer, and early Fall. This climate creates more opportunities for environmental issues such as moisture, mold, and mildew to occur. Please know that our Facilities staff has HVAC equipment in place to maintain suitable environmental levels in our residence halls. If a resident does come across HVAC or other room issues in your space, please report it immediately via housingmaintenance@famuedu. Once we are aware of the concern, we can assist the resident in solving this problem.

Steps you can take to help discourage higher levels of moisture and humidity in your room:

- Notify the hall staff of any concerns related to air conditioning/bathroom fan malfunction, and/or recurring moisture issues.
- Keep the air conditioning/heating system on and the windows closed.
- Utilize bathroom exhaust fans when available.
- Wipe off visible moisture and sitting liquids from windows, walls, floors, vanities, sink tops, and other surfaces that get wet/damp easily as soon as reasonably possible.
- Hang damp towels, and any wet shoes, jackets, or clothes, in a well-ventilated area.

- Avoid air-drying dishes and clothing.
- Keep a clean room- do not leave food sitting out in open air to collect moisture and promote growth.
- Keep closet doors ajar to improve air circulation; do not over-pack closet to allow air to circulate.

CARE OF STUDENT ROOM AND PUBLIC AREAS

You are responsible for the care of your room and furniture. University Housing does not provide housekeeping services in student rooms. Damages, alterations, or unauthorized use of rooms or special cleaning necessitated by improper care of public areas, rooms, or equipment, may result in financial charges to residents.

SUSTAINABILITY

Being sustainable means living in such a way that residents could sustain their lifestyle indefinitely without running out of the resources being used to do so. It is critical that we all do our part to live more sustainably, and we would like to encourage residents to be sustainable while they are living in the residence halls.

To find more information regarding sustainability, the following websites can serve as additional resources:

- <http://www.epa.gov/sustainability/>
- <http://sustainabletallahassee.org/>
- <http://sustainableflorida.org/>

RECYCLING

FAMU offers recycling for paper, plastics, glass, and aluminum in designated areas throughout the campus. We also encourage cardboard recycling by placing clean (non-food used) cardboard items by the dumpsters outside of the halls.

BIG BELLY CONTAINER

These bins are located throughout campus and should be utilized to sort recyclable materials. These bins can then be taken to the recycling location, so that materials are sorted properly.

MOVING IN

KEY DISTRIBUTION

Keys are issued for the resident's room and must be returned when the resident change rooms or vacate the building. If a resident loses or fail to return any keys to their room, they will be charged for a lock change.

ROOM CONDITION REPORTS

All incoming residents use Room Condition Reports (RCR) to note the existing condition of their assigned room. Damages not noted on the original RCR will result in financial and/or conduct charges when a student vacates their room.

ROOM REFRIGERATORS

Select rooms are provided with one refrigerator from University Housing. No other refrigerator or freezer is permitted. Residents are responsible for cleaning their refrigerator on a regular basis and before they vacate their room.

ADDITIONAL APPLIANCES

Due to electrical/plumbing constraints and concerns, the use of appliances such as dishwashers, additional refrigerators/freezers, or personal washing machines is not permitted in University Housing. Cooking appliances, with the exception of microwaves, are meant to be stored in suites/rooms and taken to the kitchen for use.

BICYCLES AND MOTORIZED VEHICLES

Due to the possibility of fire, at no time may motorized vehicles (including but not limited to motorcycles, mopeds, hoverboards, self-balancing scooter boards, two-wheeled scooters, Segway's, carts, etc.) be operated, charged, or stored inside any residence hall this also includes bicycles. Any internal combustion engine vehicle discovered in a residence hall room will be removed and stored at the owner's expense. Bicycles stored outside must be in appropriate bicycle racks.

MOVE OUT

Any time a resident moves out of their current residence hall room, regardless of time of year or reason, they must abide by the following check out procedures:

CLEANING YOUR ROOM

Residents are to completely clear their room prior to checking-out. All trash should be taken to the trash dumpster and put in the trash. Large items should be taken to the dumpsters behind the building. Students should not leave behind items they do not want in their room. Trash left behind can result in financial and/or conduct charges.

INITIATING THE CHECK-OUT PROCESS

When a resident is ready to checkout (room is clear of all personal belongings and cleaned), a resident should call or visit the front desk and inform the Receptionist or RA their intention to check out. Residents must checkout with an RA before permanently leaving the residence hall.

DAMAGES

During check-out, residents' room will be assessed for any damages that occur during the year. Resident Director of the building will make all final damage assessments and charges in conjunction with the Facilities Staff. Residents will be notified of damage(s) and cost to repair damage(s) via email within 5-7 business days after checking out. To appeal a damage charge, residents may send an appeal request as appropriate to famuhousing@famu.edu within 10 business days of damage bill receipt. The appeal should include the resident's name, residence hall/room number, and a detailed explanation of the refuted charge.

