

Living on Campus

- Philosophy and Goals
- The Residence Halls
- Living in the Halls
- Residence Hall Community Standards
- Residence Hall Judicial Procedures

Philosophy and Goals of the Campus Life Department

The Fairleigh Dickinson University residential program strives to create an environment that promotes the development of both the individual and the residential community. The educational mission of the University carries into the residence halls by providing challenges and a support network that allows and encourages each member of the community to actively participate in the shaping of their environment. This is accomplished through the following goals of the residence life department's program:

1. Provide a safe environment that encourages the pursuit of academic achievement.
2. Encourage the residents to individually and collectively help shape and take responsibility for their environment and actions.
3. Promote exposure to and an appreciation of others from different backgrounds and cultures.
4. Provide an atmosphere in which residents can assess and meet their life skills and personal development needs.
5. Inform the residents of and support the policies and procedures required for safe and successful group living.
6. Promote the principle that regardless of position or status, no student is better than or more important than another student.

Campus Life Staff

Professional Staff

The director of residence life, assistant director and campus life coordinators are full-time, professional staff members who are responsible for the overall coordination and operation of the comprehensive residence life program. Their general responsibilities include group advising, room assignments and billing, counseling, staff selection and supervision, fiscal management, programming, discipline and crisis intervention. The director and her professional staff live on the campus for accessibility and responsiveness.

Resident Assistants

Each residence hall is staffed with resident assistants (RAs) who live in the hall to assist the residents. These undergraduate or graduate student leaders have received significant training in advising, emergency and administrative procedures, mediation, community development, campus and community resources, communication skills, programming and discipline. Each area has RAs on duty from 9 p.m. through 6 a.m. daily. It is important that you get to know your RA and the other RAs in your area.

The Residence Halls

Twombly Halls: Florence Twombly and Hamilton Twombly Halls are traditional-style residence halls with double bedrooms opening onto a central hallway that has a common hall bathroom facility. Each building accommodates approximately 220 freshman residents. There are single-sex floors as well as floors that are coed by wing.

The Village Area: The Village offers suite-style accommodations for approximately 450 residents in nine small residence halls. While the majority of the buildings house upperclassmen, each year one or more of the halls are designated for freshmen. Most suites contain three double bedrooms, a bathroom and either a common living room or a single bedroom. Suites that include a single room do not have a common living room. The Village residence halls are coed by suite and are climate controlled. Laundry and kitchen facilities are provided on the lower level of each residence hall.

Park Avenue: Park Avenue has 73 furnished apartments, each housing four residents. Apartments have a kitchen with an apartment-size stove and refrigerator, along with a furnished living room and two double bedrooms. Each bedroom has its own bathroom. Apartments are climate controlled. Laundry and trash facilities are located on each floor near the elevators. The building also has a 24-hour quiet area. Lounges and common rooms are available throughout the building. The building has been designated for upperclassmen who have earned 38 or more credits by the end of the previous fall semester.

Rutherford Hall: Named after the University's first campus, this 293-bed residence hall opened in September 2003. Rutherford Hall houses upperclassmen in double bedrooms with a private bath. All rooms are climate controlled. Laundry, vending and trash facilities are located near the elevator on each floor. All floors have a common lounge, and there is one central kitchen area in the building for student use.

Living in the Halls

Application for Residence Halls

Residence hall applications are available starting in March for the fall semester and in November for the spring semester. New students to Fairleigh Dickinson University must apply for housing through the admissions process. A residence hall deposit is required. Students wishing to change their status from commuter to resident student may do so by applying at the Office of Enrollment Services. Returning resident students will be given notice of application during the appropriate semester. The completed forms must be returned by the indicated deadline. A deposit must be paid at the Office of Enrollment Services. Students who wish to change their

status from commuter to resident may apply for housing for the spring semester only.

Keys

The exterior doors of the residence halls as well as student rooms utilize a card-access system, which allows students to use their ID cards to gain access. Residents must carry their ID cards at all times. Attempting to duplicate a University ID is prohibited. It is expected that students immediately return their keys and/or their ID cards to the Office of Campus Life when vacating a room. Individuals who lose, damage or fail to return a key when requested will be assessed an administrative charge. ID cards may not be loaned, borrowed or used by anyone but the resident to whom it is assigned. Students share in the responsibility of a safe community. Students should ensure their own room/suite/apartment doors are locked. The propping of doors and vandalism of locks or card readers places the entire community at risk and should be reported immediately.

Laundry

Washers and dryers are available in the residence halls free of charge for residents only. No linen service is provided. All machine malfunctions should be reported to the Office of Campus Life.

Mail

Mail is delivered to students' mailboxes Monday through Friday and should be checked daily. Box numbers and combinations will be given out during the residence hall check-in. All resident students are required to have a mailbox and must pick up their mailbox assignment at the Office of Campus Life during the first two weeks of the semester. Residents' mailboxes are considered an official means of communication with the residents.

Meal Plans

All students living in the residence halls are required to participate in one of the University's meal plans. There is a reduced meal plan for Park Avenue residents only. Other reductions to the meal-plan requirement can be made for medical, religious or academic (internships, allied health practicum or student teaching) reasons only when supported by documentation acceptable to the University. Request for a reduction can only be made during the first two weeks of the semester through the Office of Campus Life. No one will be exempted from meal-plan requirement.

Maintenance

Residents should contact the Office of Campus Facilities directly at (973) 443-8926 to submit a maintenance request. Students should be as specific as possible when describing the nature of the problem. Repair or replacement of residence hall furniture should be directed to the Office of Campus Life. Residents should not attempt to make repairs themselves or move furniture between rooms.

