



2023 - 2024

# Resident Handbook

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Housing and Residence Life

# Resident Handbook

2023-2024

University of North Florida - Housing and Residence Life

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## Housing and Residence Life Overview

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As members of the University of North Florida Housing and Residence Life (HRL) community all residents and their guests are responsible for abiding by all federal and state laws and University rules, regulations, and policies. This includes the University of North Florida's [Student Code of Conduct](#) and the following Housing and Residence Life Rules and Regulations.

Violations of any Housing and Residence Life policy and/or expectation of conduct governing residential housing on campus, or violation of the Housing Contract shall be considered a violation of the Student Code of Conduct and may result in disciplinary action(s), including but not limited to, the immediate termination of your Housing Contract and your removal from housing.

Residents suspected of a possible violation of the HRL Handbook and/or the UNF Student Code of Conduct will be documented by HRL Staff, University Police Department (UPD), and/or other University Officials. Residents could be expected to participate in a Housing or University Conduct Process and may be found and held responsible for the violations documented and issued sanctions.

## Purpose

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In compliance with the UNF's Student Code of Conduct, the following Rules and Regulations are in writing to give students general notice of prohibited conduct and general community living expectations. Residents found in possible violation of any of the following policies will be in direct violation of the Student Code of Conduct.

The following policies should be read broadly and are not designed to define misconduct in exhaustive terms.

In addition to direct violations, students who aid, abet, incite, and/or attempt to participate in prohibited behaviors and/or actions as described below will be considered to have violated the University's Student Code of Conduct.

## Keywords

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**Residential Area:** this includes, but is not limited to student rooms (suites, apartments, etc.), common areas, balconies, hallways, breezeways, stairwells, atriums (exterior and interior), and exterior areas adjacent to the residence halls (including but not limited to: courtyards, picnic areas, residential recreational facilities, etc.).

**Residence Hall:** this refers to the specific residential buildings (e.g., Osprey Hall, Osprey Crossings, Osprey Cove, Osprey Fountains, Osprey Hall, Osprey Village, the Flats at UNF, Building 62, and any other housing-maintained facilities).

## Access, Use, and Room Changes

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- A. The University may determine, in the interest of safety, the need to restrict the full use of spaces and amenities within the residential areas. Examples of rules that could be implemented include, but are not limited to:
- No visitors, including overnight guests, being permitted.
  - Access to residential spaces being restricted to Residents, University staff, and approved vendors, except in connection with move-in/move-out procedures approved by University Housing, and except in extraordinary circumstances when first approved by Housing and Residence Life.
  - Residents being only allowed to enter the residential areas to which they are assigned unless otherwise posted or permitted by Housing and Residence Life
  - A Resident being allowed to only have one other Housing community resident (from their assigned community) as a guest in the Resident's assigned room (one guest in a room at one time).
  - Access to and use of housing amenities/space being restricted or limited in capacity. Those include, but are not limited to: lounges, study rooms, cooking kitchens, laundry rooms, lobbies, atriums, elevators, multi-purpose space, recreational fields and courts, pools and pool decks, game rooms, and fitness rooms.
- B. Building, room, and roommate assignments may be changed prior to arrival or at any time during the term of the Housing Contract.
- C. Resident-initiated room change requests may be restricted or limited after occupancy.
- D. The Department of Housing and Residence Life reserves the right to enter students' rooms and all other residential areas for the following reasons: emergencies (health, facilities, etc.), Health and Safety Inspections, and other reasons as determined necessary to protect the safety and security of students, the UNF community, and facilities.

## Occupancy Period; Contract Sum

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- A. Under your Housing Contract, specific occupancy dates begin and end on the dates the residence facility is designated "open" and "closed," respectively. The "open" and "closed" dates are not required to align, but traditionally have aligned with the University's academic calendar, which is itself subject to adjustment.
- B. It is possible that the Department of Housing and Residence Life would designate residence facilities "open" later than the beginning of the semester term and it is possible that the Department would designate them "closed" before (even



substantially before) the end of the semester term. It is possible that there could be a closing and re-opening in the same semester. It is also possible, and the Department hopes, that the “open” and “closed” dates will more closely align with the academic calendar.

- C. The contract sum you pay under your Housing Contract covers your occupancy in University Housing for the occupancy dates specified by the Department, whatever those dates turn out to be. The contract sum is fixed, and neither you nor any other resident is entitled to reimbursement of any portion of the contract sum as the result of an “open” date that is later than the beginning of the semester term or a “closed” date that is earlier (even substantially earlier) than the end of the semester term, or as the result of any closing and re-opening within the semester term.

## Emergency Regulations

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If the UNF Crisis Management Team decides to evacuate a residence hall(s), residents must evacuate. The Senior Director of Housing and Residence Life is responsible for notification of evacuation to campus residents. Campus residents who have special needs and/or need transportation to designated shelters will be assisted by Housing and Residence Life staff. Relatives of campus residents are not notified by Housing and Residence Life. It is the responsibility of campus residents to notify relatives when it is possible and appropriate. Housing and Residence Life staff will notify residents in the safest and fastest way possible.

## Rules and Regulations

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### A1.0 Alcohol

In the State of Florida, the legal age for possession and/or consumption of alcohol is 21. Residents and guests under legal age who possess, consume, buy, serve and/or sell alcoholic beverages; or individuals who sell to and/or serve minors are in violation of both state law and University policy.

Consumption of alcohol, legal or otherwise, neither removes nor absolves a resident from their responsibility to observe University policies. A resident may be immediately removed from Housing if they violate the alcohol policy or if they pose a danger to self, others and/or the community when under the influence of alcohol.

You are expected to know and abide by the policies set by the Student Code of Conduct (9.0 Prohibited Use of Alcohol).

Additional alcohol-related requirements are set forth below:

#### A1.1 Alcohol: First-Year Residence Halls

- Alcoholic beverages and non-alcoholic beer are not permitted in first-year residence halls, even if a resident is over the age of 21.
- A dry area is any area on campus where alcoholic beverages are not permitted.

- Designated “dry areas” include Osprey Cove, Osprey Crossings, Osprey Hall, and Osprey Landing.

**A1.2 Alcohol: Upper-Class Residence Halls**

- Residents of Osprey Fountains, Osprey Village and The Flats at UNF, who are of legal drinking age (21+), may only possess, consume, and store alcohol in the privacy of their own room, suite, or apartment.
- This excludes exterior or public areas such as apartment balconies, patios, courtyards, hallways, walkways, lounges etc.

**A1.2.1** Residents over the age of 21 are prohibited from storing alcohol that belongs to others.

**A1.2.2** Residents over the age of 21, cannot store alcohol in common areas if their roommate(s) are under the age of 21. This includes shared spaces such as kitchens, living rooms, etc.

- Alcohol must be stored in their own personal space/room.

**A1.2.3** Residents under the age of 21, living in an upper-class area, may not possess, consume, or store alcohol.

**A1.2.4** Residents under the age of 21 may not have a guest possess or consume alcohol in the room, suite, or apartment, regardless of if the guest is of legal drinking age.

**A1.2.5** If all residents in one suite or apartment are under the age of 21, it is considered a “dry area”.

- No one, including guests and/or other housing residents over the age of 21, may possess or consume alcohol in this area.

Residents in violation of the alcohol policies may be required to immediately dispose of the prohibited items.

**A1.3 Alcohol: Mass Volume**

Any device used to contain or consume large amounts of alcohol, or encourage the consumption of large amounts of alcohol, is not permitted in any room or area of University Housing. This includes but is not limited to kegs, party balls, beer taps, alcohol vaporizers, funnels, bongs, etc. Please note: this policy includes the usage of these devices to consume liquids other than alcohol (e.g., root beer kegs and similar devices).

**A1.4 Alcohol: Rapid Consumption**

Games designed for promoting and/or involve the consumption of alcohol are prohibited in any of the residential areas, regardless of legal drinking age. This includes but is not limited to beer pong, water pong, board games, card games, etc.

## **A1.5 Alcohol: Bottles, Containers, and Packages**

Empty alcoholic beverage containers (e.g., wine bottles) and/or packaging are not permitted in designated “dry areas” and/or “dry zones” and may not be used for decorative purposes.

