



# Resident Manual 2024–2025

*Metropolitan and Florham Campus*



**FAIRLEIGH  
DICKINSON  
UNIVERSITY**

Housing & Residence Life

# Message from Housing and Residence Life

Welcome to the residence halls at Fairleigh Dickinson University, your home away from home! Our residence halls are an exciting and vibrant part of campus life. Living on campus affords you the opportunity to become part of a close-knit community bonded through socializing, shared experiences and FDU pride. Studies indicate that students who reside on campus, on average, earn higher grades, are more likely to continue in college and are more likely to graduate within four years.

You will have the opportunity to “live, learn and grow” through the unique experience of living with other students. You will learn new things about yourself, about living with others and about being part of a community. We believe your experience in the residence halls will prove to be both enjoyable and enriching.

The information in this *Resident Manual* is provided to help you succeed at FDU as a student and as a member of our residential community. It is important that you read it and keep it as a reference. Part of being a responsible member of a community is to be aware of your rights and responsibilities and your role as a resident. The *Resident Manual* is an extension of the Housing and Meal Plan Contract and will help you become familiar with the services and programs we provide.

Housing and Residence Life is committed to assisting you in making the most of your living experience and supporting you in achieving your educational goals. We encourage you to be an active member of your community, and we look forward to meeting each of you during the academic year.



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# Housing and Residence Life

## Mission

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

Housing and Residence Life is responsible for the overall management, administration, and program development of all University residential facilities. Living in the Residence Halls encourages each community member to participate in shaping their environment. This is accomplished through the following goals of Housing and Residence Life:

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

## Staff

Housing and Residence Life employs paraprofessional and full-time professional staff members.

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

**University Director of Housing & Residence Life** — Coordinates the day-to-day operations of Housing and Residence Life for both campuses. Coordinates assignments, room changes, meal plans, cancellations, billing, and room selection.



**Assistant Director of Marketing of Housing & Residence Life** – Oversees and coordinates social media platforms along with curates large and small scaled programming events open to all students on campus incorporating collaborative opportunities with various departments on both NJ campuses.

**Associate Director of Residence Life (Florham Campus)**— Advises the Residence Hall Association, coordinates staff recruitment, selection, and training.

**Housing Coordinator (Florham Campus)** – Coordinates assignments, room changes, meal plans, cancellations, billing, and room selection.

**Resident Director (Metropolitan Campus)** – Collaborates closely with graduate hall directors and resident assistants to create a safe, inclusive, and dynamic living environment that promotes both academic success and personal growth. Oversees the recruitment, selection, and ongoing development of undergraduate and graduate student staff.

**Administrative Assistants (Florham and Metro Campus)** – Assists with the day-to-day operations including answering emails, assisting students, and processing.

**Graduate Hall Directors (GHDs)**— Supervises Resident Assistants and assists with development of community in a residence hall area while being on call as Senior Staff.

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

## Living On Campus

### Applying for Housing

**All Students must apply for housing via the online application available at:**

**For Metro:** [www.fdu.edu/metromyhousing](http://www.fdu.edu/metromyhousing) .

**For Florham:**[www.fdu.edu/florhammyhousing](http://www.fdu.edu/florhammyhousing)

### For All First-Year and New Students:

New students to Fairleigh Dickinson University receive housing information upon their admission to the University with their Admissions Acceptance Package from the Office of Admissions (Undergraduate Admissions, Graduate Admissions, or International Admissions). A **Residence Hall Deposit (\$200)** is required for all new resident students.

### For Returning Resident Students:

During the spring semester, current resident students who plan to return to housing for the following academic year can select their room and roommate during the Room Selection Process (Keep My Room Day, Special Living Options Day, Priority Room Selection Day, or General Room Selection). Only residents who fill out the Housing Application by the deadline can participate in Keep My Room Day, SLO, and Priority Room Selection Day.

**Residents that apply after the deadline can participate in the General Room Selection (residents can select their building, room, and roommate). After General Room Selection ends (June 1), residents may still apply for housing. However, based on availability, a room and roommate **will be assigned by** Housing and Residence Life.**

### **For Commuter Students:**

**During the spring semester, current FDU commuter students interested in on-campus housing for the following academic year can select their roommate during the General Room Selection.**

### **For All Students Arriving for the Spring Semester**

This section only applies to students who do not reside on campus during the fall semester and are interested in applying for spring semester housing.

- **FDU Study Abroad students and other returning FDU students** can apply for housing once their Residence Hall Deposit (\$200) has been received.
- **First Year and New FDU students**, please refer to “For All First Year and New Students” section.
- **FDU commuter students can apply for housing once their Residence Hall Deposit (\$200) is received.**
- **Spring Housing Application available:** October 1.

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

### **Deposits**

1. New housing applicants are required to pay a nonrefundable Residence Hall Deposit (\$200).

**Pay deposits online at** <http://www.fdu.edu/deposit>

1. Select **“Deposit Payments Only”**

2. Select the following:

**Residence Hall Deposit Only**

3. Submit Payment

**Housing and Residence Life does not accept any payments.**

### **Alcohol**

Alcohol is permitted in specific residence halls for those that are 21 and over.

**Florham Campus:** Rutherford Hall, Park Avenue, Florence, and Villages 3,4, and 8

**Metro Campus** - University Courts, 1,2,7,8,9, 10; and Northpointe 4th floor.

Consumption, possession, or being in the presence of alcoholic beverages is prohibited in the residence halls for those who are under the age of 21 years. Alcohol violations may result in a conduct hearing and monetary fine based on the severity of the alleged violation. The ability to administer a monetary fine and/or other sanction remains at the discretion of the Associate Dean of Students and/or designee.

## Cable Television

Streeme TV is our cable provider on both campuses. Streeme IPTV is the most powerful way to watch and record TV on campus. With Streeme IPTV, residential students can watch live TV on any device, pause and rewind live TV, and record up to 20 hours of programming. Log onto Streeme.TV or download the Streeme TV app to get started.

## Campus Parking and Vehicle Registration

Hundreds of students, faculty and staff drive to FDU's two campuses each day to attend classes and work. The strict enforcement of parking and traffic regulations is essential to accommodate the steady traffic that passes through the University.

All vehicles parked on campus, including those of guests, must be registered with the Department of Public Safety. Each campus has designated areas for permit parking. Vehicles that do not observe posted parking instructions will be ticketed and fined. Vehicles that receive more than one summons may have a parking immobilizer placed on the vehicle and/or may be towed. A cost of \$25 must be paid to the Department of Public Safety to have the immobilizer removed. A Parking Manual is available from the Department of Public Safety when you register your car.

## Cancellations (Housing and Meal Plans)

Any student who has decided to not attend FDU or has decided not to reside on campus must notify Housing and Residence Life immediately by submitting a **Cancellation Request Application** via MyHousing.