Residence Hall Security

The Office of Campus Life works closely with the department of public safety to provide a safe and secure residence

hall community. Most residence halls are locked on a 24-hour basis. In addition, there are security cameras installed at residence hall entrances. Some public areas such as Twombly Lounge also have security cameras.

Students are reminded that they share in the responsibility for the security of their rooms and the building in which they live. If any student encounters vandalism, suspicious or threatening behavior or has a concern that his or her right of privacy is not being upheld, he/she should contact Public Safety and/or the Office of Campus Life. The best security is often one that the student provides. Propping open an exterior door of a residence hall is a serious breach of security and will not be tolerated.

Students are advised to be security conscious and to work toward community awareness in this area. Students must cooperate with University staff involved with the safety of the residence halls. Normal precautions, such as: room, suite, apartment and exterior doors and windows should be locked upon departure; strangers should not be admitted; and personal items of value should be kept in a safe place. If students observe individuals who do not belong in the residence halls, contact the department of public safety immediately.

Liability

The University does not assume responsibility for the residents' or other persons' loss of money or valuables or for loss of, or damage to, personal property for any reason. Additionally, residents are responsible for securing their living areas. This includes locking doors and windows when students leave their rooms to ensure that their personal property and that of their roommates and the University is protected. Residents will be held accountable for damages and vandalism, which occur in their living areas.

Property Insurance

In the event of fire, theft, vandalism, smoke, water or accidental damage, all residents are strongly advised to have some form of property insurance for their belongings, especially if they have expensive electronic equipment. The University does not assume responsibility for damage or loss of a resident's belongings. In some cases, a parent's homeowner's insurance policy may cover a student's belongings while living in the residence halls. Students may also purchase insurance from an outside agency that specializes in providing personal property insurance plans to University students.

Telephones

The University has partnered with Rave Wireless and Sprint to provide all resident students with an optional mobile phone-based safety and academic communication system. FDU Mobile connects students with family, friends and the entire University community through mobile technology. Through this device, students will always be connected to everything happening on campus. Students receive emergency broadcast messages about school closings and other emergencies through text messages. But that's not all. Students can check on campus events; learn the latest news from the *Daily Record*; view New Jersey Transit schedules; easily group-text messages with friends, hall mates and

members of clubs; check FDU e-mails and receive class changes and cancellations alerts from faculty.

FDU Mobile also offers Rave Guardian to help students feel even safer on campus. Students can use the Rave Guardian, a new application for FDU mobile phones that uses the Global Positioning System (GPS), to enable students to alert the department of public safety with their location anytime they are feeling unsafe. In essence, it puts a virtual public safety officer at every student's side.

FDU Mobile phones replace the landline phones in the residence halls. Residents not participating in the FDU Mobile program are required to provide the University with a local (cell) phone number.

FDU Mobile is also available for nonresident students who wish to opt into the program. For more information about FDU mobile visit <http://fdumobile.fdu.edu>.

Residence Hall Closings

Residence hall charges and occupancy are based on a 15-week semester as established by the academic calendar. This period excludes all scheduled closings, including Thanksgiving recess, winter recess and spring break. Residents with academic internships, student teachers, international students and athletes required to stay by the University may be approved to remain in the residence halls during winter and spring breaks. Students in selective programs (or those having the approval of the director of residence life), who are required to remain in the residence halls beyond the 15-week semester, are billed accordingly. Students may be moved to different locations during these periods. The dining hall may not be open when the residence halls are closed. Requests for housing during a break must be made to the Office of Campus Life in accordance with the published deadlines.

Rooms and Roommates

Rights of Roommates

The rights of residents must be respected at all times. This includes but is not limited to:

- a. respect of property,
- b. noise level,
- c. asking for and receiving permission for a nonresident of that room to visit that room,
- d. individual privacy and
- e. health concerns, including smoking in living areas.

If you believe that your rights as a roommate or suitemate have been violated, please discuss your concerns in an appropriate manner with your roommate and/or suitemates. Should additional assistance be required, please contact a resident assistant. Professional staff members also are available if the initial mediation is unsuccessful. In situations where roommates are unable or unwilling to resolve conflicts, it is the prerogative of the Office of Campus Life to relocate one or more residents to other available residence hall spaces. This alternative is considered when it appears that one of the roommates is an aggressive party and the person being harassed refuses to pursue a referral to the Office of Campus Life, or when both roommates are violating the other's rights.

Room Assignments

Returning resident students reserve their rooms for the following year during the Current Resident Housing Process held each spring. New students receive their room assignments either by mail or upon arriving on campus.

The Office of Campus Life reserves the right to change a student's assignment during the course of a semester if deemed necessary. This is most likely to occur during the third week of the semester, which is traditionally the consolidation and room-change period. In general, requests for room changes will not be acted upon during the first two weeks of the semester.

If, during the course of the semester, one student moves out of a room, the student remaining in the room may be required to accept or find a roommate or be assigned to another room. If a situation occurs such that there is no student to place in a partially occupied room, the occupant will be charged the normal room rate only. Rooms must be set up to receive a roommate at any time. This includes keeping the bed, desk, dresser and closet free of belongings.

Residence Judicial System

All Fairleigh Dickinson University students possess certain rights and privileges together with corresponding duties and responsibilities. Every student is entitled to freedom of action as a necessary expression of scholarly activities. The student is responsible for maintaining standards of conduct that do not interfere with the rights of others or with the effective functioning of the University as a center of inquiry and learning.

The University, through its residence judicial system, recognizes that all students, in addition to being members of the University community, also belong to our society at large. The University Judicial Code is in no manner, stated or implied, intended to protect or shield students from their responsibilities under local, state and federal law. The University reserves the right to refer any student who violates any federal, state or local law to our judicial system, regardless of whether the alleged violation took place on or off University property. The University reserves the right to refer any cases that do not fall under the jurisdiction of the code to the appropriate authorities.

