



BETHUNE-COOKMAN UNIVERSITY

*Residence
Hall
Guidelines*

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FERPA Statement of Understanding

FERPA

As custodians of official college records, we all share the responsibility for ensuring the privacy of the records and personal information about our students. Before you will be allowed to access Jenzabar, the University requires your maintaining student privacy as outlined in the Family Education Rights and Privacy Act (FERPA).

Bethune-Cookman University defines **directory information** as the student's name, address, telephone number, dates of attendance, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and the most recent educational institution attended by the student. On the web, you may see that many of your students have a "confidential" indicator on their directory information. You cannot release directory information to third parties—parents, spouses, partners, friends, employers, or others, unless the student gives you written consent to do so.

The University's catalog, Student Advising Handbook, and web-site indicate the policy regarding student records at Bethune-Cookman University. Student records and directory information are accessible to members of the faculty and staff who have a legitimate need to know this information. *If a student has requested confidentiality, you have a responsibility to protect this information.* In fact, if a student has asked for confidentiality, you should not acknowledge that this person is even a student to outside inquirers. If a student has not asked for confidentiality, you are allowed to release the items defined as directory information. *All other information requires written consent of the student.* Evaluations, course registration, schedules of courses should not be released to anyone other than the student since it is not defined as directory information.

As a Bethune-Cookman University faculty or staff member who has access to or custody of student information you must provide adequate security for any information, files and/or records in your custody. Proper custody of student information includes, but is not limited to:

1. Keeping all student records in a secure environment.
2. Keeping all student information inaccessible to third parties by:
 - not leaving student records on tables, desks or in other areas opens to third parties
 - securing computer screens so that third parties do not have view access to student information
 - not posting student evaluations, class lists or other personally identifiable student information
3. Shredding or returning to the appropriate administrative office any document containing information that identifies a student(s).
4. Not providing any information to outside parties except as specifically permitted by University policy.

We in the Housing and Residence Life Department understand that we have access to information which contains personally identifiable information the disclosure of which is prohibited by the Family Education Rights and Privacy Act of 1974. We also understand that requests for information and questions concerning the release of information should be referred to the Registrar.

We have read and understand the above and agree to maintain the confidentiality of student records and data.

AMERICANS WITH DISABILITIES ACT

ADA BASICS: AN OVERVIEW

Title I of the Americans with Disabilities Act (ADA) prohibits private employers with 15 or more employees from discriminating against a qualified individual with a disability. The ADA also requires that employers provide reasonable accommodation to the known physical or mental limitations of a qualified individual with a disability, unless to do so would impose an undue hardship on the operation of the employer's business (42 USC 12102 et seq.).

The ADA prohibits disability discrimination in the full range of employment and personnel practices, such as recruitment, hiring, rates of pay, upgrading, and selection for training. To be protected by Title I of the Act, an individual must have a "disability" and the individual must be qualified to perform the essential functions of the position, with or without a reasonable accommodation by the employer.

The ADA does not interfere with an employer's right to hire the best qualified applicant. Nor does the ADA impose any affirmative action obligations. The ADA simply prohibits an employer from discriminating against a qualified applicant or employee because of his or her disability.

Notice required. The ADA requires an employer to post notices containing the provisions of the ADA, including the reasonable accommodation obligation, in conspicuous places on its premises. Such notices should be posted in employment offices and other places where applicants and employees can readily see them. Information about the reasonable accommodation obligation also can be included in job application forms, job vacancy notices, and in personnel manuals, and may be communicated orally.

Structure of the law. The law is broken down into five major sections or titles. Title I requires fair employment practices and protection from disability discrimination in employment. Titles II, III, and IV cover public services, public accommodations, and telecommunications. Title V covers a number of miscellaneous issues, including retaliation, insurance coverage, construction, state immunity, attorneys' fees, illegal drug use, and exclusions from the definition of "disability."

OUR MISSION STATEMENTS

BETHUNE-COOKMAN UNIVERSITY

The mission of Bethune-Cookman University is to develop global leaders committed to service, life-long learning and diversity by providing a faith-based environment of academic excellence and transformative experiences.

Revised by the Bethune-Cookman University Board of Trustees, October 2013

STUDENT AFFAIRS

The Division of Student Affairs offers a variety of programs and services in support of the university's mission by providing a quality educational experience to our students, in all areas of university life. We are committed to creating a successful formula by which students “enter to learn, and depart to serve.”

HOUSING AND RESIDENCE LIFE

The Department of Housing and Residence Life furthers the mission of Bethune-Cookman University by developing engaged and harmonious residential learning communities for full-time enrolled students who reside within residential facilities programmed to foster student success.

RESIDENCE LIFE CORE TARGET AREAS

RESIDENTIAL EDUCATION

Programming is centered on nine core target areas that we believe will lead to an out-of-classroom experience that promotes a holistic learning atmosphere. Each program is advertised two weeks prior to the program being held, using a minimum of three advertising streams. Word of mouth serves as our strongest means of advertising and is enhanced through strong and meaningful collaborations with academic affairs units and other departments throughout the University community.

1. Culture & Ethnicity
2. Student Excellence & University Life
3. Community Building
4. Civility
5. Spirituality & Religious Awareness
6. Sexual Awareness & Health
7. Physical & Emotional Awareness
8. Occupational Awareness
9. Safety & Security

The Bethune-Cookman University Department of Housing and Residence Life serves a diverse community by providing high quality collaborative programs and services that enhance the academic mission and promote personal growth and development in a secure, well-maintained residential

community. As a member of this dynamic community and through participation in programs and leadership opportunities residents can expect to learn and develop:

- ✓ complex cognitive skills such as reflection and critical thinking
- ✓ the ability to apply knowledge to practical problems encountered in ones vocation, family, or other areas of life
- ✓ an understanding and appreciation of human differences.
- ✓ practical competence skills such as decision making and conflict resolution.
- ✓ a coherent integrated sense of identity, self esteem, confidence, integrity, aesthetic sensibilities, and civil responsibilities.

Housing and Residence Life utilizes a variety of methods for collecting feedback from residents and other sources. The resident assistants serve on advisory committees and meet with professional staff regularly. Student focus groups, as well as cancellation and other surveys are used to gather satisfaction based information from students. Assessments will be conducted every year as a way to survey all students living on campus regarding their satisfaction with staff and services provided, as well as assessment on the student learning outcomes defined above. This feedback provides the staff with information used to plan for upcoming programs, and to set future goals.

HOUSING & RESIDENCE LIFE STAFF

THE HRL TEAM

Often referred to as the "residential nexus" by the Association of College and University Housing Officers - International (ACUHO - I), the shifting trends of residence life are defined by students who are academically savvy and attuned to the services and amenities that they want within their residential facilities. As a result, many opportunities exist for residential Wildcats to become strategic partners in the enterprise of student learning. To assist in meeting these demands, B-CU Residential Life management staff are required to have obtained a bachelor's degree and have 3 or more years of experience in Student Development. Bethune-Cookman University's Housing and Residence Life staff are also required to submit programming plans, called "Dimension Plans," each year and are mandated to implement these plans to benefit the student learning experience.

A total of 72 live-in staff members make up the residence life staff: two (2) live-in Assistant Directors; one (1) Area Coordinator; four (5) Residence Life Coordinators; one (1) Residential Conduct Officer; and sixty-three (63) resident assistants, who are student employees hired to serve their peers and assist in reaching HRL goals. Below are the respective job summaries for each residence life staff member title.

Residence Life Coordinator

Each Residence Life Coordinator (RLC) is required to work throughout the year and provide the necessary service to residents that will lend to student development and academic success. Each RLC has an office within the residence hall. Students may also visit the front desk 6pm – 12am to reach their Resident Assistant on duty.

RLCs develop and administer a comprehensive hall programming to meet the goals of the Department of Housing and Residence Life. As supervisors, they ensure that the residence life functions are completed through appropriate and equitable delegation. RLCs assume the major leadership role in the operation of the residence hall of which he or she is designated to serve. RLCs also assume leadership responsibilities in

the area and all-campus levels, including chairing committees, supervising special projects, and undertaking special assignments in the central office.

Area Coordinator

The Area Coordinator supervises up to three residence halls. Mirroring the job description of the RLC, an Area Coordinator assists in the supervision of student staff assigned to the residence halls. He or she also coordinates specific administrative tasks and functions for the residence hall and the overall residential life programming.

Resident Assistants (Residential Student Leader)

The Resident Assistant (RA) is a student leader who lives and works with students in their respective residence hall. Acting as a resident assistant involves personal advising; management of a floor of undergraduate and graduate students; administrative duties including hall desk duty and room inventory. This position calls for a person with a degree of maturity, flexibility and effective communication skills for confronting inappropriate behaviors or infractions and conducting programming.

Desk Assistant (College Work-Study Student)

The Desk Assistant is a person who manages the operations of the residence hall front desk. The desk assistant serves as the primary customer service representative. He/she performs administrative tasks such as answering the telephone, recording incidents and work orders in the log book. The hours of operation for the residence halls' desks vary between 10 and 19 hours per week.

REQUIREMENTS FOR RESIDENTIAL LIVING

HOUSING RESERVATION PROCESSES

Bethune-Cookman University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, veteran status, age, or disability.

FIRST-TIME FRESHMAN AND SOPHOMORE RESIDENCY REQUIREMENT

Bethune-Cookman University requires that all freshman and sophomore, single students whose native home address is outside of a 50 mile radius from Bethune-Cookman University and is enrolled for twelve (12) or more semester credit hours, reside in University residence halls and participate in a board plan. This requirement excludes summer sessions and is applicable until the attainment of sophomore academic standing (60 GPA hours), or the approval of an exemption from the Housing and Residence Life Office. Bethune-Cookman University reserves the right to forgive the Freshman and Sophomore Residency Requirement when levels of occupancy have surpassed our capacity for housing residents.

First Time Freshman and Sophomore Residency Requirement Exemption:

Freshman students may request an exemption to the residency requirement by submitting a written explanation for the request to be released; along with Residency Requirement Release Request to Commute form, located on the Housing and Residence Life webpage, under forms. All necessary paperwork must be submitted by June 15 (Fall Semester) or November 15 (Spring Semester) for consideration. *Releases for Spring semester will only be accepted for newly admitted students that are admitted for spring semester. No release requests will be accepted after the above mentioned dates, unless critical circumstances apply.*

Release Request forms may be obtained online at

<http://www.cookman.edu/currentstudents/studdev/residencelife/Forms.html>

and must be delivered or mailed to:

**Housing and Residence Life
Bethune-Cookman University
640 Mary McLeod-Bethune Blvd.
Daytona Beach, Florida 32114**

Student's not granted an exemption will be considered in violation and housing charges may appear on his/her Wildcat bill/account.