### Supporting Documentation

1. To avoid a delay in processing the Cancellation Request Application, please make sure all required supporting documentation listed for the reason for requesting a cancellation is provided.
2. Scan (no photographs) and email any supporting documents (in pdf form) to:  
metrohousing@fdu.edu

**Once a student moves into their residence hall room and/or signs their Housing and Meal Plan Contract**, he/she is bound to the contract for one entire academic year (August to May). Refer to "VIII. Cancellation and Refund" section of the Housing and Meal Plan Contract for more information.

## Community Standards

### Disorderly Conduct/Unacceptable Behavior

Our residence halls exist to complement Fairleigh Dickinson University's educational mission. Our expectations and standards of acceptable behavior are reflective of our purposes. In concert with the behavioral standards of the FDU Student Code of Conduct and the Residence Hall Community Code, the following behaviors will not be tolerated and may result in disciplinary action, which could include immediate removal/ban from the residence halls:

- c) Verbal abuse, including offensive and/or derogatory language.
- d) Threatening behavior, whether written, electronic, verbal, or physical.
- e) Any use of force or physical violence.
- f) Trespassing, entering, or remaining in a room without the resident's permission.
- g) Lewd, obscene, or offensive behavior.



### The following actions will result in disciplinary action:

- Failure to comply with the directions of a university official, including Housing and Residence Life staff.
- Providing false information or identification to a university official.
- Aiding or encouraging others to violate hall policies.
- Failure to produce an official student ID card upon request of any staff member.

### Failure to Comply

For us to be successful in developing responsible and respectful communities, we must have cooperation from residents who respect and share our goals. Failure to comply with directives stated by a resident assistant, while acting in an official capacity, may result in disciplinary actions.

### Computer Access

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

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

1. To log into FDU's network, you must have a valid Webmail account. Once accepted to the University you can get a Webmail account by visiting <http://office365.fdu.edu>.
2. Microsoft Windows-based computers must:
  - a) Be running Windows XP (Home or Professional) or newer versions (e.g., Vista) with Service Pack 2 (SP2) installed.
  - b) Have all critical Microsoft Windows updates and patches applied to the Windows operating system. To do this, go to <http://windowsupdate.microsoft.com>.
  - c) Be configured for daily automatic Microsoft Windows updates.
  - d) Have FDU's Symantec Antivirus Corporate Edition software professionally installed and configured. Symantec Antivirus Corporate Edition is provided to students free of charge for as long as you are a student, and FDU's Symantec Antivirus Corporate Edition does not require students to pay a yearly subscription.
  - e) Be configured for daily automatic Symantec Antivirus Corporate Edition virus-definition updates.
  - f) NOTE: Prior to the installation of FDU's Symantec Antivirus Corporate Edition software, all other antivirus software (i.e., McAfee, Norton Antivirus, Norton SystemWorks/Internet Suite, Sophos, TrendMicro) **must be completely uninstalled**. After uninstalling existing antivirus software, you can log onto [https://isweb.fdu.edu/secure/av\\_download.html](https://isweb.fdu.edu/secure/av_download.html) to download FDU's Symantec Antivirus Corporate Edition for students or, when you log into FDU's network for the first time from on campus, you will be directed to download and install FDU's Symantec Antivirus Corporate Edition. Be sure to perform a full antivirus scan and remedy all virus issues, prior to logging in.
  - g) Be able to run the Cisco Clean Access (CCA) agent, which FDU will provide, and be able to receive automatic Windows and antivirus updates.

- h) Be free of all computer viruses and spyware and have a completely patched Windows operating system (OS).

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

The above will help students maintain their personal computers and to protect their valuable information. It will allow us to maintain an elevated level of network and support services to our resident students and to safeguard and minimize the negative impacts of computer viruses, spyware, and other malware on the University network.

For more information about CCA or FDU's Symantec Antivirus Corporate Edition, call the FDU Technical Assistance Center at 973-443-8822.

## Damage Policy

Also refer to "Room Condition Report (RCR)," page 21.

### Damage Billing

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

### Damage Billing Appeals

1. Students are responsible for signing the Room Condition Report (RCR) completed by the resident assistant upon checking-in and checking-out of the residence halls. **A student who chooses not to sign or fails to sign this form on either occasion will be held accountable for all damages as inventoried by the resident assistant. There will be no appeal mechanism for these students.**
2. Damage Billing Appeals will be considered, via MyHousing only, if received by the deadline date established by Housing and Residence Life in the damage billing letter.
3. Decisions regarding damage billing appeals will be rendered in writing. **This decision will be final.**

## Dining Services

The dining hall is on the second floor of the Student Union Building/Student Center. Students must present their FDU ID card to gain access. For more information about meal plans and meal-plan rates, refer to our website.

## Facilities and Maintenance

Staff from the Department of Facilities are responsible for maintaining all University property and facilities, removing snow from sidewalks and entryways during the winter and trimming shrubs and grass in the spring and summer. In the residence halls, facilities staff members are responsible for general upkeep, physical appearance, and overall cleanliness. Specifically, the staff is responsible for cleaning public areas, hallways, lounges, and common bathrooms. However, the staff is not responsible for cleaning student rooms or bathrooms in student rooms.

While on campus, your residence hall room is your home ... please treat it as such. Any malfunction of building equipment, maintenance needs, problems or questions regarding a student room or hall can be reported to the Department of Facilities: Metro: (201) 692-2001; Florham: (973) 443-8926. During nonbusiness hours (from 5 p.m. to 9 a.m. the following morning), facilities emergencies should be reported to the Department of Public Safety at (201) 692-2222 for Metro and (973) 443-8888 for Florham.

If a problem is not resolved, let your resident assistant know or contact Housing and Residence Life. We want to ensure your requests are being addressed.

## Fairleigh 1 Card

**Your Fairleigh 1 Card is the most important card that you will have at the University — vital for accessing services. Please protect your card and always carry it with you.**

**Building and Door Access** — Used as a key to access the exterior door of your residence hall, suite (Lindens & Villages) and room door.

**Dining** — Residents can enjoy access to all dining facilities with their Fairleigh 1 Card via their meal plan. The Fairleigh 1 Card is accepted at all on-campus locations and several local off-campus eateries.

**Libraries** — Check out materials at the library using the bar code on your card.

**Fitness Center** — Enter the Fitness Center and use sports equipment on premises. **On-campus**

**Events** — Present your Fairleigh 1 Card to attend campus events.

**1 Card Cash** — Make cashless purchases at locations on both campuses and at popular restaurants and service providers in the neighborhood.

