

# Fort Valley State University



## Student Resident Handbook

**“A Wildcat Community: Your Home Away From Home”**

**RESIDENTIAL LIFE LIVING**

Fort Valley State University's Office of Residential Life is a part of the Division of Student Affairs. Through this office, university living opportunities are available. Students attending FVSU are encouraged to live in university housing. The campus recognizes the many advantages and benefits that residential housing affords. Currently, the university offers a single-sex, co-ed, apartment-style, suite, and semi-suites living for men and women.

Students are required to comply with all Georgia laws, rules, regulations, policies, and procedures of the University System of Georgia's Board of Regents, as they relate to the Code of Student Conduct and Housing. The provision of this policy shall be incorporated by reference to each student's residence agreement.

FVSU is an affirmative action, equal opportunity institution and does not discriminate against applicants, students, or employees based on race, gender, ethnicity, national origin, sexual orientation, religion, age, disability, marital or veteran status.

***This booklet will provide you with information that will make your living accommodations and your matriculation at Fort Valley State University successful.***



**Fort Valley State University**

**A-State and Land Grant University**

**University System of Georgia**

# Fort Valley State University's Student Resident Handbook

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# Welcome to University Housing

Living in a residence hall community requires considerable cooperation, maturity, and, above all, respect for others. What you choose to do in your living, studying, and recreational environment will greatly influence your total academic experience. A room, apartment, or house will come to mean many things to each student. More than just a place to live and study, it will provide a place where college memories are made. Living with roommates and other students provides you an opportunity to learn about others as members of the university residential community, and gain effective communication skills.

This community offers an environment that can contribute not only to academic achievement, but to social, recreational, and spiritual development as well. University residence halls have much to offer, but it is the responsibility of the students to make their housing unit a pleasant and meaningful place in which to live.

In this manual, you will find descriptions of each residence hall, policies & procedures, and services available to resident students. It is each resident's responsibility to read the manual carefully and adhere to the policies within. Please feel free to contact your Resident Assistant, Resident Director, or the Department of Housing and Residence Life whenever you have questions.

## Statement of Purpose

The Department of Housing and Residential Life (HRL) is committed to working with students, staff, and faculty in the creation of a caring, learning environment in which students can find opportunities to excel academically and interpersonally. The department continuously strives to provide ways in which students can better understand themselves and others in the community. In collaboration with other departments and university personnel, the Housing and Residential Life staff works hard to provide a clean, comfortable, secure, and safe environment in which students can learn, reflect and serve. The staff acts as catalysts in the development of a healthy, vibrant community where involvement, leadership, spiritual development, and life-long learning are natural components of day-to-day living. This commitment supports the continued evolution of the Fort Valley State University Mission.

## Introduction

Residents living in University Housing are expected to conduct themselves by the University Housing Standards for Community Living. Each resident agrees to be responsible for knowing and abiding by the rules and procedures in the University Housing Contract, the Student Code of Conduct, The Student Resident Handbook, and official University publications. These documents are published to provide residents with general notice of appropriate conduct. The rules in this Manual should be read broadly, and are not designed to define misconduct in exhaustive terms. Many of the rules, policies, and procedures provided in this Manual are a summary for residents.

Violators of the University rules outlined in the Student Code of Conduct, The Student Resident Handbook, or the University Housing Contract will be subject to disciplinary action. The University Housing staff reserves the right to amend or add additional rules, procedures, dates, and/or times as judgment necessitates for the safety, care, cleanliness, and smooth operation of the facilities. Residents are responsible for reading all University Housing materials and information placed in on-campus mailboxes or posted on bulletin boards and resident access areas. Residents are responsible for complying with instructions provided by University Housing staff. The University Housing Staff has broad supervisory authority for the administration of University Housing rules. Finally, residents are required to check their FVSU E-mail accounts by University policy, as this is the main form of communication with students.



## Message from the Department of Student Affairs

### WELCOME

Dear Resident,

Our Fort Valley State University's Department of Student Affairs wants to take this opportunity to thank you for including campus housing as part of your university experience, and we would like to welcome you to our campus.

The Wildcat Community is your home away from home. Living in a residence hall is an experience in group living. You will find many opportunities for social, educational, and cultural development in your hall. Making the most of these opportunities will take an effort on your part. We hope that you will take advantage of the opportunities to make your residence hall experience an important part of your growth at FVSU.

You will quickly learn that living in a residential community requires that you be aware of and sensitive to, the needs of your fellow residents. This may necessitate adjustments in your habits and attitudes. As a member of the residential hall community, you will have a responsibility to create a living environment that contributes to the attainment of academic goals.

One of your first responsibilities as a resident is to read and become familiar with the information in the handbook. If you need further clarification on any item, please contact a Residential Life staff member. The Residential Life staff is eager to serve you in making the residence halls a comfortable place in which to live. We wish you much success in the upcoming year.

Sincerely,

Fort Valley State University's Division of Student Affairs

## Message from the Office of Residential Life

Welcome to Residential Life at Fort Valley State University. Residential living is a significant part of the college experience. Fort Valley's Residential Program is designed to provide a living environment that is conducted for living and learning while enhancing the opportunity for Student Affairs.

The Office of Residential Life currently coordinates housing for over 1,300 students. The traditional residential hall is rich in tradition and the apartment complexes are on the cutting-edge of suite-style living for both male and female students. These suite-style units are the most sophisticated college suites in the southern region of Georgia.

Our Residential Life program focuses on academic success, diversity, healthy relationships, civic and community engagement, and social and recreational involvement. Additionally, the residential community offers a variety of options for leadership, peer relationships, and employment.

As you begin your collegiate experience, the Office of Residential Life encourages you to consider the many benefits of campus living and invites you to join our community.

Sincerely,

Housing and Residential Life



## University Housing

### Wildcat Commons Residential Halls

The Wildcat Commons provides the ultimate living-learning facility and college experience for student residents. The community has a Clubhouse that includes a recreation/gaming center and a pizza takeout. The apartments and suites have awesome amenities such as a full furniture package, high-speed internet access, computer labs, cable television, on-site management, individual leases, spacious lounge areas on each floor, and laundry facilities in each building.

#### **WC 1 & 2 University Apartments**

Wildcat Commons University Apartments are for upperclassmen and offer two-bedroom/two-bathroom and four-bedroom/two-bathroom apartments with full kitchens and living rooms.

#### **WC 3, 4, 5, 6, & 7 University Suites/Semi-Suites**

Wildcat Commons University Suites/Semi-Suites are for freshmen, which offers four-bedroom/two-bathroom suites with kitchenettes and living rooms; four-bedroom/two-bathroom and three-bedroom/one-bathroom semi-suites.

### Traditional Residential Hall

**Ohio Hall** was built in 1930 with funds contributed by the Episcopal Church of the State of Ohio. The building was renovated in 2011 and reopened in August 2012.

# University Housing Staff

## Director of Housing and Residential Life

The Director serves as the anchor of the central management team that provides leadership in developing a residential environment that fulfills the goals and visions of the Division of Student Affairs and the Office of Residential Life. The Director is a full-time staff member who lives on-campus and provides on-call services.

## Associate Director of Housing and Residential Life

The Associate Director is a part of the central management team that provides leadership in developing a residential environment that fulfills the goals and visions of the Division of Student Affairs and the Office of Residential Life. The Associate Director is a full-time staff member who lives on-campus and provides on-call services.

## Assistant Director of Occupancy Management

The Assistant Director of Occupancy Management is responsible for the management of the online housing portal (StarRez). This individual also coordinates the assigning of rooms, meal plans, and room changes.

## Administrative Assistant

The Administrative Assistant is the central support system of the department. This individual is responsible for data compilations and researching/providing Residential Life information.

## Key Assignment Coordinator

The Key Assignment Coordinator is responsible for the distribution and collection of keys during the check-in and check-out process. This individual monitor and tracks keys as well as submits documentation to support charging individuals for keys that are lost or not returned. **This individual is a team member of Fort Valley State University's Facilities Management Department.**

## Resident Director (RD)

The Resident Director (RD) is the core of every residential facility. The RD is responsible for enforcing the code of conduct and encouraging programming and activities for the hall. Resident Directors live on campus and are available 24/7 for the needs of the community.

## Resident Assistant (RA)

The Resident Assistant (RA) is the student hall leader who lives on each floor. RAs are responsible for assisting the Resident Director in planning and promoting residence facility activities, and the enforcement of university policies and procedures.

## GENERAL INFORMATION

Information and changes to policies, procedures, deadlines, etc. are provided to students by Fort Valley State University's Office of Residential Life regularly and are published on the University's website. A student who has been issued a housing contract is charged with staying informed of changes and must comply, as necessary, with any changes that affect his or her housing privileges.

## ELIGIBILITY

**A student's failure to submit a housing application will not eliminate their obligation to live on campus. To complete the housing process, all students are required to be fully admitted into the university, submit a \$200 non-refundable housing reservation fee and complete an online application through the StarRez portal.** Part-time students may be approved for occupancy at the discretion of the university.