Room Reservation Fees:

All returning students requesting on-campus housing must submit a housing application with a \$200.00 payment.

The application fee and security deposit should be submitted in the form of a certified Check or Money Order made payable to Bethune-Cookman University. **NO PERSONAL CHECKS WILL BE ACCEPTED.** All required items are critical to the processing of your room reservation. **If any of these items are missing your room reservation can not be made and will remain on hold until all items have been submitted.**

TRANSFER/RETURNING STUDENTS

To be approved for on-campus housing a student must be admitted to the University and enrolled as a fulltime student with 12 or more credit hours. Assignments are made based on the availability of space, primarily on a first-come, first serve basis. Submitted applications do not guarantee housing.

Students will be notified, by email, of their housing assignment. The B-CU Housing and Residence Life Agreement is a binding agreement for the entire academic year: Fall & Spring Semesters. Students are financially responsible for both semesters, according to the terms of HRL agreement.

A housing assignment will not be issued until the all students have satisfied all required admissions, clearance, and housing steps. This includes the housing reservation fee, housing application and the Housing and Residence Life Agreement acknowledgement page are received in the Housing and Residence Life Office. On-campus housing at B-CU is in high demand. To avoid confusion, stress and disappointment, please submit all housing documentation promptly.

Also, if you are mailing your application packet, please be certain to have the acknowledgement page notarized (pg. 19) by a certified notary, located in most US Post Offices, banking institutions or local county clerk offices. If you are submitting your agreement acknowledgement page to the Housing office, in person, you will need to sign the agreement page in front of a Housing official and do not need to have this document notarized.

RESIDENCE HALL ASSIGNMENTS

First Time Freshmen (FTF) Halls

Hall	Classification Requirements	Gender Requirements
Bronson Hall	First Time Freshmen/Sophomore	Females Only
Bronson Annex	First Time Freshmen/Sophomore	Females Only
Joyner Hall	First Time Freshmen/Sophomore	Females Only
Phase II D	First Time Freshmen	Females Only
Phase II C	First Time Freshmen	Males Only
JaFlo-Davis	First Time Freshmen/Sophomore	Males Only
LeFevre Hall	First Time Freshmen/Sophomore	Males Only

Non-First Time Freshmen Halls (FTF students are not allowed to reside in this halls)

Hall	Classification Requirements	Gender Requirements
Hanks-Moorehead	Returning Freshmen, Sophomores, Juniors, Seniors	Co-Educational by floor
Lee Rhyant	Returning Freshmen, Sophomores, Juniors, Seniors	Co-Educational by floor
*LLC	Returning Freshmen, Sophomores, Juniors, Seniors	Co-Educational by floor
Pugh House	Scholarship House - Acceptance and GPA min required	Females Only
Zimmerman House	Scholarship House - Acceptance and GPA min required	Males Only
145 Lincoln	Juniors, Seniors, Graduates	Gender Specific by Unit

- Please note that students desiring to reside in Lee Rhyant must have a minimum cumulative GPA of 3.0

Application Deadlines

Fall Semester	June 30
Spring Semester	November 30
Summer Semester	April 30

Any applications submitted after the deadline dates must be submitted as a housing appeal. All appeals must be completed and turned into the Housing and Residence Life Office in person. Please be sure to check with Housing and Residence Life for availability and have paid all fees and deposits prior to coming to the Housing and Residence Life Office.

HOUSING AGREEMENT RENEWAL

All residents must renew their contract for each academic year and summer session at the Housing and Residence Life Office. Preference will be given to residents who renew their contract during the Contract Renewal period in the spring semester.

SUBLEASING

Subleasing of any room/apartment at Bethune-Cookman University is prohibited.

HOUSING AGREEMENT CANCELLATIONS

Residents who complete a Housing and Residence Life Agreement, thereby reserving a space for the academic year, may request, in writing, to cancel this contract by July 10, without forfeiting their \$200 reservation fee. All cancellations following July 10 will be subject to the forfeiture of their reservation fee. All cancellation dates will be established by postmark, fax date, or office personnel recorded date on the written and receipted request.

Students who complete the Housing and Residence Life Agreement and enroll for classes at B-CU, and fail to honor this agreement will forfeit their room reservation fee and be held financially responsible for 50% of the room charge balance for the semester plus the pro-rated amount used for time of stay within the residence hall. For example, if a student breaks his or her agreement without meeting the acceptable conditions and his or her balance for the semester is \$1000, this student would be held liable for \$500 of this balance, plus the total amount of room charges for the time spent in the residence hall. So if room charges were \$10 per day and the student submitted a cancellation 5 days of holding the room reservation, this student would be charged a total of \$550 (\$500 of balance, plus \$50 for time of occupied room). **Having items within a room does not determine occupancy. Only an official and approved cancellation ends a housing agreement and occupancy of space.**

SUBMITTING A HOUSING CONTRACT CANCELLATION REQUEST

All cancellation requests should be submitted on a BCU HRL Release Request Form. The body of the email should also include your full name, WILDCAT ID number, current assignment, date that you wish to cancel your agreement, and the reason that you wish to cancel your Agreement. Emails will be reviewed to assure they arrive before the deadline and responded to within 10 business days. Please print and save your email for your records. In cases that the email fails to transmit this print-out will be required for refund purposes.

It is the student's responsibility to ensure that his or her paperwork has reached the Housing and Residence

Life Office in good time.

Cancellation requests submissions *after* July 10 should include the housing “Release Request Form” and all proper supporting documentation. For example, if a student unexpectedly falls ill he or she should submit:

1. A release request form
2. Official medical documentation supporting the claim of illness

Students may download all required forms at <http://www.cookman.edu/currentstudents/studdev/residencelife/Forms>, or pick them up by visiting the Housing and Residence Life Office, located within Lee Rhyant Hall on Floor 3. All emails should be emailed to: Reslife@cookman.edu. Please be certain to completely fill out, scan and attach all listed forms and supporting documentation, if making request by email.

CANCELLATION AFTER BEING ENROLLED (EXCEPTIONS)

A student may request, in writing, within 7 business days of intended vacate date, a release from this contract condition under the following conditions with no penalty.

1. Graduation
2. Military Duty Activation (not enlistment)
3. Serious Medical Condition (not including normal pregnancy under 6 months)
4. Marriage
5. Untimely Death of Student or Immediate Family Members (mother, father, sibling, child)

Failure to provide official and appropriate documentation supporting the above claims will result in denial of the contract release.

Within 10 business days of release request submission the student will receive a letter of approval or denial at the address provided on the release request form. Students will have 5 business days to respond with the decision to retract their release request. Reversal of the room release is dependent upon the availability of that room. Housing and Residence Life reserves the right to immediately reissue any available spaces as needed.

ADMINISTRATIVE WITHDRAWALS

Students suspended or expelled for disciplinary reasons are not entitled to a refund of any room or board deposits or fees paid. Students who are asked to vacate their residence hall room as a result of disciplinary actions (but who are allowed to continue classes) are not eligible for a refund on any portion of any fee charged by the Housing and Residence Life Office.

FORFEITURE OF ROOM

Each student who has not checked into the assigned residence hall by 10:00 PM of the official check in date of the application’s originating semester or has not emailed the Housing and Residence Life Office to guarantee a late arrival will be declared a no-show and the space will be released for assignment to another qualifying applicant. STUDENTS declared no-shows forfeit their room reservation fee and may be subject to being charged 50% of the room charges for the semester.

HOUSING COSTS

On-campus costs are comparable to off-campus living costs. When amenities such as telephone service, cable television, computer connections and laundry facilities are added in, the on-campus costs are even more favorable. Residential fees (room and board) are due in full by the fee payment deadline outlined on the academic calendar.

All room and board costs are subject to change. Students whose housing application has been accepted will be given the opportunity to withdraw without penalty (less application fee) if rates dramatically increase after they have been applied.

Bethune-Cookman University - Housing Cost Breakdown (per semester)								
	Returning Student Halls			First-Time-Freshman Halls				
	Phase I Hall	Living Learning Complex	Lee Rhyant	Phase II	Bronson Complex	LeFevre	Joyner Hall	Ja-Flo Davis Hall
Room	\$3,750	\$3,355	\$3,709	\$3,750	\$3,355	\$3,355	\$3,355	\$3,355
Board	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Laundry Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$4,750	\$4,355	\$4,709	\$4,750	\$4,355	\$4,355	\$4,355	\$4,355

Residential hall and meal plan fees are as follows:

19 meals per week at a cost of \$1000.

What is included in your rent?

- ✓ Outside dumpster trash collection
- ✓ Utilities
- ✓ Sewer Service
- ✓ Basic Cable Channels & Residence Life Cinema Movies
- ✓ WI FI and/or Ethernet Connection (Traditional Style Halls excluded)

DINING SERVICES

The University Dining Hall, which is under the supervision of the Director of Food Services and is contractually managed by Sodexo Food Services, provides nutritious and wholesome menus at a minimum cost to the student. Meals are served in an ultra-modern dining facility, which includes a food court consisting of varying food service concepts. The meals are unlimited per swipe (swipes are not unlimited). The Dining Hall seating capacity is approximately 260 students. All boarding students must present proper University student identification (WILDCAT ID CARD) at time of entry.

DINING SERVICE HOURS

Dining Services Hours of Operation

Monday-Thursday

	<u>Times</u>
Breakfast	7:00am to 11:00am
Lunch	11:30 am to 2:30pm
Dinner	4:30pm to 8:30pm

Saturday, Sunday & Holidays

	<u>Times</u>
Brunch	10:30am to 12:30am
Dinner	4:00pm to 6:00pm

Hours are subject to change. Students will be properly notified.

REFUND SCHEDULE FOR DINING SERVICES

Meal plan refunds are based on a daily pro-rated schedule. Cut off dates for meal plan refunds may apply.

LAUNDRY SERVICES

Non coin operated laundry facilities are available in every residence hall to residents and are open 24 hours a day 7 days per week. However, hours are subject to change. Please report any needed repairs to the Hall Management staff. Articles left in the laundry room will be discarded in 2 days if not claimed. The University is not responsible for any damaged articles. In some cases, students will be required to use their Wildcat ID to operate the laundry machines.

WELCOME!

CHECK-IN, HALL CLOSING AND CHECK-OUT PROCEDURES

At the beginning of each vacation period, (Christmas Break, Summer Break) all residents are required to officially checkout with their Resident Assistant (RA), Area Coordinator, or Hall Management Staff. At that time, a RA will inspect each room to ensure that all trash has been disposed of, refrigerator unplugged and that the room is generally clean. Bethune-Cookman University reserves the right to adjust this policy for individual circumstances.

When leaving for a vacation period, all students must return their keys to Hall Management. Failure to follow proper checkout procedures is in violation of the University regulations and will result in additional charges.