## **A1.6 Alcohol: Open Containers**

Possession of open containers of alcohol (including alcohol contained in cups, bottles, etc.) or consumption of alcoholic beverages in public areas is prohibited. This includes but is not limited to patios, balconies, courtyards, parking lots, atriums, lobbies, walkways, hallways, clubhouses, welcome desks, and any residence hall lounge.

## **A2.0 Appliances**

Communal living includes a shared responsibility to the safety of self and others, including via the use of approved appliances. The following section outlines approved and unapproved appliances. Additionally, care should always be taken not to overload electrical circuits.

### **A2.1 Appliances: Approved Items and Use**

**A2.1.1** Refrigerators 4.5 cubic feet or less and microwaves 1500 watts or less are permitted. Each student is permitted to have a microwave and mini fridge with the exception of Osprey Village.

- Osprey Village Residents: Apartments are limited to 2 microwaves and two mini- fridges per unit as they come equipped with a full-size refrigerator.

**A2.1.2** Residents should not leave appliances unattended under any circumstance. Always unplug appliances after use and follow the proper use guidelines.

**A2.1.3** Small appliances without exposed heating elements (e.g., blenders, Keurig, hand mixers) are permitted in student rooms with proper usage.

**A2.1.4** Toasters, toaster ovens, pressure cookers, air fryers, coffee pots, and electric grills are permitted in the residence halls, but should be utilized in designated cooking lounges and not in student rooms.

- The only exception is in Osprey Village and The Flats at UNF where residents can use them in their kitchen. Toasters, toaster ovens, pressure cookers, air fryers, coffee pots, and electric grills found plugged in within student rooms may lead to discipline.

### **A2.2 Appliances: Non-Approved Items and Use**

**A2.2.1** Any appliances with an open flame, open heating coils, or open heating elements are not permitted. This includes, but not limited to burners,

griddles, any infrared appliance, hibachis with propane, hot plates, space heaters, electric skillets, s'more makers, deep fat fryers, smoke machines, etc.

**A2.2.2** Charcoal and gas grills are not permitted to be used or stored in any of the housing areas. This includes balconies and patios located in Osprey Village and The Flats at UNF.

- Students may utilize the charcoal grills located within the various housing areas and on campus at their leisure.
- Lighter fluid and all varieties of charcoal or grilling wood chips are not permitted and may not be stored on or within housing property.

**A2.2.3** 3-D Printers are not permitted in residential areas.

**A2.2.4** Students are not permitted to bring commercial exercise equipment to residential areas. The only commercial exercise equipment that students are permitted to use in the residential areas are the equipment available in the residential gyms.

### **A2.3 Other Restrictions**

**A2.3.1** Rewiring of student rooms is not permitted.

**A2.3.2** Excessive or unsafe use of extension cords or plug adapters (e.g., extension cords plugged into other extension cords) are prohibited. All extension cords/power strips must be UL approved and have a built-in circuit breaker with an on-off switch. No other types of power cords or multi-plug adapters are allowed.

**A2.3.3** Residents and guests may not leave food and/or cooking appliances actively in use in unattended in rooms, lounges, kitchens, or grilling areas.

**A2.3.4** This list is not exhaustive. As new appliances are available on the market, the Department of Housing and Residence Life reserves the right to review the appliance and determine whether or not it is approved to be in the residence halls.

### **A3.0 Air Handlers (Air Conditioners)**

To ensure proper ventilation, residents must keep items, including furniture, at least 2 feet (24 inches) from the air handler, vents, and intake.

### **A4.0 Assistance and Emotional Support Animals**

Assistance and Emotional Support Animals must be pre-approved through Student Accessibility Services and the Department of Housing and Residence Life prior to the Assistance or Emotional Support Animal being in a residential area.

- Residents are expected to comply with the terms in the Assistance and Emotional Support Animal Agreement.
- Assistance and Emotional Support Animals must be pre-approved on an annual basis.
- Please refer to UNF regulation 6.0210R for more information.

## **B1.0 Bicycles**

Residents are permitted to store their bicycle in their room/apartment with roommate written consent within the roommate agreement. For safety concerns, bicycles may not be hung in or around any room, suite, or apartment.

- Bike racks are available at the perimeters of residential communities. Bicycles may not be stored or attached to stairs, stairwells, fences, railings, walkways, balconies, light poles, or on landscape vegetation (i.e., trees, bushes, etc.). Bicycles are also not to be stored under the stairwells.
- Residents of The Flats at UNF may store their bicycles on their balconies so long as first floor residents leave the egress path open from the sliding door to the lawn area.
- Bicycles stored improperly are subject to removal without notice.

## **B2.0 Bystander Participation**

Bystander Participation is involvement in any violation as outlined by the Housing Resident Handbook, Student Code of Conduct, or University Regulations. This includes failure to remove oneself from the incident or area where the violation is being committed or failure of any student to properly address known or obvious violations. This also may include roommates when one roommate has a policy violation, and the other roommate fails to report the violation.

## **C1.0 Candles, Incense, and Other Fragrance/Scent Devices**

Candles with or without a wick, wax warmers, candle warmers, and/or incense are not permitted to be used and/or stored. These items are also not allowed to serve as decorations in rooms or apartments for fire safety purposes. The only wax warmers permitted in residential areas are those that use a light bulb to heat the wax; these appliances are to be unplugged when not present in the room.

## **C2.0 Cleanliness**

Residents are required to keep residential spaces in a clean and sanitary condition. Residential rooms will be checked periodically by HRL staff not necessarily with warning.

- C2.1** Failure to maintain the cleanliness of one's room or common areas is prohibited.

- C2.2** Leaving personal trash in any public or shared areas (community bathrooms, hallways, etc.) or spaces that would block the path of egress in case of emergency is prohibited.
- C2.3** Conduct which creates or contributes to unsanitary conditions in the residential communities is prohibited.

## **D1.0 Damages and Vandalism**

It is the responsibility of the resident to report any damage to University property, facilities, and/or equipment. Reports should be made to Maintenance and Housing Staff immediately.

Residents are responsible for the condition of their housing space and for restitution to Housing and Residence Life for any damage to physical structures and/or loss of furnishings.

In the event of damage which is not assignable to an individual or group, Housing and Residence Life may assess a community damage fee to the residents of the wing, floor, house, or building. Damage costs may include but are not limited to replacement and labor costs.

- D1.1** Painting room/apartment/suite walls is not permitted. Spray painting is strictly prohibited in all residence hall areas.
- D1.2** Engaging in an act that damages, destroys, or defaces property of the University or another individual is prohibited. This includes, but is not limited to door decorations, bulletin boards, signage, and windows.

## **D2.0 Dangerous Materials and Weapons**

The possession and/or use of firearms, weapons, and dangerous materials is not permitted anywhere in the residential area. Violation of this policy may result in immediate removal from housing.

Dangerous Materials are defined as, but not limited to ammunition, fireworks, combustible materials (including lighter fluid, propane, butane torches and dangerous chemicals), or other dangerous articles or substances.

- D2.1** It is prohibited for any resident to possess a firearm, electric weapon or device except as permitted below, destructive device, or other weapon including a razor blade, box cutter, dirk, knife (other than a common pocketknife, plastic knife, or blunt-bladed table knife), archery bows and arrows, metallic knuckles, slingshot, billie, tear gas gun, chemical weapon or device, or other deadly weapon in University Housing

It is not a violation for a registered student to possess a stun gun or nonlethal electric weapon or device designed solely for defensive purposes so long as the weapon does not fire a dart or projectile.

Refer to the Student Code of Conduct 4.0, Possession of Weapons and Destructive Devices for more information.

### **D3.0 Decorations**

Residents are encouraged to be respectful of roommates and community members when decorating. In the event of a resident complaint over a roommate's decoration, HRL Staff will attempt to accommodate both parties and help to avoid conflict.

