

2023-2024

RESIDENTIAL LIVING GUIDE





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Important Campus Telephone Numbers

	Direct Line	Telephone (800) 541-6682+
Emergency/Public Safety		
Davie Police/Emergency	911	ext. 9911
NSU Public Safety	(954) 262-8999	ext. 28999
Public Safety Training Unit	(954) 262-8981	ext. 28981
Campus Student Supports and Services		
Academic and Career Advising—Center for Academic and Professional Success (CAPS)	(954) 262-7990	ext. 27990
Admissions, Undergraduate	(954) 262-8000	ext. 28000
Alvin Sherman Library, Research, and Technology Center	(954) 262-4600	ext. 24600
Athletics	(954) 262-8250	ext. 28250
Bursars Office	(954) 262-5200	ext. 25200
Campus Bookstore—NSU Bookstore	(800) 509-2665	
Campus Card Office—NSU Shark Card Services	(954) 262-8929	ext. 28929
Campus Life and Student Engagement	(954) 262-7288	ext. 27288
College of Humanities, Arts and Social Sciences	(954) 262-3000	ext. 23000
College of Psychology	(800) 541-6682	ext. 25700
Computer Help Desk	(954) 262-4357	ext. 24357
Copy Center	(954) 262-8860	ext. 28860
Dining Services—Shark Dining	(954) 262-5345	ext. 25300
Financial Aid	(954) 262-3380	ext. 23380
Graduate Assistant for Counseling Services	(954) 262-8911	ext. 28911
H. Wayne Huizenga College of Business and Entrepreneurship	(954) 262-5000	ext. 25000
Halmos College of Natural Sciences and Oceanography	(954) 262-3600	ext. 23600
Health Professions Division	954 262-1000	ext. 21000
Henderson Student Counseling Center	(954) 424-6911	
	OR (954) 262-7050	
HPD Medical Clinic	(954) 262-4100	ext. 24100
Mail Services—Main Office	(954) 262-8878	ext. 28878
Mako Radio Station—NSU Student Media	(954) 262-8457	ext. 28457
Microcomputer Lab, Main	(954) 262-4944	ext. 24944
Office of International Affairs	(954) 262-7240	ext. 27240
Office of the Dean of Students	(954) 262-7281	ext. 27281
Office of University Housing	(954) 262-7052	ext. 27052
Psychological Services Center	(954) 262-5730	ext. 25730
Recreation and Wellness	(954) 262-7301	ext. 27301
Registrar	(954) 262-7200	ext. 27200
Shepard Broad College of Law	(954) 262-6100	ext. 26100
Student Disability Services	(954) 262-7189	ext. 27189
Student Health Center	(954) 262-1262	ext. 21262
Student Insurance	(954) 262-4055	ext. 24055
Student Leadership and Civic Engagement	(954) 262-7195	ext. 27195
The Current Newspaper—NSU Student Media	(954) 262-8455	ext. 28455
Title IX Investigator/Deputy Title IX Coordinator	(954) 262-7863	ext. 27683
Tutoring and Testing Center	(954) 262-8350	ext. 28350
The Current Newspaper—NSU Student Media	(954) 262-8455	ext. 28455
Title IX Investigator/Deputy Title IX Coordinator	(954) 262-7863	ext. 27683
Other Services/Hotline		
Poison Control	(800) 222-1222	
Rape Hotline	(954) 761-7273	
Comcast Cable	(954) 437-1920	

WELCOME to the NSU Residence Halls!

Welcome to Nova Southeastern University's Residence Halls! Our staff from both office of residence life and the office of university's housing are dedicated individuals working together to enhance your total educational experience by providing and facilitating an enjoyable on-campus living experience.

Living on campus is an integral part of your holistic education. NSU provides various housing services and various opportunities to participate in a variety of educational, cultural, social, and recreational programs.

This guide is designed to provide you with useful and important information about living on campus. It covers staffing, campus resources, and most importantly, policies from Residence Life and University Housing, and NSU policy and procedures.

We are happy to have you call our halls your home!

Office of Residence Life Statement of Purpose

NSU Office of Residence Life fosters inclusive living where students feel a sense of belonging and community; all with the purpose of supporting residents in achieving academic, career, and life goals.





Residence Life Staff

Our staff have been carefully selected and trained to help you transition to living on campus. Please do not hesitate to contact your community staff members for assistance.

Area Coordinators (AC)

Our ACs supervise the Resident Assistant staff to help put our residence life programs into action.

ACs have master's degrees and live in your community.

Assistant Area Coordinators (AAC)

AACs are NSU graduate students who live in your community. They help foster and create intentional programming and engagement to better support you during your time in the residence life communities. They also work closely with your ACs to help and implement community development.

Resident Assistants (RA)

RAs live in your community to provide you with support and to also be there to answer your questions and help you with day-to-day life, as well as planning fun and educational events. RAs also help to uphold policies and university regulations to create a better positive experience throughout your residential journey.

Residential Life and Housing Overview

The main location of the Office of Residence Life is located on the first floor of Goodwin. The University Housing Office is located on the first floor of Commons. In addition to this location, the Office of Residence Life has community offices located in Leo Goodwin Sr. Hall, Mako Hall, The Commons, and Rolling Hills for safety and security measures. All offices are staffed by full-time and part-time employees.

The University Housing Office performs many functions including: maintaining all records for student housing, reporting all maintenance problems to Physical Plant; organizing social, educational, and cultural programs, educational discipline, crisis intervention, and coordinating the development of community for residential students.

Residence Life and University Housing Location and Hours

The main office for Residence Life is located in Leo Goodwin Sr. Hall and is open from 8:30 a.m. to 5:00 p.m., Monday through Friday.

The security desks in the Commons, Leo Goodwin Sr. Hall, Mako Hall, Rolling Hills Building A and C are staffed 24 hours a day, 7 days a week.

When the office is closed, there are Resident Assistants (RAs) on duty Monday through Friday from 6:00 p.m. to 8:30 a.m. the next morning, and on the weekends from Friday 6:00 p.m. to Monday 8:30 a.m. Contact numbers for the RAs on duty are posted around the building and are also available from your RA.

The Office of Residence Life observes most major holidays and other special holidays as designated by Nova Southeastern University. On these dates, the Office of Residence Life will be closed during normal business hours. There will be no mail delivery on these dates.

The RAs on duty or Public Safety should be contacted in the event of an emergency or problem within the Residence halls. Public Safety's contact number is (954) 262-8999.



Residence Halls

Leo Goodwin Sr. Hall

The Leo Goodwin Sr. Residence Hall opened in the 1992-1993 academic year. This state-of-the-art residence hall facility houses approximately 430 students during each academic year.

*Leo Goodwin Sr. Residence Hall is the primary undergraduate facility for students with 0-30 credits.

The Commons

The Commons opened in August of 2007. This state-of-the-art living learning community includes 505 student beds, classrooms, and meeting spaces, 16 community living rooms, 16 study rooms, and plenty of indoor and outdoor common spaces.

Founders, Farquhar, and Vettel Halls

These apartment style residence hall facilities house approximately 55-60 undergraduate residents during each academic year.

Cultural Living Center

The Cultural Living Center (CLC) houses approximately 270 students in an apartment style community. Its unique balcony structure makes it a popular choice for undergraduate students.

Rolling Hills Apartments

The Rolling Hills Residence Hall opened in August 2008. The Residence Hall is approximately one mile west of the NSU Fort Lauderdale/Davie campus and houses approximately 362 students. It has a unique resort-style private pool for the Rolling Hills community to utilize.

Mako Hall

Mako Hall opened August 2019. The apartment style community houses approximately 608 students. Mako is also home to Razor's Edge Shark Cage student-operated businesses. The community also has a huge engaging community courtyard.

The Residential Experience

Living in university housing is one of the most notable experiences associated with being in college. While the primary function of NSU's residence halls is to provide students a place to sleep and study, the Residence Life and University Housing staff are committed to making our halls genuine living/learning centers for today's students.

Your residence hall is your home, a place to relax and enjoy yourself in an atmosphere appropriate for studying. The Office of Residence Life encourages an integrated learning community for residential students that supports the student affairs mission to foster student success and a university community. The above mission and goals are met through the following:

Community Life

Living in the residence halls provides a unique opportunity to live with a diverse peer group. You, the resident, are the most influential factor in your community. As such, you, along with your floor mates, will create guidelines for community life. If conflicts do arise, speak with other community members first.

Your RA will mentor the floor and assist in the facilitation of community guidelines when needed. Your RA will also come by to check in and see how things are going. In addition, the Residence Life staff provides quality engagement opportunities to enhance your overall NSU experience. These engagement opportunities also give you an opportunity to meet, learn outside the classroom, and relax with your peers.

Residential Mediation

For many of you, this is the first time you will have a roommate. You and your roommate will create a roommate agreement with RA's. However, you and your roommate are individuals, with particular interests, goals, likes, and dislikes. If conflicts do arise, speak with your roommate first; talk a problem through before it becomes a major conflict. If this step is not successful, then you should talk with your RA. Your RA is trained and experienced in dealing with these problems and should be able to assist you with developing

a good roommate relationship. If roommate issue doesn't get resolved by your RA or professional Residence Life Staff, roommate issues can be resolved through a meeting with a member of Student Mediation Services which offers professional and confidential mediation services, individualized conflict coaching, and more.

For more information on mediation services please contact the Graduate Assistant for Mediation at studentconduct@nova.edu

Educational Conduct Process

It is the University's philosophy that students are responsible adults. You are responsible for knowing and maintaining university rules and policies. The university staff is responsible for upholding regulations in order to maintain an environment that is safe and conducive to study, but it is to your advantage to avoid problems before they begin. An attitude of "How does what I'm doing affect others?" will build a community of residents who regulate themselves, therefore, ensuring that everyone's rights are protected.

