Introduction

Life In A Residence Hall

Emergency Procedures

Policies & Adjudication

Room & Building Care

On-Campus Resources

Off-Campus Resources

About The Residential Life Policies

A community that is conducive to living, learning, and personal growth requires an atmosphere of cooperation among its members and a respect for self, others, and property. The policies and procedures described below have been designed to ensure a positive residential experience for students at Fordham University. While every residence hall staff accepts part of the task of educating residents and enforcing these policies, ultimate responsibility for compliance rests with every resident student. The privilege of living in a residence hall is founded upon the expectation that resident students will exercise good judgment and self-discipline by taking responsibility for their decisions and conduct. When resident students approach these policies in a spirit of good faith, they are creating and supporting a positive community atmosphere in the residence hall.

All resident students are bound to observe the policies and procedures of the Office of Residential Life, including those policies and procedures found in the Residential Life Handbook, the Residence Hall Agreement, and the University Code of Conduct, found on the following page. Students who choose not to respect the established guidelines will be subject to disciplinary action. Anyone incurring repeated violations may be subject to serious disciplinary action. Any violation of the regulations found below is also a violation of the University Code of Conduct, as stated below and in the Student Handbook.

Please be aware that although most policies are consistent on all three campuses, slight variations do exist. It is the student's responsibility to learn and abide by policies at each individual campus.

The University Code of Conduct

The following actions are considered violations of the University Code of Conduct and are punishable by sanctions imposed in accordance with the published judicial procedures of the University.

1. All forms of dishonesty, including cheating, plagiarism, supplying false information to and University official, as well as forgery or use of University documents or instruments of identification with intent to defraud.
2. Theft from or damage to University property and/or theft of or damage to the property of another while located on the property of the University. Knowingly receiving, retaining, or disposing of the lost or mislaid property of a member of the University community or of the University itself.
3. Unauthorized entry, use, or occupation of University facilities, as well as the unauthorized possession, duplication, or use of keys to University facilities.
4. Tampering with or misusing fire alarms, fire-fighting equipment, or safety equipment.
5. Harassment of another person, whether physical, sexual, or verbal, either oral or written.
6. Physical abuse, sexual abuse, threats, intimidation, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
7. The unauthorized selling, purchasing, producing, or possession of any lethal weapons, explosives, fireworks, or incendiary devices.
8. The unauthorized selling, purchasing, producing, possession, or the use of barbiturates, amphetamines, marijuana, hallucinogens, opiates, or other addictive and illegal drugs or drug paraphernalia.
9. Engaging in or inciting other to engage in conduct which interferes with or disrupts any University function, or which prevents or limits the free expression of the ideas of others, or which physically obstructs or threatens to obstruct or restrain other members of the University community or visitors.
10. Failing to surrender the University Identification Card upon request of clearly identified University personnel (this includes campus security personnel) in the performance of their assigned duties. All members of the University community are required to have the University Identification Card in their possession while on campus.
11. Engaging in lewd, licentious, or disorderly conduct.
12. Failing to comply with the direction of the clearly identified University personnel (this includes campus security guards) in the performance of their assigned duties.
13. Violation of the published University regulations including but not limited to those regarding Motor Vehicles, Residence Halls, and the McGinley Student Center.

Alcohol
Since it is a Jesuit and Catholic university, Fordham seeks to educate the whole person. Therefore, it provides its students with a value-laden curriculum that challenges them both to stretch themselves intellectually and to develop the capacity for mature moral judgment. We are not content, however, merely to challenge our students in the classroom. Far from it. Realizing that much of their education (perhaps even the majority of it) takes place outside of the classroom, we seek to provide them with a supportive campus environment that will enable them to grow into the full possession of the many talents that they have been given.

Since we understand the role that out-of-class activities play in the spiritual, intellectual, moral and social development of our students, the Fordham community has for years been concerned with the adverse effects that alcohol has on the lives—and on the academic performance--of our students. In order to confront the challenges that substance abuse poses to the University's educational mission, Fordham will continue to offer counseling services and medical referrals to students who present themselves for help. At the same time, the University will continue to challenge its students to lead healthy lives and to develop those mature patterns of behavior that will enable them to become men and women of conscience, competence, compassion and commitment to the cause of the human family."

- Rev. Joseph M. McShane, S.J.
President, Fordham University

A Fordham University residential experience includes due respect for the laws of the State of New York. The University cannot condone or remain neutral to the flouting of such laws. Further, all resident students must recognize that the campus and the residence halls are not sanctuaries from the laws of the State of New York.

Effective December 1, 1985, New York State amended its statutes and limited the sale and legal consumption of alcoholic beverages to persons twenty-one years of age or older. Since the University is chartered by New York State, it is the University's obligation to make every reasonable effort to ensure that state law is observed on University property and at University-sponsored events. Alcoholic beverages are not permitted on University property except as specified by policy. Please examine the Student Handbook to review the implications of the Alcohol Beverage Control Act, the New York General Obligations Law, and other pertinent information.

Each student is therefore responsible for compliance with New York State laws regarding the possession, sale, distribution and consumption of alcoholic beverages. Students who procure alcoholic beverages for, or who serve alcoholic beverages to, underage persons, who falsify documents or who contribute in any way to illegal alcohol consumption, are not conducting themselves in a responsible manner. Further, a student who contributes in any way, however minor, to the intoxication of another person may be held personally liable for any injury or damage that the intoxicated person causes or in which he or she becomes involved. Public intoxication is inconsistent with considerate community living and will not be tolerated. In accord with the University's educational efforts, the residence hall staff will consistently confront persons who exhibit signs of intoxication.

Each student is responsible for compliance with University policy, which has been developed to assure that each residence hall provides a living environment appropriate to an educational institution.

**Educational Opportunities**

Mr. Ed Wahesh
Director, Alcohol & Other Drug Education (AODE) Program
McGinley Center Room 217
AODEprogram@fordham.edu
718-817-3948

The Division of Student Affairs and Athletics offers a variety of educational services which address the misuse and abuse of alcohol and other drugs. The Alcohol and Other Drug Education (AODE) Program provides substance abuse prevention, education and early intervention services at Fordham University.

The AODE Program is designed to provide individual and population targeted interventions that focus on the reduction of high-risk use of alcohol and other drugs. Individual focused interventions provided by AODE include offering educational groups, reflective exercises, assessments and personalized feedback sessions to students who violate the University's alcohol and other drug policy. Similar services are available to all students interested in learning more about alcohol and other drug related issues. Population targeted interventions include presenting at New Student Orientation, facilitating the freshmen core programming AODE session and providing several web-based assessment and feedback instruments. In addition, the AODE Program offers referral information regarding off-campus substance abuse treatment facilities and local Twelve Step related support groups.

The Fordham University Peer Educators are members of an official student-led organization, which is advised by the AODE Program, that plan events to increase positive behaviors on and off campus and decrease the harmful effects associated with the misuse and abuse of alcohol and other drugs. Campus-wide social and educational initiatives sponsored by the Peer Educators include: the Passport Off-Campus NYC, which is an alcohol and drug free guide to New York City; the Rose Hill Rush, a 5k Fun Run; and National Collegiate Alcohol Awareness Week, which includes lectures, alcohol screening events and marketing campaigns. The Peer Educators also collaborate with the Offices of Residential Life and Student Leadership and Community Development to plan weekend alternative programming events throughout the year.

For more information on the resources and services provided by the AODE Program, please feel free...
to contact us at 718.817.3948, via email at AODEProgram@fordham.edu or visit our webpage which can be accessed via http://www.fordham.edu/Student_Affairs/Residential_Life/Rose_Hill/.

Freshmen Halls
The purchase, sale, distribution, consumption, association with, or possession of alcoholic beverages by any residents or guests, regardless of age, in freshman halls (Alumni Court North, Alumni Court South, Hughes Hall, Queen’s Court Residential College and Tierney Hall Residential College) is prohibited. Empty containers of alcohol, even for decorative purposes, are also prohibited. If Residential Life or Security staff suspect that there is alcohol in a student's bag or room, the bag or room of the student can be thoroughly searched (including a search of the refrigerator).

