

# Welcome to University Housing

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

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

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

## Statement of Purpose

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

## Introduction

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

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

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# University Mission

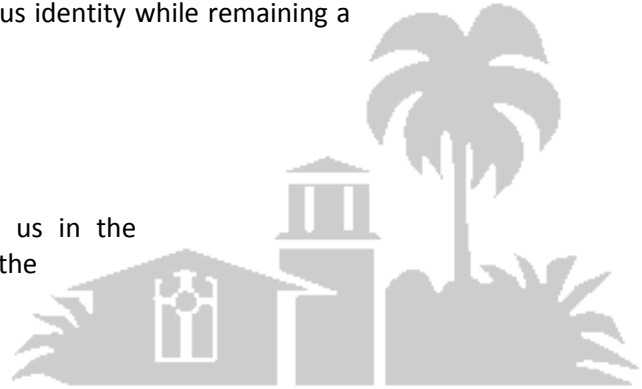
Barry University is a Catholic institution of higher education founded in 1940 by the Adrian Dominican Sisters. Grounded in the liberal arts tradition, Barry University is a scholarly community committed to the highest academic standards in undergraduate, graduate and professional education.

In the Catholic intellectual tradition, integration of study, reflection and action inform the intellectual life. Faithful to this tradition, a Barry education and university experience foster individual and communal transformation where learning leads to knowledge and truth, reflection leads to informed action, and a commitment to social justice leads to collaborative service.

Barry University provides opportunities for affirming our Catholic identity, Dominican heritage, and collegiate traditions. Catholic beliefs and values are enriched by ecumenical and interfaith dialog. Through worship and ritual, we celebrate our religious identity while remaining a University community where all are welcome.

## CORE COMMITMENTS

Catholic intellectual and religious traditions guide us in the fulfillment of our mission. The mission and values of the Adrian Dominican Sisters serve as the inspiration for our core commitments.



### ***Knowledge and Truth***

Barry promotes and supports the intellectual life, emphasizing life-long learning, growth and development. The University pursues scholarly and critical analysis of fundamental questions of the human experience. In the pursuit of truth, the University advances development of solutions that promote the common good and a more humane and just society.

### ***Inclusive Community***

Barry is a global, inclusive community characterized by interdependence, dignity and equality, compassion and respect for self and others. Embracing a global world view, the University nurtures and values cultural, social and intellectual diversity, and welcomes faculty, staff, and students of all faith traditions.

### ***Social Justice***

Barry expects all members of our community to accept social responsibility to foster peace and nonviolence, to strive for equality, to recognize the sacredness of Earth, and to engage in meaningful efforts toward social change. The University promotes social justice through teaching, research and service.

### ***Collaborative Service***

Barry is committed to serving local and global communities through collaborative and mutually productive partnerships. The University accepts responsibility to engage with communities to pursue systemic, self-sustaining solutions to human, social, economic and environmental problems.

# University Student Code of Conduct

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Barry University students are responsible for the contents of the University Catalog and Student Handbook, which is available online at [www.barry.edu/handbook](http://www.barry.edu/handbook).

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the university.
2. Theft of and/or damage to property of the university, of a member of the university community or of a visitor to the university.
3. Unauthorized entry to, or use of, university facilities, which are locked, closed to student activities or otherwise restricted as to use.
4. Tampering with fire equipment, exit lights, fire alarms, or any other Safety equipment or structures.
5. Disorderly, lewd, indecent, or obscene conduct or expression on university owned property or at university sponsored or supervised activities.
6. Abusive behavior - Any action or situation which produces mental or physical discomfort for any member of the university community, or which places the individual or group in danger of physical or mental injury. This behavior includes but is not limited to:
  - a. Sexual Harassment - inappropriate or unwelcome sexual attention to coerced sexual relations or sexual assault (also see policy on sexual offenses).
  - b. Verbal Harassment - statements incorporating abusive, obscene or threatening language.
  - c. Physical Harassment - use of, or threatened use of, physical force or violence.
  - d. Stalking - willfully, maliciously, and repeatedly following or harassing another person.
  - e. Any harassment on the basis of race, ethnicity, gender, disability, religion, or sexual orientation.
7. Violating the visitation policy as outlined under "Residence Life Policies and Procedures."
8. Incurring financial obligations on behalf of a person, organization, or the university without consent or authority.
9. Disregarding the legitimate request of a university official (including RAs and Public Safety officers), to include failure to follow directions or obstructing assigned responsibilities of appropriate officials.
10. Forging, altering, possessing, duplicating, or using documents, keys, records, or identifications without consent or authorization.
11. Failing to comply with a judicial sanction, to include violation of specific probationary statutes.
12. Purporting to or representing another person, an organization, or the university improperly without consent or authority.
13. Lying or perjurying self to university official to include the judicial board/administrator.
14. Being present during the commitment, or have knowledge of, a violation of the university student conduct code constitutes permission or condoning of the act."
15. Violating terms of the housing agreement.
16. Failing to take an active role in assuring proper behavior of one's guests, not limited to university housings.
17. Refusing to properly evacuate a university facility or moving from specified university grounds during a fire alarm or emergency situation.
18. Possessing, consuming, dispensing, or being under the influence of alcoholic beverages and/or other drugs in violation of the State of Florida Law or university policy.
19. Violating the university smoking tobacco use policy in specified facilities.
20. Soliciting/selling for personal or organizational profit without proper consent of university officials.
21. Violating motor vehicle policies of the university.

22. Disruption of the normal activities of the institution, including physical violence or abuse of any person or conduct which threatens or endangers the health or safety of persons, the deliberate interference with academic freedom and freedom of speech, and forcible interference with the freedom of movement of any member or guest of the university.
23. Possession of weapons, which include firearms (or replicas), bb guns, sling shot devices, grenades, knives, explosives, flammable materials or any other instrument which may be used to cause injury to body or damage to property.
24. Violations of university's policies or regulations governing student behavior and life of the campus and failure to inform personal guest of said policies and/or regulations.
25. Any violation of federal, state or local law if such directly affect the university's pursuit of its proper education purposes.
26. Misuse of controlled and/or harmful drugs including alcohol.
27. Failure to comply with directions of university officials acting in the performance of their duties.  
This shall include failure to give identity or to show university identification card.
28. Violation of university computer policies.
29. Violation of other published university policies, rules or regulations.

# Standards for Community Living

Barry University is a community of people from diverse cultural, racial, economic, and ethnic backgrounds. Given this diversity, resident students have an opportunity to learn about individuality and life choices and how they impact other people. Residents can best learn from one another in an atmosphere of positive encouragement and mutual respect.

Bigotry and hatred will be given no home within our university housing community. Verbal or written abuse, threats, intimidation, and violence, are not acceptable behaviors and there is zero tolerance for such behavior. Excuses, including alcohol or substance abuse as an excuse, reason or rationale for such behavior, will not be accepted.

We strive to create and maintain a community that is free of harassment, intimidation and/or humiliation of our residents and staff. It is our belief that actions demonstrate a commitment to respecting the differences among individuals. On-campus living provides students with opportunities for developing skills and abilities as productive citizens of the future.

## HOUSING AND RESIDENCE LIFE OFFICE AND SERVICES

### Housing and Residence Life Main Office

**R. Kirk Landon Student Union, Room 305**

Telephone: (305) 899-3875

Facsimile: (305) 899-3896

Services: Issuing university housing contracts, space assignment, general rate information, break housing information, student account information, general university housing information, summer conference housing information, day-to-day business service operations, and key issues. The offices of all professional staff are located in this suite.

## Important Telephone Numbers

### Kolasa Desk

Telephone: (305) 981-1200

### Benincasa Desk

Telephone: (305) 981-5100

### Dalton & Dunspaugh Desk

Telephone: (305) 981-8100

### Weber Desk

Telephone: (305) 981-8200

### Resident Assistant on Call

Benincasa 786-236-7825

Browne 786-236-7810

Dalton-Dunspaugh 786-236-7821

Flood 786-236-7822

Holly House Apt. 786-472-0716

Kolasa 786-236-7824

Mottram-Doss 786-236-7823

Sage 786-236-7811

Weber 786-236-7812

**Public Safety 305-899-3333**

**Miami Shore Police 305-759-2468**

**Ambulance/Fire Rescue 911**

# Meet the Staff

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## **Director**

Matthew Cameron worked in the Department of Housing and Residential Life at Florida Atlantic University before returning to his alma mater, Barry University. Matthew completed both his undergraduate degrees and graduate degree here at Barry. Matthew holds a B.S. in Criminology and M.S. in Higher Education Administration. Matthew has over 11 years of residence hall experience and is responsible for providing the overall leadership and direction for the Department of Housing and Residence Life.

## **Associate Director**

Patrick Devine completed both his undergraduate degrees and graduate degree here at Barry. Patrick holds a B.S. in Political Science, B.A. in History and an M.S. in Higher Education Administration. Patrick also served in various capacities within the Division of Student Affairs. Currently, Patrick's chief responsible encompasses supervision of the assignment/billing process and the supervision of the Main Office Staff.

## **Assistant Director**

Damion Martells served 6 years in the field of Higher Education before joining our team. Damion completed his undergraduate degree in Management Information Systems at Eastern Connecticut State University. Damion also holds a master's degree in Education Administration from St. Thomas University. Damion is responsible for co-advising the Resident Hall Association, professional staff training, and resident assistant training, recruitment, evaluation, and selection.

## **Residence Coordinators**

Residence Coordinators ("RC") are full time professionals, generally with an advanced degree in Student Affairs or related fields. They have special skills in supervision, meeting student needs, and managing a residential area. They are trained in many areas, including counseling, programming, administration, and crisis intervention. While serving as a resource for all residents, RCs directly supervise the RA staff in their area. They are responsible for the day-to-day operations of their respective residential communities, including assisting students in the development of programs, responding to student conduct concerns and participating in the duty schedule of staff coverage.

## **Administrative Assistant**

This person is responsible for the day to day operation of the Housing and Residence Life Office. This person is directly response for management of the maintenance repair request/work orders system in conjunction with Facilities Management. Additionally, they oversees and supervises the Office Assistants. The Administrative Assistant is the departmental point of contact for the Barry Cares initiative.

## **Graduate Assistant**

This person provides support to the department by fulfilling responsibilities which include administrative duties in the office, room key inventory, billing and assignments, co-advise RHA, and programming.

# Residence Halls

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## ***Benincasa Hall***

Named for St. Catherine of Siena, Benincasa is located on NE 115th Street behind the health and Sports Center. Benincasa is a mirror image of Kolasa. It houses male and female upperclass students, and consists of both double and single rooms with private bathrooms.

## ***Browne Hall***

Browne Hall was named after Sister M. Dorothy Browne, Barry's third president. It houses male and female first year students in double air-conditioned suites; a bathroom is shared between two rooms, totaling four residents per restroom.

## ***Dalton-Dunspaugh House***

Originally known respectively as Regina Caeli and Regina Mundi, Dalton-Dunspaugh House was built through the Dunspaugh Foundation. It serves as a co-ed residence hall, male and female wings separated by a central lobby. Dalton is composed of suites, which share a bathroom between double rooms. Dunspaugh has a large community bathroom on each floor. Dalton-Dunspaugh is exclusively for first year students.

## ***Flood Hall***

Flood Hall was named after Sister Trinita Flood, the fourth president of Barry. It houses male and female upper class students in double air-conditioned suites; a bathroom is shared between double rooms, totaling four residents per restroom.

## ***John and Neta Kolasa Hall***

Located on NE 115th Street behind the Health and Sports Center, Kolasa is comprised of double and single rooms with private bathrooms in each. It houses male and female upper-class students, and features three lounge areas within the building.

## ***Renée Mottram-Doss Hall***

Mottram-Doss residence hall is named after Renee Mottram Doss, one of Barry's benefactors. It contains 12 five-bedroom / two-bath suites and 4 three-bedroom / one-bath suites. Students in this space share restrooms, as well as common living space. MD houses upper class students.

## ***Sage Hall***

Sage Hall was named after Robert F. Sage, one of Barry's benefactors. Sage houses male and female first year students in double rooms. A bathroom is shared between double rooms, totaling four residents per restroom.

## ***Weber Hall***

Weber Hall was named for former Barry President Mother Genevieve Weber. It houses female, first-year students. It contains single, double, triple, and quad air-conditioned rooms, with shared and community bathrooms.

## ***Holly House Apartments***

Located approximately two blocks north of the main campus, these are traditional apartment-style units, consisting of efficiencies, 1-bedroom, and 2-bedroom units. Amenities include full kitchens, gated access, and on-site pool and laundry facility. It houses male and female upper-class students.



***Saint Catherine Apartments***

Located across the street from the university, these are traditional apartment-style one-bedroom apartments. Amenities include full kitchens, gated access, and reserved parking. It houses male and female upper-class students.

***University Villa Apartments***

Located across the street from the main campus, these are traditional apartment-style one-bedroom and efficiency apartments. Amenities include full kitchens and an on-site pool and laundry. It houses female upper-class students. This space provides for a quieter living environment and the opportunity to live in a complex with our Adrian Dominican Sisters.