**For more information** — [www.fairleigh1card.com](http://www.fairleigh1card.com)

## FDU Alert

FDU Alert, the University's emergency notification system is designed to alert, warn, and inform registered members of the University community of what to do in case of an emergency, a disaster, a crisis, or any other situation that affects the FDU community. All students must register their contact information with FDU Alert. Students also can provide additional mobile and email contact information to include parents, guardians, and others when FDU Alert is activated in a campus emergency. For more information, to sign up or update your contact information, visit **[www.fdu.edu/alert](http://www.fdu.edu/alert)**.

## Financial Clearance

All residents must be **financially cleared** at the beginning of each semester. Residents are not permitted to move into the residence halls until they have satisfied their student accounts with the Office of Enrollment Services. This could mean paying a bill, signing a student loan, providing scholarship information, or making a payment arrangement. You may contact the Office of Enrollment Services prior to your move-in day to verify your status at (201) 692-2214 for Metro and (973) 443-8600 for Florham.

## Fire Safety Precautions

### *Fire Alarm Procedures*

Before an emergency happens, familiarize yourself with the fire exits in your hallway. If an alarm sounds and remains on, you are to assume that there is an emergency and immediately evacuate the building. Failure to evacuate the building will result in disciplinary action.

#### **Remember**

1. **Feel the door for temperature.** If it is hot, do not open it.
2. **Close the room windows.**
3. **If you cannot leave your room,** stay calm. Call public safety at (201) 692-2222 for Metro or (973) 443-8888 for Florham to notify the authorities of your location. Stuff sheets or clothing cracks under doors. Hang a sheet out the window or shout for help to attract attention.
4. **If you leave the room,** close the door behind you. Stay low to the ground if smoke is present. Move quickly; do not run. Take a towel to avoid smoke inhalation. Wear a coat and shoes.
5. **Do not use elevators.** Use fire exits and stairs.
6. **Do not re-enter the building until permitted to do so by Housing and Residence Life staff.**

**Fire Drills** may be conducted periodically. You must respond to any alarm as an actual emergency. In an alarm, you must evacuate the building immediately. Failure to do so will result in disciplinary action.

### **Fire Safety Equipment and Emergency Doors**

Tampering with or disabling any part of the fire-alarm system (removing smoke-detector batteries, discharging a fire extinguisher, registering a false alarm, or setting a fire) can endanger life and property and may result in termination of your housing contract, restitution, disciplinary action, and/or criminal prosecution.

Opening an emergency or fire-exit door is prohibited except during an emergency. An alarm door should only sound in times of a fire or similar emergency. Therefore, causing an alarm to sound is the same as causing a false alarm and is a university violation.

### **Furnishings and Appliances**

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

In residence halls with kitchens, a refrigerator, stove, dining table and chairs are provided. Students assigned to these buildings must provide their own cooking utensils, dishes, silverware, and cleaning supplies.

Throughout the year, any damage to furniture in the residence halls should be promptly reported to Housing and Residence Life at (201) 692-2250 for Metro and (973) 443-8586 for Florham. Residents should not attempt to make repairs themselves. At the end of the contract period, any vandalized or

stolen furniture will be charged to the occupants of the respective room, suite, floor, or building. If the party responsible for any vandalized or stolen furniture is identified, that party will be charged accordingly.

Mattresses are to be used on bed frames provided and not on the floor. All beds must be freestanding on the floor, supported by legs and attached to the bed frame. **Mattresses are 36" x 80" XL twin.**

Furniture in the communal areas is for the use of students of the designated suite or floor and cannot be moved from that communal area. Any student who misappropriates common-area furniture will be required to return it and may be sanctioned. If common-area furniture is found in a student's room or suite, the occupants of the residence will be charged accordingly.

## **Guest and Visitation Policy**

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

The residence hall policies and procedures related to all guests of the residence halls exist to allow residents to have guests in a manner that does not infringe upon the comfort or rights of other residents and maintains an appropriate level of safety and security in the residence halls.

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

## **Definition of Terms**

**Guest** — Defined as any person who is not a resident of the University residence hall and/or room being entered.

**Daytime** — Defined as 8 a.m. until midnight.

**Overnight** — Defined as 12:01 a.m. until 7:59 a.m.

**Resident** — Defined as any Fairleigh Dickinson University student who has a current room assignment.

**Commuter** — Defined as any Fairleigh Dickinson University student who does not reside in the residence halls.

**Host** — Defined as any FDU resident who plans to or has registered any guest (daytime or overnight).

**FDU Guest** — Defined as any Fairleigh Dickinson University student (resident or commuter).

**Non-FDU Person** — Defined as any individual who is not affiliated with FDU as a student, faculty, staff, or administrator.

**Overnight Guest Pass** — Required for all individuals not affiliated with FDU.

**Overnight Guest Limits (non-FDU person)** — A non-FDU person can be the overnight guest of an FDU resident for three consecutive days at a time, with a maximum of 10 cumulative days per semester.



**Consent Form** — A form that must be filled out by a parent/guardian of a person under the age of 18, but at least 15 years old, wishing to spend the night in a university residence hall. Consent forms are available online at [www.fdu.edu/metrohousingforbothcampuses](http://www.fdu.edu/metrohousingforbothcampuses).

**Cohabitant** — A cohabitant is defined as an individual who adopts daily activities analogous to those of an assigned resident with respect to unlimited use of the room, using the amenities of the residence hall (such as a bathroom or laundry room) on a frequent basis and any combination of these or similar activities.

## To Residents

1. **During daytime hours, you may only sign-in four non-FDU persons at a time.** No limit on FDU guests (resident or commuter).
2. **During overnight hours, you may only sign-in with two guests (FDU students or non-FDU persons) at a time.** Non-FDU guests must be registered in advance (refer to Registering an Overnight Guest for Non-FDU Persons) at the Department of Public Safety. Non-FDU guests not registered as per the overnight guest registration procedures must vacate the residence hall by midnight. Violators will be considered trespassing.
3. **Visiting other residence halls** — You may visit other residence halls 24 hours a day by being signed in by a resident of that hall. The resident (your host) you are visiting must meet you in the main lobby/entryway of the building to sign you in with the hall security assistant. You will need to present your valid FDU ID card to the hall security assistant to enter the building every time. Every time you leave the building, you must sign out with the hall security assistant. Upon your departure, your host must escort you to the main lobby/entryway of the residence hall.
4. **Having other FDU residents or FDU commuter students visit your hall** — You can host FDU students (residents and commuters) who do not live in your residence hall by signing in him/her with the hall security assistant in your building. You must meet all your guests in the main lobby/entryway of your building. Your guest(s) will be required to present their valid FDU ID card to the hall security assistant every time they enter the building. Guests must also sign out with the hall security assistant every time they leave the building. Upon the departure of your guest(s), you must escort them to the main lobby/entryway of the residence hall. During overnight hours, you may only host up to two guests at a time.
5. **Hosting a non-FDU person during daytime hours** — You can host non-FDU individuals in your residence hall by signing them in (four per resident) with the hall security assistant in your building. You must meet all your guests in the main lobby/entryway of your building. Your guest(s) will be required to present a valid state ID or driver's license to the hall security assistant every time they enter the building. Guests must also sign out with the hall security assistant every time they leave the building. Upon the departure of your guest(s), you must escort them to the main lobby/entryway of the residence hall.
6. **Hosting a non-FDU person overnight** — You can host non-FDU individuals in your residence hall by following the procedures listed in the **Registering an Overnight Guest (Non-FDU Persons)**.
7. **Hosting a non-FDU person younger than 18 years of age** — Any person who is 15 years of age or older and would like to stay overnight in the residence halls must have their host submit, at least five days in advance, a Parent/Guardian Consent Form (see definition) completed by a parent/