All Other Halls
Resident students of legal drinking age may possess and/or consume alcohol in their rooms/suites, provided all roommates and suitemates (where applicable), present or absent, are of legal drinking age. All guests and students under the legal drinking age may not be in the presence of alcohol in the residence hall. Residential Life or Security staff members may ask for identification if alcohol is transported into the building. As a guideline, the maximum amount of alcohol to be brought into the hall by one resident student of legal drinking age (who lives in an all-of-age room or suite) is one case of beer or its equivalent. The Residential Life staff reserves the right to exercise discretion in applying this guideline.

Disciplinary action will be taken should drinking in private rooms become an illegal, non-registered party or public event, as determined by your residence hall staff and evidenced by such factors as the presence of alcohol, excessive noise or the number of persons present. In the interests of health and safety, parties that have not been duly organized according to the policies outlined in the proceeding section are prohibited and any alcohol found in the room or suite will be confiscated and/or disposed of by the host student(s).

Kegs or beer balls, full or empty, along with all associated hardware are prohibited in every residence hall and will be permanently confiscated. Students in possession of such material will receive a $250 fine per keg or beer bong, and will be placed on residence hall probation or dismissed from residential life. Drinking games and other devices (i.e. funnels, bars, bar signs, shot glasses, etc.) which promote the irresponsible use of alcohol are also prohibited.

Private Party Registration
Resident students of Walsh Hall and Belmont Community Housing (BCH) may exercise the privilege of registering private parties scheduled for weekend evenings at which alcohol will be present. Registration is limited and conducted at the discretion of the Resident Director. To register a party, the prospective host(s) follow these procedures:

1. Retrieve from the RHO, complete and sign the following forms:
   ○ Walsh Hall Party Regulations and Registration
   ○ Registered Party Absence Agreement (if any suitemates are under 21)
   ○ Registered Party Guest List and Limited Visitation Policy Waiver.
2. Residents must meet with the Resident Director. The registration is on a first-come, first-served basis and is generally limited to two (2) parties per weekend evening, for a total of no more than four (4) parties per week.
3. At this meeting, the Resident Director reviews New York State Law, the University Code of Conduct and Residential Life Policy relating to Alcohol and Private Party Registration.
4. Prospective hosts with suitemates who are underage may still apply, but must first complete a Registered Party Absence Agreement. This form is a guarantee to the RD that the underage suitemate(s) will not be present on campus at the time of the registered party.
5. The prospective hosts present a completed and signed Registered Party Guest List & Limited Visitation Policy Waiver. The submission of this form to the RD at Party Registration entitles the non-Walsh Hall guest(s) whose names appear on the list to gain entry to Walsh Hall without host signature on the Sign-In/Sign-Out sheet.

The Resident Assistant staff on Duty and/or the Resident Director will visit the registered party at the start of duty (between 6:15 and 6:30) on the night it is scheduled to place a copy of the Walsh Hall Party Regulations on the door of the suite. This sign also identifies the party as having been registered. The Resident Assistant staff on duty and/or the Resident Director will also visit the suite fifteen minutes in advance of the 1:00 am end-time to remind hosts that the party must end by that hour.

Party Registration in Walsh Hall is meant to strike a healthy balance between the rights and responsibilities of the host students. Respect for the community and for the Office of Residential Life staff must be maintained in order to enjoy this privilege. Hosts must be observant of the Walsh Hall Party Regulations, all Residential Life policies as well as the University Code of Conduct. Failure to do so subjects the party to immediate shutdown, possible confiscation of alcohol and the hosts and their guests to documentation by the Office of Residential Life staff. Please consult the Walsh Hall Party Regulations available in the Walsh Hall RHO for the complete policies governing registered parties.

Lounge And Community Areas
Open containers of alcohol in public or community areas, including hallways and lounges, will be confiscated and disposed of by the staff and may elicit a request to inspect students' rooms, bags, or parcels. Closed and/or empty containers will also be confiscated from any intoxicated students and from any students under the drinking age. An educational sanction, work hours, residence hall
Alcoholic beverages, however, may be allowed at well-planned, all-hall semi-formal parties or dinners held in the lounge of Walsh Hall. A Residential Life staff member must be present at such an event. The party must be registered in accordance with stated policy. Sodexo-Marriott Food Service bartenders are required at such events and alcoholic beverages may be served only to persons of legal drinking age with proper identification. Drink tickets are required. People at such events who are not of legal drinking age are not permitted to possess or consume alcoholic beverages. The RD in consultation with Residential Life approves all such events.

University staff has the authority to require any person to show legal proof of age. If staff members observe minors consuming alcohol, they will inform the host or hostess. If the situation is not immediately addressed, the party will be closed and the host or hostess, along with the underage drinker(s), will be documented for disciplinary action. Guests may be asked to leave the residence hall and/or the campus.

**Failure To Comply**
Failure to abide by Residential Life policies regarding the consumption, possession, association with, and distribution of alcoholic beverages is considered a violation of the University Code of Conduct. If other Residential Life and/or University regulations are violated while a student is under the influence of alcohol, compound charges will cover the intoxication itself and any other offenses that may have occurred.

Any illegal use of alcohol will result in its confiscation and disposal by Security or Residential Life staff and judicial sanctions including, but not limited to, disciplinary reprimands, educational sanctions, work hours, residence hall probation, dismissal, and/or a referral to an alcohol education service (see above). The response to illegal parties will include immediate cessation of the party, a thorough confiscation of all alcohol, documentation of all hosts and participants and disciplinary action including, but not limited to, suspension of party privileges, educational sanctions, work hours, residence hall probation, and possible dismissal.

**Barbeques**
Because of safety hazards, barbecues are only permitted when approved by a Resident Director and supervised by a Residential Life staff member. Private barbecues are not permitted. Residents are not allowed to keep grills in the residence halls.

**Failure To Comply**
Work hours, educational sanctions, or fines will be assigned to those who violate this policy.

**Bicycles / Skateboards / Scooters**
Bicycles/Skateboards/Scooters should be kept locked when not in use and the bicycle's serial number must be registered with the Office of Security. Due to the threat of injury to pedestrians, Bicycles/Skateboards/Scooters may not be ridden on campus. Resident students and their guests may not store Bicycles/Skateboards/Scooters in lounges or lobbies and may not obstruct exits, stairways, or stairwells. The University assumes no responsibility for Bicycles/Skateboards/Scooters that are stolen, lost, or damaged while in University storage. Motorized scooters are not permitted in the Residence Halls.

**Winter & Spring Breaks**
Students living in University housing must abide by the Winter and Spring break closing policy. Students checking out late may be charged $25 per hour. The residence halls are closed according to the following schedule:

**Winter Break**
1. Off-Campus houses (including Keith Plaza) remain open.
2. Walsh Hall closes during the period between Christmas and New Year's day, opening shortly thereafter. Postings in Walsh Hall will outline these dates and times.
3. All other residence halls close for the entire duration of the break.

**Spring Break**
1. Off-Campus houses (including Keith Plaza) remain open.
2. Walsh Hall remains open.
3. All other residence halls close.

Students who need to reside on-campus during a designated break period must contact a staff member and complete a sign-up form in advance. Walsh Hall and Off-Campus residents intending to remain in their units must sign up with their residence hall staff at least two weeks before the break begins. Students from other residence halls must find a willing host from Walsh Hall or Off-Campus housing at least two weeks prior to the vacation and submit this information to the Office of
Residential Life.

It is not the responsibility of the Residential Life Staff to find housing for students during break periods, but the office will do its best to help the student seek out viable solutions. It is suggested that students prepare their accommodations well in advance.

Students remaining in a residence hall during a recess period and/or those students who ignore posted times by which they must vacate the hall may be charged a weekly fee to help cover staffing and other costs. It is suggested that students take all valuables home during the recess periods. Resident students should also be aware that visitation and over-night guest privileges are suspended during break periods.