***Themed Housing***

Housing and Residence Life currently offers themed housing for student groups and organizations in five houses located in the surrounding area. These locations are available for upper-class returning students who are active members of student groups and organizations that have been pre-approved for themed housing. Residents who reside in these houses hold leadership positions on campus and are expected to uphold the values and mission of Barry University.

# Frequently Violated Policies

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Below are some of the Housing and Residence Life policies which are most often violated throughout the year. These are only a short summarization of each policy as each is elaborated on in detail throughout this manual.

## ***Abandoned Property***

Any property that is left in a resident's room after check out will be discarded. There may be a charge to the resident's student account.

## ***Alcohol***

Students who are under the age of 21 are not permitted to have any type of alcoholic beverages to consume and or have in their rooms. Students who are of age to consume alcohol may only have an amount for personal consumption. This would be equal to a six-pack of beer, a pint of hard liquor, or bottle of wine. This must be consumed within the resident's room. Failure to comply with the rules and regulations of alcohol consumption will result in disciplinary action.

## ***Candles, Incense, Open Flames, and other Items***

All of the above items are not allowed on university housing premises. If these items are found, they will be confiscated and/or discarded, and fines may be applied.

## ***Damages***

Any type of damage that occurs in the common areas of a university housing facility will be charged to all residents of that building/floor equally. Also, damages done to common areas of an apartment/suite will be charged to each roommate/suitemate equally.

## ***Guest Policy***

Residents may not permit any additional individuals regardless of gender to live in their spaces and all guest visits must be approved by all roommate/suitemates. Guests that enter interior halls must be signed in at the front desk and provide proper identification.

## ***Keys***

If a resident loses their room keys, the charge will be \$50.00 for each key. A separate charge to re-key roommates and suitemates doors will apply. \$65.00 for a mail box key. Immediately go to the Housing and Residence Life office if a key is lost. All charges will be applied to the residents account.

## ***Personalizing Rooms***

Residents are allowed to have items on their walls in a room/suite/apt. Any modifications that either damages or changes the room from when checked in are not permitted. Examples include, but are not limited to painting, nails, hanging items from sprinklers, covering fire alarms, etc.

## ***Pets***

Other than having fish in a maximum 10 gallon tank, no pets are allowed in university housing. If pets other than fish are found in a residents space charges may be applied, and pets will be confiscated and turned over to the human society.

## ***Quiet Hours***

Quiet Hours are Sunday-Thursday 10pm to 10am and on Friday-Saturday 1am to 10am. During these times, there should be no noise as to respect other's tranquility. Courtesy hours apply 24 hours a day.

### ***Smoking***

Residents who choose to smoke may do so outside and 20 feet away from any University Housing facility. There is no smoking in the university housing areas.

## **Tips for Successful Community Living**

The opportunity to enter into a university housing Contract is a privilege, not a right. If there is evidence that a resident has abused this privilege through a violation of Barry University Policies, the Department of Housing and Residence Life guidelines and regulations or terms of an executed agreement for residency, Barry University reserves the right to take disciplinary action as set forth here-in which may include, among other sanctions, a change of housing assignment, cancellation of the University Housing Contract and refusal to enter into further University Housing Contract. Prior to imposing such sanctions, the resident will be given notice and opportunity for a hearing with a member of the Housing and Residence Life Staff. Appeals from Housing and Residential Life disciplinary decisions are made to the next highest judicial level or designee.

Mutual consideration and respect are the building blocks for a successful community. Your housing community is made up of you and all those who live in your residence hall area, from your roommate to your neighbors down the hall. Your community has the potential of offering support for academic excellence, a sense of belonging, self-reliance, and self-understanding. However, the direction your community takes depends largely upon your involvement in it.

To be a responsible member of the university community, residents must participate in departmental activities, appropriately express themselves individually or through student groups, participate in judicial proceedings to determine appropriate standards of behavior, and contribute positively to the community by participating in educational and developmental activities. Your interactions with other residents and their interaction with you will determine how your community will evolve.

### ***Communication***

The easiest way to solve a problem is to talk about it. Your roommate may not realize that something is bothering you, and silence will only make things worse. Consideration and communication will smooth out problems, large and small, before they become stumbling blocks in your relationship.

### ***Borrowing***

Some people love to loan things to others. Some don't mind if a roommate borrows from them. Some believe in never lending or borrowing. Find out where your roommate stands on this issue and state how you feel about your belongings. Make definite rules such as: "Hair dryer and radio may be borrowed. My car and clothes are off limits."

### ***Cleaning***

Cleanliness and neatness are paramount in making university-housing life a comfortable living environment for all residents. Make definite commitments on cleaning responsibilities and stick to them. If someone forgets an appointment with the vacuum cleaner or toilet, a gentle reminder often helps more than complaints or threats. Resident Assistants do perform monthly health and safety inspections.

### ***Visitation***

Consider one another's dispositions and feelings, and arrange guests around each other's study times. Communicate with your roommate/suitemates/apartment mate regarding all guests. DO NOT ASSUME!

## ***Independence***

Get to know your roommate(s) and/or suitemates. Learn what interests you share and build on them, but remember, respect one another's individuality and privacy. Do not depend on your roommate(s) to supply every emotional and social need. Make other friends and get involved in campus activities.

## ***Sleeping & Studying***

During the first week of school, decide what your study and sleep schedule will be. If your hours coincide, determine who sets and turns off the alarm. Determine if either of you requires total darkness and quiet to sleep. Also, decide if you are able to study with a radio or TV on or if they should be turned off.

## ***Shared Costs***

During the first week of school decide if and how you will share costs on anything, from cleaning supplies to snacks.

## ***Roommates***

Living successfully with a roommate(s) requires communication, thoughtfulness, flexibility, and consideration towards each other. It requires willingness to communicate in an honest and tactful manner. The following are some issues that roommates should keep in mind and discuss:

## **ROOMMATE "BILL OF RIGHTS"**

*Enjoyment of life in the university housing will depend, to a large extent, on the thoughtfulness and consideration that roommates have towards one another. Basic rights of a roommate include:*

- *The right to sleep without undue disturbance.*
- *The right to read and study free from undue interference.*
- *The right to expect that a roommate will respect one's personal belongings.*
- *The right to live in a clean environment.*
- *The right to free access to one's room and facilities without pressure from a roommate(s).*
- *The right to privacy.*
- *The right to set ground rules with one's roommate(s) for the entertaining of guests within the guidelines set by the university visitation policy.*
- *The right to amend grievances. Residence Life staff members are available for assistance in conflict resolution.*
- *The right to be free from fear of intimidation, physical and/or emotional harm.*
- *The right to respect from roommate(s) and guest of roommate(s).*

# Residence Hall Policies

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## POLICIES FOR COMMUNITY LIVING

### *Cable TV, Community Television Sets, and Telephones*

Residents may bring their personal TVs to campus. Access to the local cable TV is provided in each room. This service provides basic cable TV channels. Running cable wiring from the cable outlet to other outlets is prohibited. Outside antennas, cable splicing, satellite dishes or adding additional televisions to the central service are not permitted. Any alteration or tampering with cable equipment or connections is prohibited and will result in disciplinary action. Residents experiencing trouble with cable service should complete a Work Order Request at the Housing Office. Telephone lines are activated in all buildings. Students experiencing telephone problems should contact the housing main office to put in a work order.

### *Cooking, Cooking appliances, Cooking spaces, and Reservations*

- Indoor cooking is possible in the residence halls outfitted with kitchens. Kitchens within the St. Catherine University Apartment Community, St. Martin House, St. John House, St. Aquinas House, The University Villas, St. Magdalene, and St. Dominic House and Holly House Apartments are intended for primary cooking. Students living in all facilities but Holly House Apartments are required to have a meal plan.
- Improper use of any kitchen facility will result in a Health and Safety Violation and disciplinary action.
- Only low wattage appliances which do not produce grease, smoke-laden vapors or that have no open elements are permitted in university housing.
- Microwaves and refrigerators are permitted in all other housing areas, as long as it does not exceed six (6) cubic feet. Microwaves can also be brought by residents as long as they do not exceed 500 watts in power.
- Items **permitted include**; hot air popcorn popper, small electric grill (i.e. George Foreman grill), toaster oven, small convection oven, food processor, crock pot, blender, electric mixer and coffee maker.

Items not mentioned as permitted **are prohibited**. Housing and Residence Life staff will request that the resident remove any unauthorized appliance or may remove the appliance until the resident finds arrangements for the items outside of University Housing, (Removal of Unapproved Items).

- Items **not permitted include**; toasters, deep fryers, hot plates, appliances with open heating elements. (**Toasters are permitted in the university housing units with kitchens as these are intended as primary cooking facilities**).
- To avoid setting off your local smoke detector, follow these basic steps for cooking: turn on exhaust fan, turn on the air handler, and clean your oven regularly. Should a local alarm sound, contact the RA on duty or Housing staff for assistance. The Residence Life staff member will respond when necessary. Should a pattern form in a specific apartment/housing unit indicating misuse of local alarms, disciplinary action will be taken.
- Residents are responsible for proper use of cooking appliances.
- In the Houses/Apartment Community, residents are permitted to use personal charcoal barbeque grills at a safe distance (at least 20 feet or more) from buildings and entrances. These grills must be stored inside of the apartment. **Grills are not permitted at all in the Residence Halls or on the grounds of the Residence Hall area.** The use of grills is **not permitted** under any covered walkways, landings, balconies or stairwells. Grills are not permitted at Holly House Apartments.

- Possession of propane grills, hibachis and gas grills in student living areas are prohibited.
- Vending machines are located throughout campus. Vandalism will result in disciplinary action.

### ***Damages/Community Damages***

Appropriate oversight of community areas is the responsibility of all residents. Students will be notified indicating when Community Damage Charges will be assessed. Damages which occur in a unit will be charged to the student(s) assigned to the unit at a rate which includes actual replacement and labor costs. Public area damages will be charged to those identified as responsible. Any damages occurring in community areas are assumed, unless otherwise indicated, to be caused by residents and/or their guests. Public area damages not charged to a specific individual may be charged to all residents of a floor, building or unit and are referred to as Community Damages. Community Damage Charges will be divided equally among all community residents. It is at the discretion of the University Housing Staff when repair or replacement of damaged items will take place.

### ***Deliveries***

A resident requesting any type of delivery, including food, is responsible for meeting the delivery person at the entrance of his/her residence hall at the time of delivery. Desk Assistants/Public Safety personnel will not accept deliveries of any type on behalf of any student.

### ***Dining Hall***

Barry University resident-student meal plans are designed with the needs and diversity of the resident student population in mind. Each semester, upon checking into the residence halls, resident students must choose a meal plan from several options. Please refer to Dining Services for detailed descriptions of the meal plans available to resident students.

You cannot change your meal plan once you have submitted your choice at the beginning of each semester. Meal plan weeks begin with breakfast on Fridays and end after dinner on Thursdays. Unused meals do not carry over from week to week. Unused “dining dollars” do not carry over from semester to semester.

- **Identification**  
Students are required to present their valid university I.D. card when entering the Dining Hall. Meal plans and I.D. cards are for the personal use of each student only. No one else may use your I.D. card to enter the Dining Hall to eat. Students who attempt to enter the Dining Hall without I.D., or who are found attempting to use another student’s I.D. may face disciplinary action.
- **Courtesy**  
Students are expected to be courteous to fellow patrons and Dining Services personnel at all times.
- **Self-Busing**  
All Dining Hall patrons – students, guests, faculty and staff – are required to clear their table and deposit trays, plates, cups and utensils in the proper location before leaving the Dining Hall.
- **Boxed Meals**  
In certain situations, meals may be prepared in advance and packed “to go” for students whose individual schedules conflict with scheduled meal times. Students must meet criteria as stipulated by Dining Services policy in order to be eligible for this service. Students may see the Manager of Dining Services in order to discuss requests for boxed meals.

### ***Disruptive Conduct***

University Housing staff may determine whether or not a gathering exceeds safe occupancy and may require some or all guests or non-residents to vacate a University Housing area including student rooms, lounges and lobbies. Students may not engage in any actions that impair, interfere with or obstruct the orderly conduct, processes and functions of University Housing or which violate the rules or policies set forth in this Guidebook. A student whose conduct violates both Department of Housing and Residence Life rules or policies and University disciplinary rules will be subject to disciplinary action by both the Department of Housing and Residence Life and the Dean of Students.

### ***False Identification/Information***

Providing false information, withholding information or providing misleading information to a University official or disciplinary hearing officer or review body is prohibited. Acting on behalf of another person, group or the University without authorization or prior consent of that individual or group is prohibited.