PRIOR TO CHECK IN

- 1.) Complete Housing Application by following the directions sent to you after being officially accepted to B-CU.
- 2.) Submit your application (with reservation fee) according to instructions provided in your application. All documents (application, contract, and payments) must be received together.
- 3.) If payment was mailed you may request a receipt from the cashiers' office or you may check your Banner account for payment/posting activity.
- 4.) Print the "What to Bring, What Not to Bring" list from the Housing website.
- 5.) Check academic calendar for Housing check in dates.
- 6.) Save your housing assignment confirmation receipt that will either be mailed or emailed to you after you have applied and been assigned a space.

CHECK IN

- 7.) Come to your hall for check in.
- 8.) Take your belongings to your "Home away from Home."
- 9.) Complete your Room Condition Report, Resident Information Card and any other paperwork placed in your room.
- 10.) Receive your keys.
- 11.) Complete a roommate/suitemate agreement with your new room/suite mates.

SEE YOU SOON!

PRIOR TO CHECK OUT

- 1.) Read all Check-Out procedures posted by your Hall Management Staff throughout the hall.

- 2.) Meet with your room or suite mates and agree on who will clean what. A roommate check out agreement is recommended. See your RA for this contract.
- 3.) Clean your room thoroughly. The room should be a reflection of how it appeared when you checked in.

CHECK OUT

- 4.) Clear out all of your belongings.
- 5.) Make sure your room has been cleaned to standard.
- 6.) See your RA, Area Coordinator or Hall Management Staff to complete the check-out portion of your Room Condition Report.
- 7.) Sign your Room Condition Report.
- 8.) Turn in Your Room Key

GETTING SETTLED

DURING YOUR TRANSITIONS

ROOM/APARTMENT CONDITION REPORT

A room/apartment condition report (RCR/ACR) will be provided for each resident. The resident is responsible for accurately documenting all existing damage in the assigned room/apartment. The RCR/ACR is used when conducting the inspection at the time the room/apartment is being vacated. Any damages found at the final inspection that are not listed on the RCR/ACR will be charged to the B-CU resident's account and against the B-CU resident's deposit. Any charges in excess of the deposit will be billed. **In the event that damages are recorded without a resident accepting responsibility, the total amount assessed for the damage will be divided between all of the residents in the room/apartment.**

RESIDENT INFORMATION CARD

As part of being a Bethune-Cookman University Student, it is important that we take your health and safety seriously. Your information card is used as a form of contact and medical information source to let us know what ailments or allergies you may have in cases of emergency. In addition, we must aid the University in contacting the appropriate persons in cases of emergency. Your information card includes all of the pertinent data that will allow us to respond to your needs as quickly as possible. It is important that this card is completely and accurately filled out.

ROOM CHANGE

Part of the value of residing on campus is learning to live with and among people from a variety of backgrounds and possessing different values. A conscious effort should be made by all students to resolve any differences which should arise. If this cannot be done, contact a Resident Assistant. he/she will work to assist in the resolution. If the result necessitates a room change, a Room Change Request Form must be filled out and approved by the Hall Management Staff of the building(s)

upon notifying the central office. All room changes, unless a threat to safety is present, must first be approved by the Housing Central Office prior to a physical move.

Room change requests will be accepted and authorized only following the first six weeks of the semester for first time freshmen and after the first two weeks for returning and transfer students. Every attempt should be taken to have all changes made by the move-in date for the following semester. Final determination for all room changes will be at the discretion of the Hall Management Staff.

Any student who changes rooms without following proper room change procedure will be required to move back to their original room assignment and will be assessed a \$75.00 administrative fee for improper room change.

ROOM CONSOLIDATION

Bethune-Cookman University reserves the right to consolidate rooms in order to maintain standard room occupancy rate. Should your roommate fail to check in, or moves out of your room you may be required to move into another room.

BREAK PERIODS

All residence halls are open during Thanksgiving and Easter breaks. During these breaks, visitation privileges remain as stated within the Visitation/Cohabitation policy. Meal service will be available in one dining facility during these times, but may have condensed service hours, which will be communicated prior to the break.

During winter break all residence halls are officially closed. There is no meal service offered during this break.

During summer break, housing is available in a designated residence hall for those students who will be attending classes only. There is also a limited amount of space available in designated residence halls for those students who meet the eligibility requirements.

YOUR LOCAL CAMPUS ADDRESS

All residence hall students will receive a post office box from the Post Office located adjacent to the Student Affairs Office, near the band practice field.

The student's address will read as follows:

Your Name (registered name and not "nicknames ")

Bethune-Cookman University

Residential Address (Hall and Room #)

640 Mary McLeod Bethune Blvd.

Daytona Beach, Florida, 32114

RESIDENT BILL OF RIGHTS

COMMUNITY RESPECT

Students are expected to engage with each other in a positive, respectful manner, even when dealing with conflicts. It is doubtful that any roommates make it through a year without disagreements. The hallmark of “good” roommates is their willingness to calmly talk through their differences, and to seek compromise when appropriate. Students are encouraged to bear in mind that their actions may affect the entire student community. Sometimes the intervention of a facilitator (for example, the Hall Management) may be necessary for students in a room or suite to work out their differences.

The residence halls are laboratories of human relationships where students may live with people of different lifestyles. You will develop lasting friendships in the halls as you participate in various activities. Residence hall activities and programs are designed to supplement classroom learning by promoting growth and awareness. With this, resident students should be able to:

- Read and study free from undue interference in one's room; unreasonable noises and other distractions inhibit the exercise of this right.
- Sleep without undue disturbance from noise, guests of roommates, etc.
- Expect that a roommate will respect one's personal belongings.
- Have a clean environment in which to live.
- Have free access to one's room and facilities.
- Have personal privacy.
- Host an approved guest with the expectation that guests are to respect the rights of the host roommate(s) and other residents.
- Openly communicate in the resolution of conflicts.
- Be free from fear of intimidation, physical, and/or emotional harm.
- Expect reasonable cooperation in the use of the room telephone.

Violation of any of the above by residence hall students will be subject to disciplinary action.

ZERO TOLERANCES

ZERO TOLERANCES - DON'T DO IT!

TAMPERING WITH LIFE SAFETY EQUIPMENT (INTENTIONAL/NON-INTENTIONAL)

Life safety equipment and devices, such as smoke detectors, fire extinguishers, exit signs, sprinkler heads, and fire alarm pull stations are placed in student rooms and throughout the residential facilities for safety. Students should use fire alarms, fire extinguishers, fire exits, fire sprinklers, and related equipment only for their intended purposes. Do not obstruct or tamper with fire detection and suppression equipment. Maintain storage at least 18" below the plane of sprinkler head installations and never hang items from sprinkler heads or throw items at or near sprinkler heads and smoke detectors. Any misuse, tampering, or destroying building safety equipment jeopardizes residents' safety and should be reported immediately to Campus Safety or a Residence Life staff member.

- Students caught tampering with fire safety equipment or life safety systems will immediately be placed on interim suspension from university housing and/or the university depending upon the severity of the incident.
- Any student found responsible for tampering with such equipment in any way will be subject to a minimum \$100.00 fine in addition to paying restitution for the cost of any necessary repairs or replacement of equipment and payment of damages or loss of property not covered by insurance as a result of tampering with the equipment.
- Any student causing damage to fire and life safety equipment which results in damage to university or personal property and/or which results in personal injury to a member of the community, as a result of violating university policies or procedures will be immediately placed on interim suspension from university housing and/or the university depending upon the severity of the incident.
- Students found responsible for violating university or housing policies which result in damage to personal or university property will pay restitution for damages not recovered by insurance, will be permanently dismissed from university housing without refund of housing fees, will be trespassed from all university housing properties and programs, and will be subject to additional sanctions up to and including dismissal from the university.

There are many state and laws and regulations regarding fire safety and life safety equipment in residential facilities. The university will cooperate with law enforcement agencies and will pursue prosecution of any persons who maliciously tamper with fire safety equipment and suppression systems which result in loss of person or property or personal injury.

REMEMBER:

1. Hanging items on sprinkler heads is a violation and a risk to the safety of yourself and others;
2. Removing smoke detectors for any reason is a violation and a risk to the safety of yourself and others;

3. Using an extinguisher for anything other than a fire is a violation and risk to the safety of yourself and others;
4. Horseplaying often leads to damage to life safety systems and bodily harm;
5. Propping doors can be considered tampering with life safety systems. Locked doors are intended to protect residents;
6. Covering smoke detectors and ventilation systems is a violation and a risk to the safety of yourself and others;
7. Knocking down exit signs is a violation and a risk to the safety of yourself and others;
8. Moving or covering cameras is a violation and a risk to the safety of yourself and others;
9. There are no reasons why you should come into contact with life safety systems unless for a true and relevant emergency in which the system is intended to assist in the emergency's resolve.

HAZING

Hazing is defined as any method of initiation into or affiliation with the University, a student organization, a sports team, an academic association, or other group directly or indirectly engaged in acts that intentionally or recklessly endangers that individual physically and/or mentally regardless of whether or not the recipient is a willing participant. Hazing is most often seen as an initiation rite into a student organization or group, but may occur in other situations. Hazing is any intentional, negligent, or reckless activity or situation that causes another pain, embarrassment, ridicule, harassment, physical, mental or emotional strain, or any activity which would in any way jeopardize the physical, moral or scholastic well-being of an individual, even if that person is a "willing participant."

REMEMBER:

Hazing includes:

1. Any physical activity, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquid, drugs or other substance or any other brutal treatment or other forced physical activity that is likely to adversely affect the physical health of the person.
2. Any mentally embarrassing, harassing, or ridiculing behaviors that create psychological shocks, to include but are not limited to such activities as: Engaging in public stunts and buffoonery, morale degradation or humiliating games and activities.
3. Any situation which subjects the individual to extreme stress, such as sleep deprivation, forced exclusion from social contact, required participation in public stunts, or forced conduct which produces pain, physical discomfort, or adversely affects the mental health or dignity of an individual.
4. Any expectations or commands that force individuals to engage in an illegal act and/or willful destruction or removal of public or private property.