Cable Television
The University installed cable television outlets in the living rooms of suites and in other campus living units. The cost for cable service on a one television-per-outlet basis is included in room charges for all on-campus residents. In accordance with the cable television contract, the connection of more than one television unit to a single cable outlet by any means is strictly prohibited. Students are asked to be careful with cable service jacks, outlets, molding, and other items. Students will be assessed charges by the Office of Residential Life and may be subject to judicial action if cable television hardware in a given suite or bedroom is damaged or modified to splice cable service.

Candles & Incense
Due to fire safety hazards, the burning or possession of candles or incense, lit or unlit, is not allowed in the residence halls for any purpose.

Failure To Comply
Students may be subject to educational sanctions, fines and disciplinary actions.

Check-In & Check-Out

Check-In
A student moving into the residence hall is responsible for completing an emergency notification card, a key card, and a Room Condition Report (RCR) in cooperation with the Resident Assistant (RA). This report is kept on file in order to track possible damage during the year.

Check-Out
A student, with approval, who changes rooms or leaves the residence hall is responsible for notifying the RA and the Housing Coordinator at the Office of Residential Life of the departure date. The student must then arrange to check out of his or her assignment with the RA and return his or her keys.

Failure To Comply
Failure to leave the room as it was found will result in a damage assessment and possible disciplinary action. A charge of $15 will be assessed for each unreturned key, and a $35 charge for lock core changes will be assessed if a bedroom or suite door key is not returned. (See KEYS). Students checking out late may be charged $25 per hour.

End Of Year Closing
At the closing of the residence halls, all residents must clean their rooms and turn in their room keys. Failure to complete these steps will result in the assignment of a closing fine, which will be placed on the student’s bursar account. Residents should not leave trash or extra furniture in their rooms, or non-University property in their room or suite, and they should return all furniture to its original location and position (i.e. lower flipped beds, return couches to common room, etc.) Failure to do so will result in a closing fine. Failure to turn in all keys at check-out will result in a $15 charge per key and a charge of $35 to cover the cost of a lock core change. Late key returns will be accepted until June 1. All residents returning keys after this date will not be credited. Soon after a room is vacated, Facilities Operations and Residential Life will conduct an inspection of all rooms or suites. Residents will be held responsible for any damages found during that inspection that were not included on the RCR filed at opening.

Data/Internet Jacks
The University installed data outlets in each bedroom to provide individual access to the Internet through a cable modem. The cost for this service is assessed through the Technology Fee. Students are asked to be careful with the jacks, outlets, molding, and other items. Students will be assessed charges by the Office of Residential Life and may be subject to judicial action if data jack hardware is damaged. Students may not have their own wireless access points, which are subject to confiscation.

Drugs
Fordham University is committed to an educational environment that is free of illegal drug use. The best way to achieve and maintain such an environment is through preventative education about the medical and legal dangers of substance abuse, as well as offering compassionate attention to any individual student who may seek or require help with drugs. Please contact the Office of Residential Life or the Alcohol and Other Drug Education office for assistance (see Educational Opportunities).

The University prohibits the unlawful possession, use, or distribution of illegal drugs on its property or as part of its activities. The sale, purchase, production, possession or use of illegal drugs and drug paraphernalia and the misuse of over-the-counter or prescription medication is a violation of the University Code of Conduct, as well as local, state, and federal law, and is strictly prohibited. Such substances will be permanently confiscated. Drug paraphernalia (i.e., hookahs, water pipes, bongs, etc.) may not be kept in a student’s room as a means of decoration.

Failure To Comply
The University will apply appropriate internal disciplinary processes should a student violate criminal statutes with regard to illegal drugs. The University will apply the proper procedural safeguards and will determine those disciplinary sanctions that may be relevant to one's status as a student of Fordham University. Students are subject to severe disciplinary action by Residential Life and by the University ranging from Residence Hall probation to dismissal from the residence halls and expulsion from the university. The University also reserves the right to notify parents of students of pending charges or subsequent disciplinary decisions.

Edward’s Parade
Edward's Parade is available to students for light recreational activities such as lounging, sun bathing, and Frisbee playing. In the interests of lawn maintenance and safety, no ball playing of any kind is permitted on the parade grounds, except for certain scheduled intercollegiate athletic events. Softball, football, volleyball, or any such sports may be played on the fields in front of Martyrs' Court or on Murphy’s Field (when formal events are not scheduled), but are not permitted on Edward’s Parade. Neither barbecues nor alcoholic beverages are permitted on the parade.

Electrical Appliances
Resident students must limit their choice of electrical appliances to those that are safest and are not likely to overload the electrical system in their residence hall. Acceptable appliances include irons, radios, stereos, small televisions, study lamps, electric razors, hair dryers, personal computers, coffee pots and hot pots with automatic cutoff elements and enclosed heating units.

Hot plates and other open electrical appliances are not permitted in the residence halls. Microwaves, halogen lamps, toasters, toaster ovens, indoor grills, space heaters and air conditioners are not permitted. George Forman Grills, Toaster Ovens, and Microwaves are prohibited except in Walsh or Off Campus Housing. Refrigerators larger than 4.0 cubic feet are only allowed in the kitchens of Walsh Hall and off-campus housing units. Adapters, which allow many items to be plugged into an outlet at the same time, are prohibited. If extension cords are used, they should be approved and listed with Underwriter Laboratories (UL) and designated "heavy duty." The use of many electrical appliances at the same time may cause electrical fires. The Office of Residential Life advises the use of surge protectors. Since electrical surges may occur from time to time, the Office of Residential Life does not assume liability for damage caused by electrical surges.

Failure To Comply
Prohibited electrical equipment will be confiscated and a warning, educational sanction, fine, or other disciplinary action may be taken.

Elevators
Elevators are a convenience for all residents in Alumni Court North, Alumni Court South, Keith Plaza, Finlay Hall, Hughes Hall, O'Hare Hall and Walsh Hall. These elevators deserve the best of care, given the fact that large numbers of people depend upon them and use them everyday. Overloading or manually holding the doors open will cause the elevators to malfunction. Please observe capacity regulations posted in the elevators and use the "open door" button in order to hold the door. Elevator repairs are expensive and will be assumed by the residents of the building in question in cases of vandalism. Elevators subject to vandalism or misuse may be placed out of operation if necessary.

Explosives & Weapons
All weapons, knives, pellets, BB guns, firearms, ammunition, hunting arrows, potentially injurious war souvenirs, explosives, fireworks, firecrackers, highly flammable materials, dangerous chemicals and the like are prohibited.

Failure To Comply
Possession or use of such explosives or weapons will lead to confiscation and sanctions ranging from a disciplinary warning, work hours, residence hall probation, dismissal from housing or more serious sanctions.
Fire Safety Equipment
Fire extinguishers, fire alarms, sprinkler systems, and warning systems are in the buildings for the safety of the people living therein. Tampering or misuse of these systems is dangerous, unlawful, and may cause injury or death in the event of a fire or other emergency. Activating a fire alarm in the absence of an actual fire is not only against University policy, it is against the law.

Failure To Comply
The initiation of a false alarm will result in dismissal from the residence halls, possible expulsion from the University, and/or other judicial sanctions. Other forms of tampering with safety equipment, including the unnecessary discharge of fire extinguishers, tampering with emergency exits/fire doors, and tampering with sprinkler systems will result in sanctions of up to $200 in fines, residence hall probation, or dismissal. Failure to evacuate during a fire drill will result in a $25 fine or an equivalent educational sanction. Students who repeatedly fail to evacuate may face dismissal from housing.

Furniture & University Property
Students should not appropriate University property for private use in their rooms, apartments, or suites. Lounge furniture and other University property have been purchased for community use and must remain inside the lounge at all times.

Failure To Comply
Violators will be given an educational sanction or a $25 fine for the first offense and will be subject to further fines or judicial sanctions if University property remains in their possession or reappears in personal rooms, suites, or apartments.