If policies are violated, students will go through an educational conduct system. More information is available at nova.edu/studentconduct.

Counseling Services

College students are in a transitional period in their lives and dealing with many things, such as relationship issues and stress. The NSU Center for Student Counseling and Well-Being is located in the Student Affairs Building, 3rd floor, 3300 S. University Drive, Fort Lauderdale, FL 33328-2004 and is free of charge to students and offers excellent services to the student population. The Graduate Assistant for Student Counseling is a master level counselor and a doctoral student in the college of psychology and is also free. The office is located in Mako Hall, Room 231C.

Safety and Security

The safety and security of the residential population is our primary concern. The staff provides an on-call duty system as well as collaborating with Public Safety, (954) 262-8999, and Davie Police Officers, (954) 693-8200, assigned to the NSU campus. All residents and



staff are required to use their NSU SharkCards to gain access to the parking lots and buildings.

Within all NSU residence halls, students are required to sign in their guests via the lobby front desks and scan their SharkCard upon entering the building 24 hours a day. All residents are required to carry their NSU SharkCard and use them to enter the building. All halls are equipped with security cameras and students need to play their part to assist us with creating a safe environment. You, the resident, are our security assistant: please do not prop doors, leave your doors unlocked, or bring guests you do not know well into the halls. Please make sure to report any suspicious behavior or concerns to a Residence Life or Public Safety staff member immediately.

Living with a Roommate

Living with another person has so much potential for personal growth. Most people enjoy the company of others, and a roommate can be one with whom you share opinions, interests, and good times. However, sharing a room can sometimes result in a few problems. Moving away from home, where you may have had your own room and bathroom, and into a room that you now share with someone else may require adjustment for both you and your roommate. Experience shows that successful roommate relationships are built on open communication and

working to find common ground and mutually agreed upon expectations/agreements. It is not necessary to share every aspect of college life together. Whether or not you develop a lifelong friendship with your roommate, learning to accept each other's differences without infringing on one another's rights can be a valuable part of your education. Respect for those you live with are expectations of living at NSU. Remember, developing a good relationship is a process. It does not take place overnight; it takes time and effort. Here are a few hints to help you become a good roommate.

Communicate

Sit down and talk about habits, preferences, moods, and values at the beginning of the semester. Even if you room with your "best friend," you may be surprised to find out some things you did not know about them.

If conflicts arise, such as one roommate studying late or another playing the stereo too loud, do not let your frustration build. Talk about your concerns in order to come to a mutual understanding. Although it may be awkward at first to talk about these issues, you may prevent hurt feelings later by laying ground rules early. Asking and discussing these issues first, before proceeding with an action, can result in greater trust and respect.

Establish Rules

Roommates need to discuss the following areas to gain an understanding of each other and learn to compromise. All residents sharing a living space are required to complete a roommate agreement together early on. Your RA will assist with this process:

Use of each other's belongings:

- What items of yours are OK for me to borrow or use?
- Which are strictly off-limits?

Sleeping habits:

- Are you a heavy or light sleeper?
- Do you snore?
- What time do you go to sleep?
- What time do you get up?

Room cleaning:

- How neat and clean do you want the room?
- How do we decide who cleans what and when?

Telephone:

- How late can someone call?
- How do we leave messages for each other?

Smoking:

- NSU is smoke free, no smoking is allowed in any residence hall room.

Entertaining guests:

- What about guests dropping by?
- How often?
- How late should they stay?
- How about weekend visitors?
- Are we okay with having guest stay the night? (Keep in mind the guest policy only allows for a guest to stay three nights in a 30 day period and only if your roommate approves.)

Studying:

- How much do you study?
- When and where do you study?
- How quiet does the room have to be while you study?

Music:

- What kinds of music do you like?
- How loud?
- Will you use headphones?

Room Temperature:

- How hot or cold do you like the room?

Room Decoration/Arrangement:

- How will we decorate/arrange the room?

Food:

- What about food in the room?
- Do we share?

Roommate Tips for Success

- Be willing to compromise.
- Set the tone to solve a problem, not complain about it.
- Be assertive. Stand up for yourself.
- Ask your RA for suggestions when there is a concern. RAs are trained to help mediate conflicts.

You and your roommate are individuals, with particular interests, goals, likes, and dislikes. You may not choose to share every aspect of college life with your roommate. If conflicts do arise, speak with your roommate first; talk a problem through before it becomes a major conflict. If this step is not successful, then you should talk with your RA. Your RA is trained and experienced in dealing with these problems and should be able to assist you with developing a good roommate relationship. You can also contact the Office of Mediation Services for a one-on-one conflict coaching appointment. Your RA can also schedule an appointment for you to go through roommate mediation with Residence Life Staff if conflict continues after it has been appropriately addressed. Remember, you owe your roommate the courtesy of speaking with them first. In any roommate situation, you should treat your roommate with respect, consideration, and openness.

All roommates are required to go through the mediation process before a room change will be allowed. For more information on how to handle roommate conflicts, please visit the Student Mediation Program website at nova.edu/studentmediation.

**Services****Abandoned Property**

If a student leaves any belongings behind upon check out, these objects will be assumed to be abandoned and will be discarded. This policy is in effect if a student is removed from or leaves housing willingly, regardless of whether or not the resident has checked out. If a student leaves a large amount of property in the room, every effort will be made to contact the student with the information on file with the Offices of Residence Life and University Housing. If the student does not claim the property within 48 hours of attempt to contact, the belongings will be discarded. The student will be responsible for all associated removal and disposal costs. The university may discard items within storage at any time.

Wireless Networks

NSU wireless network provides high-speed Internet access and state of the art security features throughout all NSU facilities. NSU provides three independent wireless networks:

- 1NSU
- Guest
- NSU

1NSU is the primary and secure wireless network for students, facility, and staff.

The Guest network is recommended for visitors or guests. The network is unsecure and has

bandwidth limitations. This network is not intended for university business (students, facility, and staff should not use the Guest network).

Students in the residence halls can connect their game consoles, streaming media, and IoT devices to the "NSU" wireless network by registering the wireless mac address. For more information on how to register your mac address please visit this link: nova.edu/oit/network-operations/wireless.html

Comcast TV Service

The University provides basic cable TV service through Comcast/Xfinity. This service will be delivered online using the Xfinity Stream App. This application is available while on campus for all students who reside in the residence halls. This updated service will provide additional enhanced high-definition channels as well as over 120 channels available. If you have any problems with your TV service, please contact your Area Coordinator (AC) via email and they will make sure to contact Comcast on behalf of Nova Southeastern University.

You can visit <https://xfinityoncampus.com/> for all information on how to use the service and which devices are supported to use the Xfinity Stream App.

Check-in and Check-out Procedures

You are responsible for following all check-in and check-out procedures, including retrieving individual suite/room keys from Residence Life or University Housing staff. All check-out materials will be provided to you prior to closing. Be aware of appropriate dates and times, as extensions will not be given.

When checking out of your residential space, make sure to return all suite/room keys via the Express Checkout envelopes located at all residence hall lobby front desks. Please consult your community office if you have any questions or concerns.

Consolidation Process

The Office of Residential Life and Housing reserves the right to consolidate students at any time. Check the contract for additional verbiage in regards to time frame for the consolidation process. If a resident has a vacancy in the room (single double, double, triple, or quad) room, the resident must choose one of the following options:

1. Stay in the room and find someone who is also alone to move into the vacancy.
2. Move into another residence hall space with someone of your choosing who has a vacancy in their room.
3. Stay in the room and buyout the current room.
4. Have another student assigned to the room by University Housing.

The resident must not discourage students seeking a room change from moving into the vacancy. If the resident fails to participate in the consolidation process, the residents will be subject to conduct action and the NSU student account will be put on hold for failing to comply with the consolidation process.

The room charge will be changed and prorated at a daily rate according to the date of the room change within any residence hall.

Dining Usage

All students residing in Leo Goodwin Sr. Hall and the Commons are required to participate in the \$1,725 declining balance per semester offered by Shark Dining. Students living in Rolling Hills, Mako Hall, Founders, Farquhar, Vettel, and the Cultural Living Center are required to participate in the \$500 declining balance per semester offered by Shark Dining. Funds available at the end of the Fall semester will roll over to the Winter semester and all funds will be suspended after May 5, 2024. In addition, all residents with a required declining balance may add money to their SharkCard. Additional information regarding declining balance can be found on Shark Dining's website: <https://dineoncampus.com/nsu/for-residents>.

Students must exhibit appropriate behavior in dining areas at all times. No meals can be purchased without your SharkCard and no other person is allowed to use another student's SharkCard.

Please note that the mandatory declining balance plan can only be prorated up to the third week of the undergraduate academic calendar in the Fall and in the Winter.

All mandatory declining balances will be considered active unless and until University Housing and Office of Business Services grant a written release.



Holidays and Housing

All residence halls are open over all holidays and academic breaks. No overnight guests are allowed during spring break or winter break for more than a three-day period.

Housing Contract, Payments and Refund Policy

Nova Southeastern University requires all undergraduate students with 0-48 credit hours to live on campus unless one or more of the following criteria applies:

1. You are married or in a domestic partnership;
2. You reside with your immediate family (mother, father, or legal guardian) within the tri-county area (Broward, Miami-Dade, and Palm Beach).
3. You are a veteran or active United States military personnel.
4. You are over the age of 20.
5. Full Online Student.

If you meet one of the criteria, and choose on-campus housing, you must honor the entire term of the contract. Undergraduate students who wish to reside on-campus during the summer term are required to submit a summer housing contract and move into the halls designated for the summer. Students are responsible for paying their housing fees online through their WebStar account or at One-Stop-Shop in the Horvitz Administration Building prior to occupying their room in the residence halls.