Some examples of hazing include, but are not limited to:

- Abuse because of one's race, sex, religion, nationality or mental/physical condition;

- Encouraging or requiring someone to drink excessively (i.e. alcohol, concoctions, water, other beverages);
- Striking, shoving, pushing, kicking, slapping, or otherwise forcefully touching a person or engaging in reckless behavior that causes physical injury to another;
- Submitting to physical acts;
- Going without sleep;
- Engaging in unreasonable activities

DRUGS AND ALCOHOL

Bethune-Cookman University prohibits the unlawful possession, use or distribution of illicit drugs and alcoholic beverages by students and employees on its campus. Further, any possession or consumption of alcoholic beverages of any kind in plain view shall be considered in violation of campus policy. Privacy rights of students in their residential space will be respected, but any public nuisance coming from private space related to the consumption of alcohol shall bring the full force of this policy and applicable state law into play. The concealment of illegal alcohol consumption from plain view does not preclude the enforcement of state laws or this policy for other just cause. Campus Safety Officers and authorized staff may search beyond plain view with explicit approval from the Chief of Campus Safety, Dean of Students, Students, or Vice President of Student Affairs. Students who violate this policy may be criminally prosecuted and be subjected to disciplinary actions ranging from probation with educational sanctions to suspension to expulsion. Students accused of violating these policies are afforded full due process under the university Code of Student Conduct. The university reserves the right to assign special circumstances to each individual case. The Office of the Dean of Students reserves the right to notify the parents of students under the age of 21 who violate alcohol and other drug provisions of the Student Code of Conduct, or who in our professional judgment are considered to be a danger to themselves or others. Upon receipt of an alcohol or other drug violation by a student under the age of 21, the Dean of Students will staff the case and make a decision regarding parental notification based on the particular circumstances of the offense and the student's history. Parents will be notified by letter or phone, depending on the circumstances of the case. Sanctions against university employees range from a letter of reprimand to termination of employment. The university may also refer cases for criminal prosecution. Other sanctions may include:

1. Possible suspension from the university,
2. Prohibited participation in campus activities, student government and the representation of the university or its organizations in any capacity
3. The student may be suspended or required to seek mandatory counseling services that may or may not duplicate those required for earlier violations. The student may also be required to register for the alcohol education program. Parental involvement in the form a parent-student meeting with the Dean of Students office may also be required.

REMEMBER:

1. It is illegal for anyone to have alcohol on campus;
2. It is illegal for anyone under the age of 21 to drink;
3. It is illegal for anyone to buy or provide alcohol for someone under 21;
4. It is illegal for anyone to be intoxicated in public or to drive while intoxicated, on- or off-campus;

5. It is illegal for anyone to sell alcoholic beverages without a license. By law, the sale of alcoholic beverages including any situation in which there is a charge for entertainment or service and alcohol is freely available (including through common source or selling a cup);
6. It is a violation of university policy for a student to hurt or endanger another student through drinking.

SEXUAL MISCONDUCT

Bethune-Cookman University is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community. The University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities.

The University prohibits sexual assault, sexual and gender-based harassment, intimate partner violence, stalking, retaliation, and violation of interim measures. Zero Tolerance conduct is expressly forbidden and will not be tolerated at Bethune-Cookman University. It may also violate federal and state law.

The University adopts the Sexual Harassment, Sexual Assault, Sexual Misconduct, Relationship (Dating) Violence and Stalking Policy and Procedures with a commitment to: (1) eliminating, preventing, and addressing the effects of sexual misconduct; (2) fostering an environment where all individuals are well-informed and supported in reporting sexual misconduct; (3) providing a fair and impartial process for all parties; and (4) identifying the standards by which violations of this Policy will be evaluated and disciplinary action may be imposed. University students who violate this Policy may face disciplinary action up to and including expulsion.

The Policy and Procedures sets forth how the University will proceed once it is made aware of possible Prohibited Conduct in keeping with our institutional values and to meet our legal obligations under Title IX of the Education Amendments of 1972 (Title IX); the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA); and other applicable law.

See the full policy by visiting <http://www.cookman.edu/facultyStaff/hr/sexualharassment.html>.

REMEMBER:

1. “It is a violation of university policy and state law to force sexual activity on another person. This includes anything from forced kissing or touching to forced intercourse. Force includes more than the use of weapons. It also includes physical force and physical or mental intimidation or pressure.
2. Consent means that your partner has freely agreed to sexual activity. The best way to know if your partner consents is to ASK and be sure your partner gave a clearly expressed YES.
3. Intoxication does not excuse poor conduct. It is a violation of university policy and state law to have any sexual activity with someone who is unable to give consent because of

- alcohol or drugs or other impairment. If your partner is very intoxicated, you may be guilty of sexual misconduct EVEN IF YOUR PARTNER SAID YES.
4. Denying someone access, benefits, or opportunities based on willingness to engage in verbal or physical sexual interaction is sexual harassment. Do not use sex as a bargaining tool. It is illegal.
 5. When someone makes it clear to you that they do not want sex, that they want to stop or that they do not want to go past a certain point of sexual interaction, STOP! Pressure for sexual activity is called coercion.
 6. If you intentionally make contact with another person's breasts, buttocks, groin or genitals with any part of your body without explicit and clear-minded consent, even when hugging, you have violated that person's rights.
 7. Unwanted pursuit of another person is stalking. Stalking may also involve the use of electronic media, social networks, blogs, text messaging, voice mail messages, letters or notes, etc.

WEAPONS

Bethune-Cookman University seeks to maintain a welcoming and safe educational environment for students, employees, and visitors, and adopts this policy for possession of dangerous weapons and firearms on campus and at events.

Except as otherwise allowed by law, the University prohibits the possession, transportation, and use of firearms and other dangerous weapons on campus. University students may not possess firearms at any time on campus and may be confiscated.

Student violations may be addressed in accordance with the Code of Student Conduct as well as other applicable policies and may include sanctions, up to and including expulsion.

REMEMBER:

A weapon is:

1. Any object or device which will, is designed to, or may be readily converted to conduct harm upon oneself or another person;
2. a Taser is a weapon and possession of a Taser is considered a violation of the Student Code of Conduct;
3. any object or device which will expel shocks or bullets, shot or shell by the action of an explosive or other propellant;
4. any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including concealed weapons licensed pursuant to the Personal and Family Protection Act, and amendments thereto;
5. any BB gun, pellet gun, air/C'O2 gun, stun gun or blow gun;
6. any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge;
7. any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
8. any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;

9. any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
10. any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy;
11. any martial arts weapon such as nun-chucks or throwing stars; or
12. any longbow, crossbow and arrows or other projectile that could cause serious harm to any person.

B-CU also prohibits weapons at all off-campus University sponsored or supervised activities. Persons with knowledge or information of conduct which may constitute a violation of this policy are urged to contact the B-CU Campus Safety Office.

FIGHTING

Fighting can lead to death, significant injury and possible criminal charges. Initiating a fight is one of the fastest ways to criminal prosecution or civil action. Such action will not be condoned by the university and will be subject to immediate suspension or dismissal of the individual(s) or the groups involved.

Any fight that involves individual students or multiple students from an organization, on or off campus, will be considered a violation of the B-CU Code of Student Conduct. All individuals may be subject to the Code of Conduct hearings.

REMEMBER:

1. Fighting can easily lead to injury or death;
2. Fighting can often be avoided by walking away and reporting your incident to a proper authority
3. Anger is an emotion that can be controlled
4. You can control the impulse to fight by taking a deep breath, convincing yourself to stay calm, and walking away;
5. It takes more strength to avoid a fight than to engage in one;
6. If someone is attempting to invoke a fight, a great tactic is to change your focus to ease your tension;
7. When you are mature and confident it becomes easier to handle conflict in a mature manner. Think about how you would handle a possible fight before you are confronted with one: this will help.

GANG ACTIVITY/AFFILIATION

A “gang” is defined as a group that initiates, advocates, or promotes illegal activities, activities that threaten the safety or well-being of persons or property on university grounds, or at university sponsored functions or activities, on or off campus, or activities that are harmful to the education process. Prohibited “gang activity” includes, but is not limited to:

1. Soliciting students to become gang members;

2. participating in gang initiation or other gang ceremonies;
3. deliberately wearing, displaying or possessing prohibited gang symbols;
4. engaging in gang-related violence or threats of violence;
5. threatening others, including threats by brandishing a weapon or a replica of a weapon on school campuses, or at supervised school functions; or
6. engaging in any behavior undertaken in such a manner as to be reasonably likely to incite violence or endanger persons or property.

Prohibited “gang symbols” may include any type of clothing decoration, jewelry, patches, bandanas, gang names, depiction of gang signs or symbols, and/or body signal/movement which is recognized as denoting a gang or is a sign, signal or movement utilized in connection with gang communications.

Student violations may be addressed in accordance with the Code of Student Conduct as well as other applicable policies and may include sanctions, up to and including expulsion.

RESIDENTIAL EXPECTATIONS

RESIDING IN YOUR COMMUNITY

VISITATION/COHABITATION

Residence halls are communities. The students who reside on campus accept the rights and responsibilities associated with communal living. More specifically, Bethune-Cookman University believes that students, by agreeing to live on campus, consent to certain roommate rights, including the right to sleep undisturbed in one’s room and its facilities without pressure or interference from roommates, and to personal privacy. Roommates and suitemates should always discuss the rules that will govern how they will operate within the room or suite during the first week of their move-in. Agreements should be reviewed periodically by the residents of the room. These agreements may be found with your Hall Management team or the HRL Central Office for your use. You may also request that your Hall Management facilitate the development of your roommate/suitemate agreement to ensure the fairness of the process.

At B-CU, students who live in the residences have helped to develop for themselves and for the community a policy on visitation and cohabitation based on their experiences in the halls and their understanding of what will work here. Civil laws, too, may have an impact on how students live in their environment.

Visitors may not infringe on the rights of other residents or guests to study, sleep or socialize in their room, suite, or building. In support of the teachings of Christian values and our University mission, we are committed to providing a holistic moral education. Therefore, we do not condone the following in the residence hall: co-habitation, exploitive relationships, daytime or overnight visitors/residents involved in sexual intimacy.

Definitions

1. B-CU Housing and Residence Life defines a **guest or visitor** as:

Any person, including another B-CU student and/or resident, who has not been assigned to live in the room he/she is present in.

2. B-CU Housing and Residence Life defines **cohabitation** as:

Any person living in or occupying space to which the person is not assigned or dwelling within a room or facility without being a contract resident assigned to the space in question. The number of days in a particular room/apartment or residence will not be the sole issue, but also the person's presence on a regular or continued basis without a formal contract or assignment. Hall staff will be trained to sight evidence of cohabitation which may include, but not be limited to, presence of belongings not natural to a non-overnight/temporary visit, canvass of residential neighbors, etc. **Students reasonably considered to violate this policy will be held responsible and may be sanctioned up to double room rental cost and/or suspension from the residential community.**

3. B-CU Housing and Residence Life defines an **B-CU Resident** as:

Any paying student who is living in or occupying a space within the University residence halls and has a current and active agreement on file within the Office of Housing and Residence Life. A B-CU resident visiting another B-CU resident is defined as a B-CU resident guest.

4. B-CU Housing and Residence Life defines an **B-CU Non-Resident Guest** as:

Any person who is not a B-CU Resident, but is a currently enrolled B-CU student and is present in a residence hall for any given amount of time.