All students shall have an equal opportunity to reside in the university housing facilities regardless of race, sex, marital status, creed, color, national origin, or disability. Separate housing may be provided based on sex and/or marital status, and it should be pointed out that the university reserves the right to cancel or refuse admission to the residential facility of any person(s), and to reassign, or terminate the residential life agreement. If a resident finds it impossible to live with a roommate or makes it impossible for someone to live with him/her, both people may be reassigned to new rooms if available, or if the resident has violated any rules, procedures, or university directives, the resident may be required to vacate the residence halls and is subject to additional action.

### **Fort Valley State University On-Campus Residency Requirement and Exemption Policies**

National research shows that students who live in residence halls tend to experience greater academic and personal success during their college experience; therefore, Fort Valley State University has instituted the following policy.

#### **On-Campus Residency Requirements:**

- All full-time students, under the age of 21, who have earned fewer than 60 hours of academic credit must live on-campus and subscribe to an applicable dining requirement.
- To qualify for off-campus living, students must be 21 years old by the first day of classes.
- *Students enrolled in full-time, online classes, and those who reside at the legal permanent address of their parents/guardians and live within the following counties (**Peach, Houston, Bibb, Macon, Crawford, or Taylor**) are exempt from this policy with parental/guardian approval.*
- Students may apply for an exemption to this policy provided they meet the established criteria. All required documentation must be submitted before a review of the exemption will begin.

A student may request an exception to the On-Campus Residency Requirement based upon one of the following Exemption Criteria:

- **Married:** Students in this category must submit a copy of a valid marriage certificate.
- **Single Parent:** Students in this category must submit a copy of the children/children's birth certificate(s) and/or adoption paperwork and documentation demonstrating majority custody of the child/children.
- **Special Circumstances:** Students in this category must submit a written petition noting specifically why they should be granted an exemption to the housing residency requirement. Examples of situations that would **not** qualify for exemption include, but are not limited to, seasonal or other allergies that can be treated by allergy medications or lease agreements signed before an exemption is approved.

A student seeking an exemption to the On-Campus Residency Requirement must complete an exemption form and submit it to the *Office of Residential Life, 1005 State University Drive, Fort Valley, GA 31030*, no later than 30 days before the first day of classes of the term for which the exemption is requested. Partial or incomplete submissions will not be considered. Submission of an On-Campus Residency Requirement Exemption Form does not guarantee, nor imply, that an exemption will be granted. Students should assume that their request has not been granted until they receive written notification of approval.

Students failing to submit an On-Campus Residency Requirement Exemption Form before the deadline will be assessed mandatory housing/dining fees.

**Students who reside off-campus and fail to meet the aforementioned criteria or receive the appropriate approval from FVSU will be held responsible for all room and board costs for the semesters in which they are enrolled. Students who have not been granted off-campus status are advised against signing a lease agreement for an off-campus residence. The Department of Residential Life will not recognize pre-arranged leases when determining the approval of an off-campus housing request.**

Students who have reached the age of 21, or earned 60 college credit hours by the first day of classes for the semester they intend to reside off-campus, do not need to apply for an exemption. **Students who sign an annual contract for housing in the fall will be required to fulfill the terms of the contract (fall & spring) despite reaching the age of 21 or having earned 60 credit hours.**

All requests documenting a specific need related to the Americans with Disabilities Act will be reviewed by Joyce Brown, director of Academic Counseling and Differently-Abled Services, in the Center for Retention Services. Her office number is (478) 822-1072.

## **HOUSING RESERVATION FEE**

A non-refundable \$200 room reservation application fee is required for all students who apply for university housing. **This fee applies to all available housing facilities and will be refunded ONLY if FVSU cannot provide housing accommodations for the student.** The non-refundable fee is paid once a year to reserve an on-campus housing space for the upcoming academic year. **All fees are subject to change without notice.** Fort Valley State University reserves the right to charge rates listed, herein, or to add new fees whenever such increases or additions are necessary.

## **Refund of Residential Life Room and Board**

Refunds will be calculated on a percentage basis when a student is forced to withdraw from a residence hall or apartment. (A week is to consist of at least three days). Reasons for withdrawal include:

1. Personal medical reasons confirmed in writing by a licensed physician.
2. At the request of the university for reasons other than disciplinary issues.
3. The death of a student (100% percent of fees will be refunded if a student dies).
4. No refund shall be made if the student withdraws from the university or university housing for disciplinary reasons.

## **CANCELLATION AND TERMINATION OF LEASE AGREEMENT**

Upon notification from the appropriate university office, your signed lease agreement can be canceled for residents who: 1) withdraw or who are required to withdraw from the university for reasons other than disciplinary sanctions; 2) fulfilled graduation requirements, or 3) participate in one of the university's short term programs (**CO-OP, internships and student teaching**) and will not return within the duration of the lease agreement. **Depending on the nature of the request, a cancellation fee may also apply.**

Students whose parents' permanent address is located in Peach County, Ga., may submit a written request to the Office of Residential Life for a one-semester lease agreement. The request must be submitted at least 15 days before the first day of registration for the affected semester and must be approved by the Director of Housing and Residential Life.

If the accommodations assigned to the student are destroyed or otherwise made unavailable and the university cannot provide other accommodations, the lease agreement can be terminated. All rights and liabilities of the parties hereto shall cease, and rental previously made by the resident shall be refunded on a percentage basis for the period for which accommodations were made available to the student.

**A lease breakage fee of fifty (50) percent of the rental rate will be charged for any cancellation during the pre-determined lease breakage timeframe. After the breakage period has expired, there will be no cancellations allowed.**

## **CONTRACT TERMS AND CONDITIONS** **HOUSING AGREEMENT**

1. The term of the housing application is binding from the date of assignment until the end of the academic year.
2. **All housing fees must be paid in full or the student must be cleared by the Cashier's Office before moving into university housing. Residential Life staff cannot give anyone permission to move into any university housing facility.**
3. There will be no refunds issued after the cancellation date for housing and meal plans.
4. Opening and closing dates for room occupancy must be observed.
5. Residents may not move into their rooms early, nor will they be allowed to deliver the personal property to their rooms before the residential hall opens.
6. Residents must check in and check out of their room in the presence of a staff member, following the established guidelines. **Failure to do so will result in an improper check-in/out charge.**
7. A resident shall not move out of the residential facility during the term of the agreement without the authorization of the RD, the Assistant Director of Occupancy Management, and the Director of Housing and Residential Life.
8. A resident who vacates the residential facility before the end of the term of the application shall forfeit all pre-paid rent, except in the specific circumstances defined under deposit, cancellation, and refund policies.

9. The RD and the Assistant Director of Occupancy Management must authorize room/suite/apartment changes within university housing. A room change fee may apply.
10. Individuals may be required to consolidate into a different room/apartment, by consolidation assignments, at the request of the Assistant Director of Occupancy Management.
11. Students residing in FVSU university housing are required to participate in the meal plan during the fall, spring, and summer semesters.
12. Residents submitting the contract electronically accept the terms and conditions elaborated in this contract. Once it is submitted, it is a legal and binding document.
13. Students must remove all personal items when checking out of the residential facility. **Any personal items left behind will be discarded.**

## **REFUND OF HOUSING FEES**

There will be **NO REFUNDS** provided for housing or meal plans after the cancellation date.

## **OCCUPANCY**

Residents may occupy assigned rooms on the opening date and time announced before each semester. Failure to occupy an assigned room within 24 hours of the opening date may result in a change of assignment. Residents shall vacate the residence halls by the day and time announced in advance of the closing of the residence halls. A resident must vacate the residence hall within 24 hours of withdrawal from the university, or cancellation or termination of the lease agreement during a given semester. When vacating the residence halls, residents shall be expected to follow the check-out procedures established by the Office of Residential Life.

## **HOLIDAYS/BREAKS**

All university housing facilities will be closed during the **Fall, Thanksgiving, Winter, and Spring Breaks**. At the end of spring and summer semesters, all students are required to vacate university housing immediately. Students who were enrolled fall semester and are not returning to the university in the spring semester should officially check out of the university housing facility at the close of the fall semester. **Students are strongly encouraged to take all valuables home during each break.**

## **COMMUNITY LIVING**

### **ROOMMATE(S)**

If you desire a specific roommate(s) all parties must be admitted, request the assignment, and pay their room reservation fee. The request must be noted on all applications. Roommate requests must be mutual. Every effort will be made to comply with your request; however, the university cannot guarantee specific roommates. For those not making special requests, the university will make assignments without regard to race, color, or creed.

