

Living on Campus



Mission of the Office of Residence Life

The Office of Residence Life strives to provide and sustain a safe, comfortable, secure and nurturing living-learning environment for students that is conducive to their personal growth, supports their academic pursuits and fosters a sense of community and civic responsibility and cultivates an appreciation of diversity.

The Office of Residence Life is responsible for the overall management, administration and program development of all University residential facilities with a capacity for approximately 1,000 residents on the Metropolitan Campus and 1,500 residents on the Florham Campus. Living in the residence halls affords and encourages each resident the opportunity to participate in the shaping of their community. This is accomplished through the following goals of the Office of Residence Life:

1. To provide quality residential programs and services.
2. In partnership with all residents, to create a safe, secure and comfortable living environment that promotes inclusiveness.
3. To create a nurturing environment in the residence halls that is conducive to and supports academic achievement and intellectual stimulation.
4. To create strong and supportive residential communities in the halls.
5. To encourage residents to individually and collectively help shape their environment and take mutual responsibility for their environment.
6. To promote diversity awareness, appreciation and interaction.
7. To enhance student development by offering activities, experiences and opportunities congruent with the educational mission of the University and students' educational aspirations.
8. To support programs, services, activities and interventions that foster dialogue and interactions among students and their peers, staff and faculty; thus, providing residents with an educational advantage.
9. To inform residents of the policies, procedures and regulations required for successful group living.
10. To emphasize personal responsibility and accountability.

Residence Life Staff

The Office of Residence Life employs paraprofessional and full-time professional staff members. Professional staff mem-

bers are responsible for facilities management, programming, discipline, conflict resolution, crisis intervention and overall coordination of a comprehensive housing and residence-life program. All professional and paraprofessional staff members live on or contiguous to the campus for accessibility and responsiveness.

Resident Assistants (RAs)

Each residence hall is staffed by full-time undergraduate or graduate resident assistants (RAs) who live in the halls to work with and serve the residents. These student leaders receive significant training in advising, peer counseling, emergency and administrative procedures, mediation, community development, campus and community resources, communication skills, programming and assisting with the enforcement of University and residence hall regulations. Each residence hall has RAs on duty each evening. It is important that you get to know your RAs and the other RAs in your area and foster a positive relationship with them.

Failure to comply with directives stated by your resident assistant while acting in an official capacity may result in disciplinary actions.

The Residence Halls

Our residence halls are more than just buildings; they are living-and-learning centers. Below are descriptions of residence halls at each campus, each with its own distinct characteristics.

Florham Campus

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 fur-

nished 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.

Metropolitan Campus

There are three residence hall areas on the Metropolitan Campus, each with its own distinct characteristics.

University Court: University Court is composed of 10 separate, townhouse-style buildings. Each building contains one to three sections per building, same-gender sections, two floors, one to two bathrooms per floor, mostly double rooms with some single- and triple-occupancy rooms. There are one to two resident assistants per building. University Court is open to upperclass and graduate students. First-year students admitted to one of our Special Living Options (L.I.F.E. [Living in a Free Environment] House, Global Scholars Hall or Honors House) may reside in this area in designated buildings that may include building sections with same-gender floors.

The Lindens: The Lindens are composed of eight buildings with three coed floors of same-gender suites each consisting of three double-occupancy rooms housing 58–64 residents per building. Each suite common area has a shared bathroom. There are two resident assistants per building. All new freshmen reside in the Lindens with the exception of L.I.F.E. House residents, global scholars and honors scholars. Specific Linden buildings may be designated for upperclassmen and graduate students only. **Academic year-round housing (August to May), when available, is provided in Linden 6 on a first-come, first-served basis.** Building entry doors are staffed with a 24-hour hall security assistant when classes are in session. New freshmen cannot request a single room.

Northpointe is a traditional, corridor-style residence hall comprised of four co-ed floors housing approximately 300 residents in same-gender, double-occupancy rooms. Each bedroom has a private bathroom. A common lounge, laundry room, and vending machines are located on each floor. There are two resident assistants per floor. A kitchenette is available on the third floor. ADA compliant rooms are available. The Northpointe main entry door is staffed with a 24-hour hall security assistant when classes are in session.

All residence hall rooms have cable television plus wired and wireless internet.

Living in the Halls

Eligibility

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 cam-

pus. 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.

A student must have/maintain a minimum of a 2.00 grade point ratio (GPR) to reside in the housing at Florham Campus. There is no GPR requirement to reside in Metropolitan Campus housing.

Applying for Housing

Metropolitan Campus

Students pursuing an AA degree (two-year program) do not qualify to apply for housing.

For All First-Year and New Students

New students to Fairleigh Dickinson University receive housing information upon their admission to the University with their Admissions Acceptance Package from the Office of Admissions (Undergraduate Admissions, Graduate Admissions, or International Admissions). Room (\$200) and Security (\$150) deposits are required of all new resident students. Applications for housing for new students are due May 1 for fall applicants and December 1 for spring applicants.

For Current Returning Residents

During the spring semester, current resident students who plan to return to housing for the following academic year have the opportunity to select their room and roommate during the Room Selection Process (Keep My Same Room Day, Priority Room Selection Day, or General Room Selection). Only residents that pay their residence hall deposit by the established deadline will be able to participate in Keep My Room Day or Priority Room Selection Day. Late depositing residents will be able to participate in the General Room Selection.

For Current Commuter Students

During the spring semester, current FDU commuter students are only able to participate in the General Room Selection.

Off-site housing may be provided when on-campus spaces are filled. Students assigned to off-site housing are held to all Fairleigh Dickinson University policies unless otherwise noted in writing.

**Housing is assigned without regard to national origin, race, ethnicity, religion, creed, or sexual orientation.*

Florham Campus

For All First-Year and New Students

New students to Fairleigh Dickinson University receive housing information upon their admission to the University with their Admissions Acceptance Package from the Office of Admissions (Undergraduate Admissions, Graduate Admissions, or International Admissions). Room (\$200) and Security (\$150) deposits are required of all new resident students. Applications for housing for new students are due May 1 for fall applicants and December 1 for spring applicants.

For Current Students

During the spring semester, current students who wish to live in on campus housing for the following academic year have the opportunity to select their room and roommate during

the Room Selection Process. Only students that pay their residence hall deposit AND submit their housing application by the established deadline will be able to participate in the Room Selection Process. Late depositing students will be placed on the wait list.

Off-site housing may be provided when on-campus spaces are filled. Students assigned to off-site housing are held to all Fairleigh Dickinson University policies unless otherwise noted in writing.

**Housing is assigned without regard to national origin, race, ethnicity, religion, creed, or sexual orientation.*

What are Priority Points?

The priority point system is a value-based system that is designed to reward those students who consistently meet high academic standards, participate in campus life and its programs and have an excellent disciplinary history. Students may earn priority points by maintaining a high grade point ratio, joining campus clubs and organizations, participating in residence hall activities, and adhering to the Student Code of Conduct. Through this program, students can earn an opportunity to live where and with whom they desire while at Fairleigh Dickinson University because the student's priority points total helps determine how early in the room-selection timeline they may select a room and whether or not they are able to self-select their roommate(s). Below is a complete outline and explanation of the priority point system.