LESBIAN, BISEXUAL, GAY, TRANSGENDER (LBGT) RIGHTS AND EXPECTATIONS

As collegiate students, all persons of the campus community are expected to evolve in their understanding and acceptance of a diverse campus population. This includes the understanding and acceptance of lesbian, bisexual, gay and transgender (LBGT) students and their lifestyle. While LBGT students have the right to fair and comfortable environments that are conducive to their education they are also expected to respect and abide by all rules and regulations published and communicated to students for the governing of our residential operations.

VISITATION/COHABITATION POLICY

Campus housing is for contracted residents. Individuals with valid contracts and housing assignments are the only people permitted to reside and keep belongings in campus housing. Cohabitation is defined as providing housing or storage for persons who do not have a legal contract with Housing and Residence Life. Cohabitation is strictly prohibited.

Any resident who is identified as allowing co-habitation within their assigned space will be charged additional rent up to a semester charge. All students within the respective space will be

responsible for an equal portion of this charge, unless the violation was reported via residents of the assigned space. Violations may lead up to suspension from the residence hall.

FIRST TIME FRESHMAN VISITATION POLICY

First Time Freshmen (FTF) of the same gender may visit one another within the lobbies of respective First Year residential facilities beginning at 12:00 PM until 12:00 AM Sunday – Thursday, and until 1:00 AM Friday and Saturday. Cohabitation rules apply for all students, even First Time Freshmen. First Time Freshmen are prohibited to have guests of the opposite gender beyond the first floor lobbies. All visitation is frozen the week of midterms and the week of finals.

First Time Freshmen of the same gender of the resident being visited are not limited to restricted visitation times and may visit other first time freshmen within the respectful boundaries of his/her roommate's rights. If visitation issues arise it is encouraged that the resident contact Hall Management to develop a roommate agreement.

First Time Freshmen are NOT allowed to visit the residential facilities that are not designated for FTF at any time.

VISITATION POLICY FOR RESIDENTS OTHER THAN FIRST TIME FRESHMEN

Visitation for non-first-time-freshmen is a shared responsibility between the residents of the community and residential staff. Students agree to these policies when they agree to the Housing Agreement and the accompanying Student Code of Conduct. Students are encouraged to notify their RA or Hall Management staff of potential violations of this policy in a timely manner.

Visitors are permitted within residential spaces (including rooms), with roommate consent, Sunday through Thursday from 10:00 AM to 12:00 AM; Friday and Saturday from 12:00 PM to 1:00 AM.

VISITOR POLICIES

- The host is fully responsible for their guest and the actions of their guest.
- Guests must call their resident host from outside the building in order to gain entry.
- The resident host must escort their guest in the residence halls/apartments at all times.
- The roommate's rights to privacy, sleep and study take precedence over the rights of a host to have a guest.
- The host must have approval from their roommate(s) to have a guest.
- Habitation of a room by anyone other than an individual assigned to that room is prohibited.
- Guests may use only appropriately designated restrooms.
- Gatherings with more than three times the designed occupancy in a residence hall room and/or apartment is prohibited.

- Guests must carry their Wildcat ID with them at all times.
- Non-BCU guests, including formerly enrolled students, are not allowed beyond the first floor, main entrance lobbies at any time, unless explicit and written approval is provided by an official University residential staff member. Resident Assistants are not allowed to grant this approval.

DANGEROUS AND DISRUPTIVE ACTIVITIES

The following activities are deemed dangerous/disruptive and may result in significant damage to property or persons and are strictly prohibited in residential facilities:

1. Accessing rooftops or ledges
2. Climbing from windows
3. Scaling or rappelling from balconies or exterior walls
4. Throwing, bouncing or kicking of any object in or from a window, ledge, roof, stairwell, balcony, hallway or any other common area.
5. Playing sports or utilizing sporting equipment in individual rooms, hallways, or lobbies
6. Skateboarding, Rollerblading, using hover boards, using scooters, biking, or other personal transportation devices in hallways, lobbies, elevators, stairwells, handicap ramps
7. Tampering with fire safety equipment; hanging items from fire safety equipment or within 18” of fire safety equipment. Fire safety equipment includes but is not limited to: sprinkler heads, fire alarm pull stations, smoke detectors and fire extinguishers.

Students engaging in any of the previously listed behaviors will be subject to immediate disciplinary action. In addition, any damages to facilities and property resulting from these activities will result in restitution charges to either the individual or the community. Damages as a result of violating other university and/or housing policies will also be grounds for restitution and disciplinary action including possible suspension from the residence halls and/or the university.

Residents are asked to report any crime or behavior that is disruptive to the living/learning environment that they have witnessed or have knowledge of, to Campus Safety, Residence Life staff, and/or a University Official.

BULLYING

It is the policy of the University that no student, faculty or staff member should be subjected to bullying or harassing behavior by any other student, faculty or staff member. Furthermore, no person should engage in any act of reprisal or retaliation against a victim, witness or anyone with information about an act of bullying or harassing behavior.

“Bullying or harassing behavior” is defined as any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on any property owned or controlled by Bethune-Cookman University, or during

any activity in whatever place sponsored by, directed or controlled by Bethune-Cookman University, and that also fulfills one of the following conditions:

- Places a student, faculty or staff member in actual and reasonable fear of harm to his or her person or damage to his or her property
- Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits

"Hostile environment" is defined as the condition wherein the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree it is bullying or harassing behavior.

HALL/ROOM INSPECTIONS

Bethune-Cookman University reserves the right to enter and inspect any room to maintain discipline, care of property and the health and safety of the students. This may also be done on a monthly basis and/or when there is reason to believe that such a search is necessary to maintain the safety and good health of any and all residents. Students' rights to privacy are respected on B-CU's campus. Resident Assistants and/or Hall Management may not search a student's room beyond plain sight without explicit approval of the Director of Housing and Residence Life, or higher authority.

Maintenance personnel are authorized to enter rooms and perform routine maintenance and repair services. When required for repair or maintenance inspection, closed spaces may be opened and observed. Violations found during such rendering of service will be acted upon by HRL Management.

RESIDENCE HALL APARTMENT/ROOM/SUITE

Your hall apartment/room/suite will be at the center of your experience within the residence hall. Your apartment/room/suite is not just a place to keep your belongings and sleep, it is also a place to study and to live with other people and practice cooperative living. You and your roommate(s) will need to negotiate times for studying, sleeping, visitation and relaxing in order to live together successfully.

In decorating your room, common sense is essential for a safe and attractive living environment. Decorations should not block entrances or cause a fire hazard. Any damages to your residence hall apartment/room/suite during the course of the year will be billed accordingly. The Hall Management Staff must approve all changes in your room in writing. Be sure to file a Room Condition Report when moving into your room and again when you move out.

POSTERS, PICTURES, WALL HANGERS, ETC.

Special Fun-Tac adhesive should be the only thing which should be used to adhere anything to the walls in the residence halls/apartment/room/suite. Other hanging devices such as nails and/or screws are prohibited.

ROOM/SUITE PAINTING

Students are prohibited from using paint and/or other coloring/marker substances on the walls of their hall apartment/room/suite.

APARTMENT/ROOM/SUITE KEY HANDLING

All hall residents are issued key(s) to an apartment/room/suite. The key(s) will open your assigned apartment/room/suite only. Keep your key(s) in your possession at all times. **DO NOT LOAN YOUR KEY(S) TO ANYONE**. Students who fail to carry their key(s) are not guaranteed immediate access to their room. For security purposes, lost or stolen key(s) may necessitate changing locks. This charge (located in the back), will be made to the student who loses his/her keys. Unfortunately HRL cannot absorb costs for the replacement of stolen locks or keys. There will also be a lock out fee assessed to unlock doors. Appropriate I.D. will need to be available, before a lock-out service is provided.

When a key is lost please report the loss to your Hall Management Staff immediately. Failure to do so could lead to illegal entrance into your room and loss of belongings.

COMBUSTIBLES

The use or possession of fireworks, other explosive, combustible materials and/or potentially harmful chemicals in the residence halls/apartments/suites or the immediate vicinity thereof is prohibited. Candles, oil lamps, space heaters, incense and any other open flame devices are also prohibited.

ELECTRICAL OUTLETS AND SMALL APPLIANCES

- Electric wall sockets are designed to handle only two residential type plug-in devices. Do not overload electrical circuits. It can cause fire and is prohibited.
- All electrical devices should be UL tested and safe. Approved surge protector power strips are permitted and recommended.
- Wattage and usage must be approved by the Hall Management Staff of these buildings.
- Hot plates, grills, toaster ovens & deep fryers are not permitted.
- Please see “What to Bring and What not to Bring” for other items prohibited in the residence halls.

BICYCLES, MOTOR VEHICLES, SKATES, HOVER BOARDS

Bicycles and motor vehicles (motor cycles) are prohibited from being in the residence hall, room, apartment or suite. Bike racks are provided on campus. Motor vehicles should be stored appropriately. Skate usage is not permitted within the residence hall, room, apartment or suite.

Hover Boards are not permitted within the University residence halls at any time and will be confiscated, until the owning student may take it home, if found.

QUIET HOURS

The residence hall facilities are subject to quiet hours which are in effect from 9:00 p.m. to 9:00 a.m. Sunday through Thursday and 11:00 p.m. to 8:00 a.m. Friday and Saturday. During finals week, 24 hour quiet periods are strictly enforced. During quiet hours, residents are required to refrain from noisy behavior or activities. All other times will be "courtesy hours" at which residents will be required to keep noise at a level sensitive to all resident's needs.

The University reserves the right to remove any equipment not in compliance with quiet hours.

ABUSIVE LANGUAGE AND GESTURES

All persons in Bethune-Cookman University are expected to use language that is not abusive or harassing in order to provide for an environment which is comfortable for everyone. Use of abusive or harassing language and/or gestures will result in disciplinary action. Be conscious of the fact that elders may be in hearing distance and you may be unintentionally disrespecting someone.

SMOKING

Smoking is not allowed in the residence halls, outside the residence halls or anywhere on the University's campus.

SOLICITATION/OPERATING A BUSINESS

No commercial solicitation or commercial enterprise is permitted in the University system either by residents or non-residents. Operating a business on Bethune-Cookman University property or with the use of University equipment is prohibited. The use of the Bethune-Cookman University name on any advertising by a student for business purposes is not allowed.

MISCONDUCT; NEGLIGENCE; INAPPROPRIATE BEHAVIOR*

Inappropriate behavior refers to personal or group behavior on or off campus which violates values that guide and govern behavior. It is each student's responsibility to read and gain a working understanding of Bethune-Cookman University's Student Code of Conduct. Failure to read and understand University guidelines for community standards does not forgive acts that violate the values of the University and these acts will be responding to according to the Student Code of Conduct and other policies and procedures established by Bethune-Cookman University.