The establishment, interpretation and enforcement of the Residence Hall Community Standards are designed to assist each student, as a member of the University community, in realizing educational goals and providing an environment in which every student may achieve his or her highest potential. As a community member, you have many rights. Along with those rights come inherent responsibilities. These responsibilities include your knowledge, understanding and acceptance of the policies that govern our community; adherence to these policies; and the enforcement of these policies. Therefore if you are participating in an act that violates our community standards, or observe others disregarding any community standard, you are expected to make responsible decisions and take action considered appropriate for the particular situation or incident. All violations of the Residence Hall Community Standards will be handled through either a board hearing or administrative action. When a student violates a community standard, he or she is expected to accept responsibility and the resulting consequences for his or her actions. Each action taken as a result

of a community standards violation must be tailored to fit the circumstances of the situation.

Residence Hall Community Standards

The following regulations are enacted to protect the general welfare of the residential community. Infractions of any of these regulations may result in disciplinary actions including, but not limited to, fines, loss of privileges, a change in residency or other disciplinary penalties. Conduct that is inconsistent with the goals and objectives of Fairleigh Dickinson University will not be tolerated. Students are required to become familiar with, and abide by, their rights and responsibilities as outlined in this publication and the Code of Student Rights, Responsibilities and Conduct.

I. Fire and Safety Regulations

A. Tampering with, modifying or disconnecting any fire equipment, including fire alarms, fire extinguishers, smoke/heat detectors, sprinklers or emergency lighting is prohibited.

B. Students and their visitors are required to immediately evacuate any campus building when an alarm sounds or when instructed to do so by a University staff member. Once outside, students should assemble at least 50 feet away from the building. Students may not re-enter any part of the building until authorization has been given by public safety or the fire department.

C. Practices/items considered to be a fire hazard or a danger to the University community will not be permitted. The following are not permitted in the residence halls: 1) firearms; 2) fireworks or explosives; 3) hazardous or flammable chemicals or solvents; 4) ammunition; 5) weapons, including but not limited to bows and arrows, illegal knives as defined by New Jersey law, BB guns, air guns, slingshots, chukka sticks, Chinese stars, blackjacks or other dangerous instruments; and 6) candles, punks, incense sticks, incense and potpourri burners. Decorative candles with unburned wicks are permitted; and 7) halogen lamps. These items may be confiscated by the Office of Campus Life. All items confiscated can be claimed in the Office of CampusLife when the student presents the confiscation form left. At that time, the resident will be asked to sign a release agreeing not to return the items to the residence halls. Items left for more than 30 days after the date of confiscation will be discarded unless previous arrangements are made. The Office of Campus Life will not be responsible for items that are discarded.

D. Fire regulations prohibit the placement or suspension of flammable materials either from ceilings or light fixtures or in a manner that could block the egress from a room, suite, apartment, corridor or building. In addition, flammable materials may not be stored under any stairwell. Holiday trees or other live items such as sprays of green, wreaths, etc., and Hanukkah candles are not permitted in the residence halls.

E. Actions such as participating in sports and horseplay in hallways and stairwells, water battles, food fights and practical jokes are dangerous and disruptive practices and will not be tolerated.

F. Cooking in the residence halls is limited to the kitchens in the Park Avenue apartments and the designated kitchen

areas in the remaining halls. Only apartment residents are permitted appliances for food preparation in their kitchens. Due to fire safety and sanitary standards, all other residents are not permitted to have appliances used for preparing food and/or appliances that contain a heating element in their residence hall rooms or suites. Hotpots and coffeemakers are allowed in rooms. Students may have one microwave oven per room. Microwave ovens can be no larger than .6 cubic feet. Unauthorized appliances will be subject to confiscation.

G. Refrigerators up to 4.5 cubic feet are permitted in any residence hall unless designated otherwise by the Office of Campus Life. Only one refrigerator is permitted per bedroom.

H. Residents are not permitted to bring or install space heaters and air conditioners in their rooms. During emergencies, only University-approved heaters will be allowed.

I. In accordance with local fire codes, non-surge protected extension cords of any type and multi-plug adapters are prohibited in the residence halls. Only UL-approved, grounded, surge-protected, multiple-outlet strips are permitted in residence hall rooms.

J. The construction of freestanding lofts is permitted with prior approval from the director of residence life or his or her designee.

K. Window screens must not be unfastened or removed. Students are prohibited from screaming and yelling from windows. Under no circumstances will throwing objects from any window in the residence halls be tolerated. Such conduct poses a danger to the health and safety of other residents. Residents assigned to a room from which an object is thrown will be subject to disciplinary action. Stereo speakers cannot be placed in the window. In addition, displays in windows that are deemed inappropriate by the University will be removed. Attachments to or through a window are strictly prohibited.

L. Students are prohibited from entering public restrooms designated for the opposite sex, janitors' closets, boiler rooms and other unauthorized areas. In addition, students are not permitted on building roofs for any reason.

M. The storage of bicycles is not permitted in hallways, stairwells or lobby areas. Residents are to chain bicycles to racks provided by the University. Bicycles chained to the exterior of any building will be removed.

N. Motorized vehicles are not permitted inside any residence hall nor are they permitted to be chained to the exterior of any building.

O. Students are to maintain sanitary standards that protect the safety, health and well-being of residents. Authorized representatives of the University have the right to enter any space at any time to inspect facilities. Rooms, suites or apartments continually found unacceptable may result in the residents of that area having their residence hall agreement terminated immediately.

