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Useful telephone numbers are located in the back of the brochure.

A copy of this document is located on the web at...
http://www.housing.ufl.edu/housing/reslife_standards.html

WELCOME



Welcome to the Department of Housing and Residence Education at the University of Florida. We hope that the coming year in your new home will be exciting, challenging, and rewarding. Housing staff members strive to provide a supportive living environment that encourages students to succeed in the classroom and to grow as individuals.

You have voluntarily agreed to live in and become a part of the residential community. By signing a housing contract/agreement, you have acknowledged and agreed to follow the standards of the community. The Housing Community Standards contained herein are considered a part of the University of Florida Student Code of Conduct (6C1-4.016).

These policies have been established in the best interest of the residence community at large in accordance with other University regulations, local, state, and federal laws, and input from previous residents.

This handbook is designed to give an overview of the University of Florida Residence Hall Community Standards and to help prepare you for the upcoming year. For more information, contact the Coordinator for Residential Judicial Programs at (352) 392-2171 x10141.



RESIDENCE LIFE AND EDUCATION STAFF

The mission of the Department of Housing and Residence Education is to provide well maintained, community oriented facilities where residents and staff are empowered to learn, innovate, and succeed. Listed below is the Residence Life and Education staff.

RESIDENCE HALL STAFF:

Resident Assistant/Apprentice Resident Assistant/Residential College Advisor (RA/ARA/RCA)

Your **RA/ARA/RCA** is one of the first individuals you will meet when you arrive on campus. RAs/ARAs/RCAs are students who have been carefully selected and specially trained to help you, your roommates, and your floor-mates learn more about the university, each other, and yourselves. RAs/ARAs/RCAs are valuable peers who are well informed and who care about you. Your RA/ARA/RCA is the first person you can approach with questions, comments or concerns regarding the campus, your residence hall, and academic or personal matters. Since your RA/ARA/RCA is a full-time student, you may occasionally find that s/he is not always available. Should an emergency arise there is always a GHD or RLC/RD on duty and just a phone call away. Contact your area desk for assistance.

Peer Mentor (PM)

The **Peer Mentor** is a leadership position in the Leader Scholar Program at Trusler Hall. Peer Mentors are responsible for promoting a community environment focused on academic success and leadership development. The Peer Mentor is a student and a peer, who serves as a mentor and role model for first year residents. Peer Mentors also provide office hours in the Office of Academic Initiatives and Enhancement throughout the week.

Senior Clerk (8:00am – 4:30pm)

The **Senior Clerk** is located at your area desk. Senior Clerks give directory information, answer student questions, provide room and building key service, supervise services for documenting, receiving and distributing confidential letters and other official notices to students, and prepare maintenance requests for students. If you need to contact an RA, GHD, RLC/RD, area government official, Assistant Director of Housing, custodial or maintenance staff member, the Senior Clerk can help you. In addition, senior clerks also handle the vending machine refund process and are responsible for cash refunds to students who lose money in various machines.

Night Clerk (Midnight – 8:00am)

The **Night Clerk** serves many of the same functions as the Senior Clerk. In addition, the Night Clerk communicates regularly with Housing Security regarding building security and safety concerns in the area. S/he also receives calls from residents requesting assistance and refers calls to the appropriate staff member and/or the University of Florida Police Department.

Office Manager

The Office Manager manages all aspects of the day to day operations of the area desks. This position is directly responsible to the Assistant Director of Housing for Residence Life. The Office Manager supervises full-time clerical staff, desk assistants, and several student employees.

Graduate Hall Directors (GHD)

A **Graduate Hall Director** is a graduate student who lives in the residence hall and is responsible for supervising RAs/ARAs/RCAs, advising the area government and/or council, initiating and implementing on-going training and staff development activities, serving as judicial hearing officer, responding to emergency and crisis situations, and assuming weekend duty responsibilities.

Residence Director (RD)

The **Residence Director** is a full-time live-in housing staff member who has administrative responsibility for residence area housing consisting of 476 to 700 residents. The RD is responsible for selecting, supervising, and evaluating staff; administering the judicial process; coordinating a 24-hour desk operation; and overseeing programming efforts in the residence area.

Residence Life Coordinator (RLC)

The **Residence Life Coordinator** is a full-time live-in housing staff member who has administrative responsibility for residence area housing consisting of 950-1200 residents. The RLC is responsible for selecting, supervising, and evaluating staff; administering the judicial process; coordinating a 24-hour desk operation; and overseeing programming efforts in the residence area.

Assistant Director of Housing for Residence Life (ADH)

The **Assistant Director of Housing for Residence Life** has comprehensive administrative responsibility for housing areas consisting of 3,700 undergraduate students. The ADH is the primary facilitator for the development of a learning environment for his/her residential area. S/he directs, supervises, and/or coordinates all services related to the operation of the residence halls in his/her area.

GRADUATE AND FAMILY HOUSING STAFF:

Community Assistants (CA)

The **Community Assistant** (CA) staff consists of students and residents in Graduate and Family Housing. Their primary responsibilities are to act as a resource to the residents of the village and to be directly responsible for a variety of community development activities.

Student Assistants (SA)

A **Student Assistant** (SA) is a staff member that works primarily in the village office and is mainly responsible for day to day operations of the village office.

Resident Manager (RM)

The **Resident Manager** (RM) is a graduate level position within the Department of Housing and Residence Education. S/he is responsible for one Graduate and Family Housing area. The RM's primary responsibility is to supervise the Community Assistants and Student Assistants that provide customer service in the village. The RM is also responsible for the community development in his or her area.

Graduate and Family Housing – Administrative Staff

Several positions are responsible for the marketing, assignments, and billing for Graduate and Family Housing. These main housing office positions include the Administrative Coordinator for Graduate and Family Housing, Program Assistant, Fiscal Assistant, Senior Clerk, and Student Assistants.

Residence Director (RD)

The **Residence Director** (RD) for Graduate and Family Housing is a full-time live-in staff member who is responsible for a housing area of 200-400 apartments along with selection, supervision, and evaluation of Community Assistants (CA's) and Student Assistants. S/he is responsible for the administration of Graduate and Family Housing policies and procedures (in maintaining the quality of the village(s), village security, maintenance, custodial, and other services).

Residence Life Coordinator (RLC)

The **Residence Life Coordinator** – for Graduate and Family Housing is a full-time live-in staff member who has the responsibility to develop and promote a positive environment for the residents of Graduate and Family Housing communities. In addition, the RLC also administers the judicial process and is responsible for selecting, training, supervising, and evaluating staff.

Assistant Director (ADH)

The **Assistant Director of Housing** for Graduate and Family Housing has comprehensive administrative responsibility for housing areas consisting of 1900 single graduate students and students with families. The Assistant Director of Housing is the primary facilitator for the development of a learning environment in his/her residential area. S/he directs, supervises, and/or coordinates all services related to the operation of five areas (villages).

JUDICIAL PROCESS & PROCEDURES

DOCUMENTATION

Housing staff members are expected to report any event that occurs in the University housing communities. An incident report is a written account of an event or situation by the person who has the earliest and most direct involvement with the incident. Charges of policy violations originating from an incident report are considered alleged pending completion of the student judicial process. Any member of the Housing community and University community can report behavior that is inconsistent with community standards. If the alleged misconduct occurred in or around residence hall, complaints should be brought to the Residence Life Coordinator, Residence Director, or other Housing staff member.

Note: If you are present during policy violations, you may be held responsible and appropriate sanctions will be imposed.

All student judicial procedures are designed to minimize disruption to the housing community. When an incident takes place, the following judicial action protocol occurs until the case is concluded with a final decision.

If a formal complaint, usually through an incident report, is lodged against a student, a judicial officer is assigned to consider charges against the student. A judicial officer will be assigned according to the severity of the situation, previous judicial record, and the residence hall where the violation occurred. The judicial officer may be the Graduate Hall Director, the Residence Life Coordinator, the Residence Director, or the Coordinator for Residential Judicial Programs. In some situations, a case may be handled by the Office of Student Judicial Affairs.

Note: In certain circumstances, a student may be removed from housing before a student judicial meeting has been held or following a hearing where removal was imposed and an appeal is pending. An interim removal is imposed to ensure the health, safety, or well being of members of the residence hall community or to preserve property.



HEARING BODIES FOR STUDENT CONDUCT CODE VIOLATIONS

Graduate Hall Directors/Residence Directors/Residence Life Coordinators

The Graduate Hall Directors, Residence Directors, and Residence Life Coordinators (staff members in the Department of Housing and Residence Education) serve as hearing officers for informal proceedings involving residence hall cases of a less serious nature if the student does not want a formal hearing. They can assign written reprimands for minor offenses when the student accepts responsibility.

Coordinator for Residential Judicial Programs (CRJP)

The CRJP, a full-time professional staff member in the Department of Housing and Residence Education, serves as an administrative hearing officer in informal proceedings and formal hearings. The CRJP is also responsible for training residence hall student staff members and professional staff members to handle their roles in the judicial process. The Office of the Coordinator for Residential Judicial Programs (OCRJP) has jurisdiction over incidents involving conduct code violations occurring in the University residential facilities.

Judicial Graduate Assistant (JGA)

The JGA reports directly to the CRJP, assisting the CRJP with various aspects of the judicial process including serving as a hearing officer for informal proceedings involving residence hall and graduate and family housing cases of a less serious nature if the student does not want a formal hearing.

Assistant Director for Student Judicial Affairs

The Assistant Director in the Student Judicial Affairs Office serves as a hearing officer in informal and formal proceedings. The Assistant Director also conducts informational meetings with students prior to formal hearings with the appropriate hearing body and advises the Student Conduct Committee.

Director for Student Judicial Affairs

The Director for Student Judicial Affairs is responsible for the administration of the university judicial process and also serves as the primary hearing officer. The Director serves as a hearing officer in informal and formal administrative hearings. The Director also advises the Health Center Student Conduct Standards Committee, the College of Law Honor Committee, and the Student Honor Court.

Student Conduct Committee

Composed of students and faculty members appointed by the President of the University, the Student Conduct Committee is an alternative to administrative hearings and available to all students in the judicial process. This committee determines the facts of the case and makes recommendations concerning responsibility and sanction imposition to the Dean of Students. The student has the

opportunity to meet with the Dean of Students prior to a final decision being made on the case.