KEY RETURN

The last part of the checking out process should be returning the room key to the front desk of the residence hall. After the RA checks the room condition, they will walk with the resident to the front desk where the resident will return the key to the Receptionist who will sign the key back in. Failure to return any keys to the room will result in a charge for a lock change.

ABANDONED PROPERTY

Any items, regardless of value, left in rooms when occupancy is terminated will be considered abandoned property. Residents may be billed for the cost incurred by storing or properly disposing of such items. All such articles shall be kept for 30 days after the student has departed. If not claimed during this period, they will be disposed of by University Housing.

END OF THE YEAR CHECK – OUT

At the end of the Spring semester, all residents will check-out of the residence halls. In order to accommodate the vast number of residents moving out during the final week of the semester, the checkout process during Spring closing is more structured. The RA will have a special meeting near the end of the Spring semester, prior to finals week, to explain the details of spring closing. Bulletin boards on every floor will post closing information.

PERSONALIZE YOUR ROOM

We encourage residents to be creative and personalize your space; it's your home away from home! However, there are some guidelines to consider before proceeding with your decorating plans. If you ever have questions, please ask a Residential Life or Housing Facilities staff member.

FURNITURE

All furniture provided by the University must remain in your room and all lounge furnishings must remain in the public areas.

LOFTS

Lofts are not permitted in the residence halls since beds with adjustable heights are provided in most spaces. If residents would like to have their bed raised, submit a request at housingmaintenance@famuedu for assistance.

BED RISERS

To gain additional space for storage under beds, bed risers may be purchased and utilized to raise moveable beds as high as six inches from the floor.

CEMENT BLOCKS AND BRICK

Cement blocks or bricks are not permitted in the residence halls due to concerns about safety and damage. They may not be used as risers for beds or other furniture in the rooms at any time.

DAMAGE TO THE WALLS

Damage caused to walls, nails, wall mounted TV brackets, wall mounted shelving and other such items are not permitted in the residence halls. Students should not attempt to repair or paint walls.

GETTING INVOLVED IN THE HALLS

Get involved in your hall and community! In addition to the leadership opportunities detailed previously, several engagement opportunities are available in the halls.

RESIDENCE HALL ASSOCIATION

Every hall council is represented in a larger organization known as the Residence Hall Association (RHA). The RHA serves as the official student programming and advocacy group for the Office of University Housing. The main purpose of RHA is to support hall programs and activities campus---wide and to represent the views of students to University Housing, Student Government, and university administration. Every resident is a member of the RHA and may volunteer for committees, run for office, and attend state, regional, and national conferences.

For more information about RHA visit:

Instagram: @RHA_FAMU

ROOMMATE EXPERIENCE

Many students come to campus with limited experiences in sharing a room with another person. You and your roommate may be fortunate enough to develop a life---long friendship, or you may just live together for a short time and then move on to other living situations. When people are sharing a living space, it is natural for conflicts to arise sometimes, regardless of whether the roommates have just met or have known each other for years. Even though you and your roommate will probably disagree about some things, you both have come to Florida Agricultural and Mechanical University to succeed. Our goal is to have all roommates get along, be civil to each other, and enjoy a comfortable living environment.

If a resident need assistance, Residence Hall Staff are here to help. We have created a Roommate Agreement that should be completed during the first few weeks with the help of the Resident Assistant. This document is reviewed by the Head Staff. It is a guideline for discussion as well as a record of agreements between the roommates. When discussing preferences and compromises, keep the following in mind:

TIPS FOR A SUCCESSFUL ROOMMATE RELATIONSHIP

- Communicate in-person, early and often! Address problems right away in a face-to-face manner. Electronic communication tends to be misinterpreted. Do not let an issue simmer until you are so angry that you cannot have a constructive conversation with your roommate about the issue. Lack of communication is a source of many conflicts.
- See your RA and complete the Roommate Agreement as soon as possible. Come to agreements that you can live with and terms that you both can agree on.
- Set realistic goals: do not expect your roommate to be your best friend and constant companion. Best friends who room together have often rethought that idea after one semester.
- Be considerate of your roommate's privacy and values and be open to new lifestyles and possibilities.
- Courtesy is contagious. Ask before borrowing anything, take accurate messages, honor the agreements you make with each other.

IF CONFLICT OCCURS

- When discussing your conflict, maintain a respectful demeanor, be honest, and be willing to compromise.
- While it is natural to vent your frustrations, involving other residents and friends on the floor is unfair. Keep the issue private.
- If you cannot express yourself verbally, try writing down your concerns first.
- If you are having trouble managing the conflict, ask your Resident Assistant or Resident Director for help.
- In the event that a roommate or suitemate agreement cannot be reached, University Housing reserves the right to set reasonable expectations of roommates or suitemates. Additionally, University Housing reserves the right to relocate residents, as deemed necessary.