P. Due to health concerns and as per New Jersey state law, all residence halls are designated as smoke-free. Smoking of any kind in student rooms and public areas such as hallways, stairwells, laundry rooms, lounges and lobbies is prohibited. Students may not smoke in a 50-foot radius of any residence hall. Smoking devices, including but not limited to pipes, bongs and/or hookahs are not permitted in the residence halls or on campus.

Q. The throwing of food, bottles, snowballs or any object which presents a health and safety hazard or is damaging or disruptive is strictly prohibited in and around residential facilities.

R. Proper operation of residence hall elevators is imperative to the safety and convenience of all residents. Tampering with elevators, including sounding the emergency alarm or using the emergency phone, may lead to automatic loss of University housing. In addition, any student found vandalizing an elevator will be responsible for the cost of repairing the unit. If the elevator should malfunction, RESIDENTS SHOULD NOT ATTEMPT TO EXIT THE ELEVATOR CAR AND SHOULD WAIT FOR ASSISTANCE.

S. Attempting to damage, tamper or interfere with the operation of a security camera is prohibited.

T. Fraudulent use of a key to enter another student's room or inserting inappropriate objects into a lock or card reader that may damage or destroy it is prohibited.

U. The use of any type of grill is prohibited in or around any residence hall area. Grills are permitted in the designated barbecue areas only.

V. Students are to use designated entrances/exits only. The use of emergency exits, windows and other means of egress are prohibited, except in the case of an emergency.

W. Filming or videotaping in or around the residence halls is not permitted without receiving prior written approval through the Office of Campus Life. This includes class assignments as well as special projects that may be required.

II. Contractual Regulations

A. Undergraduate students who are registered for the minimum of 12 credits are eligible to live on campus. Graduate students must be registered for a minimum of 9 credits to live on campus. Second-semester seniors or graduate students who register for the number of credits necessary for graduation, even though it may be less than the required credits, will be permitted to remain on campus.

B. Accepting a key to the residence hall or using an ID card to enter a room constitutes occupancy. Until the key and/or ID card is returned to the Office of Campus Life, the student is subject to room charges for the room to which he or she is assigned.

C. Room Change Policy: Fairleigh Dickinson University maintains a philosophy that students need to learn how to live with one another in a residential environment. This may be difficult at times due to individual differences among roommates. Residence hall staff has been trained to deal effectively with roommate conflicts. In the event that a roommate or suitemate mediation fails, the conflict is not able to be resolved or it is impossible to determine fault, a residence life staff member may reassign all parties involved.

1. Room Change Procedure: The Office of Campus Life will entertain room-change requests after the second week of classes. If the student wishes to change rooms at that time, he or she should speak to the appropriate resident assistant about the proper procedure. The student may not move to another room until he/she has received written approval from the Office of Campus Life. Since changing rooms usually involves more than just one individual, students are strongly urged to try to resolve their differences before requesting a room change.

2. A room change request must first be approved prior to any belongings being moved.

3. If, during a room change, a student changes his/her room type (i.e. moves from one residence hall area to another), the student will be billed any additional fees associated with the new room type. These fees will be prorated on a weekly basis.

4. Unauthorized Room Changes: Unauthorized room changes are defined as those room changes that occur without prior authorization from the Office of Campus Life. Due to the administrative needs of the University and emergencies that arise, it is essential that an accurate housing roster be maintained. An unauthorized room change also may occur if the student does not follow the proper procedures. A student who makes an unauthorized room change will be assessed a fine and will have to return to his/her original room. Students will be responsible for any damages found in the room where the illegal room change occurred. Students who are found in violation of this policy and are involved in an illegal room change will forfeit their right to selection and will be assigned a new room through the Office of Campus Life.

5. Room Consolidation: At the end of the room-change period, all students who do not have roommates may be consolidated. The occupants of half-empty rooms will be brought together to make a full room. This means that some students may be reassigned. Where possible, the reassignments will be done within the same floor and building, but this cannot be guaranteed. Only students in single rooms will have the option, at the discretion of the housing officer, to purchase their room as such prior to consolidation.

6. Single Rooms: Single rooms, when available, may be purchased on a priority basis according to the established costs. Priority will be given based on the date of the request, as well as extenuating personal and medical circumstances. Those individuals purchasing rooms as singles will be required to maintain all the furniture in the room. The University does not and will not remove any of the additional furnishings. Students who have not purchased their room as a single must have the room prepared to accept a roommate. This means that the bed, desk, dresser and closet cannot be used.

7. After the second day of classes, residents may forfeit their room assignment if they have not picked up keys to their rooms or notified the Office of Campus Life of their late arrival. If the assignment has been forfeited, a new assignment may be made on a space-available basis.

8. Empty bedrooms/apartments/suites will not be made available for a room change unless filled to capacity at the completion of the room change (i.e. an empty double-occupancy room will not be opened for a single student). Additionally, empty rooms will only be opened at the discretion of Campus Life.

D. Room Entry: The University reserves the right to enter a student's room for the purpose of:

1. Enforcing University policy, as well as federal, state and local laws.

2. Maintaining sanitary standards to protect the safety, health and well-being of all residents.

3. Conducting health and safety inspections, checking for fire hazards and testing fire detection/suppression equipment.

4. Ensuring University property is being maintained, completing repairs and fulfilling custodial responsibilities.

5. Dealing with emergency situations including assisting police, fire or emergency personnel.

6. Addressing a problem in rooms/areas where the occupants are not present and/or cannot be contacted but has created a situation, which disrupts other students living in the community (e.g., alarm clock, stereo, etc.).