ENERGY/HEATING/COOLING

During break periods and between semesters, all electrical appliances must be unplugged in all unoccupied rooms. This includes refrigerators, clocks, stereos, computers, etc. **Do not place air conditioning on levels below 70 degrees. This causes the unit to freeze.** Please note that the University reserves the right to charge irresponsible students an overage charge. See your Housing Agreement for further details.

BEDS

Personal beds, lofts, mattresses and waterbeds are considered a potential safety hazard for student rooms and are prohibited.

LOUNGE USAGE

Each residence hall has a lounge area that students are encouraged to use. All lounges are equipped with cable television and comfortable furniture. All residents are expected to take care of furniture as you would your personal possessions. No furnishings or equipment may be moved or removed without staff approval. Violators will be charged and referred for disciplinary actions. Special events must be approved by Hall Management one (1) week prior to the event.

COMPUTER USAGE - INTERNET SERVICE

There are computer labs located in each residence halls. It is an expectation that computers are cared for and maintained. Vandalism and theft of equipment will not be tolerated. Computer lab hours may be different from the residence hall lobby hours. Downloading of particular files such as music, movies, and any pornographic material are prohibited. Food and Drinks are also prohibited in the Computer Labs.

ELEVATOR USAGE

Elevators are available in most residence halls. It is an expectation that safety procedures are practiced accordingly. Do not use an elevator if there is a fire drill or an actual fire. Report any problems to the Hall Management Staff immediately.

CHILDREN IN BUILDING

Children are not allowed in the rooms of the residence halls. Children who have been approved to visit in the lobby area must always be attended by family member or approved guardian. Visitation times must adhere to lobby/office hours. Babysitting is not permitted in the residence halls.

VENDING MACHINES

Vending machines are provided in every residence hall (excluding apartments) for student convenience. If students experience any problems with the vending machines, contact your Hall Management Staff. Vandalism of vending machines is prohibited and will result in disciplinary actions.

WILDCATCARD INFORMATION

The Wildcat Card is an essential part of life at Bethune-Cookman University. The one card serves as identification and building access to facilities, athletic games and special events. It also can be used to purchase goods and services at the University.

ABANDONED ITEMS

If a resident departs prematurely from the residence hall, it is their responsibility to make arrangements to retrieve their personal belongings. Students have seven (7) business days from the day of departure to make arrangements with the Hall Management Staff of their building to retrieve their personal items. After seven (7) days, items will be discarded. Due to limited spacing, storage of items will not be permitted.

PUBLIC AREAS POSTINGS

Each residence hall has a bulletin board in which announcement and other posting can be displayed in some halls there are more than one bulletin board. Posting must be approved by Hall Management Staff before posting. Organizational posting must receive approval from the Department of Student Activities. Postings that are not approved will be removed immediately.

RESIDENCE HALL GOVERNANCE

THE JUDICIAL PROCESS

When students are allegedly involved in behavior that violates the university policy, the following is a general overview of how the incident is handled, from start to finish:

1) An Incident report is written

An Area Coordinator, RLC or RA will document the alleged violation of college policy on an Incident Report. The documenter will submit the report to the RLC; they will submit the report to the University Judicial Officer. If the alleged violation is one of a more serious nature it will be routed to the Director of Housing and Residence Life or University Judicial officer. If the violations are minor in nature the RLC may choose to hear the case and give sanctions. Any zero tolerance violations will be routed to B-CU Campus Safety Department and the University Judicial Officer.

2) A Pre-Hearing Conference Takes Place

A Notice of Hearing is sent to the student, which contains the alleged charges. This letter contains a copy of the incident report as well as the time, date, and location of the pre-hearing conference. The University Judicial Officer will hold the pre-hearing conference. During this conference, the student and the board review the judicial process, the incident report, the alleged violations, student rights and responsibilities. The student then chooses a hearing option, as follows:

A. Waived Rights

A student may claim responsibility for the alleged violation and waive their right to a formal hearing. If a student waives his or her rights they cannot appeal the decision made by the board. When a student waives his/her rights sanctions will be given at time of the pre-hearing conference.

B. Hearing

A student who chooses a formal hearing will be notified by email of the hearing date, time, and

location. The student must attend the scheduled hearing or a decision will be made in his/her absence. In such cases, the student waives his/her rights to review or appeal the decision. At the audio taped hearing all individuals are introduced. The board will ask fact-finding questions of all individuals and deliberate on a decision of "responsibility" or "non-responsibility". All hearings are fact-finding and educational in nature, and decisions are based on a preponderance of evidence. The appeal process is shared with the student after a decision and possible sanction(s) have been given.

3) Appeals Process

If applicable, the student will be informed of the appeals procedures. Students may appeal to the Director of Housing and Residence Life. This appeal must be made in writing within five business days of notification. Appeals may be based on one or more of the following reasons:

- A. Sanction not in keeping with the severity of wrong doing
- B. New evidence
- C. Denial of due process

Due Process

All students have the right to due process. Due process in the judicial system usually requires the following:

- Notice of Charges
- Notice of evidence to be used in support of the alleged violations
- A hearing
- Written notification of charges will be sent by mail.
- Student will receive advanced written notice of the time and place of the hearing. Students are expected to attend the scheduled disciplinary hearing. Failure to do so will result in a decision without the benefit of the student's testimony. In such a case the student waives his/her rights to review or appeal the decision.
- The student shall receive written notification of the finding and sanctions(s) as soon as possible after the conclusion of the hearing.
- If applicable, the student will be informed of the appeals procedure. Student may appeal the sanctions of Suspensions and Dismissal from the residence hall.

Appeals must be based on one or more of the following reasons:

- Sanctions not in keeping with the severity of wrong doing
- New evidence
- Denial of due process

A student who wishes to appeal must write a letter indicating the grounds for the appeal request. The letter must be submitted no more than five academic working days after the hearing to the Director of Housing.

Consult the Student Handbook for more information about appeals.

Neither Federal nor state rules apply in residence hall disciplinary proceedings. The University reserves the right to provide formal notification to parents and police when a student has been involved in an infraction of Residence Life and/or University policy.

Sanctions

When students are found responsible for violating residence life policy, one or more sanctions may be assigned. The Hearing Officer determines and issues sanctions, giving consideration to the following:

- the seriousness /severity of the incident
- the attitude of the person(s) involved
- the disciplinary record of the person's involved
- any special/mitigating circumstances
- the rights of others in the community

* The cumulative effect of situations/ past record is strongly considered in determining sanctions.

Non-Compliance with the Judicial Process

A student who fails to comply with the judicial process by not responding to judicial correspondence, not attending scheduled meetings/hearings, or by not fulfilling assigned sanctions may have a hold placed on his her student records. This will prevent the student from registering for classes, obtaining a copy of transcripts and receiving grades. This hold will remain in place until the student is in compliance. In addition, failure to comply with the judicial system is a violation of University policy, and may be handled judicially, as with any other alleged policy violations.

PROMOTING A SAFE CAMPUS

GENERAL CAMPUS SAFETY

The University attempts to provide a comfortable, safe living environment for residence hall students. The Bethune-Cookman University Campus Safety Department is staffed 24 hours a day, seven days a week. In addition, residence hall entrance doors are locked electronically 24 hours a day, seven days a week. Residents can only enter the hall via their Wildcat I.D. card. Students must observe all security and safety rules and policies. They have been developed with your safety and well-being in mind.

APARTMENT/ROOM/SUITE SAFETY

Be security conscious!!! Keep your door locked at all times when away from apartment/room/suite or sleeping. Bad door locking habits may cost you loss of personal property. Do not keep large sums of money or other valuables in your room or in easy sight and access to anyone. The University will not assume responsibility for personal items that are damaged, lost, or stolen. The Hall Management Staff, Graduate Assistant and/or the Resident Assistant should be notified immediately if you have cause to believe your apartment/room/suite has been improperly entered at any time without you or your roommate's permission.

INSURANCE AND LIABILITY

All personal property brought into the residence halls is at the risk of the owner. Residents are encouraged to insure their own property against personal liability, theft, loss, or damage. Contact the Bethune-Cookman University Campus Safety Department @ 386-481-2900 for further information. **Have renters' insurance added to your parent's home insurance or added to your home or vehicle insurance. You may also purchase an individual policy. This decision can save you thousands of dollars if something were to occur. Students are liable for damages, even in the case of an accident.**

EMERGENCIES

SEVERE WEATHER PROCEDURES (AT A GLANCE)

This section of this manual is not meant to replace the content of the University Emergency Plan. Every student is encouraged to read the Emergency Evacuation Procedures outlined the University Emergency Plan.

Each residence hall has a designated severe weather shelter location. Take the time to find out where your shelter is located. When notified by an RA or other University officials that shelter is needed, go to the location and remain there until an *ALL-CLEAR* is given.

If you are unable to reach your assigned shelter, take the following precautions:

- Go to a place of safety, preferably the basement or first floor of a building.
- Go to a hallway away from windows and doors.
- Seek shelter under a heavy table, etc. to avoid injury from flying objects.
- Stay calm and wait for help to find you.

FIRE

Periodic fire drills are conducted in order to familiarize residents with the evacuation procedures and emergency routes. Should you discover a fire, no matter how small, sound fire alarm if possible, and then notify your RA, GARD and/or RLC. During a fire alarm, all residents must leave the building. The building should be empty before any attempt is made to contain a fire. Your RA, ARCL, and RLC will review fire safety and evacuation procedures for each building.

FIRE EVACUATION PROCEDURES

1. Close windows.
2. Before leaving your apartment/room/suite-feel your door for heat.
3. If it is hot, do not open your door. If the door is cool, exit the building using the evacuation route posted in your apartment/room/suite, or the closest exit door to your location.
4. Once outside, proceed to a safe area (at least 100ft. from the closest exterior exit) to avoid injury from explosions and heat.
5. Do not return to the building until instructed by a staff person or by the fire department.

FLOOD

Flooding generally evokes an image of raging streams and rivers. Flooding can also be caused by large amounts of rain fall during short periods of time, overloaded storm sewers, or improperly designed run-off areas.

DURING A FLOOD

- If there is time, move all personal belongings to the highest level within your residential space.
- Unplugged all electrically controlled devices.
- Keep a battery-powered radio tuned to a local station.
- Follow all emergency instructions.
- If you are caught in your building by rapidly rising waters, call 2900 or 911 for help.
- Then move to a higher floor or to the roof. Take warm, weatherproof clothing, a flashlight, a cellular phone and a portable radio.
- Do not walk or wade in flooded areas.

- Be prepared to evacuate.
- **If advised to evacuate, do so immediately. Evacuation is much simpler and safer before flood waters become too deep for ordinary vehicles to drive through.**

IF YOU EVACUATE BY CAR

- Do not drive where water is over the road or past barricaded road signs.
- If your car stalls in a flooded area, abandon it as soon as possible and walk to safety in the direction you came from.
- Follow recommended evacuation routes, as shortcuts may be blocked.