### ***Guest Policy***

Barry University has open visitation; students may have guests twenty-four hours a day, however residents may only allow the use of their assigned spaces consistent with the following:

- Residents may not permit any additional individuals regardless of gender to live in their spaces (cohabitation prohibited).
- All guest visits must be approved by all roommate/suitemates.
- In no instance may a resident host a guest for an excess of nine nights total per semester.
- Hosts assume full responsibility for the conduct of their guests. Hosts are required to accompany their guests at all times. Hosts are required to be familiar with University Housing rules and policies and to familiarize their guests with the rules and policies. Guests are required to observe all University rules and regulations and, along with hosts, will be held responsible for their conduct.
- Overnight visits of same gender guest(s) of residents in all residential units are permitted for up to three consecutive nights in a resident's assigned University Housing space as long as all suitemates/roommates consent to the guests staying.
- Cohabitation, which is defined as overnight visits with a sexual partner are prohibited, as it is incompatible with the Catholic character of the university and with the rights of the roommate(s).
- Residents are not permitted to assign or sublease their assigned spaces.
- Residents are required to register their guests with the front desk staff upon entry into a residence hall. In order to ensure adequate security in university housing, both residents and guests must present Barry University or government-issued identification to designated university staff (Resident Assistants, Desk Assistants, Public Safety, etc.) upon request. Refusal to present identification will result in denial of admittance to the residence halls.

### ***Identification***

A BUC card or other form of identification with a picture must be presented upon request of a University Housing staff member or other University officials. Presenting a false identification or impersonating another person or a University official is prohibited and will result in disciplinary action.

### ***Littering***

Students may not dispose of litter in any form on University grounds or facilities. This includes, but is not limited to, cigarette butts, flyers, cans, bottles, etc. Students will be held responsible for the cost of clean-up.

### ***Pool Policy/Holly House***

Pool Hours: 8 am – 10 pm

There will be no lifeguard on duty so residents will swim at their own risk. No diving, no alcohol, no glass containers, no cooking or unruly behavior allowed in the confines of the pool. Food and beverages are allowed within 10 feet of the water. Guest must be accompanied by the residents they are visiting at all time. All pool furniture must remain in the pool area. No sexual acts are allowed in or around the pool area and no entering the pool area after hours. All University housing policies are in effect at all times.

## ***Projectiles***

Throwing **any** object from a window, ledge, roof or balcony or within the courtyards adjacent to University Housing is prohibited. The use of slingshots, air-soft guns, bi-bi guns, paintball guns, or other related items is prohibited.

## ***Quiet/Courtesy Hours***

### **Courtesy Hours**

**Courtesy hour restrictions are enforced 24 hours each day.**

At no time should residents' noise level interfere with the academic community. Loud talking or music, bouncing a ball, skateboarding, in-line skating, or other disruptive activities in rooms, courtyards, balconies, stairwells, elevated walkways, patios, multi-purpose areas or lobby areas is prohibited. Stereos, radios, TVs, and other sound systems may not be played so loudly that they disturb others. Speakers may not be placed in windows. Residents are responsible for turning down sound systems or discontinuing noisy activity if requested to do so by another resident or staff member at any time.

### **Quiet Hours**

**Quiet hours will be enforced during the following periods:**

**Sunday - Thursday 10:00 PM - 10:00 AM Friday and Saturday 1:00 AM - 10:00 AM**

During quiet hours, loud playing of radios, stereos or any other noisy activity is prohibited. Quiet hours are enforced at these times regardless of holidays or semester breaks. During final examination periods, quiet hours will be enforced 24 hours per day, beginning at 10 p.m. on the last full day of classes extending through the last day of final examinations.

## ***Recycling***

Residents are encouraged to recycle when possible.

## ***Sales, Solicitation, and Canvassing***

Door to door solicitation, sales and canvassing are not permitted. Door-to-door distribution of flyers or leaflets or the placement of these items on cars is prohibited. Posting flyers on bulletin boards, walls and windows is prohibited. Students may not engage in any sales, business, marketing, or telemarketing activities in their units or within any public area of the University Housing facilities.

## ***Social Gathering***

Social gatherings, parties, and meetings in individual rooms are subject to all municipal, state, and federal laws, as well as university policies. The number of people in a room at any time including residents of the room (unit) must be limited as follows:

<b><u>Unit Occupancy</u></b>	<b><u>Maximum # allowed (including assigned occupants)</u></b>
• 9/10 person unit	• 20 people
• 5/6 person unit	• 12 people
• 4 person unit	• 8 people
• 2/3 person unit	• 6 people
• 1 person unit	• 3 people

Charging an admission fee to or advertising any party or gathering is strictly prohibited. Residential Life staff reserves the right to disperse a gathering when residents and/or guests are in violation of any university policy, or are causing undue disturbance to the community.

## ***Trash***

In an effort to keep the residence halls clean, comfortable and pest-free, the Department of Housing and Residence Life has designated an area for each building's trash disposal. All resident students are required to deposit trash into designated trash areas for each residence hall. Students may not deposit



trash outside their room doors, in hallways and/or in common area trash cans. Fines will be imposed on students who fail to adhere to the appropriate disposal of trash.

## Living Healthy

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### ***Alcohol***

Possession, service, use or consumption of alcohol by individuals under the legal drinking age is prohibited. Students under age 21 are not permitted to have or consume alcohol in university housing or on adjoining property outside the buildings; this includes parking lots and grounds surrounding the University Housing areas and recreational areas.

(See Barry University Student Handbook for the University Alcohol Policy).

- Students who display intoxicated behavior or who require assistance due to consumption of alcohol are subject to disciplinary action.
- In accordance with Barry University's Alcohol policy, only residents of legal age may consume alcohol in their assigned room.
- Students who are 21 years old and older may consume or be in possession of alcohol in their assigned room **but not in the presence of anyone below the legal drinking age**. Amount must not be more than that for personal consumption (six pack of beer, quart of liquor, bottle of wine)
- Beer kegs, party balls, funnels and large containers are not permitted in or around University Housing.
- Alcoholic beverages may not be sold, served or otherwise distributed to minors.
- Possession of open containers of alcohol or consumption of alcoholic beverages in public areas, such as walkways, balconies, grounds areas, parking lots or loading zones adjacent to University Housing is prohibited.
- Social gatherings at which alcohol is served must be conducted in accordance with the Barry University Alcohol Policy. University Housing staff may make the determination that a gathering exceeds safe occupancy and may require some or all guests or non-residents to vacate a University Housing area.
- Any University official has the right to request appropriate student identification when questioning an individual's age for alcohol consumption purposes.
- Collections of empty beer or alcohol bottles or cans are not permitted. Pyramids or displays of empty beverage containers, alcohol-related paraphernalia (including, but not limited to, funnels, tubes, kegerators and keg taps,) alcohol-related signs/posters and/or alcohol-related advertising, logos or promotion are prohibited in all university housing units.

**Students found responsible for violations of the alcohol policy may be issued a series of minimum sanctions including Parental Notification, Community Service, Alcohol 101, University Warning, Probation, or Termination of Housing Contract.**

### ***Cleanliness***

Residents are expected to maintain their assigned spaces in a clean and sanitary manner. Trash is to be placed, by the resident, in designated bins, or dumpsters. Garbage may not be left in hallways, entranceways, stairwells, trash rooms, apartment/room, or on balconies and patios. If this occurs, the resident will be charged a removal fee. Responsibility for cleanliness of the assigned spaces is shared by all residents assigned to the unit. If trash is left outside a unit, the residents of that unit will be billed a removal fee.

## ***Controlled Substances/ Drugs /Drug Paraphernalia***

In accordance with state law, the possession, manufacturing, growth, sale or use of illegal drugs is prohibited. The sale and distribution of prescription drugs is also prohibited. Possession of drug-related paraphernalia (including, but not limited to, hookahs, water pipes and bongs) and/or drug-related signs/posters and/or drug-related artwork, advertising or promotion are prohibited in all university housing units. Possession, use, delivery, sale, and distribution of controlled substances or drug paraphernalia are prohibited. Violations of the University drug policy may result in the notification of local authorities, and generally, immediate removal from University Housing and disciplinary charges by the Dean of Students.

### **Drug Convictions and Ineligibility for Federal Financial Aid**

Students who were convicted of possessing or selling illegal drugs (not including alcohol and tobacco) during a period of higher education enrollment for which they were receiving federal student aid (grants, loans, and/or work-study) will lose eligibility for federal student aid. (Excluding convictions that have been removed from their record and convictions that occurred before the student turned 18, unless they were tried as an adult.

The chart below illustrates the period of ineligibility for Federal Student Aid funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of Illegal drugs.	Sale of illegal drugs
1 <sup>st</sup> Offense	1 year from date of conviction	2 years from date of conviction
2 <sup>nd</sup> Offense	2 years from date of conviction	Indefinite Period
3+ Offense	Indefinite Period	Indefinite Period

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

### **Regaining Eligibility**

A student regains eligibility the day after the period of ineligibility ends or when he successfully completes a qualified drug rehabilitation program. Further drug convictions will make him ineligible again.

Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program as described below or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.

### ***Standards for a qualified drug rehabilitation program***

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.

- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

### ***Communicable Diseases***

Residents who contract a communicable disease and are deemed infectious by the Student Health Center or a health care provider will be required to abide by all medical recommendations in conjunction with self disclosure of information to roommates and or suitemates. Failure to comply with this policy will result in disciplinary action. There may be need for the Department of Housing and Residence Life staff or designee to enter the unit in order to provide cleaning of space and charges may be assessed.

### ***Health and Safety Inspections***

The University reserves the right to enter any suite or apartment at reasonable times to inspect, maintain, and repair the premises and furnishings. University Housing staff inspect units on a monthly basis for necessary repairs, cleanliness, policy compliance and safety guidelines. These Health and Safety Inspections will be announced at least twenty-four hours in advance through public posting. Each resident is expected to have read the Guidebook for information regarding items which are permitted in each unit. All electrical appliances and cords in use in a unit must not overload the circuit.

During an inspection any items found which violate a University Housing policy or otherwise pose a safety violation or risk, will be removed by University Housing or other University officials. Examples of policy violations may include, but are not limited to: candles and other open flame violations, halogen lamps, cable television splicing, unauthorized electrical appliances and pets. Items which violate a policy may be returned after the owner of the items checks out of University Housing.

### ***Infectious Pests***

Residents may not bring any animals other than fish into University Housing. Should there be a need for the Department of Housing and Residence Life staff to enter the unit in order to provide pest control or cleaning, and it is determined to be due to the action of a resident, charges may be assessed.

- If you notice ants or other pests in your living area, please submit a work order at the Department of Housing and Residence Life office. Pest Control is present on campus on specific days to complete work orders. In addition, Pest Control conducts spraying in student rooms on a regular basis and may enter all living areas without notice.

### ***Noxious Odors***

Causing noxious odors (e.g. drugs, incense, cigarettes, clove cigarette, candles, trash buildup, etc.) is prohibited.

### ***Smoking***

All university housing facilities are designated as non-smoking areas, in compliance with the Florida Clean Indoor Act. All residents and guests who wish to smoke tobacco must do so **at least 20 feet away from any building including overhangs, balconies, stairways and entranceways**. Barry University implements this “No Smoking” policy: No public area or work area controlled by the university will be a smoking area, including, but not limited to, private offices, classrooms, academic buildings, meeting rooms, lobbies, restrooms, stairwells, and break rooms.

# Operational Policies

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## ***Housing Application Process***

Admission to the University does not guarantee a university housing assignment. The procedure for securing university housing is as follows:

- Application and acceptance to the university.
- Payment of enrollment deposit.
- Application for university housing completed and submitted to the Department of Housing and Residence Life.
- Payment of \$200 non refundable non transferable housing application fee.

Assignments are processed as completed applications are received. Housing applications will be considered complete and processed only when all information is complete on the form, and they are submitted with the housing deposit.

- **Students with Disabilities**

If you are a student with a documented disability seeking specialized housing, please contact the Office of Disability Services at 305-899-3844 (voice/TTY.) You must be registered with the Office of Disability Services in order to receive accommodations. All accommodations are considered on a case-by-case basis.

## ***Assistance: RA on Duty***

One Resident Assistant from each of the residence halls; Benincasa, Holly House, Kolasa, Flood, MD, D&D, Sage, Weber, and Brown, is on duty Monday through Thursday from 5:00 PM – 8:30 AM the following day. On Friday and Saturday, there is a RA on duty from 5:00 PM - 5:00 PM the following day. The RA duty calendar is posted in each of the residence halls. Additionally, Public Safety will have a list of all RAs on duty as well. The RA on duty conducts nightly rounds in University Housing and completes a nightly duty log.

## ***Check-In***

Residents are required to check in to their assigned room on designated dates at designated times. Assignments may be provided to some students in advance. Some room assignments will not be available until the time of check-in. During check-in, a resident will receive key(s), a Room Condition Report (RCR), and other pertinent information from University Housing. Residents are expected to read all documents received at check-in from University Housing personnel or in their student mailbox/university email account. Residents are responsible for knowing the contents of these documents.