Students are responsible for making payments for any amount not covered by a financial award. Housing payments must be made as required by the housing agreement. A failure to make appropriate payments will be considered by University Housing as a breach of agreement and shall, at the University's option, expel the student resident from the University Residence Hall.

If a student is either not registered or enrolled during any part of the academic year or has failed to timely make any payment to Nova Southeastern University, the student will be removed from housing and will be obligated to

pay all housing fees due and owing through the date of removal. Failure to check out properly will result in a \$100 improper check out charge. If a student chooses to leave the residence halls during the course of the year, prior to the termination of the Residence Hall Housing Contract, the student is still financially responsible for the entire academic year and forfeits all housing fees and deposits. Exceptions to this policy may be granted only by the Director of University Housing Office, pending the demonstration of extenuating circumstances.

Housing Release Process

Buyout of Agreement

In order to be eligible for a Residence Hall Contract Buyout, the resident must submit a written request and fill out an online Contract Release Request Form to the Office of University Housing and not be in breach of any of the provisions of this Contract or related Nova Southeastern University policies. A resident will be assessed 50% of the remaining contract balance and all accrued charges based on the day of official checkout of the room. In the event that a Residence Hall Contract Buyout occurs the resident:

1. Shall promptly and properly complete the checkout process
2. Shall vacate the premises no later than 24 hours after anticipated checkout date
3. Shall pay all amounts due and owing. Failure to check out properly, as defined in the Residence Living Guide, will result in a \$100 improper check out Failure to follow proper procedures in the event of a buyout of the Contract will result in the imposition of a cancellation fee

All housing contracts will be considered active until the University Housing Office grants a written release.

Cancellation of Agreement

The Residence Hall Contract will be cancelled during the academic year for the following reasons only: [resident graduates from Nova Southeastern University](#), [leaves for a required academic internship](#), [withdraws from NSU](#) or is

suspended, dismissed, or expelled for academic or disciplinary reasons.

The resident must comply with Nova Southeastern University cancellation rules. In the event that one of the above cancellation criteria is met, the resident:

- Shall inform the Office of University Housing within 24 hours of the occurrence in writing;
- Shall promptly and properly complete the checkout process;
- Shall vacate the premises no later than 24 hours after notification;
- Shall pay all amounts due and owing

There will be no housing refunds after the start of the tenth week of the academic term. If a resident exhibits inappropriate behavior according to Nova Southeastern University standards that constitutes a detriment to orderly community living, or otherwise affects the health, safety or welfare of other students, the Director of University Housing and/or designee may change the room assignment or cancel this Residence Hall Contract immediately without refund.

Nova Southeastern University reserves the right, in its sole discretion, to determine that past behavior is such that cancellation of the Residence Hall Contract would best serve the interests of Nova Southeastern University, the resident, and/or other residents.

Failure to timely follow proper procedures in the event of a cancellation of the contract may result in the imposition of a \$500 cancellation fee.

Cancellation Fees

If a student has paid a housing deposit and decides not to enroll at Nova Southeastern University, the student will incur a \$500 Cancellation fee.

CSC GO Services

CSC GO is an Internet application that allows you to monitor the status of washers and dryers in laundry rooms through a designated app on your iPhone or android smartphone. Since many people tend to do their laundry in the afternoon and evening, it allows for enhanced monitoring for available washer and dryers as well as the ability to submit maintenance requests.

Commons, FFV, CLC, Goodwin and Rolling Hills:

- Apple App Store: CSC Go in the App Store
- Google: CSC Go on Google Play

Mako Hall

- Apple App Store: CSC Go in the App Store
- Google: CSC Go on Google Play



Mail Service

At Mako, The Commons, Leo Goodwin, and Rolling Hills residence halls, we use a state of the art smart locker system to deliver both packages and student mail for convenient pickup. Mail and packages are delivered and loaded into lockers multiple times a day. When an item is ready for pick-up, you will receive an e-mail to your NSU e-mail address. Please do not delete this email, as it contains one-time use codes that you will need to retrieve your items. If a package is too large for the lockers, Mail Services will send an email about pickup instructions.

Once you have the codes, please proceed to the package lockers and follow the prompts on the touchscreen console. If a student receives multiple packages, mail services aims to load one locker with all packages received. Packages expire 72 hours after placed. After the deadline, packages are placed back in the main mail room. After 14 days from initial receipt, the packages will be returned to the sender if not picked up.

All items must be picked up within 5 business days of delivery. Please contact mailservices@nova.edu for extensions.

Locations:

- Mako Hall, 2nd Floor
- Rolling Hills, Rolling Hills A, Room 102
- The Commons, 1st Floor- east and west hallways
- Leo Goodwin, 1st Floor (Leo Goodwin Packaged Locker System also services CLC and FFV)

Mail is not delivered on Saturdays, major holidays and other special holidays.

Once a student checks out of the residence halls, mail will be forwarded for one year after completing the form below. There is also a link to this on the "Moving In and Moving Out" section of the housing.nova.edu website. Mail Forwarding Google Form Link: viewform.html

It is policy of both University Housing and Mail Services NOT to accept any incoming mail or packages with a Cash On Delivery (C.O.D.) status. Please contact the United States Post Office at 1(800) ASK-USPS for other C.O.D. receiving options.

Mail Services Regular Hours of Operation and Contact Information

Main Mailroom:

Monday - Friday, 8:30 a.m.-6:30 p.m.

Website: nova.edu/mail/studentmail.html

Email: mailservices@nova.edu

Phone: (954) 262-8878

Amazon Hub Lockers

If you are placing an Amazon order with delivery on the weekend or afterhours, students will be able to place their Amazon orders for delivery to one of the two Amazon Hub Locker systems beginning Fall 2023.

Amazon Hub Lockers are operated by Amazon and not to be confused with the Smart Packaged Locker Systems located in Mako Hall, The Commons and Rolling Hills. The Smart Packaged Locker System located in Mako Hall, The Commons, Leo Goodwin and Rolling Hills are operated by NSU Mail Services.

Married, Domestic Partnership, and Family Housing

Married and/or domestic partnership housing is available and the student must provide a copy of the marriage certificate or domestic partnership certificate along with the application for housing. Family housing is not available at this time in the residence halls at Nova Southeastern University.

Right to Refuse to Enter Agreement

The University reserves the right to refuse to enter into any contract for residence hall accommodations with any student.

Renter's Insurance

Students may wish to purchase Renter's Insurance, since the University is not responsible for loss or damage to your personal items. Insurance Coverage should be arranged before you move into your room. Renter's Insurance is available from most major insurance companies. In most cases, students are not covered under their parent's homeowner's policy unless a special rider is arranged. The University is also not responsible for property damage caused by natural disasters, such as hurricanes, or from facilities-related issues, such as A/C leaks or appliance outage. More information on purchasing Renter's Insurance information can be found at the University Housing Office.

Room Assignments

University Housing reserves the right to consolidate students at any time. Assignment of a space in the residence halls shall be contingent upon final admission to Nova Southeastern University, receipt of the properly completed Residence Hall Contract, payment of the \$500 housing deposit, proof of insurance or request for NSU Student Health Plan activation, and proof of immunization. Assignments will be based upon availability in each hall. Nova Southeastern University is an equal opportunity institution. Roommate assignments will be made without regard to ethnic origins, race, religion, or physical limitation. ONLY assigned students may occupy residential space.

Space may not be sublet or grant extended access to other persons. Space assignments may be changed by the Director of University Housing, or designee, in the interest of order, health, disciplines, or best use of the facilities, solely at the discretion of the Director of University Housing or designee.

Room Changes

University Housing reserves the right to consolidate students at any time. At the beginning of each Fall, Winter, and Summer semester, there is a two week freeze on room changes. Additionally, within the first weeks of

the academic semester, roommates will complete a roommate contract with the help of their RA. After the freeze period ends, please see your RA and Residence Life staff if there is a roommate conflict.

Residents who move without adhering to the following process may incur additional fees to the student's bursar account. All residents must follow the room change process when seeking a room change.

- Prior to seeking a room change, the resident should meet with the resident's Resident Assistant (RA) who may be able to provide assistance with a difficult room/suitemate experience.
- The RA will review the roommate contract. This form presents seven of the most common issues that roommates are likely to encounter with one another and provides an opportunity to address the issues pro-actively rather than confronting the issues after they have occurred.
- After meeting with the residents, the RA can file an incident report and contact the Area Coordinator (AC) to give an update of the situation.
- The AC can contact the residents via NSU student email to discuss the situation. The AC will determine if a mediation session will offer a beneficial resolution and a meeting with professional Residence Life staff can be scheduled.
- If a mediation session is to be scheduled outside of the Office of Residence Life, the GA for Mediation Services will contact the residents within 24-48 hours to schedule a day and time for the mediation session.
- As a result of the mediation dialogue, the residents may agree to stay in the room and create a new roommate contract. If the residents decide to move to another room, they must work with the AC in a timely manner to fill out a "Room Change Form."
- The AC may also be able to recommend a swap between residents in the same area if there is a mutual request between the residents.
- If the AC has approved a room change, residents are given 48 hours to move to the new room, check out with their RA, return keys, and properly check in with their new RA. If the resident fails to follow the room change procedures the resident will be fined a \$100 improper room change fee
- If a resident fails to check out with the RA after they have moved to the new room, residents will be charged \$100 for improper checkout and \$75 for a lock change.
- Sometimes, a room change may involve a difference in room rate. The Manager of Student Housing Assignments will inform residents of any rate increases/ decreases during the room change process.
- The AC coordinating the room change will follow up with the residents after they have moved in to insure a successful transition.



