

Residence Life Code of Conduct

This details the Residence Life code of conduct that all residents are expected to adhere to, and which they agreed to by signing the Residence Life contract during the application process. As stated previously, regular inspections will be conducted throughout the academic year to ensure that policy is being met; if a student is found not meeting policy, they could receive a violation of the Residence Life Code of Conduct. Violations can come with various forms of reprimand, which include but are not limited to fines, probation, and even termination of a student's contract. Additionally, this list is not all inclusive and additional violations, and their possible consequences, may be determined at the discretion of the Executive Director of Financial Aid and Student Engagement.

Appeal of Violation Fees and/or Contract Termination

If a resident is fined or has their contract terminated due to violation(s), they are legally allowed to appeal the decision.

As previously stated in this Handbook, FGC tracks the condition of Granger Hall rooms through routine inspections. Residence Life staff will conduct an initial review of the room and suite before move in and document pre-existing damage on the Room Condition Form. The same form is referenced at move out. Any new damage beyond normal wear and tear, as determined by Residence Life Staff, will be charged to the student's account. Fees may also be charged if an improper check out is conducted, a key fob is not returned, a space is left dirty or belongings are abandoned, a violation is found, etc. as earlier discussed. Residence Life fees/charges include direct cost recovery issues (damage repairs) and other fees, fines, and penalties.

To establish standardized practice for reviewing and responding to the appeal of any Housing fee/charge including, but not limited to, contract cancellation fee, key replacement fee, cleaning fee, damage fee, etc., the below policy is in place.

An appeal of Residence Life Fees or contract termination must be submitted via email to Residence.Life@fgc.edu . Additional supporting documentation (if any) must be attached.

All appeals of Residence Life Fees or contract termination will be reviewed and acted upon by the Residence Life department.

If the student is not satisfied with the results of the appeal, the student may file another written appeal to the Executive Director of Financial Aid and Student Engagement within 14 business days of the decision.

The recommendation of the Executive Director will be submitted to the Vice President of Student Affairs for the final decision.

3. If an appeal is approved, applicable charges may be removed from the student's account. However, Florida Gateway College reserves the right to uphold a housing contract termination when deemed necessary, regardless of the outcome of the appeal.

Cleanliness

Students must keep their own rooms clean and free from offensive odors, and they are expected to clean up after themselves in all common areas as well. If a student needs assistance with cleaning anything, they are to reach out to their RA.

Disruptive Activity

In addition to respecting posted quiet hours, residents are prohibited from engaging in any activity that might disrupt the productivity or rest of others at any given time of the day. The use of sporting equipment (i.e., skateboards, bicycles, rollerblades, etc.) is prohibited inside FGC owned buildings. Throwing and/or kicking objects or engaging in any other behavior that interferes with, or prohibits, reasonable use of space by others is also prohibited. This includes leaving such equipment in the hallway where it could block or trip any people trying to move through (or quickly exit in case of an emergency). The obnoxious or disruptive use of motorized equipment (i.e., self-balancing scooters, drones, etc.) is prohibited on campus, especially if it is unsafe or disruptive to a cohesive learning environment. Usage of such equipment is always prohibited inside all buildings.

Recreational sports in the buildings or common spaces outside their designated areas is prohibited. Engaging in disorderly and/or lewd conduct is prohibited. This

behavior may include but is not limited to banging on Granger Hall doors and walls, urination/defecation outside of designated restroom areas, climbing onto restricted areas such as building roofs, and/or exposing private body parts in public. If a resident witnesses or otherwise learns of any disruptive activity, they are required to report it to an RA or other Residence Life staff; failure to do so is also considered a violation.

Emergency Exit Windows

Every room within Granger Hall has two windows, one of which opens as an emergency exit. Students are prohibited from tampering with this window in any way that would prevent it from operating correctly. The windowsill and area around the window must also be clear of any items, so that if there was an emergency, a resident's ability to exit the room would not be hindered. For reasons of safety and design, stops or seals on windows and doors may not be loosened or removed. Residents will be assessed for the cost of window screens, stops, or seals that they damage or otherwise cause to be replaced. Nothing may hang or be thrown from a window. Residents must keep windows closed and locked for their own safety, unless there is an emergency. The entry in or exit out of a building or room through a window is prohibited, except in emergency situations. Items are not to be passed through windows. Blocking or impeding access to the window is prohibited.