The following are guidelines and restrictions to follow when personalizing your space:

- Extreme care should be taken when hanging posters and/or pictures. Use of 3M command strips, sticky putty, and/or blue painter's tape is encouraged to prevent wall damage. Command strips and such products should be left in place during the move-out process.
- The use of paint, chalk, or contact paper is not permissible on any surface in your residence hall.
- Staples or nails on doors, walls, ceilings, closets, or any other surface are not permitted (i.e., cannot mount bicycles or surfboards).
- Items may not be hung or draped from the ceiling, sprinkler heads, exhaust fans or room light fixtures/sensors at any time or fashion.
- Live or cut trees are not permitted in resident rooms or apartments at any time.
- Smoke machines and strobe lights are not permitted.
- Items may not be kept outside of residence hall rooms (e.g., umbrellas in the hallway).
- Windows and the exterior of doors must be kept free of writing, signs, stickers, window clings and other personal possessions and window or door accessories.
- Items may not be affixed to floor or ceiling (e.g., dancer poles, carpet).
- No type of room divider (fabric or otherwise) should obstruct access or view of a student room and/or the entrance/exit to a student room.
- The total wall space covered by permitted combustible material (posters, tapestries, calendars, etc.) cannot be more than 30%.
- Curtains equal to the length and width of the window attached with a tension rod are permitted. The length is based on the fire safety requirements and precaution for your safety.
- Common Areas: Decorating of residence hall lobbies, bulletin boards, hallways, or lounge areas is not permitted without prior approval from Housing and Residence Life professional staff.
- Personal items and/or personal furniture are not permitted to be stored or placed in common housing areas (such as lawns, study lounges, etc.).

**Reference the following Rules and Regulations for additional guidelines and or restrictions:**

A1.0 Alcohol	L1.0 Lighting
C1.0 Candles, Incenses, and Smells	L3.0 Lofts and Furniture
D5.0 Doors and Locks	P1.0 Painting
F1.0 Fire Safety and Fire Safety Equipment	R1.0 Railings, Roofs, and Stairwells
F3.0 Furniture	W1.0 Windows

#### **D4.0 Disorderly and/or Disruptive Behavior**

Maintaining a community environment conducive to learning, academic success, good citizenship, and positive relationships is dependent upon the cooperative efforts of the community members. Any student who interferes with the rights of others, disrupts the community, and/or damages property is subject to disciplinary action. UNF will not tolerate or ignore any form of behavior pertaining to harassment, intimidation, threats, or physical abuse.

Disorderly and/or disruptive behavior includes physical abuse, intimidation, inappropriate behavior, or a pattern of behavior (either in a succession of closely related disruptive acts or a series of actions over a period of time), or instigating such behavior, which disregards the rights of individuals, animals, the community, causes physical damage to property, or interferes with the normal functioning or safety of the community.

#### **D5.0 Doors and Locks**

For personal and communal safety, residents are expected to lock their doors upon entering and exiting their assigned space. Attempting to gain entry without key access is not tolerated in the residential communities. If doors are found unlocked, University staff reserve the right to secure any doors in the residential communities. Doors and locks may not be tampered with in any way that interferes with the use of keys or prevents the locking or unlocking of doors.

- D5.1** Blocking exits (doors or windows) is not permitted and may result in immediate removal from Housing. Locks may not be added on any doors in rooms/apartments, nor they may not be changed or replaced.
- D5.2** Only Housing and Residence Life approved door decorations and properly affixed message boards are allowed on your exterior room/apartment door. Postings are at the discretion of Housing and Residence Life.
- D5.3** Fire doors, lounges, suite doors, house doors, room doors, or any other exterior doors may not be propped open in any area.
- D5.4** Using emergency exit doors in the event of a non-emergency is prohibited.



## D6.0 Drones

The use of drones on UNF's campus is governed by UNF Environmental Health and Safety as determined by the FAA (Federal Aviation Administration). Please refer to <https://drones.domains.unf.edu/airspace/> for requirements.

**D6.1** Unauthorized use of drones in residential areas is not permitted.

## D7.0 Drugs

The possession, distribution (i.e., delivery and sale), and/or use of controlled substances, illegal drugs, and/or prescription drugs without a prescription are illegal and grounds for criminal prosecution and may result in immediate removal from Housing.

Drug paraphernalia, such as hookahs, pipes, bong, grinders, rolling papers, etc. are not permitted in any of the residential communities.

Depending on the individual circumstances that constitute the violation of this policy, including the suspicion of drug use based on odor, the University may take disciplinary action up to and including expulsion from the University. Housing and Residence Life staff reserve the right to alert UPD of potential drug use based on smell.

**D7.1** Medical Marijuana: Residents are expected to abide by the policies outlined in the Student Code of Conduct. Residents issued a Medical Marijuana Card may not use, possess, and/or store marijuana or drug paraphernalia in their residence hall, room, suite and/or apartment. Students will need to store their belongings in the trunk of their vehicle, out of sight.

**D7.2** Hemp: Residents may not use, possess and/or store hemp plants and/or flower in their residence hall room, suite, and/or apartment. Students will need to store their belongings in the trunk of their vehicle, out of sight.

## E.1.0 Elevators

Tampering with, damaging, vandalizing, misusing, or rewiring elevators or elevator equipment, including falsely pressing the emergency alarm button, will not be tolerated. Elevator damage charges may be assessed to residents.

**E1.1** Residents must refer to the certificate on each elevator to follow maximum weight/occupancy on each elevator.

## E2.0 Equipment

Multiple residence hall communities provide shared equipment for students to use.

- Gaming equipment is available to students for use in the Osprey Clubhouse game room (located next to the Clubhouse Welcome Desk). Equipment for this

facility can be checked out by any student during operating hours with an Osprey 1Card.

- The Osprey Fountains Swoop Zone (located across from the Osprey Fountains Welcome Desk) is available to Osprey Fountains residents only. Equipment for the Swoop Zone can be checked out by any Osprey Fountains resident 24 hours a day with an Osprey 1Card at the Fountains Welcome Desk.
- The Flats at UNF clubhouse is available to The Flats at UNF residents only. Equipment can be checked out by any resident of The Flats at UNF during operating hours with an Osprey1Card at The Flats at UNF Welcome Desk.

The following applies to equipment checkouts:

- E2.1** Damage or loss to games or equipment could result in charges to the student for repair or replacement.
- E2.2** Sitting, leaning or placing items on any of the pool, air hockey, shuffle board, foosball or ping pong tables is not permitted.
- E2.3** Moving games or equipment is not permitted, and any associated damages with moving games or equipment could result in charges to the student for repair or replacement.
- E2.4** Beverages and food should not be placed on top of gaming equipment.

## **F1.0 Failure to Comply with University Officials**

As outlined in the Student Code of Conduct (19.0 Failure to Follow Direction and Obstruction of University Conduct System), failure to comply is defined as the refusal to cooperate with the request or instructions of a University staff member (including student staff, paraprofessionals, and professionals). The request may be communicated verbally, by letter or through email. Failure to comply includes but is not limited to the following:

- F1.1** Providing false information, withholding information, or providing misleading information to any University staff.
- F1.2** Acting on behalf of another person, group or the University without authorization or prior consent.
- F1.3** Refusing to provide Osprey1 Card, or a form of photo identification, to Housing Staff upon request.

## **F2.0 Fire Safety and Fire Safety Equipment**

Removing or interfering with the use of fire safety equipment, such as fire extinguishers, sprinkler systems, and smoke detectors, is a third-degree felony under section 806.10, Florida Statutes, and is prohibited.

- Falsely setting off fire alarms is prohibited by section 806.101, Florida Statutes, and is a misdemeanor. Any damage to University property due to resident

activating or tampering with a fire alarm may result in restitution fees associated with the damage caused by their actions in addition to other appropriate discipline.

- Any student who activates a false alarm or tampers with fire and/or life safety equipment (such as fire extinguishers, exit signs, exit light fixtures, speakers, strobes, smoke detectors, sprinklers, and door alarms) places the lives and safety of fellow students in danger.
- Being found responsible for misuse of fire or fire safety equipment or threatening the safety of others is grounds for criminal prosecution and immediate removal from Housing.

**F2.1** During fire alarms, students and guests MUST leave the building immediately and report to designated safety locations. Students are not to re-enter the building until the Housing and Residence Life professional staff or the University Police Department have cleared students to re-enter.

**F2.2** Students and guests failing to vacate, or returning before cleared by HRL or UPD, are subject to disciplinary action and/or a fine. Housing and Residence Life staff may enter a student room during fire alarms to confirm evacuation.

**F2.3** Designated Emergency Exit doors in Osprey Crossings, Osprey Hall, and Osprey Fountains are ONLY to be used during a fire alarm or other emergency.