SAFETY

SAFETY CONCERNS IN THE HALLS

Get into the habit of locking your room door every time you leave the room and when you are inside the room alone. Don't respond with "Come in!" to every knock without first checking who is at the door. Carry your keys with you at all times. Never admit a non-resident into the hall. Do not prop exterior doors and, if you see a door propped open, close it immediately.

KEYS & ACCESS CARDS (FAMUCARD)

Providing keys or FAMUCards to anyone else (friends, roommates, parents, etc.) is a violation of university policy. University Housing will only issue keys and FAMUCard access to halls based on an individual student's assignment. Students should always be able to produce their key and FAMUCard at all times.

VALUABLES

We strongly recommend renter's insurance for the duration of your stay on campus. We cannot accept responsibility for damage or theft of students' property. Money and small valuables should be kept in a bank or safe deposit box. Laptop computers and other personal valuables can be engraved using our Operation ID Program and kept in a secure area. See your RA or FAMUPD for details. Lockable drawer space is provided in your room and may be secured with your own padlock or combination lock.

ELEVATORS

If the elevator stops working while you are inside, you should press the alarm button and remain inside the elevator until help arrives. The alarm should only be used in event of emergency. Trained elevator personnel and Fire Department personnel are the only people authorized to remove occupants trapped in an elevator. Under no circumstances should you attempt to release trapped occupants or to force elevator doors open. Residents should report elevator problems to the front desk or University Police right away.

WEAPONS

Possession or use of a firearm, knife, sword, pellet gun, air gun, spring loaded or paintball gun, or other weapons on campus is a violation of the FAMU Code of Conduct. Students found in the possession of any weapons will be subject to disciplinary action.

FIRE SAFETY

During fire alarms, residents may not use elevators and should use the nearest stairway to leave the building. Evacuation drills, held at least once per semester, help familiarize residents with procedures to evacuate the building safely. Recommended evacuation routes are provided through stickers on the back of each room/apartment door. Always leave the building when you hear the fire alarm. Do not tamper with fire equipment such as extinguishers, hoses, and alarm pull stations or disable or cover smoke detectors. Intentionally activating a false fire alarm is a violation of State Law 806.101 and the FAMU Code of Conduct. Anyone who activates a false alarm is subject to disciplinary action as well as criminal prosecution. At no time may anything be hung from sprinkler system pipes or sprinkler heads. Damage to this system could cause damage to personal belongings and to residence hall property. Candles, even for decorative purposes, are prohibited in all University residence halls.

IDENTITY THEFT

Do not give personal information to unknown individuals. If they get your Social Security number, they may obtain access to confidential information, from credit information to university documents.

ONLINE SAFETY

Exchanging stories with someone in an online chat room does not make it safe to give them your telephone number or tell them where you live. If you choose to meet with someone you have been communicating with online, make sure the meeting takes place in a public place. Be careful about what information you post on social networking websites.

SAFETY RESOURCES

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY POLICE DEPARTMENT (FAMUPD)

FAMUPD is available to assist students, faculty, staff, and visitors of the University. Police service is provided 24 hours a day, seven days a week. FAMUPD can be reached at 850 - 599 - 3256. For more information, go to <http://www.famu.edu/index.cfm?PublicSafety>

VICTIM ADVOCATE

The Victim Advocate Program is a confidential resource that can assist you if you or someone you know has experienced a traumatic victimization or crime. Examples of services include safety planning, crisis support, academic assistance, and referrals. You can reach the advocate by calling 850-412-5667. For more information, go to www.famu.edu/vap

FAMU ALERT SYSTEM

In the event of any emergency on campus, the university will use the FAMU ALERT emergency notification system to warn everyone. There are several ways that FAMU can use to alert the campus community in the event of an emergency, including: outdoor warning sirens, blue lights, email, text messages, or NOAA weather radios. If one or more of these systems is activated, seek shelter in the nearest building away from windows and doors and try to get more information by visiting the university website, <http://www.famu.edu>, calling the FAMUPD 850-599-3256. To learn more about the FAMU ALERT system, including how to register your cell phone for text messages, visit <https://www.famu.edu/index.cfm?PublicSafety&BlackBoardConnect>

WEATHER

In the event of severe weather, the University will use the FAMU ALERT emergency notification system (including outdoor warning sirens, blue lights, e-mail, text messages, or NOAA weather radios) to warn the campus community. If one or more of these systems is activated, seek shelter in the nearest building away from windows and doors and try to get more information by visiting the university website, <http://www.famu.edu>, calling FAMUPD 850-599-3256. To learn more about the FAMU ALERT system, including how to register your cell phone for text messages, visit <https://www.famu.edu/index.cfm?PublicSafety&BlackBoardConnect>

Following is some additional weather-related information to be aware of:

SEVERE WEATHER

Tallahassee is subject to strong to severe weather, especially during the spring and summer. In the event of severe weather (severe thunderstorm, tornado, or flash flood warning), an FAMU ALERT will be issued. Seek shelter in the nearest building away from doors and windows until the storm has passed. These storms can bring winds in excess of 60 miles per hour, 3/4" hail, severe lightning, and torrential downpours. It only takes 6 inches of moving water to knock you off your feet and 2 feet of water can float an SUV! Do not attempt to walk or drive through any floodwaters no matter how deep or fast you think it is.