E. Room Inspection: A room inspection is a visual assessment of a residence hall room conducted by University officials or representatives from outside agencies such as the fire inspector. While any University employee may be authorized, staff members in residence life, including resident assistants, public safety and campus facilities are primarily responsible for completing an inspection. Preferably, two staff members will conduct regularly scheduled inspections to assess the physical condition of a room and its contents, and also determine if health, safety and conduct standards are being maintained. During an inspection, it is required to physically check all University furnishings, including testing the fire detection/suppression equipment. Moving a resident's personal belongings may be necessary if the belongings impede the inspection process. If a staff member discovers, in plain view, any item prohibited by the University, they are authorized to confiscate the item. Written documentation of this action will be left. Afterward, students are required to contact the Office of Campus Life to discuss the matter. When it is possible, residents will receive advance notice of scheduled inspections. It is not necessary for a resident to be present during the inspection.

F. Room Search: A room search is an extensive physical examination of the fixtures, furnishings and personal property including, but not limited to, desks/dresser drawers, closets, refrigerators as well as any adjoining room such as a living room, kitchen, bathroom or bedroom. Only the department of public safety is authorized to conduct a room search. On occasion, a residence life professional staff member may be present as a witness only. Prior to a search, public safety will make a reasonable attempt to contact and inform the occupants of the reason for the search and offer them the opportunity to voluntarily produce items or materials sought. While students may be present, they are not permitted to interfere or stop a search and are expected to comply with any reasonable request from a University official, including having to empty their pockets, purse, knapsack, etc. While a warrant is not required, the decision to conduct a search will be based on the determination of "reasonable cause." This is defined as sufficient facts and/or circumstances, which warrant a reasonable person to believe beyond mere suspicion that an alleged violation has occurred. Illegal items, including those prohibited by the University, will be confiscated and/or immediately destroyed. Depending on the item confiscated, it may also be turned over to local law enforcement agencies for criminal prosecution. Confiscated items may be retained as evidence for either a University hearing or criminal proceeding. It is at the discretion of the director of public safety whether a confiscated item is returned to the student.

G. Rooms and buildings are periodically inspected by the resident assistant staff, and deficiencies in cleanliness and neglect or damage to University property will be dealt with through the disciplinary system. Residents of Park Avenue,

Rutherford Hall and the Village are reminded that they are responsible for cleaning their living area, including bathrooms. Park Avenue residents also are responsible for any damages to kitchen appliances.

H. Students are responsible for any and all damage done to their rooms and furnishings therein, including carpets. Deliberate or excessive damage will result in disciplinary penalties. Students will care for their assigned rooms and leave them in good order and clean condition at the end of the school year. Campus facilities provides general cleaning to all public areas in the residence halls. Excessive-cleaning needs in personal rooms/suites/apartments will be the responsibility of the residents assigned to that area.

I. Students must vacate the residence halls within 24 hours of their last final or at the close of each semester, depending on which comes first. Those who withdraw from the University and/or residence halls, must leave within 24 hours of their official date of withdrawal. All withdrawals from residence must be initiated in the Office of Campus Life.

J. Students must vacate the halls during breaks as established by the academic calendar. Failure to leave by the published closing will result in a fine of no less than \$50.00 unless the student receives permission to stay from the Office of Campus Life in accordance to the designated procedures.

K. Prior to vacating the residence halls, every student must check out of his or her room through a University staff member. Students who fail to check out through proper procedure will be subject to an administrative fine and waive their rights to appeal any damage charges.

L. Residence Hall Damage Policy:

1. Students have the responsibility to sign the Room Condition Report (RCR) completed by the resident assistant at the beginning and end of each academic year. A student who chooses not to sign this form on either occasion will be held accountable for all damages as inventoried by the resident assistant. There will be no appeal mechanism for these students.

2. Students who are continuous offenders and/or who accumulate large amounts of damage charges or fines may be administratively suspended from the residence halls.

3. Each resident will be held responsible for any damages he or she or his or her guest(s) causes. An occupant of a room is responsible for all damages to his or her room whether caused by himself or herself or others.

4. The living areas in the residence halls are part of the students' community, and students are expected to take responsibility for those areas. Public areas, such as hallways, lounges, bathrooms, laundry and kitchen areas, etc., are not assigned to individuals. Damages in these areas can be very costly to everyone. Those directly responsible for the damage should bear the burden of paying and accepting judicial responsibility for the damage rather than having all students pay for such damages. The residents of an affected area may be charged for damages when the person(s) responsible for the damages is not identified. This is done as a last resort because it is expected that individuals will accept responsibility for damages they cause. It also is expected that persons living in affected areas will assist in identifying these people. In addition, residence life staff makes every effort to find the responsible person(s) through investigation, hall meetings and community involvement.

The benefits of this policy are that persons actually responsible for the damage pay for it, student responsibility and self-discipline are increased, and there is community responsibility for common living areas. The residence life staff is there to help the residence hall community to function effectively, but a cooperative effort from all involved is needed to ensure maintenance of community areas.

M. Students may not remove any furniture from their rooms without permission from the Office of Campus Life. Lounge furniture is not permitted in students' rooms. Room, suite and apartment furniture placed in a public area will be removed at the student's expense.

N. Students are not to make any repairs or modifications in their rooms, hallways or other University facilities. In addition, students are not permitted to drill holes, remove closet doors or affix any items to the walls, ceilings or doors with nails, thumbtacks or screws.

O. Water beds and/or gel beds are not permitted.

P. Animals are not permitted, with the exception of Seeing Eye dogs and nonpoisonous fish. Fish tanks are limited to 50 gallons or less in size.

Q. All students must comply with University recycling policies.

R. Door-to-door solicitation is not permitted in the residence halls. Exceptions can be made only by the director of residence life or his or her designee.

S. Rooms may not be painted by students.

T. The use of cinderblocks is prohibited in residence halls.

U. Disciplinary and academic records will be reviewed at the end of each semester. Based on this review of an individual's history, the privilege of residing on campus for the subsequent semester may be revoked.