I. Grades

The Office Campus Life will simply take each student's cumulative grade point ratio (GPR) as of the time of point calculation, usually on or about March 1 annually. Students attempting to have grades changed need to know that grade changes cannot be considered unless they are completed by the calculation date.

The higher the student's cumulative grade point ratio, the more priority points they earn.

Cumulative GPR	Points
3.85–4.00	15
3.70–3.84	14
3.55–3.69	13
3.40–3.54	12
3.25–3.39	11
3.05–3.24	10
2.90–3.04	9
2.75–2.89	8
2.60–2.74	7
2.45–2.59	6
2.30–2.44	5
2.15–2.29	4
2.00–2.14	3
1.85–1.99	2
1.70–1.84	1
Less than 1.70	0

Freshmen who have a 1.99 or lower GPR will have the opportunity to submit a mid-semester progress report from their adviser to earn an extra point in this category. These requests will be considered only after consultation with the students' adviser.

Spring-term transfer students may submit a transcript from their prior institution.

II. Judicial/Discipline Status

Judicial status is based on the student's current disciplinary record as of the time Points are being calculated. It is the student's responsibility to know and understand the policies and procedures of the Office of Campus Life and of the University. Behavior consistent with those of policies and procedures will result in good judicial standing and, in turn, the ability to earn credit toward more priority points.

Current Sanction Level	Points
No disciplinary record	10
Disciplinary reprimand	9
More than 1 disciplinary reprimand	8
Campus probation for 1 semester	6
Campus probation for 1 academic year	4
Campus probation for more than 1 academic year	1
University or Residence Hall suspension	0
University or Residence Life expulsion	0

Students who have any questions about their disciplinary status are encouraged to meet with the community standards coordinator prior to submitting their housing application for room selection. Current disciplinary sanction that is final by the date the housing room-selection process begins will affect the priority point totals in this category.

III. Residence Hall Citizenship

Residence Hall Citizenship has a role on the floor and building in which students live. Every resident has a responsibility to the residence hall community, and those who are most involved in fulfilling that responsibility will benefit the most. Not only will those students enjoy the residence halls more, they will be rewarded with more Priority Points in the category.

Residence Hall Citizenship points reflect attendance at residence hall programs and activities (in their entirety), including floor meetings, assisting with planning and coordination of floor or hall activities, as well as any other sustained participation in the residence hall community. Based on their level of citizenship throughout the academic year, students can be awarded up to 5 priority points in this category.

Activity Level	Points
Residence Hall Program Attendance (based on number of residence life programs attended)	1–5

Some points to consider about Residence Hall Involvement:

What is active and regular involvement?

This is defined as participation on a weekly basis. That participation may be attending hall meetings, going to a program, helping a resident assistant with a bulletin board, organizing your fellow residents to go to a movie, volunteering for a service project or more.

How will this be measured?

Attendance will be recorded during residence hall programs and activities, including but not limited to hall socials, hall service projects, floor meeting, etc. Points will be awarded based on the average number of programs attended by residents of each hall. In other words, the more programs students attend, the more credits they will earn toward priority points.

What if a student isn't able to attend many programs?

Students can be involved in various ways outside of program attendance. Those students who help their RA in creating and preparing for programs or who are actively involved in Hall Council and students who take part in their community-building process can also earn credit toward priority points in this category.

IV. Campus Involvement

Active participation in a University club, Greek letter organization, honor society, varsity or intramural team, campus volunteer experience, and a campus job as well as regular attendance at Devils' on-campus athletic events will enable students to earn Priority Points in this category. The maximum number of points awarded in this category is 10 and participation in the activities must be continuous throughout the academic year.

Clubs/ Organizations: *These activities are highly regarded based on our acknowledgment of the direct impact clubs and organizations have on the student development closely related to the mission of the University of Global Leaders and volunteerism.*

Executive Board Position	up to 5 points
High Involvement	up to 4 points
Average Involvement	up to 3 points
Low Involvement	up to 2 points

All students are highly encouraged to be certain that Executive Board members comply with the submission deadline for Campus Involvement rosters set by the Office of Campus Life. Any club or organization which fails to submit correct documentation on time will not have its membership counted towards priority points. No exceptions will be made.

How will involvement be measured? The Office of Campus Life will work with the clubs and organizations to verify student involvement. **It is the student's responsibility to be sure that clubs or organizations they are part of keep track of your involvement and submit the information on time to our office.**

Athletes: Students who are active members of a Division III athletic team at Florham Campus will receive 5 points.

Performing Arts: Students who are participating, either as actors or crew, in a Florham Campus theatrical production will receive 5 points.

Intramurals*: *These points are awarded to students who participate in sports activities as recognition of their involvement in University sponsored activities, and their contribution to building a strong campus community.*

Team Captain or participation in at least 80 percent of scheduled games	2 points
Participation in less than 80 percent of scheduled games	1 point

University Programs and Lectures: Attending University-sponsored lectures and programs held on-campus can earn up to 2 Priority Points.

*Applies only to teams actively participating as of March 1 of each academic year.

Athletic event Attendance*: *Showing support to our varsity Devils and attending athletic events held on-campus can earn up to 2 Priority Points.*

Student Employment:** *These Points are awarded as a recognition of the student's commitment to the campus community by working on campus rather than an off campus site; while considering their time commitment is compensated monetarily.*

Employment Fall and Spring Semesters	2 points
One Semester Only	1 point

So what do I need to do to earn 10 points? Most students will earn 6-8 points in this category. Students who are involved in and actively participate in many activities will be the highest point earners. Some students will not be as involved, participating in perhaps a few activities each month. Those students will earn a lower number of points according to the information above. Involvement in any on-campus clubs, organizations, or intramurals; participation in multiple clubs, activities, intramural teams, etc., will help students earn higher point totals.

Priority Points totals will be provided to each student as they submit a housing application during the housing application drop off period in March.

WROXTON and STUDY ABROAD STUDENTS

Students attending Wroxton and/or study abroad will receive 6 points for campus involvement and 3 points for residence hall involvement.

CLASS STANDING POINTS

All students who qualify for room selection will also be assigned additional points based on their class standing. Class standing is determined by the amount of completed credits a student has. The points will be assigned as follow:

1st Year Students	1 point
Sophomores	2 points
Juniors	3 points
Seniors/Grad Students	4 points

Alcohol Policy for Residence Halls

Metropolitan Campus

The possession, consumption or being in the presence of alcoholic beverages is prohibited in the residence halls on the Metropolitan Campus.

Florham Campus

The division of student affairs at the Florham Campus 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.

*Does not include games played off-campus or away games.

**Employment must be before March 1.

1. All residents are expected to know and abide by the Guidelines/Responsibilities for Social Events with Alcohol — Florham Campus ONLY, page 58, and 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 first-year student housing. In upper-class student housing, alcohol is permitted as long as all occupants of the room are 21 or over. Residents living in a suite may not possess or consume alcohol in common areas unless everyone assigned to the room is 21 or over.

3. The quantity of alcohol 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 12 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 multi-quart 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. 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.

10. 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 — Florham Campus

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 Florham Campus.