LIGHTNING

When lightning is occurring, the most dangerous place to be is an open area, such as a sports field. Nearly half of all lightning deaths occur in open areas. Many people are struck when they go under a tree to keep dry during a storm. Outdoor water activities such as swimming, boating, and fishing are very dangerous during lightning. Seek shelter in a substantial building such as a residence hall, and do not be tempted to watch lightning from open windows or doors. A lightning strike to the ground or water can travel horizontally more than 30 feet in all directions. The National Weather Service promotes the 30 -30 Rule in seeking safe shelter. The 30 - 30 Rule states: When you see lightning, count the time until you hear thunder. If this time is 30 seconds or less, go immediately to a safer place. As the storm passes, wait 30 minutes or more after hearing the last clap of thunder before leaving your shelter.

HURRICANES

June 1 through November 30 is hurricane season in Florida. In the event of a hurricane or tropical storm threat to Florida A&M, the university will provide specific recommendations well in advance for how students should prepare. Why wait for a storm though? Prepare now! The Florida A&M campus is one of the safest places in Tallahassee to be during a hurricane. In most cases, it is not necessary to evacuate residence halls for a storm, although you may be asked to leave your room for a safer location within your building away from doors and windows.

Those who are not familiar with severe weather terms may find the following definitions helpful:

- A **Hurricane “Watch”** indicates that a hurricane condition is a strong possibility and may threaten the Tallahassee area within 48 hours.
- A **Tornado “Watch”** indicates that conditions are favorable for a tornado during a set period of time.
- A **Hurricane “Warning”** indicates that a hurricane is expected in the Tallahassee area within 36 hours. Residents are advised to stay on campus and not travel home, as roads may become hazardous very quickly.
- A **Tornado “Warning”** indicates that a funnel cloud/tornado has been spotted in the immediate area and residents should find shelter immediately.

STUDENT ORGANIZATION RESERVATIONS

Public areas of the halls are for the use of staff, LLC faculty, residents, and their guests. Only student groups who live in the hall can reserve lounge spaces. Public spaces, such as a lounge may be reserved provided that:

- A request has been made in writing to the Resident Director of the building at least 14 business days in advance of the function.
- The requesting student or group spokesperson assumes responsibility for cleaning up, as well as for any damages incurred during the meeting.
- University and residence hall rules and regulations are observed at all times.
- The entity making the reservation is responsible for monitoring its guests’ entry into and exit from the residence hall.
- Private meetings are not permitted. All events occurring within the residence halls must permit residents to attend the event.
- University Housing reserves the right to refuse the use of residence hall space.

To request the use of a residence hall space, please submit a reservation request via university email to the Resident Director.

COMPUTER USAGE

The Department of Information Technology Services (ITS) provides technology support services for the campus community. ITS makes student life on Florida A&M University’s (FAMU) campus easier with user friendly and innovative technology. ITS’s interaction with students begins early during the admissions process when they receive their FAMNetID. Students use their FAMNetID to access four major systems: FAMU Email, iRattler, FAMU Wireless Internet and Canvas.

- **FAMU Email**- Stay informed. FAMU’s official method of communication for students operates on Microsoft Office365 cloud-based system and Microsoft Exchange 2010 email system for faculty and staff.
- **iRattler** - Stay in the know. Students use iRattler to access academic records, campus finances, academic planning, enrollment services, and personal account information.
- **FAMU Wireless Internet**- Stay connected. FAMU Wireless is available campus wide to provide internet service where students need it the most.
- **Canvas** - Keep up with your class information, homework assignments and even attend virtual classes.

METHOD OF REQUESTING ASSISTANCE/SERVICE

- Phone: 850-412-4357
- Email: helpdesk@famuedu

LINKS TO ADDITIONAL INFORMATION

- <http://its.famu.edu/howtos/networking>
- <http://its.famu.edu/howtos/tv-gaming/51-how-to-s/gaming-tv/218-obtaining-a-wireless-mac-address>

THE STUDENT CODE OF CONDUCT STATES

The Division of Information Technology Services (ITS) is headed by the Associate Vice President & Chief Information Officer for Information Technology. The mission of ITS is to provide cost effective, efficient, and reliable access to cutting edge Information Technologies of hardware, software, networking, and telephony for the students, faculty, staff, and stakeholders of Florida A&M University. The mission of ITS is to provide cost effective, efficient, and reliable access to cutting edge information technologies of hardware, software, networking, and telephony for the students (present and prospective), faculty, staff, and stakeholders of Florida A&M University. Through the use of these information technology resources, ITS is committed to providing support to the University's programs for instruction, research, student services, financial management and administration.