Unauthorized room changes will result in disciplinary action and a \$100 improper check out fee.

Storage

There is no space available for student storage in the residential area. Students cannot use common areas, janitorial closets, outdoor stairwells, balconies, or electrical closets for the storage of any personal property. Nova Southeastern University shall not be responsible for any loss resulting from the disposal of any property found in these areas.

Student Contact

The Office of Residence Life will use student's NSU email accounts for all official communications. Students are given access to utilize the residence hall mail system, Shark Link, Residence Management System (RMS), and a NSU email account and are responsible for information distributed through these means.

Use of Room Space

If a resident resides in a room alone, the University Housing Office may move a student into the vacancy at any time.

- In some instances, the student may not be notified in advance if the situation warrants an immediate move. This type of situation is unusual, but does occur.
- The room must be maintained at all times in a manner that creates a welcoming environment for a new student.
- All original University property must be present in the room (i.e. beds, dressers, desks, etc.).
- Closet, bed, desk, and dresser space must be available for the new students use.
- Any resident who is in a single double, triple and quad occupancy room must be prepared to receive a roommate at any time. This means keeping your belongings in only one portion of the room so that the new roommate has space for thier possessions and will feel welcome. Inappropriate use of vacant space will be addressed by Residence Life and/or University Housing staff members and may be addressed through the conduct process.

Vending Machines

Vending machines are located in all residence halls. Please take care of these machines and report any vandalism or break-ins immediately to Public Safety. Refunds for money lost in the residence hall vending machines can be reported to Business Services. Machine malfunctions should also be reported to Business Services in a timely manner and refunds of lost money will be reimbursed by the Director of Business Services by using the instructions posted on the vending machines or by contacting vending@nova.edu.



Facilities

Wireless Internet

NSU wireless network provides high-speed Internet access and state of the art security features throughout all NSU facilities. NSU provides three independent wireless networks:INSU, Guest and NSU. 1NSU is the primary and secure wireless network for students, facility, and staff.

Students in the residence halls can connect their game consoles, streaming media, and IoT devices to the “NSU” wireless network by registering the wireless mac address. For more information on how to register your mac address please visit this link: nova.edu/oit/network-operations/wireless.html.

Air Conditioning

In order to assist with the regulation of the air conditioning units, students in all residence halls must keep their windows closed. Air conditioning temperatures in every hall is preset to university standards and tampering with air conditioning units and or opening your window will result in a minimum of a \$150 fine and conduct action.

Care of Rooms and Facilities

It is expected that all residents maintain reasonable standards of cleanliness in their

rooms, and that rooms will be kept clear of trash and waste. Resident-caused conditions that contribute to substandard health and safety of the residents and that require recurring maintenance attention may subject the student to conduct action. For your safety and the general good of the community, NSU Staff reserves the right to enter the room you are occupying at any time for any reason.

Each resident is responsible for the University property and furnishings in the assigned space. This includes the room or apartment door/ room number tag. Changing room number tags is an alteration of the room or apartment and is a policy violation. Alterations of the physical structure or property of the residence halls by students is not permitted without the written authorization of University Housing. This includes lofts or any other wooden structures.

Lofts, even if freestanding, are not allowed. If constructed without permission, they will have to be immediately disassembled and discarded at the cost of the residents. Objects may not be placed on windowsills or ledges. Students who violate this policy will be fined \$25 per occurrence.

The care of the individually assigned rooms in the halls shall be the responsibility of each occupant. Upon initial occupancy of an assigned

space, each resident shall review and sign a room assessment form attesting to the condition of the room and its furnishings. When a resident checks out of a room, the room will be inspected for damage. Damage done to an individual room will result in an assessment to the individual room occupant or both room occupants jointly and/ or separately. Damage to a common area or the building as a result of the action of residents will result in an assessment to all residents responsible. If the responsible individual(s) cannot be determined, the entire building community may share the cost of the damage to the wing, the floor, or the entire building.

Common Area/Lounge/ Outdoor Furniture and Equipment

Lounges, study rooms, reception lobbies, and other common areas are provided for the comfort and convenience for all students. Furnishings in outside and inside common areas may not be removed from those areas.

Students, who take these items to their rooms or elsewhere, on or off campus, are subject to a \$100.00 fine in addition to conduct action. Charges for loss or damages not able to be assessed to a particular individual may be charged against the wing, floor or building where the loss or damage occurred.

Custodial, Pest Control, and Maintenance Services

Physical Plant is responsible for the proper maintenance and appearance of the residence hall public areas, such as lounges, halls, common areas, bathrooms, and stairwells.

After a resident checks out of their room, housekeeping services will clean the vacant apartment or vacant bedroom/bathroom.

Residence Halls are sprayed on a quarterly basis. Keep in mind that most insect problems result from careless handling of food. Keep your room and kitchen area clean. Be certain to keep food wrapped tightly and stored

in sealed containers. If your room requires maintenance attention, please contact your RA. Your RA will then contact physical plant and report your request. For maintenance emergencies after office hours, please contact the RA on duty.

Damage Fees and Charges

Students who are identified as being responsible for damages to residence hall furnishings, structures, or equipment will be charged the appropriate labor, material, and administrative costs necessary to reimburse the Office of University Housing for the expenses involved. Damage to a common area as a result of the action of students shall result in a recovery assessment to all students responsible. Below is a listing of costs for various damages.

These charges, however, may vary due to unforeseeable changes in the price of materials and labor.

Charges

Interior room key.....	\$75
Exterior room key	
(Suite/Quad)	\$300-\$375
Temp Card Replacement	\$75

Other Charges

Additional cleaning charges	\$100
Improper checkout.....	\$100
Lockout outs (each time after the third occurrence)	\$25
False fire alarm	\$300
Tampering with AC unit/ opening windows.....	\$150
Room blinds.....	\$100
Painting/patching (per wall)	\$200
Missing screen.....	\$50
Mattress	\$200
Unauthorized pets (per occurrence).....	\$100
Unauthorized room change (per occurrence).....	\$200
Trash (per bag).....	\$50
Vandalism.....	Labor/materials

*Charges are subject to change. Please see your building Area Coordinator for more information.

Decorations/Items

Residence Hall Rooms/Apartments

While there is opportunity for students to express individuality in decorating their rooms, the following guidelines are to be used:

- Combustible materials are prohibited such as: straw, hay, palm fronds, vines, branches, etc.
- The use of nails, screws, or adhesive substances such as contact paper, glue, double sided tape, or decals on walls, ceilings, floors, doors, or furnishings results in damage to existing surfaces and is therefore prohibited.
- Only 3M ScotchBlue™ Painter's Tape is allowed on walls and must be removed when the resident vacates the room.
- No alteration of electrical fixtures or plumbing fixtures, including shower heads and bidet units, are permitted.
- Residents are not permitted to paint the apartment woodwork, walls or ceiling without the approval of the Office of University Housing.
- No refinishing of the furniture, painting or papering of the room is permitted.
- Use or installation of wood paneling and/or tiles is prohibited.
- The vertical blinds are not to be removed from any window.
- Screens are not to be removed from any windows.
- Residents are not to remove University furniture from their apartments. The University Housing staff conducts periodic inventories of University property
- Only Underwriters Laboratories (UL) approved mini-lights are permitted and all lighting sets must have this label. All lights must be unplugged.
- When residents retire for the evening or leave the room. Exterior lighting is not permitted. Lights must be 18 inches from the ceiling and away from sprinkler heads in all areas.
- Live Christmas trees are not permitted in the residence halls.

- Only UL approved extension cords are allowed for use within the residence halls.
- Halogen lamps are not allowed in the residence halls.
- No open coil cooking equipment is permitted (except for stoves in apartments).
- Flags, posters, or any other materials may not be displayed in the windows or in the room in such a way that they are visible out the window or through the room.
- The Director of Residence Life must approve any exception to these policies in writing.

Kitchen Electrical Appliances

Coffee makers, microwaves, mini ovens and any other appliances with exposed heating elements shall never be left unattended while in operation. Coffee makers are only allowed if they are equipped with an automatic shut-off. Mini-ovens and toasters should be unplugged after each use and stored only after they are cool enough to be touched. Ensure that such appliances are operated away from combustible materials such as paper, upholstery, trash containers, etc. These appliances shall only be used inside breakroom areas.

Mini-ovens, toasters and air fryers are not permitted in residential sleeping areas (i.e. never inside Commons bedrooms or on Leo Goodwin desks/dressers; kitchen appliances in apartment-style units must be in kitchen areas at all times). Cooking appliances shall never be left unattended while in operation.

All appliances must be plugged directly to wall outlet; no extension cords allowed. All kitchen appliances must be unplugged when not in use.



NSU reserves the right to remove appliance for nuisance calls or use in unauthorized areas. Oil Fryers, griddles and hot plates are prohibited in all NSU Facilities.

Note: Power strips are designed for use with a number of low-powered loads, such as computers, peripherals, or audio/video components. Power strips are not designed for high power loads such as refrigerators and microwave ovens or any cooking appliance, which can easily exceed the recommended ampere ratings on many power strips.

For more information on acceptable appliances in the residence halls, please visit the Fire Prevention Policy document located at nova.edu/ehs/fire-emergency/fire-life-safety.html.

Public Areas

All regulations pertaining to room decorations must also be followed in public areas. For the Commons community and hallway space, all decorations and or painting must be approved in writing by the Director of Residence Life.

Defacement, Littering, and Community Damage

Residents are expected to keep their residence hall and the outside grounds clean. Defacing, littering, or damaging the property of the University is prohibited.

The student or students responsible may be required to pay in full for the damage caused. In times of repeat damage, littering, or defacement that cannot be traced to a responsible party, community billing may be assessed to all members of the wing, area, hall, or building. If a student is caught littering, inside or outside the halls, the student will be charged a fine of \$100 per occurrence and may receive a conduct outcome from the Office of Residence Life.