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, multi-liter 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 12 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.

Cable Television

There is a cable outlet provided in each residence hall room and/or suite. This is provided as part of the room rate and is

active immediately upon arrival. Students do not need to request that the service be activated or deactivated. To access the system, students must provide their own cable-ready televisions and a coaxial cable of sufficient length.

Computer Access

The University provides each residence hall room with data ports for access to the local area network (LAN) for each occupant. This provides access to the Internet and University network resources from the residence halls.

In order to connect from a residence hall, a student's computer must have a working and properly configured Ethernet adapter (Ethernet network interface card) and meet the minimum system requirements before they can connect to the FDU network.

As a predominantly Windows operation, FDU provides limited technical support for Macintosh computers. FDU does provide MAC users with Antivirus for Macintosh upon request. Requests can be made through the FDU Technical Assistance Center (UTAC). FDU does not have the technical resources to support non-Windows or non-MAC computing platforms such as Unix, Linux, etc., or beta software.

All residence halls are Wi-Fi equipped.

Cooking

Cooking in the residence halls is limited to the kitchens in the Park Avenue apartments, Village 7, 8 and 9 (Florham Campus), Linden 6 and University Court 4, 6 and 10 (Metropolitan Campus) 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. Coffeemakers are allowed in rooms. Students may have one microwave oven per room (**Florham Campus ONLY**). Microwave ovens can be no larger than .8 cubic feet. Personal microwaves are not permitted on the Metropolitan Campus unless it is a University-owned microwave or a microfridge rented from the University-approved vendor. Unauthorized appliances will be subject to confiscation.

Room Condition Report

The Room Condition Report (RCR) is the official document used by the Office of Residence Life to identify and track damages in each residence hall room.

Prior to residents moving into their room, a thorough inspection of each resident's room is conducted by a staff member of the Office of Residence Life and all damages or needed repairs are noted on the RCR in the check-in section. Residents are not held responsible for damages or needed repairs listed in the check-in section of the RCR

Upon checking into the residence halls, all residents will receive a copy of the RCR. Residents have the opportunity to conduct their own room inspection and report any discrepancies to their resident assistant within 48 hours of checking into their room. Any damages or missing items not listed on the original RCR must be noted at this time to prevent a charge for these at check-out time. If a resident does not re-

port any discrepancies on his/her copy of the RCR and submit these to his/her RA by the deadline, he/she is indicating that the room is in the condition listed on the RCR at the time of check-in. If a resident reports any discrepancies on the RCR to his/her RA, the RA will revisit the room to review the new information and consider any changes that may need to be made to the official RCR.

Upon departing from the residence halls, all residents are required to schedule a check-out inspection with their RA. Any new damages or needed repairs of the resident's room will be listed in the check-out section of the RCR. Common-area (suites, floors, and buildings) damages are determined once all residents have vacated the building.

Check-out Inspections — All residents are required to schedule an appointment, by the date established by the Office of Residence Life, prior to moving out of the residence halls with their resident assistant to jointly complete a check-out inspection of their room. If a resident is moving out of a room during the course of the semester, the appointment must be made with the RA at least 48 hours before the desired check-out inspection day and time. A check-out inspection is not required for any break periods (Thanksgiving, winter and spring).

Damage Policy

1. Occupants of a room will be held responsible for the condition of the room, room furnishings and for any damages or losses to the room or furnishings, whether caused by the occupants or others.
2. Individuals identified as responsible for damage, theft or losses in common areas of the building (such as corridors, elevators, stairwells, lobbies, bathrooms, suite areas, laundry rooms and lounges) will be billed for the cost of repair or replacement. Residents will be held collectively responsible for damages, theft or losses in common areas of the building that may occur during occupancy when the individual(s) responsible cannot be identified. The charges will be assessed equally to the student accounts of all occupants of the appropriate suite, floor or building.
3. Once all damage billing has been processed by the Office of Residence Life, residents will receive a damage billing letter to the postal address they have on file with the University indicating the total charges of their damage billing responsibility.
4. Students who are continuous offenders and/or who accumulate large amounts of damage charges or fines may be suspended and/or removed from the residence halls.

Damage Billing Appeals

1. Students have the responsibility to sign the Room Condition Report completed by the resident assistant upon checking in and checking out of the residence halls. **A student who chooses not to or who fails 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. Damage Billing Appeals will be considered, in writing only, if received by the deadline established by the Office of Residence Life in the damage billing letter.

3. Decisions regarding damage billing appeals will be rendered in writing. **This decision will be final.**

FDU Alert

FDU Alert provides important notification and information during certain emergencies. All students must register their contact information with FDU Alert. Students also have the option to provide additional mobile and email contact information to include parents, guardians and others when FDU Alert is activated in the event of a campus emergency. For more information or to sign up or update your contact information, visit www.fdu.edu/alert/.

Facilities/Maintenance

Any malfunction of building equipment, maintenance needs, problems or questions regarding a student room or hall should be reported to the department of facilities by calling 201-692-2001 at the Metropolitan Campus and 973-443-8926 at the Florham Campus. Students should be as specific as possible when describing the nature of the problem. Residents should not attempt to make repairs themselves.

During non-business hours (from 5 p.m. to 9 a.m. the following morning), facilities emergencies should be reported to the department of public safety at 201-692-2222 at the Metropolitan Campus and 973-443-8888 at the Florham Campus.

The cleaning crew maintains the common areas of each residence hall building. Residents are responsible for the upkeep of their personal residence hall rooms.

Furnishings and Appliances

Students are responsible for the furniture provided for them. Furniture may not be removed from any room, suite or common area. Students are charged for the replacement of any furniture that is removed or damaged. Residents are not permitted to bring additional furniture into the residence halls not authorized by the Office of Residence Life or the Department of Facilities. Unauthorized furniture will be confiscated, becomes a property of the University and will result in a judicial hearing in the Office of Residence Life. The University will charge students for removal of any non-University furniture that is left in a room, suite or common area at the end of the year.

In residence halls with kitchens, a refrigerator, stove, dining table and chairs are provided. Students assigned to these buildings must provide their own cooking utensils, dishes, silverware and cleaning supplies. Throughout the year, any damage to furniture in the residence halls should be promptly reported to the Office of Residence Life at (201) 692-2250 on the Metropolitan Campus or to Housing on the Florham Campus at (973) 443-8586. Residents should not attempt to make repairs themselves. At the end of the contract period, any vandalized or stolen furniture will be charged to the occupants of the respective room, suite, floor or building. If the party responsible for any vandalized or stolen furniture is identified, that party will be charged accordingly.

Mattresses are to be used on bed frames provided and not on the floor. All beds must be freestanding on the floor supported by legs and attached to the bed frame. Furniture in common areas is for the use of students of the designated floors

and cannot be moved from the common area. Any student who misappropriates common-area furniture will be required to return it and may be sanctioned. If common-area furniture is found in a student's room or suite, the occupants of the room/suite will be charged accordingly.

Fire and Safety Regulations

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

- 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.

- 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;
6. Candles, punks, incense sticks, incense, Glade® Plugs® (Florham Campus ONLY) and potpourri burners; and
7. Halogen lamps.