Hours of Operation Monday-Friday, 8:00 am to 5:00 pm

STUDENT RIGHTS & RESPONSIBILITIES WHEN UTILIZING COMPUTER NETWORK SERVICES

The Information Technology Services department adheres to the University's Rules and Regulations regarding the Student Code of Conduct, Acceptable Use of Technology and Usage of Computer related equipment while accessing University network services. There are many rules and laws governing how you, the student, must conduct yourself on the University Network provided services. Do not jeopardize your college career by breaking copyright laws (e.g., illegal downloads). It is the responsibility of the student to view all University Policies. You must also ensure that you create strong and unique log-in passwords and change them often. Never share your log in credentials, never open unknown attachments or respond to unsolicited email messages and always log out/sign off when you are finished using a browser. For more security tips please visit <http://its.famu.edu/howtos/security> to access the ITS Security How-To's.

COMMUNITY EXPECTATIONS

University Housing offers a unique community living environment. To preserve this special community, students are expected to exercise responsibility and to abide by the community expectations.

Community Expectations are designed to promote and maintain an atmosphere conducive to community living. All residents are responsible for knowing and adhering to these expectations. These expectations are a supplement to the Code of Conduct and the University Housing Contract. Any violation of the expectations may result in conduct action. Students are expected to be knowledgeable of, and abide by, Community Expectations and the Code of Conduct at all times.

For more information on the Code of Conduct and to read all policies and procedures related to Student Conduct at Florida Agricultural and Mechanical University, go to: <http://www.famu.edu/officeofstudentconduct>

RESPECT FOR PERSON

Students are required to refrain from behaviors that fall under the University's definition of sexual misconduct, endangerment, harassment, and hazing. These specific behaviors are defined in the University's Sexual Misconduct Policy and in the Code of Conduct.

VISITATION AND RESIDENTS' GUESTS

1. In respect for the privacy of others, visitors are permitted between 10am and 12am(midnight) only in accordance with Housing visitation policies and your roommate/suitemate agreement. Roommates have the right to refuse guests in their room (for safety or any other reasons). This should be discussed during the roommate agreement process.
2. Hosts are expected to meet their guests at the building entrance and escort their guests at all times while in the building. A visitor/guest in a room or residence hall is limited to current residence hall students only:
 - a. residents can visit other residents and between halls. No more than two guests per resident in a resident's room or apartment at a time.

3. At no time should any resident provide entrance to a building to someone who is not his or her guest.
4. Residents are responsible and can be held accountable for the behavior of their guests. Residents of a room may be held responsible for guest behavior and actions that take place inside their room or in the common area of the residence hall, regardless if the residents are present.
5. Cohabitation is not permitted; only the residents assigned to the room or apartment may live in that room or apartment.

UNAUTHORIZED RECORDINGS

1. No resident may audio or video record, broadcast, or live stream another resident inside the residence halls, including all public areas, without their knowledge or consent. Audio or visual equipment includes, but is not necessarily limited to, computer microphones, computer webcams, cell phones, digital cameras, and other digital video or audio recording devices.
2. Non-residents are not permitted to engage in audio or visual recording, broadcasting, or live streaming within residence hall public areas (including, but not limited to, lobbies, lounges, kitchens, study lounges, recreation rooms, hallways, and laundry rooms) without the written consent of University Housing. Audio visual equipment includes, but is not necessarily limited to, computer microphones, computer webcams, cell phones, digital cameras, and other digital video or audio recording devices.

RESPECT FOR COMMUNITY

Students are expected to be respectful of other residential members and the surrounding community at all times. As members of a residential community, all students are required to abide by policies that creates a community atmosphere for educational success within the residence halls.

NOISE AND QUIET HOURS

1. Non-residents are not permitted to engage in audio or visual recording, broadcasting, or live streaming within residence hall public areas (including, but not limited to, lobbies, lounges, kitchens, study lounges, recreation rooms, hallways, and laundry rooms) without the written consent of University Housing. Audio visual equipment includes, but is not necessarily limited to, computer microphones, computer webcams, cell phones, digital cameras, and other digital video or audio recording devices.
2. Courteous noise levels that promote an atmosphere of academic success should be maintained during all hours. Residents should be adhering to these hours and comply with requests to lower noise volume.
3. The playing of musical instruments is prohibited in and around halls.

RESIDENCE HALL OPERATIONS

1. University property may not be removed from student rooms or from residential public areas.
2. Students are responsible for the cleanliness of their own residence hall room, apartment, or suite. Residents may face conduct action and/or be charged financially for special cleaning needed by improper care of rooms.
3. Sales including, but not limited to, running a business out of a room or any type of solicitation is not permitted in the residence halls. All materials to be distributed to students within the residence halls must be approved by the Assistant Director, Marketing & Communications. Material may be emailed to housingmarketing@famu.edu for approval.
4. 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. For information on Assistance Animals in Residential Facilities, refer to Board of Trustee Regulation 2.001 Housing.