JUDICIAL MEETINGS

The student must schedule an appointment for an informational meeting with the designated judicial officer upon receipt of a Request to Attend Meeting letter. The Request to Attend Meeting letter will include a notice of charges with the time, date, and location of the incident. If the student fails to schedule or attend the informational meeting within 10 business days of receiving their meeting request letter, a Failure to Schedule/Attend letter will be sent to the student and a decision will be made in his/her absence.

INFORMATIONAL MEETINGS

Students involved in alleged violation(s) of the University of Florida Student Code of Conduct in any residential facility will be assigned to meet with one of the following staff members: The Coordinator for Residential Judicial Programs (CRJP), a Residence Life Coordinator (RLC), a Residence Director (RD), a Graduate Hall Director (GHD), or the Judicial Graduate Assistant (JGA). The purpose of this meeting is to discuss the details of the allegations.

At this initial informational meeting, the student will be offered a written copy of his/her rights with a verbal summary of this information and documentation that may be presented in his/her case on the University's behalf. The student will also be provided with an overview of the judicial system and options available to resolve the charges. Any questions or concerns may be addressed at this time.

- If a student accepts responsibility for the violation(s) with which he/she is charged, an informal proceeding (hearing) will immediately follow the informational meeting. It is the student's responsibility to represent him/herself and articulate the case. Witnesses are not present.
- If a student does not accept responsibility for less serious violation(s) with which he/she is charged, the student can choose an **informal proceeding** or a **formal hearing**.

Note: Failure to meet with staff or attend a scheduled meeting may result in additional charges; a decision being made in the student's absence; a hold on the student's records restricting his/her ability to register, receive transcripts, graduate and attend athletic events on campus; or cancellation of his/her Housing Agreement (Contract).

INFORMAL HEARING PROCEEDING

An informal hearing occurs after the informational meeting. It consists primarily of a discussion between the student and the hearing officer. The hearing officer listens to the student's side of the story and gathers information necessary to determine the case's outcome. There are no witnesses called and the informal proceeding is not recorded. The student retains the right to an appeal.

FORMAL HEARING PROCESS

Formal hearings must be scheduled no less than ten business days following the initial meeting. The charged student has the opportunity to question all witnesses and present witnesses and evidence on his/her own behalf. The student retains the right to an appeal.

Students may request a formal hearing with the Coordinator for Residential Judicial Programs (CRJP). Students who are initially assigned to the CRJP may request to have a formal hearing with the CRJP, Director for Student Judicial Affairs or Designee, or the Student Conduct Committee.

This option is a formally recorded process which occurs in front of the Coordinator for Residential Judicial Programs, the Director for Student Judicial Affairs or Designee, or the Student Conduct Committee. The following describes the general format for formal hearings.

The following may be recorded:

- The Judicial Officer sets the guidelines for the hearing and describes the hearing process.
- The Judicial Officer/Committee and principal parties involved are introduced.
- Charges are read by the Judicial Officer/Committee.
- Witnesses make statements.
- Witnesses are questioned by the Judicial Officer/Committee and by the accused student.
- Statements are made by accused student.
- The accused student is questioned by the Judicial Officer/ Committee. Witnesses are not permitted to ask questions.

At the end of the hearing, the recorder is turned off and all participants except the Judicial Officer/Committee leave the hearing room. The Judicial Officer/Committee makes a decision of responsibility and determines a sanction, if appropriate. The accused student is notified of the decision in writing by the Judicial Officer.

YOUR RIGHTS AND RESPONSIBILITIES

RIGHTS OF THE VICTIM

In some situations, a student's behavior violates residence hall policy and victimizes another member of the University community. Examples of such situations include theft, damage to personal property, intimidation, harassment, academic misconduct, physical and/or sexual assault, sexual harassment, and behaviors that endanger personal safety.

The University community includes, but is not limited to, students, staff, faculty, parents, campus neighbors, campus visitors, and any agency that is engaged in a legitimate business transaction with the University (e.g., vendors). When someone is identified as a victim, the judicial process affords him/her certain rights. When a complaint is filed against a student, it is important to remember that the student is being charged with violating a specific University or housing policy; therefore, the University is ultimately responsible for determining what charges are appropriate, the proper hearing official, and the resolution of the situation. If a victim withdraws the complaint, the University may or may not proceed with the case.

Victims are entitled to the following rights:

- The right to information concerning the status of the case as it proceeds through the student judicial process.
- The right to treatment in a dignified and compassionate manner by representatives of the University community.
- The right to remain present throughout the evidentiary portion of the judicial hearing after his/her testimony.
- The right to have the presence of a person who agrees to accompany the victim throughout any investigation or campus judicial proceeding for the purpose of providing support.
- The right to testify from another room in cases of sexual assault with a licensed health care professional's recommendation, provided that it does not interfere with the accused student's right to question the accuser or a witness.
- The right to submit proposed questions for all witnesses in advance of the hearing with the understanding that the hearing officer/chair will determine the appropriate questions to be asked.
- The right to exclusion of previous, unrelated sexual behavior from the student judicial hearing.
- The right to submit a written impact statement to the hearing body to be considered during sanctioning, if the charged student is found responsible.
- The right to the creation of a sensitive environment for the victim throughout the student judicial process.
- The right to be informed of the results of the student judicial hearing.

RIGHTS OF THE ACCUSED

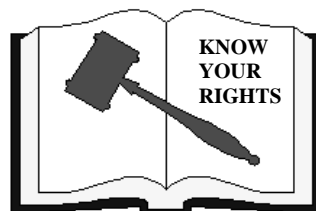
All judicial meetings/hearings shall be fair and reasonable in keeping with the fundamental concept of due process. Students will also be afforded the rights listed in the UF Student Rights and Responsibilities brochure as follows:

- The right to be notified in writing of the charges against him/her with sufficient detail and time to prepare for a hearing.
- The right to a timely notice of a hearing, including written notice of charges, usually within ten business days after the report of the incident.
- The right to question adverse witnesses, unless waived for an informal hearing.
- The right to know the nature and source of the evidence that will be used against him/her.
- The right to present evidence and witnesses relevant to his/her defense, unless waived for an informal proceeding. The disciplinary body may determine the number of witnesses.
- The right to remain silent or to not attend a hearing. If you choose to exercise this right, a hearing will still be conducted. Evidence in support of the charges will be presented and considered and a decision will be made based on that evidence.
- The right to an advisor for the purpose of consultation:

ADVISOR NOTE:

A student involved in the residence hall judicial process has the right to have an advisor present at all meetings with University staff. An advisor may be anyone with whom the student feels most comfortable: friends, family members, faculty, attorneys, etc. While these advisors cannot speak for the student in any meeting or question witnesses during formal proceedings, they can offer students advice, moral support, and assistance. The student(s) involved in the process may need to sign a waiver in order for the adviser to be present. The Office of the DSJA or the Office of the CRJP may be contacted if more information regarding this subject is needed or if you would like to contact an advisor.

- The right to receive a decision in writing, generally no more than five business days after a hearing.
- The right to request an appeal to a finding of “responsible” and/or sanctions imposed. Criteria for requesting an appeal are described on page 15.



APPEALS

Students are entitled to request an appeal for each incident. The criteria for filing an appeal are limited to:



- The student's rights were violated in the hearing process.
- There is new material evidence, which could not have been discovered at the time of the hearing.
- The evidence did not support the decision.
- The sanctions imposed were not appropriate for the violation.

Requests for appeals must be made in writing to the Office of the Coordinator of Residential Judicial Programs within ten business days for cases heard by a Graduate Hall Director or Residence Life Coordinator/Residence Director. A request for an appeal must be submitted on a "Judicial Action Appeal Request" form, available from your Residence Life Coordinator, Residence Director, Area Desk, or at the Office of the Coordinator of Residential Judicial Programs. The Coordinator of Residential Judicial Programs will hear all appeals from cases heard by a Residence Life Coordinator (RLC), a Residence Director (RD), a Graduate Hall Director (GHD) or the Judicial Graduate Assistant (JGA).

Appeals of the decision from the Coordinator of Residential Judicial Programs should be directed to Student Judicial Affairs. A student is not at risk of a more severe sanction when filing an appeal. While an appeal is pending, sanctions are suspended until the Appeal Officer has acted upon the request and a final resolution has been reached. An exception may occur when a potentially volatile or dangerous situation exists. When the student files the appeal, s/he must schedule an appointment for the appeal to be heard.

The Appeal Officer in the appeal may:

- Uphold or modify the original decision.
- Uphold or modify the sanction.
- Remand the case back to be reheard or reconsidered in cases where there is new information or a procedural error.

CONFIDENTIALITY OF RECORDS

In order to protect your rights as a resident and University student, the Office of the Residential Judicial Programs will maintain written records on all disciplinary action. Access to these records is restricted to the student, individuals who have the expressed written consent of the student to review the records, and University officials who have a legitimate educational interest in reviewing a student's records.

The names of the persons involved in a particular case are not public information and as such are subject to the same restraints. All records are kept for a period of six years from the student's date of matriculation (the date the student entered the university) in the Dean of Students' Office.

Relationship of Disciplinary Records to Academic Records

Conduct records, disciplinary records, honor violations, and law violations are kept in Student Judicial Affairs. These files are separate from academic transcripts and are confidential. In extreme cases where suspension or expulsion is involved, an overlay will be placed on the academic transcripts for as long as the sanction is in force.

Records in Student Judicial Affairs, excluding records of students who are expelled, are maintained for six years from the time of matriculation to the University. A student may, at the time of graduation, request in writing that his/her disciplinary record be destroyed. The record will be evaluated by the Director of Student Judicial Affairs who will make the decision concerning the keeping or destruction of that record. This decision will be made in accordance with provisions set forth in sections 6CI-4.26(3) of the Florida Administrative Code which stipulates that records of students who have serious offenses or two or more offenses will not be destroyed until six years from matriculation. Records of students who are expelled are permanent.

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (Commonly referred to as FERPA)

The University of Florida assures the confidentiality of student educational records in accordance with State University System rules, state statutes, and the Family Education Rights and Privacy Act of 1974 (aka *The Buckley Amendment*.) More information on FERPA/Buckley Amendment can be found at:

<http://www.registrar.ufl.edu/ferpahub.html> or <http://www.dso.ufl.edu/judicial/FERPA.php>

The **Buckley Amendment** states that access to confidential information, beyond that required for normal business of the University of Florida, may be granted only to the student. The only information that may be publicly released is directory information, which includes items such as name, class, college, major, and telephone number.