## **ROOMMATE BILL OF RIGHTS**

As a Fort Valley State University residential hall community member, these are the rights you can expect and have a responsibility to maintain:

- The right to read and study free from undue interference in one's room (**Unreasonable noise and other distractions inhibit the exercise of this right**).
- The right to sleep without undue disturbance from the noise, guests of a roommate, etc.
- The right to expect that a roommate respects one's personal belongings.
- The right to free access to one's room and facilities without pressure from a roommate.
- The right to personal privacy.
- The right to host a guest with the expectation that guests are to respect the rights of the host's roommates, other hall residents, and the visitation policy.
- The right to address grievances (staff members are available for assistance in solving conflicts).
- The right to be free from fear of intimidation, and physical and emotional harm.
- The right to live in a clean environment.

## **POLICY ON HARM TO SELF AND/OR OTHERS**

Individuals who attempt to cause harm to themselves or others are subject to disciplinary action, which may include immediate eviction from the residence halls. Individuals who are deemed to need counseling or psychiatric help will be referred to the appropriate counseling center. Individuals who are taking prescription medication for depression or other illnesses should notify the Residential Life staff of their condition upon moving into the residence hall.

## **POLICY ON OBSCENE LANGUAGE**

Obscene conduct and public profanity are prohibited. Furthermore, statements of intolerance and/or harassment due to sex, religion, disability, or sexual orientation are not appropriate and will not be tolerated.

## **POLICY ON APPROPRIATE DRESS**

It is strongly suggested that appropriate attire/dress be worn at all times while residing in a residential facility and when traveling around the campus. It is required that all residents dress appropriately when utilizing the public bathrooms, computer labs, laundry rooms, etc. within any residential facility. Shirts and shoes are to be worn at all times. As a caution, logos on hats and articles of clothing, which promote drugs, violence, sex, etc.; can promote unwarranted harassment and are discouraged. Pajamas are not allowed in the lobbies of the buildings or the classrooms.

## **RESIDENTIAL HALLS VISITATION RULES & REGULATIONS:**

### **VISITATION POLICY**

The term “**university housing visitation**” refers to the visitation of students, family, and friends in residential facility common areas and residents' rooms during regularly scheduled days and hours. Residents living in the building may not visit after established visitation hours without the consent of their roommate(s). **Any conflict as a result of a visitor will be resolved at the discretion of the Resident Director.**



University housing visitation shall be conducted under the following regulations:

1. Visitation hours are as follows:

Sunday through Saturday, from 11 a.m. until midnight. **Visitors are not allowed in University Housing after Midnight.**

2. **Visitation shall not be scheduled during the weeks of Fall Break/Thanksgiving recess, Spring Break, mid-term, or final examinations.**
3. In each residential facility lobby, a sign-in sheet will be maintained requiring the signature of the host/hostess before leaving the lobby area. Upon leaving, the guest must sign out and be counter-signed by the host/hostess. **Residents shall be responsible for the conduct and behavior of their guests.**
4. A host shall escort his/her guest to the restroom designated for members of the opposite sex in the lobby of his/her respective hall.
5. The host is allowed ONLY one guest at a time in his/her room during visitation hours.
6. An overnight guest of the opposite sex of the resident is not permitted.
7. Room checks may be made at any time.
8. Non-students found in violation of the residence facility policies could be subject to arrest.
9. Children under 18 years of age are not allowed to be unsupervised in university housing facilities at any time.
10. FVSU's Campus Police and Safety will be notified immediately in the event of any resident not returning his/her guest to their residential hall lobby upon the completion of the visitation hours. Any resident found walking the halls of a residential hall without proper authorization during the visitation hours will be charged with violating the Student Code of Conduct.
11. A resident found in repeat violation of university housing visitation regulations that threaten the health, safety, and welfare of others is subject, at the discretion of the appropriate residential life official, to suspension or termination of his/her privilege of living in university housing facilities, coupled with other sanctions. Such action shall be followed by the initiation of appropriate disciplinary procedures.

**PLEASE NOTE:** Students caught violating the above perimeters will be given the sanction of a monetary fine or suspension. If the student admits guilt and waives the right to a hearing, the Director of Housing and Residential Life, or his designate, may impose the sanction(s). Otherwise, the student will be referred to the Assistant Director of Occupancy Management.

Non-students caught entering residential halls violating the above regulations at Fort Valley State University may be charged with criminal trespass.

## **GUEST SIGN-IN / SIGN-OUT PROCEDURES**

The host must meet his/her guest at the front desk.

1. **A guest is defined as a person that does not reside in the residential facility of the host student. Parents are also considered a guest and must sign in at the front desk.**
2. All roommates must agree to the visitation of a guest in their apartment.
3. A resident must record the guest's name, time, and room of visitation at the front desk.
4. The host and guest must leave a Fort Valley State University ID card, driver's license, or other satisfactory identification at the front desk before leaving the lobby area.
5. The guest must remain with the host at all times. At no time is a guest permitted to remain in the room or hall without the host.
6. The host is responsible for the actions and behavior of his/her guest.

## **QUIET HOURS**

University housing facilities should be reasonably quiet at all times for the benefit of those studying and sleeping. Stereos, televisions, and radios are to be used quietly. The university reserves the right to confiscate, store or request immediate removal of any audio device that is determined by the University housing facility staff to be disturbing to other students attempting to study and sleep. **While quiet hours are in effect at all times, these hours are emphasized from 7 p.m. to 7 a.m. During mid-term and final exams, "quiet" hours are in effect 24 hours a day.** If the problem persists, contact your Resident Assistant or Resident Director.

## **RESIDENTIAL LIFE POLICIES AND SERVICES**

All general university regulations are binding concerning University Housing students. Residents shall be responsible for the condition of the room furnishing(s). Damages should be reported to the Resident Director.

1. Lounges, study rooms, lobbies, and other common areas are provided for the comfort and convenience of residents. Furnishings in common areas may not be removed. Furniture and equipment shall not be altered or removed from a residential facility or lounge area. Window blinds or screens shall not be removed at any time. Students who take any University items to their rooms or elsewhere on or off-campus without permission from the Director of Housing and Residential Life will be subject to disciplinary sanctions and/or arrest.

2. Students identified as being responsible for damage to university housing furnishings and equipment will be charged the appropriate labor and material fees to repair/replace. **Damage to the public areas in the residential halls will result in a group assessment when the individual(s) responsible is/are not identified.**

### **Apartment/Suite/Room Conditions**

Resident rooms will be inspected periodically by the residence facility staff for cleanliness. Resident rooms should be kept clean and orderly at all times. Notice will be given 24 hours before the inspection. The following suggestions will help maintain a livable area that is conducive to study, relaxation, and evaluation.

- (a) Beds should be neatly made with clean linen.
- (b) All clothes should be neatly hung in closets with the closet floor neat and orderly.
- (c) Floors and mirrors should be cleaned. Furniture, woodwork, and window sills should be dusted, wastebaskets should be emptied and books on shelves in order.
- (d) Paper and trash should not be swept in the hallway or thrown out of the window. All trash should be placed in the proper container. Students are required to take their trash to the outside dumpsters.
- (e) Toiletry items left unattended in the bathroom or public areas will be discarded.
- (f) All residents are responsible for discarding all personal and sanitary hygiene items.
- (g) Stoves, ovens, closets, and bathrooms in the apartments should be clean and orderly at all times.

### **INSPECTION OF APARTMENTS/SUITES/ROOMS**

All rooms and apartments will be inspected by the Resident Director before occupancy. The condition of the room/apartment will be noted on the room occupancy and clearance form. Students are advised to review carefully the condition of the room/apartment indicated on the form. A completed room inspection form must be signed and returned to the office before moving into the room.

When you vacate the room/apartment, any damages or discrepancies from the original inspection will be noted and you will be charged for the damage(s). The university reserves the right to inspect rooms/ apartments for health, safety, and maintenance at any time.

## **ROOM INSPECTION AND SEARCH**

Fort Valley State University recognizes and respects the right of its students to have privacy concerning their persons and personal belongings. The university also recognizes the responsibility to preserve a wholesome learning and living environment on campus, provide adequate maintenance and protection of public property, and protect the health and safety of all persons on campus. These fundamental assumptions are embodied in the following commitments and procedures concerning the entry or search of students' rooms. **The university reserves the right to enter university-housing rooms under any of the following circumstances:**

1. Where there exists an immediate threat to the health or safety of the occupants or University property.
2. With a search warrant or with permission of the resident.
3. With permission of FVSU's president, or designee, the Vice President for Student Affairs, or designee, when there is sufficient reason to believe university regulations or local, state, and federal laws have been violated.
4. Facilities Management personnel and their designated agents only for repair, replacement, or inspection of University property.
5. By Residential Life Staff in performance of their duties.

The University also reserves the right of entry to rooms by authorized University officials for search and seizure if there is a reasonable cause to believe that a student is using a University Housing facility for illegal purposes, seriously interferes with campus discipline, or constitutes a hazard. A search will be authorized by the Vice President for Student Affairs or a designee. The University also has the right to elect the use of a search warrant by Campus Police or the Fort Valley City Police.