ROOM ACCESS

1. All room changes must be authorized by appropriate personnel and must follow established change procedures.
2. Providing false information in an attempt to obtain a back-up key is prohibited.
3. Students are not permitted to give their FAMUCard or room key to others.
4. If there is a vacancy in a student's assigned space, it is the responsibility of the remaining room occupants to ensure that the vacant space remains move-in ready. This includes but is not limited to ensuring an incoming student has immediate access to all University-assigned furniture and beds are separated. An

incoming student should have equal access to physical space in the room and any shared common spaces including bathrooms, living rooms, and kitchens.

RESPECT FOR HEALTH & SAFETY

Students are required to follow State of Florida law and abide by policies ensuring the health and safety of the university residential community. In addition to the following policies, students are expected to abide by all university policies concerning weapons, alcohol, controlled substances, illegal drugs, and fire safety as specified by in the Student Code of Conduct.

ALCOHOL & ILLEGAL DRUGS

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 subject to disciplinary actions.

DANGEROUS ITEMS

1. Culinary knives used in kitchen areas for their intended purpose and pocketknives with blades less than four inches in length are permitted in the residence halls. Other knives, including but not limited to swords, hunting knives, daggers, stiletto knives, machetes, axes, hatchets, and switchblades are not permitted in the residence halls.
2. Fireworks, sparklers, and any item designed with the primary intention of exploding, including but not limited to firecrackers, skyrockets, rockets, roman candles, and cherry bombs are not permitted in the residence halls.

RESIDENTIAL FIRE SAFETY

1. The possession or use of open flame, heat, or element devices such as barbeque grills, halogen torch lamps, candles, and incense are not permitted within the residence halls or adjacent building courtyards.
2. Objects such as bookshelves cannot obstruct exits and hallways or cause potential fire hazards. Additional chairs and tables, and shopping carts are prohibited from being stored in the residence halls.
3. Motorized vehicles including but not limited to motorcycles, mopeds, hoverboards, self-balancing scooter boards, two-wheeled scooters, Segway's, and carts may not be operated, charged, or stored inside any residence hall.
4. Residents must not leave their food items unattended while cooking with appliances at any time.
5. Seasonal decorative items including, but not limited to, live trees, hay, and dried leaves are not permitted in the residence halls.
6. Items may not be hung from sprinkler pipes or heads. Nothing can be covering or placed within 18 inches of a sprinkler head.
7. Flammable liquids, solvents, and any dangerous chemicals (including, but not limited to gasoline, kerosene, lighter fluid, propane, pressurized gas, laboratory chemicals, etc.) are prohibited from storage or use in any residential space. Personal-use lighters are permitted to be stored.
8. Power strips and surge protectors must be plugged directly into a wall socket. Students shall refrain from plugging power strips and surge protectors into other power strips or surge protectors.
9. Regardless of whether in the common area hallways or in the apartments/suites, all breaker boxes should be left visible and accessible. They should not be covered with decorations or blocked by other items.
10. Any other device, element, or object that presents a fire hazard or other safety hazard is not permitted in the residence halls.

BUILDING AND FACILITY SAFETY

1. Propping open doors or gates is prohibited.
2. Students are never permitted to be out on ledges, roofs, or outside of windows.
3. Students may not remove, alter, or tamper with door closures, peepholes, locks, or any item that obstructs entry or exit to any door within the residence hall room.
4. Screens must remain in windows at all times. Some window screens are affixed with a red plastic cord; students are prohibited from breaking this cord.

5. Additional locks or any object that impedes ingress or egress may not be added to the room, closet, or suite bathroom doors.
6. Throwing or dropping objects from windows, balconies and roofs are prohibited.
7. Tampering with, removing, modifying, or rendering inoperable any residence hall safety device is prohibited.
8. If a student's room window requires a tool or key to open it, students shall not tamper with the locking mechanism to open the window.
9. Windows may not be used as entrances or exits to and/or from student rooms or apartments.
10. Students are prohibited from displaying any item in windows of on-campus residential facilities or place any items in a window that obstructs access to the window.

SMOKING

Smoking is not permitted anywhere inside or adjacent to the residence halls. This includes the use of any tobacco, electronic, or vapor smoking devices. Florida Agricultural and Mechanical University campus is tobacco-free.

RESPECT FOR FACILITIES & PROPERTY

Students are required to abide by policies that ensure the successful operation of its residential buildings and surrounding areas. Additional policies are defined in Student Code of Conduct.