## ***Check - Out***

If checking out due to withdrawal or dismissal of the University, checkout is 48 hours after event occurs. Checkout occurs at the end of both the fall and spring academic semesters, students must leave 24 hours after their last final. The exceptions to this rule include graduating seniors and those who have prior authorization from the Department of Housing and Residence Life. Residents must sign up for a check-out time with their RA. Residents need to leave their rooms clean and orderly, must discard all trash, clean all rooms and appliances, lock doors and windows, and close all blinds. If it applies, residents must turn the thermostat to the middle setting. It is important for each resident to read all check-out information posted and received in his/her mailbox or sent via Bucmail carefully and completely.

## ***For Winter Break***

All students must vacate their residence halls 24 hours after their last final exam. You may leave your belongings in your room if you are planning on returning for the spring semester. It is important that all electrical appliances are unplugged. It is strongly advised that all valuables are removed from the room. You can check out with your resident assistant by signing up with them 48 hours prior to the desired checkout time. Your resident assistant will inspect your room and collect your key at this time.

#### **For Summer Break**

All students that are not living on campus for summer classes must vacate their rooms within 24 hours of their last final exam. You must remove **ALL** personal belonging and trash from your room to avoid fines. Any items left in the room will be discarded and a removal fine will be assessed. You can check out with your resident assistant by signing up with them 48 hours prior to the desired checkout time. Your resident assistant will inspect your room and collect your key at this time.

There will be a \$150 per day charge for any resident who does not officially check out of his or her University Housing assigned space by the designated time. Look for closing documentation and ask your RA for more details on checking out of your assigned space. In the case of eviction, the University will not be held responsible for the belongings of the resident and reserves the right to take possession and/or discard the belongings, change locks, and charge the resident accordingly. Residents not returning to university housing for the following semester must complete a Housing Release Form in order to be eligible for a refund of the housing deposit. Please be aware that other requirements must also be fulfilled; completing a housing release form does not guarantee a refund of the deposit. Failure to adhere to the above check out procedures will result in loss of deposit, possible disciplinary action, and/or any or all of the following charges:

- Room Key charges (per key not returned)                 \$50.00
- Mail Box Key Charge (Lost Key)                                 \$65.00
- Trash left in room (minimum charge)                         \$100.00
- Excessive Housekeeping Required                             \$100.00
- Improper check out   \$100.00
- Check-out past deadline (per day)                             \$150.00

Charges for cleaning and trash left in any university housing unit will be jointly decided upon by the Housekeeping and the Department of Housing and Residence Life staffs. The residents of the room, suite, apartment and/or house will share any common area damage or excessive cleaning charges.

Residents agree to pay for damages, lost university property or unnecessary service costs caused to university housing facilities because of their actions. Residents assume a collective responsibility for damages caused to common areas of their apartment/hall unless individual responsibility is claimed or assigned for such damages. Residents are encouraged to provide any knowledge they have regarding damage to avoid collective charges.

The occupants of each room assume responsibility for the care of the room and its furnishings, for removing trash to specific disposal areas, and for maintaining sanitary and safety conditions acceptable to the Department of Housing and Residence Life. The Department of Housing and Residence Life will maintain an accurate record of the conditions of each room and its furnishing. Each resident will sign a room condition report for the room and its furnishings upon check-in and upon subsequent changes to new rooms. When residents move from a room, damages will be assessed by the department so as to assess the person(s) responsible, or the remaining person(s) will assume the responsibility. Damages may also be assessed throughout the year when necessary.

#### ***Consolidation Process***

The Department of Housing and Residence Life reserves the right to consolidate students who do not have roommates. If a resident has a vacancy in his or her (single double, double and quad) room, he or she 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 his or her room.
3. Be consolidated by Housing and Residence Life

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 judicial action and the student account will be put on hold for failing to comply with the consolidation policy. The room charge will be changed and pro-rated daily according to the date of the room change.

### ***Emergency Access***

The University reserves the right to have authorized University staff or designees enter a resident's room/apartment/suite space at reasonable times to inspect, maintain, and repair the premises and furnishings. Students are expected to promptly report damages and necessary repairs, in accordance with established and published procedures. In the event of an emergency, notice may be given immediately before entering. A University official can enter a student's room without notice if belief of a violation of a University of Housing regulation, local ordinance, state or federal statute is in progress and/or for emergency purposes.

### ***Eyeball Checks (Assignment Verification)***

RAs contact each resident to verify the occupancy within the resident units. Eyeball Checks are completed approximately the first or second day of classes each semester. This process requires each occupant of a unit to sign the RA's roster sheet verifying he or she has checked into his or her assigned space. When completed, the resident assistant forwards the roster information to the Main Housing staff. Any resident not signing the roster is considered a No Show. If, by the time Eyeball Checks are conducted, the resident assigned to the unit (No Show) has not notified the Department of Housing and Residence Life Office regarding his or her arrival delay then the unit is considered available for reassignment to another student.

### ***Room Freeze Period (Three Week Freeze)***

The first three weeks after the first day of classes each semester is considered the Room Freeze Period. Not all residents arrive at the same time or on a designated move-in day. The University Housing staff requires this time to permit new residents the opportunity to receive a room assignment prior to approving any Room Transfers.

### ***Room Transfer***

A resident who wants to transfer to a different residence unit must request a Room Transfer. The resident must complete all appropriate paperwork and return it to the Department of Housing and Residence Life office. Room Transfer Requests for Fall may be submitted on the day of official Housing Opening, however, no room change approvals will be granted until completion of the Freeze period. Requests for Spring may be submitted on the first official day of opening as well, however, no room change approvals will be granted until completion of the Freeze period.

Transfers into empty spaces **may or may not** be approved. Should a room swap be requested, both students involved in the swap must sign the Room Transfer request. Room Transfers require the approval of the Residence Coordinator. There is no guarantee Room Transfer requests will be approved. Should a Room Transfer request be approved, you will be notified by email with the deadline for your move. If you move before your approval you will be required to move back to your original assignment. Also you will be charged a fee of \$100.00 for improper room transfer, and you will not be granted the

room change. You must pick up your new room keys at the office within 48 hours of your assignment notification. Failure to complete a room transfer within this time may result in the revocation of transfer approval. This request is NOT on a first come first serve basis.

**\*Residents may be asked to complete roommate mediation with their roommate(s)/suite(s) as an alternative to Room Transfer.**

### **Keys**

Upon checking into university housing, each resident will be assigned a room key. These keys are the student's responsibility until checking out of the residence hall facility. Students may not duplicate any university housing key. Residents must report each lost or stolen key to the Department of Housing and Residence Life immediately. For safety and security reasons, if the original key has not been produced within twenty-four hours, the lock will be changed and \$50.00 will be charged to the resident's account for the cost of the change. Unauthorized and/or duplicate keys returned to Residence Life staff at check out will be replaced and \$50.00 will be charged to the student's account for each key. Possession of any unauthorized keys and the giving of keys to unauthorized persons are matters for serious disciplinary action. A \$50.00 key replacement fee is assessed for each lost room key, and \$65.00 fee for each mailbox key. Keys may not be duplicated or transferred.

Due to fire safety and other security issues, locks and/or chains may not be added to any door in any university housing unit, including closet doors. Locks may not be tampered with in any way that may interfere with the locking or unlocking of the door.

### **Lock Outs**

If a resident temporarily misplaces a key between the hours of 8:30am – 5:00pm they may come to the office of Housing and Residence Life and they will be provided with a temporary tag key. The resident student must present a valid Barry University ID. During the hours of 5pm – 8:30am Monday – Thursday, and 24 hours on the weekends, the resident may contact the RA on duty to be keyed into their assigned space. The resident student must present a valid Barry University ID. A lock out fee of \$10.00 will be charged to the students account for each lock out.

### **Mail**

A University Housing student mailbox is assigned for your use. The Student Mailboxes are located behind Thompson Hall. It is an expectation that each resident check their University Housing mailbox daily for University Housing and general University correspondence. Failure to include your box number in your mailing address will result in mail being late or RETURNED TO SENDER because of INSUFFICIENT ADDRESS. Students must forward all mail prior to checking out of housing. Your mail box is only assigned to you while you have a current active room assignment. Mailing addresses for all of campus are as follows:

**YOUR NAME**  
**11300 NE 2<sup>nd</sup> Ave**  
**Box#**  
**Miami, Shores Florida 33161**

- **(Packages Pick – Up)**

When you receive a package in the mail, a package slip will be placed in your mailbox. To pick up your package, bring the slip and some type of picture identification with you to the mailroom. **Each resident is responsible for checking his or her University Housing mailbox daily to ensure all mail is collected from the box. It is also the responsibility of each resident to sign for and pick up all packages they receive promptly.** Residents must complete a forwarding address card and return it to the mail room at least two weeks prior to checking out of University Housing.

Residents are responsible for notifying all subscription vendors and billing agencies at least 30 days in advance of checking out of University Housing of their change of address. If the resident doesn't complete the appropriate mail forwarding paperwork in a timely manner his or her mail may be delayed. During breaks and semester closing times, the mail delivery process will be slowed and the mail rooms potentially closed. All residents must check the flyers posted in the mail room areas for current information and/or changes to mail room policies, procedures and operating times.

### ***Mail Tampering***

Tampering with mailbox locks or removing mail addressed to another person is prohibited. Mail addressed to anyone other than the current occupant(s) should be returned to the mail room. Only authorized staff is permitted to enter mail rooms, sorting or distribution areas. Other University Housing staff cannot access the mailrooms for any reasons.

### ***Maintenance/Custodial***

University maintenance and custodial staff will perform routine duties both inside and outside student living spaces throughout the year. When a maintenance problem occurs, a resident must complete a Work Order Request at the Housing and Residence Life Office. Work is completed on a first-received first-served basis, except for emergencies. Once a request is filed, University Facilities personnel may enter the unit at any time to complete the work. Residents need not be present for work to be performed. If the resident is not present when work is completed, a Notification of Entry will be left in the student room. Students should notify the Housing Office if a request is not completed within 24 hours.

### ***Refunds***

Refund policies regarding room and board charges are listed each semester in the Class Schedule published by the Office of the Registrar.

### ***ResNet***

The primary purpose of this network is to support the educational mission and goals of the University. ResNet is the high speed computer network for the Barry residential student community. It is a shared resource, available in all on-campus housing locations. The primary purpose of this network is to support the educational mission and goals of the University. In support of these goals, the following activities are prohibited and may result in revocation of ResNet service, possible University action and/or criminal charges:

- Setting up a router or building a private subnet
- Setting up ANY type of information server such as web, gopher, e-mail, games, etc.
- Propagating e-mail chain letters or forging mail
- Allowing non-residents, including students, access to ResNet
- Using ResNet for personal financial gain
- Violating copyright laws
- Modifying or attempting to modify University owned or licensed information
- Attempting to damage or disrupt networking services
- Using ResNet or related resources in the commission of crime
- Using traffic intensive applications that may cause problems within the network or diluting the level of service to other users

No print servers, mail servers, FTP servers, etc. are allowed. Network sharing of any computer related device or materials that may cause excessive network traffic is prohibited. Any student residing on campus and connecting to the university network will be required to install the university's anti-virus program, trend Office Scan, on his or her PC. Any questions about ResNet or computing should be directed to the IT Support Desk at (305) 899-3604.



## **Student Health Information**

All students residing in campus housing (including campus owned apartments) will be charged at the time of registration \$90/per semester for the Student Health Center (SHC) policy. This policy provides 100% coverage for all services including primary care; prescriptive medications prescribed by the ARNP in the SHC, and required immunizations (to a maximum of \$200). Student may waive out of this fee if they meet the waiver requirements prior to the first day of the semester (waiver can be found at <http://www.barry.edu/healthservices/requiredhealth/forms.htm> or on your MY Barry page). Please note: students with private insurance must complete this waiver in addition to the primary insurance waiver. These benefits are included in the primary student insurance plan. Student requesting the primary student insurance will not be billed. By waiving this plan the student is waiving their access to on site primary care. Basic health services such as self help and referral services will be provided.

## **Themed Housing Policies**

*The houses at Barry University offer a unique living environment for student leaders on campus. Students who live in these houses will engage in a close knit community, through which they will gain valuable life long learning skills and become responsible contributors to the Barry and Miami Dade County communities. Students living in these houses are expected to be mature, responsible adults who are looking for a non-traditional living and learning environment. Therefore, all students living in these resident halls are required to abide by all Housing and Residence Life policies and the Student Code of Conduct.*

### **Alcohol:**

Students living in the Barry Houses are required to abide by all state and federal laws as well as all Housing and Residence Life policies regarding alcohol. Students living in Themed Housing must also abide by all policies put forth by the organization to which they are affiliated in terms of housing. The houses are designed to be a living-learning environment for student leaders and violations of the alcohol policies will not be tolerated. If the alcohol policy is violated, residents will be subjected to judicial sanctions which may result in termination of housing contract.