V. Due to staffing concerns and the nature of preparing the residence halls for occupancy, the Office of Campus Life must limit student arrival to designated check-ins and cannot generally permit students to return to the residence halls prior to their designated check-in date. Any early arrival is limited to check-in during the designated date and time indicated by the Office of Campus Life. The student and/or sponsoring department will be responsible for any fees associated with early-arrival status.

III. Educational and Social Regulations

A. Guest Policy: Resident students have the privilege of hosting guest(s) in the residence halls providing that it does not infringe on the comfort and rights of others and the following procedures are followed. **A guest is defined as any person who is not a current resident student.** FDU commuter students are considered guests in University residence halls. The resident registering the guest is considered the host. Anyone staying in the room past 1 a.m. is considered an overnight guest. Overnight guests are permitted only with the prior permission of the host's roommate(s). Loiterers and unregistered vendors are not permitted and will be required to leave the campus.

1. Guests and/or visitors to the residence halls must be escorted by a current resident student at all times. Guests may be registered on a 24-hour basis with the department of public safety.

2. Guests are required to present some form of identification at the time they are registering. Guests will need to

provide their permanent addresses and phone numbers. Guests who have a car and plan to park on campus also must register their vehicles with the department of public safety. Guests must provide the makes, models and license plate numbers for their cars. Guests will be instructed by public safety as to where to legally park.

3. Guests are required to carry their guest card and must be accompanied by their host at all times. Guests must immediately present their pass to any residence hall staff member or University official upon request.

4. Guests are to be advised of University policies by their hosts. Hosts will be held responsible for the actions of their guests. Guests in the designated alcohol-free areas are not permitted to possess or consume alcohol, regardless of their ages. Misconduct by a guest will result in disciplinary action being taken against the host. Hosts will be held responsible for any damages or infractions caused by their guests.

5. Guest cards are only valid for the times indicated. Guests may be required to leave the residence halls at the direction of the residence hall staff, regardless of prior approval.

6. Any one guest is permitted the maximum of 10 visits per semester. Guests that are registered FDU commuter students are permitted a total of 20 visits per semester. No guest can be registered for more than three consecutive nights.

7. Any guests staying past 1 a.m. are considered overnight guests. The following are the policies for hosting overnight guests:

a. The host's roommate(s) must first consent to having a guest prior to the guest pass being authorized.

b. Individuals under the age of 18 years are not permitted as overnight guests in the residence halls. Special arrangements are made for the Admissions Overnight Program.

c. Guests are to use the appropriate bathroom based on their gender.

8. Hosts are required to present their valid identifications, current addresses, phone numbers and the arrival and departure dates and times of their guests.

9. Residents may not host more than two guests per night. Guests cannot be registered for more than three consecutive nights. Residents may host the same guest for a maximum of 10 visits per semester.

10. Residents hosting overnight guests are required to ask permission from their roommates prior to the visit. Roommates have the right to refuse permission for overnight guests.

B. If an unregistered person is found in the halls, he/she will be asked to leave and, if necessary, he/she will be removed and permanently banned from the campus. If a resident is found to have an unregistered guest, not only will the guest be removed, but the resident also will be charged with violating residence hall/campus standards.

C. Abuse of guest privileges by either the guest or host may result in temporary or permanent loss of guest privileges.

D. Cohabitation or allowing another individual to live in a space to which he/she is not assigned is not permitted. Upon investigation, the host and/or illegal resident will face disciplinary action and/or financial restitution.

E. All lounge hall and public-area furniture and University-owned equipment is for the use of all residents and must

remain in its designated area. Removal of lounge furniture or having additional residence hall furniture in your room is considered theft of property. Theft or vandalism of University property, or that belonging to a member of the University community or a campus visitor, is not permitted.

F. The sale, distribution, use or possession of illegal drugs or drug-related paraphernalia is unlawful.

G. Gambling is prohibited.

H. Any member of the campus community, or his/her guest, must present proper identification when requested to do so by a University staff member, including resident assistants. Students are required to carry their Fairleigh Dickinson University identification card with them at all times. Failure to present proper identification of oneself or one's guest, knowingly furnishing false information or the failure to comply with the directives of University personnel, including residence hall staff, is not permitted.

I. It is expected that each resident will show courtesy and consideration and be sensitive to the needs of other residence hall community members. Courtesy hours are in effect at all times in the residence halls. Each resident and his/her visitors have the responsibility to act with consideration toward residence hall community members who choose to study or sleep.

J. Quiet hours are defined as periods of time when noise will be kept to a minimum. Quiet hours are 9 p.m. to 10 a.m., Sunday through Thursday, and 1:30 a.m. to noon on Friday and Saturday. These hours do not apply to areas designated as 24-hour quiet areas. Any prolonged (30 seconds or more) and/or blatant noise heard outside of a closed door or in student rooms from the corridors will be considered excessive and in violation of the quiet hours policy. Stereos played at excessive volume can be particularly disruptive to persons trying to sleep or study or enjoy music of their own choice. For that reason, residents are expected to be conscious of the volume of their stereos and to use headphones when necessary and requested. Residents may be required to remove stereos, musical instruments or any other device that causes disruptive noise as determined by the residence hall staff and/or community members.

K. In an effort to prepare for finals, 24-hour quiet hours will be established prior to finals week in all the residence halls. It is expected that stereos, voices, televisions, etc., cannot be heard outside of rooms/suites/apartments. Residents need to keep their voices down, and at no point will yelling, screaming, loud laughing or horseplay in public areas be tolerated. Residents will be assessed a minimum fine of \$25.00 per offense during 24-hour quiet hours.