COOKING IN STUDENT ROOMS

1. Cooking appliances requiring more than 700 watts may not be used in student rooms.
 2. Any open element appliances such as toaster ovens, air fryers, George Foreman grills, toasters, and electric frying pans may only be used in designated kitchen areas.
 3. The storage or use of household appliances including, but not limited to dishwashers, additional refrigerators, freezers, and personal washing machines is prohibited within the residence halls. All cooking areas should be cleaned immediately after use.
- **Sports and general roughhousing are not permitted within the residence halls.**
 - **Students are expected to respect university property. Students shall be financially liable for damages (including mounted televisions, wall shelving), alterations (unauthorized painting of rooms), or removals that they cause (including damage caused by their guests) to residence hall rooms or buildings.**

PROHIBITED ITEMS

1. Weights and weight benches are prohibited, except each resident may possess one set of dumbbells, with no individual dumbbell weighing greater than 20 pounds.
2. Wired and wireless routers are not permitted anywhere within the residence halls.
3. Cinder blocks are not permitted in the residence halls.
4. The use of wheeled conveyances including, but not limited to rollerblades, skateboards, or bicycles is not permitted in the residence halls.
5. University Housing reserves the right to confiscate any traffic control devices until proper ownership of said item(s) can be determined. If it is determined that the item does not belong to the student, the University may charge the student in accordance with the Code of Conduct.

POLICY VIOLATION PROCEDURES

Policies have been developed to protect the rights and encourage the responsibility of residents and to maintain orderly conduct for the educational process of this institution. Such policies are incorporated in our Community Expectations, the University Housing Contract, the Florida Agricultural and Mechanical University's Code of Conduct, and other agreements. A respect for the rights and privileges of others is the basic assumption of our educational mission.

In Accordance with Regulation 2.012 Student Code of Conduct:

JURISDICTION

The Associate Vice President for Student Life/Dean of Students 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 (Associate Director, Assistant Director, and Resident Director). The University Housing Director reserves the right to alter the representative made to be his or her designee.

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. The Resident Director will forward all information obtained in the preliminary investigation to the Coordinator, Community Standards. This preliminary investigation should take place within 24 business hours.
- B. INITIAL STUDENT MEETING** - As a part of the preliminary investigation, the RD should meet with the student. Within 24 business hours of violation, the RD should send an "Initial Student Meeting" letter via email to the alleged offender. The RD explains the disciplinary process and alleged violations against the student. The RD should start the meeting by reading the "Initial Student Meeting Statement." Any statements made by the student at this time should be included in the information sent to the Coordinator, Community Standards. Attendance to this meeting is voluntary for the accused student. Should the student decline a meeting or fail to respond, this information should be submitted to the Coordinator, Community Standards.
- C. NOTICE** - If based upon the information and results of preliminary investigation, the Coordinator, Community Standards determines that disciplinary action should be initiated, the charged student will receive proper notice via email that the scheduling of a disciplinary meeting is required to be set within the next five (5) business days. Notice will include the following:
 - a. Specific charge including date, location, and details of the alleged violation.
 - b. A request that the student arrange a convenient meeting time within a specified time period.
 - c. Notice will be sent to the student's FAMU email address.
- D. PRELIMINARY INVESTIGATION** - If the preliminary investigation results in a student being charged with a violation, the charged student has two options:
 - a. 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. The Coordinator, Community Standards and/or designated conduct officer will decide the appropriate sanction and advise the charged student within 5 business days.
 - b. 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.
 - i. 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 Coordinator, Community Standards. The Coordinator, Community Standards will work with the Residence Life Team and to arrange the hearing date and time.

- E. JUDICIAL HEARING** - 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.
- F. DECISION** - If the meeting indicated that the evidence is sufficient to warrant disciplinary action, the appropriate Housing Judicial Board will make a finding and issue sanctions. 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 may be deferred to the University Conduct Officer for disposition.

A CHARGED STUDENT MAY BE DEEMED AS

- A. RESPONSIBLE** - The charged student has been found Responsible or accepted Responsibility for the violation.
- B. NOT RESPONSIBLE** - The charged student has not been found Responsible or did not accept Responsibility for the alleged violation.

FAILURE TO RESPOND

- **Should the student fail to respond during any step of this process by the given time specified, the process shall continue on without the student's response. Failure to respond cannot be used as a defense or grounds for appeal.**

DISCIPLINARY ACTION

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.

PLEASE NOTE - 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.

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 where the student loses the privilege of having 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.
- O. Educational Requirements. Attendance or presentation at educational programs; interviews with appropriate officials; planning and implementing educational programs; completion of essay or project; or other educational activities.

FAMU HOUSING SANCTIONS APPEALS PROCESS

APPEALS

If the charged student is found responsible, he or she may request a Housing Appeals Meeting in writing by completing a "Housing Judicial Sanction Appeals" form and submitting to the University Housing Office. The form must be received within ten (10) days of the date the student receives the written notification from the Coordinator, Community Standards.

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:

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

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 by one of the University Housing Leadership Team Members (either of whom is not connected with the student, his residence, or the first disciplinary meeting). 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 to the student's FAMU email address.