Trash dumpsters and chutes are provided at the end of each hallway in all halls for student trash. If a student dumps their room trash in the trash cans designated for public usage (e.g., the laundry room, lounges, outside trash containers), the student will be charged \$100 per occurrence and may receive a conduct outcome from the Office of Residence Life.

Laundry Facilities

Laundry rooms are located in each residence hall and in each unit in Mako Hall. The cost to wash or dry in the community laundry rooms is FREE. Machine malfunctions should be immediately reported to your RA or the Office of University Housing in a timely manner. Please read laundry tips that are posted in each community laundry room.

Locks and Keys

All locks and keys are the property of Nova Southeastern University and are not to be repaired, altered, changed, or duplicated except by University Public Safety personnel, at the request of the Office of Residence Life or University Housing. Duplication of keys is prohibited. Adding or altering locks is prohibited. Once a student checks into the residence halls and receives their keys, the students are responsible for them. If a student's key is lost or stolen, or if for any other reason a student wishes to have their lock changed, they will be responsible for the cost of re-keying the room.

The cost to re-key a door is \$75. The cost to replace an exterior door key is \$75 each. If a key is lost, please notify the RA on duty or professional Residence Life staff immediately. If a student is accidentally locked out of their room/apartment, contact the RA on duty or Public Safety. There will be a \$25 fine for lockouts beginning with the third and each consecutive lockout.

The exterior doors to all buildings will be locked at all times. Night security is in place after 11:15 p.m. in Leo Goodwin Sr. Hall, the Commons, Mako Hall and Rolling Hills Buildings A and C. The buildings remain secure and staffed 24 hours a day, 7 days a week and require the scanning of your NSU SharkCard. There will be a monetary fine and judicial consequences for residents who do not scan their SharkCard when entering a building.

Physical Facilities

Physical Plant, in conjunction with University Housing, has responsibility for the basic operation and maintenance of the physical facilities in the residence halls. For this reason, only those persons authorized by the Office of Residence Life, University Housing and/or Physical Plant are permitted to repair residence hall furnishings and equipment. Students who require assistance in this area should contact their RA or the Office of Residence Life.

Residence Hall Health and Safety Checks

The Office of Residence Life will conduct periodic health and safety inspections in the residence halls. The inspections will include a check of areas such as:

- Electrical, heating, and cooling appliances.
- Housekeeping, health hazards, and pest control.
- Other unauthorized hazardous or illegal items.

Notification of all Health and Safety Inspections will be done at least 48 hours prior to the safety inspections starting. RAs will reach out to residents to schedule a time that works for all to be present for the inspection. Inspections will occur in the absence of residents only after multiple attempts to schedule a time have failed. Residence Life staff reserves the right to enter a space without a resident present for Health and Safeties. In a resident's absence, a form or note will be left to show if the resident passed or failed the inspection.



Residence Hall Property

No University property may be removed from the living units or from the public areas without written authorization from the Office of Residence Life or University Housing. Students missing assigned property or found with furnishings from public areas of the University in their rooms are subject to replacement cost, moving charges, and conduct action.

Rolling Hills Pool and Pool Area Common Spaces

- The hours of the Rolling Hills Pool are daily dawn to dusk.
- Swimming in the Rolling Hills Pool can only occur when the pool is open
- Residents and guests of the Rolling Hills common spaces are allowed to use the pool area.
- Residents and guests of the Rolling Hills common spaces are allowed to use the following common space areas 24 hours a day to study or relax:
 - Rolling Hills Pool Pavilion
 - Rolling Hills Pool Terrace
 - Rolling Hills Pool Lounge
 - Rolling Hills Pool Patio
 - Residents and guests are not allowed to swim in the rock formations or jump from the rock formations
- Smoking is not permitted anywhere in Rolling Hills, including but not limited to pool areas, parking lots, and outdoor areas.
- Grilling at the Rolling Hills Pool Complex is allowed only when pool is open.

- Running or horseplay is not allowed.
- Any residents or guest found swimming in the pool outside the regulated times will be subject to the student conduct process to the discretion of NSU Residence Life.
- Residents and guests should take precautions based on their own swimming level and try not to swim alone.
- Diving is NOT permitted.
- Pool furniture must remain in the pool area at all times.
- Glass is NOT permitted in the pool area; only plastic or metal containers are allowed.
- Staff have the right to ask for music or voices to be lowered at any time.
- Residence Life, University Housing or the Office of Recreation and Wellness is NOT responsible for loss of property or accidents.
- Alcohol is NOT permitted at any time in the pool or common pool areas.
- Pets are NOT permitted in the pool or common pool areas.
- Appropriate bathing attire is required when using the pools.
- Rolling Hills guest policies also apply for pool common spaces.
- Residents are responsible for their guests' behavior at all times.
- Residents and guests should vacate the pool area during thunder and/or lightning storms.
- Residents and guests must respect the rights of others using the pool and pool common spaces.

Technology and Information Security Policy

All residents are required to read and understand the policies and procedures set forth by the Office of Innovation and Information Technology. Any students found violating these policies will be fined for damaged hardware provided by Nova Southeastern University, have personal hardware removed by the Office of Innovation and Information Technology, and be subjected to

a conduct hearing by the Director of Residence Life.

For more information on the policies mandated by the Office of Information Technology, please visit their website at <https://nova.edu/portal/oit/policies/>.

If you need help with your wireless connection, you can complete one of the following options:

NSU Shark IT Services

<https://www.nova.edu/help>
(954) 262-HELP (4357)
Toll Free: (800) 541-NOVA (6682)
Extension: 24357

Hours of Operation

Monday–Friday

8:30 a.m.–8:30 p.m. EST/EDT

Saturday

8:30 a.m. – 5:00 p.m. EST/EDT

Closed on Sundays

Please see more information online at <https://www.nova.edu/help>. Hours may vary during holidays.

Please see more information online at [nova.edu/help](https://www.nova.edu/help). Hours may vary during holidays.

Windows Policy

In order to assist with the regulation of the air conditioning units, students living in the residence halls must keep their windows closed. Tampering with air conditioning units will result in a minimum of a \$150 fine and conduct action. Objects may not be placed on windowsills or ledges. Residents must not go through windows or throw objects through windows. All residents are required to keep windows shut and keep their screens intact at all times. Students who violate the open window policy will be fined a minimum of a \$150 fine per occurrence.



Safety

Bicycles and Motorcycles

Bicycles may only be stored in student rooms or bicycle racks. Bicycles stored illegally (landings, stairwells, etc.) may be confiscated by Physical Plant and disposed of accordingly. Bicycles are considered a safety and fire hazard if not stored properly. Bicycles are not allowed to hang from the ceilings within any of the University residence halls. Occasionally, Public Safety and or Facilities Management will clear out bicycles that have been abandoned on the bicycle racks.

All motorcycles and mopeds must be parked in the motorcycle parking within the residence parking area. The Public Safety and or Facilities Management has installed motorcycle locks for the safety of your vehicles.

Hoverboards, E-Scooters, E-Skateboards, and E-Bikes

Due to the safety concerns, the operation, charging, storing and use of hoverboards is prohibited in all Nova Southeastern University facilities and on all university property and other properties owned or leased by the university with no exception. This includes, but is not limited to, all indoor and outdoor areas and properties.

E-Scooters, E-Skateboards and E-Bikes are allowed for transportation to and from campus. These devices shall not be allowed to be stored or used in any NSU facility. Charging is strictly

prohibited inside or outside of any NSU facility. This policy does not include wheel chairs or other ADA mobility devices. Please see full policy at nova.edu/ehs/fire-emergency/fire-life-safety.html.

Unmanned Aircraft

Operating any unmanned aircraft system, including drones, small unmanned aircraft and model aircraft, on or off NSU's lands or property is prohibited at all times.

Exceptions may be made for official institutional use or research/teaching use with a specific authorization issued by the university. Any unmanned aircraft system shall not be used to observe, transmit, photograph or record any area where there is a reasonable expectation of privacy in accordance with accepted social norms. Such areas include but are not limited to bathrooms, locker rooms, residence areas including individual rooms, lounge areas, and hallways.

3D Printers

3D printers shall be registered with University Housing and the Environmental Health and Safety (EHS). 3D printers shall be of the filament based printer medium. No resin based 3D printers are allowed in residential spaces. 3D printers shall have a UL or other nationally recognized rating. Please see NSU Fire Prevention Plan for full details and registration at <https://nova.edu/ehs/fire-emergency/fire-life-safety.html>.

Communicable Diseases Guidelines

It is the intent of the university to protect students from communicable diseases that pose reasonable risk of harm to members of the university community. It is also the intent of the University to protect the rights of those infected with a communicable disease. Students who do become infected with a communicable disease are subject to the guidelines listed below. The University will be flexible in its response to incidents of communicable disease, evaluating each occurrence in light of this policy and current available medical information.

The University will make available to the University community information about the transmissibility of communicable disease and precautions, which can be taken to prevent the spread of various communicable diseases. An infected student can continue to study and work so long as they are able to continue to perform their regular responsibilities satisfactorily, and so long as the best available medical evidence indicates that the student continual status does not present a health or safety threat to themselves or others.

A student who contracts a communicable disease has the responsibility to notify the University of the illness immediately. A student returning to school after a leave of absence for reasons related to a communicable disease must provide a statement from the student's physician indicating their current medical status. Students should submit their statement to their program Dean and the Associate Dean of Student Services. Within reason, the University will make accommodations to the student, whenever possible, to ensure continuity in the classroom. No student may be dismissed from the University solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after reasonable accommodation has been attempted, and an examination of facts demonstrate that the student can no longer perform essential requirements of the program or poses a reasonable threat to the health and safety of those around them.

