

A scenic view of the Washington Monument in Washington, D.C., with a row of cherry blossom trees in the foreground and a body of water reflecting the scene. The sky is a mix of blue and orange, suggesting a sunset or sunrise.

FSU | **UNIVERSITY
HOUSING**

FSU DC Study Away Program
Guide to Residential Living

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FSU DC Study Away Program

The FSU DC Study Away Program offers unparalleled opportunities for direct experience through internships with agencies, advocacy and association groups, corporations, and governmental sites, all set against the remarkable backdrop of the nation's dynamic capital city.

This program invites students from a variety of Academic Colleges, majors, and career aspirations to live in a supportive environment where they can focus on their internships while benefiting from shared experiences and connections. A House Manager will provide on-site support by monitoring the units, offering resources and guidance, as well as communicating student needs to the FSU University Housing Office.

Program Residential Facilities

The FSU DC Study Away Program operates two residences that are located on historic Ebenezer Row in the Capitol Hill neighborhood. Ebenezer Row is part of the historic site of one of Capitol Hill's most significant churches, a landmark that served as a stop on the Underground Railroad, and a center of civic life since the early 1800s. While the original church building remains a preserved part of the neighborhood, the surrounding block has been thoughtfully transformed into a row of modern residences.

These homes offer updated living in a quiet, residential setting while being just blocks away from the U.S. Capitol, metro stations, Eastern Market Park, grocery stores, shops, and several neighborhood parks.

406 D Street is a townhome with a spacious modern kitchen, dining, and a living room on the main floor. The lower floor has a common area space with a television for residents to share. The upper floors provide additional shared residential rooms, shared bathrooms and laundry units.

416 D Street is a townhome, offering two units within the townhome, each spanning two stories. Both townhomes include a kitchen, seating area, shared residential rooms, shared bathrooms and laundry units.

All units are furnished with an XL Twin bed, a student desk and chair, and a 3-drawer dresser. Rooms and bathrooms are shared residential areas. Students will be responsible for supplying their own bed and bath linens.



DC Study Away Program Support Staff

Florida State University hopes that your time in DC will be successful. Even though you will be over 800 miles from the FSU campus in Tallahassee, there is a team of support staff available to you to ensure your experience is positive. While you may not have the convenience of being able to walk across campus to access some of these resources, they are often only an email, phone call, or virtual meeting away.

House Manager

The House Manager is a live-in FSU staff member whose responsibilities include ensuring that the properties stay in appropriate living conditions. They will facilitate move-in and move-out processes with interns and provide important communication. The House Manager will also coordinate with any contracted services to maintain, repair, or address facility-related issues in the properties.

FSU Career Center

Program participants will have dedicated support from the Career Center to optimize their internship experience. Examples of these supports include, but are not limited to, navigating organizational dynamics, prompts to utilize within supervision and in seeking feedback from their professional hosts, articulating the experience on professional documents and through subsequent interviews, and strategies to expand future career searching.

FSU University Housing

University Housing manages the two townhomes and can be reached at:

Phone: 850-644-2860

Email: housing@fsu.edu

Facilities, Maintenance, & Trades Staff

In the event that there is a facilities-related issue in your space or within the properties, there may be a need for outside contractors, tradespeople, service technicians, or other contracted services to enter the space. The House Manager will work to coordinate any repair or facility-related work to occur during business hours, which means that, should you report an issue, the individual addressing that issue will likely be doing so during a time when you are not present.



Internship Housing Information

This list highlights some of the common and frequently asked questions regarding living in the properties. Specific questions can be addressed to the House Manager or to University Housing staff.

Cleaning

Residents are fully responsible for cleaning and maintaining their bedroom and shared bathroom. This includes the regular upkeep of the sink, toilet, shower, counters, and floors in these areas. A professional cleaning service will come once a month to clean shared common area spaces. Please note that bedrooms and bathrooms are not included in the monthly cleaning.

Common Spaces

Residents have access to the shared common area located on the lower level of the 406 D Street townhome. This space is equipped with a television for community use and intended to serve as a gathering area for all residents. In addition to the main common area, each townhome also includes a sitting area within the unit offering additional space. Residents are expected to utilize all shared spaces responsibly and maintain the cleanliness.

Wireless Internet

Internet access is provided in the Center and you will receive access information upon your check in.

Laundry Facilities

Washer and dryer units are available in the townhomes and are shared by all residents free of charge. Please be considerate by managing your laundry promptly, keeping the area clean, and avoid placing large items or overloading the machines. Remember to clean the lint trap after each use, and do not run laundry if you plan to be away from the property. Any issues with the machines should be reported to the House Manager immediately.

Lock-Out Assistance

Your assigned building and room are accessible via keypad entry. You will receive the code to your respective spaces upon moving into the townhome. Access codes shall not be shared with any other party.