### **Controlled Substances/ Drugs /Drug Paraphernalia:**

In accordance with state law, the possession, manufacturing, growth, sale or use of illegal drugs is prohibited. The sale and distribution of prescription drugs is also prohibited. Possession of drug-related paraphernalia (including, but not limited to, hookahs, water pipes and bongos) and/or drug-related signs/posters and/or drug-related artwork, advertising or promotion are prohibited in all university housing units. Possession, the use, delivery to, sale of, distribution of, controlled substances or drug paraphernalia is prohibited. Violations of the University drug policy may result in a notification of local authorities, and generally, immediate removal from University Housing and disciplinary charges by the Dean of Students.

### **Checkouts:**

Residents are responsible for making an appointment with their RA to check out of their room. If they are checking out during the semester they will need to make an appointment with their RA at least 48 hours in advance of their departure. If it is the end of the semester, they will need to make a checkout appointment with their RA one week before the first day of final exams. RAs will check residents out

based on a reasonable request, but if the timing does not meet the terms of the housing contract, residents will still be financially responsible for the term/s of the agreement period. Residents must checkout within 24 hours after their last final exam unless other arrangements have been made with the RA and approved by the Resident Coordinator. The last resident to checkout of the room/house is responsible for the cleanliness of the room/house. Your room/house should be in "broom clean" condition with all the required furniture. If your RA is not available you must contact the Department of Housing and Residence Life to arrange for a check out.

### **Cleanliness:**

In an effort to keep the rooms/houses clean, comfortable and pest-free, the Department of Housing and Residence Life has designated an area for each building's trash disposal. All resident students are required to deposit trash into designated trash areas for each house. Students may not deposit trash outside their room doors, in hallways and/or in common area trash cans. Fines will be imposed on students who fail to adhere to the appropriate disposal of trash.

Residents are expected to maintain their assigned spaces in a clean and sanitary manner. Trash is to be placed, by the resident, in designated bins, or dumpsters. Garbage may not be left in hallways, entranceways, stairwells, trash rooms, apartment/room, or on balconies and patios. If this occurs, the resident will be charged a removal fee. Responsibility for cleanliness of assigned spaces is shared by all residents assigned to the house. If trash is left outside a house and not in the dumpster the residents of that house will be billed a removal fee.

It is a privilege to be a resident in one of the Barry Houses. It is the responsibility of all residents of the houses to maintain the upkeep of the facility. This includes, but is not limited to, taking out the trash, cleaning the restrooms, kitchen, common spaces and personal spaces. Wellness and safety of the Barry Houses is important. It is expected that the residents contribute positively to this living-learning environment and do their part to make this space sanitary.

The Barry Houses are located in the Miami community. It is important that the outside property surrounding the house is presentable. No garbage should be present on the lawns of the houses. Residents will be held accountable for any fees issued by the county for cleanliness of property.

### **Community Development:**

All residents residing in the Barry Houses are required to be active members in their house and in the residential community. The Department of Housing and Residence Life puts a lot of confidence, responsibility and trust in the residents of the Barry Houses. Housing and Residence Life in collaboration with Student Activities wants to have the residents of the Barry Houses create a living-learning environment that encourages self-growth, provides an educational learning experience and offers leadership opportunities. Below are requirements that residents of the Barry Houses will need to complete in order to fulfill community development responsibilities.

- Residents in the Barry Houses are required to actively engage in area wide programs and specialized events.
  - Examples of actively engaging are:
    - Attending large scale programs
      - Founders Week
      - Trick or Treat/Haunted House Event
      - Homecoming/Febfest
      - Annual Tree Lighting
      - etc
    - Volunteering to assist with large scale programs/events
    - Developing and implement at least one large scale program per semester, as a house team in collaboration with the Resident Assistant

- Utilizing your Residence Coordinator as a resource
- Residents of the Barry Houses are required to plan a community activity within the house at least once per month.
  - This activity can include, but is not limited to:
    - Fraternity & Sorority life social events approved by DSA
    - Organizational Socials
    - Movie nights
    - Potlucks
    - Community Service activities as a group
    - Watching a favorite TV show together
- Residents of the Barry Houses are required to come together to create an educational program for the residents in the house at least once per month in collaboration with the Resident Assistant.
  - An educational program can include programs that support the core commitments of Barry University, and the Department of Housing and Residence Life. These are:
    - Knowledge and Truth
    - Inclusive Community
    - Social Justice
    - Collaborative Service
  - Examples of some educational programs are:
    - Raising money for a cause
      - Can be done by collecting recyclable cans
      - Collecting Change
    - Community Service Activities as a house
      - Anything community service based would need to be coordinated with DSA to ensure proper requirements are followed to get credit.
    - Program on a diversity/social justice topic
    - It is important that Greek organizations are aware that these do not overlap or violate policies for philanthropic activities.
- All Social and Educational Community programs must be documented on a form that will be provided by the Residence Coordinator/Resident Assistant. All residents in the Barry House are required to participate in the community. This participation should include attending, planning or implementing the programs. Greeks who have philanthropy's will not be able to count their affiliations for this requirement.
- Residents of the Barry Houses are required to have a monthly community meeting. The goal of this meeting is for the residents of the house to come together to address any issues and to discuss what programming (social or educational) ideas the group may want to put on. The Resident Assistant will lead the monthly meetings. Residents are required to attend these meetings and provide input.

### **Damages/Community Damages:**

Appropriate oversight of community areas is the responsibility of all residents. Students will be notified of when Community Damage Charges will be assessed. Damages which occur in the Barry Houses will be charged to the student(s) assigned to the house at a rate which includes actual replacement and labor costs. Public area damages will be charged to those identified as responsible. Residents are the only people who have key access to the communities. Any damages occurring in community areas are assumed to be caused by residents and/or their guests. Public area damages not charged to a specific individual may be charged to all residents in the house, building or unit and are referred to as Community Damages. Community Damage Charges will be divided equally among all community residents. Repair or replacement of damaged items will take place at the discretion of the University Housing Staff.

**Fire:**

Candles, incense, open flames and combustible items are not allowed on the premises of the Barry Houses. If any of these items are found they will be confiscated and/or discarded. If a fire alarm goes off it is mandatory that all residents in the house evacuate the facility immediately. Each house is equipped with a fire extinguisher.

**Guest Policy:**

Guests of Barry House residents need to abide by all Housing and Residence Life policies and the Student Code of Conduct. If a guest violates any policy, rules or regulations, the resident who is hosting the guest will be held responsible for the guest's actions and will be subject to appropriate judicial sanctions. Please be aware that if the organization is having an official registered social event proper procedure must be followed.

**Health and Safety Checks:**

The Department of Housing and Residence Life reserves the right to enter the Barry Houses to inspect, maintain and repair the premises with reasonable notice. Health and Safety Checks are designed to ensure that residents are living in a safe and sanitary living environment and to guarantee that residents are complying with all safety guidelines. Health and Safety Checks will be conducted monthly to ensure that the houses are maintained.

During an inspection, any items found to be in violation of a University Housing policy or otherwise pose a safety violation or risk; will be removed by University Housing or other University officials. Examples of policy violations may include, but are not limited to: candles and other open flame violations, halogen lamps, cable television splicing, unauthorized electrical appliances and pets. Items which violate a policy may be returned after the owner of the items checks out of University Housing.

**Lockouts:**

If a resident temporarily misplaces a key between the hours of 8:30am – 5:00pm they may come to the office of Housing and Residence Life and they will be provided with a temporary tag key. The resident student must present a valid Barry University ID. During the hours of 5pm – 8:30am Monday – Thursday, and 24 hours on the weekends, the resident may contact the RA on duty to be keyed into their assigned space. The resident student must present a valid Barry University ID. A lock out fee of \$10.00 will be charged to the students account for each lock out.

**Noise Policy:**

The Barry Houses are located in the Miami Dade community. Housing and Residence Life encourages all residents to be a positive contribution to the community. With this said, it is important that residents of the Barry houses and their guests abide by the Miami Dade noise ordinances. The Miami Dade noise ordinance is 10pm.

**Parking:**

Parking is limited at the Barry houses. No parking is allowed on the grass or sidewalks. Parking is only allowed in the driveway and on the street. If cars are found parked in non-designated parking areas they may be subject to being towed at the owner's expense. If residents of the houses cannot find parking at the house campus parking is always available.

***Failure to abide by the Department of Housing and Residence Life Policies, Department of Student Activities, Student Code of Conduct, and organization bylaws may result in judicial action, termination of housing contract, removal of student's organization and/or chapter.***

# Violation of University and/or Residence Hall Policies

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In order to insure the safety and well-being of the entire resident student community, the Department of Housing and Residence Life staff members are charged with interpreting and enforcing the rules and regulations outlined in this manual as well as in the Student Code of Conduct. Resident students are expected to cooperate fully with staff members, including but not limited to Residence Coordinators, Resident Assistants, and Desk Assistants. The Department of Housing and Residence Life is committed to providing appropriate due process when resolving these issues.

A resident involved in illegal activities on campus may face both university discipline and civil or criminal action. It is each student's responsibility to be aware of all federal, state and local laws including, but not limited to those referring to alcohol, gambling, fireworks, fire alarms, drugs, vandalism and sexual offenses.

## ***Failure to Comply***

Failure to comply with lawful instructions of a University official (i.e. faculty, staff, administrators, Housing and Residence Life staff, etc.) or non-University law enforcement officers in the performance of his/her duties is prohibited. Compliance with the final decision/sanction rendered by a disciplinary hearing officer or review body is required. Failure to comply will result in additional disciplinary action and a University Housing disciplinary hold will be placed on the student's University records.

## ***Student Disciplinary Process***

The purpose of the disciplinary process is to determine the facts upon which the charges are based in order to determine a decision that represents the best interests of the residents of the University Housing community as a whole while maintaining the rights of the individuals involved. This is not a legal system, but rather an educational process based upon a Student Disciplinary Process model. The decision will be based upon the preponderance of evidence standard.

## ***Summons***

Although all disciplinary matters in the university are handled through the Office of the Dean of Students, the Department of Housing and Residence Life reserves the right to summon students to appear for various reasons, including, but not limited to, alleged violation(s) of university and/or residence hall policy. Students who do not comply with summons to appear and/or who fail to attend scheduled meetings regarding policy violations may face disciplinary action for failing to appear as well as for the documented violation(s).

## ***Departmental Sanctions***

If found responsible for a violation of any rule, regulation and/or policy stated in the Housing Agreement and/or this manual, residents will be subject to further sanctions, such as but not limited to one or more of the following sanctions:

- A verbal warning
- Written warning
- Probation: This sanction is usually given for no less than one semester and no more than one year. If found responsible for any other violation(s) while on probation, a resident may receive a stricter sanction.
- Appropriate service and/or financial compensation.
- Required participation in community service and/or an educational activity.
- Reassignment to another room and/or university housing unit.
- Inability to apply for future housing.
- Temporary suspension from housing.

- Termination of housing agreement. When a student's housing agreement is terminated, the student must vacate the housing assignment within 48 hours.
- Other, as appropriate (including a combination of any of the above) or as defined in the university Student Handbook.
- Fines: The Department of Housing and Residence Life reserves the right to fine for violations of departmental policies and procedures. These fines include but are not limited to the following:
  1. Alcohol
    1. First Offense \$50.00
    2. Second Offense \$100.00
  2. Marijuana \$100.00
  3. Appliance \$25.00
  4. Candles \$25.00
  5. Defacing Property \$100.00
  6. Failure to Evacuate during fire alarm \$150.00
  7. Unauthorized Room Change \$150.00
  8. Lock Out \$10.00
  9. Pets (per day) \$50.00
  10. Room/Furniture Modification \$100.00 - \$200.00
  11. Smoking in Room \$25.00
  12. Tampering with Fire Equipment \$150.00
  13. Trash \$100.00

### ***Appeals***

Residents may appeal a decision rendered by the hearing officer by submitting a formal letter of appeal to the next highest judicial level within 48 hours of the original hearing. After such time, appeals will not be considered. All initial decisions will remain in effect until a disposition of the appeal.

Appeals must be based on more than just a disagreement with the outcome of the hearing. They must be based on one of three things; new evidence that could not be presented at the time of the hearing, severity of the penalty (only applicable when removal from university housing is the sanction), and failure to receive due process (this basis must be specified). Failure of a student to comply with or complete sanctions will result in additional sanctions, including, but not limited to automatic termination of his/her Housing Agreement.

# Personal Property Policies

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## ***Abandoned Property***

The Department of Housing and Residence Life does not have storage facilities. All furniture belonging to residents must be removed from campus prior to check-out. Furniture left in University Housing areas (including trash areas) will be subject to removal by the Department of Housing and Residence Life staff at the owner's expense. The staff will remove items remaining in the resident's room after check-out. The resident will be assessed a fee for this service.

## ***Amplified Equipment***

Playing drums and amplified instruments is prohibited.