- These items may be confiscated by the Office of Residence Life. All items confiscated will become property of the University and will be discarded or, when possible, donated to a local charity. Items will not be returned to residents.

- Fire regulations prohibit the placement or suspension of flammable materials either from ceilings, furniture, sprinkler heads 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.

- 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.

Guest and Visitation Policy

Note: Only FDU faculty, staff, administrators and students authorized by the Office of Residence Life are permitted in the residence halls. All others will be considered trespassing.

The residence hall policies and procedures related to all guests of the residence halls exist to allow residents to have

guests in a manner that does not infringe upon the comfort or rights of other residents and maintains an appropriate level of safety and security in the residence halls.

A roommate must not be deprived of the right to privacy, study time or sleep because of a guest. Thus, all students wishing to entertain an overnight guest must have the advance approval of their roommate(s) and/or suitemate(s). Asking permission for guests each time they visit must always be extended to those sharing a room and/or suite. If a roommate feels her/his right to free access of the room is being violated, she/he should contact the appropriate residence life staff member as in any other roommate conflict situations.

Definition of Terms

1. **Guest** — defined as any person who is not a resident of the University residence hall and/or room being entered.
2. **Daytime** — defined as from 8 a.m. until 12 a.m. (midnight).
3. **Overnight** — defined as 12:01 a.m. until 7:59 a.m.
4. **Resident** — defined as any Fairleigh Dickinson University student who has a current room assignment.
5. **Commuter** — defined as any Fairleigh Dickinson University student who does not reside in the residence halls.
6. **Host** — defined as any FDU resident who plans to or has registered any guest (daytime or overnight).
7. **FDU Guest** — defined as any Fairleigh Dickinson University student (resident or commuter).
8. **Non-FDU Person** — defined as any individual who is not affiliated with FDU as a student, faculty, staff or administrator.
9. **Overnight Guest Pass** — required for all individuals not affiliated with FDU.
10. **Overnight Guest Limits** (non-FDU person) — a non-FDU person can be the overnight guest of an FDU resident for three consecutive days at a time, with a maximum of 10 cumulative days per semester.
11. **Consent Form** — a form that must be filled out by a parent/guardian of a person under the age of 18, but at least 15 years old, wishing to spend the night in a University residence hall. Consent forms are available in the Office of Residence Life.
12. **Cohabitation** — a cohabitant is an individual who adopts daily activities analogous to those of an assigned resident with respect to unlimited use of the room, using the amenities of the residence hall (such as a bathroom or laundry room) on a frequent basis and any combination of these or similar activities.

Metropolitan Campus Guest and Visitation

General Rules

The Guest and Visitation Policy apply to all Fairleigh Dickinson University students and their guests.

1. Under all circumstances and at all times, the privacy of a roommate takes priority over a guest.
2. All non-FDU persons who are registered overnight guests must have their Overnight Guest Pass in their possession at all times.

3. It is the responsibility of the host of any overnight guest, to meet his/her guest at the department of public safety, upon arrival, to register his/her guest(s). Non-FDU persons cannot register themselves as an overnight guest at the department of public safety without their host present.

4. Non-FDU persons who are daytime guests and who do not leave the residence halls by 12 a.m. (midnight) will be considered trespassing and escorted out of the residence hall.

5. No more than two overnight guest passes will be issued at one time for a resident. A resident may have no more than two overnight guests at one time.

6. An overnight guest pass will be issued for no more than three consecutive nights.

7. A resident may have an overnight guest no more than three consecutive nights or 10 cumulative days total during the semester, whether with the same host or different hosts each night. Guests may not move from one host's room to another in order to extend their stay in the residence halls.

8. The Guest and Visitation Policy is in effect on the first day of classes in the fall semester and ends on the last day of classes in the spring semester. Overnight guests are not permitted in University residence halls before or after these dates without the authorization of the Office of Residence Life.

9. Overnight guests are not permitted in the residence halls when the University residence halls are closed during winter break and spring break.

10. There may be special times of the year, such as exam periods, when the Guest and Visitation Policy may be restricted or modified. Residents will be notified of policy modifications during these interim periods.

11. In order to ease the congestion of the move-in period and to allow roommates the opportunity to discuss the issue of overnight guests in the room, no overnight guests will be allowed in the residence halls during arrival periods and the first week of classes of any semester/session.

12. A host is responsible for the actions of his/her guest.

13. ID access cards will not be provided for guests. Residents must not give their ID card to guests in order for them to gain entrance to the room or the building.

14. Individuals found in the building who are not residents or guests of residents are considered to be trespassing.

15. All guests must be escorted by a resident of the building at all times. Individuals may be confronted by a staff member if they are not recognized as a resident of that building and/or they are not being escorted by a resident of the building.

16. Residents must have the permission of all roommates and suitemates (Lindens) in order to have overnight guests.

17. Any consistent violation of the Guest and Visitation Policy may warrant termination of guest and/or housing privileges.

18. An authorized guest with the appropriate parking pass or commuter decal may park his/her vehicle in the main parking lot, white-lined section, in the north end of campus. **Refer to Campus Parking and Vehicle Registration in the Campus Safety section of the handbook.**

19. Cohabitation and living or allowing another individual to live in a space to which he or she is not assigned is strictly prohibited.

To Residents

1. During daytime hours, you may only sign in up to a total of four non-FDU persons at a time. No limit on FDU guests (resident or commuter).

2. During overnight hours, you may only sign in up to a total of two guests (FDU students or non-FDU persons) at a time. Non-FDU guests must be registered in advance (refer to Registering an Overnight Guest for Non-FDU Persons) at the department of public safety. Non-FDU guests not registered as per the overnight guest registration procedures must vacate the residence hall by 12 a.m. (midnight). Violators will be considered trespassing.

3. Visiting other residence halls — You may visit other residence halls 24 hours a day by being signed in by a resident of the hall. The resident (your host) you are visiting must meet you in the main lobby/entryway of the building to sign you in with the hall security assistant. You will need to present your valid FDU ID card to the hall security assistant to enter the building every time. Every time you leave the building, you must sign out with the hall security assistant and retrieve your FDU ID card. Upon your departure, your host must escort you to the main lobby/entryway of the residence hall.

4. Having other FDU residents or FDU commuter students visit your residence hall — You are able to host FDU students (residents and commuters) who do not live in your residence hall by signing them in with the hall security assistant in your building. You must meet all of your guests in the main lobby/entryway of your building. Your guest(s) will be required to present their valid FDU ID card to the hall security assistant every time they enter the building. They must also sign out with the hall security assistant and retrieve their FDU ID card every time they leave the building. Upon the departure of your guest(s), you must escort them to the main lobby/entryway of the residence hall. During overnight hours, you may only host up to two guests at a time.

5. Hosting a non-FDU person during daytime hours — You are able to host non-FDU individuals in your residence hall by signing them in (four per resident) with the hall security assistant in your building. You must meet all of your guests in the main lobby/entryway of your building. Your guest(s) will be required to present a valid state ID or driver's license to the hall security assistant every time they enter the building. They must also sign out with the hall security assistant and retrieve their state ID or driver's license every time they leave the building. Upon the departure of your guest(s), you must escort them to the main lobby/entryway of the residence hall.