A copy of the authorization form will be provided to the student(s) whose room is being searched, and a receipt will be given for any property confiscated. The University assumes no responsibility for the theft, destruction, or loss of confiscated property.

## **RESIDENTIAL FACILITY PROPERTY DAMAGE/ VANDALISM**

Students guilty of defacing or destroying University property will be charged with the cost of repairs and disciplined according to the offense. If the person(s) who defaces or damages property in a room or common area is not identified, the cost of repair will be levied against all occupants of the room, floor, or the university housing facility. Students in the university housing facility units may be assessed on a pro-rated basis for damage in corridors, bathrooms, lounges, and other common areas within or around a facility (by floor or by the entire facility). A charge shall be assessed for leaving an assigned room in such condition as to require undue time for cleaning the premises. Conditions that demand repair, including painting, shall result in a damage

assessment against the resident(s). Please refer to Assessment for Damage in University Housing for costs. All fees are subject to change.

## **CUSTODIAL SERVICES**

The University's custodial service is responsible for cleaning all public areas including bathrooms, corridors, hallways, vending, and laundry facilities. Proper disposal of garbage is the responsibility of the individual resident. All personal garbage must be taken to the outside dumpster.

## **MAINTENANCE**

Report all maintenance problems and repairs to the main office of the facility in which you reside. The University's Facilities Management Department schedules the necessary repairs based on the work orders submitted. Maintenance requests are prioritized and scheduled. Please allow maintenance technicians 72 hours to evaluate and make requested repairs.

## **RESIDENTIAL INFORMATION POLICY & PROCEDURES**

### **CHECK-IN/CHECK-OUT PROCEDURES**

Residents are notified each semester of check-in/check-out dates and times. Failure to properly check out of your residence hall and failure to check out at the designated time may result in additional charges. Failure to return your soft key or the hard key will result in a charge of \$50 for the soft key and \$150 for the hard key.

### **Check-In Procedures**

1. Residential life staff will verify the student is housed in the facility and that all fees have been paid. Students who are not paid will be referred to the Cashier's Office for payment or permission to move in.
2. Once verification is made, the student will receive three forms to complete. The resident will sign the roster once they receive the paperwork.
  - i. **(Form 1)** The **Student Information Sheet** should be completed in its entirety.
  - ii. **(Form 2)** The **Move-In/Move-Out Inventory & Condition Form** should be filled out on the top and the left side. The student should take this form to his/her room to complete the checklist for damages or missing items and return it to the office.
  - iii. **(Form 3)** The **Contract Concerning Liability** form should be completed at the top and signed at the bottom. The student will be requested to list personal items with serial numbers on this form.
3. Keys will be issued after the paperwork is completed and submitted. Please ensure you sign the key log.

4. The University is not responsible for any personal property loss, regardless of the reason, including damage caused by employees in the performance of their work. It is suggested that students obtain insurance protection against the risk of loss. Please refer to the link web address for additional information.  
[www.nssi.com](http://www.nssi.com).

## **Check-Out Procedures**

To officially check out of university housing and not receive any charges for dirty rooms/apartments/suites, damaged/missing items, or lost/unreturned key(s), please follow the guidelines below.

1. Please clean your room/apartment/suite before requesting to check out.
  - A. Remove all items from the desk and dresser drawers. Wipe out the drawers after removing personal items.
  - B. Vacuum all carpets.
  - C. Sweep and mop all floors.
  - D. Dust all furnishings.
  - E. Clean all toilets, tubs, and sinks (if applicable).
  - F. Clean the ovens, stovetops, cabinetry, refrigerators/freezers, and dishwashers.
  - G. Wipe down the kitchen countertops.
  - H. Clean under the bathroom and kitchen sinks.
  - I. Wipe the windowsills.
  - J. Dispose of all trash.
2. **Please remove all personal items out of the room/apartment/suite before going to the office to request to be checked out.**
3. After insuring your apartment is ready for inspection, proceed to the office of that facility and request for a staff member to check you out of your room.
  - A. Make sure you request the Move-In/Move-Out Room Inventory Form that you completed when you moved into the apartment/room. This form will reflect any damages or missing items that you noted when you moved in. **If you did not return this form, then any damages or missing items will be your responsibility.**
  - B. Go with the staff member when he/she goes to check your apartment/room/suite. **If you do not check the apartment with a staff member, then you could be charged for damages in your room/apartment/suite that was the result of a roommate.**
  - C. To avoid being charged for any damages that may be found during the FINAL inspection that will be conducted by the Resident Director of the facility, point out all damages that you are aware of in the apartment/room/suite. **Make sure you and the person checking you out sign and date the Move-In/Move-Out Room Inventory Form.**
4. Once your room has been checked, make sure you return the hard/soft key and sign the key log indicating you returned your key(s). **If you do not sign the key log, it may result in you being**

**charged for lost or missing key(s).** If you have lost your key(s), please inform the staff member checking you out and complete a lost key form. By not completing the lost key form, you will be charged an additional \$65 for improper check-out.

5. The students who receive any fines or holds will be notified after the Resident Director completes an end-of-the-year assessment. This form will be forwarded to the business department, and the proper charges will be placed on the student's account. Once a charge or hold is placed on a student's account, the student must pay the fine or clear the hold before the account is cleared.

## **ROOM ASSIGNMENTS**

The acceptance of the housing lease agreement by the University does not guarantee the assignment of a particular type of accommodation or a specific room. It does, however, reserve the student space in a residence hall and establish priority for assignments. Attempts will be made to honor building preference and mutual roommate requests, whenever possible. If preferences for an assignment cannot be honored, room assignments will be made at the discretion of the Residential Life staff. Residents who switch without administrative approval will be subject to a fine. Residents who would like to request a room change must see the Assistant Director of Occupancy Management who is located in the Wildcat Commons Clubhouse to request a room change for \$150.

## **STUDENT IDENTIFICATION CARDS**

Students are required to keep their ID cards on them at all times. This card will allow residents to access the building where they are currently housed. You are required to show your ID card to University officials whenever you are requested. **DO NOT LOAN OR GIVE YOUR ID TO ANYONE!!**

## **ROOM KEY**

Each resident is issued a key to his/her room at the time he/she checks into University housing. Residents are expected to carry their room keys with them at all times. The University keying system for residents' rooms has been developed to protect residents. Whenever a resident leaves and does not return their key, the lock is automatically changed for safety and security reasons. In addition, the resident is charged a **\$150** re-coring cost for each hard key, and **\$50** for each soft key. Unauthorized duplicated residential hall/apartment/suite keys will not be accepted. **DO NOT LOAN OR GIVE YOUR KEY TO ANYONE!!**

## **ROOM DECORATING RULES/VIOLATIONS**

- Residents may not paint their room. Residents may request that FVSU's Facilities Management Department paint their rooms. If the room has not been scheduled for repainting, the resident must pay for the cost of painting the room. Please consult your Resident Director. Residents may not use nails or glue on walls: this is prohibited. Masking tape should be used to attach posters and pictures.
- Residents may not use permanent adhesives (double-sided masking tape, contact paper, etc.).
- Residents may not dismantle any University furniture. **Removal of the guard rails on the elevated (Lofted) beds in Ohio Hall is prohibited.** Each resident is responsible for the loss of or damage to furniture and other equipment in his/her room. Since furniture has been inventoried for your room, furniture may not be transferred from one room to another or exchanged between rooms or suites.
- Furniture in the lobbies is not to be moved from those areas under any circumstances. Disciplinary action and a moving charge will be assessed for any furniture or University property removed from public areas.



- Residents may not affix anything permanently to the walls, ceilings, and doors. This includes bunk beds, bookcases, wallpaper, and glued corkboards.
- Residents may hang their drapes (at their own expense). However, Facilities Management may be requested to install all drapery rods. Draperies must be fireproof and bear a manufacturer's label signifying that the material will not support flames.
- Waterbeds, due to their excessive weight and the chance of water damage, are not permitted in the residential halls.

## **RESIDENTIAL HALL MEETINGS**

All incoming freshmen and new students are required to attend a mandatory hall meeting. The Resident Director will announce the time. Mandatory University housing facility meetings are held periodically during the semester. Residents are held responsible for all information that is disseminated during the meeting; therefore, all meetings are mandatory. Students without a valid excuse may be fined for not attending mandatory meetings.

## **WITHDRAWING FROM THE UNIVERSITY**

Students who are withdrawing or being withdrawn from the university must vacate the residence hall within 24 hours unless special permission is granted by the Director of Housing and Residential Life.