## ***Bicycles, Mopeds, Motorcycles, Vehicle Parking, etc.***

- Bicycles should be registered with the University Public Safety Department. There is no cost for this registration.
- Locks are recommended to secure bicycles and are not provided by the University.
- Motorcycles, mopeds, and gas or electric powered scooters are prohibited inside University Housing. Parking lot space is available in close proximity to University Housing. Storage or parking of these vehicles is allowed only in designated parking lots.
- Designated parking lots adjacent to University Housing are reserved for students. All vehicles must be parked in parking lots and not on grass or other places.
- All vehicles must be registered with the Department of Public Safety
- Vehicles may not be left on campus while students are not full-time registered students with active housing assignments. This also applies to summer months when students are away from campus. If vehicles are abandoned, they will be towed at the owner's expense.
- Bicycles may be stored in either bicycle racks or in resident rooms, provided they do not impede movement within the unit. Bicycles may not be chained to railings, buildings or any portion of buildings or equipment on University Housing grounds.
- Bicycles, motorcycles or motorbikes may not be stored in hallways, entry areas, stairwells, walkways, patios or balconies.
- Motorcycles and motorbikes must be parked in parking lots with proper decals. Improperly stored vehicles will be removed at the owner's expense.

## ***Bicycling, Motorcycling, In-Line Skating, Skateboarding, or Sports in the Halls***

Riding bicycles, motorcycles, in-line skates or skateboards in hallways, balconies, walkways, courtyards, lounges, offices and lobbies is prohibited. Riding bicycles or using in-line skates on the sidewalks must be done in a safe, appropriate manner and in designated areas only. The safety of all pedestrian traffic is of foremost importance on the sidewalks. Out of respect for community property, sports and general rough housing are not permitted in the hallways and walkways.

## ***Candles, Open Flames, Fires, Incense, Open Heating Elements***

Possession of candles (unless wicks are clipped to the wax), open flames, incense, hot plates or other heating units with an open flame or heating element are prohibited. No fires may be started and/or cultivated on university owned property. This includes, but is not limited to - campfires, bonfires and/or burning trash or other materials. Residents may utilize stationary barbecue grills provided around the residence halls if they wish to cook-out. Fireworks may not be kept within any residence hall unit and/or set off anywhere on university property.

### ***Extension Cords***

For the protection of the University Housing community, the Department of Housing and Residence Life has established some extension cord guidelines. Residents are permitted to use only extension cords with the following restrictions:

- UL approved three-pronged extension cords that are 14 gauge or heavier (NOTE: The lower the gauge number the heavier/thicker the cord).
- Cords cannot exceed 10 feet in length.
- Cords cannot impede safe traffic in the unit.
- Cords must not be pinched in doors.
- Only ONE appliance may be plugged into a multi-plug adapter.
- Only UL approved multi-plug adapters with circuit breakers are permitted.
- Under no circumstances are residents permitted to overload the electrical system.

### ***Liability Insurance/Limitation of University Liability***

The University is not liable for damage to or loss of personal property or failure or interruption of utilities. Students are encouraged to review family homeowner's insurance policy or to carry personal renter's insurance. There are several insurance companies that specialize in providing coverage for college students who live away from home.

### ***Storage***

The Department does not have space for storing resident items, excess room furniture, boxes or other items. The furniture in your room upon check-in must remain in the room. The resident will be charged for any furniture items missing upon checkout. Residents will be charged a removal fee for any items left in the room/unit upon check-out.

### ***Removal (CONFISCATION) of Unapproved Items***

- Items that are prohibited, illegal to possess or pose danger to the safety of the individual or University Housing community, or which violate state or federal laws, University policy or Department of Housing and Residence Life policy, are subject to removal. The possession of illegal items may result in criminal prosecution, immediate disciplinary action, or both. Illegal items will be turned over to the Police.
- Residents will be asked to immediately dispose of any item(s) in violation of University Housing rules or University Housing personnel will remove the item(s). If an item is removed, the resident will be issued documentation indicating the removal and labeling of the item.
- At the discretion of the Housing Staff, confiscated items will be returned after the resident checks out of University Housing.
- Requests for removed items to be returned prior to the resident checking out of University will be evaluated on a case-by case basis by the Housing and Residence Life Staff
- All removed property will be considered abandoned property if the resident does not request it's return in writing to the Housing and Residence Life Office within 5 business days following the end of the semester or the resident's check out of the space, (See also Abandoned Property). Abandoned property will be discarded.



# Safety and Security

The university provides security staff and guidelines to assist with each resident's safety. Public Safety can be reached from residence hall rooms by dialing 305.899.3333 .

The cooperation of each resident is essential and ultimate responsibility for safety and security lies with each student. Irresponsible use of keys and the propping open of locked doors endanger residents' personal safety and property and are subject to severe disciplinary action.

Public Safety has officers on duty twenty-four hours a day, seven days a week. You can always find an officer in the gatehouse located in the south entrance to the campus at NE 111th Street, between Dalton House and Mottram-Doss Hall.

The following are simple precautions you can take to protect yourself at all times:

- Never walk around campus unescorted in the dark.
- Always keep your door locked.
- Never leave your door or any entrance door to a housing facility open.
- Always have your keys with you. Don't lend them to anyone and don't leave them lying around.
- Report any lost or stolen key to the Department of Housing and Residence Life immediately.
- Have your keys ready to open your car or room.
- Avoid dark paths or shortcuts. Walk along lighted paths or sidewalks.
- Let your roommate(s)/suite mate(s) know where you are going and when you'll be returning.
- Report any suspicious activities to your RA and/or public safety.
- If you are a victim of a crime, report the incident to your RA, Public Safety and/or the Miami Shores Police Department.
- Carry identification at all times.
- Do not leave valuables (including keys, wallet, credit cards, ATM card, ID card) in plain sight.
- Record serial numbers of all valuables (stereo, computer, bike, etc.).
- Make sure your belongings are covered against fire, theft, etc. by your insurance policy. Know the terms and conditions of your specific policy before you have to file a claim.
- Do not leave personal items including, but not limited to, laptop computers, books, wallets, purses, backpacks, keys, unattended.
- **Do not allow anyone without keys into any University Housing community. Direct them to a courtesy phone.**

## ***Endangerment***

Physical violence toward another person or group, or actions that endanger the health, safety or welfare of a person or group is prohibited. Interference with the freedom of another person or group to move about in a lawful manner is prohibited. Physical altercations will not be tolerated and may result in contract termination and further university disciplinary actions.

## ***Escort Services***

Students can call 305-899-3333 to get a public safety escort to take them from one residence hall to another on a golf cart. This is limited to residence halls on campus. This service is offered so students can feel safe to move around campus late at night. The services runs from 8:00pm to 4:00am

## ***Fire Alarms / Fire Drills / Fire Safety Equipment***

Under Florida law, it is a crime to intentionally set a fire, intentionally cause a false fire alarm, or interfere with fire safety or detection equipment or measures, (Florida Statute 806.10 and Florida Statute, Section 806.101). During the academic year, students will be informed about emergency evacuation of University Housing. Each building/apartment is equipped with a fire alarm system. These

systems are regularly inspected. Smoke detectors are located in every apartment/suite area. Emergency lights are located in the hallways and stairwells of each community. Fire extinguishers are located in hallways or community areas of each community. There will be one fire drill within the first three weeks of the fall, spring and summer A semesters. It is essential that all students evacuate the apartment/building whenever the fire alarm is activated. Failure to do so may jeopardize the safety of all residents and will result in disciplinary action and a fine of \$150.00. Special precautions should be taken by all students to reduce the danger of fire in their living areas.

When resident students hear their building's fire alarm, they are expected to:

- Immediately exit the building, closing their room door;
- Always assume an emergency, never a false alarm;
- Use stairs, not elevators;
- Assemble in the designated meeting place for your area posted below. The Housing and Residence Life staff will notify residents when it is safe to re-enter the building.
- Once outside the building, follow the direction of Housing and Residence Life staff.
- When evacuating the building, residents should be fully clothed as they may be outside of the building for an extended period of time.
- See your RA for area specific information regarding building evacuation.
- If the door or handle is warm to the touch or smoke is in the hallway, stay in the room with the door closed, call 911, and attract attention at a window; and
- Crawl on floor or stairs, where air is fresher, if smoke is encountered.

When resident students see smoke or fire, they are instructed to:

- Pull the nearest building alarm
- Close their room door and safely exit the building
- Call 911
- Never attempt to fight or put out a fire
- Tell fire authorities or Police the location of fire or smoke
- Assemble in the designated meeting place for your area posted below. The Residence Life staff will notify residents when it is safe to re-enter the building
- Once outside the building, follow the direction of Housing and Residence Life staff
- When evacuating the building, residents should be fully clothed as they may be outside of the building for an extended period of time
- See your RA for area specific information regarding building evacuation

### ***Fire Muster Stations***

<b>Browne:</b>	Sand Volleyball Court
<b>Sage:</b>	Grass Area in Back of Weber
<b>D&amp;D:</b>	Grass Area in Back of Weber
<b>Weber:</b>	Grass Area Left of Pool
<b>MD:</b>	Across first parking lot in front of powers
<b>Flood:</b>	Across first parking in front of powers
<b>Kolasa:</b>	Grass area in between athletics and Kolasa Hall
<b>Benincasa:</b>	Grass area towards athletic fields
<b>Holly House</b>	North West Corner of parking lot

### ***Fire Safety***

The use or storage of flammable fluid, hazardous liquids or chemicals is **not permitted** in University Housing. Tampering with or damaging fire safety equipment (including automatic door closures, smoke detectors, pull stations, fire extinguishers, sprinkler heads, etc.), initiating false alarms, stopping existing fire alarms, or failing to immediately evacuate during a fire alarm are violations of State fire codes. Violations of State fire codes will result in University disciplinary action and are punishable under state law. Residents must cooperate with staff and participate in fire and other emergency drills, including exiting the building, going to designated shelters and following the direction of University Housing staff, safety officials or both.

### ***Harassing or Obscene Phone Calls***

Residents who receive obscene/harassing telephone calls are asked to contact his or her RA or the Housing and Residence Life Office immediately. The resident will be asked to contact Public Safety as well as Miami Shores Police to make a report and keep a log of the calls they receive as call tracing is not possible. **Unit telephone numbers will not be changed.**

### ***Harassment***

Conduct that creates an intimidating, hostile or offensive campus educational or work environment for another person or group is prohibited. This includes activities that may take place through electronic medium such as social networking sites (Facebook and Myspace). Conduct that threatens, harms or intimidates another person or group is prohibited. Should you become a victim of harassment, please contact Housing and Residence Life or another university staff member.

### ***Hazardous Items***

For health and safety reasons, certain items are prohibited in students' rooms, including but not limited to: live Christmas trees, candles, incense, appliances with open coils, and kerosene lamps. Room dividers, hanging objects or materials that restrict open space are prohibited. In addition, fireworks, gasoline, and/or other combustible items are not permitted in any university housing unit. Motorcycles and fuel driven engines are not permitted anywhere inside university housing. Housing and Residence Life staff reserves the right to confiscate all prohibited and/or hazardous items

### ***Hurricane Information***

June through November is hurricane season in Florida. To provide for your safety, the University has developed emergency hurricane procedures. Once a hurricane watch is announced on the campus by the administration, immediate action will be taken. Your safety and the safety of others are dependent upon adherence to established procedures. Each resident must report to their RA in the designated area of their respective hall.

Students who choose to seek shelter must abide by all security precautions and instructions issued by the Director of Housing and Residence Life or his delegate. Resident students who choose to stay off-campus must give their RA the name of the person with whom they are staying and an address and telephone number where they may be reached. This information will be communicated only to parents or guardians.

In the event a hurricane threatens the South Florida area, the National Weather Service will issue warning information through public releases through the press, radio, and television. Pay close attention to official announcements from the National Hurricane Center and the Department of Housing and Residence Life. Do not pay attention to rumors. Current information will be available through the following sources:

- posted on the bulletin boards outside RA rooms
- posted on the door of each room
- broadcast on the Barry TV channel
- posted on bulletin board outside the Housing and Residence Life Office

Should evacuation be mandatory, we encourage all students who can to go home, and if possible, take a friend or two with you. If you do not have a place to go, University Housing will transport students to and from a Red Cross Approved Shelter. Please contact your RA, or the Housing Office at 305-899-3875 if you anticipate needing to go to into Shelter.

A shelter is a last resort. If you plan to go into shelter, remember to bring the following: bottled water, snacks, prescription and emergency medication, extra clothing, pillows, blankets and other comfort items, hygiene supplies, cash, any special dietary food, cards, games, a battery powered radio and a flash light. Please remember to bring all important documentation such as your driver's license, visas, I-20's and passports. Please make sure that your I-20 has been signed within the last year of its issuance. Shelters will have a team of volunteers including a nurse to register you and look after your well being. While shelters will provide meals such as sandwiches and soups, it will take time to get the food set up and served so you should eat before you leave campus. Foods served will be simple and conditions may be very crowded. Remember a shelter is not designed for comfort; it is designed to save your life!

If the campus is evacuated, please take your bicycle into your room. In addition, please do not forget to bring all medical prescriptions, money, enough clothing, etc. If there is a mandatory evacuation, students will not be permitted back on campus!