In the event that a student has a concern about the potential for the spread of communicable disease within the University community, those concerns should be brought to the Office of the Vice President of Student Affairs for review consistent with the current available information on the spread of the particular communicable disease. After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of disease within the University Community by an infected person, the Office of the Vice President of Student Affairs will, after notification of the issues presented

to the University President, contact the Center for Disease Control and/or Broward Health Department for recommendation of appropriate action consistent with state law.

Emergency Contact Policy

The Office of Residence Life and University Housing holds the safety and security of the residential population a primary concern. All residential students are required to fill out an emergency contact through their Housing Portal. This contact information for two people and will be utilized in cases of emergency. The Housing portal also requires a listing of all medical conditions or allergies for notification of medical personnel in case of emergencies. Residents under the age of 18 must list a parent or legal guardian as one of the two contacts.

Residents under 18 years of age

In a medical, behavioral, or psychological situation, a Residence Life staff member will attempt to contact a parent or legal guardian immediately.

Resident is 18 years of age and older

In a medical emergency in which the resident is transported to a medical facility, a Residence Life staff member will attempt to contact the listed emergency contact(s) immediately.

The Office of Residence Life reserves the right to contact a parent or legal guardian listed emergency contact (based upon age range

above) at the discretion of the Director of Residence Life and/or their designee. If a parent or legal guardian cannot be contacted when attempted (for those under 18), and attempt will be made to contact the second person listed. For non-emergency cases, refer to the parental/legal guardian notification policy.

Fire Safety

Anyone unnecessarily setting off a fire alarm, unnecessarily tampering with fire exits and other means of impeding traffic could be subject to a charge, and may result in immediate University conduct action and criminal prosecution. Residents found damaging smoke alarms or fire alarm equipment will be charged for the damages and dealt with in a conduct manner. Failure to evacuate a residence hall during a fire alarm is also prohibited and may result in conduct action.

When you hear the fire alarm, evacuate the residence hall immediately. Close and lock your door when you leave your room/apartment. Do not take the elevator (you may get caught in a power outage). When you are outside of the hall remember to stay far enough away from the entrances so that you do not interfere with Davie Fire Department, Davie Police, Public Safety, and Residence Life staff.

Hurricane and Tropical Storm Procedures

Upon announcement by the U.S. Weather Bureau that a hurricane or tropical storm warning status has been declared, the Director of Residence Life will be notified and will relay weather information to the department staff and residents. If residents are leaving the residence halls prior to a storm, each resident must fill out a electronic housing hurricane release form in housing portal.

Preparation Before the Hurricane Strikes

- All furniture including beds should be pulled away from the windows. Electronics should be placed off the floor, preferably in the closet.

- Since the floors get wet, all particles such as shoes, rugs, clothes, bags, suitcases, etc., should be placed on closet shelves or in dresser drawers.
- All loose objects should be placed in drawers or closets. Paper, books, etc., should not be left on tops of desks or dressers.
- Valuables should be removed or placed in closets or drawers that can be locked. The closets and drawers should be locked/closed and remain locked/closed throughout the hurricane.
- All doors should be locked when the occupants are not in the room or apartment.
- All windows must be closed tightly. In those facilities where Venetian blinds are provided, the blinds should be down and closed. DO NOT put tape on windows.
- Each student should provide their own flashlight in case of power failure. DO NOT use candles under any circumstances; fire is uncontrollable during a hurricane. Residents should provide themselves with an adequate supply of non-perishable foods to last two to three days.
- If you vacate your residence prior to the storm, we ask that you inform the Office of Residence Life staff where you can be located.
- During storms, all automobiles must be parked in designated parking areas.
- All windows should be closed, and your doors locked.

Procedures During the Hurricane

Whether on campus or in a designated off campus shelter, your personal protection and welfare is essential. We ask that you follow this list of instructions:

1. It is essential that all residents stay with the Offices of Residence Life and University Housing staff throughout the entire hurricane. Residents must not leave their area of shelter until directed to do so by the Residence Life and University Housing staff.
2. Students should remain away from danger areas, such as glass windows and doors of the shelter.

3. Do not attempt to open windows or doors to see what is happening outside once you are located in the designated shelter area.

If everyone remains calm, stays inside, and observes the above instructions, and precautions, this minimizes danger. If anyone has any questions, please contact the Office of Residence Life staff or Public Safety. Students are responsible for following all the procedures above and any other procedures given at the shelter location by the Office of Residence Life staff.

Residents will not be able to return to the halls and must stay indoors at the designated shelter location during the hurricane. If a resident chooses to stay off-campus during the storm, the resident will not be able to return until the Offices of Residence Life and University Housing opens the residence halls. This is for your protection.



Procedures After the Hurricane

- Residents will not be allowed back into the residence halls until the Director of Residence Life has received approval from University administration that all residence halls are safe and secure.
- Students must routinely check e-mails and university advisories for continuous updates.
- Damage to personal property found after the storm is not the responsibility of Nova Southeastern University or the Office of Residence Life.
- Damage to NSU Property will be taken care of by the University in a timely manner after the storm.
- **Damage to personal property must be taken care of on an individual basis so make sure to have renter's insurance in case of emergencies.**
- If residents need to be relocated due to damage to their room, the Office of Residence Life will work with each student to find a temporary location on campus until the room is cleared by University administration.

Medical Emergencies

From time to time, medical emergencies do occur in our residence halls. These may include accidents or serious illness. After you have determined the nature of the emergency, it is imperative that you get professional help as quickly as possible:

1. Immediately contact Davie Police—911; and
2. Contact Public Safety at (954) 262-8999;

Missing Student Procedures

Pursuant to federal law, every residential student is entitled to register any individual (over the age of 18) as their confidential emergency contact person, to be notified in the event of their unlikely disappearance or if they are determined to be “missing.”

It is not required that this individual be the same person(s) designated on the Emergency Notification Form.

In the event of a missing student, Residence Life staff and NSU Public Safety will:

1. Attempt to contact the student via telephone, email or other means
2. Conduct a wellness check of the resident's room; and
3. Attempt to engage other students who may be aware of the missing person's whereabouts (i.e., roommates).

If staff is unable to make contact with the potential missing student, Davie Police Department and those individuals designated, below, will be contacted and notified. For any student under 18 years of age, and not an emancipated individual, the Office of Residence Life is required to notify a custodial parent or guardian no later than twenty-four (24) hours after the time the student is determined to be missing.

Parking

All residents with vehicles are required to get a residence parking decal from the One-Stop Shop within two weeks of checking into the residence halls. If your car does not have the proper decal, it will be ticketed by the Office of Public Safety.

All residents must have their NSU SharkCard to access residence lots. All visitors to the main

campus residence complex will have to park in the visitor lot next to the Horvitz Administration Building and/or the parking garage next to the Parker Building. Visitor parking is available for guests of Rolling Hills Apartments across from Building A.

Personal Safety

Creating a safer residence hall and University community requires your active participation. Ultimately, your safety depends on you. Here are several simple steps, which you can take to help protect yourself, your valuables, and your neighbors:

- Lock your door whenever you leave your room or go to sleep.
- Do not prop or tamper with the locks on the hall entrance or room doors.
- Do not bring people back to the University community who you do not trust and know well.
- Protect your property by engraving it with your name, driver's license number and state abbreviation. Public Safety can assist you with this.
- Report safety concerns and crimes to the residence hall staff immediately. Additionally, immediately report any crime to Public Safety at (954) 262- 8999.



Search and Seizures

In the interest of maintaining an environment that facilitates scholarship and provides for the health and safety of resident students, the University reserves the right, when necessary, for authorized University personnel to enter or search a University owned room or apartment. The regulation applies to all living units under the administrative control of Nova Southeastern University.

Additionally, Davie Police Officers may enter rooms and conduct searches and seize property in accordance with applicable statutes, policies, rules, and regulations. Any and all evidence resulting from the search procedure shall be considered admissible for any and all University discipline and prosecutorial purposes.

All students residing in the Nova Southeastern University Residence Halls and their guests are expected to abide by the Residence Hall and Housing policies and regulations outlined in this handbook. In addition, they are required to follow all rules and regulations in the current issue of the *NSU Student Handbook* located online at nova.edu/student-handbook.

Changes in the content of the student handbook may be made at any time by the University, Division, or College administration. Adequate notice of anticipated changes will be given to the students, whenever possible. Residents are also responsible to be aware of any changes made to the Residence Living Guide throughout the year. Notifications of Residence Living Guide changes during the academic year will be communicated to students through the on-campus mail or e-mail system and the most updated copy of the guide will be maintained on the Residence Life website at nova.edu/reslife/forms/resguide.pdf.



Community Standard

General Regulations

The following are types of unacceptable group or individual behavior in the residence halls and if found in violation you will be expected to go through the conduct processes that could result in a conduct related outcome/s:

Alcohol Policy

Alcoholic Beverages

Residents are expected to abide by all Florida State Laws and Statutes regarding the possession and consumption of alcoholic beverages. The possession or consumption of alcoholic beverages by persons under the age of 21 is against the law.

Alcohol Paraphernalia

Possession of alcohol paraphernalia is strictly prohibited in all residence facilities. Paraphernalia is considered items possessed or used in conjunction with consumption, binge drinking, communal drinking, etc. This includes, but is not limited to: communal/ large drinking containers (kegs, beer balls, etc.), beer funnels, beer bong, and beer pong tables/equipment. In addition, displays of empty alcoholic beverage containers (to include packaging) and items used for consumption of alcohol (example: shot glasses) are strictly prohibited in all residence facilities. Residence Life staff or Public Safety will ask the resident to remove the items.