L. Large groups of residents gathering outside of the residence halls cause excessive noise and are disruptive to the residential community. Yelling, screaming, chanting and singing also infringe on other students' right to reasonable peace and quiet. Students are required to comply with requests from a University official to disperse. New Jersey law prohibits consumption of alcohol in public areas at any time.

M. In the event of a lockout between 9 a.m. and 5 p.m., Monday through Friday, students should contact their resident assistant or the Office of Campus Life at (973) 443-8586. If the lockout occurs between 9 p.m. and midnight, students should contact the resident assistant on duty. All other

times, public safety should be contacted. Students must provide a current ID and currently be assigned to the space. Please note that this is an extended courtesy; and students may have to wait if public safety is otherwise occupied. For this reason, it is imperative for students to carry their keys at all times. Residents abusing this courtesy may face administrative fines.

N. Any individual, club or organization that wishes to post fliers, announcements or advertisements of any kind in the residence halls must receive prior approval and have materials to be posted stamped by the Office of Campus Life. Unapproved postings will be removed. The complete residence hall posting policy can be found on the residence life Web site.

IV. Residence Hall Alcohol Policy

The division of student affairs at the College at Florham is committed to the educational and social growth of students within the University community. On campus, students and their guests interact through a variety of programs and activities. The purpose of these events is to promote a healthy social experience on campus. The misuse and abuse of alcohol in whatever form is inconsistent with this purpose.

The following policy has been established regarding the consumption, distribution and/or possession of alcoholic beverages in the residence halls.

1. All residents are expected to know and abide by the Campus Alcohol Policy, as outlined previously in this book under *University Policies and Procedures*. In addition, the following regulations apply to all residence hall areas.

2. Alcohol is not permitted in Florence and Hamilton Twombly Halls and the Village area. No one, regardless of age, is permitted to possess or consume alcohol in these areas. The University reserves the right to prohibit the possession and/or consumption of alcohol in any of its facilities.

3. Alcohol is not permitted in Park Avenue apartments and Rutherford Hall rooms where none of the assigned occupants is 21 years or older. This designation remains in effect until one of the occupants becomes 21 years old. Residents of Park Avenue and Rutherford Hall who are 21 years or older are permitted to possess and consume alcohol in the residence halls. The quantity of alcohol permitted is as follows: one bottle of no more than 750 ml. of distilled spirits or one bottle of no more than 750 ml. of wine or 30 12-oz. bottles or cans of beer.

4. Alcohol containers and paraphernalia, including but not limited to empty cans, bottles and cartons, are not permitted as room or window decorations in any residence hall.

5. If a student is of legal drinking age, he/she may transport an alcoholic beverage to his/her room through common areas as long as it is in its original closed container.

6. Kegs, beer balls and multiquart and quart containers of alcohol are prohibited in the residence halls at all times. No retail deliveries of alcohol are allowed to the residence halls.

7. Grain alcohol and/or any type of alcoholic punch are prohibited at all times.

8. Consumption of any form of alcohol in an open container, including but not limited to cups, cans, plastic containers or bottles, is prohibited outside a student's room/suite/apartment and/or any outside campus area. Individuals will

be required to dump the contents of the container when requested by a University staff member.

9. Residents having a gathering in their room, suite or apartment, where alcohol is clearly visible and/or available to all participants, are in violation of University policy, and all occupants assigned to that room/suite/apartment who are present will be considered hosts regardless of who actually claims responsibility for the alcohol. Hosts will also be held responsible for injury or damage occurring to any person or property in which the consumption of alcohol was a contributing factor. Hosts will be subject to disciplinary action and will receive harsher sanctions.

10. Presence in any residential area (room, suite or apartment) where alcohol is clearly visible and/or available will result in disciplinary actions. These actions will be taken even if the individual is not actually in possession of or consuming alcoholic beverages. Unregistered guests at a gathering with alcohol will be asked to leave the campus. If a guest has been drinking, he/she will be taken to public safety and arrangements will be made to have someone pick up the guest.

11. Games or activities that encourage excessive drinking, devices that permit the quick consumption of alcohol or serving alcohol that leads to the endangerment of the individual being served will not be tolerated.

12. Consumption of alcohol to the point of intoxication, regardless of age, is prohibited. Symptoms of intoxication may include but are not limited to slurred speech, loss of equilibrium, staggering, vomiting, verbal abuse and harassment.

Alcohol Policy Summary

The University reserves the right to prohibit the possession and/or consumption of alcoholic beverages in any of its facilities and to change these policies as needed.

The following is a summary of the rules and regulations as stated in the *Student Handbook* regarding the possession and consumption of alcoholic beverages by students and their guests on the property of Fairleigh Dickinson University's College at Florham.

Persons under the age of 21 **may not**:

- Consume, possess or be in the presence of alcoholic beverages anywhere on campus.
- Permit persons regardless of age to bring in or consume alcoholic beverages in their residence hall room/suite/apartment.
- Carry opened or unopened containers of alcoholic beverage any place on campus at any time.
- Possess displays or decorations made from empty alcoholic beverage containers or packaging.

Persons age 21 and older **may not**:

- Consume alcoholic beverages in public areas in Rutherford Hall or Park Avenue, i.e., lobbies, hallways, stairwells, elevators, grounds, parking lots, etc.
- Possess/consume alcoholic beverages anywhere in the Village Area or Florence and Hamilton Twombly Halls or in any area where the occupants of the room/suite/apartment are not 21 years of age or older. It is the responsibility of each student to know whether a residence hall room/suite/apartment is "wet" or "dry."