## **SIGN/FLYER POLICY**

### **FVSU Flyer Posting Policy** **Student Organizations and Off-Campus Groups**

1. Flyers for parties and social events should not promote alcoholic beverages, tobacco products, or drug usage. Use of the institution's name or logo is **PROHIBITED** on any promotional materials.
2. Any materials of an explicit sexual nature are **PROHIBITED**.
3. Advertising materials not approved by appropriate university personnel will be removed immediately and are subject to the sanctions listed below. **FVSU's Office of Campus Life located on the 2nd floor of the Student Amenities Building must stamp all flyers for approval. Their telephone number is (478) 825-6292.**
4. The **sponsoring organization** must be listed on the flyer and have approval from the on-campus advisor.
5. Flyers or posters should not exceed 11" x 17".
6. No more than two flyers for the same event per posting board.
7. Unless approved, no flyers or posters should be placed on the following surfaces on campus: **trees, lampposts, windows, and doors.**

8. Flyers and/or posters with adhesives such as duct tape and glue that may damage surfaces are **PROHIBITED**. Students /organizations found using such items risk losing posting privileges and are subject to a monetary fine. **PUSH PINS** or **THUMB TACKS** should be used to post flyers/posters.
9. Using paint and/or other permanent markings on university property including but not limited to sidewalks, trees, benches, organizational images, and other university surfaces is prohibited without the express written permission of FVSU.
10. A maximum of 25 flyers per event will be approved for posting throughout the campus.
11. **Residential Hall Managers** must be notified before posting **approved flyers** in the residence halls.
12. All Approved Flyers will be stamped to expire after a **maximum of seven days**. It is the responsibility of the sponsoring organization to remove the flyers.
13. Placing advertising materials on vehicles on-campus is **PROHIBITED**.
14. All off-campus advertising materials (flyers, handbills, posters, etc.) must be approved through the FVSU Office of Campus Life or by FVSU's Campus Police and Safety.
15. Approved flyers and or handbills should be posted in appropriate areas (bulletin boards, information desks) not dispersed on sidewalks, grass areas, etc. Violators will be sanctioned accordingly.

**Students and/or organizations will be subject to disciplinary actions for not adhering to the university posting policy**

**\*\*Disciplinary Sanctions include but are not limited to:**

- 1) **Written Warnings,**
- 2) **Loss of Posting Privileges,**
- 3) **Loss of Organizational Privileges, and**
- 4) **Monetary Fines.**

## **LOCKOUTS**

It is the resident's responsibility to always have the room key in his/her possession. Accidental lockouts occasionally happen, and Resident Assistants (RA) can help in such cases. Resident Assistants will open the door only for the room occupant(s). If a resident is unable to locate a staff member for assistance, contact FVSU's Campus Police and Safety. **The first room entry fee per semester will be \$5. Any lockouts thereafter will result in a \$10 room entry fee per lockout. This fee must be paid to FVSU's Student Financial Services once the fine is posted.** If lockouts become habitual, disciplinary action may be taken, and/or the residence staff may request for a new lock to be installed at the cost of the resident(s).

## **TELEPHONE SERVICE**

Telephone service is available in all of the residence halls, but it is the responsibility of the student (s) to have the service connected through the University's phone service provider.

## **PEST CONTROL**

The University has a contract with a certified pest control company. The contractor regularly treats the residential halls/apartments/suites for pests. Any problems must be reported to the Resident Director. Properly dispose of trash and garbage to reduce pest problems. You play an important role in pest control. A fee will be assessed for rooms that are not in compliance with the room inspection policy.

## **LAUNDRY FACILITIES**

Washers and dryers are located in the residential halls. Deliberate, malicious damage to washers and dryers will result in removing machines and prosecution if required. Malfunctioning machines should be reported to RD. If money is lost in the machines, please check with your Resident Director, he/she will assist you in collecting your lost funds.

## **AIR CONDITIONERS / SPACE HEATERS**

Individual air conditioners and/or heaters are not permitted in the residential halls at any time. Residential halls have air conditioners. Residents may bring small fans for use in their rooms.

## **DOORS / ALARMS**

To ensure the safety and security of the buildings and residents, exterior and stairway doors *are not* to be propped open. Residents found responsible for propping doors open will be subject to disciplinary action. Opening a door with an alarm will result in disciplinary action. A monetary fine may also be charged to violators.

## **WINDOW POLICY**

Windows should remain closed when the air or heat is operating. This is done for the security of personal property and the safety of the occupant(s) of the room. Windows are not for the use of discarding the trash, drying personal belongings, engaging in conversation (i.e., shouting out of the window), throwing objects(s), or displaying food and drink items on the window seals. No type of decorations, signs, etc., may be posted or hung between the window and blind or directly on the window (inside or out). All violators will be disciplined and/or fined. Repeat offenders will be subject to suspension from University housing.

## **INCENSE / CANDLES**

Items that require the use of flammable liquids or an open flame to operate or which produce heat (lighted candles, Bunsen Burners, incense, etc.) and obnoxious odors are not allowed in residents' rooms/apartments. **The burning of incense, incense paraphernalia, and candles are not allowed. The use of halogen lamps and bulbs are also prohibited.**

## **PETS**

Pets are not allowed in a residential facility unless approved through Differently-Abled Student Services.

## **COOKOUTS**

Residents should not cook food on open grills near the residential halls unless authorized by Campus Police and Safety and supervised by the Resident Director and staff.

## **SMOKING POLICY**

Fort Valley State University is a tobacco and smoke-free campus. **Smoking is not allowed in residential**

**facilities.** Please see the policy in the Student Code of Conduct Handbook.

### **ALCOHOL**

The use and/or possession of any alcoholic beverages are prohibited on campus. **Empty alcoholic beverage containers either on one's person or in-room/ and or apartment will constitute a violation.** For additional information, please see the Student Code of Conduct Handbook.

### **WEAPONS/FIREARMS**

It is against university policy for residents to possess firearms, bullets, fireworks, knives, explosive devices, or any such items that can be used as a weapon in a residence hall. Violators will be subject to disciplinary action and possible criminal prosecution. **For additional information, please see the Student Code of Conduct Handbook.**

### **ELECTROSHOCK/TASERS**

Any person who is 18 or older, as well as any individual currently enrolled in classes regardless of age, can have in his/her possession a commercially available electroshock device.

### **HARASSMENT OF STAFF**

Harassment of the University staff, whether physical or verbal, will not be tolerated. Individuals found to violate this policy will be subject to disciplinary action and may be evicted from the residence halls. All residents and their guests are expected to abide by the requests of the University staff.

### **PORNOGRAPHY**

Posting pornographic materials is prohibited in all residents' rooms/and or apartments.

### **SMALL BUSINESS**

Residents are not permitted to operate businesses out of university housing (i.e., hair salons and manicurists, barber shops). Small businesses of any type are not allowed in university housing. **Violators will be disciplined.**

### **CLOTHES DRYING**

Residents are provided with a laundry facility for the drying of clothes. Other public displays of laundry including hanging items out of windows, and from sprinklers, are not permitted.

### **CHILDREN**

Children under the age of 18 are not permitted to reside in the University housing/apartments/suites. The University assumes no responsibility, nor does it make provisions for children. **Students are not permitted to use their assigned room/ apartment for babysitting.**

## **RESIDENT LIVING SAFETY REGULATIONS**

For reasons of safety, at no time should the exit doors of the residential facility be propped open? Residents are required to use only the main entrance 24 hours a day. By using the emergency exit doors, the safety and security of the residents cannot be ensured. Failure to comply will constitute a major violation of residence facility regulations.

- A.** Students are advised not to leave the University housing facility alone after dark. Students shouldn't stay alone in classrooms or other buildings.
- B.** All incidents of fires should be reported to campus safety and the RD immediately. Students should then activate the nearest fire alarm and exit immediately. Residents are advised to become familiar with the location exits, fire extinguishers, and alarms. Tampering with life-supporting equipment is a serious matter and is a misdemeanor. Intentionally pulling false fire alarms and/or discharging a fire extinguisher is a misdemeanor according to Georgia state laws. Violators will be charged a fee if the fire department has to respond and the student(s) will absorb the cost.
- C.** Residents are to never drop any hot and/or burning items in trash receptacles.
- D.** Bicycles, motorcycles, or other vehicles shall not be stored in rooms, on patios, in hallways, in stairways, or other areas of the residence.
- E.** The use of exercise weights in the University housing facilities is prohibited.
- F.** If a resident is not going to be in his/her room for more than three days, the resident should contact his/her RA or RD and provide a telephone number. If the residence facility staff does not know a student's whereabouts after four days, the staff is required to contact the Director of Housing and Residential Life who will contact the Vice President for Student Affairs, Dean of Students, and the FVSU Police Department.
- G.** Students should leave expensive clothing and jewelry at home. The University will not assume any responsibility for items stolen in the Residential Facility.
- H.** It is recommended that residents avoid borrowing items. It helps to discuss your feelings about borrowing or lending to your roommate(s) and/or friends to avoid conflict.

## **TORNADOS**

If a tornado is spotted, campus police will warn residents by blowing portable horns and police vehicle horns. Every facility should also establish an in-house warning system. Intra-campus telephone communication will be used whenever possible.