guardian containing a contact phone number for consideration directly to Housing and Residence Life. Once the request is approved by Housing and Residence Life, residents must follow the procedures listed in Registering an Overnight Guest (Non-FDU Persons). The Department of Public Safety must be provided with a copy of the guest's Consent Form validated by Housing and Residence Life.

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

**To Commuters**

1. If you wish to visit the University residence halls, your host must meet you in the main lobby/entryway of the building you are visiting. You will be required to sign-in and present your valid FDU ID card to the hall security assistant every time you enter a residence hall. You must also sign out with the hall security assistant every time you leave the building. Upon your departure from the building, your host must escort you to the main lobby/entryway of the residence hall.
2. As a commuter student, you have the privilege to visit the residence halls. **This privilege can be revoked at any time at the discretion of Housing and Residence Life.**

**General Rules**

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

1. Under all circumstances and at all times, the privacy of a roommate takes priority over a guest.
2. All non-FDU persons who are registered overnight guests must have their overnight guest passes in their possession at all times.
3. It is the responsibility of the host of any overnight guest to meet their guest at the Department of Public Safety, upon arrival, to register their guest(s). Non-FDU people cannot register themselves as an overnight guest at the Department of Public Safety without their hosts being present.
4. Non-FDU persons who are daytime guests and who do not leave the residence halls by midnight (12 a.m.) will be considered trespassing and escorted out of the residence hall.
5. A resident may have no more than two overnight guests at one time.
6. An overnight guest pass will be issued for no more than three consecutive nights.
7. A resident may have an overnight guest no more than three consecutive nights or 10 cumulative days total during the semester, whether with the same host or different hosts each night. Guests may not move from one host's room to another to extend their stay in the residence halls.
8. The Guest and Visitation Policy is in effect on the first day of classes in the fall semester and ends on the last day of classes in the spring semester. Overnight guests are not permitted in university residence halls before or after these dates without the authorization of Housing and Residence Life.
9. Overnight guests are not permitted in the residence halls when the University residence halls are closed during winter break and spring break.
10. There may be special times of the year, such as exam periods, when the Guest and Visitation Policy may be restricted or modified. Residents will be notified of policy modifications during these interim periods.

11. To ease the congestion of the move-in period and to allow roommates the opportunity to discuss the issue of overnight guests in the room, no overnight guests will be allowed in the residence halls during arrival periods and the first week of classes of any semester/session.
12. Hosts are responsible for the actions of their guests.
13. ID access cards **will not** be provided for guests. Residents must not give their ID access card to guests for them to gain entrance to the room or the building.
14. Individuals found in the building who are not residents or guests of residents are considered trespassing.
15. All guests must always be escorted by a resident of the building. Individuals may be confronted by a staff member if they are not recognized as a resident of that building and/or being escorted by a resident of the building.
16. Residents must have the permission of all roommates and suitemates to have overnight guests.
17. Any consistent violation of the Guest and Visitation Policy may warrant termination of guest and/or housing privileges.
18. An authorized guest with the appropriate parking pass or commuter decal may park their vehicle in the main parking lot, white lined section, at the north end of campus. Please refer to **“Campus Parking and Vehicle Registration”** in the *Resident Manual*.
19. Cohabitation and living or allowing another individual to live in a space to which one is not assigned is strictly prohibited.

### **Registering an Overnight Guest (Non-FDU Persons)**

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

Hosts must bring their guest(s) to the Department of Public Safety on the date of their arrival with a valid picture ID. If approved, they will be provided with a copy of the validated Overnight Guest Request.

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

If you have any questions or concerns, you can contact either the Director of Public Safety or the University Director of Housing and Residence Life.

### **ID Access Cards**

1. All residents gain access to their buildings, suites, and rooms via their FDU ID cards.
2. Any resident leaving the University or residence halls prior to the end of the contract period must surrender their ID access card to the appropriate Housing and Residence Life staff person when vacating the room. Residents who lose or fail to return their ID access cards when checking out will be automatically assessed a charge of not less than \$25 for the ID access card.

3. ID access cards may not be loaned, borrowed, or used by anyone other than the resident to whom they are assigned.
4. Lost ID access cards should be reported immediately to the Department of Public Safety. A replacement fee is payable at the Department of Public Safety.

## Intersession Policy

Residence hall charges and occupancy are based on a 15-week semester, as established in the undergraduate calendar. This period excludes all scheduled break periods, including winter and spring breaks.

Students who have academic internships, are employed on-campus, are registered for classes, are in selective academic programs and are required to remain in the residence halls, are student teaching, are international students or are athletes required to stay by the University can live in the residence halls during winter and spring break periods with the approval of Housing and Residence Life. **There is a separate application required and an additional cost to remain in the residence halls during all scheduled break periods.** These rates will be available prior to each break period. Students may be moved to separate locations during these break periods. The dining hall may not be open during these periods. Intersession policy does not apply to residents of Linden 6. The residence halls are open during the fall break and Thanksgiving break.

## Laundry

Washers and dryers are available in the residence halls for resident use at no additional charge. Laundry room facilities are intended for the sole use of current resident students only. No linen service is provided. Machine malfunctions may be reported via [service@tedimatts.com](mailto:service@tedimatts.com) or 888-246-4545. *Only liquid detergent and pods may be used.*

## Liability

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

## Lockouts

In the event of a lockout, residents should always contact the Department of Public Safety (not a resident assistant) at (201) 692-2222 for Metro and (973) 443-8888 for Florham. Residents will be charged a lockout fee, billed to their student accounts, for each lockout performed. Residents must currently be assigned to the space. Note: Residents may have to wait to see if the Department of Public Safety is otherwise occupied. For this reason, it is imperative for residents to always carry their FDU ID card with them. Once a public safety officer or residence life staff member is dispatched to perform the lockout, the resident will need to provide proof of identification.