HURRICANE

June through November is hurricane season in Florida. Once a hurricane watch is announced on the campus by the administration, immediate action will be taken. Your safety and the safety of others are dependent upon adherence to established procedures.

- Each resident must report to their RA in the designated area of their respective hall.
- Students who choose to seek shelter must abide by all security precautions and instructions issued by the Director of Housing and Residence Life or his delegate.
- Resident students who choose to stay off-campus must give their RA the name of the person with whom they are staying and an address and telephone number where they may be reached. This information will be communicated only to parents or guardians.
- Pay close attention to official announcements from the National Hurricane Center and the Department of Housing and Residence Life. Do not pay attention to rumors. Current information will be available through the following sources:
 - posted on the bulletin boards outside RA rooms
 - posted on the door of each room
 - email
 - posted on bulletin board outside the Housing and Residence Life Office

Should evacuation be mandatory, we encourage all students who can to go home. If you do not have a place to go, University Housing will transport students to and from an approved shelter. Please contact your hall management team, or the Housing Office at 386-481-2420 if you anticipate needing to go to into Shelter.

A shelter is a last resort. If you plan to go into shelter, remember to bring the following:

1. bottled water,
2. snacks,
3. prescription and emergency medication,
4. extra clothing, pillows, blankets and other comfort items,
5. hygiene supplies, cash,
6. any special dietary food,
7. cards and games,
8. a battery powered radio and a flash light.

9. all important documentation such as your driver's license, visas, I-20's and passports. Please make sure that your I-20 has been signed within the last year of its issuance.

Shelters will have a team of volunteers including a nurse to register you and look after your well-being. While shelters will provide meals such as sandwiches and soups, it will take time to get the food set up and served so you should eat before you leave campus. Foods served will be simple and conditions may be very crowded. Remember a shelter is not designed for comfort; it is designed to save your life!

If the campus is evacuated, please take your bicycle into your room. In addition, please do not forget to bring all medical prescriptions, money, enough clothing, etc. If there is a mandatory evacuation, students will not be permitted back on campus!

Residence hall windows are not sealed closed; therefore we encourage all residents to move belongings off floors and away from windows. All residents are also encouraged to move beds away from windows. Please see your RA for plastic bags to cover any electronic belongings you may have.

You must contact your RA if you are leaving campus for this storm event; as you must complete paperwork designating where you are going in the event of an emergency.

HOUSEKEEPING

TAKING CARE OF YOUR FACILITY

MAINTENANCE, REPAIR AND GENERAL CLEANING

Custodial service is available for all common areas of the residence halls only. Any apartment/room/suite needing repair should be reported to the RLC, GARD or RA. Each resident is responsible for general orderliness and cleanliness of his/her apartment/room/suite and bathroom.

FURNITURE

You are responsible for the University-supplied furnishings in your room. The furniture should be in the same condition when you move out as it was when you arrived. Residents who move or remove furniture from their rooms will be assessed a maintenance fee to replace room furniture. **University Facilities Staff must do all furniture moving. Do not move or adjust beds.**

WINDOW SCREENS

Residence hall apartment/room/suite window screens must remain properly installed on the windows at all times. Residents who remove their window screens will be charged accordingly. *In case of fire, ground level window screens may be removed as a fire exit for residents.*

BED BUGS

Personal property can contain bed bugs, which can infest residential spaces and be expensive to rectify. Bed bugs are known to travel amongst personal clothing or property and possessions. Residents are responsible for fully disclosing any awareness of any infestation or presence of bed bugs in any previous visited location or dwelling, or any issues which the resident may have experienced prior to living within the residence hall. In the case that a resident discloses this information, Bethune-Cookman University has the right to see documentation of treatment and to inspect the resident's personal property to confirm the absence of bed bugs. By signing the Housing Agreement all residents are confirming that he/she will not enter any residential facility, after exposure to bed bugs, with personal possessions that have not been professionally treated and inspected for absence of bed bugs.

In the case that a resident suspects or is aware of the presence of bed bugs he or she must promptly visit a health care professional and report this issue to Hall Management immediately. If confirmed presence of bed bugs is received Housing and Residence Life will immediately begin a process to eradicate all possibilities of an infestation.

Once a residential space has been successfully tested and the presence of bed bugs/scabies has been confirmed the extermination process will begin. Bed bugs/scabies extermination may involve a series of treatments that involves the student, the room and the contents within the room. Adjacent rooms may need to be treated as well to prevent the bugs from spreading. All adjacent rooms will first be tested before the need for treatment is determined.

Residents are required to properly prepare their rooms before each treatment in order for the treatments to be effective.

Maintenance staff will be in the resident's room to seal cracks, holes, and crevices in the walls where the bugs may be hiding and treat and/or change mattresses.

1. Residents must abide by the following procedures in order to properly prepare their room for a bed bug treatment. **This is mandatory.**
2. **Please give the Hall Manager a phone number where you can be reached at all times during this process.**
 - a. Remove all items from all furniture, closets and out from under all beds.
 - b. Remove all bed coverings.
 - c. Residents must wash all personal clothing and bedding in hot water and dry on the hottest setting in clothes dryer for at least thirty minutes.
 - d. **Items that cannot be washed must be dry cleaned.**
 - e. Any clothing preferred to be dry- cleaned becomes the financial responsibility of the student.
 - g. All furniture and personal items will be moved at least 1' away from the walls. This will be done by HRL Staff only.
 - h. In cases where needed, residents must leave the room for one to two hours while the room is being treated by the pest control contractor as scheduled. Residents must not return to the room until the two hour period has expired or the Hall Manager has contacted you with the return time.
 - f. Please visit the Health Services Office for assessment and possible treatment.

We know this process is an imposition to residents, this process is not optional as bed bugs can be difficult to exterminate and this procedure is what is recommended by pest control experts and entomologists who are currently studying the issue of bed bug extermination.

Often, poor hygiene and uncleanliness result in the presence of bed bugs. They are naturally attracted to clutter and filth. So, while cleanliness does not guarantee the prevention of bed bugs, it reduces the attraction and greatly assists with the detection and rid of these pests.

Preventing bed bug encounters

Humans serve as bed bugs' main mode of transportation, it is extremely important to be mindful of bed bugs when away from home. Take a few minutes upon arriving to their temporary destination to thoroughly inspect their accommodations, so as to ensure that any uninvited guests are detected before the decision is made to unpack.

Because bed bugs can easily travel from one room to another, it is also recommended that you thoroughly inspect all luggage and personal possessions for bed bugs before departing to your next place of residence.

Bed bug do's and don'ts

- **Do not bring used furniture from unknown sources into your dwelling.** Countless bed bug infestations have stemmed directly from the introduction into a resident's unit of second-hand and abandoned furniture. Unless the determination can be made with absolute certainty that a piece of second-hand furniture is bed bug-free, residents should assume that the reason a seemingly nice looking leather couch, for example, is sitting curbside, waiting to be hauled off to the landfill, may very well be due to the fact that it's teeming with bed bugs.
- **Do address bed bug sightings immediately.** Housing residents who suspect the presence of bed bugs in their unit must immediately notify Hall Management.
- **Do not attempt to treat bed bug infestations.** Under no circumstance should you attempt to eradicate bed bugs. Health hazards associated with the misapplication of traditional and non-traditional, chemical-based insecticides and pesticides poses too great a risk to you and your neighbors.
- **Do comply with eradication protocol.** If the determination is made that your residential space is indeed playing host to bed bugs, you must comply with the bed bug eradication protocol aforementioned in this policy. Bed bugs will not eradicate themselves, they will only multiply.

MOLD

All of us have lived with mold spores all our lives. Without molds we would all be struggling with large amounts of dead organic matter. Mold breaks down organic matter in the environment and uses the end product for its food. Mold spores (like plant pollen) spread through the air and are commonly transported by shoes, clothing and other materials. When excess moisture is present inside a dwelling, mold can grow.

PREVENTING MOLD BEGINS WITH YOU.

In order to minimize the potential for mold growth in your dwelling, you must do the following:

- Keep your dwelling clean—particularly the bathroom and floors. Regular vacuuming of rugs, mopping and using a household cleaner to clean hard surfaces is important to remove the household dirt and debris that harbor mold or food for mold.
- Immediately throw away old food or unclean containers. Do not leave open containers with food or liquid in your residential space.
- Wipe down and dry visible moisture accumulation in your bathrooms and floors and other surfaces as soon as reasonably possible.
- Look for leaks in sink drains or pipes or toilets – especially if the leak is large enough for water to infiltrate nearby walls.
- Always turn on your exhaust fan in the bathroom before you start showering. When showering, be sure to keep the shower curtain inside the tub or fully close the shower doors. Remember, the experts recommend that after taking a shower or bath, you: (1) wipe moisture off of shower walls, shower doors, the bathtub and the bathroom floor; (2) leave the bathroom door open until all moisture on the mirrors and bathroom walls and tile surfaces has dissipated; and (3) hang up your towels and bath mats so they will completely dry out.
- Promptly notify Hall Management about any air conditioning or heating system problems you discover.
- Promptly notify Hall Management about any signs of water leaks, water infiltration or mold.
- Keep the thermostat set on 72 degrees and above. Turning the temperature lower than 72 degrees will cause the air conditioning unit to freeze and stop, disallowing the proper levels of air and moisture reduction. Relative humidity levels should be maintained under 50% at all times in order to prevent conditions conducive to the growth of mold and mildew.

IN ORDER TO AVOID MOLD GROWTH, it is important to prevent excessive moisture buildup in your residential space. Failure to promptly pay attention to leaks and moisture that might accumulate on dwelling surfaces or that might get inside walls or ceilings can encourage mold growth. Prolonged moisture can result from a wide variety of sources, such as:

- rainwater leaking from roofs, windows, doors and outside walls, as well as flood waters

- rising above floor level;
- overflows from showers, bathtubs, toilets, lavatories, sinks, washing machines, dehumidifiers, refrigerators;
- plant watering overflows;
- pet urine; or
- insufficient drying of carpets, carpet pads, shower walls and bathroom floors.

In cases where mold is suspected contact your Hall Manager immediately. Additionally, it is encouraged that you email your concern to document your submission of concern. This email should be sent to reslife@cookman.edu.

DAMAGE BILLING

Damage billing is used to address all vandalism in public areas. These areas include lobbies, hallways, social and student lounges, recreation rooms, bathrooms, kitchens, stairwells and elevators. When public areas are vandalized or University property is damaged, a group of students, a floor, or a building where students live in close proximity to the damage will be assessed fees for the damages if no one resident or group of residents accepts responsibility. Each time an incident occurs, a Resident Advisor, Residence Life staff member, Campus Police or Facilities Services staff member will document the incident and nature of the damages including photographing the area. The vandalism will be assessed and appropriate fees will be determined. These fees will include repairs to or replacement of property as well as billing for personnel required to address the vandalism.