6. Hosting a non-FDU person overnight — You are able to host non-FDU individuals in your residence hall by following the procedures listed in **Registering an Overnight Guest (non-FDU Persons)**.

7. Hosting a non-FDU person younger than 18 years of age — Any person who is 15 years of age or older and would like to stay overnight in the residence hall must submit, at least seven days in advance, a Consent Form (see Definition of Terms) completed by a parent/guardian containing a contact phone number for consideration to the Office of Residence Life. Once the request is approved by the Office of Residence Life, residents must follow the procedures listed in **Registering an Overnight Guest (non-FDU Persons)**. The department of

public safety must be provided with a copy of the guest's Consent Form validated by the Office of Residence Life.

8. Visitors younger than 15 years old are not allowed to stay overnight in University residence halls.

To Commuters

1. If you wish to visit the University's residence halls, your host must meet you in the main lobby/entryway of the building you are visiting. You will be required to present your valid FDU ID card to the hall security assistant every time you enter a residence hall. You must also sign out with the hall security assistant and retrieve your FDU ID card every time you leave the building. Upon your departure from the building, your host must escort you to the main lobby/entryway of the residence hall.

2. As a commuter student, you have the privilege to visit the residence halls. **This privilege can be revoked at any time at the discretion of the Office of Residence Life.**

Registering an Overnight Guest (non-FDU Persons)

All guests must be registered. You can do this directly at the department of public safety or by downloading an Overnight Guest Request at www.fdu.edu/reslifemetro. You must obtain all signatures and FDU ID numbers from your roommate(s) and suitemates (Lindens) to have your request considered. If you plan to have a non-FDU student visit you as an overnight guest, your Overnight Guest Request must be submitted to the department of public safety at least 24 hours prior to your guest's arrival. Incomplete requests will not be processed.

Hosts must bring their guests to the department of public safety on the date of their arrival with a valid picture ID. If approved, they will be provided with a copy of the validated Overnight Guest Request.

Your guest(s) will be required to carry a copy of the approved and validated Overnight Guest Request with them at all times. Failure to properly register your overnight guest(s) can lead to disciplinary sanctions and immediate removal of your guest(s) from the residence halls.

If you have any questions or concerns, you can contact either the director of public safety or the director of residence life.

Florham Campus Guest and Visitation

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.

11. 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.

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

13. 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.

Wroxton College Guest and Visitation

Guests — overnight guests (subject to the availability of rooms) and others — are welcome in the College. (Details of costs and availability are kept at Reception.)

However, the following fire/safety regulations apply and **MUST** be observed:

1. All guests and visitors must report to Reception on arrival to and departure from the College. The sponsoring College person must meet his/her guest(s) at Reception.

2. The sponsoring person must then sign his/her guest(s) in at Reception. All guests are required to produce a photo ID and must complete the Visitors' Book with their full names and full postal addresses.

3. Any visitor who has not followed the above procedures will be required to vacate the premises.

4. The sponsoring person is responsible for his/her guest(s) while on the premises (and for any costs/charges resulting).

5. At the time of their departure, all guests must report to Reception to sign out.

6. Nonresidential guests should not arrive before 8 a.m. and must be off the premises by midnight except:

a. on evenings when the Buttery is open, when 12:30 a.m. applies.

b. on "special" evenings (as designated by the College dean) when 1:30 a.m. applies.

7. Reservation for overnight guests can only be made at Reception Monday to Friday between 9 a.m. and 5 p.m. (A minimum of 24 hours' notice is required for all guest reservations.) Although guests are welcome on weekends, reservations cannot be taken on either Saturday or Sunday. Details concerning costs and availability are kept at Reception.

Hall Security

Metropolitan Campus

The Hall Security Assistant (HSA) program was created in an effort to enhance safety, security and community living in the residence halls of Fairleigh Dickinson University. Hall security assistants are responsible for staffing the front desks of the Lindens and Northpointe residence halls when classes are in session. All guests of the residence halls are required to abide by the procedures set forth in the Guest and Visitation Policy.

The department of public safety oversees the HSA program and is responsible for ensuring the security of all the University buildings, property and facilities; ensuring the safety of the faculty, staff, students and guests of the University; enforcing campus parking and traffic regulations; and maintaining close cooperation with local law enforcement agencies and fire and first-aid crews. The department of public safety supports the residence life staff in the enforcement of campus standards and development and presentation of materials and programs regarding crime prevention and personal safety. The department of public safety supplies information to the University community as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Students are reminded that they share in the responsibility for the security of their rooms and the buildings in which they live. Students are encouraged to refrain from propping doors or allowing individuals who seek entry to “piggyback” (allow others to enter the building without using their own entry card). If any student encounters vandalism or suspicious or threatening behavior, or has a concern that his or her right to privacy is not being upheld, he or she should contact the director of residence life or the director of public safety.

Students are advised to be security conscious and to work toward community awareness in this area. Students are expected to be cooperative with residence life staff, public safety personnel and other campus administrators involved with the safety of the residence halls. Normal precautions, such as the following, are suggested: room, suite and exterior doors should be locked upon departure; strangers should not be admitted; and personal items of value should be kept in a safe place. If you observe individuals who do not belong in the residence halls, contact the department of public safety immediately. **The department of public safety can be reached at 201-692-2222.**

Florham Campus

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.

Intersession Policy

Residence hall charges and occupancy are based on a 15-week semester, as established in the academic calendar. This period excludes all scheduled break periods, including winter and spring breaks. Students who have academic internships, are employed on campus, are registered for classes, are in selective academic programs and are required to remain in the residence halls, are in allied health, are student teaching, are international students or are athletes required to stay by the University, can live in the residence halls during winter and spring break periods with the approval of the Office of Residence Life. **There is a separate application required and an additional cost to remain in the residence halls during all scheduled break periods.** These rates will be available prior to each break period. Students may be

moved to different locations during these break periods. The Dining Hall may not be open during these periods. Intersession policy does not apply to residents of Linden 6 (Metropolitan Campus) and designated Village hall (Florham Campus).

ID Access Cards and Mailbox Access

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. 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.

1. All residents gain access to their building, suite (Lindens on Metropolitan Campus) and room via their FDU ID cards. Upon officially checking into the residence halls, residents are issued a mailbox key/code for their mailbox.
2. Any resident leaving the University or residence halls prior to the end of the contract period must surrender his/her ID access card to the appropriate residence life staff person when vacating the room. Residents who lose or fail to return their ID access card when checking out will be automatically assessed a charge of not less than \$25 for the ID access card.
3. ID access cards may not be loaned, borrowed or used by anyone other than the resident to whom they are assigned.
4. Lost ID access cards should be reported immediately to the department of public safety. A replacement fee is payable at the department of public safety.

Laundry

Washers and dryers are available in the residence halls for resident use at no additional charge. Laundry-room facilities are intended for the sole use of current resident students only. No linen service is provided. Machine malfunctions should be reported to the resident assistant or to the Office of Residence Life. **Only liquid detergent may be used.**

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.