Presence

If you are under the age of 21 and present in a residence facility, individual room, suite, apartment or general vicinity where alcohol is being consumed, you may be considered to be consuming alcoholic beverages.

Providing Alcohol to Minors

Providing alcohol to minors is strictly prohibited.

Students of Legal Drinking Age

You may responsibly possess and consume alcoholic beverages in your room or common apartment area/living room. You may not consume alcohol in hallways, breezeways or other open community spaces, lounges or lobby areas inside or outside of buildings. If documented for consuming alcohol in open community spaces, you will go through the conduct process.

Animal Policy

No pets or animals of any kind, other than fish (maximum 20-gallon tank) or approved service/assistance or emotional support animals are allowed in the residence halls or on the property immediately surrounding these facilities. Students who are found to have pets in their rooms/apartments will incur a \$100 charge per occurrence and conduct action.

Feeding of outside/stray animals in the vicinity of the residence hall is strictly prohibited.

All service/assistance animals must be approved by the Office of Student Disability Services. More information may be found at nova.edu/disabilityservices.

Beds

Raising or altering beds by any method (such as concrete blocks or bed risers) is not allowed in any housing facility. Beds in some residence hall communities can be raised, lowered or bunked by placing a work order request. Constructing lofts is prohibited in NSU's housing facilities. Waterbeds and other water furniture are prohibited.

Courtesy and Quiet Hours

In all residence halls courtesy hours or reasonable noise level is expected at all times. Quiet hours Sunday through Thursday from 10:00 p.m.– 9:00 a.m. and Friday and Saturday from midnight to 9:00 a.m. It is your right as well as your responsibility to let your roommates and neighbors know if their activity is disrupting you. Stereos, radios, televisions, musical instruments, telephones, and all conversations must be kept to levels that will not interfere with the study or sleep of other residents. No drums or electrically amplified musical instruments, including microphones, may be used in student rooms.

During Final Exam Periods: quiet hours are 24 hours a day. These dates will be determined by the NSU academic calendar and communicated ahead of time by Residence Life staff. Violating the 24 hour quiet hours will result in a fine per each occurrence and possible conduct action.

Criminal Convictions Policy

Applications for on-campus housing are subject to a review by the University Administrator(s), not limited to Dean of Students/Chief Judicial Officer. Pursuant to such a review, on-campus housing may be denied based on concern for the safety and security of the student and/or the on-campus population. All criminal record statements submitted as part of the housing application will be reviewed and additional information may be requested. In the event of a conviction occurring after the submission of

the Agreement, it should be provided in writing to the Director of University Housing within ten (10) days of the conviction. At that time the committee will review the conviction and make a determination about the continuation of on-campus housing. **See NSU Student Handbook**, this code states in part: while enrolled at NSU, students have a continuing duty to disclose all of the above, along with any arrests or pending criminal charges within 10 days of any arrest or charges are filed. Each incident will be judged on a case by case basis.

Disruption of Community

Students must be aware of how their behavior affects the community at all times. Disruption of smooth community living or infringements on the rights of others may result in conduct action.

Door Propping

Propping of exterior doors in the halls is strictly prohibited as it could affect the safety of the residential population. Students are responsible for un-propping doors that they find propped. If a student is found in violation of this policy, a student may be fined \$100 per occurrence. Door propping includes opening a side door to allow someone in or entering a side door at any time. Continual violation of this policy in the same area may result in common area billing.

Entrance into the Residence Halls

Entrance into Leo Goodwin Hall, The Commons, Mako Hall and Rolling Hills

Goodwin Hall and the Commons have security 24 hours a day, 7 days a week. Students living in Goodwin Hall, the Commons, Mako Hall and Rolling Hills must scan their SharkCard when entering the building. The Leo Goodwin Sr. Hall, Commons, Mako, and Rolling Hills residents must go to the main lobby front desk to sign in any guest. Failure to carry a SharkCard upon entrance after three times in one term will be charge \$25 per occurrence and possibly additional conduct action.

Entrance into Founders, Farquhar, Vettel, Cultural Living Center

Students living in Founders, Farquhar, Vettel, and Cultural Living center must use their NSU SharkCard when entering the building. FFV and CLC residents must go to the Commons lobby front desk to sign in any guest with the security personnel. Failure to carry your NSU ID upon entrance after three times will result in a \$25 charge per occurrence and possible conduct action.

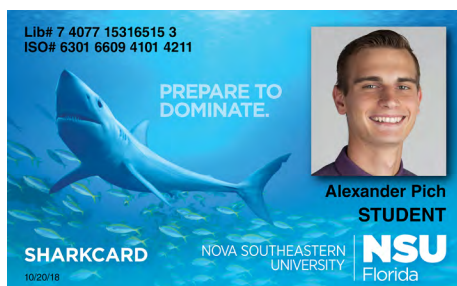
Guests are required to call the resident and the resident is required to come down to the door to take the resident to get signed in at the Commons front desk.

NSU SharkCards

Students are required to carry their SharkCards at all times and to present their SharkCard when requested by authorized University personnel, which include but are not limited to staff members of the following: Residence Halls, Food Service, Student Affairs, Bookstore, Library, Recreation and Wellness, Public Safety, Financial Aid, Registrar, and Bursar's Office.

Students may only use their SharkCards and are prohibited from using the SharkCard of another student. Any alteration or illegal use of a SharkCard is prohibited. Possession of a blank, forged, stolen, borrowed, fictitious, counterfeit, or unlawfully issued driver's license or identification card is prohibited.

False SharkCards may be confiscated and destroyed. Making or possessing instruments and materials for counterfeiting SharkCards, driver's licenses, or any forms of identification are prohibited. If your sharkcard becomes damaged, broken, lost, or stolen, the replacement fee is \$25.



Posting and Solicitation Policy

Any publicity or marketing to be placed in the Residence Halls must be approved by the Associate Director of Residence Life or designee. No publicity that includes any reference to alcohol or drugs or that contains any discriminatory wording or crude graphics will be allowed. Approval of all publicity is at the final discretion of the Office of Residence Life and senior staff. To post flyers on all RA wings, please provide 60 copies of the flyer to be posted.

To post large posters in each hall, please provide 6 large posters to be posted and removed by the Office of Residence Life. When making large quantities of flyers, please bring one to the Leo Goodwin Sr. office to be stamped and make copies after. No publicity can be posted on individual doors of residents. Any other publicity outside of posters can only be approved after discussion with a residence life staff member.

All approved publicity must be in compliance with the following posting guidelines:

- No marketing materials are allowed to be placed on cars.
- No marketing materials can be taped on the glass doors to any of the halls.
- All materials must be copied by the organizations sponsoring the event.
- All student group and Greek events must have prior approval from the Office of Campus Life and Student Engagement.
- All publicity materials must be posted with blue painter's tape.
- All events must have direct sponsorship by a recognized NSU office, club or organization.

Solicitation includes the distribution of flyers, announcements, and posters, as well as sales, fundraising, and donation seeking in the Residence Halls. Door to door solicitation in the residence halls is prohibited. The Office of Residence Life must approve any solicitation in the halls. For more information on solicitation and posting outside the residence halls, please refer to the current *NSU Student Handbook*.

Residential Drug Policy

The illegal possession, use or sale of or any attempt to obtain any illegal drug, drug paraphernalia or controlled substance (including marijuana) is strictly prohibited in the residence facilities. If you choose to possess and/or use illegal controlled substances/paraphernalia, you may be subject to the full extent of law upholding, student conduct violations, and University Housing and Residence Life Agreement violations, including immediate housing agreement termination.

Paraphernalia

Drug paraphernalia is considered items possessed with or used in conjunction with controlled substances, which include but are not limited to the following: hookahs, whippets, water pipes, bongs, pipes, syringes, containers, clips, etc.

Prescription Drugs

Prescription drugs must be in the original pharmacy container from a licensed pharmacist with your legal name listed on the label. Your prescription drugs must be used only as directed by your doctor. Possession or use of marijuana, even if prescribed is prohibited. Refer to the *NSU Student Handbook* or visit nova.edu/studentconduct.

Presence

Students present in a housing unit where controlled substances are used or sold may be considered to be possessing or using controlled substances and may be subject to housing agreement termination and conduct action.

Responsibility for Contraband Items

In the event that any items prohibited by University policies, state laws, or local laws are discovered in University residences and ownership cannot be determined, each of the assigned occupants of the resident unit having knowledge of the presence of or having access to the contraband are considered to be in possession of the items for conduct reasons.

Safety-Related Policies

The following are primary types of unacceptable group or individual behavior:

- The projection or dropping of any object or materials which litter University property or which may cause injury to persons or property. Students may not throw, discard, place, or deposit litter in University buildings or University grounds except in receptacles provided for such purposes. Littering may result in a \$100.00 fine and may include conduct action.
- Students are not to place or attach objects to any window ledges, roofs, or other exteriors of buildings. In addition, residents should never be on any building ledge or roof.
- Students shall not play any athletic games in a room, apartment, or common area of a residence hall without proper authorization. This includes rollerblading, biking, and skateboarding.
- Trampolines are not allowed to be used in the residence halls or on the University campus.

Smoking Policy

Smoking and tobacco use are prohibited in all Nova Southeastern University facilities and on all university property and other properties owned or leased by the university with no exception. This includes, but is not limited to, all indoor and outdoor areas and properties. Indoor areas and properties include, but are not limited to, all common work areas, elevators, hallways, university owned or leased vehicles, garages, restrooms, dining areas, employee lounges, conference and meeting rooms, and all other enclosed areas in the workplace. Outdoor areas include, but are not limited to, parking lots, grounds, rooftops, plazas, courtyards, entrance and exit ways, and any other areas of the university campus. Also, smoking and tobacco use is prohibited within personal vehicles when on any property owned or leased by Nova Southeastern University.