During a “**Tornado Watch**”, (which means weather conditions favorable for tornado development), be alert for the non-continuous sounding of a police vehicle or blowing horns.

- a) Prop open vents and doors between classrooms and hallways.
- b) Open all windows slightly.
- c) Store portable equipment, breakable items, etc., inside the building away from shelter areas.
- d) Generally, buses may continue to operate; be watchful.

During a “**Tornado Warning**”, (which means a tornado has been sighted and/ or has touched down on the ground), listen for the continuous sounding of a police vehicle or blowing horns.

- a) Open and secure exterior glass doors; otherwise, they may shatter and add to flying debris within the building. Leave outside doors closed.
- b) Secure or store articles that may act as missiles indoors.
- c) Buses should not operate. Transportation personnel should be instructed in tornado procedures.

### **If a driver sees a tornado approaching, he/ she should:**

- 1. Drive away from the tornado's path at right angles, if possible.
  - 2. Evacuate the bus and take shelter in a pre-designated building or other substantial building along the route.
  - 3. Evacuate the bus and direct students to a ditch or hollow and have them lie down, hands overhead. Students should be kept far enough from the bus so it cannot turn over on them. (Take precautions to avoid flooded areas).
- d) If there is sufficient time to take shelter:
- 1. Evacuate the room quickly, quietly, and orderly.
  - 2. Check restrooms or nearby vacant rooms for students, staff, and visitors.

3. Take personal belongings only if they are at a desk and will provide extra protection (large books, notebooks, or coats may be held overhead and on shoulders).
4. Professors should take roll book and take attendance.
5. Once in a shelter, report missing students. (Directors and principal administrators should take similar accounting).
6. Take a position for greatest safety by crouching on knees, head down, with hands placed at the back of the neck.

**A. In multi-story buildings:**

1. Use identified fallout shelters.
2. Use the basement.
3. Use first-floor interior hallways.
4. Use restrooms or other enclosed small areas away from large glass areas and large open rooms.

**B. In one-story buildings:**

1. Use identified fallout shelters.
2. Use basement
3. Use first-floor interior hallways.
4. Use restrooms or other enclosed small areas away from large glass areas or large open rooms.

If hallways are not suitable, use the inside wall of a room, or rooms on the opposite side of the corridor from which the storm is approaching. End rooms generally should not be used. In either one or multi-story buildings, restrooms are usually suited for small groups, especially if the room is generally located.

Auditorium, gymnasium, cafeteria or other large rooms are least suitable as shelters. Free-span roofs will usually be blown away from this type of room and the walls may collapse. Rooms having large glass areas should not be used for shelters.



## **BOMB THREAT**

If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Clear the area immediately and call FVSU's Campus Police and Safety at (478) 825-6211.

1. Any persons receiving a bomb threat over the telephone should ask the caller the following questions:
  - a. When is the bomb going to explode?
  - b. Where is the bomb located?
  - c. What kind of bomb is it?
  - d. What does it look like?
  - e. Why did you place the bomb?
  
2. Keep talking to the caller as long as possible and record the following information:
  - a. Time of call,
  - b. Age and sex of the caller,
  - c. Speech pattern: accent, possible nationality, etc.;
  - d. Emotional state of caller, and
  - e. Background noise.
  
3. **IMMEDIATELY** notify FVSU Campus Police and Safety at (478) 825-6211 about the incident.
  
4. Campus police officers will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their areas for suspicious objects and to report the location to the campus police. **DO NOT TOUCH THE OBJECT!** Do not open the drawers, cabinets, or turn lights on or off.
  
5. If an emergency exists, **ACTIVATE** the building alarm. **CAUTION: The building alarm rings only in some buildings; you must ALSO report the emergency by telephone.**
  
6. When the building evacuation alarm is sounded an emergency exists: walk quickly to the nearest marked exit and ask others to do the same.
  
7. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that elevators are reserved for handicapped persons. **DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC!!**

## **FIRE AND SAFETY**

The fire code prohibits anyone from tampering with fire and safety equipment in the residential halls or any campus building. Tampering includes pulling false fire alarms, discharging fire extinguishers, removing exit signs, hanging items from the sprinklers, and interfering with smoke detectors. Interference with smoke detectors and the activation of the sprinkler system mandates immediate attention. **Residents responsible will be assessed for the damages and the hourly rate of the repairman's labor.** All violators are subject to disciplinary action and possible criminal prosecution.

## **FIRE DRILLS**

- 1) Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information are available through FVSU's Campus Police and Safety.
- 2) If a minor fire appears controllable, IMMEDIATELY contact campus police. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
- 3) If an emergency exists, **ACTIVATE** the building alarm. **Please contact Campus Police.**
- 4) For large fires that do not appear controllable, IMMEDIATELY notify campus police, activate the fire alarm, then Evacuate all rooms, closing all doors to confine the fire and reduce oxygen to the blaze. **DO NOT LOCK DOORS.**
- 5) When the building evacuation alarm is sounded, it means an emergency exists. Please walk quickly to the nearest marked exit and ask others to do the same.
- 6) **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that elevators are reserved for handicapped persons. **DO NOT USE ELEVATORS IN CASE OF FIRE.** Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic. **DO NOT PANIC!!!**
- 7) Once outside, move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Know your area assembly points.
- 8) A campus emergency command post may be set up near the emergency site. Keep clear of the command post unless you have official business.
- 9) **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

**NOTE:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay close to the floor whereas the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC!!!**

**IMPORTANT:** After any evacuation, report to your designated campus area assembly point. Stay there until an accurate headcount is taken. The Resident Director will take attendance and assist in the accounting for all building occupants.

# **RESIDENTIAL LIFE JUDICIAL PROCESS**

## **Housing Review Board (HRB)**

The Office of Residential Life is committed to providing a safe and comfortable environment for all students. When a student violates one or more of these policies designed to ensure the safety and comfort of others, the student will be held responsible for his/her actions through the Housing Review Board (HRB). This process is designed to be fair, uphold student rights, and be as educative a process as possible. The process begins with the incident report.

### **Incident Reports**

Incidents that occur in the residence halls are documented on an incident report form. Usually, these incidents are residence hall policy or regulation violations that have occurred. Students will be advised that an incident report is being written about an infraction that just occurred. The incident report is then forwarded by the Resident Director (RD) to the Housing Review Board representative. When a student is accused of violating the Residential Life policy or the FVSU Student Code of Conduct, he/she may be summoned to an HRB conference.

### **Housing Review Board (HRB) Conference**

During the conference, the student will be advised of their rights as FVSU students and will be allowed to explain what occurred during the alleged policy violation. Also, the student will be given the option to have their case adjudicated by the HRB representative or the HRB committee. If the choice is to have the case adjudicated by the HRB representative, the student must waive their right to appeal and assume responsibility for the alleged violation. Failure to appear for a Housing Review Board conference may result in additional charges.

### **Students' Rights and Responsibilities**

It is your responsibility to understand the process and how it impacts you.

#### **Your Rights**

It is your right:

- To know the university housing policies and regulations that you are asked to uphold.
- To see any charges or allegations against you in writing.
- To be able to state your response to a university housing official.
- To receive a written outcome of the case upon resolution.
- To appeal the outcome based on appropriate criteria for appeal.

#### **Your Responsibilities**

- You are responsible for knowing and adhering to university housing policies.
- You are responsible for reading your housing agreement and residential life handbook.
- You are responsible for keeping scheduled appointments for the housing review board.
- You are responsible for being honest and accurate when providing information to university housing officials.

## Steps Involved in the Housing Review Board Process

- First, an alleged violation occurs and your name is cited as being a witness or alleged involved party. Most often, this is in the form of an incident or police report.
- The Housing Review Board representative will notify the student in writing, or by email, that they are in potential violation of a housing policy, and a conference is requested.
- The conference process:
  1. Introduction of representative and process overview
  2. Introduction of student and details of the incident
  3. Representative will deliberate to determine what violation(s) if any, occurred
  4. Once a student has been told the violation(s), they will admit or deny responsibility
    1. If admitting responsibility, a representative will issue sanctions
    2. If denied responsibility, a representative will set a hearing with Housing Review Board Committee
- Housing Review Board Committee is made up of a Chairman and/or Co-chair, Resident Directors (a minimum of one and a maximum of three), student representatives (a minimum of one and a maximum of two), or other university officials.
- The hearing process:
  1. Introduction of Board members
  2. Student will give an introduction
  3. Board will hear the student's perspective  
*\*If witnesses are present, we will hear their perspective*
  4. The Board will deliberate to determine the level of your involvement and/or responsibility for the incident and alleged policy violation(s)
  5. The Board will call the student back into the hearing to render their findings and give the appropriate sanctions
- A letter will be sent with your sanctions listed.
- If a student feels that they were not treated fairly during the process, they may request an appeal of their sanction (protocol and criteria will be listed on your sanction letter).
- If it is determined you are not responsible for the incident or policy violation(s), no further action will be taken. You will receive a letter stating you are not being held responsible.