The Buckley Amendment Continued:

Non-directory information, such as grades and/or disciplinary records, will not be released to a third party without express written consent of the student. The exception to this rule is for parents of dependent students, as defined by the IRS. Upon presentation of proof, noting this exception, to the University Registrar's Office, parents have the same rights as their students. All students, however, will be notified of the release of the information to a third party. For additional information regarding the Buckley Amendment, visit the website at:

<http://www.cpsr.org/prevsite/cpsr/privacy/ssn/ferpa.buckley.html>

PARENTAL NOTIFICATION POLICY

Higher Education Reauthorization Act of 1998

The following policy is in effect to notify parents or guardians of their student's involvement in Drug, Alcohol, and Campus DUI Cases at the University of Florida. For the following situations, the Division of Student Affairs may notify the student's guardian:

- If a registered student is claimed as a dependent by his/ her parents or guardians pursuant to the Internal Revenue Code and is found responsible for violating the campus conduct code's underage consumption, possession, or drug rules twice during the same term or for a third time regardless of the length of time between violations, the student's parents or guardians may be notified in writing by the Division of Student Affairs.
- If a registered student is transported to an emergency medical treatment center for drug use or intoxication, the student's parents or guardians may be notified by a telephone call from the Division of Student Affairs, if necessary to protect the health or safety of the student or other individuals.
- If a registered student at the University of Florida is found responsible of DUI on or off campus, s/he may be suspended or expelled from the university.
- The Associate Vice President for Student Affairs will be making the telephone calls to parents or guardians to avoid any conflict with the student disciplinary procedure in which the Dean of Students and the Vice President for Student Affairs hear judicial appeals. For additional information regarding the Higher Education Reauthorization Act of 1998, visit the website at

<http://www.ed.gov/offices/OPE/PPI/Reauthor/>

CAMPUS CRIME & SAFETY

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**, originally known as the Campus Security Act, is the landmark federal law which requires colleges and universities across the United States to disclose information about crime on and around their campuses. The "Clery Act" is named in memory of 19 year old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986.

The statistics are provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Statistics are compiled and released annually by the University of Florida Police Department. These statistics include data received from other law enforcement agencies in response to the University of Florida Police Department's annual requests. For additional information regarding the The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, visit the website at:

<http://www.securityoncampus.org/schools/cleryact/> or www.police.ufl.edu



UNIVERSITY OF FLORIDA SANCTIONS

The Department of Housing and Residence Education Community Standards are part of the University of Florida Student Code of Conduct (6C1-4.016). Violations of these Community Standards will result in appropriate University of Florida disciplinary action. When determining appropriate sanctions, the judicial official will consider the following: willingness to accept responsibility for one's behavior, previous student conduct history, and severity of the situation.

Disciplinary action may include Written Reprimand, Conduct Probation, and/or Suspension or Expulsion from the University of Florida. You can view the different definitions below. Students found responsible for violating the University of Florida Student Code of Conduct may also be required to attend educational seminars and/or complete additional educational sanctions. Students living in residence halls may have their assignment changed or their housing agreement cancelled as part of disciplinary action.

JUDICIAL SANCTION DEFINITIONS

A student who is determined to be responsible for violations of the University of Florida Student Code of Conduct shall be subject to sanctions commensurate with the offense and any aggravating and mitigating circumstances, which may include one or more of the following sanctions, unless otherwise expressly provided (University of Florida Rule 6C1-4.016):

- (a) **Educational Discussion** – This is a discussion between the student and the staff member about the incident and the student's overall life at the university.
- (b) **Notice of "Not Responsible"** – At this time, the matter is closed and no further action will be taken in this case.
- (c) **Written Reprimand** – The student is given formal written notice and official recognition that the behavior has violated the University of Florida Student Code of Conduct. (Further misconduct may lead to other sanctions.)
- (d) **Conduct Probation** - Conduct probation is assigned for a specified period of time and is intended to foster reflection, responsibility, and improved decision-making. The student is deemed not in good standing. Other conditions of probation are specific to the individual case and may include loss of eligibility to serve as a student organization officer, to participate on any athletic team, to participate in other specified student activities, or to participate in any study

abroad program. Future policy violations, failure to comply with any conditions, or failure to complete any assignments may lead to more severe sanctions.

- (e) **Loss of University Privileges** – Denial of specific University privileges include but are not limited to attendance at athletic functions, unrestricted library use, parking privileges, university computer usage, and residence hall visitation for a designated period of time.
- (f) **Suspension** – The student is required to leave the University for a given or indefinite period of time. The termination of which shall depend upon specified acts of the student's own volition related to mitigation of the offense committed. The student must comply with all sanctions prior to re-admission.
- (g) **Expulsion** – The student is permanently deprived of his/her opportunity to continue at the University in any status.
- (h) **Restitution** – The student is required to pay for loss of or damages to University property, provided that such payment shall be limited to the actual cost of repair or replacement of such property.
- (i) **Education Requirements** – A student is required to complete a specified educational sanction related to the violation committed. Such educational requirements include completion of a seminar, report, alcohol or drug assessment, or counseling.
- (j) **Residence Hall Transfer or Removal** – A student is required to transfer residence halls or is removed from the residence hall for a specified or indefinite period of time.
- (k) **Contact Order** – A directive to cease and desist from any intentional contact, direct or indirect, with one or more designated person(s) or group(s) through any means, including personal contact, e-mail, telephone, or third parties. Should the student fail to cease contact, he/she will be subject to additional action, up to and including suspension and arrest.

Housing

CONTRACT

I understand I have signed a legally binding housing contract, stating I have read, understood, and accepted the Terms and Conditions of the Housing Agreement, Graduate and Family Housing Contract, and DHNet Policies found in the Housing and Residence Education Community Standards. I have been told that I can obtain additional information on the Department of Housing and Residence Education Community Standards online at the Judicial Affairs Website at www.judicial.housing.ufl.edu and the Family Housing and Single Graduate Student Housing Resident Guide at www.housing.ufl.edu/villages.

EDUCATIONAL SANCTION DEFINITIONS

Educational sanctions are intended to provide another way for students to learn about behavior that is expected of them. They are not intended to be punitive or to serve as “busy work.” Finally, educational sanctions provide the university with an opportunity to work with students who may be facing more severe formal sanctions if the behavior persists.

EDUCATIONAL SEMINARS

- (a) **Fire Safety Seminar** - This session, conducted by a Department of Housing and Residence Education staff member, is a review of and rationale for fire safety policies in the residence halls. Students will watch a video and are required to complete a quiz, scoring 80% or higher to pass.
- (b) **Community/University Service** – A student is required to complete a specified number of hours of service to the campus or general community.
- (c) **MyStudentBody.com** - A student is required to complete the judicial course on MyStudentBody.com and email the certificate of completion as instructed on the detailed instruction sheet. This is an online alcohol seminar designed to help students examine personal beliefs, behaviors and consequences, addressing the many high-profile issues associated with high risk college drinking. It also helps students identify and track individual drinking behaviors and risks for those who have violated alcohol regulations. Students must score 80% or higher to pass.
- (d) **Alcohol and the Law Seminar** - This seminar is designed for students involved in first time violations of the campus alcohol policy, such as open container and possession and/or consumption by a student under the age of 21. The seminar is conducted by University Police Department officers and provides students with information regarding state and local laws, university policy, expectations, and consequences of their behavior.
- (e) **Substance Use and Abuse Workshop**- This substance use/abuse seminar focuses mostly on alcohol, but also on marijuana and other substances. It is done in a respectful dialogue/conversation format in order to avoid a lecture-like and preachy style of interaction that students find unappealing and counterproductive to the primary goals. The primary goals are to share information, to raise awareness, to promote discussion relevant to the students, and most importantly to gently challenge each student to explore how his or her relationship with substances is either contributing to or taking away from his/her personal and academic goals.
- (f) **Ethical Decision-Making Seminar** - Students occasionally involve themselves in behaviors such as theft, lying, cheating, etc. This session is designed to discuss and define ethics, reinforce community standards and expectations, and provide students with information needed to make sound decisions in the future in light of potential consequences

SINGLE STUDENT HOUSING COMMUNITY STANDARDS 2008-2009

The following regulations have been developed to create a productive and safe living environment in the residence halls, and in accepting his/her room assignment, a student agrees to abide by these regulations. All residential students are responsible to abide by Housing and Residence Education Community Standards and the University of Florida Student Code of Conduct.

P.01. NOISE –

Each resident is responsible for keeping noise levels to a minimum at all times inside the residence halls and on adjacent property outside the residence halls. Certain specialized floors may further restrict noise levels. Noise levels should be low enough so as not to disturb others. Concurrent with this policy:

Courtesy Hours

Courtesy hours are in effect at all times; 24 hours a day, 7 days a week, 365 days a year. Noise originating anywhere on one floor/section/house should not be audible within another floor/section/house, within the building or outside. During courtesy hours a resident may ask another resident to reduce the noise. *Compliance is necessary to maintain community standards and to ensure an environment for academic success.*

Quiet Hours



During the established quiet hours, noise (including, but not limited to music, voices, laughter) coming from a student's room, lounge or bathroom must not be audible within the rooms of other students or within another floor/section/house or building. Students must also keep noise in the hallways to a minimum. Department of Housing and Residence Education staff will confront violations **with or without** a complaint from another student.

Each residence hall floor/section/house will adhere to the following quiet hours:

Sunday through Thursday
Friday and Saturday

10:00 pm – 8:00 am
11:59 pm – 10:00 am

The Noise Policy will be amended to 24-hour quiet hours on the last day of classes through the final exam period. The specific dates will be posted within the residence areas, depending on the academic term.