Health and Safety Inspections

Residents are expected to maintain a clean living space. This entails several details, including, but not limited to: disposing of trash, food waste, and take-out containers in a timely and appropriate manner; keeping the floor clear of obstacles, clothes, and items that may be a barrier to entry or exit; and washing clothes and linens regularly. Residents are not permitted to have open flames of any sort in the rooms.

Maintenance, Repairs, and Pest Control

We will strive to keep the properties in good repair, but there will inevitably be maintenance or pest control issues that need to be addressed. To have repairs or treatments done in student rooms or public areas, you will need to notify the House Manager of the specific issue so they can make the necessary arrangements to have the issue addressed. As with room cleanliness, helping to maintain a clean property by appropriately and quickly disposing of trash and waste, promptly washing dishes, and cleaning up after yourself, you can help to prevent any pest-related issues.

Mail & Deliveries

Regular mail can be sent directly to the property at the applicable address listed below. The House Manager will

regularly check the mail and bring it inside to be picked up by the intended recipient. There is no storage for packages or delivery points at the properties. If interns expect to regularly receive packages, it may be in their best interest to have items sent to either the [UPS Store](#) or [FedEx Office](#) nearby. FSU will not be responsible for any packages delivered to the property. To receive mail, you can use the applicable version of the following addresses:

Your Name
 Attn: FSU DC Study Away
 406 D Street SE
 Washington, DC 20003

Your Name
 Attn: FSU DC Study Away
 416A D Street SE
 Washington, DC 20003

Your Name
 Attn: FSU DC Study Away
 416B D Street SE
 Washington, DC 20003

Moving In

What to Pack

We encourage you to avoid purchasing more than you need before arriving in Washington, D.C. You may also consider purchasing some items online and having them delivered to a local store branch, where you can make arrangements to pick up.

- Clothes (keep in mind the seasons, professional attire, exercise, lounging, etc.)
- Linens and bedding for a Twin XL bed
- Toiletries and hygiene items (including toilet paper)
- Surge protector with a long cord and chargers & electronic necessities
- Supplies you need for academic/internship success
- Reusable shopping/grocery bags
- Combination lock (if desired) for your desk drawer

Gaining Access

Access to both the building you live in, and your individual bedroom will be through a keypad code. You will be provided with those codes upon move-in. Access to the building and your room should be kept private and not shared with anyone.

Opening Meeting

At the beginning of each semester, the House Manager will host a mandatory meeting for all interns to discuss policies and expectations for living in the Study Away Center.

What is Provided

Some amenities will be available in the facilities. These items are for everyone's use and should be kept in the common area spaces. Each resident will be responsible for cleaning these items when they are used or returning them to their original state and place. Below is a list of the items residents will have access to:

- Cookware, dishes, can opener, utensils, knife set
- Keurig
- Bakeware
- Vacuum cleaner, broom/dustpan
- Bathroom plunger
- Shower curtain w/ hooks

Bicycles and Motorized Vehicles

Please do not bring your bicycle or any sort of motorized or battery-powered transportation. There is no outside location to secure these items. Battery-powered scooters, bikes, etc. will not be permitted to be stored inside due to the heightened risk of fire.

Personalize Your Room

We want you to feel comfortable and at home in your room while living in DC and encourage you to decorate your room to suit your personality! However, there are some guidelines to consider before proceeding with your decorating plans. If you ever have questions, please ask the House Manager.



Furniture

All furniture provided by the University must remain in your room. Do not stack University Housing provided furniture. All rooms include one student desk, desk chair, Twin XL bed frame and mattress, and dresser per resident. All lounge, kitchen, study room, and recreation room furnishings must also remain in their respective public areas.

Lofts

Lofts are not permitted in the Study Away Center since beds with adjustable heights are provided in most spaces.

Cement Blocks and Bricks

Cement blocks or bricks are not permitted in the Study Away Center due to concerns about safety and damage. They may not be used as risers for beds or other furniture in the rooms at any time.

Damage to Walls

Because of damage caused to walls, nails, wall-mounted TV brackets, wall-mounted shelving, and other such items are not permitted to be used in the spaces. Students should not attempt to repair or paint walls. LED strip lights are not permitted.

Roommate Relationships

Most interns in the FSU DC Study Away Program will be assigned to a space within one of the residences alongside a roommate. We encourage you to reach out to your roommate ahead of your arrival in Washington DC. You may want to discuss several things, including your internship details, your study and sleep habits, your time at FSU, and other interests. We also offer the following as suggestions to help you successfully navigate your roommate relationship.

Tips for a Successful Roommate Relationship:

- **Communicate in person, early and often.** Strong and consistent communication among roommates is foundational for a successful rooming arrangement. Lack and avoidance of communication are a source of many conflicts. Address problems right away, face-to-face. Electronic communication tends to be misinterpreted because of the lack of tone and non-verbal cues. When discussing your conflict, maintain a respectful demeanor, be honest, and be willing to compromise. If you cannot express yourself verbally, try writing down your concerns first, and then having an in-person conversation.