## Mail Services

Residents may have mail sent to the Student Mailroom by having their mail addressed using the below address:

**Metro:**

FDU Student Name  
Fairleigh Dickinson University  
1000 River Road  
Teaneck, NJ 07666

**Florham:**

FDU Student Name  
Fairleigh Dickinson University  
285 Madison Avenue Madison,  
NJ 07940

**Meal Plans**

All resident students are required to have a meal plan.

**Meal Plan Change Request**

- How to apply: Meal Plan Change request application via MyHousing
- Deadline: First day of classes each semester
- Decision: By Friday of the first week of classes each semester

**Meal Plan Modification Request**

- Who can apply: Residents requesting a modification to their meal plan for medical, religious, class schedule conflicts, etc.
- Where to apply: (Meal Plan Changes)
  - o **Florham:** [www.fdu.edu/florhammyhousing](http://www.fdu.edu/florhammyhousing)
  - o **Metro:** [www.fdu.edu/metromyhousing](http://www.fdu.edu/metromyhousing)
- Form to submit: Meal Plan Modification Request (Medical) or Meal Plan Modification Request (Religious and/or Class/Internship/Work) and Meal Plan Modification Request (Class/Internship/Work Schedule) Worksheet.
- Decision: Second Friday of the semester. Notification via letter.
- Deadline to apply: First day of classes each semester.

**Any submissions received after the deadline will not be considered.**

**Prohibited and Restricted Items**

**Certain items are prohibited in the residence halls for safety and security purposes. These include, but are not limited to, the following items:**

Air conditioners; air freshener plug-ins; alcoholic beverages; alcoholic containers (open or unopened); alcoholic paraphernalia (e.g., keg taps, bongos, funnels); ammunition; burners of any type; candles; coffeemakers; electric frying pans; espresso machines; extension cords; fireworks or explosives; flame-emitting articles; flammable liquids and other similar materials; flammable plants (i.e., punks); furniture — extra furniture is not allowed (e.g., sofas, beds, desks, chairs); grills (indoor or outdoor) of any kind including electric, gas or coal; firearms and/or guns of any type including bb guns, pellet guns and water guns; halogen lamps; heaters of any type; heating coils; live holiday trees or other live items such as sprays



of green and wreaths, etc., are not permitted in the residence halls; hookahs; hotplates; hot pots; illegal drugs and drug paraphernalia (e.g., bongs, roaches); illegal knives (as defined by New Jersey law); incense; lava lamps; ovens; pets (only small nonpoisonous fish in a tank not to exceed 5 gallons in size permitted); potpourri burners; power tools (large); refrigerators larger than 4.4 cubic feet; rice cookers; routers; slow or pressure cookers; smoothie makers; space heaters; toasters (only permitted in the kitchen area of residence halls with full kitchens); water gel or loft beds; weapons of any type (e.g., slingshots, nunchaku sticks, knives, Chinese stars, bow and arrows or any other dangerous instruments); and weightlifting equipment (large).

The following electrical appliances are authorized for use in student rooms if an Underwriters Laboratories, Inc. (UL) label is on the appliance: surge protectors, televisions, stereo component systems, clocks, fans, hair dryers, hair setters, Keurig-type coffeemakers (single serve with automatic shut off and without a hot- plate); single serve blenders; microfridges rented from the University-approved vendor, or personal refrigerators, must be under

4.4 cubic feet (only one is allowed in any residence hall space), and personal computers.

## Property Insurance

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

## Public Safety and Emergencies

For all campus emergencies (medical, fire, safety and security, thefts, etc.) immediately contact the Department of Public Safety at (201) 692-2222 for Metro and (973) 443-8888 for Florham. **Public Safety is open 24 hours a day, 365 days a year.** Dial 2222 for Metro and 8888 for Florham from any campus phone. If emergency personnel need to be contacted, public safety will do so. If the RA (Resident Assistant) on call in your building needs to be informed, public safety will contact them and any other residence life staff member that needs to be made aware of your situation.

## Quiet Hours and Courtesy Hours

**Quiet hours** are designated to support an environment that is conducive to learning. Residents have the right to sleep and study in their rooms at any time without interference from those around them. During quiet hours, sound must not be audible beyond the limits of any individual room, hallway, or lounge. Quiet hours are Sunday–Thursday, 11 p.m.–10 a.m.; and Friday–Saturday, midnight–10 a.m.

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

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

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

## Refrigerators and Microwaves

Personal refrigerators, up to 4.4 cubic feet, are permitted in the residence halls unless designated otherwise or approved by Housing and Residence Life. Only one unit is permitted in any residence hall space per student (either a personal refrigerator or a microfridge rented from the University-approved vendor), maximum of two per room. One personal microwave is permitted per room. Two microfridges per room.

## Residence Hall Association (RHA)

The Residence Hall Association is the governing student body of all residence halls and serves as the official voice of resident students. It serves as an advocate for the interests and concerns of residence hall students. Everyone that lives in on-campus housing is automatically a member of RHA.

RHA is committed to continuously improving the on-campus living experience for residents at Fairleigh Dickinson University. RHA exists to bring together members of the residence halls together through acts of service, leadership, education, and socialization in collaboration with Housing and Residence Life.

## Roommates and Suitemates

**The rights of one's roommate(s) and/or suitemate(s) must be respected at all times.** This includes but is not limited to:

- a) Respect for property,
- b) Noise level,
- c) Asking for and receiving permission for a nonresident of that room to visit that room, d) Individual privacy and
- e) The right to request that a roommate/suitemate contract be completed.

## Living with a Roommate

Your roommate can help define your college experience. Whether it is an old friend or someone you have never met, having a roommate will give you the chance to learn something new about yourself and about other people. Most students living in the residence halls will have at least one roommate. No matter how many roommates you have, you must create a living situation that works for everyone.

Having a good roommate relationship relies on everyone being willing to get to know each other. To keep out the drama, there must be communication, compromise and understanding.

## Things for You and Your Roommate to Discuss on the First Day

1. Talk with your roommate about the expectations you have for each other regarding:
  - Overnight guests;
  - Cleaning the room;
  - Sharing;
  - Television, video game and stereo etiquette; and
  - Quiet times for sleep and study.
2. Discuss the rules of the University and Housing and Residence Life.
3. Be honest with your roommates. Tell them when you do or do not like something that is going on in the room.

## **How to Be a Good Roommate**

1. Your roommate has the right to read, study and sleep just like you do. Try to keep noise, guests, and other distractions to a minimum. Ask first before inviting over a bunch of friends.
2. Do not borrow your roommate's stuff without asking. Chances are they will be happy to share food or lend you that nice sweater or blouse.
3. Check with your roommates about overnight guests. Remember, it is their space too.
4. Keep it clean. If you feel like you are doing all the cleaning, suggest setting a regular schedule so everyone has some responsibility.
5. Personal space is personal space. Respect your roommate's privacy.
6. Make sure your guests know and follow the rules you and your roommates have established.
7. If you have a problem, talk with your roommate. Try to resolve issues quickly, honestly and without drawing in people who are not involved. Do not just stew about an issue, talk about it.
8. If you and your roommate cannot settle an issue alone, talk to your RA immediately. The RA will do their best to help you resolve issues.
9. Do not try to be the boss of everything. Treat your roommate as an equal and be ready to compromise.