## SANCTIONS

- *If it is determined you are not responsible for the incident or policy violation, no further action will be taken. You will receive a letter stating you are not being held responsible.*
- *If it is determined you are responsible for the incident or policy violation, the following outcomes may be employed depending on the nature of the incident and policy violation and/or previous involvement in other incidents and/or policy violations:*
- **Residential warning:** This sanction is typically imposed for minor violations.

- **Residential probation:** This sanction is typically imposed for more serious violations of standards as well as for repeated minor violations.
- **Required move:** Some situations may warrant moving a resident to a new residence hall, either for their benefit or for the benefit of their residential community.
- **Removal from housing:** Removal from college housing is a sanction that is typically used for serious violations of standards including endangering behavior, theft, and significant property damage, and for students who repeatedly violate policies and show no sign of changing behavior.
- **Restitution:** Residents who cause damage or vandalize college property will typically be expected to pay restitution.
- **Fines:** Fines will be imposed for some violations, as deemed appropriate, based upon circumstances.
- **Referral:** You may be referred to other campus support services for intervention, education, and support.
- **University judiciary:** You may be referred to the university judicial affairs for further conduct review.

*\*You will receive an official letter outlining the policy violations for which you are being held responsible and the sanctions resulting from said violations. You will also receive your appeal (see rights and procedures).*

## **Appeals Process**

A student may choose to appeal a decision made by the Housing Review Board Committee. The appeal must be received by the Director of Housing and Residential Life within three business days of receiving the decision. The reasons for appeal must be based on the following:

1. There is sufficient evidence that contradicts the finding(s) of violation of university or college policies.
2. There is additional evidence that could not be considered at the time of the initial hearing and which is likely to change the decision.
3. There was no procedural fairness at the initial hearing.
4. The sanction given was inappropriate given the findings of fact.

## **Summary**

This overview of the Housing Review Board process is provided so that you have a clear understanding of how the process works and your rights and responsibilities within our housing review system. Keep in mind, however, that this process is very fluid. Factors affecting the outcome of the process may include but are not limited to, the severity of the violation, the amount of cooperation given to the reporting staff member, or the willingness of the student to accept responsibility for their actions.

The range of sanction levels includes administrative resolution, warning, or disciplinary probation. Depending on the severity of a violation, students may be asked to leave university housing on a first offense. The HRB process is designed to be flexible, but this flexibility does not take away the student's right to due process.

Students will be given written notification of alleged violations before a meeting with the HRB committee and have the opportunity to share their information regarding the reported violation. They also have the right to appeal the decision and/or the assigned sanctions. All records will be kept on file in the offices of the

chairperson or co-chair. Those violations resulting in a disciplinary level above the Housing Review Board resolution are on file at the Office of the Director of Housing and Residential Life and Housing and the Office of Judicial Affairs.

## **RESIDENTIAL HALL CONDUCT AND DISCIPLINARY SANCTIONS**

Conduct in university housing which may subject a resident to sanctions related to his/her status as a resident, shall include, but not be limited to the following:

- Failure to cooperate or comply with **directives of university housing staff members** and other university officials acting in the performance of their duties.
- Possession or use of alcoholic beverages and empty alcohol containers.
- Unlawful possession or use of any drug, controlled substance, and paraphernalia.
- Smoking in the university housing facilities.
- Gambling in any form.
- Possession of explosives, fireworks, or flammable materials, such as gasoline.
- Possession of bullets, firearms, or other dangerous weapons.
- Possession or use of any device that produces an open flame or obnoxious odor.
- Possession or use of water balloons or guns.
- Allowing unauthorized students to reside in the resident's room, without permission from the RD.
- Disturbing other residents by rowdy, boisterous, disorderly behavior.
- Using sound-producing equipment in any manner that disturbs other residents.
- Ignoring a fire alarm or refusing to evacuate the premises when an alarm is sounded.
- Tampering with fire alarm mechanisms, fire extinguishers, or sprinkler systems.
- Disorderly conduct or misbehaving by any resident or guest. (Residents shall inform their guests of university housing rules and regulations, and are responsible for their guest's conduct).
- Propping open stairway, entry, exit, or apartment doors.
- Dropping, throwing, or hanging objects from the window.
- Property damage to any university housing facility, equipment, or furnishings.
- Theft of any kind in the university housing facility.
- Subletting or permitting any unauthorized person in the university housing facility.
- Changing or modifying room locks or installing additional locks.
- Loaning out or borrowing a room key is a gross violation of university policies and procedures. **Any violations will subject you to housing suspension or termination.**
- Violation of any university housing rules and regulations published in the Student Resident Handbook.

### **Zero Tolerance Policies**

Students that fail to abide by the University's Zero Tolerance Policy, as listed below, will result in your housing contract being terminated. Students whose housing contract is terminated are also banned from entering any residence facility, except with special permission from the Director of Housing and Residential Life.

Zero tolerance violations include:

1. Hazing/Bullying
2. Sexual assault (**Incidents will be processed through Title IX**)
3. Weapons

4. Fighting
5. Gang affiliation
6. Drugs
7. Alcohol
8. Deliberate property damage
9. Tampering or destruction of safety and security equipment or devices

Students suspended or expelled for disciplinary reasons are not entitled to a refund of any 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 fees charged for their housing or meal plan.

### **DAMAGE ASSESSMENT**

When damage occurs within a resident's room, or in areas adjacent to it (i.e., windows, doors, study area), it is ultimately the responsibility of the occupant to pay for the cost to replace or repair, the damaged property. The purpose of the room inventory form that residents complete with their RD or RA at check-in is to establish the condition of the room at occupancy so that residents can be assessed fairly if damages occur. It is the responsibility of the student to complete the inventory form accurately. If you do not receive an inventory form at the time of check-in, it is your responsibility to obtain one from your RD or RA. The university, at its sole discretion, shall determine the number of assessments for damage, loss, and cleaning. Failure to pay an assessment will result in a hold being placed on a student's registration, graduation, or issuance of a transcript.

### **RESIDENT DAMAGE CHARGES**

ITEM	DAMAGE COST	CODE
<b>Keys:</b>		
Initial Lock-Out Fee	\$5	ILOF
Repeated Lock-Out Charges	\$10 /\$15 /\$20	RLOF
Soft Key-Lost	\$50	SKEY
Hard Key-Lost	\$150	HKEY
Soft Key - Not Returned	\$50	SKEY
Hard Key-Not Returned	\$150	HKEY
<b>Carpet:</b>		
Carpets - Extra Cleaning Charge	<b>Cost of Cleaning</b>	RCLN
Carpet Pad	<b>Cost of replacement</b>	RCPC
Carpets-Replace Pads	<b>Cost of replacement</b>	RPCP
Carpets -Need Replacement	<b>Cost of replacement</b>	RPCC

<b>Floor:</b>		
Clean Floors	\$65	RCLN
Replace Floor Tile	<b>Cost of replacement</b>	DMGE
<b>Doors:</b>		
Doors -Scratches	\$100	SGOD
Doors -Closet Door Broken	\$150	BWOD
Doors -Replacement (Entry or Bathroom)	\$200	BWOD
Door- Replace External	\$250	BWOD
Door- Replace Interior	\$250	BWOD
Door- Frame	\$150	BWOD
<b>Kitchen:</b>		
Clean Countertops/Cabinets/Sinks	\$30 each	RCLN
Clean Oven/Stove	\$65	RCLN
Clean Refrigerator	\$65	RCLN
Replace Refrigerator Racks	\$45 each	DMGE
Replace Ice Maker	\$85	DMGE
Replace Disposal	\$85	DMGE
Replace Vent hood	\$70	DMGE
<b>Bathroom:</b>		
Clean Toilet	\$35	RCLN
Clean Tub	\$50	RCLN
Bathroom - Not Cleaned	\$65	RCLN
Replace Shower Head	\$30 each	RPSH
Replace Shower Rods	\$60 each	RPSR
Replace Tub Stoppers	\$15	RPTS
Replace Toilet Seat	\$45	RPTS



Replace Towel Bar	\$40	RPTB
Replace Bath Tile	\$100	RPBT
<b>Furniture:</b>		
Remove Furniture	\$100 per item	MFDA
Furniture - Not Returned to Proper Position	\$100 per item	MFDA
Replacement Cushion	\$180	HFCC
Repair Cushion	\$150	HFCR
Arms Broken on Furniture	\$150	HFAB
Legs Broken on Furniture	\$150	HFLB
Back of Furniture Broken	\$150	HFBB
Burns on Any Furniture	\$300	HFCB
<b>Lobby Furniture:</b>		
Replace Couch (Lobby)	\$600	HFCR
Replace Chair/Lounge Cushion	\$100	HFDC
Replace Chair/Lounge	\$400	HFDC
Replace Chair/Desk	\$250	HFDC
Replace Coffee Table, End Table	\$250 each	BFUR
<b>Bedroom Furniture:</b>		
Soiled/Ripped Mattress	\$100	HCSM
Replace Mattress	\$200	HMMC
Replace Bed	\$275	MBRL
Replace the Chest of Drawers	\$300	BFUR
Replace Vanity	\$250	BFUR
Replace Desk	\$250	BFUR
Replace Desk Chair	\$200	HFDC
Replace Night Stand	\$250	BFUR