Lockouts

In the event of a lockout, students should always contact the department of public safety (**not a resident assistant**) at (201) 692-2222 at the Metropolitan Campus or (973) 443-8888 at the Florham Campus. Students must currently be assigned to the space. For this reason, it is imperative for students to carry their FDU ID card. Students will be charged

a lockout fee, billed to their accounts, for each lockout performed. Students must provide a current ID and currently be assigned to the space. Note: 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. Once a public safety officer or residence life staff member is dispatched to perform the lockout, the resident will need to provide proof of identification.

Mail Services

Each resident is assigned a mailbox and issued a mailbox combination number upon officially checking into the residence halls. **All resident students on the Metropolitan Campus are required to have a mailbox.**

The mailroom is located in the lower level of the Student Union Building (Metropolitan Campus) and in the lower level of Hennessy Hall (Florham Campus). The mailroom is open Monday through Friday, from 11 a.m. to 3 p.m. Packages can be picked up during these hours. All mail is generally placed in resident mailboxes by noon of each business day. At the end of each academic year or if you vacate your room before the end of the contract period, you are responsible for completing a Change of Address Form. Change of Address Forms are available in the Office of Residence Life, mailroom or can be downloaded at www.fdu.edu/reslifemetro.

Meal Plans

All students living in the residence halls are required to participate in the University's meal plan with the exception of graduate students. Reductions and/or exemptions 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. Students wishing to apply for reduction or exemption to the Meal Plan requirement must fill out either a Meal Plan Change Request or a Meal Plan Reduction by the start of the first day of class through the Office of Residence Life (Metropolitan Campus) and the Dean of Students Office (Florham Campus). Forms can be obtained through the Office of Residence Life.

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 or other person'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.

Quiet Hours and Courtesy Hours

Quiet hours (8 p.m. to 10 a.m. daily) are designated to support an environment that is conducive to learning. Residents have the right to sleep and study in their rooms at any time without interference from those around them. During quiet

hours, sound must not be audible beyond the limits of any individual room, hallway or lounge.

Courtesy hours are in effect when quiet hours are not. During courtesy hours, music, voices or noise should not be disruptive to the community. Residents are expected to comply immediately with the requests of others to lessen or eliminate noise. Residents are expected to demonstrate courtesy and consideration toward others at all times.

During final examination periods, 24-hour quiet hours will be in effect.

In mediating noise-related conflicts between residents, the staff gives top priority to the activities of study and sleep. Violation of quiet or courtesy hours will result in disciplinary action and/or a fine.

Refrigerators

Refrigerators up 4.4 cubic feet are permitted in any residence hall unless designated otherwise by the Office of Residence Life. Only one unit is permitted in each residence hall room (either a personal refrigerator **or** a rented microfridge).

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
- e. The right to request that a roommate/suitemate contract be completed and
- f. Health concerns.

In situations where roommates are unable or unwilling to resolve conflicts, it is the prerogative of the Office of Residence 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 Residence Life, or when both roommates are violating the other's rights.

Roommate Contracts

All resident students at **Florham Campus** will be required to participate in a Roommate Contract process at the beginning of the contract period. On **Metropolitan Campus**, all first-year freshman students will be required to participate in a Roommate Contract process at the beginning of the contract period. Roommate Contracts are recommended for returning students. The Roommate Contract is intended to help each roommate set priorities and begin establishing open communication in their new "home." It also allows individuals to express their needs in maintaining a positive living environment. If problems arise, this Roommate Contract will be used as a tool for resolution. If you believe that your rights as a roommate or suitemate have been compromised, please discuss your concerns in an appropriate manner with your roommate(s) and/or suitemate(s). Should additional assistance be required, contact your resident assistant. Professional staff members are available if the initial mediation is unsuccessful.

Room Changes

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. The residence hall staff has been trained to deal effectively with roommate conflicts. The Office of Residence Life strives to create diverse communities within the residence halls when conducting room assignments. Returning students have the opportunity to select their rooms and roommates in the room-selection process during the previous spring semester. For new students, the Office of Residence Life takes into consideration all requests listed on their Online Housing Application and makes every attempt to honor the student's request(s), but these requests are not guaranteed. If an application for housing is submitted late, options may be limited and students are therefore assigned a room based on space availability. All requests listed on an Online Housing Application are taken into consideration. As such, students living together may not be a perfect match. Even when all requests are met, student lives change and what started out as a perfect match in August may become a mismatch by October. When this happens, it is vital that both students talk with each other about the problems they are experiencing. Residence life staff can offer some suggestions for addressing the issue(s) with your roommate on your own.

Room-change Requests

Requested room changes are not considered during the first three weeks of classes (Metropolitan Campus) and during the first two weeks of classes (Florham Campus). This period is crucial in tracking students who actually move in and cancellations. Room-change requests during the fourth week (Metropolitan Campus) and third week (Florham Campus) of class are only permitted if deemed necessary by the Office of Residence Life. The student may not move to another room unless permission to do so has been granted by the Office of Residence 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.

Unauthorized (Illegal) Room Changes

Unauthorized room changes are defined as those room changes that occur without prior authorization from the Office of Residence Life. Due to the administrative needs of the University and emergencies that may arise, it is essential that an accurate housing roster be maintained. If proper procedures are not followed, this may be construed as an unauthorized room change, and the students will be assessed, at minimum, a \$200 fine and will have to return to their original rooms. Students will be responsible for any damages found in the room where the unauthorized/illegal room change occurred. Students who are found in violation of this policy and involved in an unauthorized/illegal room change will forfeit their right of selection and will be assigned a new room through the Office of Residence Life.

Room Consolidation

Any student who does not have a roommate may be consolidated. Consequently, some students may be reassigned.

Where possible, the reassignments will be done within the same floor and building, but this cannot be guaranteed. The only time students in half-empty rooms, with the exception of freshmen housed in the Lindens, have the option to purchase their rooms as super-singles is before consolidation.

The Office of Residence Life reserves the right to change a student's room during the course of a semester, if deemed necessary. 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 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.

Room Inspections

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. 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 Residence Life to discuss the matter. Confiscated items become property of the University and will be discarded or, when possible, donated to a local charity. It is not necessary for a resident to be present during the inspection.

The University reserves the right to enter and inspect rooms and/or conduct health and safety inspections for the purpose of:

1. Checking for violations of University policy as well as federal, state and local laws.
2. Maintaining sanitary standards that protect the safety, health and well-being of all residents.
3. Ensuring that University property is being properly maintained, completing repairs and fulfilling custodial responsibilities.
4. Conducting health and safety inspections.
5. Ensuring against fire hazards and other conditions which may place the resident or community in danger, potential harm or reasonable apprehension of harm.
6. Dealing with emergency situations, including assisting police, fire or emergency personnel.
7. Addressing a problem in a room/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 (alarm clock, stereo, etc.).

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.

Fire detection/suppression equipment may also be tested.

The University reserves the right to have the items removed at the expense of the resident(s).

Room Searches

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.

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 (buying out) rooms as super-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. Freshmen residing in the Lindens are not eligible to request a single room.