**F2.4** Students are required to report any dysfunction of their fire alarm or other fire safety equipment in their room immediately.

**F2.5** Students cannot cover up or remove their smoke detector.

### **F3.0 Fires**

Setting a fire or setting fire to any university or personal property is not permitted.

### **F4.0 Furniture**

Residents are responsible for the proper use of furnishings provided in their room and apartments. Students can add to the furnishings of their rooms. Students should be mindful of space limitations and safety concerns. (Reference: D1.0, Damages and Vandalism, above).

**F4.1** Furnishings provided by Housing and Residence Life may not be removed from the assigned locations. Furnishings (e.g., chairs, tables) may not be placed on balconies, patios, etc. All University Housing furniture must stay within the housing unit.

**F4.2** Waterbeds, pools, Jacuzzis, or other water-based furniture items are not permitted.

## **H1.0 Harassment and Endangerment**

Behavior and actions that create an unreasonably intimidating, hostile, and/or offensive living, educational, or work environment for another person or group are not permitted.

## **H2.0 Hammocks**

While hammocks are permitted on campus, hammocks may not be hung from stairwells, railings, balconies, and other areas deemed unsafe. (Reference: R1.0, Railings, Roofs and Stairwells, below).

**H2.1** Hammocks are only to be hung and used when outdoor recreational spaces are open: 7AM- 10PM

## **I1.0 Identification**

Residents and their guests are required to carry their Osprey1Card or a form of picture identification card. The Osprey1Card should not be shared with any other student.

**I1.1** Osprey1Cards MUST be presented upon request of a Housing and Residence Life or University staff member.

## **K1.0 Keys**

Residents of Osprey Fountains, Osprey Hall, Osprey Cove, Osprey Village, Osprey Landing, and Osprey Crossings will use their Osprey1Card to access their room. Osprey1Cards should only be in the possession of the resident to whom they are issued and should not be given to anyone else for any reason. Be aware that locks can be audited at any time to determine who has accessed or attempted to access a lock.

- The cost of a replacement Osprey1Card is set by the UNF Osprey1Card office.
- Residents of The Flats at UNF will receive a SafLoc key. Keys should only be in the possession of the resident to whom they are issued and should not be given to anyone else for any reason. Be aware that locks can be audited at any time to determine who has accessed or attempted to access a lock.
- The cost of a replacement SafLoc key is \$40.
- For your safety, residents are required to report a lost or stolen key immediately to the Department of Housing and Residence Life or The Flats at UNF Office.

## **L1.0 Laundry**

Each community has centrally located laundry facilities.

**L1.1** Laundry is expected to be removed from washers or dryers upon completion of a cycle. All laundry not removed after 72 hours will be bagged, tagged, and subject to abandoned property fees.

**L1.2** Stealing other students' laundry is prohibited. Stolen laundry reports will be referred to UPD.

**L1.3** Residents should report any problems with laundry devices by utilizing the contact information and/or app from our laundry service provider.

## **L2.0 Lighting**

Lamps and lighting should be UL approved.

Halogen lamps, lava lamps, lamps with plastic shades, medusa-style lamps, and strobe lights are considered fire hazards. Storage or use of these or similar devices are not permitted.

**L2.1** String lights must not be plugged into each other. They must be directly plugged into an outlet.

**L2.2** LED strip lights are permitted but cannot be adhered directly to the wall. They must be adhered using 3M command strips, sticky putty, and/or blue painter's tape.

## **L3.0 Lockouts**

A "lockout" refers to assistance getting back into a housing area after a resident has locked themselves out. Residents are given two complimentary lockouts per semester or summer session, including break periods, for room or common area access (e.g., tower, house, floor, building, etc.).

- A lockout fee of \$25 will be assessed to the resident's student account each time thereafter.
- There are no complimentary lockouts given during Intersession periods.
- Lockout forms will be completed for fire drills, Health and Safety Inspections, and other Housing and Residence Life initiatives. Residents are encouraged to be mindful of bringing their Osprey1 Card with them at all times, including during fire drills, Health and Safety Inspections, and other Housing and Residence Life initiatives as all normal lockout processes will apply.

**L3.1** Excessive use of lockouts (defined by six or more lockouts in one semester, four or more lockouts in one summer session, and two or more lockouts during Intersession) is not permitted. Excessive use of lockouts may lead to discipline via the Resident Handbook in addition to lockout charges.

## **L4.0 Lofts or Furniture Elevation**

Lofts or the elevation of furniture by use of wood, cinder blocks, bed risers, or any other materials are not permitted in any room or apartment.

## **M1.0 Mail**

University mail and package delivery services are for resident personal use and should not be used to run a business or conduct illegal activity.

- M1.1** Tampering with mailbox locks or removing and/or opening mail addressed to others is not permitted.
- M1.2** Residents are not permitted to share access to their mail to anyone else.
- M1.3** Only authorized personnel are permitted to enter the mailroom sorting and distribution area.
- M1.4** If residents fail to claim their packages after two weeks, Housing and Residence Life reserves the right to return the mail to sender.
- M1.5** At the close of the year and/or the time of a resident move-out, the resident is responsible for completing mail forwarding and mail change documentation.

## **M2.0 Message and Dry Erase Boards**

Message boards must be 24x14" or smaller. Message boards may only be attached to the room door by magnet or 3M Command Strips.

## **M3.0 Mobility Devices and Motorized Vehicles**

Non-service mobility devices (e.g., skateboards, hover boards, Segways, balance wheels, rollerblades, bicycles, motorcycles, scooters, or other self-balancing two-wheeled scooters) are not to be ridden or stored in the residential areas, courtyards, or near the entrances and exits of the residential areas.

- M3.1** Segways, electric skateboards, electric scooters, and hover boards are not permitted in the residence halls.
- M3.2** Motorcycles, motorbikes, scooters, and any other motorized vehicle must be parked in parking lots with proper decals. Improperly stored vehicles will be removed at the owner's expense.
- M3.3** Riding or storage of motorcycles, scooters, or other motorized vehicles in residential courtyards and enclosed areas (e.g., rooms, hallways) is not permitted.

This list is not exhaustive. As new mobility devices and motorized vehicles become available on the market, the Department of Housing and Residence Life reserves the right to determine if the device or vehicle is permitted in the residential communities.

## **M4.0 Move-Out**

The Department of Housing and Residence Life will provide notice to students of move-out dates and move-out expectations.

**M4.1** Failure to comply with move-out instructions is not permitted.

**M4.2** Damages to residential spaces are not permitted. Damages in rooms at move-out may result in charges to students' accounts.

## **O1.0 Outdoor Recreational Spaces**

The Department of Housing and Residence Life provides a variety of outdoor recreational spaces, including volleyball, tennis, and basketball courts, running track, picnic tables, etc.

Outdoor recreational spaces within the housing areas are intended for use by residential students only. All outdoor equipment should be used as intended without intentional abuse (hanging from volleyball net, hanging from basketball rim, skateboarding on courts, etc.).

**O1.1** Osprey Fountains volleyball, tennis, and basketball courts as well as the track are to be used by Osprey Fountains residents only.

**O1.2** Regardless of location, outdoor recreational spaces open at 7AM and close at 10PM. Residents should discontinue use of the outdoor recreational facilities at 10PM. See the courts for policies associated with these areas.

## **P1.0 Painting**

Residents are not permitted to paint any University Housing owned buildings and/or surfaces and will be responsible for any charges accrued to restore walls, and/or remove any paint droppings.

Spray paint is not allowed to be used or stored in residential areas; this includes, but is not limited to student rooms (suites, apartments, etc.), common areas, balconies, hallways, breezeways, stairwells, and atriums (exterior and interior). Should spray paint be used without following appropriate procedures, the responsible party will be assessed a fine of \$500 plus the cost to remove any paint overspray or droppings that spread to nearby surfaces. To request a location to use spray paint, please email [housing@unf.edu](mailto:housing@unf.edu) at least one week before your requested date.

## **P2.0 Pets and Wildlife**

You may have one non-aggressive fish, in no more than a 10-gallon tank, with the consent of your roommate(s). Other service animals, emotional support animals, and/or pets must be registered and approved with Housing and Residence Life prior to being brought to campus.