Firearms and Weapons

Possession and/or use of any type of functional or non-functional firearm or other weapon is not permitted. This prohibition includes possession of any concealed firearms or ammunition regardless if the person has a permit. The use and/or possession of fireworks, including firecrackers, smoke bombs, or explosive devices of any type, is not permitted. Possession of weapons, tasers, knives with a blade over 2.5 inches in length, dangerous instruments, or any other weapon prohibited by state, local, or federal law, within all residential facilities is prohibited. This includes use or possession of sporting items such as BB guns, paintball guns, any other form of toy or prop gun, and archery equipment, as well as items used for decorative purposes and items rendered inoperable. This also includes all items

that could be mistaken for any sort of weapon. Residents must report the unlawful possession, use, or storage of firearms, weapons, or explosives to the Coordinator of Campus Life. Any firearm(s) or weapon(s) discovered will be reported to campus security and local law enforcement.

Furniture

Residents are prohibited from tampering with any FGC owned furniture in any way that prevents its full usage. Removing FGC provided furniture from the room unprompted or without discussion and approval from the Coordinator of Campus Life is prohibited. Residents are also prohibited from bringing large furniture that may impede movement within the room. If a resident has any questions about furniture (whether it be their own or FGC provided), they need to contact the Coordinator of Campus Life.

Guests and Visitation

Guests will be permitted in Granger Hall on the following days and times; Monday through Thursday from 2PM to 10PM; Fridays from 2PM to 12AM; Saturdays from 12PM to 12AM; and, Sundays from 12PM to 10PM. All guests must be signed in and out in the Granger Hall lobby, wherein they will be given and return their visitor pass. If the resident with a guest has a roommate, all guests must be approved prior to entry into the room. Having a guest in the Residence Hall is a privilege, and one that can be revoked. FGC staff reserve the right to immediately remove any guest from the Residence Hall. To ensure adequate security, both hosts and guests must present FGC or government-issued identification to designated college staff (Resident Assistants, Campus Security, etc.) upon request. Refusal to present identification will result in denial of admittance to Granger Hall. Guests are only allowed to park in the specific visitor parking offered and labeled.

Each resident will be permitted only one guest at a time. Any exceptions must be approved by the Coordinator of Campus Life in advance. All guests must have a resident host and be always accompanied by the resident host; guests should not be left unattended anywhere in Granger Hall. Should a guest of the opposite gender need access to bathroom facilities, the host will need to contact the RA on

duty. The host is responsible for informing their guests of applicable college and Residence Life policies. Residents may be held accountable for their guests' conduct, and in the case of a guest damaging property, the resident they are visiting would be fined for any damages. Guests must not infringe on the rights of roommates or other residents. Guests may not use a resident's key fob or ID for any reason. Guests may not attend Resident Life events. Overnight guests are not permitted, and guests are not permitted to sleep in common areas. Residents may not have other residents sleep over in their room either.

Guests that violate any regulations of the Handbook (or student Code of Conduct) may receive a ban from admittance to the Residence Life Building. If someone has been banned and enters the building again, they are considered trespassing and security will be called to remove them. Residents allowing them into the building may be fined and/or have their contract terminated. In addition, no resident should allow unauthorized people into the residence life wings or prop doors open for entry at any time.

Hazing

The term "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to:

- (a) Initiation into any organization operating under the sanction of FGC;
- (b) Admission into any organization operating under the sanction of FGC;
- (c) Affiliation with any organization operating under the sanction of FGC; or
- (d) The perpetuation or furtherance of a tradition or ritual of any organization operating under the sanction of FGC.

The term "hazing" also includes, but is not limited to, pressuring or coercing another into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of another; or any activity that

would subject another to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of another. Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of another for any purpose is strictly prohibited and will result in disciplinary action. Please visit FGC's Policy 6Hx12:9-04 for more information.

Interference with College Guests

FGC may initiate disciplinary actions for any interference with the freedom of movement of any member or guest of the college's community.

Lock Outs

At times residents may forget their key fobs and are "locked out" of the building/their room as a result. In this case, the residence life staff may be contacted to let them back into the room/building. The first two "lock-out" services will be at no charge. Beyond the second "lock-out", an administrative fee will be applied to the student's account. If a resident is unable to reach a Residence Life staff member for a lock-out, Campus Security may allow the resident in the building with proper identification (student ID card), but they will still need to contact an RA or the Coordinator to be let into their room. Additionally, residents must report lost or stolen key fobs immediately to an RA or the Coordinator of Campus Life.