<b>Living Room Furniture:</b>		
Replace Coffee Table, End Table	\$250 each	BFUR
Replace Sofa	\$600	HFCR
<b>Walls &amp; Ceilings:</b>		
Staples, Nails, & Screw Removal	\$25	DMGE
Holes In Wall	\$200 & up	DMGE
Painting (above normal wear & tear)	\$300 and up	DMGE
Repair Sheetrock (Small)	\$75	DMGE
Repair Sheetrock (Medium)	\$85	DMGE
Repair Sheetrock (Large)	\$125	DMGE
Wall Damage	\$150 and up	WDMG
Holes In Common Area	\$150 and up	WDCA
Graffiti (Interior)	\$500-\$1,000	IHFG
Graffiti (Exterior)	\$500-\$1,000	EHFG
<b>Windows:</b>		
Window Blinds - Damaged	\$80	MRLB
Replace Window Blinds	\$80	MRLB
Replace Mini-Blinds	\$80	MRLB
Replace Vertical Blinds	\$80	MRLB
Unauthorized Removal of Window Screen	\$45 per occurrence	BWIN
Replace Window	<b>Cost of replacement</b>	BWIN
<b>Trash:</b>		
Remove Trash	\$45 per garbage bag	TICA
<b>Other:</b>		
Destroying of Bulletin Board	\$900 and Up	HBBC
Replace Outlet Plates	\$10 each	DMGE

Replace Ceiling Fan	\$100	DMGE
Replace Sink Stoppers	\$10	RPTS
Resurface Vanity Countertop	<b>Cost of replacement</b>	DMGE
Resurface Countertops	<b>Cost of replacement</b>	DMGE
Tampering with Fire Equipment	\$200	TFSE
Pulling of Fire Alarm (Falsely Reporting)	\$200	FPFA
Replace Fire Extinguisher	\$100	DMGE
Replace Smoke Detector	\$100 each	DMGE
Pets In Building	\$250	PIRL
Unauthorized Visitation	\$100	UAVI
Unauthorized Use of Door	\$150	UADF
Unauthorized Children In Residential Halls	\$300 & Up	HFCC
Loitering Fine	\$100	LHFT
Threaten/Harassing Staff	\$500	TSRL
Smoking ( <b>Tobacco Products</b> )	<b>\$150 per incident</b>	HFSM
<b>*Charges will be assessed to items, not on this list based on damage.</b>		

*\*Students with fines and charges on their account may log into their Banner Web Account or visit the Cashier's Office to pay the fine and have holds removed.*

# RESIDENTIAL LIFE CAMPUS SAFETY & SECURITY

## CAMPUS POLICE & SAFETY

Campus Police and Safety patrol the parking lots, walk the grounds, check the identification of suspicious individuals, and provide the University housing staff with immediate police assistance if needed.

## THEFT

It is suggested that students obtain **insurance protection** against loss, damage, or theft of personal property. Remember to lock your door when leaving your room and keep your key with you at all times. Never leave unattended valuables in plain sight or clothing in the laundry room. An engraving machine to mark your valuables is available at Campus Police and Safety. Personal belongings found in the bathrooms, lounges, or recreation rooms should be turned in to the Resident Director. Report all thefts to Campus Police and Safety as soon as possible, and then contact your Resident Director. ***The university is not responsible for any personal property loss, regardless of the reason, including damage caused by employees in the performance of their work.***

## CODE BLUE EMERGENCY TELEPHONE

There are emergency phones throughout the campus with direct lines to Campus Police & Safety. The phones are colored for identification purposes.

## CAFETERIA HOURS OF OPERATION

### **Monday – Friday**

Breakfast: 7:00am until 9:30am

Lunch: 11:00am until 2:00pm

Dinner: 4:30pm until 7:00pm

### **Saturday and Sunday**

Brunch: 9:00am until 2:30pm

Dinner: 4:30pm until 7:00pm

## FOODSERVICE ID CARD

After registration and payment of fees, each student is issued an identification card (ID) as an official University identification of student status. Your Fort Valley State University ID Card serves as your meal card. Your ID can be used for the entire length of time you attend FVSU. If you misplace your ID card, you should report it immediately to the Cashier's Office. **There is a \$25.00 fee for a replacement card.**

**NOTE:** Students who have diets prescribed by physicians may forward their diet plan to Business and Finance for review.

## HEALTH SERVICES

The Florence J. Hunt Student Health Center serves students for daily sick calls as well as those confined for short-term illnesses. The health center provides proactive health promotion and primary prevention services, and medical/clinical services for the students. No charges are made for routine drug usage in the treatment of illnesses; however, antibiotics, special prescriptions, x-rays, ambulance fees, special laboratory tests, consultations, and private nursing care are at the expense of the students. ***Students are encouraged to obtain insurance to assist in defraying medical costs.***

## **UNIVERSITY MAIL SERVICES**

The campus post office is located in the Lyons Student Center. All resident students are required to have a campus mailbox. Stamps and money orders may be purchased; certified and registered mailings may be mailed or received. Boxes are assigned each semester, and the same box may be retained by a student of a succeeding semester as long as the student is enrolled and notifies the post office in advance. Mailboxes may be retained only while the student is enrolled, between semesters, or temporarily away for the summer. A valid forwarding card must be submitted at the post office as previously stated. Boxes not reserved will be closed at the end of the semester and made available for reassignment before registration for the next semester. Mail is not forwarded over short breaks (between semesters, Thanksgiving holidays, winter break, etc.).

## **STUDENT LIFE**

The Office of Student Life and Development serves to support Fort Valley State University students with a variety of programs and opportunities. By getting involved, students experience an identity with the university community, quickly develop social networks and find opportunities for intellectual, spiritual, physical, and occupational growth. With this in mind, FVSU provides many opportunities to involve the student in co-curricular life activities. By participating in student activities, serving on a committee in an organization, or becoming a part of an intramural team, a student can have fun and meet other students, faculty, and staff while developing leadership, organizational, and decision-making skills and other life skills. We encourage you to get involved and make the most of this unique and rewarding experience.

## **FORT VALLEY STATE UNIVERSITY DIRECTORY**

<b>OFFICE OF RESIDENTIAL LIFE</b> .....	(478) 825-6100
	(478) 827-3966
<b>FAX NUMBER</b> .....	(478) 825-6149
<b>EMAIL</b> .....	<b>ResLife@fvsu.edu</b>

### **University Housing**

WC 1 .....	(478) 827-3108
WC 2 .....	(478) 827-3109
WC 3 .....	(478) 827-3825
WC 4 .....	(478) 827-3774
WC 5 .....	(478) 827-3723
WC 6 .....	(478) 825-5210
WC 7 .....	(478) 825-1801
Ohio Hall.....	(478) 825-3353

## **OTHER IMPORTANT NUMBERS**

Academic Affairs .....	(478) 825-6331
Academic Success Center .....	(478) 825-6740
Admissions & Enrollment .....	(478) 825-6307
Auxiliary & Support Services.....	(478) 825-6190
Bookstore .....	(478) 825-6223
Business & Finance.....	(478) 825-6400
Campus Directory Assistance .....	(478) 825-6211

Campus Police .....	(478) 825-6211
Career Development Center.....	(478) 825-6350
Cashier's Office.....	(478) 825-6433
Developmental Studies .....	(478) 825-6305
Center of Retention Services .....	(478) 825-6357
Financial Aid.....	(478) 825-6363
First Year Experience .....	(478) 825-6531
Food Service .....	(478) 825-6332
Health Services Center .....	(478) 825-6278
Human Resources .....	(478) 825-6301
Information Technology .....	(478) 825-6122
Judicial Affairs.....	(478) 825-6258
Library.....	(478) 825-6342
Learning Support .....	(478) 825-6305
Post Office.....	(478) 825-6311
Recruitment.....	(478) 825-6307
Registrar's Office.....	(478) 825-6282
Student Activities.....	(478) 825-6290
Student Affairs.....	(478) 825-6291
Testing Center .....	(478) 825-6384



*Fort Valley State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Fort Valley State University.*

**The address of the University is:**

**Fort Valley State University  
1005 State University Drive  
Fort Valley, GA 31030**

**This information and any additional information can be obtained by visiting the Fort  
Valley State University's Webpage at:**

**[www.fvsu.edu](http://www.fvsu.edu)**

**WILDCATS**