Hall Sports
Hall sports are dangerous to participants and bystanders alike. Such activities often result in damage to the residence hall as well. Noise and obstructions negatively impact the community atmosphere of the residence hall. Sports activities in community areas, bedrooms, suites, and apartments are therefore prohibited.

Failure To Comply
Violators will be subject to work hours, educational sanctions, fines, or other judicial sanctions.

Harassment
All students and University employees are to be treated with respect. Use of abusive language, including, but not limited to, profanity and threats or physical contact are considered harassment and will be dealt with severely as violations of both Residential Life and University policies. The Assistant Director for Leadership Development and Training or the Associate Director for Judicial Affairs may handle adjudication in cases of harassment of University staff (Resident Assistants, Resident Directors, Desk Assistants, or Watchman Guards). Please refer to the Student Handbook for further information.

Failure To Comply
Students who harass University staff members will face Probation, Dismissal from housing, Expulsion from school, and/or other judicial sanctions.

ID Cards
For safety and security purposes, students are required to have their University identification cards with them at all times and are required to surrender ID cards to any University official upon request. Within the first two weeks of the academic year, students must have their ID card validated with the appropriate building code. ID cards are only to be used by the student to whom the card was issued. Students are not allowed to give their ID cards to another student or guest for their own purposes.

Failure To Comply
Failure to cooperate with a University official constitutes a violation of Residential Life policy and the University Code of Conduct and warrants University and Residential Life sanctions including, but not limited to, educational sanctions, residence hall probation, and possible dismissal. Misuse, improper use of an ID card, or the alteration of an ID card may lead to educational sanctions, fines, or Residence Hall Probation. Students found with duplicate ID cards may also be subject to disciplinary action.

Intent To Vacate
Housing Agreements are binding from August through May. However, circumstances may sometimes necessitate the cancellation of an Agreement after the fall semester. When this is the case, the Intent to Vacate process must be followed. In November, the Office of Residential Life will distribute information about procedures that enable a resident student to terminate his or her contract prior to January. It is the responsibility of the resident student to complete all the necessary paperwork, meet all deadlines, and complete proper checkout procedures.
Students who terminate their Agreements at this time are also responsible for informing their suitemates or roommates of their intentions to vacate. The Office of Residential Life may not be able to contact roommates during periods of high activity. We encourage continuous communication among roommates and suitemates to avoid misunderstandings.

**Keys**

Each student will be issued a room key, a suite key (when applicable), and a front door key (when applicable) upon arrival to the residence hall. Students must return keys to their residence hall staff when they move out of their assignment. A fine of $15 per key will be assigned if a student fails to return room, suite or entrance keys. Students who lose a room or suite key must also pay an additional $35 to cover the cost of replacement for the lock core.

At checkout, credit will not be given for: (1) keys returned after June 1 or (2) keys returned improperly (i.e. mailed to Residential Life or slid under a Resident Assistant's door).

Requests for the replacement of lost keys must be made in person at the Office of Residential Life between the hours of 9:00 A.M. and 4:30 P.M. Students need to show proper identification and will be charged $15 per new key and $35 for a lock core change. Students found with duplicate keys or keys other than their own may be subject to fines or judicial action.

**Lockouts**

As in life outside the University, students are responsible for carrying their keys at all times. Resident students who are locked out of their rooms on a weekday may sign out a key at the Office of Residential Life (ACN Basement) from 9:00 am to 4:30 PM. This key must be promptly returned.

Between the hours of 6:30 PM and 9:15 PM, the Resident Assistant on duty will honor your lockout request in the Residence Hall Office (RHO). The Resident Assistant on-duty will also be available in his or her room on weekend mornings and afternoons for lockout services. Lockout policies and procedures for late hours vary by residence hall; you may wish to contact a residence hall staff member about your building's late hours lockout policy.

Students who are repeatedly locked out of their rooms may be subject to fines or judicial action. After the first three lockouts, a student will be given an educational sanction or charged a fine not to exceed $25, which will be placed on the student's bursar account.

**Lottery**

A lottery is held each Spring to determine the allocation of space for the following year. The established guidelines for obtaining housing are published by the Office of Residential Life early in the Spring semester. Watch carefully for notices distributed and posted in the residence halls.

To complete your application and enter the lottery process, you must submit the deposit and housing application card by the deadline.

Those students who were not permitted to participate in the Housing Lottery because of ineligibility, disciplinary reasons, or a late filing of application materials will be assigned a room through the Post-Lottery process.

**Lounges & Space Reservations**

Lounges and community spaces in the residence halls exist for the benefit of the building's resident students and their residence hall staff. The Office of Residential Life has established guidelines for their use. Registration requests for the use of a lounge must be made in writing to the Assistant Dean of Students and Director of Residential Life. Clubs and organizations are not permitted to use residence hall lounges and may not conduct meetings or other events in the residence halls without permission from the Office of Residential Life.

**Mail Service**

Madeline Polito, Post Office Manager
McGinley Center basement
718-817-4335

The University provides mail service for resident students. All Rose Hill Campus Post Office (PO) Boxes are located in the lower level of the McGinley Center. You will receive your PO box number and combination at your first floor meeting. This information will also be available at the Office of Residential Life.

Mail is distributed each weekday. The student address format and Post Office window service hours for postage stamp sales, first class, certified, registered, express, insured, and parcel post mail services are as follows:

NAME
FORDHAM UNIVERSITY
POST OFFICE HOURS
Monday - Thursday 10:30 am-3:15 PM
Friday 10:30 am- 3:00 PM

The University Post Office recommends that any package sent using a delivery service other than the United States Postal Service (i.e. UPS, FedEx) use the term "Student Mail Box" in place of "P.O. Box" to insure delivery.

Postal money orders may be purchased Monday through Thursday from 10:30 A.M. through 2:30 PM and on Friday from 10:30 A.M. through 2:15 P.M. The Post Office accepts only cash for all its services.

Moving Carts
A small number of moving carts are owned by the University to assist students moving in and out of O’Hare and Walsh Halls. These carts are provided as a matter of convenience at the beginning and end of each semester when the Resident Assistant is on duty. Please be considerate of other students and return the carts as soon as possible. All carts must be signed out and a form of ID left with the Resident Assistant.

Moral Growth & Responsibility
Fordham's mission as an institution of higher learning is closely tied to its rich Jesuit Catholic heritage. The faculty, students, staff, and administrators of Fordham University are informed by the Jesuit, Catholic tradition of responsible moral living. Residence hall life, of course, is an integral part of the Fordham student's education, and community life in the residence halls is necessarily based upon the University's founding principle.

One such principle holds that sexual intercourse is to be reserved for marriage. Cohabitation is therefore prohibited in the residence halls. Furthermore, a student is not permitted to request or cajole a roommate to leave his or her room, suite or apartment in order to facilitate sexual activities.

Failure To Comply
Cohabitation may lead to sanctions ranging from the loss of visitation privileges to residence hall probation or dismissal from the residence halls.

Meetings
One of the linchpins of community living is open communication and the efficient delivery of important information. Your residence hall staff will, from time to time, announce mandatory floor or house meetings and programs. Students are required to attend such events. Advance notice for such meetings will be given. If you cannot attend the floor meeting or program, arrangements must be made in advance with your RA.

Multimedia
A student’s right to privacy is important in a community setting. In an effort to uphold this right, videotaping is prohibited in the residence halls. You may request permission in writing in advance from your Resident Director for special circumstances.

Students are also prohibited from any unauthorized use of electronic or other devices to make an audio or video record of any person without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or bathroom.

Failure To Comply
Violation of the policy will lead to educational sanctions, fines or other judicial sanctions; repeated violations could result in dismissal from the residence halls.