Invasion of Privacy

An invasion of privacy is defined as the making, using, disclosing, or distributing a recording or other image of another person in a location or situation in which that person has a reasonable expectation of privacy and is unaware or does not consent to it, and any other conduct that constitutes an invasion of the privacy of another person under applicable laws and regulations. Such conduct includes, without limitation, taking unauthorized photographs; recording personal conversations or sexual encounters; and acts of voyeurism, peeping, spying, or similar conduct that otherwise invades the privacy of another where a reasonable

expectation of privacy exists. Students are required to respect the reasonable privacy of other individuals (residents or not); thus, audio or video recording without the knowledge and consent of all present parties is prohibited both by the Residence Life Code of Conduct and current Florida state law. If a resident is aware of an invasion of privacy and purposefully chooses to not report it, that is also considered a violation.

Medical Marijuana

Despite the provisions of Article X, Section 29 of the Florida Constitution, as well as applicable Florida Statutes and implementing F.A.C. Rules, marijuana remains a controlled substance under federal law and is currently prohibited on FGC campus. Thus, any member of the FGC community who meets the definition of “qualified patient” under §381.986(1), Florida Statutes, shall continue to abide by federal law as it relates to marijuana, as well as all applicable college policies and procedures. Sanctioning a student for conduct prohibited by this section is not conditioned upon the student being cited or convicted in a court of law.

Misuse of Emergency Equipment

Emergency exit windows, on campus fire exits, fire hoses, extinguishers, and alarm equipment are to be used only in emergencies. The tampering with or misuse of these emergency devices, as well as blocking fire exits or impeding traffic in any way, is prohibited.

Misuse of Key Fobs

Residents may not lend their key fob to anyone. They are also prohibited from attempting to use their key fob on doors outside of their individual range of access, as well as duplicating or tampering with any key fobs. If a student loses their key fob they are issued a new one at no charge; however, for the second (or more) time they lose their key fob, they will be fined each time. Payment must be received before a student will be given the replacement key fob.

Misuse of Technology

Use of technology on campus and access to FGC wi-fi is a privilege, not a right, and it is the responsibility of each user to utilize these services appropriately. The following activities are prohibited:

- Violation of federal or state laws; college rules and policies; and all applicable contracts and licenses including, but not limited to, laws of libel, privacy, copyright, and trademark.
- Using college IT (Information Technology) resources to acquire, reproduce, distribute or share intellectual property protected under state and federal laws (copyright).
- Using college IT resources for the acquisition, storing, posting, or displaying of obscene or pornographic or graphically violent materials or content.
- Using college IT resources for access to, use, posting, or display of unauthorized websites or materials.
- Transmitting unsolicited materials such as repetitive mass e-mailings, chain messages or advertising for private or personal business purposes.
- Attempts to circumvent or interfere with established network security devices including Firewalls, log-ons and/or passwords, or the resetting or reprogramming of secure equipment including servers, mainframes, gateways, switches, routers and other devices or security codes.
- Attempts to modify system equipment and/or software.
- Placing any device or peripheral on the college's network system without the express knowledge and consent of the Technology department.
- Unauthorized access, alteration, or destruction of another user's data, programs or e-mail; forged or fraudulent e-mail.
- The installation of unauthorized or unlicensed software.
- Attempts to obtain unauthorized access to either local or remote computer systems or networks.

- Use of college IT resources to harass or threaten persons or organizations on or off campus.

The college reserves the right to investigate possible inappropriate or unacceptable use, as well as to terminate the contract and the user's privileges with or without cause immediately upon actual or written notice to the user.

Prohibited Items

The following items are prohibited in Granger Hall, but please note that this list is not all inclusive. If you have any questions, please contact the Coordinator of Campus Life for clarification.

- All firearms (including, but not limited to, handguns, rifles, pellet guns, BB guns, paintball guns, etc.)
- All weapons (including, but not limited to, swords, bow & arrow, slingshots, martial arts weapons, hunting knives, etc.)
- Power tools, handheld saws, hammers, nail guns, or other heavy-duty equipment
- Fireworks, any other type of explosives or flammable liquids
- Combustible materials, including combustion engines (outboard motors, pocket bikes, scooters, etc.)
- Coffee makers without an automatic shut-off
- Halogen lamps / tulip lighting / lava lamps
- Space heaters or portable A/C units
- Extension cords
- Large, personal home furnishings (such as beds, dressers, desks, etc.)
- Amplified sound instruments
- Wall paint/spray paint

- Large nails/screws, double-sided sticky tape (or any item that could/would damage walls)
- Satellite dishes

Public Laws

Any act by a resident which constitutes a charge of a violation of public law, occurring either on or off campus, may establish cause of legal and/or disciplinary action by FGC; however, if a resident is later found to be not guilty of all related charges in a court of law, the college may reconsider any disciplinary sanctions imposed at the request of the student.