**P2.1** Pets or other animals not approved by HRL may not visit the residential areas at any time. This includes, but is not limited to: rooms, courtyards, hallways, corridors, etc. Cost associated with the possession of an unapproved animal

(e.g., damaged furniture, cleaning, pest control) will be charged to the responsible individual(s).

**P2.2** The Flats at UNF (with prior approval, documentation, and appropriate fees paid) allows residents to have a pet reside with them in their assigned bed space.

- Housing and Residence Life reserves the right to limit the number, type, breed, and/or size of ANY pet that is approved to be in the community.
- Residents must complete the Pet Authorization Form as a part of the approval process.
- Residents are solely responsible for any damages, flea treatments, deodorizing, and/or shampooing necessary as result of their approved pet. For any concerns about pets or pet ownership (i.e., treatment of animals, waste pick up, etc.), please contact The Flats at UNF main office.

**P2.3** Under no circumstances can residents, guests, or their animals feed, touch, harass, injure, or kill wildlife on campus (e.g., squirrels, geese, turtles, fish, ducks, rabbits, cats, and raccoons). For any wildlife concerns, contact the UPD at (904) 620-2800.

**P2.4** Beta wars or any type of fish wars are strictly prohibited.

### **P3.0 Pools and Lazy River**

The Department of Housing and Residence Life provides the Osprey Clubhouse, Osprey Fountains, and The Flats at UNF's pools, lazy river, and spa as an amenity to residents. As such, residents using these complexes should treat them with respect for others to use in the same manner. The pools at the Fountains, Flats, and Clubhouse, and the Fountains Lazy River are open from 7:00AM to 10:00PM each day.

Please be sure to not damage any of the pool equipment during your time in the pool (hanging on nets, destroying property, etc.).

**P3.1** Residents are responsible for abiding by the following rules:

- Osprey Clubhouse is available for UNF students
- Osprey Fountains pool and lazy river are for Osprey Fountains residents and accompanied guests only
- No lifeguard on duty, swim at your own risk
- No smoking in the pool or surrounding deck area
- Shower before entering the pool
- No person under the age of 17
- Proper swim attire is always required
- No glass or animals in the pool or on the pool deck
- Persons under the influence of alcohol or drugs may not use the pool
- No running or horseplay in the pool area



- Pool furniture must remain on the pool deck
- Residence Life policies are in effect
- No diving or flips
- Prolonged breath holding is dangerous and strictly prohibited
- No chewing gum
- Exit the pool if thunder is heard or lightning is seen
- Persons with open wounds are not permitted in the water
- Maximum pool load per pool and pool deck area:
  - Osprey Clubhouse is 70 people
  - Osprey Fountains is 60 people
  - Osprey Fountains lazy river is 40 people
  - The Flats at UNF is 21 people
  - The Flats at UNF Spa is 7 people
- Each resident is allowed to have up to two accompanying guests in the pool area. Exceeding the maximum number of guests per resident in the pool area is not permitted.

**P3.2** For the Fountains Lazy River:

- Water is flowing in a current; resident must use caution
- Proper flotation device is mandatory

**P4.0 Prohibited Items**

Storing prohibited item(s) that may pose a fire and/or safety hazard in a residence hall room, suite, or apartment is not permitted. Students in possession of any prohibited item as outlined in the Resident Handbook may be required to immediately remove the prohibited item in addition to any sanctions.

For the most accurate list of approved and prohibited items, please refer to the Housing website.

**P5.0 Projectiles**

The use and/or possession of slingshots, water guns, Nerf-style guns, water balloons, or other related items are not permitted without approval from Housing and Residence Life professional staff member.

**P5.1** Throwing or dropping objects from windows, balconies, stairways, etc., including water, food, or trash, is not permitted.

**Q1.0 Quiet Hours and Courtesy Hours**

Please be courteous to members of the residential communities. Disruptive behavior and activities, such as yelling, loud music, or excessive noise from a sound system, do not promote an environment that fosters social engagement or academic excellence. Students and their guest(s) may be asked to leave common areas if they are being disruptive.

**Q1.1 Quiet hours:** Enforced during the times listed below, regardless of holidays or semester breaks.

Sunday – Thursday 10:00 PM – 8:00 AM

Friday – Saturday 12:00 AM – 8:00 AM

**Exam Periods:** During examination periods, quiet hours will be enforced in a 24-hour a day cycle to ensure other students, who are preparing for final examinations, are not disturbed.

**Q1.2 Courtesy Hours:** Defined as a time in which general consideration for others is maintained.

Courtesy Hours are in effect 24 hours a day, 7 days a week both inside and outside the residential buildings.

- Residents' noise level should not interfere with the academic pursuits of others in the residential areas. A student's right to quiet overrules another student's right to make noise.

## **R1.0 Railings, Roofs, Stairwells, and Balconies**

Any form of presence (e.g., sitting, standing, climbing, jumping from, or hanging) on railings, stairwell, or roof is not permitted. Items may not be hung that obstruct the view or access to the balcony.

- Upon notification the item(s) requested must be removed immediately. Housing and Residence Life staff has the right to enter an apartment and remove item(s) from the balcony in the absence of the resident(s) if necessary.
- Clothing should be dried via a dryer in a laundry room or on a clothing rack which should be placed in your room/apartment. Under no circumstances can a clothing line be constructed outside your room/apartment. This includes, but is not limited to balconies, courtyards, and/or railings.

**R1.1** Breaking the plane of a window, breezeway, or balcony by a person or an object is prohibited. Examples of "breaking the plane" include but are not limited to hanging items from a window or balcony, putting body parts out of a window, or sitting on a balcony with feet dangling off the ledge.

**R1.2** The Flats at UNF and Osprey Village residents need to keep their porches/balconies free of clutter.

**R1.3** The following items are not permitted on the balconies in The Flats at UNF and Osprey Village:

- Electric lights--including holiday lights added to the balcony or railings (UL approved holiday lights are permitted at The Flats at UNF)
- Any housing-provided furniture including chairs as well as any furniture intended for inside use such as couches and plush chairs

- Anything displaying alcohol or drug logos or promoting drinking or drug use
- Shower curtains, blinds, extension rods or curtains
- Storage bins, units, or containers
- Hanging clothes (swim wear and beach towels are allowed, but not hung from light fixtures)
- Pets (including fish)
- Trash, garbage cans, cardboard boxes, and recycling
- Appliances (refrigerators, microwaves, grills, etc.)
- Tools or automotive supplies including tires and tire rims
- Mops, brooms, or cleaning supplies
- Live or cut trees and dead plants
- Wood – including Greek letters
- Exercise equipment
- Bicycles (with the exception of the balconies at The Flats at UNF, where residents may store their bicycles on the balconies so long as first floor residents leave the egress path open from the sliding door to the lawn area)
- Hammocks – they cannot be tied off to balcony and/or porch railings. Hammocks are not permitted to be hung from stairwells, scaffolding, hallways, and/or railings.
- Surfboards, canoes, and kayaks
- Other items deemed inappropriate or improper by Housing and Residence Life staff or that block doors or windows.

Upon notification the item(s) requested must be removed immediately. Housing and Residence Life staff has the right to enter an apartment and remove item(s) from the balcony in the absence of the resident(s) if necessary.

## **R2.0 Restricted Areas**

Locations in the residence halls and residential areas that are restricted and not for general student use include but are not limited to: electrical/mechanical closets, air conditioning units, cable units, maintenance break rooms, and storage rooms. Students are also not permitted on any roof or overhang.

## **R3.0 Roommate Agreements**

It is expected that all rooms and apartments that have more than one assigned person review, discuss, and complete the Roommate Agreement process with a Housing staff member. The purpose of the Roommate Agreement is to ensure all residents mutually agree upon and abide by the terms, expectations, and behaviors discussed and documented.

- R3.1** Failure to complete a Roommate Agreement is not permitted. All rooms and apartments with more than one assigned resident are required to complete the Roommate Agreement process.
- R3.2** Violating a mutually agreed upon expectation among residents within a shared room/apartment is not permitted.
- R3.3** Taking over a vacant space within one’s room/apartment and making the space not roommate/move-in ready for potential new resident(s) is not permitted.
- R3.4** Overtly or covertly coercing and/or pressuring a current or prospective resident(s) to not reside in the space room/apartment is prohibited.