Noise Considerations/Quiet Hours
Fordham promotes an environment conducive to study in the residence halls at all times of the day or night. Resident students must therefore make every effort to respect the right of other individuals to study. A 24-hour consideration period exists within each hall. Residents are not permitted to play their stereos at loud volume or play musical instruments within buildings. Stereo speakers and audio equipment are not to be aimed toward or placed near open windows; such behavior would disturb a large number of people. Any noise clearly heard beyond the confines of a student's room represents a breach of the consideration policy. One's choice of entertainment or relaxation should not negatively impact or disturb people in other buildings, corridors, lounges, and nearby rooms.

In addition to the 24-Hour Consideration Policy and in the interests of the community, the activities of resident students are also circumscribed by a Quiet Hours Policy. Between the hours of 11:00 PM and
9:00 am, Sunday through Thursday, and 1:00 am and 9:00 am, Friday and Saturday, resident students and their guests must exercise restraint by limiting their conduct to quiet spheres of activity.

Maintaining these policies is the responsibility of all students. Staff are available for enforcement when a resident’s efforts are unsuccessful. In order to meet the needs of your residence hall, provisions of the Quiet Hours Policy may be expanded upon at the discretion of the Resident Director. A 24-hour quiet policy will be in effect for both Fall and Spring Final Exam periods.

**Failure To Comply**
Verbal or written warnings, educational sanctions, or fines may be assigned to students in violation of the Noise Consideration Policy. Repeated violations could lead to removal from housing due to continuous disruptive behavior.

**Nondiscrimination Policy**
Fordham University is an academic institution that in compliance with federal, state, and local laws, does not discriminate on the basis of race, color, creed, religion, age, sex, gender, national origin, marital or parental status, sexual orientation, citizenship status, veteran status, disability, or any other basis prohibited by law. No otherwise qualified person shall be discriminated against in any programs or activities of the University because of disability. Likewise, no person shall be discriminated against on the basis of sex. A compliance officer is available to address any complaints alleging discrimination. Dr. Georgina Arendacs may be contacted in the Office of Legal Counsel, Administration Building, Room 223, Rose Hill Campus, telephone number 718-817-3112.

Fordham University does not knowingly support or patronize any organization that engages in discrimination.

**Objects Through Windows**
In the interests of safety, it is unacceptable to throw or drop anything in or out of a window of a University building. Such conduct severely jeopardizes the health and well-being of other members of the University community. Students may not hang out of windows and/or pass things into or out of residence hall windows. In the same way, students may not hang items out room and/or suite windows.

**Failure To Comply**
Sanctions range from, but are not limited to, a $25 fine and residence hall probation to a $200 fine and residence hall dismissal.

**Occupancy Reports**
Your residence hall staff tracks vacancies in your building. This information would be needed in the event of fire and other emergencies and helps the Office of Residential Life maintain accurate lists and records. Students are therefore required to cooperate with Resident Assistants in accurately completing Occupancy Reports at any time during the semester. Failure to attend mandatory first floor meetings (at which Occupancy Reports are signed) obligate students to seek out their Resident Assistant or the Resident Assistant on duty.

**Failure To Comply**
Forging a signature or providing inaccurate information will lead to disciplinary action or dismissal from the residence halls.

**Pets**
For the sake of cleanliness and safety in the rooms and hallways, students are not permitted to own, possess, or care for pets or other animals of any kind in the residence halls.

**Failure To Comply**
Residents found with animals in their custody will be subject to disciplinary action and will be required to immediately remove the pets.

**Postings**
Throughout the year, notices containing information pertinent to resident students are posted in high traffic areas. Please read and be aware of the content of these notices. These notices should never be tampered with or altered in any way. Students who post notices in the residence halls must follow the University standards for postings, as required by the United Student Government and the Office of Student Leadership & Community Development. A complete listing of the policies is stated in the Student Handbook. Posters that are not approved by the Office of Student Leadership & Community Development or that are placed in inappropriate locations will be removed, and fines may be levied against the responsible organization. Please refer to provisions stated in the Student Handbook.

**Railroad Crossing**
Crossing the Metro-North railroad tracks is prohibited by law and University policy. Trespassing on railroad property not only risks the life of the trespasser, but also constitutes a misdemeanor subjecting the violator to the issuance of a summons and possible criminal proceedings.

**Failure To Comply**
Any Fordham student who fails to abide by the law and this University policy shall be subject to a $250 fine and University judicial action.

**Recycling**
Fordham University has committed itself to New York City's recycling efforts and guidelines. Resident students are in a position to assure or deny University compliance with recycling laws and will, therefore, be held accountable for their actions. The Office of Residential Life hopes you view the recycling policies as ecologically necessary measures.

Each building is equipped with three kinds of refuse receptacles in recycling rooms. The locations of these sites are listed below:

1. **Recyclables (Must Be Washed)**
   - Plastic bottles or jugs (detergent, juice, milk, water, etc.)
   - Glass bottles (juice, wine, etc.)
   - Metal cans (tuna, soup, etc.)
   - Aluminum foil trays (pie pans, take-out trays)
   - Cans and bottles for deposit
   - Paper
   - Newspaper, magazines and catalogues
   - Corrugated cardboard and flattened boxes

2. **Trash (All Other Items)**
   - Styrofoam and plastic-coated paper
   - Plastic bags and wrap
   - Plastic utensils and trays
   - Cups, bowls, lids and plates
   - Aerosol cans and pump sprays
   - Light bulbs and mirrors
   - Smooth gray cardboard and white paper
   - Envelopes and shopping bags

It is the resident student's responsibility to:

1. Remove trash from his or her room, apartment or suite
2. Separate the material into the above categories, and
3. Properly dispose of the material in the designated areas. Trash deposited in hallways, bathrooms, or other inappropriate locations will be removed at the cost of the resident(s).

**Failure To Comply**
Educational sanctions, fines or judicial measures may be assigned to those who fail to cooperate with the community's recycling efforts. For community billing provisions, see Damage Billing. If a floor, wing, building or area fails to collectively abide with the recycling policy at any given time, a "per person" fine of no less than $5.00 and no more than $50 may be assigned.

**Roofs, Balconies & Unauthorized Areas**
In the interest of safety, resident students and their guests are prohibited from entering the roofs, balconies, fire escapes and restricted areas of Fordham University residence halls. Resident students and their guests may only enter and exit a building through designated entrance doors; windows may not be used as a means of entering or exiting a University building or residence hall. Residence hall computer labs and laundry facilities, where available, are funded by the residents of the building in which they are located. Access to these facilities is limited to resident students living in the appropriate building.

**Failure To Comply**
Violation of this regulation may lead to serious disciplinary action, educational sanctions and/or a possible fine. Students found on the fire escape or roof of any building will face Residence Hall Probation and a possible $200 fine.

**Room Changes / Roommate Conflicts**
Fordham University’s community is one that protects an individual's rights and ensures that he or she is afforded respect. It is also a community that assigns responsibility to its members. Part of a Fordham education is learning to live with others and this is one of the responsibilities that our community expects its members to uphold. In times when disagreements and conflicts arise, members of the Residence Hall staff are prepared to assist.

In general, when a conflict arises in the room/suite, you should:
• Make an effort to resolve the conflict yourself. Take the time to share the problem with your roommate(s). If this is an uncomfortable situation or if you run into problems, seek out your Resident Assistant (RA) for advice. The RAs are trained to help with these situations and have the experience of living in the halls behind them.

• If your efforts are still unsuccessful, approach your RA about mediating the conflict. RAs are trained to help mediate and can set up a meeting with you and your roommate(s) to help get a dialogue started about the problem. RAs will consult with your hall's Resident Director (RD) about the mediation. RDs may also conduct more serious mediation themselves.

• If the above steps are unsuccessful, ask your RA about securing a Room Change. The RA can describe the process and contact the Resident Director. It is the Resident Director who must authorize any room change, and he or she will consult with your RA and with you about your request only after the above-described steps have been taken.