Smoking

Due to health concerns and as per New Jersey state law, that states that the right of the nonsmoker to breathe clean air supersedes the right of the smoker to smoke, 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 electronic smoking devices, pipes, bongs and/or hookahs are not permitted in the residence halls or on campus.

Residence Hall Community Code

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 University and residential disciplinary system recognizes that all students, in addition to being members of the University community, also belong to our society at large. The Residence Hall Community Code and the University Code of Conduct are 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 Code 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, students have many rights. Along with those rights come inherent responsibilities. These responsibilities include knowledge, understanding and acceptance of the policies and the enforcement of these policies. Therefore if students 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 and University Community Standards will be handled through either a board hearing or administrative action. When students violate a community standard, they are expected to accept responsibility and the consequences resulting from their actions. Each action taken because of a Residence Hall Community Code or University Code of Conduct standard violation will be assigned with consideration to the circumstances of the situation.

Prehearing Conference/Judicial Hearings

Residents who engage in behavior that violates any residence hall regulation of the Residence Hall Community Code or the University's Code of Student Rights, Responsibilities and Conduct are subject to, but are not limited to, educational sanctions, housing probation, fines, change of room assignment, contract termination and disciplinary action. **Any resident's violations of the Residence Hall Community Code and/or University's Code of Conduct will be reviewed by the Office of Residence Life and/or the Dean of Students and will generally result in a judicial hearing in the Office of Residence Life and/or the Dean of Students or through administrative action.** Residents who are reported for alleged Residence Hall Community Code and/or University Code of Conduct violations will be required to schedule a judicial hearing with the Office of Residence Life (**Metropolitan Campus**) or the Dean of Students (**Florham Campus**).

Incident Reports Forwarded to the Dean of Students Office

If a student violates the University's Code of Student Rights, Responsibilities and Conduct in a manner that involves narcotics/drugs, physical altercations, weapons, harassment, trespassing or sexual assaults, the incident report will be for-

warded to and handled by the Dean of Students Office. This procedure applies to all FDU students (commuter and resident).

Appeal Process

1. A decision can be appealed to the director of residence/campus life only if the resident can demonstrate:
 - (a) New evidence or information that affects the case,
 - (b) The severity of the sanction is inappropriate or
 - (c) A violation occurred in the process.
2. The appeal must be filed in writing with the director of residence/campus life. Residents will have until the end of the second full business day from the date of the original sanction letter to file their appeal.
3. All appeal decisions will be rendered in writing within five to seven business days of receipt of the appeal letter to the resident's mailbox.
4. All appeal decisions rendered by the director of residence/campus life or his/her designee will be final.

Administrative Contract Termination (Housing Dismissal)/Change in Room Assignment

The Office of Residence Life reserves the right to cancel or deny a contract to a student or to change the assignment of a student if that student engages in the following conduct:

1. Disregards the rights of other residents,
2. Jeopardizes the safety and/or well-being of himself/herself or other residents,
3. Disrupts the residential environment or
4. Violates the University's Code of Student Rights, Responsibilities and Conduct; the Residence Hall Community Code and/or the terms and conditions of the Housing and Meal Plan Contract.

Residence Hall Regulations

The following regulations and standards are designed to protect the general welfare of the residential community and to create and maintain an environment of academic achievement, comfort, safety and respect for all who live in and visit the residence halls. Violations of any of these regulations may result in disciplinary actions including, but not limited to, fines, loss of privileges, housing probation, change of room assignment, housing suspension, housing dismissal or other disciplinary penalties. Illegal or unauthorized items are subject to immediate removal and/or permanent confiscation by appropriate University personnel. 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 the regulations and policies as outlined in this publication, the Residence Hall Community Code, as well as the Code of Student Rights, Responsibilities and Conduct. **The Office of Residence Life 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.**

1. Alcohol Policy — a) Underage purchase, possession, consumption or distribution of alcohol; b) providing alcohol to underage individuals and/or enabling or encouraging under-

age individuals to purchase, possess, consume or distribute alcohol; c) violation of the Alcoholic Beverages Policy; d) public intoxication; e) and/or being in the presence of alcohol in any residence hall space.

2. Basketball Court — The use of the Linden/Village basketball court is prohibited from 8 p.m. to 10 a.m. every day.

3. Bicycles — The storage of bicycles is not permitted in hallways, stairwells or lobby areas.

4. Blocking Hallways or Doors — Blocking hallways and doors with personal items is prohibited. Room doors must be kept free of flammable materials, particularly loose paper. Doors should not be wrapped or covered with flammable materials.

5. Building Modifications — Students are not to make any repairs to damages or structural modifications in their rooms, hallways or other University facilities. In addition, students are not permitted to drill any holes, remove closet doors or affix any items to the walls, ceiling or doors with nails, thumbtacks or screws.

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

7. Cooking — Cooking is prohibited in the residence halls except in kitchen areas provided by the University. Due to building structural differences, personal microwave ovens are not permitted unless it is a University-owned microwave or a microfridge rented from the University-approved vendor. Any unauthorized appliance is subject to permanent confiscation and fines. **See Prohibited and Restricted Items** section.

8. Damages — Students are responsible for all damage done to their rooms, suites, buildings and furnishings therein, including carpets and kitchen appliances where applicable. Deliberate or excessive damage will result in disciplinary penalties. Intentional damage, grossly negligent damage or vandalism is prohibited. Students will care for their assigned rooms and leave them at the end of the academic year in good order and clean condition. Use of nails, screws, hooks, tacks, decals or adhesives which damage walls, ceilings, furniture, doors, windows or fixtures is prohibited. An occupant of a room will be held responsible for the condition of the room and furnishings and for any damages or losses to the room, whether caused by the occupants or others (**see Damage Policy**).

9. Elevators — Elevators in Northpointe and Rutherford Hall are for moving people and equipment among floors. Students should refrain from the following behaviors when using an elevator: a) Tampering with or abusing any of the elevator equipment or controls. b) Prying open elevator doors or holding them open by the safety edges. c) Attempting to exit an elevator that is stuck between floors without directions and assistance from elevator technicians or emergency personnel. d) Jumping up and down in the elevator. In addition, **students should never use an elevator in a fire.**