**S1.0 Sales, Solicitation, Canvassing, and Chalking**

Door-to-door solicitation, sales, surveys, canvassing, and the distribution of flyers or leaflets are not permitted in any location within the residential areas. For additional information, please review the Housing website for the flyer advertisement approval process. Please refer to UNF Regulation 7.0050R for further guidance.

- S1.1** Unapproved A-Frames, sandwich boards, stakes in the ground, and other similar forms of signage are not permitted within the residential areas. Please refer to UNF Regulation 7.0100R for further guidance.
- S1.2** Students may not operate a business or engage in any sales out of a room or in any public area of the residential community.

**S2.0 Smoking and Vaping**

The Florida Clean Air Act, effective Oct. 1, 1993, prohibits smoking within any state university system educational facility. This includes residence hall rooms, apartments, and other housing facilities. Please refer to the University [Smoke-Free Campus Initiative Regulation](#).

- S2.1** Smoking, and vaping are not permitted by any person (resident or guest) in any of the residence hall rooms, apartments and facilities, including porte-cochere, courtyards, elevators, stairwells, balconies, lounges, patios, etc.
- S2.2** Residents under the age of 21 may not possess, use, or own any tobacco, nicotine, smoking, or smokeless products.

**S3.0 Social Gatherings**

Due to student safety and shared residential spaces, the number of people allowed in a room/apartment/suite, including the residents of the room/apartment, must be limited as follows, unless current health guidance requires a smaller number:

<b>Osprey Area</b>	<b>Max. Occupancy</b>
Osprey Fountains – Private	3 people
Osprey Fountains – 4 Bedroom	8 people

Osprey Fountains – 6 Bedroom	10 people
Osprey Hall	6 people
Osprey Cove	6 people
Osprey Crossings	6 people
Osprey Landing	6 people
Osprey Village – 1 Bedroom	6 people
Osprey Village – 2 Bedroom	8 people
The Flats at UNF – 2 Bedroom	6 people
The Flats at UNF – 3 Bedroom	9 people

Approved and advertised Housing and Residence Life events are not subject to the above conditions. Requests for space use can be submitted with our Maintenance work order system at: <https://www.unf.edu/housing/resources/maintenance-request.html>.

#### **S4.0 Sports**

For the safety of the residents and facilities, sports are not permitted to be played inside the residence halls (including buildings, hallways, atriums, balconies, breezeways, stairwells, common areas, etc.). This includes the use of athletic equipment.

#### **T1.0 Theft**

Theft of property is strictly prohibited. The University is not responsible for loss of or damage to student property. Theft of personal property should be reported immediately to the University Police Department.

**T1.1** Possessing and/or displaying stolen property is not permitted. This includes any business, highway, city, state, community, or University sign or property that has been illegally obtained.

#### **T2.0 Trash Removal**

Residents are expected to remove trash and recycling from their room/apartment immediately. Recycle bins and dumpsters are provided in residential parking areas or the trash/recycle rooms in the facility (for the Osprey Fountains residents) for disposal. Trash removal may prevent health concerns developing in the area. Trash left outside apartment doors or balconies is not only an eyesore and a potential health concern for residents and their neighbors, but it can also attract unwanted pests and rodents to the facilities.

**T2.1** There should not be more than one bag of trash or a collection of trash per room or common space area in a suite/apartment.

**T2.2** Trash may not be disposed of in common areas including, but not limited to kitchens, lounges, laundry rooms, etc.

- T2.3** A minimum fee of \$40 will be assessed for removal of trash/recycling left in and/or outside of resident rooms, apartments, balconies, public bathrooms, lounges, lobbies, or any other common areas.
- T2.4** Community charges may result if common area trash/recycling cannot be linked to a specific room or individual.

### **T3.0 Trespassing**

Guests, residents, or individuals who are not authorized, licensed, or invited to enter the residential area are subject to arrest for trespassing if they fail to leave after being directed to do so. Please refer to UNF Regulation 7.0110R for further guidance.

- T3.1** Illegal attempts or entry to any space in the residential areas besides your assigned room are not permitted.
- T3.2** Residents are not permitted to host persons under a trespass notice. Individuals under trespass notice found trespassing may be arrested on sight.

### **V1.0 Visitation and Guests**

Residential communities have open room visitation with roommate consent. The Visitation policy is a shared responsibility between the residents of a community and community staff. Students are encouraged to address violations in their area. Students are encouraged to address violations in their area.

#### **V1.1 Guest Restrictions**

- Guests must be 18 years of age or older.
- The host is responsible for their guest and the actions of their guest.
- Guests must call their resident host from outside the building to gain entry.
- The resident host must always escort their guest within the residence halls and/or apartments.
- The roommate's rights to privacy, sleep and study take precedence over the rights of a host to have guest. The host must have verbal agreement from their roommate(s) to have a guest.
- Overnight guests are limited to 3 consecutive nights in a row.
- Guests may only use the appropriate designated restrooms.
- Registered sex offenders are never permitted to visit the residential areas.
- Any violation of these policies can result in loss of visitation privileges and/or immediate room change.

- V1.2** Cohabitation is not permitted. Cohabitation is defined as the housing of unauthorized individuals in the resident's apartment or room for more than

three (3) consecutive days, including storage of another's belongings in one's room.

**V1.3** A particular guest may not stay overnight in a student's room for more than a total of twelve (12) days over the course of the Housing Contract term.

## **W1.0 Windows**

Residents may not display anything that can be viewed from the exterior of windows or windowsills.

**W1.1** Windows may not be used as an entrance or exit to rooms/apartments/suites.

**W1.2** Windows may not be used for the passage of people and/or items.

# Residential Conduct Process

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## Conduct Process Purpose

The HRL Conduct Process serves to protect individual rights, while developing good citizenship and providing procedural fairness to residents documented for violating any of the standards of conduct, rule, and regulations in the residential areas.

The Residential Conduct process is separate from the [University Conduct Process](#), under the [Dean of Students Office](#). As such, Housing and Residence Life staff reserves the right to forward any disciplinary case to Dean of Students Office, [University Conduct](#) team.

## Keywords and Definitions

### Administrative Hearing

A formal meeting where the student and the hearing officer discuss the potential policy violation(s). After a thorough investigation is completed in the hearing, the hearing officer determines responsibility and assigns a sanction as appropriate.

### Administrative Move

A sanction and/or outcome where the student is moved to a different room, floor, building, and/or area as determined by a Housing & Residence Life professional staff member.

### Advisor

The term “advisor” refers to a person chosen by the respondent, alleged victim, or a witness to assist them throughout the disciplinary process. An individual may only have one advisor at a time. The term “advisor” includes an advocate or legal representative. An advisor may directly participate in all aspects of the proceeding, including the presentation of relevant information and questioning of witnesses, but may not testify.

Any advisor serves at the requestor’s own expense and initiative. A person may not serve in this capacity if their service would unreasonably conflict with the fair administration of the disciplinary process, as determined by the University Conduct Officer, or designee. The advisor may not serve in any other role, including as a witness, an investigator, decider of fact, hearing officer, member of a committee or panel convened to hear or decide the charge, or appeal authority.

Except in Sexual Misconduct cases, the University is not responsible for providing an advisor for anyone navigating the disciplinary process. It is the individual’s responsibility to make appropriate arrangements for their advisor to attend meetings, which will not be delayed due to scheduling conflicts of the chosen advisor.

### Assistant Residence Life Coordinator (ARLC)

The Assistant Residence Life Coordinator supervises the Resident Assistants and may serve as a hearing officer for some conduct cases within their area.



## Appeals

Students have the opportunity to appeal the outcome of a case. Please see the Appeals section of the Resident Handbook for details on the Appeals process.

## Administrative Hearing

An Administrative Hearing is the standard hearing format for the Housing and Residence Life Conduct process. Please see the Hearings definition and Hearings procedures section for more information.

## Assistant Director of Residence Life

The Assistant Director supervises the Residence Life Coordinators and serves as a resource for the Residence Life Coordinator.

## Behavioral Contract

A sanction where the student is required to review and sign a Behavioral Contract for living on campus.

## Community Charge

A sanction and/or outcome where the entire room, floor, building, and/or area is equally charged a financial fee as determined by a Housing & Residence Life professional staff member. This is typically utilized when there is a large cost associated with an incident and the person(s) responsible cannot be identified.