Residence hall windows are not sealed closed; therefore we encourage all residents to move belongings off floors and away from windows. All residents are also encouraged to move beds away from windows. Please see your RA for plastic bags to cover any electronic belongings you may have.

You must contact your RA if you are leaving campus for this storm event; as you must complete paperwork designating where you are going in the event of an emergency. There will be a sign out sheet on your RA's door beginning this evening.

For the most current information regarding the University's status, please visit [www.barry.edu/prepare](http://www.barry.edu/prepare).

## **Houses / Apartments**

Residents of University Themed Housing and apartments must follow evacuation procedures. No one will be allowed to stay in the houses and/or apartments once the Department of Housing and Residence Life issues an evacuation notice.

## ***Locks/Doors***

Locks may not be tampered with or damaged. Locks may not be added on any doors in the student's unit, nor may they be changed or replaced except by authorized University Housing personnel. University Housing exterior doors may not be propped open.

### ***Missing Persons***

When completing RCRs upon checking-in to an assigned space, the student will have the option to identify an individual to be contacted no later than 24 hours after the time the student is determined missing. This person will be the emergency contact designated.

If a student is under the age of 18 and is not emancipated; the Department of Housing and Residence Life is required to notify the emergency contact designee no later than 24 hours following the determination that the student is missing. This contact will be the emergency contact listed on the emergency contact form all students fill out during the check-in process. It is up to all students to ensure that the Department of Housing and Residence Life has the most up to date emergency contact information. Housing and Residence Life will make every effort to ensure that these records are accurate and up to date.

If a student is thought to be missing, Barry University Department of Housing and Residence Life will make the determination of whether the student has been missing and for how long. Should the student be determined to be missing for 24 hours or more, Housing and Residence Life staff will contact the Department of Public Safety and the designated emergency contact. In addition, the Director of Housing and Residence Life and the Associate Vice-President for Student Affairs/Dean of Students will be contacted.

### ***Security Phones (Yellow)***

Phones, identified by yellow polls, are posted in various locations around campus. If you have concerns for your safety, are in danger or wish to have a security escort, simply follow the instructions posted. The phones are connected directly to the University Public Safety Department. These phones are only to be used in case of emergency. Tampering with or making a false call on these phones will result in University Housing disciplinary action.

### ***Severe Weather Warnings***

In case of a severe weather warning, residents should close all windows and blinds/curtains and stay clear of window openings or doors with glass panels. All electrical appliances should be unplugged. Adhere to the instructions of the Housing and Residence Life staff members and/or other public officials.

### ***Sexual Misconduct***

The University and the Department of Housing and Residence Life are committed to maintaining a community in which students and staff may live and work in an atmosphere that is free of all forms of sexual misconduct. The University and the Department of Housing and Residence Life will not tolerate sexual misconduct, harassment, exploitation, intimidation, or coercion. See the University sexual harassment policy for additional information.

### ***Tram Service – 8:00am – 12:00am***

This service will take students from the Landon Student Union to overflow parking on campus.

### ***Trespassing***

Individuals who are not authorized, licensed or invited to enter University Housing facilities and the immediate surrounding areas are subject to arrest for trespassing if they fail to leave after being directed to do so. Any person soliciting will be considered trespassing. Persons who receive trespass notices will not be permitted to live in University Housing and will be referred to the Dean of Student Affairs. Knowingly hosting persons under trespass notice is prohibited and may lead to disciplinary action.

### ***Weapons, Firearms, Explosives***

Possession, storage or use of firearms including but not limited to bi-bi guns and paintball guns, explosives, fireworks, ammunition or other weapons or dangerous articles or substances is prohibited. Possession of weapons may result in removal from University Housing. If you have a question on the status of a weapon, please contact the Department of Housing and Residence Life for information at 305-899-3875.

# University Owned Property

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## ***Doors***

In order to reduce long-term damage to doors, residents may post only one in/out board on the doors entering resident's room/apartment/suite areas. Anything placed on a door must not cause any long-term damage to the door or threshold of the door. The doors are the main egress of the room in case of fire.

## ***Elevators***

Tampering with or rewiring elevators is prohibited. Elevators may not be used during general building evacuation in a fire or severe weather emergency. Overloading elevators is prohibited. Ringing/sounding /engaging the emergency bell inside an elevator is prohibited, unless an emergency is occurring.

## ***Furnishings***

- Residents are responsible for all furnishings provided in their units. Unit furnishings may not be removed from assigned locations. Alterations or damages to furnishings will result in charges for replacement or restoration to original condition. If unit furniture is missing, the resident will be charged for the replacement of the furniture.
- Waterbeds, lofts or homemade bunk beds are not permitted. Due to limited space and safety reasons, students are discouraged from bringing in additional furnishings. University Housing staff reserves the right to have students remove personal furnishings from a unit if those furnishings are believed to pose a safety risk, impede movement within the unit or represent a fire hazard.
- Community and lounge furniture may not be removed or relocated. Appropriate University Housing lounge furniture is provided and other furnishings will not be permitted in community/ lounge areas. If community and lounge furniture is found within a resident's unit, the resident(s) will be charged a fee and will be subject to University Housing disciplinary action.
- Residents are permitted to bring personal items, such as rugs, throw pillows, curtains and bedspreads. Residents are encouraged to use personal items which are fire retardant. Furnishings and any item brought into the room must be arranged in a manner that does not obstruct clear access to exits, including windows.
- Residents are not permitted to cover lights or drape or hang items from lights, windows, walls or ceilings in any manner. Paper or other flammable decorations should be used with care and should not cover windows. Students are permitted to hang posters as long as no damage is done to the walls.
- Decorations should be mounted with "magic mount" (e.g., sticky tack and poster putty) to avoid marring painted surfaces when tape is removed. Tape, nails, tacks and screws are prohibited, as they damage the wall surfaces. The damaging of a surface may result in a room damage charge. Residents may not drill holes or permanently attach any objects to walls, floors, ceilings or doors. Residents may not attach stickers to doors, walls and/or windows and may not wallpaper or paint any area of university housing facilities. Residents may enhance their rooms, but must return them to their original conditions upon departure.
- Live Christmas trees, because they burn easily and rapidly, are prohibited in university housing units. Only UL approved holiday lights may be utilized within the residence halls. The use of "canned snow is strictly prohibited within university housing facilities. Nothing may be affixed to front doors with anything other than "magic mount."

## ***Grounds***

Parking or driving on the grounds within University Housing is prohibited. Camping or sleeping on the grounds is also prohibited.

## ***Mold/Mildew Notification***

Mold occurs naturally in the environment and there is currently no state or federal laws that define the amount or type of mold that is hazardous or that define the University's duties with respect to mold. Our goal is to maintain the highest quality living environment for our residents. Residents are hereby notified that mold, however, can grow if the premises are not properly maintained or ventilated. Residents are required to keep the premises clean and well-ventilated, particularly when showering, bathing or washing dishes or clothes. Resident is required to notify the Department of Housing and Residence Life promptly (within 24 hours) about the existence of water leakage or overflow in or about the premises.

Students can best ensure and maintain a safe and healthful environment by following the simple guideline:

- Keep windows closed. This is especially true on hot, humid days. This typically occurs during the months of April to October
- Avoid drying wet clothes or other materials within your room; this only adds to moisture levels
- Never set the thermostat below 70 degrees. The colder the surface is within a room, the sooner condensation will form
- Practice good housekeeping. Dirty and or damp laundry will not only add to room odors but will also provide a breeding ground for microbial growth
- Report any air conditioning problems. If you are having any problems with your A/C or thermostat, please submit a work request at the Department of Housing and Residence Life
- Be advised that lengthy showers in a closed bathroom can add to growth. Be sure to properly air-out your restroom after showering.

## ***Parking and Parking Lots***

Parking lots are located near each University Housing area for residents' vehicles. All residents' vehicles must possess valid decals. Decals may be obtained from the Public Safety Department. All vehicles, including motorcycles are prohibited from parking beneath building overhangs. Disruptive conduct which occurs in a parking lot or other area adjacent to University Housing is prohibited and is subject to disciplinary action by the Department of Housing and Residence Life in addition to the Dean of Students.

## ***Personalizing Resident Rooms (ROOM MODIFICATION)***

Nails, tacks, boards or any adhesive products which damage wall, floor and ceiling surfaces are strictly prohibited. Painting, wallpapering, caulking, plastering and paneling in a unit by the resident is not permitted. Posters, pictures and other decorative objects may be attached to interior surfaces of a unit with the understanding that the residents of the unit will be held financially responsible for any resulting damage. Shelves or other items are not to be attached to walls or ceilings. Carpet may not be affixed to the floor surface. Residents will be charged for the repair of any damages from the violation of these policies. Contact the Department of Housing and Residence Life prior to making any kind of room modification.



## ***Pests***

Along with our beautiful location and weather come some additional considerations in order to keep pest problems at a minimum. The Environmental Pest Control visits once a month. Here are a few suggestions that will keep your residence halls pest free:

- Avoid leaving doors and windows open. Humidity will cause condensation and dampness, which in turn will attract creatures especially ants. Additionally, air conditioning units will be adversely affected by leaving doors and windows open.
- Secure all open food in sealed containers or store in refrigerators.
- Do not leave empty drink cans or other trash items around rooms or in hallways. Please dispose of all items such as these in appropriate trash or recycling containers. Empty your personal trash containers regularly to avoid having little friends move in with you.

## ***Postings***

Notices, flyers, ads and other informational items may be posted only on designated boards and only with authorization from the Housing and Residence Life staff. Postings are not permitted on hallway walls, glass windows, or doorways. All flyers must have a University Housing stamp to be posted within the halls or apartment areas. The Housing Stamp can be obtained from the Housing and Residence Life office. Flyers advertising events with alcohol will not be approved for posting. All items posted must also be in compliance with the University Posting Policy (see Student Handbook). No individual, including mailroom staff persons, is permitted to distribute any materials other than University Housing materials into the resident's mailboxes.

## ***Railings, Balconies, Porches (Patios), and Roofs***

Sitting, standing on, climbing on, or hanging from a balcony, railing or roof is prohibited. Bikes, banners, signs, clothing, plants, or other items may not be hung from balconies, roofs or windows. Possession of open containers of alcohol or consumption of alcoholic beverages in these areas is prohibited. In compliance with the Florida Clean Indoor Air Act, all residents and guests who wish to smoke tobacco must do so at least 20 feet away from any building including overhangs, balconies, stairwells and entrances.

## ***Reservations for Common Areas***

Reservations for space in the Weber Game room or D&D lounge may be made at the Housing and Residence Life office in Landon 305.

## ***Windows***

Windows are not to be used by residents as an entrance or an exit to units except when directed to do so by emergency personnel. Signs, flags, stickers, design items, pictures, posters, banners, bottles or bottle collections, and similar objects may not be displayed in windows. For safety purposes, items are not to block or impede access or exit to/from the unit. Window coverings of any type (except those issued by the Department of Housing and Residence Life) are prohibited. Students are not permitted to remove and/or tamper with their window screens. Windows in all residence halls must remain closed at all times. Residents are subject to University Housing disciplinary action and fine if windows are found to be open.

# Department of Housing and Residence Life Disciplinary Process

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The purpose of the disciplinary process is to determine the facts upon which the charges are based in order to determine a decision that represents the best interests of the residents of the University Housing community as a whole while maintaining the rights of the individual(s) involved. This is not a legal system but rather an educational process based on a Student Disciplinary Process model. The decision will be based upon the preponderance of evidence standard.

## ***Disciplinary Documentation***

If a student violates a rule, he/she will be charged, a charge letter will be sent out, after which the student will have an opportunity to respond to the charges. This process description is designed to explain disciplinary documentation and procedures.

## **INFORMATION AND TERMS**

### ***Incident Report:***

An incident report is used to document an incident in which a policy has been allegedly violated in or around University Housing. The incident report can be initiated by a resident/student through the Resident Assistant, Residence Coordinator, or other Housing and Residence Life staff member or university employee. Incident Reports may also be initiated by a Housing and Residence Life Staff Member.

### ***Complainant:***

This is the person initiating action by submitting an incident report with the Department of Housing and Residence Life.

### ***Respondent:***

This is the person who has allegedly violated University Housing or Barry University policies, procedures, state and federal laws, or state statutes.

### ***Hearing Information:***

This is the meeting which takes place between involved parties noted on an incident report. Hearing procedures vary according to the type of action designated by the Complainant, or person initiating the action, and the plea entered by the Respondent. If the Respondent chooses not to attend a hearing, the hearing will proceed as scheduled in his/her absence. **The Respondent is responsible for checking his/her university email account for notices.**

### ***Disciplinary Hearing:***

This is the meeting where the Respondent meets with a Housing and Residence Life professional or designee. The Respondent enters a plea of "Responsible" or "Not Responsible" to each violation (infraction) documented. A discussion then takes place to determine the responsibility if any of the Respondent. If responsibility is determined by the hearing officer then sanctioning is determined at that time.