P.02. ALCOHOL –

- A.** No person may possess open containers or consume alcoholic beverages outside the residence halls or in public areas inside the residence halls. Persons 21 years of age or older may consume alcoholic beverages in the following places only: in their own room, in a room with an assigned occupant also 21 years of age or older, or in floor lounges.
- B.** Devices designed for the rapid consumption of alcohol (e.g. beer bongs or funnels) are prohibited and subject to confiscation. Kegs, beer balls, and other common source containers are prohibited.
- C.** Rooms in which only persons less than 21 years of age live are considered "dry" rooms. Alcohol is prohibited in all dry rooms.
- D.** No person less than 21 years of age may possess alcohol beverage containers in their room (including decorative collections).

P.03. DRUGS –

- A.** Inhaling or ingesting substances (e.g., nitrous oxide, glue, paint, etc.) that will alter a student's mental state is prohibited.
- B.** Possession of drug related paraphernalia, including but not limited to bongs, pipes, and hookahs is prohibited in and around the adjacent property of the residence halls and such items are subject to confiscation.

P.04. SMOKING –

In compliance with state law, smoking tobacco products or any other substance is prohibited in or within **50 feet** of all residence hall facilities, including stairwell towers, balconies, landings, entryways, playgrounds, and near windows.

P.05. FAILURE TO COMPLY –

- A.** Students and their guests must comply with a University Official's request when such official is working within the performance of his or her duties. University Officials include any Housing and Residence Education Staff members, regardless of job title.
- B.** Students are required to schedule and/or maintain appointments with staff members when asked to do so in conjunction with the staff members' duties.
- C.** Residents and their guests must present proper identification when requested to do so by identified Housing and Residence Education staff.

P.06. SECURITY –

- A.** Residents may not prop open or allow any floor/section exit door or building exit door to be propped open. Residents may not allow people who are not their guests into the building or onto the floor/house/section in which they live. Persons are not permitted to be in a location inside the residence halls without being a resident of that location or being escorted by a resident of that location.

- B.** No person will be permitted to enter a resident's room without the expressed consent of the residents who live in that room. The last part of this section does not prohibit Housing and Residence Education staff members and emergency personnel from entering rooms in conjunction with the performance of their duties as covered in the terms and conditions of the residence hall contract (agreement).

- C.** Residents may not borrow keys from each other or loan keys to anyone. Residents must return keys immediately upon check out or reassignment and must report any lost or stolen keys. Loan keys must be returned to the Area Desk within 30 minutes. Key policies include any access cards.

- D.** Tampering with keys and cards and/or card access is prohibited.

P.07. LOCKS –

Tampering with or damaging lock mechanisms is prohibited. Additional locks may not be added to doors or other University property or equipment.



P.08. DESTROYING, DAMAGING OR TAMPERING WITH PROPERTY –



Damage to University premises or property, or property of any other person is prohibited. **Persons may be assessed restitution for damages to University property.**

Note: Publicity items created by staff members including, but not limited to bulletin boards, materials on bulletin boards and signage are included in this category.

P.09. WINDOWS & WINDOW SCREENS, OBJECTS FROM WINDOWS, and RESTRICTED AREAS –

- A. Tampering with, opening, or removing screens is prohibited. Residents will be billed if Housing and Residence Education staff must replace the screens.
NOTE: *Windows are to be closed and locked at all times in Beaty Towers.*
- B. Residents may not climb through windows.
- C. Throwing, pouring, or dropping anything (including keys) from windows, balconies, ledges, or landings is strictly prohibited.
- D. **Persons are not permitted at any time to be on roof, ledge, or balcony areas, or to place objects on these areas.** Climbing on any exterior building wall or similar structure is not permitted. *NOTE: This does not include the Yulee area floor lounge balconies or the Jennings Hall lobby balcony. For the purposes of this community standard, “ledge areas” include the exterior sides of any building.*

P.10. ELEVATORS –

Persons are not permitted to ride any elevator designated as FREIGHT ONLY. Permission from appropriate hall staff must be obtained for special circumstances. Any permission granted is for those people specifically approved by appropriate hall staff. Persons may not tamper with or ride on top of an elevator at any time. Ringing the elevator bell in non-emergency situations is prohibited.

P.11. VISITATION AND ROOM GUESTS –

- A. Residents and their guests are required to conform to the visitation hours established on the floor, section, house, or area in which they live or are visiting.
- B. **Residents are responsible for and can be held accountable for the behavior of their guests. Residents of a room may be held responsible for the behavior that takes place inside the room whether or not the residents are present. It is the resident’s responsibility to inform their guests of Housing and Residence Education and University policies.**
- C. **Residents must escort their guest(s) at all times.**
- D. Co-habitation is prohibited; only the residents assigned to a room may live there. Roommate approval is required for any guest. Only guests of the same gender are permitted to sleep in the residence hall rooms. Appropriate hall staff approval is required for guests of the same gender planning to stay longer than three days; guests of the same gender may be approved to stay up to seven consecutive days.

- E. Each assigned resident is permitted to have no more than two guests visiting in their room or apartment at any one time.
- F. Residents and/or guests may only use residence hall bathrooms designated for use by their respective gender.

P.12. ROOM TRANSFERS –

Residents may not change room assignments without receiving official authorization from their area office or the Undergraduate Assignments Office.

P.13. ROOM, FLOOR/SECTION AND KITCHEN RESPONSIBILITY –

- A. Each resident is responsible for the proper care of his/her room, section, bathroom, and kitchen, including the guidelines for break/holiday periods and check out. Individual residents will pay for any charges assessed for damages in their rooms.
- B. All residents using the kitchen are responsible for cleaning the stoves, ovens, and removing all trash from the kitchen after use.
- C. All residents are responsible for floor/section/house damages (including but not limited to microwaves, televisions, exit signs, etc.) and will equally pay for charges assessed to the floor/section/house as appropriate.
- D. Personal trash may not be left or disposed of in community areas (i.e. hallways, bathrooms, lounges, stairways). With reasonable notice, Housing and Residence Education staff may dispose of abandoned items of minimal value in kitchens or bathrooms. Each resident is responsible for properly disposing of garbage and boxes and by not creating unnecessary messes in hallways, individual student rooms, lounges, kitchens, and bathrooms.

P.14. FURNITURE –

- A. All furniture assigned to student rooms and apartments must remain in the room. No furniture is to be removed from rooms by students. Residents may be billed for leaving furniture in hallways.
- B. No furniture is to be removed from floor lounges or other public areas.
- C. Bed ends may not be inverted. Bed spring brackets may not be removed from any bed end. Beds may not be elevated from the floor by cinder blocks or any means other than bunk bed units provided by maintenance. *Bed ends (with the brackets attached) may be removed from the bed frame, provided the student stores the bed ends in his/her room.*
- D. All furniture must leave a 36” clearance from the ceiling.

P.15. LOFTS/ WATERBEDS –

Lofts and Waterbeds are prohibited in the residence halls.

P.16. PETS –

- A.** Residents must use the Pet Policy Agreement form from the area office, and obtain prior written approval of roommates and residence hall staff beforehand in order to bring and keep the following pets within the residence halls: fish, guinea pigs, hamsters, gerbils, dwarf rabbits, lizards (no iguanas) that are maximum length of 6 inches using the Snout to Vent Method, salamanders (certified non-poisonous), frogs (certified non-poisonous), geckos, chinchillas, and non-predatory domesticated birds not to exceed one-half pound. No other type of animal (regardless of similarity to those listed above) is permitted.
- B.** Residents are responsible for the proper care and cleanliness of their pet. Approved pets must be kept in a cage at all times. All pets will be kept in standard cages made of metal, plastic, or glass, not to exceed 3 ft. in length, 2 ft. in width, and 2 ft. in height.
- C.** No resident is permitted to have more than two birds, mammals, or reptiles. Abuse of animals is prohibited. **All additional unapproved pets or animals are prohibited regardless of length of stay or visit.**
- D. During holiday breaks and intersession periods, all pets must be taken with the student.** Housing and Residence Education is not responsible for any pet that is left within a room.
- E.** Pets are to remain inside the room/apartment at all times.
- F.** The feeding of any stray or wild animals is strictly prohibited.
- G.** Cats and dogs are not permitted in any residence hall facilities. This policy also includes the pets of friends and relatives who visit or who request to leave pets in your care.

Animals are usually rejected for inclusion because of one or more of the reasons listed below:

- It would not be humane to keep the animal within a cage of the specified restrictions and/or the animal needs more exercise than being in the cage would provide.
- The animal is not a domesticated animal.
- The animal is very adept at escaping from cages.
- The animal is more often than not, frightening to people.
- There are public health concerns related to the animal.

- Other input from the Vet School or various animal experts indicate that the animal would not be a good choice for captivity in a residence hall environment.

NOTE: Over the years, abandoned pets are found around the residence halls, especially at the end of the semesters. If you can no longer care for a pet, please find it another owner or contact one of the local animal organizations.

P.17. PEST CONTROL –

Pest control services are periodically performed by appropriate hall staff for insect control purposes. Residents must allow appropriate hall staff to enter rooms for pest control inspection unless a prior medical exception has been filed at the area office. It is the responsibility of pet owners to assure the welfare of their animals during pest control services. Information about pest control services is available by contacting the main Housing and Residence Education office. No outside pest control services are permitted.

P.18. ROOM AND PUBLIC AREA DECORATING POLICY –

Residents are encouraged to personalize their rooms and decorate public areas within established guidelines. Residents should seek the advice of staff members before beginning to personalize their rooms.

- A.** The use of contact paper and stickers is prohibited in all rooms and public areas.
- B.** No alcohol signs, cans, bottles, neon signs, posters, aluminum foil, solicitation, personal messages, or other materials may be displayed in or attached to room windows.
- C.** External doors, doorframes and hallways may not be decorated. **Only one door nametag and message board is permitted per resident.** Any pre-approved program publicity sponsored by Housing and Residence Education staff is also allowed.
- D.** The use of metal-tipped darts is not permitted in the residence halls.
- E.** Rooms with bay windows (e.g. Keys Residential Complex and Murphree Area) may display items on the window shelf in these rooms provided that the items are not alcohol related.
- F.** Hanging items with nails, tacks, or adhesive-backed wall covering is prohibited in all rooms and public areas.

- G. Students are prohibited from painting residence hall rooms and/or common areas.

P.19. FIRE SAFETY –

A. EVACUATION – Immediate evacuation when an alarm sounds, and/or emergency flashing lights have been activated and/or when instructed to do so by appropriate hall staff is mandatory. Re-entry into a building before receiving confirmation from appropriate hall staff, UFPD, the fire department, or other emergency personnel is prohibited. Re-entry is not permitted while the alarm is sounding. For safety reasons, using an elevator to evacuate a building is not permitted.