• Once the RD has come to a decision about whether your request for a Room Change is warranted, the RD helps you begin the administrative process through the Office of Residential Life. Your RD will do her or his best to come up with an agreeable new living situation for all parties concerned. Please keep in mind that the RD can only entertain requests from students who are themselves interested in moving, not in having others moved on their behalf. Exceptions to this policy are made in situations which Office of Residential Life staff members determine as threatening. In addition, room change requests made for reasons of race, creed, color, religion, age, parental status, sexual orientation, citizenship status, veteran status, disability or nationality will not be examined.

• Parents and others concerned with specific roommate conflicts should contact the Associate Director of Residential Life for Judicial Affairs. Hall Staff ( Resident Assistants and Resident Directors) will refer all queries to the Associate Director. Requests for assistance with roommate conflicts made by parents or others on behalf of students will elicit approach to the student by hall staff. The Associate Director will also answer questions and explain the roommate conflict mediation process. Students seeking authorization for room changes must obtain the Resident Director's signature on a Room Change Request form.

• Students should bring the signed document to the Office of Residential Life in order to explore available room options with the Housing Coordinator. When a new room is selected, you must arrange with your new Resident Assistant to complete a check-in RCR and with your former Resident Assistant to complete a checkout RCR. The Housing Coordinator will assign a date for picking up keys to the new assignment; this date will always be on a Friday. Old keys must be returned by the following Monday. Students moving from one residence hall to another must report to the ID Office in Faculty Memorial Hall to update their ID card. Bring a copy of your Room Change Form.

Students may not change bedrooms within a given suite or residence hall without properly applying for a room change with the Office of Residential Life.

**Failure To Comply**
 Judicial sanctions will be allocated against those who have changed their housing units without proper permission from the Resident Director and the Office of Residential Life.

No Room Change requests can be examined between opening day and October 5. This "room freeze" period is set aside so that residents take the time to thoroughly appraise their residence hall environment before making a change. Experience has shown that taking the time to think about a change, to get used to a living situation and to work on any early disagreements that may arise with roommates is of greater benefit than a quick decision to change housing.

Learning to live in new surroundings and with new people is part of the education Fordham affords. RAs and RDs are trained to help with this educational process. Later, in the weeks before and during Housing Lottery, room change requests will again be deferred to facilitate the orderly allocation of new housing assignments for the upcoming academic year.

**Room Condition Reports (RCRs)**

*See damage assessment.*

**Room Entry**

In order to ensure a safe and secure living environment for all students, the University (Residential Life staff, Security, etc.) reserves the right to make reasonable entry to a student’s residence unit without consent for the following purposes:

• Safety inspections, facility repairs, general housekeeping, occupancy/room checks and other similar administrative or operational purposes

• Evidence of emergency situations such as screams for help or present danger, smoke, fire, flooding, obnoxious odors

• Reasonable suspicion of medical emergencies

• Replacement or movement of University property, including that which has been misappropriated or relocated without authorization

• Disorderly conduct, unreasonable noise levels, and activities/conduct that are prohibited by the Residential Life Handbook, Student Handbook and Residence Hall Agreement

Any authorized University official or agent can make entry after knocking and after no response for a reasonable lapse of time.
Room Inspection

Residential life and facilities staff members must inspect each residence hall room several times a year. We will do our best to notify you when we will be inspecting rooms, however, we may need to enter your room when you are not present. Students will be held responsible for uncleanliness, damage, or policy violations found during these inspections. The following policy violations may result in fines assessed without a judicial hearing: presence of unauthorized university property, candles/incense, cable splice, smoking, halogen lamps, dartboards, tapestries, and illegal appliances. All such fines and charges will be placed on students' bursar account and students will receive a letter detailing the charges. Fines from violations found in the common areas within the suite will be split among all suite residents; fines from violations found in bedrooms will be split among all bedroom residents.

Room Vacancies

The central office staff arranges changes in housing assignments, including the allocation of empty beds. The Housing Coordinator on an ongoing basis will assign any openings in rooms, suites, or apartments to new students. Students living in a unit with an opening may request roommate(s) to assume the empty place(s). When such requests are not submitted to the Housing Coordinator, a new student(s) will be assigned to move-in with resident(s) already living in the unit.

In keeping with the principles of fairness and social concern that guide community living in the residence halls, resident students should welcome new roommates or suitemates. In fact, if a student is found to be difficult with a new roommate or suitemate or actively seeks to create a hostile environment for a new roommate or suitemate, the resident may be subject to disciplinary action, including possible relocation or dismissal. In the event of vacancies in a multi-person occupied room, the remaining students may be required to vacate the current room/suite and be assigned to another room/suite. In such an event, charges and fees may be adjusted accordingly.

Security

John Carroll, Director
Thebaud Annex
718-817-2222

Security is a responsibility shared by the entire University community. Resident students should remain alert, keep room and entrance doors locked, lock windows when leaving their rooms, and not admit anyone into the residence halls. Each authorized resident student has a key for their entrance doors; therefore, there is no need to admit others. Residents should immediately notify Security at ext. 2222 of any suspicious persons or any other emergency. Blue light phones wired directly to the Security Office are located throughout campus. Students can easily access Security by simply pushing the button on these phones and talking to the Security Office. Security will quickly respond and investigate any suspicious activity.

Students should advise their residence hall staff of any problems or potential problems. Complete cooperation with Security or residence hall staff dispatched to resolve problems or enforce policies is expected of all students and their guests. Students, as hosts, are responsible for the actions of their guests while on University property. The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the U.S. Department of Education. The U.S. Department of Education website is: www.ed.gov. Fordham University provides campus crime statistics on its website, www.fordham.edu. Requests for a hard copy can be directed to the University Director of Security by phone at 718-817-2222 or in writing to the Director of Security at Thebaud Annex, Fordham University 441 E. Fordham Rd., Bronx, NY 10458.

Signs

Signs that protect and/or inform the public may not be tampered with or relocated to resident rooms, suites, or apartments (see POSTINGS). Educational sanctions, significant fines and/or other judicial sanctions will be assessed in such cases and the signs will be confiscated.

Smoking

Smoking is prohibited in all Fordham University buildings. This prohibition applies to all indoor air space including all residence hall rooms and common areas, private faculty and administrative offices and dining facilities. It is the responsibility of all faculty, staff and students to observe and enforce the non-smoking policy. To implement and enforce this policy, common courtesy and consideration towards others should be exercised. Smoking is permitted only in designated areas outside the halls. The smoking of clove, bidi cigarettes and cigars is prohibited.

Failure To Comply

Violation of the smoking policy may lead to educational sanctions, fines or other judicial sanctions; repeated violations could result in dismissal from the residence halls.
Solicitations

No solicitors, sales persons or agents, student or otherwise, are permitted to contact students in Fordham University residence halls for commercial purposes except when contracted by the University. In such cases, permission must be obtained from the Assistant Dean of Students and Director of Residential Life. Students may not use their room for commercial purposes.

Telephones

The telephone connection fee is included in the room rate for all on-campus residence halls. All student rooms are configured with one active telephone jack (supporting a telephone or modem/fax) as well as a cable modem /jack. Residents must use their own telephone instruments. Telephones used on the system must be touch-tone and utilize standard MF/outpulsing; any AT&T phone has these options. The university phone service allows students to call other extensions on campus or at the Lincoln Center and Marymount campuses. To call a number off campus, students must call collect or use a calling card.

A Voice Mail Help Line (x5111) has been established to assist with questions regarding Call Forward features, Voice Mail, and Call Waiting.

Theft & Damage To Personal Property

As one might expect, losses have occurred from student rooms left unoccupied with doors unlocked or windows open. The University is not responsible for any loss due to theft, fire, vandalism, accident, or student negligence and does not provide insurance for your personal property. Students are strongly encouraged to inventory all personal belongings and to record serial numbers where possible.

Students are advised to:

1. Arrange for their family's Home Owner's insurance to cover personal property OR
2. Obtain apartment insurance.

In the event of theft, immediately report the incident to Security and your residence hall staff. Students will be subject to disciplinary action if they are involved with any theft and/or damage to the property of another person or the University. Students subject themselves to both criminal action and University disciplinary action if they commit theft, injure anyone or damage property.