### ***Scheduling/Rescheduling:***

The Respondent or Complainant may reschedule a hearing providing that at least 24 hours notice is given to the Housing and Residence Life professional staff member or designee. If this notice is not received, the hearing will continue as scheduled and a decision will be rendered based on the information provided. The University may deny a request to reschedule a hearing.

***Sanction:***

The sanction is an action issued to a Respondent found responsible for infractions. The sanctions vary and are as follows: official warning and written reprimand, educational sanctions such as community service projects; drug and alcohol assessments and/or counseling; papers, seminars, formal sanctions such as monetary compensation (restitution), student disciplinary probation, relocation or transfer within University Housing, Dean's Referral by a University Housing staff member, interim suspension removal, removal from University Housing, loss of privileges, etc

***Advisor:***

Advisors may be present at all hearings, only with the permission of the Respondent and Complainant. The observer may not speak on behalf of the Complainant, Respondent or act as a witness. The Respondent has the right to bring an interpreter to the hearing when English is not his or her primary language.

***Hearing Officer:***

This is the individual who is facilitating and reviewing the student disciplinary hearing.

***Witness(s):***

The Respondent may call individuals who were present at the time of the incident in question. No character witnesses are permitted.

**INFORMATION ABOUT A DISCIPLINARY CASE**

All students documented for an alleged violation of the University Housing Contract, University Housing Manual, University Student Handbook and/or other university policies and procedures, federal laws or State of Florida laws or statutes, are afforded the rights outlined below. Each Respondent may view a copy of this information, located on the Housing and Residence Life website, when he or she is notified of a hearing regarding an alleged violation. All Respondents are held responsible for the information found on this website.

***Right to be Informed:***

The Respondent has the right to be informed of impending action by means of a contact letter, verbal notice and/or documented telephone contact.

***Bill of Rights:***

The Respondent in any disciplinary case within University Housing shall be granted the following rights:

- A. Respondent has the right to be heard.
- B. Respondent has the right to face the Complainant.
- C. Respondent has the right to be notified in advance of the date, time and place of a hearing.
- D. Respondent has the right to introduce witness(s) and/or evidence pertinent to the case at the hearing. Prior notice of the witnesses may be required of the Respondent.
- E. The standard for determining responsibility of an alleged violation is preponderance of evidence. Decisions are made based upon the fair preponderance of evidence of the incident.
- F. The Respondent has the right to receive written notification of a decision within three business days after the hearing. The Respondent is responsible for all notices placed in his or her University Housing mail box or University email.

### ***Appeal Requests:***

Appeal Requests must be based on more than just disagreement with the outcome of a hearing. The Respondent has the right to appeal a decision to the next highest disciplinary level in University Housing. A decision of a student disciplinary case is deemed received by the Respondent on the date it is placed in the student's mailbox or university email. The Appeal Request must be submitted to the next highest level by **4:30 PM of the next business day following the date of the receipt of the decision**. Appeals must be typed. An Appeal Hearing will be scheduled after receipt of the Appeal Request and appropriate documentation. A review of the appeal materials may take place without a hearing. The criterion for filing an appeal is limited to the following:

- Failure to receive due process (the basis must be specified).
- Severity of penalty (this ground is only available as basis for appeal when sanction imposed is Removal from University Housing).
- There is new material evidence which could not have been discovered at the time of the hearing. (Failure to attend a hearing does not qualify in these criteria).

### **Possible outcomes of the appeals are:**

- Denial of the appeal
- Upholding original sanction(s)
- Reduction of the sanction(s)
- Convening a new hearing

The Respondent will be notified in writing of the result of the hearing. Depending on the case, the Respondent may have an opportunity to appear for the appeal hearing. Filing an appeal will not delay or prevent any type of sanction, Suspension or Removal from University Housing.

### ***Confidentiality:***

All information regarding student disciplinary cases is confidential. No official records will be released outside the University without the written consent of the Respondent or pursuant to the legal process when the University Attorney may be involved. Information concerning a student disciplinary case will only be discussed with the Respondent and only in person.

### ***Case Records:***

A file of the case is maintained by the Dean of Students Office. All student disciplinary hearings will be digitally recorded by the University and will become a part of the case file. All records are maintained for a period of four years, (in accordance with University records). The Respondent is not permitted to use his or her own audio or video recording device.

### ***Access to Records:***

Only the Housing and Residence Life professional staff as well as the Dean of Students Office professional staff shall have access to the records of student disciplinary cases. Additionally, the Respondent has access to his or her own records while in the company of a professional staff member of the Department of Housing and Residence Life and Dean of Students. Official records shall remain in the Central Office of the Dean of Students.

### ***Severity of Alleged Violation and Due Process:***

Situations may exist which, simply stated, require immediate action to ensure the safety and/or security of the residents and/or the University Housing community. Due to the behavior of a resident and the severity of the incident, a resident may forfeit his/her rights to due process.

### ***Standards for Conduct in a Community:***

Residents in University Housing are expected to be familiar with and conduct themselves in accordance with the Standards for Community Living listed in the Guidebook. Through the University Housing contract, the resident has agreed that he or she is responsible for abiding by state and federal law and University rules and policies, including all University Housing rules and policies contained in the Department of Housing and Residence Life Housing Manual. The Manual is published to provide residents with general notice of appropriate conduct. This should be read broadly and is not designed to determine misconduct in exhaustive terms.

## **FORMAL SANCTIONS**

### ***Community Damages:***

Appropriate oversight of community areas is the responsibility of all residents. Damages which occur in a unit will be charged to the student(s) assigned to the unit. Public area damages will be charged to those identified as responsible. All residents of an area may be held responsible for damages as only residents of an area or guests are allowed in these areas. Public damages not charged to a specific individual may be charged to all residents of a community and divided equally among all community residents.

### ***Damage Charges:***

See Community Damages as taken from the Department of Housing and Residence Life Manual. The Damage charge is assessed to a resident when the resident is found responsible for damage, vandalism or other destruction to University property.

### ***Dean's Referral:***

This is the document of a violation or a sanction which is forwarded to the Dean of Students Office for further disciplinary review.

### ***Interim Suspension from University Housing:***

Immediate temporary removal of a resident from University Housing pending a hearing when it is determined the resident's continued presence in University Housing constitutes a threat of physical or emotional harm to others or him/herself. During the time of removal, the student is restricted from all areas in and around University Housing and remains financially responsible for the University Housing contract.

### ***Disciplinary Probation:***

Sanction serving notice to the resident that he/she has been found responsible for a policy or rule violation. The term of Probation will vary depending on the circumstances of the incident. Residents violating Probation are subject to another hearing, additional sanctions or other sanction deemed appropriate.

### ***Disciplinary Warning/Written Reprimand:***

Sanction serving notice to a resident that the resident's behavior has not met the Department of Housing and Residence Life Standards for Community Living. Future violations of the University Housing contract or policies will result in more severe disciplinary sanctions/actions.

### ***Relocation:***

Where appropriate a resident may be moved (transferred) to another room assignment within University Housing to provide a new start in a different area of the University Housing community. Resident must complete all appropriate administrative paperwork as instructed in order to complete the move.

### ***Removal/Expulsion from University Housing:***

Where appropriate the University will terminate a resident's University Housing contract and permanently remove the resident from University Housing. Removal from University Housing does not relieve the applicant of the financial obligations of the University Housing contract. Any student sanctioned with removal is restricted from all areas in and around University Housing and is subject to arrest for trespass.

### ***Suspension from University Housing:***

This is a sanction which terminates the resident's University Housing contract and removes the resident from University Housing for a specified period. The student may apply for readmission to University Housing following the period of suspension. During the time of suspension, the student is restricted from all areas in and around University Housing and will be subject to arrest for trespass. Suspension from University Housing does not relieve the applicant of the financial obligations of the University Housing contract. Any student sanctioned with suspension is restricted from all areas in and around University Housing and is subject to arrest for trespass.

### ***Parental Notification for Alcohol and Other Drugs***

Barry University will notify parents or guardians of dependent students (as defined in 26 U.S.C. s. 152 of the IRS Code of 1954) who are under age 21 if the University determines that the student violated a University rule or policy regarding alcohol or other drug, under any of the following circumstances:

- The student is required to be transported to a medical facility and treated because of alcohol or other drug use.
- The student has caused harm to him or herself or another while under the influence of alcohol or other drugs.
- The student was arrested or taken into custody by police while under the influence of alcohol or other drugs.
- The student was responsible for vandalism or other destruction of property while under the influence of alcohol or other drugs.
- The student was operating a vehicle while under the influence of alcohol or other drugs.
- The student has been found responsible for violation of a federal, state or local law or University rule or policy related to alcohol or other drugs at least one time previous to the current violation.
- The information regarding the student is needed in connection with an emergency to protect the health or safety of the student or other individual.
- Other circumstances that are determined by the Vice President for Student Affairs, or his or her designee, to be appropriate.

### ***Other Appropriate Actions:***

Any other disciplinary action not specifically set out above, but deemed appropriate. The University may remove the resident if he/she fails to meet the full terms and conditions stated in the University Housing contract or for any violation of University or University Housing rules.

# Transportation, Shopping and Attractions

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## Transportation

### Bus Routes

The Nos. 2, 9 and 10 bus routes make stops at Barry. Typically you can get to Barry with only having to make one transfer. The office of Commuter Affairs offer discounted monthly Miami Dade Student Metro Passes.

### Tri- Rail

Tri- Rail Station: Metrorail Transfer Station

Take Metrobus Route L and then transfer to Metro Route No. 9 or 10 to Northeast Second Avenue.

### Airport Shuttle

Supershuttle – Miami Airport: 305-871-2000 [www.supershuttle.com](http://www.supershuttle.com)

GO! Airport Shuttle – Fort Lauderdale Airport: 954-561-8888 [www.go-airportshuttle.com](http://www.go-airportshuttle.com)

Ace Tours & Transportation – Fort Lauderdale & Miami Airports: 954-791-6575

[www.acetoursandtransportation.com](http://www.acetoursandtransportation.com)

## Supermarkets

### Publix Supermarket

9050 Biscayne Blvd, Miami Shores, FL 33138  
305-751-4075 (2 miles)

### Winn Dixie Supermarket

11030 NW Seventh Ave Miami FL, 33168  
305-756-0013 (1 mile)

### Subway

9458 NE 2<sup>nd</sup> Ave, Miami Shores, FL 33138  
305-756-1819 (1 mile)

### Taco Bell

640 NE 125<sup>th</sup> St, North Miami, FL 33161  
305-893-0143 (1 mile)

## Fast Foods

### Burger King

9099 Biscayne BLVD Miami Shores FL 33138  
305-757-6920 (2miles)

### Chipotle Mexican Grill

14776 Biscayne BLVD Miami Beach FL 33181  
305-947-2779 (4 miles)

### McDonald's

610 NE 125<sup>th</sup> St, North Miami, FL, 33161  
305-899-2882 (1mile)

### Quiznos

11850 Biscayne BLVD Miami Shores FL 33181  
305-981-2281 (3 miles)

## Dine-In Restaurants

### Boston Market

12500 Biscayne BLVD North Miami, FL 33181  
305-892-8867 (3 miles)

### Denny's

12105 Biscayne BLVD North Miami FL 33181  
305-893-5913 (3 miles)

### IHOP

12875 Biscayne BLVD North Miami, FL 33181  
305-893-5913 (3 miles)

### Little Havana

12727 Biscayne BLVD North Miami, FL 33181  
305-899-9069 (3miles)

## **Dine-In Restaurants (cont'd)**

Panera Bread  
12205 Biscayne BLVD North Miami, FL 33181  
305-891-5021 (3miles)

PF Chang's China Bistro  
17455 Biscayne BLVD North Miami, FL 33181  
305-957-1966 (5 miles)

T.G.I. Friday's  
14891 Biscayne BLVD North Miami FL 33181  
305-944-4096 (4 miles)

## **Shopping Malls**

Aventura Mall  
19501 Biscayne BLVD Miami, FL 33180  
305-935-1110 (8 miles)

Mall at 163<sup>rd</sup> Street  
1205 NE 163<sup>rd</sup> St. North Miami Beach FL, 33162  
305-947-9845 (6 miles)

Dolphin Mall  
11401 NW 12<sup>th</sup> St. Miami FL 33172  
305-365-7446 (18 miles)

## **Outlet Mall**

Sawgrass Mills Mall  
12801 West Sunrise BLVD, Sunrise, FL, 33323  
954-846-2300 (26 miles)

## **Department Stores**

Target  
14075 Biscayne BLVD North Miami FL 33181  
305-944-5341 (4miles)

WalMart  
1425 NE 163<sup>rd</sup> St, North Miami Beach, FL 33162  
305-949-5881 (5miles)

## **Electronics**

Best Buy  
21035 Biscayne BLVD, Miami FL, 33180  
305-933-9025 (8miles)

BrandsMart USA  
4320 NW 167<sup>th</sup> St, Miami, FL 33054  
305-624-5400 (9miles)