## Community Service (Level 2 Sanction)

A sanction that contains a community service component related to the case's violation(s). Some community service activities within this level include (but are not limited to): service with a University Department or Outside Agency, service with HRL facilities, and assistance cleaning Residential Areas.

## Counseling Assessment

Counseling assessment – In certain circumstances in which a student may be a threat to the safety of self or others, the student may be referred for assessment (at the student's expense) to a licensed mental health professional or counseling center for general mental health or other counseling issues. Students found responsible for alcohol and/or drug violations will normally be referred to the UNF Office of the Dean of Students for alcohol and/or drug education and assessment but may be referred to an outside agency or counselor based on the seriousness of the violation. Students must comply with all recommendations established because of any assessment.

## Director of Residence Life

The Director supervises the Assistant Directors and serves as a resource for the Residence Life Coordinator.

### Educational Activity (Level 1 Sanction)

A sanction that contains an educational component related to the case's violation(s). Some educational activities within this level include (but are not limited to): reflection/activity papers (anger management, cleaning activity, fire safety, video review, goal-setting, smoking, lock-out), interviews, attendance at specified meeting(s), brochure creation, and creation of community signs.

### Educational Activity (Level 2 Sanction)

A sanction that contains an educational component related to the case's violation(s). Some educational activities within this level include (but are not limited to): bulletin board creation, residence hall program, rounds with a student staff member, fire safety video, alcohol screening, alcohol website review, alcohol assessment, marijuana assessment, and workshops.

### Exclusion

A sanction where a student is either temporarily or permanently removed from University residence halls/apartments. If a student's Housing Contract is terminated as a result of disciplinary action, the student will remain fully responsible for all rent due for all signed Housing Contracts. For temporary exclusions, a student's Housing Contract may be reinstated with the approval of the Director of Housing & Residence Life or their designee.

### Health and Safety Inspections

Housing and Residence Life staff members enter student rooms to inspect the room condition and address any safety concerns.

### Hearings

Hearings provide students the opportunity to hear the information presented by Hearing Officers, and students will have the opportunity to share information relevant to the case. Please see the Hearings procedure section for more information.

### Hearing Officers

Professional staff members from the Department of Housing and Residence Life are designated as hearing administrators and are authorized to conduct hearings. This includes the Senior Director of Housing and Residence Life, Director of Residence Life, Associate Directors, Assistant Directors, Residence Life Coordinators, and Assistant Residence Life Coordinators.

### Hearing Waiver

Students may waive their right to participate in a hearing, in which case, the Hearing Officer has the right to hear the case in absentia.

### Incident Report

An electronic document completed by a staff member in which the occurrence of an incident or situation is documented and informs the appropriate individuals of important details.

### Immediate Hearing

A hearing that occurs immediately at the conclusion of the Initial Meeting.

### Initial Meeting

This meeting between a Hearing Officer and the student reviews the procedural rights in the Housing Conduct process, reviews the incident report, and answer questions. At the conclusion of this meeting, a student can elect to proceed directly into an Administrative Hearing.

### Preponderance of Evidence

The standard of proof used to measure if a student is “responsible” or “not-responsible” for a violation of the policy. It is defined as “more likely than not, that the student violated the policy.”

### Probation (Housing and Residence Life Probation)

A sanction where a student can be placed on probation for a period of time during which the student is expected to demonstrate appropriate changes in behavior. Any further violations of the Resident Handbook, violations of other University regulations, or violations of law will result in more serious sanctions imposed, which could include exclusion from Housing. Some restrictions during probation may also include but are not limited to: participation in student activities, participation in leadership positions (student staff/RHA/NRHH), entrance to residence halls or other areas of campus, or limiting contact with another specified person(s). Probation may occur for one semester, one academic year, through residency on-campus, or any other set portion of time as deemed appropriate.

### Referral

A sanction where a student is referred to a person(s) and/or office outside of their hearing officer. This may include (but is not limited to): meeting with another hearing officer, a counseling assessment, parental notification, or connecting with a campus partner.

### Reprimand

Form of written warning issued to a student for a first-time policy violation. Typically used to bring the student’s attention to the policy violation.

### Required Roommate Mediation

Required Roommate Mediation and/or referral to Alternative Dispute Resolution through the Dean of Students Office

### Residence Life Coordinator (RLC)

The Residence Life Coordinator supervises the ARLC (if applicable) and the Resident Assistants, and serves as the hearing officer for most conduct cases within their area.

### Resident Assistant (RA)

Student staff member primarily responsible for documentation of a community standards violation.

### Resident Handbook

The guiding document used to outline Housing and Residence Life policies.

### Responsible/Not Responsible

The terminology used to describe the student's level of responsibility regarding the residence life policy violation in question.

### Restitution/Fees

A sanction that requires a student to pay for damage to the community. The office will send a follow-up email to specify the amount to be paid and method of payment. This may also include removal of an item(s), a behavioral contract, and/or an apology letter.

### Restriction/Trespass from the Residential Areas

A sanction that restricts a student from being present in any Residential Area.

### Room Reassignment

A sanction where a student may be required to move residence from one area to another.

### Sanction

When a student is found responsible for violating policies, a sanction is issued. Sanctions are designed to be educational and/or hold a student accountable.

### Student Confirmation Form

The Student Confirmation Form provides students the opportunity to indicate the Hearing Officer has explained the student rights in the Housing and Residence Life Conduct Process.

### Visitation Restrictions

A sanction where student visitation privileges are restricted and/or eliminated (temporarily or permanently). This may include (but is not limited to): guest restriction, loss of visitation, or trespass notification.

### Written Warning

Also known as reprimand. A sanction where a student receives a formal warning that their behavior was not in accordance to community standards. This warning states that further violations of that specific policy or other policies may result in more severe sanctions, such

as probation and/or termination. This written warning may be given within a hearing or after a conduct hearing.

## **Student Rights**

Throughout the Housing and Residence Life Conduct Process, students have the right to:

- Ask questions
- Have an advisor present at their hearing
- Have a confidential process
- Appeal conduct decisions
- Review incident reports, any supplementation photos/documentation, the charge, and the charge letter received
- Review and choose hearing types:
  - Immediate Hearing
  - Administrative Hearing
  - Hearing Waiver

## **Rules and Conduct Procedures**

The Housing and Residence Life Conduct Process includes policies published in the Housing Contract, Terms and Conditions, Resident Handbook, Student Handbook, and other official University publications.

## **Procedural Due Process**

The following procedures constitute the requirements and limitations of procedural due process under the Housing and Residence Life Conduct Process:

### **Housing and Residence Life as Convener**

The Department of Housing and Residence Life is the convener of every action under the Resident Handbook and also reserves the right to refer potential violations of the Student Code of Conduct to the Dean of Students Office.

### **Initiation of the Residence Life Conduct Process**

Any member of the University community can report a potential violation of the Resident Handbook by completing the Housing and Residence Life Incident Report:

### **Discretion in Charging**

The University's highest priority is the physical and mental health and safety of students and members of the University community. An element of promoting safety is providing clear, responsible methods of reporting and addressing incidents of misconduct. Therefore, to remove potential barriers to reporting, the University may choose to not charge an affected/reporting party who comes forward with information regarding a potential Code violation.

## Notification of Initial Review Meeting

1. The charged resident shall receive written notification of their Initial Review Meeting.
  - The notification will outline the charge(s), date, time, and place of meeting at least three (3) class days prior notice.
  - All Notifications are sent the resident's UNF Email.
  - Initial Review Meetings allow the student to meet with their assigned Hearing Officer, review the Residential Conduct Process, Student Rights, Hearing Options, Charges, and Case Documentation.
  - During the Initial Review Meeting, students can select from the following options:
    - i. Schedule an Administrative Hearing
    - ii. Proceed with an Immediate Hearing
    - iii. Waive their right to an Administrative Hearing

## Hearings

Housing and Residence Life Conduct hearings will follow the requirements and established procedures for the Department of Housing and Residence Life. Hearing options include:

- A. Immediate Hearing – Following the Initial Review Meeting, a student may elect to immediately move forward with a Hearing and respond to the charges.
    - a. Students are asked to state “Responsible” or “Not Responsible” for each charge.
    - b. Students will have the opportunity to provide their perspective of the case.
    - c. Students will review possible sanctions/outcomes of the case, dependent on decision.
    - d. Students will receive a decision letter via their UNF email within 14 class days.
  - B. Administrative Hearing – Following the Initial Review Meeting, a student may elect to schedule a formal Administrative Hearing with their Hearing Administrator.
    - a. Students are provided a minimum 3-class day prior notice for their Administrative Hearing.
    - b. Students are asked to state “Responsible” or “Not Responsible” for each charge.
    - c. Students will have the opportunity to provide their perspective of the case.
    - d. Students will review possible sanctions/outcomes of the case, dependent on decision.
    - e. Students will receive a decision letter via their UNF email within 14 class days.
2. Whether a resident is in violation of these Rules and Regulations shall be based on information shared during the hearing, in addition to any reported documentation.