B. COOKING - Persons should not leave their food items unattended on the stove or in the oven at any time. Persons are responsible for the proper use of approved cooking appliances and attention to food items while using the appliances.

C. COOKING APPLIANCES - Persons are allowed to use the following items in their room or kitchen areas: electric fondue pots, air stream ovens, electric crock pots, coffee pots, hotdog cookers, frying pans, drip coffee makers, toasters (not toaster ovens), bread makers and popcorn poppers. These items are permitted so long as they are single units with sealed heating elements. Convenience items such as blenders, mixers, can openers and juicers are also permitted.

The following items are permitted, but may be used **only** in kitchen areas: toaster ovens, electric hamburger cookers, waffle irons, ceramic sealed hot plates, hot plates with exposed coils, deep fryers, and counter-top electric grills without flames (e.g. “George ForemanTM” grills).

D. MICROWAVE OVENS - Microwaves will be permitted in resident rooms provided the following guidelines are met: a) a maximum of two microwave ovens are permitted in a student room if each individual unit is .75 cubic feet or less b) microwave ovens must be UL (Underwriter’s Laboratories) approved; c) each unit and/ or units combined must not exceed 1500 watts (only one microwave oven is permitted if the unit(s) exceeds .75 cubic feet and/or 1500 watts).

E. CANDLES AND INCENSE – Possession or use of all candles and incense for any purpose is prohibited in the residence halls.

F. EXTENSION CORDS/MULTI-PLUG ADAPTORS – For the protection of the residential community, residents are permitted to use extension cords with the following restrictions:



1. Only UL (Underwriters Laboratories) certified three-prong grounded extension cords that are 14 gauge or heavier are permitted to be possessed and/or used inside the residence halls.
2. The extension cord must be equipped to plug in **one** item only. An extension cord that meets all other requirements and is designed for more than one item to be plugged into it is not allowed because this type of extension cord is considered a multi-plug device without a circuit breaker.

NOTE: The lower the gauge number, the heavier/thicker the cord is. Cords cannot exceed 10 feet in length. Only one appliance/item may be plugged into an extension cord; only one extension cord may be used per double outlet.

3. Only UL (Underwriters Laboratories) certified multi-plug adapters with circuit breakers are permitted to be possessed and/or used inside the residence halls.
4. Up to three appliances/items may be plugged into one multi-plug adapter per double outlet. The maximum wattage for a double outlet is 1500 watts.
5. Extension cords and multi-plug adapters may not be connected. Items may not be plugged into outlets/plugs contained in other items.
6. Air-freshener plug-ins (E.g. Glade™ plug-ins) with a built-in “outlet” may be used only if the outlet in the air-freshener is not used.

NOTE: Regulations concerning extension cords and multi-plug adapters are written in compliance with State Fire Codes and the engineering specifications of our various buildings.

G. AIR CONDITIONERS/HEATERS – Residents may not install air conditioners or ceiling fans in their rooms. Residents may not plug AC units into any other outlet not designed specifically for the unit. Open coil space heaters are not permitted. Other appliances/items may not be plugged into outlets designed specifically for AC use.

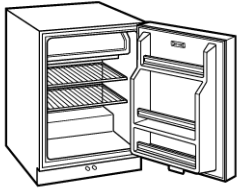
NOTE: Thomas and Buckman residents please speak with hall staff concerning AC use in your area.

H. RESIDENCE HALL DECORATIONS –

1. “Live cut” trees (such as Christmas Trees) are prohibited in the residence halls.
2. Strands of lights (Holiday Lights) may be used in residence hall rooms but may not be plugged into each other to create a string of lights.

3. External doors, doorframes and hallways may not be decorated. Only one door nametag and message board is permitted per resident.
4. No flags, banners or other cloth/flammable decorations are to be hung on and/or from the ceiling. All decorations should leave a 36" clearance from the ceiling.

I. REFRIGERATORS – Are permitted in resident rooms provided the following guidelines are met:



- All refrigerators must be UL(Underwriter's Laboratories) approved.
- Door gaskets must be in good condition.
- All refrigerators must be equipped with a (3) three prong grounded plug which must be plugged into the wall outlet.

***NOTE:** In cases in which the wall outlet is inaccessible, the refrigerator may be plugged into an extension cord that is ten feet in length or less, 14 gauge or thicker/heavier, and has room for only one item.*

- Unit amperage must not exceed 3.5 amps.
- Unit size must not exceed 12 cubic feet.
- Students must maintain refrigerators in a safe and sanitary condition.

J. BARBECUE GRILLS – Persons are permitted to use barbecue grills at a safe distance (15 feet or more) from all buildings. The use of grills is not permitted under any covered walkways, landings, or balconies.

K. HALOGEN LAMPS – All "floor style" halogen lamps are prohibited in residence halls. Halogen lamps specifically designed and marketed as desk lamps that have a bulb that is fully unexposed behind a solid glass casing that is unable to be tampered with and is at 50 watts or less are acceptable. **Only UL (Underwriter's Laboratories) approved lamps can be used in the residence halls.**

L. PERSONAL CARE ELECTRICAL DEVICES – Hair / blow dryers, curling irons, straightening irons, and other personal care electric devices must be plugged directly into the outlets.

M. SPRINKLERS – Residents are not permitted to hang items from, cover, or otherwise tamper with fire sprinkler devices.

RESIDENCE HALL FIRE SAFETY INSPECTIONS

Residence Hall Fire Safety Inspections are conducted during the first few weeks of most semesters. During this process, appropriate residence hall staff members will enter rooms in teams of two to look for improper items and items used improperly.

Staff members perform these inspections in accordance with specified procedures and are acting under the authority granted to them in conjunction with the terms and conditions of the Residence Hall Contract (Agreement) that you and/or your parent(s)/guardian(s) signed.

Advance notice of inspections is always provided via various methods of publicity. Such notice includes the time and date of the inspection. Students are always encouraged to check with staff members ahead of time regarding any questions about what is permitted with regards to fire safety rules and regulations.

During fire safety inspections, staff members may enter rooms without your presence and improper items may be confiscated and/or items may be unplugged in an attempt to create a safe environment. In some cases, if you are not present during the inspection, staff members may return to your room when you are present to perform some parts of the inspection.

In other cases, they may perform these actions without your presence. In all such cases, they are acting within the performance of their duties as specified and allowed by the University. After performing a first inspection, staff members may return to the room to perform a follow-up inspection within 24 to 48 hours.

If violations of Fire Safety requirements are discovered during inspections (or at other times) residents may be subject to University Judicial Action depending on the nature of the violation and a student's prior judicial record. **Residents are encouraged to talk with roommates regarding fire safety practices and related behavioral issues. Depending on the circumstances, all residents living in a room, suite, or apartment can be held accountable for violations that are discovered within the room.**

Residents with disabilities should notify appropriate hall staff in advance so additional assistance during emergencies can be arranged. Students are responsible for being aware of fire evacuation routes.

P.20. FIREARMS, WEAPONS, FIREWORKS, AND DANGEROUS CHEMICALS



- A. Possession or use of weapons or ammunition is not permitted in the residence halls. This includes but is not limited to: firearms, rifles, stun guns, BB guns, paint ball guns, bow and arrows, switch blades, knives (except a common pocket knife), nun chucks, martial arts or medieval weapons, and sling shots. No exceptions to this policy are made for participation in special classes (e.g., archery or ROTC). **Any weapon or firearm on University property, if permitted, must be registered and stored at the campus police station.**
- B. Possession, storage, and/or use of toy guns or weapons, especially those which launch projectiles and/or resemble real weapons are not permitted.
- C. Flammable liquids and solvents (gasoline, kerosene, lighter fluid, propane, etc.) may not be stored in resident rooms or living areas, including outside storage closets in the Keys Residential Complex. Residents are permitted to store charcoal in rooms or living areas, including “presoaked” charcoal.

P.21. BICYCLES –

- A. Bicycles may not be parked in walkways, hallways, stairways, or entranceways. Illegally parked bicycles will be impounded at the campus police station.
- B. Persons may not ride bicycles within the residence halls or on covered pedestrian walkways.

P.22. RECREATIONAL WHEELED DEVICES –

The use of recreational wheeled devices (including, but not limited to skateboards, kick scooters, roller skates, or in-line skates) is prohibited anywhere in the residence halls, including stairwell towers. Persons may use these devices on walkways adjacent to the residence halls for transportation only (i.e., no acrobatics) and with due regard for pedestrian rights.

P.23. AUTOMOBILES, MOTORCYCLES, MOPEDS AND SCOOTERS–

- A. Residents shall operate all motorized vehicles in compliance with state, local, and University regulations. Motorized vehicles must be parked in designated areas, and under no circumstances are they permitted in buildings, on grass, on pedestrian walkways, or on patio areas.
- B. Speed limits on housing premises shall be observed as designated.

C. Residents are required to obtain and display appropriate decals or other identification devices for all vehicles owned and parked in residence hall areas as required by University of Florida Traffic and Parking Services.

D. Residents shall not perform vehicle maintenance or repairs on University premises, including parking lots and adjacent areas.

NOTE: Illegally parked vehicles will be impounded at the UFPD.

P.24. POSTING SIGNS AND INFORMATION IN PUBLIC AREAS –

Access to Message Boxes and Public Access Bulletin Boards is not restricted. The Department of Housing and Residence Education reserves the right to limit the numbers of materials posted per event or organization to ensure equitable access to limited bulletin board space. Posters are not permitted on walls, doors, or windows. Access to Administrative Notices Only Bulletin Boards is restricted to residence hall staff. **Chalking in, around, outside, or on the University residence halls and sidewalks is prohibited.**

P.25. SOLICITATION –

Any personal or commercial solicitation (including door-to-door sales and distribution of advertisements) within the residence halls is prohibited. Violators should be reported to the area office. Residents or registered or sponsored student organizations may use public and commons areas with approval from appropriate hall staff and the Area Government. Guidelines and approval forms are available at the area office. No door-to-door solicitation is permitted.