10. Emergency Doors — Use of any emergency door/exit in non-emergency situations is strictly prohibited.

11. Filming (Florham Campus ONLY) — 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.

- 12. Fire Safety Equipment** — Tampering with any fire equipment including, but not limited to, fire alarms, fire extinguishers, smoke/heat detectors or sprinklers is prohibited.
- 13. Fire Alarms** — Students and their visitors are required to immediately evacuate any campus building when an alarm sounds or when instructed as such by a University staff member. Students and their visitors may not re-enter the buildings until authorization has been given to do so.
- 14. Fire Hazards** — Practices or items that are considered a fire hazard or a danger to the University community will not be permitted. Fire regulations prohibit the placement or suspension of flammable materials either from ceilings, furniture, sprinkler heads or light fixtures or in a manner that could block the egress from a room, suite, corridor or building.
- 15. Grade Point Ratio (GPR) (Florham Campus ONLY)** — 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. A student must maintain a 2.00 GPR to remain in University housing.
- 16. Grills (Florham Campus ONLY)** — 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.
- 17. Guest and Visitation Policy** — Students are required to adhere to the established guest and visitation policies as defined in the Guest and Visitation Policy section.
- 18. Health and Safety** — 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.
- 19. Identification** — Any member of the campus community, or his or her guest(s), must present proper identification when requested to do so by a University staff member, including resident assistants. Students are required to carry their FDU ID card with them at all times. Failure to present proper identification of oneself or one's guest and knowingly furnishing false information are not permitted. This also applies to the Wroxton College campus.
- 20. Lounge Furniture** — 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.
- 21. Lofts and Stacking Furniture** — Due to municipal fire code enforcement, lofts and stacking of furniture are not permitted on the Metropolitan Campus.
- 22. Motorized Vehicles** — Motorized vehicles are not permitted inside any residence hall nor are they permitted to be chained to the exterior of any building.
- 23. Noise** — Quiet hours are from 8 p.m. to 10 a.m. daily. Quiet hours must be respected at all times. At no time should noise levels be unreasonable. While quiet hours are in effect, no one should hear your noise in another room or study area. The privilege of the possession of stereos and televisions may be suspended at any time due to inconsiderate usage. During final exam periods, 24-hour quiet hours are in effect.
- 24. Noncompliance** — Failure to comply with the directives of residence hall staff while acting in an official capacity is prohibited.
- 25. Pets and Animals** — Pets and animals are not permitted anywhere in the residence halls, with the exception of Seeing Eye dogs and nonpoisonous fish. One small fish tank (not to exceed five gallons in size) is permitted. No pets are allowed on the Wroxton College campus.
- 26. Prohibited and Restricted Items** — Students are not allowed to possess any prohibited and restricted items in the residence halls. A comprehensive list of items not permitted in the residence halls is provided, but not limited to, in the Prohibited and Restricted Items section.
- 27. Prohibited Activities** — Any actions including, but not limited to, rappelling, hanging out of windows, throwing objects at windows or pedestrians, participating in sports in hallways or stairwells and engaging in water battles or food fights are dangerous and disruptive practices and will not be tolerated. Students are not permitted on building roofs and will be subject to disciplinary action if found on the roof of any campus building. This also applies to the Wroxton College campus.
- 28. Propping Open Doors** — Propping open any residence hall and/or emergency doors violates hall security and is strictly prohibited.
- 29. Refrigerators** — Refrigerators larger than 4.4 cubic feet are not permitted in any residence hall unless designated otherwise or approved by the Office of Residence Life. Only one personal refrigerator or microfridge rented from the University-approved vendor is allowed in any residence hall space.
- 30. Restricted Areas** — Students are prohibited from entering janitors' closets, boiler rooms and other unauthorized areas.
- 31. Routers** — The use and/or installation of routers or the extension/enhancement of the computer network is prohibited.
- 32. Screens and Windows** — 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.
- 33. Smoking** — Smoking is prohibited in the residence halls.
- 34. Solicitation** — Door-to-door solicitation is not permitted in the residence halls. Exceptions can be made only by the Office of Residence Life. Residence hall facilities cannot be used for commercial enterprise or personal gain. No door-to-door solicitation or distribution of materials/information is permitted with the exception of those items distributed by members of the Office of Residence Life within the parameters of their official duties. Solicitation of information (examples include, but are not limited to, surveys, polls, etc.) are not permitted except by members of the Office of Residence Life in the performance of their duties.

35. Space Heaters and Air Conditioners — Space heaters and air conditioners are not permitted (unless provided by the department of facilities).

36. Unauthorized Exit/Entry — Using an unauthorized window or door as a means of ingress/egress is prohibited.

37. Unauthorized Furniture — Students may not remove any furniture from their rooms without permission from the Office of Residence Life. Lounge furniture is not permitted in student rooms. Students cannot bring in additional furniture unless approved by the Office of Residence Life and the department of facilities.

38. Unauthorized Room Changes — Students may change rooms only with the authorization of the Office of Residence Life (see Room Changes).

39. Vacating the Residence Halls — Students must vacate the residence halls by the date and time established by the Office of Residence Life at the end of each semester/session and break period (winter and spring) or within 24 hours after their last final exam or at the close of each semester, depending on whichever comes first. Those who withdraw from the University and/or residence halls during any contract period must leave within 24 hours of their official date of withdrawal or by the date and time established by the Office of Residence Life. Residents who withdraw from the University and/or residence halls at the end of any semester/session must vacate the residence halls by the date and time established by the Office of Residence Life. All withdrawals from the residence halls must be authorized by the Office of Residence Life. Residents are not permitted to remain in the residence halls past the established closing date and time without the authorization of the Office of Residence Life. Dates of closing and opening will be posted.

40. Water and Gel Beds — Water beds and/or gel beds are not permitted.

Additional Wroxton College Residence Hall Regulations

Fire

A. The danger of fire in the Abbey cannot be overemphasized. It is important therefore that everyone familiarizes themselves with the following procedures:

1. Always ensure that the IN/OUT card is turned in when entering or leaving the Abbey, which, except in an emergency, is done by the front door.
2. Know the fire exits.
3. On hearing the alarm signal, leave by the nearest available exit and assemble in the courtyard in front of the Carriage House. In such an emergency, if a student leaves by the front door, he/she **should not** turn in his/her IN/OUT card. This is the only exception to #1 above.
4. Remain in front of the Carriage House until instructed otherwise by a staff member.

B. Strict adherence to the NO SMOKING policy must be observed.

The College operates a complete “No Smoking” policy within the Abbey and the Carriage House buildings.

The College is wired for an automatic smoke-detection alarm to increase safety.

Individuals are advised to have a small pocket-sized, battery-powered flashlight to use in the event of a power failure.

Candles, lanterns, heaters, electric blankets, irons and cooking appliances must not be used within the Abbey and the Carriage House buildings.

C. Fire extinguishers must not be used in jest — lives may depend on them.

Any abuse of fire extinguishers or smoke-detection equipment will be treated as a serious offense by the College.

D. The fire alarm system and external emergency lighting are tested briefly every Friday at noon. Ignore this alarm unless it persists — if it does, it is more than a test and individuals **MUST** evacuate the building.

Safety

A. Students can be required by College staff to produce photographic identification.

B. The College will not condone any violation of United Kingdom or United States law. Students suspected to be in violation of UK or United States law, including being in possession of/using any illegal substance, will be subject to discipline by the College, and the appropriate authorities in both the UK and United States may be informed. Such behavior could result in dismissal from the College.

C. The College does not and will not condone any disruptive and/or antisocial behavior resulting from the consumption of alcohol. Such behavior could result in dismissal from the College.

D. Bathing in any of the lakes on the Abbey grounds is extremely unsafe and therefore is **strictly prohibited**.

E. For safety reasons, students are **not** allowed onto the Abbey roof (except in an emergency to use the fire escapes).

F. Under no circumstances are pets to be kept on the premises.

G. Students/guests are not permitted to light bonfires within the College grounds.

H. Articles of value may be kept in security envelopes in the safe in Reception.

I. Camping, shooting and fishing in the College grounds are not permitted under any circumstances.

J. No ball sports are to be played in front of the Abbey because of the risk they can pose to the antique glass in the windows.