Quiet Hours

Quiet hours are times when noise from speakers, televisions, computers, conversations, and any other loud actions must not be clearly audible in rooms from other areas. Granger Hall's quiet hours are from 10PM to 7AM from Sunday to Thursday, and from 12AM to 8AM on Fridays and Saturdays. Courtesy hours are all other times. During courtesy hours, residents are prohibited from engaging in any disruptive activity that could potentially interfere with anyone else's ability to sleep, read, or study, but they are not bound by the lesser noise level required during quiet hours. Residents must understand and abide by quiet and courtesy hours. The use of equipment—such as speakers, radios, amplifiers, video game equipment, car engines, sub-woofer speakers or musical instruments including car sound systems—in a manner that violates a standard of quiet that is not conducive to study or sleep is not permitted. Also, sound equipment or speakers may not be placed facing out of an open window.

Retaliation

No resident may retaliate against a person or group who makes a report or complaint, cooperates with an investigation, or otherwise assists college officials in the enforcement of the Residence Life Code of Conduct or any other FGC procedure. Retaliation includes intimidation, threats, harassment, and other adverse actions.

Room Décor

Decorations are encouraged if they do not create health and safety concerns, fire hazards, or damage to the room. Painting a room is prohibited, as is using anything other than FGC approved items to adhere anything to walls (such as the brand name Command Strips). Stick on wall decals are not allowed whatsoever. Residents are prohibited from hanging and posting anything within or by their room (or on their room door) that might be offensive or otherwise a Code of Conduct violation. If two students share a room, they must agree on acceptable decor before displaying it in their shared space. Disagreements between roommates about décor (or any other subject) are encouraged to be discussed with the RA on that wing. In addition, use or possession of items deemed unsafe, including, but not limited to, dart boards with metal-tip arrows, exercise equipment that hinges on the door frame, equipment that poses a fire hazard, etc. is not permitted within Granger Hall.

Sexual Exploitation and Misconduct

Sexual exploitation occurs when a person takes advantage of the sexuality of another person without consent or in a manner that goes beyond the boundaries of consensual sexual activity without the knowledge of the other individual for any purpose, including sexual gratification, financial gain, personal benefit, or any other non-legitimate purpose.

Conduct that constitutes, or allegations that if proven, are considered Sexual Misconduct are included but not limited to: sexual harassment, sexual assault, dating violence, domestic violence, or stalking. Any allegations of any sexual exploitation or misconduct shall be processed in accordance with FGC policy and applicable Florida state law.

Smoking, Tobacco Products, Alcohol, and Illegal Drug Use

Smoking, vaping, and all other uses of tobacco are not allowed inside any FGC buildings, including Granger Hall. Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (i.e., clove, bidis, kreteks), electronic cigarettes/vaping devices, cigars and cigarillos, hookah smoked

products, pipes, oral tobacco (i.e., spit and spitless, smokeless, chew, snuff) and nasal tobacco (i.e. snus). It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine. Smoking cigarettes is permitted outside, only in designated areas on campus, at least 25 feet from all campus buildings.

FGC is an alcohol-free campus. Possession or consumption of alcohol is prohibited in Granger Hall regardless of a student's age. Students under the age of 21 who are under the influence of alcohol, may be punished under the law.

It is the policy of the District Board of Trustees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on the campus is prohibited. (Policy 6Hx12:10-09). FGC complies fully with all federal, state, and municipal regulations regarding the sale, possession, and consumption of alcoholic beverages and illegal drugs. Students may not possess or consume illegal drugs on campus and may face expulsion and be punished under the law. Residents who are under the influence of illegal drugs and/or alcohol while on campus may be subject to fines, disciplinary action, and/or termination of their housing contract, regardless of where the substances were consumed or obtained. The same rule applies for synthetic drugs, or substances that mimic illegal drugs.

Theft

Theft, or the unauthorized use or possession of college property, services, resources, or the property of others is a serious offense — one that will be investigated and may be punished to the full extent of college policy and federal, state, and local laws and ordinances.

Threats

Threats or any form of threatening behavior is defined as any statement, communication, conduct, or gesture, including those in written form, directed toward any member of the FGC community that causes a reasonable apprehension of harm to a person or property. A student can be responsible even if the person who is the object of the threat does not observe or receive it, so long

as a reasonable person would interpret the maker's statement, communication, conduct, or gestures as a serious expression of intent to physically harm.