P.26. A. TELEPHONE – ANTENNAS – CABLE TV

Splicing into existing television cables or splitting or splicing into data cables or outlets, wrapping TV cable, sharing cable, or otherwise adding to existing cable is prohibited. *Setting up unauthorized wireless access points is prohibited.* Tampering with telephone hardware is prohibited. Residents are not permitted to set up outside antenna systems, satellite systems, or other similar systems.

P.27. DATA HARDWARE–

1. All users of DHNet must abide by the rules contained in the UF Acceptable Use Policy (AUP) found at: <http://www.it.ufl.edu/policies/aupolicy.html> The Department of Housing and Residence Education uses monitoring appliances to enforce the terms of the AUP and these Community Standards.
2. The use of the DHNet Port Service is a privilege that may be revoked at any time for inappropriate behavior. Such behavior includes verbal or written threats or conduct that intentionally or recklessly places another individual in reasonable fear of physical harm through words or actions directed at that person, or creates a hostile environment in which others are unable to reasonably work, learn, live, or engage in other activities. All complaints

regarding inappropriate behavior will be subject to review by the Coordinator for Residential Judicial Programs.

3. The user is not allowed to share her/his Ethernet LAN connection with more than one computer/device at the same time. **This prohibits the use of network devices such as; hubs, switches, wireless access points and routers** which would permit the user to connect more than one computer/device to the Ethernet LAN connection and share the port with others.

Exceptions to this rule may be granted by DHNet Network Services for the purposes of supporting a documentable academic need, or using a computer for internet connection sharing to connect game systems. Please see the tutorial at <http://www.dhnet.ufl.edu/tutorials/wired/ics.php>.

4. The primary purpose of this network is to support students' educational goals, and to build an active, virtual community for our residents. Participating in these activities may result in revocation of DHNet service without refund and possible University judicial action and/or criminal charges. In support of these goals, the following activities are prohibited:
 - Allowing unauthorized persons access to DHNet.
 - Using DHNet directly for commercial use.
 - Operating unauthorized servers (email, FTP, www, game, or any program that makes your computer a server) or unapproved P2P or Grid applications (just because an application is commercial does not mean it is permitted). Exceptions to this rule may be granted by DHNet Network Services for the purpose of supporting a documentable academic need.
 - Copyrighted files and software cannot be shared over DHNet unless one is the direct copyright holder doing so in the pursuit of a documentable academic need.
 - Attempting to damage or disrupt networking services, or attempting to use security tools to catalog the network or other users.
 - Using DHNet, the University's campus-wide network, or related resources in the commission of a crime.

AN OVERVIEW OF DHNET

DHNet is the Department of Housing and Residence Education Computer Network. Access to the network is provided to residence hall students via an RJ 45 Ethernet LAN connection in their room or wireless access in the residence halls commons area. DHNet is designed for academic purposes, although other uses of the network are also possible.

In addition to using DHNet for academic purposes, you may also choose to use it for recreational or other personal information purposes much as you did when you lived off-campus.

The Department of Housing and Residence Education enforces its ISP policies **very aggressively**. The policies have been incorporated into the UF Student Code of Conduct (SCC), which means that a violation of ISP policies (herein referred to as DHNet Regulations) may also be a violation of the UF SCC.

While DHNet staff do not attempt to invade your privacy or attempt to “censor” what you do over the network, **very active measures** to control how the network is used are employed under the legal authority held by the Department of Housing and Residence Education to maintain the DHNet network. If you violate a DHNet Regulation, your DHNet access may be restricted to only UF campus or your access may be completely terminated until the problem is resolved and/or proper judicial action has been taken.

Servers, Copyright Issues, and The DMCA-In Brief

Generally speaking, if someone can access files on your computer from a remote location or interact directly with your computer or with accessories attached to your computer from a remote location, you are running a server. The operation of a server is against DHNet Regulations. If you have questions as to whether the software you are using is turning your computer into a server please contact, DHNet@Home by calling the phone support line at (352) 392-2171 ext: 10191 or visiting a DHNet@Home location in your nearest are office.

If your computer contains copyrighted files and others can access these files **under any circumstances** you are likely violating copyright law since you are essentially distributing these files. A copyright is the sole right to publish, reproduce, and sell a literary or artistic work. Such works include, but are not limited to: movies, music, television shows, and books. Further information on copyright laws can be found at <http://www.loc.gov/copyright/>.

The Digital Millennium Copyright Act (DMCA) outlines prohibitions regarding unauthorized use (including distribution) of literary/artistic works in digital form. DHNet staff often receive outside complaints from legal officials indicating that a person using the DHNetwork is violating the copyright on a specific “work.” A complaint contains technical evidence of a download from a location on the DHNetwork that allows for identification of the user via the public information contained within the download. When DHNet staff receive such a complaint, this information is referred to the office of the Coordinator of Residential Judicial Programs. This immediately becomes a level 3 violation for the student and DHNet

service access is restricted. For more information on the restriction process, please see DHNet Monitoring and DHNet Service Restriction Process.

DHNet Monitoring and DHNet Service Restriction Process

The DHNetwork is monitored by a variety of methods, both automated and manually driven. When a situation on the network is detected that is not in keeping with the DHNet regulations, a user's access to the network is restricted. The student will receive an email to their GatorLink account of the violation that will provide them with a special website with more information and suggested instructions for correcting the situation. Following these instructions will generally be the quickest way for a user to restore access to the DHNet services. If the student is having additional problems after access has been restored, they should visit a DHNet@Home location in their nearest area office or call the DHNet@Home phone support line at (352) 392-2171 x10191

If DHNet service is restricted by DHNet staff, the length of time the restriction is in place depends on several variables. The descriptions below are designed to cover over 95% of the circumstances involving DHNet service restriction.

However, a user's individual situation may require steps other than those outlined below. Whenever possible, the restriction will still allow the user to connect to campus services. However, in some situations, various campus services may not be available and a wider restriction or a complete termination of services may be required.

THE DHNET RESTRICTION PROCESS

- ⇒ **THE FIRST TIME** a user has an alleged DHNet violation, her/his DHNet service access will be disabled for no more than 30 minutes after completing the required steps to confirm knowledge and understanding of the situation and after making the necessary modification to her/his computer. The restriction will be removed automatically and no action is taken with the student's official UF judicial record.
- ⇒ **THE SECOND TIME** the user has an alleged DHNet violation, the restriction will last for 5 days from the same confirmation time period (+/- 30 minutes). The restriction will be removed automatically and no action is taken with the student's official UF judicial record.
- ⇒ **THE THIRD TIME** the user has an alleged DHNet violation the restriction will be in place until the user meets with a judicial staff member in the Department of Housing and Residence Education. During this meeting, an extended restriction of DHNet services may be assigned based on the resolution of the situation. Other official action may also be taken that is

noted on the user's official UF judicial record including the recording of information about any other DHNet incidents.

***NOTE:** The student has to login to the website using their official GatorLink credentials and acknowledge their violation before the restriction period officially begins. Failure to do so in a timely manner will result in a longer restriction time.*

For questions concerning DHNet service and usage related issues, please visit your nearest DHNet@Home location in your area office or call the DHNet@Home phone support line at 392.2171 x10191 or visit the web site at <http://www.dhnet.ufl.edu/>

For questions concerning judicial related issues, please contact the Coordinator For Residential Judicial Programs at 392.2171 x10141.

[Hours for Residential Judicial Programs Office are Monday - Friday 8am to 5pm excluding state holidays]

[Hours for DHNet@Home are located on the DHNet website or by asking your area office clerk]

*The above descriptions assume that the alleged violation did not involve a **Digital Millennium Copyright Act (DMCA) complaint**. As DMCA complaints are external complaints involving copyrighted material and are typically attached to a lawful "cease and desist" order, these situations must be handled in a manner similar to the "third time" incident. Because this handling involves a meeting with a staff member where DHNet Policies are explained, **all future violations of ANY TYPE are also handled in this manner.***

GRADUATE AND FAMILY HOUSING COMMUNITY STANDARDS 2007-2008

The following regulations have been developed to create a productive and safe living environment in the Graduate and Family Housing community. In accepting his/her apartment assignment, a student agrees to abide by these standards. All residential students are responsible to abide by the Department of Housing and Residence Education Graduate and Family Housing Community Standards and the University of Florida Student Code of Conduct.

P.28. VIOLATIONS OF THE UNIVERSITY OF FLORIDA, GRADUATE AND FAMILY HOUSING COMMUNITY STANDARDS

P.28.01. ALCOHOL –

- A.** No person may possess open containers or consume alcoholic beverages outside his/her apartment or in public areas, such as by the pool or outside the commons buildings.
- B.** Devices designed for the rapid consumption of alcohol (e.g. beer bongs or funnels) are prohibited and subject to confiscation. Kegs, beer balls, and other common source containers are prohibited.
- C.** Residents who wish to reserve Graduate and Family Housing commons rooms for events at which alcohol will be served are required to contact staff where the event is to be hosted prior to the event in order to ensure that all procedures for the event are followed. An Alcohol Registration form must be completed at least seven working days in advance of the event. Check with your Village Office for the forms and other information about this policy.

P.28.02. APARTMENT AND COMMON AREAS –

- A.** Each resident is responsible for the proper care and cleanliness of their apartment and areas outside the entrances to their apartment. Residents are required to maintain areas in and around their apartment in a neat and orderly condition including, but not limited to yards, walkways, covered “breezeways,” and porch areas. Toys, loose paper, trash, cans, bottles, etc. are not permitted to accumulate outside a resident’s apartment.
- B.** All residents using the commons room are responsible for returning the area to a condition approved by Housing Staff when use of the particular area has concluded. This may require tasks that include, but are not limited

to cleaning the stoves, ovens, and sinks; sweeping the floor; and emptying the trash.

- C. All residents must properly dispose of trash, recyclables, boxes, etc. Personal trash may not be left or disposed of in public areas.
- D. Residents are expected to follow each community's breezeway policy.
NOTE: Please see your Village staff for the current policy.

Cleanliness Condition Check

Housing and Residence Education strives to offer safe and clean apartments. Once an apartment is occupied, it is the resident's responsibility to keep the unit clean. Bi-annually (two times a year), each apartment will be entered by staff to evaluate the cleanliness of the apartment. Areas that will be reviewed are the stove area and sink; all floor surfaces (carpet and tile); the bathroom toilet sink, and tub; and the general condition of the apartment. If there are concerns noted during the staff visit to the apartment, the resident will be asked to clean the areas of concern by a specified date and time. If the apartment is not kept clean, the resident may be charged for staff to come in and clean the apartment or the resident may be asked to vacate Graduate and Family Housing.