## **Roommate Contracts**

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

### **Steps for Roommate Mediation**

#### ***Step 1***

It is vital that both students talk with each other first about the problems they are experiencing. Many times, misunderstandings and concerns can be addressed and resolved by simply talking with your room- mate.

#### ***Step 2***

To help students set priorities and begin establishing open communication for their “home,” Housing and Residence Life can provide you with a Roommate Contract (see Roommate Contract section). Take some time to talk with your roommate and complete the Roommate Contract together.

#### ***Step 3***

You and your roommate must meet with your resident assistant to discuss your concerns. Your Roommate Contract will be used as a tool for resolution.

#### ***Step 4***

If all efforts (steps 1 to 3) to mediate the matter have been attempted with no success, contact Housing and Residence Life to schedule a meeting with your area graduate hall director to discuss the possibility of a room switch. Your graduate hall director must meet with you and your roommate to discuss alternative resolutions before considering a room switch.

## **Room Changes**

Fairleigh Dickinson University maintains a philosophy that students need to learn how to live with one another in a residential environment. This may be difficult at times due to individual differences among roommates. Residence hall staff have been trained to deal effectively with roommate conflicts. Housing and Residence Life strives to create diverse communities within the residence halls when creating room assignments. Returning students can select their room and roommate in the room-selection process during the previous spring semester.

For new students, Housing and Residence Life considers all requests listed on their Housing and Meal Plan Application and makes every attempt to honor the student’s request(s), but these requests are not guaranteed. If an application for housing is submitted late, options may be limited, and students are therefore assigned a room based on space availability. As such, students living together may not be a perfect match. Even when all requests are met, student lives change and what started out as a perfect match in August may become a mismatch by October. When this happens, it is vital that both students talk with each other about the problems they are experiencing. Housing and Residence life staff can offer some suggestions for addressing the issue(s) with your roommate on your own.

## **Room-change Requests**

Room-change requests are not considered during the first two weeks of classes. This period is crucial in tracking students who move in and cancellations. During the fall semester, a Room-change Request Process is offered. Residents will receive an email regarding the Room-change Request Process at the beginning of the fall semester. Students may not move to another room unless permission to do so has been granted by Housing and Residence Life.

## **Unauthorized (Illegal) Room Changes**

Unauthorized room changes are defined as those room changes that occur without prior authorization from Housing and Residence Life. Due to the administrative needs of the University and emergencies that may arise, it is essential that an accurate housing roster be maintained. If proper procedures are not followed, this may be construed as an unauthorized room change, which may result in disciplinary action via the Code of Student Rights, Responsibilities & Conduct. Students will be responsible for any damage found in the room where the unauthorized/illegal room change occurred. Students found in violation of this policy and involved in an unauthorized/illegal room change will forfeit their right of selection and be assigned a new room through Housing and Residence Life.

## **Room Consolidation**

Any student who does not have a roommate may be consolidated. Consequently, some students may be reassigned. Where possible, the reassignments will be done within the same floor and building, but this cannot be guaranteed. The only time students, except freshmen housed in the Lindens, in half-empty rooms can purchase their rooms as super-singles is before consolidation.

Housing and Residence Life reserves the right to change a student's room during a semester, if deemed necessary. If during the semester, one student moves out of a room, the student remaining in the room may be required to accept a roommate or be assigned to another room. If a situation occurs such that there is no student to place in a partially occupied room, the occupant will be charged the normal room rate only.

## **Room Condition Report (RCR)**

**Also refer to "Damage Billing."**

**Room Condition Report (RCR)** — The official document used by Housing and Residence Life to identify and track damages in your residence hall room.

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

**Upon checking into the residence halls, all residents can review a copy of the RCR.** Residents can conduct their own room inspection and report any discrepancies to their resident assistant within 48 hours of checking into their room. Any damage or missing items not listed on the RCR must be noted to prevent a charge for these at check-out time. If a resident does not report any discrepancies on the RCR by the deadline, the resident indicates that the room is in the condition listed on the RCR at the time of check-in. If a resident reports any discrepancies on the RCR, the RA will revisit the room to review the added information and consider any changes that may need to be made to the RCR.



**Express Checkouts** — All residents are required to submit an Express Checkout Application via MyHousing, by the date established by Housing and Residence Life, prior to moving out of the residence halls. During an Express Checkout, a member of the Housing and Residence Life staff will inspect the rooms after the students have departed. Any new damage or needed repairs of the resident's room (this does not include communal areas: suites, floors, or buildings) will be listed on the RCR. Common-area charges are determined once all residents have vacated the building. An Express Checkout is not required for any break periods (fall, Thanksgiving, winter, and spring).

## **Room Entry and Inspections**

Rooms and buildings are inspected periodically by Housing and Residence Life staff and deficiencies in cleanliness and neglect or damage to university property will be dealt with through the disciplinary system. The University reserves the right to enter and inspect rooms for the purpose of:

- a) Checking for violations of university policy, federal, state, and local laws.
- b) Maintaining sanitary standards that protect the safety, health, and well-being of all residents.
- c) Ensuring that University property is being properly maintained, completing repairs, and fulfilling custodial responsibilities.
- d) Conducting health and safety inspections.
- e) Ensuring against fire hazards and other conditions which may place the resident or community in danger, potential harm or reasonable apprehension of harm.
- f) Dealing with emergency situations, including assisting police, fire, or emergency personnel.
- g) Addressing a problem in a room/area where the occupants are not present and/or cannot be contacted has created a situation which disrupts other students living in the community (alarm clock, stereo, etc.)

## **Room Inspections**

A room inspection is a visual assessment of a residence hall room conducted by university officials or representatives from outside agencies such as the fire inspector. While any University employee may be authorized, staff members in Housing and Residence Life, including resident assistants, Public Safety and Campus Facilities are primarily responsible for completing an inspection. During an inspection, it is required to physically check all University furnishings. Moving a resident's personal belongings may be necessary if the belongings impede the inspection process. If a staff member discovers, in plain view, any item prohibited by the University, they are authorized to confiscate the item. Written documentation of this action will be left. Confiscated items become properties of the University and will be discarded or, when possible, donated to a local charity. Items will not be returned.