Visitation & Guest Policies

The visitation policy in the residence halls provides resident students the opportunity to permit guests in their rooms. While providing for this interaction, the policy is also sensitive to every resident's need for a level of privacy in a community environment, the balancing of rights among resident students, and the need for safety and security.

Roommates should always confer about overnight visitors in advance of a visit and agree that an overnight guest is not an imposition. All guests are required to observe Residential Life and University policies and regulations. The resident student, as a host, is responsible for the guest's behavior and assumes this responsibility by informing the guest of Residential Life and University policies. If guests violate Residential Life or University policies or regulations, the home school and/or parents will be notified. The host should be available to the housing staff while he or she is hosting a guest. Guests must show a valid picture ID card and guest pass upon entrance to the residence hall and when requested by the residence hall staff, Security, the Desk Assistant, or the Watchman Guard.

Residents may host overnight guests of the same sex for two nights within a seven day period provided an official overnight guest pass is obtained from the residence hall staff. As such, a guest may not stay overnight in the residence halls for more than two nights within a seven day period. Guest passes must be requested at the Residence Hall Office (RHO) between the hours of 6:30-9:15 PM or in the room of the duty RA between the hours of 9:15 P.M.-11:00 PM. Students are encouraged to request guest passes at least a day before the guest arrives. Fordham resident students can obtain the guest pass from an RA and will have the pass verified by the duty RA, the Watchman Guard, or Desk Assistant when the guest arrives. In order to have a guest pass verified, the Fordham student must accompany the guest and show the guest's ID to the duty RA (between 6:30-9:15 PM), the Desk Assistant, or the Watchman Guard. If a student wishes to have an infant or an opposite-sex family member as an overnight guest, permission must be granted in advance by the building Resident Director.

A Watchman Guard and Desk Assistant provide security coverage for each residence hall. The Desk Assistants are on duty seven days a week from 5:00 PM to 10:15 PM, and the Watchman Guards are on duty seven days a week from 10:15 PM to 6:15 A.M. in order to greet students and visitors and check their identification as they enter the building. The Watchman Guards are supervised by the Office of Security and work in conjunction with your residence hall staff. The Office of Residential Life supervises the Desk Assistants.

Residents will have a building code imprinted on their Fordham ID card to indicate their place of residence. This information must be accurate and is not to be altered. All Fordham University students, including the residents of a given building, must present their ID as they enter a residence hall. Non-resident students and non-University guests will need to follow the instructions of the Desk Assistant when the guest arrives. In order to have a guest pass verified, the Fordham student must accompany the guest and show the guest's ID to the duty RA (between 6:30-9:15 PM), the Desk Assistant, or the Watchman Guard. If a student wishes to have an infant or an opposite-sex family member as an overnight guest, permission must be granted in advance by the building Resident Director.

A Watchman Guard and Desk Assistant provide security coverage for each residence hall. The Desk Assistants are on duty seven days a week from 5:00 PM to 10:15 PM, and the Watchman Guards are on duty seven days a week from 10:15 PM to 6:15 A.M. in order to greet students and visitors and check their identification as they enter the building. The Watchman Guards are supervised by the Office of Security and work in conjunction with your residence hall staff. The Office of Residential Life supervises the Desk Assistants.

Residents will have a building code imprinted on their Fordham ID card to indicate their place of residence. This information must be accurate and is not to be altered. All Fordham University students, including the residents of a given building, must present their ID as they enter a residence hall. Non-resident students and non-University guests will need to follow the instructions of the Desk Assistant when the guest arrives. In order to have a guest pass verified, the Fordham student must accompany the guest and show the guest's ID to the duty RA (between 6:30-9:15 PM), the Desk Assistant, or the Watchman Guard. If a student wishes to have an infant or an opposite-sex family member as an overnight guest, permission must be granted in advance by the building Resident Director.
Assistant or Watchman Guard regarding sign-in procedures. Guests from outside the University must leave their picture identification with the staff member at the desk and students who have been issued guest passes must present the document upon entrance to the residence hall. Residence halls may only be entered or exited through designated entrance doors; windows and fire escapes are not to be used for this purpose.

Students who wish to enter their own residence hall are allowed to do so by simply showing the Watchman Guard or Desk Assistant their Fordham University identification card. During the hours the Desk Assistant is working, students who wish to visit a student who lives in another residence hall can have the Desk Assistant call their host from the front desk or have their host meet them at the desk. The visitor must sign the applicable portion of the Sign-In/Sign-Out registry. If the host student comes to the desk, he or she must also sign the applicable portion of the Sign-In/Sign-Out registry. In doing so, the host assumes responsibility for the conduct of the guest and commits himself or herself to explaining Residential Life and University policies to the guest. If the Desk Assistant receives permission via telephone from the host to sign in the visitor, the host still assumes the same responsibility for the guest. Non-Fordham students who wish to visit a student must have their host meet them at the desk to sign them in and assume responsibility.

During the hours the Watchman Guard is working, all visitors must contact the resident student they seek by telephoning the resident student using lobby house phones. The host must meet the visitor at the front desk. The host student and visitor must both sign applicable portions of the Sign-In/Sign-Out registry. In doing so, the host assumes responsibility for the conduct of the guest and commits himself or herself to explaining Residential Life and University policies to the guest. Resident students must escort their visitors in and out of the residence hall and remain with the guests(s) at all times.

All visitors, with the exception of those with guest passes, must leave the residence hall before 3:30 A.M. Both the resident host and his or her guest(s) must be present at the front desk to properly sign the visitor out.

Non-Fordham visitors must claim their identification from the Desk Assistant or Watchman Guard. Unclaimed IDs will be delivered to the Office of Residential Life (ACN Basement) or the Security Office at the Thebauad Annex. However, if a non-Fordham visitor does leave their ID at the desk, the University is not responsible for the ID. No visitors may sign into the residence halls after 3:20 A.M., although the guard will remain on duty until 6:15 A.M.

As a guideline, the number of visitors who may enter a given living unit is limited to three per resident (Hughes Hall and freshmen living in converted triples are allowed two visitors per resident), excluding the occupants of the unit. The residence hall staff reserves the right to exercise discretion in applying this guideline.

Refer to the following table:

<table>
<thead>
<tr>
<th>ROOM</th>
<th>GUESTS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 person room</td>
<td>6 guests</td>
<td>8 persons total</td>
</tr>
<tr>
<td>3 person room</td>
<td>9 guests</td>
<td>12 persons total</td>
</tr>
<tr>
<td>4 person room</td>
<td>8 guests</td>
<td>12 persons total</td>
</tr>
<tr>
<td>4 person suite</td>
<td>12 guests</td>
<td>16 persons total</td>
</tr>
<tr>
<td>6 person suite</td>
<td>18 guests</td>
<td>24 persons total</td>
</tr>
<tr>
<td>7 person suite</td>
<td>21 guests</td>
<td>28 persons total</td>
</tr>
</tbody>
</table>

**Failure To Comply**

Guests found in violation of University or Residential Life policies may be asked to leave immediately and/or may be banned from campus. Hosts will be held accountable for their guest's behavior and, in the event of a policy violation by a guest, may be subject to educational sanctions, probation, or other judicial sanctions. The Office of Residential Life reserves the right to limit or restrict guest visitation privileges during high activity periods and during break/close-down periods (i.e. Homecoming, Spring Weekend, mid-term and Final Exams).

Residents who fail to properly sign their visitors out before 3:30 am or fail to follow the visitation procedures listed above will receive a $15, $20, or $25 incremental fine (not to exceed $50) and may then be subject to serious disciplinary action. The appropriate Resident Director may meet with a resident who has failed to follow the visitation policy four or more times.

**Adjudication System**

One of the primary goals of the residential community at Fordham University is to support and aid the personal development of all students. Toward this end, the Residential Life staff assists students in learning to accept responsibility for their actions. Taking on certain responsibilities within the community should be viewed as a positive, educational process through which residents become mature, self-controlled citizens -- citizens whose actions are based upon enlightened understandings
of how their actions influence the well-being of each individual within the community.