There are two types of damage billing: Individual Damage Billing and Residential Damage Billing.

- **Individual Damage Billing:** Individual damage billing refers to damages to an individual residence hall room or the common area shared within a suite or apartment. Whereby the residents of a room are responsible for the costs associated with any repair or replacement within his/her room. Residents assume responsibility for the condition of their assigned room/suite/apartment and for the damage which occurs within all assigned living areas. This includes, but is not limited to, the common living spaces (living room/kitchen/bathrooms/study rooms) in all residence halls. Unless the student(s) responsible for damages to these spaces can be identified, damage charges for common space areas will be collectively billed to all students assigned to room/suite/apartment.
- **Community Damage Billing:** The philosophy behind community damage billing is that all residents in University housing are part of a larger community on campus. Therefore, residents of University housing are not only responsible for their personal accommodations, but also the community areas they share with fellow residents. One unfortunate aspect of this responsibility is that damages that may occur in common areas. It is our hope that students will create a sense of

ownership of and pride in their community. As a result, residents will work to prevent damage and address incidents as they occur. Instead of requiring a damage deposit from each resident, we choose to bill the students for individual incidents. Depending on the building and the physical configuration, as well as the nature of the incident, our staff will determine whether the incident should be shared by all members of the building or by members of a particular floor, wing, or section. Whenever possible, the university will hold accountable individuals responsible for common area damages.

If damage is deemed to be intentional in nature, disciplinary action will also be taken. Repeated occurrences or damage by an individual or group will be investigated to determine whether further disciplinary measures are warranted, including suspension or dismissal from university housing, housing reassignment and dismissal from the University.

Examples of Damage Billing Incidents

- Any damage that goes beyond the normal, expected wear and tear of items.
- Excessive cleaning
- Bodily fluids (blood, urine, mucous, feces, and vomit) in the halls, bathrooms, or other common areas
- Broken exit signs
- Broken windows or glass
- Inverted or incorrectly assembled beds
- Broken lounge furniture
- Damage to carpet and upholstery
- Food or trash left in sinks or water fountains
- Trash, excessive trash or trash bags not properly disposed (i.e. pizza boxes or room trash found in the halls, stairwell, or bathroom/lounge trash can)
- Fire extinguishers and smoke detectors that are missing or have been tampered with (greater sanctions will be given to persons found responsible)
- Removal of any University furniture from its designated location
- Holes in walls
- Sprinkler head discharges due to causes other than fire
- Graffiti

Estimated Facilities Repair Costs

The determination of who will be charged for facilities repairs is directly related to the area where the damage occurs. For example, if the damage occurs in a particular hallway or bathroom the students of that floor will likely be billed. If the damage happens in an entry lounge, common stairwell, or elevator the charge will likely be assigned to all residents in the building.

The amount of the charge may vary in cost depending on the incident and the severity and costs of repairs.

Appeal Process

Community Damage Billing: Prior to posting community damage charges to your student account, you have an opportunity to assist us in identifying those responsible for vandalism. An email will be sent to your BCU email account reporting the damage and associated billing charges. You have until a predetermined date to either accept responsibility for all or part of the damage, or provide information leading to the adjudication of the person(s) responsible for the damage. If no community member steps forward, the charges will be distributed among all members of the community. Fees will not be placed on your student accounts until a minimum of \$5.00 has been reached. This may occur immediately, at the end of the semester or even at the end of the academic year, pending the amount of unidentified damages within your area. Please contact a member of the Residence Life staff or the Dean of Students if you have any pertinent information related to identifying the responsible person(s).

Individual Damage Billing: To appeal an individually billed damage charge, you must submit a written explanation to the Dean of Students within 5 working days of receiving notification of the damage charge. If the appeal is granted, any interest charge related to the damage fee will be waived as well. If the appeal is denied, your student account will be billed.

During the semester in progress, the individual damage billing appeals process for that semester is ongoing. For charges assessed after the close of a semester, students have two weeks after receiving the damage billing to appeal. All appeals will be accepted for the prior semester until the posted deadline.

If the appeal is granted, any interest charge related to the damage fee will be waived.

If there are any questions, please contact the BCU Housing and Residential Life, Dean of Students or the Vice President of Student Affairs.

RESIDENTIAL HALL FEE ASSESSMENT

SANCTION FEES, FINES & COSTS

The following list represents those items for which residents are commonly billed. **All costs are approximate amounts, with final charges contingent upon extent of damage and cost of the repair.** Some costs represent prorated charges. Replacement or repair may not occur unless the full actual cost is assessed to the student(s). Costs listed in parentheses are approximate costs, and may not reflect actual cost to be billed to the students. Some damages may result in community billing (a unit/room, floor or the entire building). This means all residents living in that particular building will be charged.

<i>Bathroom (replacement or repair)</i>		Mattress	\$100.00
Ceramic toilet top (special order)	Actual Cost	Mattress cover	\$35.00
Fan over toilet/sink	\$60.00		
Mirror	\$165.00	<i>Windows (replacement or repair)</i>	
Soap dish	\$10.00	Blinds (bedroom/window)	\$80.00
Sink	Actual Cost	Blinds (vertical/patio)	\$145.00
Sink drain stopper	\$8.00	Blind slat (each)	\$10.00
Shelves	\$40.00	Blind string (each)	\$10.00
Shower curtain	\$12.00	Blind wand (each)	\$8.00
Shower curtain rod	\$20.00	Glass	Actual Cost
Shower head	\$22.00	Window screen	Actual Cost
Toilet	Actual Cost	Sliding glass door screen	\$85.00
Toilet paper holder	Actual Cost	Window bar	\$25.00
Toilet seat	\$25.00		
Towel bar	Actual Cost	<i>Fire Equipment (replacement or repair)</i>	
<i>Furniture (replacement or repair)</i>		Broken fire alarm	Actual Cost
Couch	Actual Cost	Fire extinguisher	\$60.00
Couch cushion	Actual Cost	Fire extinguisher refill	\$40.00
Couch rail	Actual Cost	Fire extinguisher glass	\$15.00
Furniture burn/stain	\$40.00	Fire extinguisher pin	\$5.00
Furniture scrape finish	\$40.00	Fire alarm pull station glass	\$10.00
Mirror	Actual Cost	Smoke detector	\$110.00
Mirror (remove/re-hang)	Actual Cost	Fire extinguisher cabinet	\$60.00
Public area furniture in room (per piece)	Actual Cost	<i>Lighting (replacement or repair)</i>	
Public area furniture replacement	Actual Cost	Ceiling light cover	Actual Cost
Wardrobe knob	\$25.00	Ceiling light globe	Actual Cost
Trash can	\$15.00	Complete light fixture	Actual Cost
<i>Bedroom (replacement or repair)</i>		Missing light bulb (p/bulb)	\$5.00
Bed frame	\$220.00	Reconnect light bulb (per bulb)	\$5.00
Bed drawer	\$35.00	Re-hang light globe	\$10.00
Desk	Actual Cost	Exit light cover	\$55.00
Desk chair	Actual Cost	<i>Doors (replacement or repair)</i>	
Desk drawer	\$50.00	Door frame repair	Actual Cost
Desk top	\$60.00	Door stop (kick-down)	\$22.00
		Door stop	\$10.00

Door number plate (Squires)	\$80.00	Trash- excess in room per room	\$15.00
Door number plate (all others)	\$25.00	per housekeeper	
Closet door	\$90.00	Trash Removal (per bag)	\$50.00
Closet door (re-hang)	Actual Cost	Vacuum (bedroom)	\$10.00
Door mat	\$60.00	Vacuum (entire apt./suite)	\$15.00
Eye viewer	\$15.00		
Glass door	Actual Cost		
Hollow core door	\$110.00	Other Facilities Charges	
Interior door	\$200.00	Personal belongings left after	\$50.00
Missing door latch plate	\$15.00	actual check out (minimum)	
Patio screen door	\$90.00	Ceiling (per tile)	\$8.00
Sliding glass door	Actual Cost	Cigarette ashcan sand	Actual Cost
Sliding door blinds	\$145.00	Fan cover (over sink)	Actual Cost
Sliding doors handle	\$20.00	Fire exit sign	Actual Cost
Solid core door	\$275.00	Floor tile per sq. ft. replaced	Actual Cost
Door repair	Actual Cost	Molding (per section)	Actual Cost
		Outlet cover plate	\$10.00
Paintwork (plaster repair additional)		Wire glass for door panel	Actual Cost
Refinish Work	Actual Cost	Adhesive on window	\$5.00
Bathroom	\$100.00	(per mark)	
Room	\$150.00	Lock Change Charges (per lock)	\$45.00
Suite (entire)	\$500.00	Repair or replace door hardware	Actual Cost
Ceiling (room)	\$140.00		
Paint swatch pulled off wall	Actual Cost	Miscellaneous Charges	
Plaster work cost per item		Abandoned property	\$50.00
Pin hole	\$1.00	Unapproved Pet(s)	\$200.00
1/8-inch nail hole	\$3.00	Checkout- improper	\$100.00
Thumb-size hole	\$4.00	Inappropriate Emergency Door	\$50.00
Ceiling hook	\$15.00	Use	
Mark on wall	Actual Cost	Failure to evacuate	\$50.00
Tape tears in paint finish	Actual Cost	Health and Safety Violation	\$25.00
Dent in wall	Actual Cost	Lock Out Fee	\$5.00
Any major plaster work	Actual Cost	(Locked out of living quarters)	
		Prohibited appliances/devices	\$25.00
		(possession)	
Cleaning Charges		Unapproved Room Change	\$75.00
Housekeeping labor	\$13.00	Littering	\$25.00
(per hour)			
Chair/sofa cushion	\$30.00		
Floor (non-carpeted)	\$22.00		

VALUES FOR HIGH QUALITY LIVING

Leadership

Leadership is a function of knowing yourself, having a vision that is well communicated, building trust among peers and colleagues, and taking effective action to realize your own leadership potential.

*Innovation, Development, Inspiration, Forward Thinking & Forecasting,
Asking Why & What?*

Leading with creativity and influence

Integrity

*Integrity is the art or principle of doing the right thing,
even when no one else is around (or looking).*

*The development of firm principles that will produce
steadfast morals and professional standards.*

Academic Excellence

*Excellence is the quality or state of achieving outstanding or
superior performance in academia.*

The desire to strive for excellence in any goal set.

Collaborative Work & Responsibility

*Collaboration is the act of working together with one or more persons in order to achieve
something greater & accepting the liability of your actions.*

Team development and function ability will be achieved and embraced.