- Permit, encourage or facilitate underage persons to possess, consume or be in the presence of alcoholic beverages anywhere on campus.
- Provide alcoholic beverages to others under the age of 21.
- Charge money for alcoholic-beverage consumption by others.
- Possess kegs, beer balls, multi-quart or quart, multiliter or liter containers of alcoholic beverages.
- Participate in or host games or activities that encourage dangerous or excessive drinking (beer pong, flip cup, kings, etc.) or possess, promote or use devices that permit quick consumption of alcoholic beverages (shot glasses, beer funnels, etc.).
- Possess displays or decorations made from empty alcoholic beverage containers or packaging.
- Possess, consume or prepare communal alcohol punches (jungle juice, etc.).
- Possess or consume grain alcohol (Everclear, 99 bananas, etc.).
- Show signs of intoxication (slurred speech, loss of equilibrium, staggering, vomiting, verbal abuse, etc.) anywhere on campus.

Persons age 21 and older **may**:

- Possess/consume alcoholic beverages in their residence hall room/apartment in Rutherford Hall or Park Avenue if all those present are 21 years old or older.
- Consume alcoholic beverages in another residence hall room/apartment in Rutherford Hall or Park Avenue if all those present are 21 years old or older.
- Possess alcoholic beverages in the following amounts per room in Rutherford Hall or per bedroom in Park Avenue: one bottle of no more than 750 ml. of distilled spirits or one bottle of no more than 750 ml. of wine or 30 12-oz. beer cans and/or bottles.
- Transport unopened alcoholic beverage containers of the approved sizes from the parking areas to and within Rutherford Hall or Park Avenue.
- Share alcoholic beverages in their residence hall room/apartment in Rutherford Hall or Park Avenue with others who are 21 or older.

Residence Hall Judicial Procedures

I. Incident/Notification

A. All alleged violations should be reported to the Office of Campus Life by 10 a.m. the day following the incident. Weekend and holiday reports should be filed by 10 a.m. of the first normal business day following the event.

B. A student charged with a residence hall violation will be notified in writing of the alleged violation. Additionally, the student will be notified with regard to the date, time and place of a preliminary hearing.

II. Summary Action

A. Illegal or unauthorized items are subject to immediate removal and/or confiscation by appropriate University personnel.

B. The director of residence life or his/her designee, upon consultation with the dean of students, is empowered to immediately remove a resident who has exhibited behavior that leads a professional staff member to believe that the student's continued presence in the residence halls could constitute a danger to themselves or others.

C. Students who are charged with less severe violations may, at the discretion of the judicial officer, receive a notice of sanctions without a formal hearing. Upon receiving a notice of sanctions, if the student accepts responsibility for charges, he or she should complete the sanctions as outlined. If the student does not feel that they are responsible for any or all of the charges, they must contact the judicial officer by the date indicated in the notice to schedule a hearing. Failure to initiate contact will result in a plea of "No Contest" being entered on the student's behalf.

III. Preliminary Hearings

The assigned administrative judicial officer will review the charges and documentation and make a determination as to whether or not the documentation is sufficient to warrant formal deliberations. Charges may be dismissed without prejudice to the student.

A. Jurisdiction

Should it be determined that the documentation is sufficient to merit deliberation, he or she will determine the jurisdiction of the case as follows:

1. If the potential sanction for a violation is greater than suspension or dismissal from the residence halls, then the case will be referred to the Office of the Dean of Students.

2. If the potential sanction is not greater than dismissal from the residence halls, then the student will meet with an area coordinator in the Office of Campus Life.

B. Deliberations

1. The student will be notified at a meeting, or in writing, as to the date, time and place of the formal deliberations.

2. The student has the right to admit or deny responsibility.

3. The student may enlist the aid of another student, faculty or campus community member to assist with the representation of his/her case. Family members, legal counsel or anyone outside the University cannot serve as an adviser.

4. If after due notice of the complaint and the date, time and place of the hearing, the student fails to appear and the administrative hearing officer is satisfied that the student had appropriate notice and no valid excuse for nonappearance, the administrative hearing officer may then hold deliberations without the student being present.

5. The student shall be entitled to a written decision from the designated administrator within a reasonable amount of time. Unforeseen circumstances may delay a written decision. Upon mutual agreement between a student and a judicial officer, the outcome of a judicial decision may be transmitted electronically.

6. In the event that an interim suspension is involved, the student is responsible for all fees accrued during the period of the suspension. Once a campus judicial board has reached a decision, the refunding of any fee shall be in accordance with the University's refund schedule. In most cases, students are not given refunds if they are removed from housing.

IV. Residence Hall Disciplinary Sanctions

See pages 28 through 31.

V. Appeal Procedure

A. Any decision made by a professional staff member can be appealed to the assistant dean of students. All appeals must be submitted in writing within two business days after original notification. A student must base an appeal on new documentation or violation of procedure.

B. In cases where the assistant dean has served as the original hearing officer, the appeal may be forwarded to the dean of students.

C. These cases may result in review, and the individual reviewing of said cases may establish a meeting time to hear the accused. Written notification will follow within a reasonable amount of time.

D. In the event that an interim suspension is invoked, the student is responsible for all fees accrued during the period of the suspension. Once the Residence Hall Judicial Board has reached a decision, the refunding of any fee shall be in accordance with the University's refund schedule. In most cases, students are not given refunds if they are removed from housing.

E. Students are permitted to appeal a judicial decision to the next appropriate staff member, with the director of residence life serving as the final officer to hear an appeal. Students are reminded that their appeal must fall within published guidelines.

F. When hearing an appeal, the hearing officer may dismiss the conclusions of the original hearing officer. If the original conclusions are upheld, the appeal officer or board may either uphold the sanctions or modify the sanctions to include their possible increase or decrease in severity.

G. All decisions made by an appeal officer are final.