For purposes of this policy, “smoking” is defined as inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product including cigarettes, cigars, pipe tobacco, and any other lit tobacco products. For the purposes of this policy, “tobacco use” is defined as the personal use of any tobacco product, whether intended to be lit or not, which shall include smoking as defined above, as well as the use of an electronic cigarette or any other device intended to simulate smoking and the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; or any other form of loose-leaf, smokeless tobacco; as well as the use of unlit cigarettes, cigars, and pipe tobacco.

Unauthorized Hazardous Items

In order to comply with county and municipal fire and safety regulations, the following items are prohibited:

- Barbecue grills, open coil burners, and other cooking apparatus shall not be used or kept on landings, stairwells, or in student rooms.
- Multi-outlet electrical plugs that are attached to a permanent outlet are not permitted at any time (with the exception of surge protectors).
- All electrical appliances must be attached directly to a permanent outlet or into an approved extension cord.
- The possession or use of gasoline or flammable petroleum products, and canned heat units, within the residence hall living units, is prohibited. This also includes charcoal and lighter fluids.

- Motorcycles, motor scooters, motorbikes, and petroleum-powered all-terrain vehicles are prohibited within residence hall common areas/rooms/ apartments. These motor vehicles must be parked in designated motorcycle parking lots, away from the residence halls.
- Candles, incense, and any other item with an open flame are prohibited.
- Fireworks, combustibles, ammunition, torches, gasoline canisters, and other explosives are prohibited without the written approval of the appropriate University authority.
- Any 50-watt to 125-watt light stands with white or colors plastic covers.
- Space heaters of any kind are strictly prohibited.

Visitation and Overnight Guests Policies

In order to ensure adequate security in the residence halls, students and guests will be required to present identification upon request. Guests may visit residents’ rooms only by invitation and being signed in at the front desk by the resident. Residents shall at all times be responsible for the conduct and actions of guests. Guests must be accompanied by the resident at all times.

A resident shall be permitted to entertain guests only with the expressed permission of their roommate(s) if the roommate is present. A resident can only have 3 guests signed in at once. All guests must be resigned in after every 24 hour period. Dress standards must be observed,

which means appropriate attire at all times. The residence hall staff and university public safety have the right to ask a guest to leave at any time. A resident who allows a guest to visit that has been “banned” from visiting in the residence halls or surrounding grounds may be subject to conduct action.

No guest(s) may be in possession of resident keys/cards at any time, for any reason. Any guest found using a resident’s key or card will result in a conduct meeting between the Area Coordinator of the residence hall and involved parties. University staff has the right to ask for the Sharkcard from guests using a residents card within the Residence halls. The Residence Life staff is authorized to impose an administrative charge upon the assigned occupant(s) of a residence of \$25 per night for each overnight guest or sponsors who are in violation of the visitation and overnight guest policy.

An overnight guest is considered to be a visitor utilizing the room of a resident student as a place of lodging. Residents may have a guest stay overnight for a maximum period not to exceed three days (72 hours) per month with the permission of the resident’s roommate if the roommate is present. Residents are not permitted to have overnight guests during vacation periods when classes are not in session for more than the aforementioned three-day period.

The number of overnight guests permitted should not exceed the number of University beds in a room or an apartment. The resident accepts full responsibility for the overnight guests. Any guest under the age of 18 must be approved to stay in advance of their stay by your respective Area Coordinator. Request for guests under the age of 18 to stay overnight (past 11:59 p.m.) must be presented in writing to the Director/Associate Director of Residence Life.

Weapons

Weapons are prohibited on campus. A weapon includes:

- Any item designed to inflict a wound or cause injury to another person
- Any item used to harass, threaten, intimidate, assault, or commit battery
- Any item the university deems dangerous.

This includes but is not limited to: firearms, ammunition, fireworks (including sparklers and smoke bombs), explosives, dangerous/flammable chemicals (liquids, solvents, gases), BB/pellet guns, airsoft guns, weapons for sport (including paintball guns, bow and arrows, diving knives, hunting weapons, etc.), stun guns, swords, switchblades, knives, slingshots, martial arts and medieval weapons.

For more information on the policies mandated by Public Safety, please see Firearms or Other Weapons Strictly Prohibited on Campus on page 5 of the *Campus Safety Handbook* at https://www.nova.edu/publicsafety/forms/campus_safety_handbook.pdf.

All students and guests residing in Nova Southeastern University residence halls are expected to abide by all policies and regulations outlined in the NSU student handbook and the Residence Living Guide Addendum. Residents are also responsible to be aware of any changes made to policy throughout the year. Notifications of changes to the *NSU Student Handbook* or the Residence Living Guide Addendum will be communicated through the on-campus mail or e-mail system and the most updated copy of these documents can be found on the NSU website.

Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures without notice, affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the university and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.





Student Conduct Process

General Procedures

Violations of the *Residence Living Guide* or University policies, as outlined in the *NSU Student Handbook*, are called to the attention of the Office of Residence Life and/or the Office of the Vice President of Student Affairs. The student will be sent a letter via their NSU student email notifying them to schedule an administrative conduct meeting within a specific time frame. Meeting(s) are held with the appropriate University official and will result in University action. The outcomes may be applied individually or in combination as appropriate to a given case. Specific information on the conduct process is available through the Student Conduct website, nova.edu/studentconduct.

Conduct Meetings

Depending on the nature of the incident, the conduct meeting may be scheduled with any of the following individuals: Assistant Area Coordinator, Area Coordinator, Assistant or Associate Director of Residence Life, Director of Residence Life, or a member of the Dean of Students, and/or the Vice President of Student Affairs staff. Failure to schedule a meeting within the designated time frame or failure to attend a scheduled meeting time may result in the meeting being held in the student's absence, and

if necessary, a outcome(s) being issued during the absence. Failure to schedule a meeting or make a scheduled meeting time may also result in student account hold. Legal counsel, parents, or guardians are not permitted in the conduct meeting.

Outcome

If the student is found responsible for a violation of the Code of Student Conduct or the Residence Living Guide, one or more of the following outcomes may be imposed. The following list is only illustrative. The university reserves the right to take additional conduct action as it deems appropriate.

Final Conduct Probation

A conduct outcome serving notice to a student that the student's behavior is in flagrant violation of university standards, under which the following conditions exist:

- The outcome is for the remainder of the student's career and may be reviewed by the dean of student affairs no sooner than two regular academic semesters or equivalent after the outcome is imposed.
- After two semesters in attendance, a student may initiate a request in writing for reduction of the outcome to conduct probation but must also demonstrate reason to substantiate the request.

- Another violation of the Code of Student Conduct and Academic Responsibility will at a minimum result in suspension.

Conduct Probation

A conduct outcome serving notice to a student that the student's behavior is in serious violation of university standards. A time period is indicated during which another violation of the Code of Student Conduct and Academic Responsibility will automatically raise the question of a more severe outcome (suspension or expulsion) if the student is found in violation.

Conduct Warning

A conduct outcome serving notice to a student that their behavior has not met university standards. This outcome remains in effect for a designated number of semesters of attendance after which it is expunged from the student's file.

Verbal Warning

A verbal warning is a verbal admonition to the student by a university staff member that the student's behavior is inappropriate.

A verbal warning will be noted in the student's file for a period of time after which it is expunged from the student's file.

Restitution

Payment made for damages or losses to the university, as directed by the adjudicating body.

Restriction or Revocation of Privileges

Restriction or revocation of privileges is the temporary or permanent loss of privileges, including, but not limited to, the use of a particular university facility, visitation privileges, and parking privileges.

Termination or Change of Residence Hall Contract

Accommodation Termination or change of residence hall contract/accommodation is a conduct outcome that terminates or changes the Residence Hall Contract/Accommodation. This should be accompanied by another form of conduct action. It is considered permanent unless lifted by the Vice President of Student Affairs/Assistant Dean of Student Development/Director of Residence Life and Housing or designee.

Mediation/Counseling Intervention

When extreme behavior indicates that counseling or mediation may be beneficial, the student may be referred to appropriate resources.

Other Appropriate Action

Conduct action not specifically outlined above but approved through the Vice President of Student Affairs/Assistant Dean of Student Development or designee.

If the student is found in violation of the Residence Living Guide and/or the Student Code of Conduct, one or more outcomes may be imposed. Educational outcomes such as completing community service hours or completing an alcohol educational seminar are frequently assigned in conjunction with one of the outlined outcomes.

Parent/Legal Guardian Notification

NSU personnel reserve the right to contact or notify a student's parent(s) or legal guardian(s) of a minor student, less than 21 years of age, in writing or by phone, when alcohol or drug violations of university policy occur, or when NSU personnel determine a student's safety and/or welfare is at risk.

Failure to Complete Required Outcome(s)

If a student fails to complete community service hours and/or designated projects by the deadline stated with the outcome, additional conduct action may be taken. This additional action may result in the student account being placed on hold, parental contact, and/or the termination of housing or more severe outcomes up to and including expulsion from the university.

Notification of University Personnel

University personnel will utilize administrative discretion and may decide to contact other University Officials, such as counseling staff, athletics staff, or academic department administrators, regarding student conduct or conduct issues.

Appeal Process

An appeal of conduct action taken must be in within five (5) business days of the receipt of the written outcome of the hearing. In appealing a conduct decision, the appeal must fall into one of the following categories:

- The student has new evidence that was not available prior to the original hearing or would substantially alter the outcome of the case. The matter will be returned to the discipline officer for reconsideration.
- The conduct process as outlined was not adhered to during the student's hearing.
- The outcome(s) do not relate appropriately to the violation.



NSU Florida

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