P.28.03. APPLIANCES/FURNITURE –

- A. **Washing Machines** – portable washing machines are ONLY permitted in ground floor apartments. The wash tub/basin/container can not exceed 2.1 cubic feet of volume. The machine must be registered with your Village Office.
- B. Dryers of any type are NOT allowed in any Graduate and Family Housing apartments.
- C. Waterbeds – are prohibited in Graduate and Family Housing apartments.

Restricted Items for UPSTAIRS Apartments:

All Washing Machines	Dishwashers	Freezers
Pianos	Fish Tanks Fifteen (15) Gallons or Larger	

P.28.04. AUTOMOBILES, MOTORCYCLES, MOPEDS, SCOOTERS, BOATS AND TRAILERS –

- A. Residents shall operate all motorized vehicles in compliance with state, local, and university regulations. University regulations include a prohibition against driving or parking motorized vehicles anywhere except on paved surfaces clearly marked as being intended for travel or parking. Areas not permitted for travel or parking include, but are not limited to, grassy areas, sidewalks, and "breezeways" adjacent to buildings. **All**

motorized vehicles are prohibited from being in the interior of a Graduate and Family Housing community.

- B.** Speed limits on apartment housing streets shall be observed as designated. Driving motorized vehicles on village sidewalks, lawns, and breezeways is prohibited.
- C.** Residents are required to obtain and display appropriate decals or other identification devices for all vehicles owned and kept in Graduate and Family Housing areas as required by University of Florida Traffic and Parking Services. Parking motorized vehicles on village sidewalks, lawns, and breezeways is prohibited.
- D.** Residents shall not perform vehicle maintenance or repairs on University premises, including parking lots and adjacent areas.

NOTE: Illegally parked vehicles will be impounded by the UFPD.

P.28.05. BICYCLES –

- A.** Bicycles may only be parked and locked to designated bike racks.
- B.** Residents are permitted to store bicycles inside their apartments. Such bicycles cannot contain any parts that use or contain fuel or other flammable liquids. Illegally parked bicycles that are abandoned will be removed per University of Florida Police Department policy and disposed of by UFPD.

P.28.06. COMMUNICABLE/CONTROLLED ILLNESSES –

Residents will immediately report to the area Village Office any infections or contagious diseases occurring within the apartment villages to Graduate and Family Housing staff.

P.28.07. CONSTRUCTION –

- A.** Residents are required to secure written permission from the Graduate and Family Housing Office prior to doing any construction in or around his/her assigned apartment building.
- B.** Painting is not permitted anywhere in Graduate and Family Housing. This includes interior and exterior areas.

P.28.08. DESTROYING, DAMAGING OR TAMPERING WITH PROPERTY–

Damage to University premises or property, or property of any other person, is prohibited. Persons may be assessed restitution for damages to University property.

P.28.09. DHNET –

All users of DHNet must abide by the rules contained in the UF Acceptable Use Policy (AUP) found at: www.it.ufl.edu/policies/aupolicy.html The Department of

Housing and Residence Education enforce the terms of the AUP and these rules and regulations with several network monitoring appliances

The use of the DHNet Port Service is a privilege that may be revoked at any time for inappropriate behavior. Such behavior includes verbal or written threats or conduct that intentionally or recklessly places another individual in reasonable fear of physical harm through words or actions directed at that person, or creates a hostile environment in which others are unable to reasonably work, learn, live, or engage in other activities. All complaints regarding inappropriate behavior will be subject to review by the Coordinator for Residential Judicial Programs. For more information on the DHNet Policies, please see the Single Student Housing Community Standards (pgs. 19-22).

The primary purpose of this network is to support students' educational goals, and to build an active, virtual community for our residents. In support of these goals, the following activities are prohibited and participating in these activities may result in revocation of DHNet service without refund and possible University judicial action and/or criminal charges:

- A. Allowing unauthorized persons access to DHNet. This includes using another person's access credentials to gain access to DHNet services.
- B. Using DHNet directly for commercial use.
- C. Operating unauthorized servers (email, FTP, www, game, or any program that makes your computer a server) or unapproved P2P or Grid applications (just because an application is commercial does not mean it is permitted). Exceptions to this rule may be granted by DHNet Network Administration for the purpose of supporting a documentable academic need.
- D. Copyrighted files and software cannot be shared over DHNet unless one is the direct copyright holder doing so in the pursuit of a documentable academic need.
- E. Attempting to damage or disrupt networking services, or attempting to use security tools to catalog the network or other users.
- F. Using DHNet, the University's campus-wide network, or related resources in the commission of a crime.

P.28.10. DRUGS –

- A. Inhaling or ingesting substances (e.g., nitrous oxide, glue, paint, etc.) that will alter one's mental state is prohibited.
- B. Possession of drug related paraphernalia, including but not limited to bongs, pipes, and hookahs is prohibited in and around the adjacent property of the residence halls and such items are subject to confiscation.

P.28.11. FAILURE TO COMPLY –

- A.** Students and their guests must comply with a University Official's request when such an official is working within the performance of his or her duties. University Officials include any Housing and Residence Education staff member, regardless of job title.
- B.** Residents and their guests must present proper identification when requested to do so by identified Housing and Residence Education staff.
- C.** Students are required to schedule and/or maintain appointments with staff members when asked to do so in conjunction with the staff member's duties.
- D.** Residents must abide by the terms and conditions set forth in the Graduate and Family Housing Contract.

P.28.12. FIRE SAFETY –

- A. EVACUATION** – Immediate evacuation when an alarm sounds, and/or emergency flashing lights have been activated, and/or when instructed to do so by appropriate staff is mandatory. Re-entry into a building before receiving confirmation from appropriate staff, UFPD, the fire department, or other emergency personnel is prohibited. Re-entry is not permitted while the alarm is sounding.
- B. COOKING** – Persons should not leave their food items unattended on the stove or in the oven at any time. Persons are responsible for the proper use of approved cooking appliances and attention to food items while using the appliances.
- C. AIR CONDITIONERS – CORY RESIDENTS ONLY** – Under limited situations, residents may be able to supply their own air conditioners. The unit must not exceed 10 amps and 12,000 BTU's. The resident must have a qualified person assist in the installation of the unit. Installation must be performed by Housing and Residence Education staff and there is a charge for installation. The amount of this charge will be noted at the signing of the contract.
- D. HEATERS** – Open coil space heaters, radiant heaters, or kerosene heaters are not permitted.
- E. BARBECUE GRILLS** – Persons are permitted to use barbecue grills at a safe distance (15 feet or more) from all buildings. The use of grills is not permitted under any covered walkways, landings, balconies, or breezeways.
- F. LAMPS** – All "floor style" halogen lamps are prohibited in Graduate and Family Housing apartments. Halogen lamps specifically designed and marketed as desk lamps that have a bulb that is fully unexposed behind a

solid glass casing that is unable to be tampered with and is at 50 watts or less are acceptable. Appropriate Village and/or maintenance staff shall decide if a halogen lamp meets qualifications. **Only UL (Underwriter's Laboratories) approved lamps can be used in the residence facilities.**

- G. CANDLES AND INCENSE** – Candles and incense use should be supervised by residents. Residents are required to be present in the room in which candles and incense are in use.
- H. SPRINKLERS** – Residents are not permitted to hang items from, cover, or otherwise tamper with fire sprinkler devices.

P.28.13. FIREARMS, WEAPONS, FIREWORKS, EXPLOSIVES, AND DANGEROUS CHEMICALS –

- A.** Possession or use of weapons or ammunition is not permitted in Graduate and Family Housing. This includes but is not limited to: firearms, rifles, stun guns, BB guns, paint ball guns, bow and arrows, switch blades, knives (except a common pocket knife), nun chucks, martial arts or medieval weapons, and sling shots. No exceptions to this policy are made for participation in special classes (e.g., archery or ROTC). Any weapon or firearm on University property, if permitted, must be registered and stored at the campus police station.
- B.** Possession, storage, and/or use of toy guns or weapons, especially those which launch projectiles and/or resemble real weapons, are not permitted.
- C.** Flammable liquids and solvents (gasoline, kerosene, lighter fluid, propane, etc.) may not be stored in resident rooms, apartments or living areas including outside storage closets. Residents are permitted to store charcoal in rooms or living areas, including “presoaked” charcoal.

P.28.14. GROUNDS AND GARDENING –

In the ground vegetable gardening is prohibited in Graduate and Family Housing. Flower gardening is permitted only in Maguire and UVS Villages.

P.28.15. GUESTS –

Residents must register all guests at the Village Office on the date of their guest's arrival. Guests are required to follow all policies and procedures as if they were residents of the apartment. Residents are responsible for the behavior and actions of their guests and will be held accountable.

P.28.16. LAUNDRY –

- A. Residents must dry clothes in a designated laundry room or by open-air drying inside their apartment.
- B. Drying clothes on clotheslines, fences, and breezeways or on adjacent apartment building areas is not permitted.
- C. Residents must adhere to the Laundry Room Etiquette rules posted in area laundry rooms.

P.28.17. LOCKS –

Tampering with or damaging lock mechanisms is prohibited. Additional locks may not be added to doors or other University property or equipment.

P.28.18. NOISE –

Residents are not permitted to conduct or permit loud parties or activities in his/her apartment, or to create disturbances which would cause annoyance or discomfort to other residents in any manner.

Quiet Hours in all Graduate and Family Housing communities are 10 pm-8 am 7 days a week. Courtesy Hours are 24 hours a day/7 days a week.

Commons Room – no outside activities or noise after 11 pm to be in compliance with quiet hours.

P.28.19. OPERATION OF BUSINESS –

- A. Residents are not allowed to pursue any business on the premises or in the apartment units. The apartment unit should be used solely as a residence.
- B. Residents are not permitted to use the premises for any illegal purposes.
- C. Residents may not inscribe or affix any sign, advertisement, or other notice to any part of their apartment or on the outside of any Graduate and Family Housing building. Examples of business operations include, but are not limited to, babysitting, swimming lessons, automobile repair, etc.