SUBMITTING AN APPEAL

- A. 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. A written appeal is reviewed by the housing appeals officer.
 - b. A decision is rendered on if the fine will be upheld, reduced, or dismissed.
- B. STEP 2** - A written letter via e-mail will be sent out to all appellants informing them of the decision.

DEFINITIONS OF APPEAL ACTIONS

- A. UPHELD**- the student remains responsible and must complete the assigned sanctions.
- B. REDUCED SANCTION** - the housing appeals officer agrees there was damage or a necessary charge, but that mitigating circumstances presented in your appeal warrants a reduction or alteration in sanctions.
- C. DISMISSED** - means the student has been deemed not responsible and the charge and sanction is removed.

INFORMATION FOR FILING

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. A notice that a charge is dismissed requires no further action on the part of the appellant. The process may uphold the current sanction or reduce or change it.

A student may file an appeal by taking a copy of appeals form to the University Housing Department. In all cases the 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:

- Name
- Hall and Room Number
- Statement explaining why the bill should be waived.

Appeals that are not submitted within 10 business days after the final discussion has been rendered are automatically be denied.

PLEASE NOTE - Once a "Housing Right to Appeal Waiver" has been completed, the student no longer can appeal a charge.

- Additional rules and regulations may be established to meet the safety, health, welfare and needs of their respective community.
- Violations: Any resident who receives multiple violations of the University Housing policies may be referred to Student Conduct and Conflict Resolution.

HOUSING CONTRACT INFORMATION

The University Housing Office is located in the Center for Access & Student Success. Staff is available to assist you with room assignments, billing, and other housing matters from 8 a.m. - 5 p.m., Monday through Friday. The telephone number is 850-599-3651. The full Terms and Conditions of the Housing Contract are available on our website: <http://www.famu.edu/index.cfm?housing>

CONTRACTS

Submitting a housing contract and required advanced payment commits the student to living in a university residence hall through the end of that contract term (i.e. Fall/Spring, Summer). The Director of University Housing may release a student from the housing contract if there is a significant, documented, unforeseen financial or medical hardship that is outside of the student's and his/her family's control that has occurred since the contract date. Inquiries can be directed to famuhousing@famu.edu

BREAK CLOSING

The University Calendar as published in the university academic calendar specifies the date and hour the residence halls will close at the end of each term and at Spring Break. Failure to vacate at the specified time may result in disciplinary action. You do not need to remove all of your belongings from the room during Spring or Winter breaks. To avoid disturbing fellow residents during finals week, the staff encourages you to leave the hall within 24 hours of your last exam.

PAYMENT

The academic year contract obligates students to financial responsibility for the entire contract term. It is the student's responsibility to ensure satisfactory payment of housing fees. Housing fees may be paid: 1) Student Accounts from 8:30 a.m. --- 4:30 p.m., Monday through Friday; 2) by mail to the University Housing Office.

ROOM OCCUPANCY

Only those students assigned to a room may occupy the room. Residents may not sublet their rooms to another person.

ADMINISTRATIVE RELOCATION/TERMINATION

University Housing reserves the right to cancel, change or terminate room assignments in the interest of order, health, discipline, disaster, or maximum utilization of facilities, after due notice to the assigned students. Disregard for the rights, responsibilities, and duties of others, as well as the creation of circumstances which could jeopardize life, limb or property, are conditions that are not acceptable in University Housing and may be cause for termination of the housing contract. For additional information regarding the Terms and Conditions of the Contract, please refer to the University Housing website at <http://www.famu.edu/index.cfm?housing> or contact the University Housing office at 850-599-3651.

ROOM CHANGES

Contact the main office of University Housing if you need to change rooms. Until a request is approved, students remain in their current assignment. Students who make unauthorized room changes may be subject to disciplinary action and/or required to move back to their original assigned room. All approved changes will be communicated in writing by University Housing.

ENTERING ROOMS

Authorized university personnel may enter student rooms for regular health and safety inspections and for maintenance purposes. Staff may also enter rooms when a reasonable belief exists that the room is being used for a welfare check, illegal purpose, or for a purpose that would interfere with discipline and/or personal safety.

FLORIDA AGRICULTURAL AND **MECHANICAL HOUSING STATEMENT**

The Florida Agricultural and Mechanical core values are Scholarship, Excellence, Openness, Fiscal Responsibility, Accountability, Collaboration, Diversity, Service, Fairness, Courage, Integrity, Respect, Collegiality, Freedom, Ethics and Shared Governance.

FAMU is a diverse community with standards rooted in respect for the dignity and worth of each person. While we recognize the importance of differing opinions and informed debate for a dynamic learning environment, we also expect each member of our community to embrace the values of civility and ethical conduct and share in the responsibility to promote these values.

FAMU students should demonstrate respect for yourself and others, taking responsibility for yourself and those around you, and reflecting the values of FAMU.