3. Should the charged resident receive proper notice and fail to appear at the hearing, the hearing administrator may proceed with the hearing and decide on the case based on the information available, and/or forward the case to the Dean of Students Office - University Conduct.
4. If, during the hearing, it is determined that the charged resident is responsible for violations connected with the same incident other than those cited in the original charges, the hearing administrator may issue an additional charge letter to the student and allow the student three (3) class-days' notice prior to discussing the additional charges. These charges may then be discussed in a separate scheduled hearing.
5. The charged resident has the opportunity to respond to the information during the hearing.
6. The charged resident has the right to an Advisor throughout the Housing and Residence Life Conduct process. The respondent, complainant, and any witnesses may be accompanied during the conduct process by an advisor of their choice.

The term "advisor" refers to a person chosen by the respondent, alleged victim, or a witness to assist them throughout the disciplinary process. An individual may only have one advisor at a time. The term "advisor" includes an advocate or legal representative. An advisor may directly participate in all aspects of the proceeding, including the presentation of relevant information and questioning of witnesses, but may not testify.

Any advisor serves at the requestor's own expense and initiative. A person may not serve in this capacity if their service would unreasonably conflict with the fair administration of the disciplinary process, as determined by the University Conduct Officer, or designee. The advisor may not serve in any other role, including as a witness, an investigator, decider of fact, hearing officer, member of a committee or panel convened to hear or decide the charge, or appeal authority.

Except in Sexual Misconduct cases, the University is not responsible for providing an advisor for anyone navigating the disciplinary process. It is the individual's responsibility to make appropriate arrangements for their advisor to attend meetings, which will not be delayed due to scheduling conflicts of the chosen advisor.

It is the respective party's responsibility to make appropriate arrangements for their advisor to attend the hearing, which shall not be delayed due to scheduling conflicts of the chosen advisor.

Respondents, complainants, and witnesses are required to address the hearing administrator in person, on their own behalf, although they may consult with their advisor during the hearing. This consultation must take place in a manner that does not disrupt the proceedings. The advisor shall not speak on behalf of their party unless expressly authorized to do so by the hearing administrator.

- The respondent, complainant, and any witnesses shall provide the advisor's name in writing to the Hearing Administrator two class days prior to the

hearing. If an advisor is an attorney, the respective party must notify the Hearing Administrator assigned to the case of an attorney's name and address at least two class days prior to the hearing.

- In the Hearing Administrator's sole discretion, an advisor may be removed from the hearing if it is determined that their presence is disruptive. The advisor may not serve as a witness. Deviations from these procedures shall not necessarily invalidate a hearing or the decisions of a hearing.
7. The charged resident shall receive written notification via their UNF Email of the decision of the hearing within 14 class days.
  8. The charged resident has the right to submit an appeal for a decision made within five (5) class days from the date on the decision letter.

## Sanctions

In considering the facts and circumstances of each case, the following sanctions, or combination of sanctions (with or without appropriate modifications) may be imposed upon any individual resident and/or groups or organizations found to have violated the Housing and Residence Life Rules and Policies:

1. Reprimand
2. Community service hours
3. Educational activities
4. Required Roommate Mediation and/or referral to Alternative Dispute Resolution through the Dean of Students Office
5. Counseling assessment
6. Visitation restrictions
7. Restitution/Fees
8. Probation
9. Room Reassignment
10. Exclusion
11. Restriction/Trespass from campus Housing Areas

Please note: this list is not exhaustive. Please review the Keywords and Definitions for further details on sanctions.

## Conduct Appeal Process

Residents may appeal Housing and Residence Life Conduct decisions in accordance with the following provisions:

- A. Residents must submit an [Appeal Request Form](#) within five (5) class days of receipt of their decision letter.
- B. Written appeals must state specific grounds for the appeal.
- C. A student may appeal a decision by the Hearing Officer on the following grounds:



- Procedural Rights: A violation of procedural due process rights (material deviation from established procedures that would substantially affect the outcome);
  - Newly Discovered Information: Newly discovered information has been obtained that was not previously available during the initial investigation or the administrative hearing process through the exercise of due diligence, and this newly discovered information would substantially affect the outcome; or
  - Severity of Sanction(s)
- D. Residents are entitled to one appeal per incident.
- E. Appeal Decisions are considered the final decision of the Residential Conduct Process.
- F. Appeal Decisions are determined by the Director of Residence Life.

### **Failure to Complete a Sanction**

Failure to complete a Housing and Residence Life Conduct sanction(s) may result in a Disciplinary Hold on your student account, and/or more severe disciplinary action being taken, and/or immediate referral to University Conduct, within the Dean of Students Office.

### **Conduct Records**

Housing and Residence Life Conduct records are retained by the Department of Housing and Residence Life and shared with other University Officials as needed. The Housing and Residence Life staff reserves the right to forward any individual and/or conduct case to the University Conduct System.

## **Pandemic Addendum**

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The University of North Florida does not guarantee a pandemic-free living environment. Residents are responsible for following policies and procedures related to any pandemic or other public health emergency. Taking steps to reduce the risk of pandemic is the shared responsibility of every member of our campus residential areas.

Please read the following changes and information carefully:

### **Health and Safety**

- A. There is an inherent elevated risk associated with living in a community environment like University Housing, and the Residents have a shared obligation to prioritize health and safety for the benefit of the entire community.
- B. Exposure to pandemics and related illnesses can result in very serious illness and, in some cases, death to those who contract it. Residents may face an increased likelihood of serious illness if they have certain pre-existing medical conditions like disorders and diseases related to any of the following: immune deficiency; heart,

lung, and other major organ problems; diabetes; high blood pressure; and asthma. All health and safety risks associated with pandemics may not yet have been fully determined by medical experts.

- C. Residents are responsible for considering their own personal health status and increased risk factors inherent with community living, including the risk of exposure to pandemics and related illnesses, when deciding to live on campus.
- D. Residents must adhere to University expectations intended to minimize risk of exposure to pandemics and related illnesses consistent with health and safety guidance including, but not limited to, limitations on mass gatherings and practicing physical distancing as recommended by CDC.
- E. It is the responsibility of Residents to keep their personal living spaces in a sanitary condition and to adhere to sanitation standards in shared spaces. UNF staff have the right to conduct health and safety inspections of Residents' living spaces.
- F. Residents may be required to submit to screening such as symptom checking, daily self- screening, and pandemics and related illness testing to access the residential areas. Failure to comply with this requirement may result in disciplinary action, including removal from housing.
- G. Residents must comply with university direction requiring quarantining, isolation, and separation. At any time, the University may request or require a Resident to leave housing when that Resident's continued presence in the community poses a health or safety risk for community members. Residents are required to comply with requests from Housing and Residence Life to leave their assigned space due to pandemics, related illnesses, or other public health emergency, and failure to do so is a violation of their Housing Contract and may subject them to emergency removal from their assigned spaces. The on campus residential population is large and Housing and Residence Life will not be able to provide other housing options on or off campus to isolate or quarantine. Residents and their family/support network should discuss this possibility and develop a personal plan for approaching this situation as on campus space for isolation or quarantine will not be an option.
- H. Removal from housing to isolate or quarantine does not constitute cancellation of a Resident's Housing Contract.
- I. Residents are required to comply with all health and safety law, orders, ordinances, policies, regulations, and guidance adopted by the University or Department of Housing and Residence Life as it relates to pandemics, related illnesses, or other public health emergency. This guidance may evolve as circumstances warrant.