## **Room Searches**

A room search is an extensive physical examination of the fixtures, furnishings and personal property including, but not limited to, desks/drawers, closets, refrigerators as well as any adjoining room such as a bathroom. Only the Department of Public Safety is authorized to conduct a room search. On occasion, a Housing and Residence Life professional staff member may be present. Prior to the search, public safety will make a reasonable attempt to contact and inform the occupant(s) of the reason for the search and offer them the opportunity to voluntarily produce items or materials sought. While students may be present, they are not permitted to interfere or stop a search and are expected to comply with any reasonable request from a university official, including having to empty their pockets, purses, knapsacks,

etc. While a warrant is not required, the decision to conduct a search will be based on the determination of “reasonable cause.” This is defined as sufficient facts and/or circumstances, which warrant a reasonable person to believe beyond mere suspicion that an alleged violation has occurred. Illegal items, including those prohibited by the University, will be confiscated, and/or immediately destroyed. Depending on the item confiscated, it may also be turned over to local law enforcement agencies for criminal prosecution. Confiscated items may be retained as evidence for either a university hearing or criminal proceedings. It is at the director of public safety's discretion whether a confiscated item retained as evidence is returned to the student.

Unapproved appliances or objects observed in a residence hall room shall be permanently confiscated by the University. Objects attached to the facilities in an unapproved manner will also result in disciplinary action. The University reserves the right to have the items removed at the expense of the resident(s).

## **Safety Precautions**

Residents should **always lock their doors** whenever they leave their rooms, even if it is only for a short time. They should never leave their room doors unlocked or propped open even if their roommates are asleep! This leaves roommates especially vulnerable.

**Unauthorized use of ID access cards.** Borrowing or loaning FDU ID cards to guests or friends is prohibited under any circumstances. Residents should keep close track of their FDU ID cards. It is not transferable.

Residents should never allow someone they do not know into the residence halls or their personal rooms. Anyone visiting a resident of the building must always be received by their host in the lobby and escorted to the room. Residents should never open the door of their building for someone not visiting them. Residents should simply tell the person, “You must call the person you are visiting and ask them to come let you in.” As soon as residents choose to let strangers into the residence halls, they are compromising the safety and security of the building.

## **Smoking**

Smoking is prohibited in all residence hall buildings, rooms, and common spaces, and up to 50ft from all campus buildings. Smoking violations, at minimum, will result in a judicial hearing in Housing and Residence Life and a fine. Illegally possessing, using, distributing, manufacturing, transferring, selling or being under the influence of marijuana, heroin, narcotics, or other controlled substances is a violation of the University’s Code of Student Rights, Responsibilities, and Conduct (Student Handbook).

## **Special Living Options**

Fairleigh Dickinson University offers special living options on both NJ campuses. These options include Honors Housing, Global Scholars (Metro only), and Arts Program Housing (Florham only), Gender Inclusive Housing. To learn more about these options, please contact Housing and Residence Life.

## **Residence Hall Community Code**

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

The University, through its university and residential disciplinary system, recognizes that all students, in addition to being members of the University community, also belong to the society at large. The University disciplinary code is not intended to protect or shield students from their responsibilities under local, state, and federal law. The University reserves the right to refer any student who violates any federal, state, or local law to our disciplinary system, regardless of whether the alleged violation took place on or off university property. The University reserves the right to refer any case not under the code's jurisdiction to the appropriate authorities.

The establishment, interpretation and enforcement of the University and Residence Hall Community Code are designed to assist each student, as a member of the University community, in realizing educational goals and providing an environment in which every student may achieve his or her highest potential. As community members, students have many rights. Along with those rights come inherent responsibilities. These responsibilities include knowledge, understanding and acceptance of the policies that govern our community; adherence to these policies; and the enforcement of these policies. Therefore, if students are participating in an act that violates community standards in the residence halls or observe others disregarding any community standard in the residence halls, they are expected to make responsible decisions and act considered appropriate for the situation or incident. When students violate a community standard, they are expected to accept responsibility for their actions and consequences resulting from their actions. Each action taken because of a University and Residence Hall Community Code violation must be appropriately applied to circumstances of the situation.

### **Sanctions**

Residence hall students who engage in behavior that violates any residence hall regulation of the Residence Hall Community Code or the University's Code of Student Rights, Responsibilities and Conduct are subject to, but are not limited to, educational sanctions, housing probation, housing suspension, housing dismissal, fines, restitution, change-of-room assignment, and disciplinary action.

### **Administrative Contract Termination/Change-in-Room Assignment**

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

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

### **Residence Hall Regulations**

The following regulations and standards are designed to protect the general welfare of the residential community and to create and maintain an environment of academic achievement, comfort, safety, and respect for all who live in and visit the residence halls. All personal property and University property in the residence halls shall be used, positioned, and stored in conformance with all regulatory requirements and University policies. Violations of any of these regulations may result in disciplinary actions including, but not limited to, fines, loss of privileges, housing probation, housing suspension, housing dismissal, change-of-room assignment, or other disciplinary actions. Illegal or unauthorized items are subject to immediate removal and permanent confiscation by appropriate University personnel. Conduct that is inconsistent with the goals and objectives of Fairleigh Dickinson University will not be tolerated. Students must become familiar with and abide by the regulations and policies outlined in this publication, the Residence Hall

Community Code, and the Code of Student Conduct and Community Standards, **Housing and Residence Life is empowered to immediately remove residents who have exhibited behavior that leads a professional staff member to believe that the students' continued presence in the residence halls could constitute a danger to themselves or others.**

1. **Alcohol Policy** — 1) Underage purchase, possession, consumption or distribution of alcohol; 2) providing alcohol to underage individuals and/or enabling or encouraging underage individuals to purchase, possess, consume, or distribute alcohol; 3) violation of the alcoholic beverages policy; 4) public intoxication and/or 5) being in the presence of alcohol in any residence hall space.
2. **Basketball Court** — The use of the Linden basketball court is prohibited from 8 p.m. to 10 a.m. every day.
3. **Bicycles** — The storage of bicycles is not permitted in hallways, stairwells, or lobby areas.
4. **Blocking hallways or doors** — Blocking hallways and doors with personal items is prohibited. Room doors must be kept free of flammable materials, particularly loose paper. Doors should not be wrapped or covered with flammable materials.
5. **Building Modifications** — Students are not to make any repairs to damage or structural modifications in their rooms, hallways, or other University facilities. In addition, students are not permitted to drill any holes, remove closet doors, or affix any items to the walls, ceiling or doors with nails, thumb- tacks or screws.
6. **Cooking** — Cooking is prohibited in the residence halls except in kitchen areas provided by the University. Due to building structural differences, personal toaster ovens are not permitted unless it is a university-owned microwave or a microfridge rented from the University-approved vendor. Any unauthorized appliance is subject to permanent confiscation and fines. **See Prohibited and Restricted Items section.**
7. **Damages** — Students are responsible for all damage done to their rooms, suites, buildings, and furnishings therein, including carpets and kitchen appliances where applicable. Deliberate or excessive damage will result in disciplinary penalties. Intentional damage, grossly negligent damage or vandalism is prohibited. Students will care for their assigned rooms and leave them at the end of the academic year in good order and clean condition. Use of nails, screws, hooks, tacks, decals, or adhesives, which damage walls, ceilings, furniture, doors, windows, or fixtures, is prohibited. An occupant of a room will be held responsible for the condition of the room and furnishings and for any damage or losses to the room, whether caused by the occupant or others (see Damage Policy).
8. **Elevators** — Elevators in Northpointe, Rutherford, and Park Avenue are for moving people and equipment between floors. Students should refrain from the following behaviors when using an elevator: 1) Tampering with or abusing any of the elevator equipment or controls. 2) Prying open elevator doors or holding them open by the safety edges. 3) Attempting to exit an elevator that is stuck between floors without directions and assistance from elevator technicians or emergency personnel. 4) Jumping up and down in the elevator. In addition, students should never use an elevator in a fire.
9. **Emergency Doors** — Use of any emergency door/exit in non-emergency situations is prohibited.
10. **Fire-safety Equipment** — Tampering with any fire equipment including, but not limited to, fire alarms, fire extinguishers, smoke/heat detectors or sprinklers is prohibited.