Trash

Residents must properly dispose of all trash, including all recyclables, in FGC provided garbage/recycling bins. Residents found to be improperly disposing of trash may be charged for its cleanup and removal. Excessive trash kept within a room may lead to removal via campus cleaning services, and fees will be assessed at the student's expense. At least three large trash cans are provided on each wing for resident use, and there are dumpsters provided throughout campus for excess trash. Students are required to take any excess trash to these dumpsters themselves if there is excess like during move in or move out days. Personal trash must be disposed of in the appropriate trash receptacles and may not be left in community areas (i.e. hallways, bathrooms, lounges, outside). Residents will not remove trash via their windows or leave litter outside on any campus grounds. Flushing items such as disposable wipes, t-shirts, towels, and feminine products down the toilets are prohibited.

Unauthorized Use of College Facilities

The unauthorized use of, or entry into, any FGC facilities (i.e., classrooms, labs, athletic fields, etc.), whether by force or not, is prohibited. Residents are prohibited from tampering with any electrical or other mechanical process on FGC campus.

Use of Vehicles

Residents with vehicles are required to park in Lot 11 only for prolonged periods of time. Only one (1) vehicle per resident is permitted to be utilized on campus. All vehicles are to be maintained and kept in operating condition. Inoperable vehicles will be towed from college property at the owner's expense. You are not permitted to perform any type of maintenance on your vehicle on college property. FGC is not liable for any damage or theft to a vehicle parked on college property. Students are expected and required to adhere to the speed limits (as

well as all other county/state vehicle and parking related laws) on and around FGC campus.

Violation of Probationary Status

A student, who is alleged to have violated either the Student or Resident Life Codes of Conduct, while being subject to disciplinary or final disciplinary probation, may be charged with the separate offense of violating disciplinary probation.

Residential Violations

The College reserves the right to impose sanctions for violations of the Housing Agreement, Residence Hall policies, and other applicable College policies and procedures. The violations and sanctions listed below are intended to serve as guidelines for students and Residence Life staff regarding conduct that may result in disciplinary action.

This list is not intended to be all-inclusive. The College may address behaviors not specifically listed and may impose sanctions based on the nature, severity, frequency, or circumstances of a violation. Additional violations and corresponding sanctions may be determined at the discretion of the Director of Student Life and/or the Executive Director of Financial Aid and Student Engagement.

Violations of Residence Hall policies may also constitute violations of the College's Student Code of Conduct. Depending on the nature, severity, and circumstances of the incident, a student may be subject to both Residence Life sanctions and disciplinary action through the College's student conduct process.

Nothing in this section limits the College's authority to take immediate action when necessary to protect the health, safety, welfare, or rights of members of the campus community.

Tier 1 – Minor Community Violations

Examples

- Quiet hours/noise violations
- Minor visitor policy violations
- Improper trash disposal
- Unauthorized decorations
- Minor cleanliness concerns
- First-time prohibited appliance violations
- Courtesy hour violations

Sanctions may include:

Verbal warning, written violation, probation or other sanctions as appropriate

Tier 2 – Safety or Repeated Conduct Violations

These affect community safety or demonstrate repeated misconduct.

Examples

- Alcohol possession
- Intoxication/disruptive behavior
- Smoking/vaping in residence halls
- Repeated visitor violations
- Tampering with safety equipment
- Possession of prohibited items
- Repeated noise complaints
- Failure to comply with staff directives

Sanctions may include:

Educational program, housing probation, suspension, or other sanctions as appropriate

Additional Sanctions

- Alcohol/drug education course
- Reflection paper
- Community service hours
- Behavioral contract

Tier 3 – Major Safety or Behavioral Violations

These involve serious risk, property damage, or repeated misconduct.

Examples

- Illegal drugs/drug paraphernalia
- Assault/fighting
- Overnight Visitors
- Significant vandalism
- Theft
- Fire safety violations
- Threats/intimidation/bullying/cyberbullying
- Harassment
- Repeated alcohol/drug incidents
- Hosting unauthorized parties

Sanctions may include:

Housing probation, restitution, suspension, contract termination, or other sanctions as appropriate

Tier 4 – Critical Safety Violation

These violations present a significant threat to the safety, security, or well-being of the residential community.

Examples

- Possession of a weapon
- Arrest for a felony or violent crime
- Distribution or sale of illegal drugs
- Repeated conduct violations demonstrating disregard for community standards
- Conduct that poses a significant threat to the safety of others

Sanctions may include:

Immediate interim suspension from housing, contract termination, permanent removal from housing, referral to College disciplinary process, referral to law enforcement, or other sanctions as appropriate.