As such, a positive community atmosphere develops when students assume responsibility for their actions. Students are, therefore, more likely to accept this responsibility when they clearly know what is expected and the reasons why certain policies exist. Through the cooperative efforts of students, their respective governing bodies, and the Office of Residential Life, a set of expectations and standards for student behavior has been established. In choosing to live in the residence halls at Fordham University, students agree to abide by these expectations and standards of acceptable behavior. In turn, the Residential Life staff continuously works to provide the necessary rationale for these community expectations.

Each resident is, therefore, responsible for knowing and abiding by the expectations and policies established by the Office of Residential Life (covered in this Handbook), as well as the University Code of Conduct (covered in the Student Handbook), city ordinance and state law. The Residential Life Adjudication System exists as an educational system to foster behavioral change by reviewing alleged violations and holding the resident(s) accountable for his/her actions when violations have occurred.

**Adjudication Process**

Behavioral concerns are communicated to the Office of Residential Life through the completion of a Documentation Report. Any member of the Residential Life staff or campus community may write Documentation Reports. A Documentation Report does not dictate a student's guilt or innocence. It is simply a factual statement of the circumstances surrounding an incident, and includes the names of all persons associated with the situation.

The Documentation Report is forwarded to the appropriate Residential Life staff members (Resident Directors, Assistant Directors of Residential Life, Associate Director of Residential Life for Judicial Affairs, Assistant Dean of Students and Director of Residential Life or Dean of Students) for investigation. In most cases, the Documentation Report is handled and investigated by the Resident Director of the building in which the individual(s) lives. As such, the Resident Director of each residence hall serves as the primary Judicial Hearing Officer for incidents that occur in each residence hall. The Resident Director will, however, consult with fellow Resident Directors when incidents involve students from multiple buildings.

In order to conduct an investigation, the Resident Director, the Associate Director of Residential Life for Judicial Affairs, the Assistant Dean of Students and Director of Residential Life, or a designated staff member will notify the accused student of the alleged violation(s) and will schedule a hearing. A student may waive the right to a hearing, in which case the alleged violations will be adjudicated in his or her absence. If a student fails to appear for a scheduled hearing, a decision may be made in their absence and the student may be charged in violation of the Code of Conduct article relating to the failure to comply.

After the investigation has occurred and if a student is found in violation, a sanction or combination of sanctions is imposed. In order to further the educational process and foster a positive community, all Judicial Hearing Officers are encouraged to utilize their judgment and discretion when issuing judicial sanctions in order to properly relate the sanction(s) to the violation(s). The Resident Directors and Assistant Directors of Residential Life may impose sanctions up to and including Residential Life Probation, Disciplinary Reprimands, Research/Reflective Papers, Work Hours, Community Service Projects, Educational Projects, Alcohol and Other Drugs Class, Restitution, and Monetary Fines. In addition to the range of sanctions listed above, the Assistant Directors of Residential Life and the Associate Director of Residential Life for Judicial Affairs, or the Assistant Dean of Students/Director of Residential Life may impose more serious sanctions up to and including Dismissal from the Residence Halls and University Disciplinary Probation. If, after the investigation, the student is not found in violation of policy, the charges will be dropped.

Below is a description of some of the sanctions available to the Judicial Hearing Officers within the Office of Residential Life.

**Suspension or Dismissal From the Residence Halls**

The student shall not reside in or visit any of the University residence halls (both on and off campus) on either a temporary or permanent basis. Additionally, the student may not attend Residential Life social functions in or around any of the University residence halls. The student is required to leave the residence halls with his/her belongings within 24 hours unless otherwise specified.

**University Disciplinary Probation**

The student shall not represent the University in any extracurricular activity, or run for, or hold office in any student organization. If deemed appropriate by the Hearing Officer, the student may also be:

1. Barred from all extracurricular activities.
2. Barred from areas on campus where alcohol is served.
3. Allowed on University property only to the extent that his/her class schedule and his/her residence on campus requires.

Additional restrictions or conditions may also be imposed. Violation of any of the terms of disciplinary probation subjects a student to immediate suspension or expulsion (dismissal) from the University.

**Residential Life Probation**
The student is advised that future violations of Residential Life and/or University policies will result in dismissal from the residence halls or more serious sanctions. Residents on Residential Life Probation at the time of the Housing Lottery will automatically be placed in overflow housing. In February, the Resident Directors and/or the Associate Director of Residential Life for Judicial Affairs and/or Assistant Dean of Students/ Director of Residential Life will review the cases of all students in Overflow Housing to determine if the student(s) should be allowed to participate in Lottery. It is the student’s responsibility to contact a Residential Life staff member to schedule this review meeting.

**Disciplinary Reprimand**
The student is advised (verbally or in writing) that future violations will result in more severe disciplinary action.

**Work Hours/Community Service Projects**
Certain violations of Residential Life policy directly affect and detract from the residence hall community. As such, work hours and in-hall community service projects are utilized as a means of asking students to give back to the community in which they live. These projects include, but are not limited to: working with Custodial Services and/or Facilities to clean and/or improve the condition of the residence hall, working with Food Service or another office on campus, etc. Work sanctions and community service projects are usually related to the actual violation. These hours and/or projects must be completed by the specified date in order to avoid additional sanctions and/or removal from the Housing Lottery.

**Educational Projects/Paper**
Judicial Hearing Officers may request that a student complete an educational project or paper in order to provide a learning opportunity regarding a specific policy and/or violation. These projects include, but are not limited to: reflective paper, research paper, attendance at a University or Residential Life program, poster/media campaign, program presentation, critique of magazine or newspaper articles, letter of apology, hall improvement project, view and critique a film, etc. All projects must be completed by the appropriate deadline to avoid additional sanctions and/or removal from the Housing Lottery.

**Alcohol and Other Drug Education Program**
Students who are found in violation of Residential Life and/or University policy pertaining to alcohol and illegal drug use may be required to participate in a multi-session educational intervention facilitated by the Alcohol and Other Drug Education (AODE) Program. Interventions provided by AODE include educational groups, reflective exercises, assessments and personalized feedback sessions, which promote healthy behavior and provide information on the social and personal impact of alcohol and other drug abuse. Students will be asked to submit documentation verifying that they have completed this educational sanction.

**Under The Influence**
Students who are found in violation of Residential Life and/or University policy pertaining to alcohol use may be required to participate in the Under the Influence Program. Under the Influence is an online alcohol education course providing personal feedback and current information on alcohol, street drugs, and relevant behavioral health topics through a series of interactive lessons. Students will be charged for participation in this online program.

**Marijuana 101**
Students who are found in violation of Residential Life and/or University policy pertaining to illegal drug use may be required to participate in the Marijuana 101 Program. Marijuana 101 is an online course that provides personal feedback and current information about marijuana-related topics, including impact of marijuana on the body, risks of frequent use, and laws related to marijuana. Students will be charged for participation in this online program.

**Restitution**
The student is required to make payment to the University or to the other persons, groups or organizations for damages incurred as a result of policy violations.

**Fines**
Appropriate fines may be assessed for various infractions of policy and will appear on the student's Bursar Bill.

**Notification to Parents or Guardians**
If the student involved in a Residential Life policy violation is claimed as a dependent, the Office of Residential Life reserves the right to inform his/her parents/guardians of the pending disciplinary charges, as well as subsequent disciplinary decisions concerning the student. A student is considered a dependent unless he or she establishes proof to the contrary to the Associate Director of Residential Life for Judicial Affairs, the Assistant Dean of Students and Director of Residential Life or Dean of Students. It is suggested that students inform their parents whenever they are involved in an incident.

Students are encouraged to seek out a staff member (RA or RD) to clarify Residential Life policies and/or judicial procedures. The Associate Director of Residential Life for Judicial Affairs and the Assistant Dean of Students and Director of Residential Life welcomes questions, concerns and/or input regarding Residential Life policies and judicial procedures.