11. **Fire Alarms** — Students and their visitors are required to immediately evacuate any campus building when an alarm sounds or when instructed as such by a university staff member. Students and their visitors may not re-enter the buildings until authorization has been given to do so.
12. **Fire Hazards** — Practices or items that are considered a fire hazard or a danger to the University community will not be permitted. Fire regulations prohibit the placement or suspension of flammable materials either from ceilings, furniture, sprinkler heads or light fixtures or in a manner that could block the egress from a room, suite, corridor, or building.
13. **Guest and Visitation Policy** — Students are required to adhere to the established guest and visitation policies as defined in the Guest and Visitation Policy section.
14. **Health and Safety** — Students are to maintain sanitary standards that protect the safety, health, and well-being of residents. Authorized representatives of the University have the right to enter any space at any time to inspect facilities.
15. **Identification** — Any member of the campus community or their guest(s) must present proper identification when requested to do so by a university staff member, including resident assistants. Students are required to always carry their FDU ID cards with them. Failure to present proper identification of oneself, or one's guest, and knowingly furnishing false information are not permitted.
16. **Lofts and Stacking Furniture** — Lofts and stacking of furniture are not permitted on the Metropolitan Campus.
17. **Motorized Vehicles** — Motorized vehicles are not permitted inside any residence hall nor are they permitted to be chained to the exterior of any building.
18. **Noise** — Quiet hours are Sunday–Thursday, 11 p.m.–10 a.m.; and Friday–Saturday, midnight–10 a.m. Quiet hours must be always respected. At no time should noise levels be unreasonable. While quiet hours are in effect, no one should hear your noise in another room or study area. The privilege of the possession of stereos and televisions may be suspended at any time due to inconsiderate usage. During final exam periods, 24-hour quiet hours are in effect.
19. **Noncompliance** — Failure to comply with the directives of residence hall staff while acting in an official capacity is prohibited.
20. **Pets and Animals** — Pets and animals are not permitted anywhere in the residence halls, except for Seeing Eye dogs and nonpoisonous fish. One small fish tank (not to exceed 5 gallons in size) is permitted.
21. **Prohibited and Restricted Items** — Students are not allowed to possess any prohibited and restricted items in the residence halls. A comprehensive list of items not permitted in the residence halls is provided in the Prohibited and Restricted Items section.
22. **Prohibited Activities** — Any actions including, but not limited to, rappelling, hanging out of windows, throwing objects at windows or pedestrians, participating in sports in hallways or stairwells and engaging in water battles or food fights are dangerous and disruptive practices and will not be tolerated. Students are not permitted on building roofs and will be subject to disciplinary action if found on the roof of any campus building.



23. **Propping Open Doors** — Propping any residence hall and/or emergency doors violates hall security and is prohibited.
24. **Refrigerators** — Refrigerators larger than 4.4 cubic feet are not permitted in any residence hall unless designated otherwise or approved by Housing and Residence Life. **Only 2 minifridges and 1 microwave OR 2 microfridges are allowed in each residence hall space**
25. **Restricted Areas** — Students are prohibited from entering janitors' closets, boiler rooms and other unauthorized areas.
26. **Routers** — The use and/or installation of routers or the extension/enhancement of the computer network is prohibited.
27. **Screens and Windows** — Screens are not to be removed from any residence hall windows. Objects are not to be thrown from or out of any window.
28. **Smoking** — Smoking is prohibited in the residence halls, and up to 50ft away from the residence halls. Illegally possessing, using, distributing, manufacturing, transferring, selling or being under the influence of marijuana, heroin, narcotics, or other controlled substances is a violation of the University's Code of Student Rights, Responsibilities, and Conduct (Student Handbook).
29. **Solicitation** — Door-to-door solicitation is not permitted in the residence halls. Exceptions can be made only by Housing and Residence Life. Residence hall facilities cannot be used for commercial enterprise or personal gain. No door-to-door solicitation or distribution of materials/information is permitted except those items distributed by members of Housing and Residence Life within the parameters of their official duties. Solicitation of information (examples include, but are not limited to, surveys, polls, etc.) are not permitted except by members of Housing and Residence Life in the performance of their duties.
30. **Space Heaters and Air Conditioners** — Space heaters and air conditioners are not permitted (unless provided by the Department of Facilities).
31. **Unauthorized Exit/Entry** — Using an unauthorized window or door as a means of ingress/egress is prohibited.
32. **Unauthorized Furniture** — Students may not remove any furniture from their rooms without permission from Housing and Residence Life. Lounge furniture is not permitted in student rooms. Students cannot bring in additional furniture, unless approved by Housing and Residence Life and the Department of Facilities.
33. **Unauthorized Room Changes** — Students may change rooms only with the authorization from Housing and Residence Life (see Room Changes).
34. **Vacating the Residence Halls** — Students must vacate the residence halls by the date and time established by Housing and Residence Life at the end of each semester/session and break period (winter and spring) or within 24 hours after their last final exams at the close of each semester, depending on whichever comes first. Those who withdraw from the University and/or residence halls during any contract period must leave within 24 hours of their official date of withdrawal or by the date and time established by Housing and Residence Life. Residents who withdraw from the University and/or residence halls at the end of any semester/session, must vacate the residence halls by the date and time established by Housing and Residence Life. All withdrawals from the

residence halls must be authorized by Housing and Residence Life. Residents are not permitted to remain in the residence halls past the established closing date and time without the authorization of Housing and Residence Life. Dates of closing and opening will be posted.

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



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