P.28.20. COMMUNITY RESPONSIBILITY –

Residents must comply with the Community Standards Policy of each Graduate and Family Housing area.

P.28.21. PEST CONTROL –

- A. Pest control services are periodically performed by appropriate Department of Housing and Residence Education staff for insect control purposes. Residents must allow appropriate staff to enter rooms for pest

control inspection and control purposes unless a prior medical exception has been filed at the office.

- B.** It is the responsibility of pet owners to assure the welfare of their animals during pest control services.

NOTE: *Department of Housing and Residence Education personnel visit every apartment four times a year to provide pest control service. Ants, bees, wasps, and other insects are all part of the natural environment of Graduate and Family Housing. When wasps' nests, large anthills in playground areas, or other insect problems outside apartments are observed, complete a Maintenance Request form ("work order").*

If an apartment has a particularly bad problem, contact the staff or Custodial Services during office hours for more information or fill out a maintenance request.

P.28.22. PETS –

- A.** Residents must use the Pet Policy Agreement form, and obtain prior written approval from the Village Housing STAFF in order to keep the following pets within the residence facilities: fish, guinea pigs, hamsters, gerbils, dwarf rabbits, lizards (no iguanas) that are maximum length of 6 inches using the Snout to Vent Method, salamanders (certified non-poisonous), frogs (certified non-poisonous), geckos, chinchillas, and non-predatory domesticated birds not to exceed one-half pound. No other type of animal (regardless of similarity to those listed above) is permitted.
- B.** Residents are responsible for the proper care and cleanliness of their pet. Approved pets must be kept in a cage at all times. All pets will be kept in standard cages made of metal, plastic, or glass, not to exceed 3 ft. in length, 2 ft. in width, and 2 ft. in height.
- C.** Pets are to remain inside the apartment at all times.
- D.** Feeding of any stray or wild animals is strictly prohibited.
- E.** Cats and dogs are not permitted in Graduate and Family Housing. This policy also includes the pets of friends and relatives who visit or who request to leave pets in your care.

P.28.23. OCCUPANT RESPONSIBILITIES

Residents are responsible for and will be held accountable for the behavior of their (non-student) spouse/family members. Residents must inform the authorized occupant(s) of Housing and Residence Education and University policies.

P.28.24. POSTING SIGNS AND INFORMATION IN PUBLIC AREAS –

- A.** Residents are not permitted to display placards, posters, banners, or materials of a similar type in their apartments where they can be visible outside the apartments. Such items are also not permitted anywhere outside the apartment. This does not apply to Public Access Bulletin Boards, provided that no other standards are being violated. The Department of Housing and Residence Education reserves the right to limit the numbers of materials posted per event or organization to ensure equitable access to limited bulletin board space.
- B.** Residents are not permitted to post posters on walls, doors, or windows outside the buildings.
- C.** Access to Administrative Notices Only Bulletin Boards is restricted to staff.

P.28.25. SECURITY –

- A.** Keys are only issued to residents listed on the Graduate and Family Housing contract. Residents are required to report any lost or stolen keys.
- B.** Residents are not permitted to duplicate or share keys or to give their keys to a guest.
- C.** Residents cannot prohibit Authorized University Housing Personnel to enter, without notice, any part of the dwelling unit during reasonable hours for the purpose of making evaluations, improvements, or repairs to any part of such dwelling unit; or when authorized personnel have reasonable belief that a violation of a University regulation, local ordinance, state or federal statute is in progress; and/or for other emergency purposes.

NOTE: *“Authorized University Housing Personnel” include but are not limited to student staff such as Community Assistants, Resident Managers, as well as other full-time professional staff such as Assistant Directors of Housing, Residence Directors, Residence Life Coordinators, Associate Directors of Housing, and the Director of Housing.*

P.28.26. SOLICITATION –

Any personal or commercial solicitation (including door-to-door sales and distribution of advertisements) within Graduate and Family Housing areas is prohibited. Residents are encouraged to report violations to the Village Office or call the University of Florida Police Department at (352) 392-1111. Residents or registered student organizations may use public and commons areas with approval from appropriate staff.

P.28.27. SMOKING –

In compliance with state law, smoking tobacco products or any other substance is prohibited in or within 50 feet of all Graduate and Family Housing facilities, including but not limited to, stairwells, balconies, landings, breezeways, entryways, and near windows.

NOTE: Pursuant to the Florida Indoor Clean Air Act, smoking is prohibited in the residence facilities. The “50-foot” rule is designed to accommodate the spirit of the Act by attempting to ensure that those who do not wish to breathe second-hand smoke do not have to do so in order to enter a building. Cigarette butts and packaging material should be disposed of properly.

P.28.28. SUBLEASING –

Residents are not permitted to transfer possession, lease, or sublet the premises nor give accommodations to roomers, boarders, lodgers, or family members except as specified on the contract.

P.28.29. SWIMMING POOLS –

Residents will comply with all rules associated with swimming pools in Graduate and Family Housing.

- A.** Children under the age of 16 are permitted to be inside the fenced area of the pool only if under the active supervision of another person inside the fenced area of the pool. This supervising person must be at least 18 years of age. Children under the age of 16 who are not supervised as required by this section will be considered to be an unsupervised child according to the University of Florida policy and the Department of Housing and Residence Education.
- B.** All children who are not toilet trained are required to wear plastic pants over any bathing suit bottoms or other clothing. All babies in diapers must wear plastic pants to cover the diaper or diapers designated for swimming.

- C. All residents and guests inside the pool area must obey any posted rules concerning the use of the pool.

NOTE: Always keep pool gates closed to protect young children from entering the pool area alone. Pool hours and pool rules are posted. Keep pools clean and safe by following the rules.

P.28.30. TELEPHONE – ANTENNAS – SATELLITE DISHES–CABLE TV –

Residents shall not erect, install, or set-up electronic systems including, but not limited to television antennae, wireless transmitters, or satellite dishes of any kind in, on, over, or through any common area of the apartment building. Common areas include, but are not limited to, hallways, roofs, patios, walkways, and exterior walls, and floors. Maguire and UVS residents in upstairs apartments only are permitted to apply for the use of a satellite dish. See the village staff for details on this program.

P.28.31 WINDOWS & WINDOW SCREENS, OBJECTS FROM WINDOWS, and RESTRICTED AREAS –

- A. Tampering with, opening, or removing screens is prohibited. Residents will be billed if Housing and Residence Education staff must replace the screens.
- B. Residents may not climb through windows.
- C. Throwing, pouring, or dropping anything (including keys) from and/or at windows, balconies, ledges, or landings is strictly prohibited.
- D. **Persons are not permitted at any time to be on roofs and ledges or to place objects on these areas.** Climbing on any exterior building wall or similar structure is not permitted.
- E. **Residents are not permitted to place newspaper, foil, or other material to cover windows in Graduate and Family Housing.** Solicitations and alcohol advertisements/signage should not be placed in windows.

A copy of this document is located on the web at...

http://www.housing.ufl.edu/housing/reslife_standardsgrad.html

UNIVERSITY POLICY, STATE AND FEDERAL LAW

Students are required to abide by all local, state, and federal laws as well as the University of Florida Student Code of Conduct, Residence Hall Community Standards, and university policies. Violations of laws may result in arrest and/or referral through the student judicial process. Violations of the Student Code of Conduct, Residence Hall Community Standards, and university policies may result in referral through the student judicial process.

For more information about the judicial process at the University of Florida (including the definition of the above terms) visit the *UF Dean of Students Office Website* at <http://www.dso.ufl.edu/judicial> where the complete Student Code of Conduct and related procedures can be found.

SERVICES FOR STUDENTS WITH DISABILITIES

For students with disabilities, this publication is available in alternative formats. Please contact the Office for Student Services, P202 Peabody Hall, 392-1261 or 392-3008 (TDD). For students with hearing or speech impairments use the Florida Relay Service at (800) 955-8771(TDD).

ANNUAL REVIEW OF HOUSING COMMUNITY STANDARDS

The Department of Housing and Residence Education Community Standards are reviewed each year. Because of its importance, the review process is a formal one that follows the established University Rulemaking procedure as indicated by the Florida Administrative Code and other related state and University Regulations.

You are encouraged to get involved with the review process by voicing your input. One of the best ways to do this is to participate in your local residence hall area government and the “campus-wide” Inter-Residence Hall Association (IRHA), 352-392-2171 x10905 or <http://grove.ufl.edu/~irha/>, or through the Mayors Council for Graduate and Family Housing, 352-392-2161 x10112. Contact either of these organizations for more information.

Suggested changes are also discussed by staff in The Department of Housing, The Office of Residence Education, and reviewed by other university administrators including the University’s General Counsel Office.

If you have any questions regarding anything you have read in this document, please contact The Office of the Coordinator of Residential Judicial Programs 352-392-2171 ext.10141 or <http://www.judicial.housing.ufl.edu>

USEFUL TELEPHONE NUMBERS

Area Office Numbers:

Jennings.....	392-6061
Beaty Towers	392-6111
Murphree, Buckman, Fletcher, Sledd and Thomas	392-6091
Broward Rawlings.....	392-6051
Yulee, Reid and Mallory.....	392-6101
Hume.....	392-6011
Graham, Simpson and Trusler	392-6021
Tolbert, East, North, Riker and Weaver	392-6031
Keys Complex.....	392-8107
Lakeside Complex.....	392-1453
Springs Complex.....	392-0459
Corry Village.....	392-6081
Diamond Village.....	392-6082
Maguire Villages.....	392-5997
Tanglewood Village.....	392-6114

Useful Campus/Community Numbers:

Dean of Students/ Office of Student Judicial Affairs.....	392-1261 x207
The Coordinator for Residential Judicial Programs.....	392-2171 x10141
University Police Department.....	392-1111
Student Health Care Center	392-1161
Alachua County Crisis Center	264-6785
Shands at the University of Florida Emergency Room	395-0050
Shands at AGH.....	372-4321
North Florida Regional Medical Center (ER).....	333-4900
Office of Victim Services	392-5648
Emergency Service-Maintenance.	392-1121
Financial Aid.....	392-1275
Registrar	392-1374
Housing Assignments	392-2171 x10120
University Directory Assistance	392-3261
Alachua County Animal Services.....	955-2333