- Complete the Roommate Agreement as soon as possible. Meet up and come to terms on agreements that you both can successfully live with in your room. If a roommate or suitemate agreement cannot be reached, University Housing reserves the right to set reasonable expectations of roommates or suitemates. Additionally, University Housing reserves the right to relocate residents, as deemed necessary.
- Be considerate. Your internship is going to demand a lot of you. You should expect to be stressed during your time in DC, and that your roommate and housemates will also be stressed. Be respectful of your roommate's privacy and values. While it is natural to vent your frustrations, involving other residents and friends on the floor is unfair. Keep the issue private.
- Courtesy is contagious. Ask before borrowing anything. Honor the agreements you make with each other. If you are having trouble managing the conflict, ask for help or seek the guidance of the House Manager.

Safety in the Study Away Center

All interns in the FSU DC Study Away Program play a critical and equal role in the safety and security of the Study Away Center. You must pay careful attention to your own and others' actions in and around the center to ensure that everyone has a safe and successful experience.

Safety Concerns in the Study Away Center

Get into the habit of locking your room door every time you leave the room and when you are inside of the room. Check to see who is knocking through the peephole before opening the door to the Center. Never admit a non-resident into the hall. Do not prop exterior doors. If you see a door propped open, close it immediately.

Identification and Center Access

We encourage you to keep your official (state ID, passport) on you at all times while in DC. It is also recommended that students should always be able to present their FSU Card at all times. Do not share the access codes to the Study Away Center or your room with anyone.

Valuables

We **strongly recommend** renter's insurance for the duration of your stay in the Study Away Center. Neither FSU nor University Housing can accept responsibility for damage or theft of students' property. Money and small valuables should be kept in a bank or safe deposit box. Laptop computers and other personal valuables can be [registered online with FSU](#). A lockable drawer space is also provided in your room and may be secured with **your own** padlock or combination lock.

Weapons

Possession or use of a firearm, knife, sword, pellet gun, air gun, spring loaded or paintball gun, or other weapons on campus is a violation of the [FSU Student Conduct Code](#). Students found in possession of any weapons will be subject to disciplinary action.

Fire Safety

If the smoke detectors or fire alarm should sound or if the fire sprinklers should activate, residents should use the nearest stairway to leave the building. Evacuation drills, held at least once per semester, help familiarize residents with procedures to evacuate the building safely. Recommended evacuation routes are provided through postings on the back of each room/apartment door. Always leave the building when you hear or see the fire alarm. Do not tamper with fire equipment such as extinguishers, hoses, and alarm pull stations or disable or cover smoke detectors. Intentionally activating a false fire alarm is a violation of State Law 806.101 and the [FSU Student Conduct Code](#). Anyone who activates a false alarm is subject to disciplinary action as well as criminal prosecution. At no time may anything be hung from sprinkler system pipes or sprinkler heads. Damage to this system could cause harm to others, damage to personal belongings, and to FSU property.

Personal Safety

Do not give personal information to unknown individuals, including online. If an individual or company gains access to your personal information, they may obtain access to confidential information, from credit information to university documents. We encourage all students to review the [Social Media Safety and Security information](#) from FSU's Information Technology Services.

FSU Alert System

As an FSU student, you are automatically enrolled in FSU Alerts. The alerts to this program are not designed for providing information in and pertaining to Washington DC, however. To learn more about the FSU ALERT system, including how to register your cell phone for text messages, visit the [FSU Emergency Services website](#).

Student Resources

As an FSU student, you have access to a number of resources and services. Although you are not physically on the FSU campus, you can still utilize all that these and other offices have to offer. In addition to the specific services listed below, you can find many others on your My.FSU portal.

Career Center

The Career Center at Florida State University is committed to supporting your career development through a comprehensive approach that focuses on empowering career decision making, valuing the contributing benefits of a wide range of relationships and experiences while partnering with students on career readiness and employability skills. To access the FSU Career Center, please visit [our website](#) or send an e-mail to DC-Study-Away@fsu.edu.

MiResource

Database of providers that CAPS refers to when connecting to community providers. The link is a larger network of providers that other universities have established and refer their students to across multiple states.

<https://miresource.com/schools/fsu>

<https://miresource.com/>

Office of Accessibility Services (OAS)

Florida State University is committed to providing quality education to all qualified students and does not discriminate on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veteran status, marital status, sexual orientation, gender identity, gender expression or any other legally protected group status. The Office of Accessibility Services (OAS) is committed to ensuring universal access for each Florida State University student. The OAS creates an environment of success through the provision of academic, housing, and dining accommodations, testing support, assistive technologies, and space for students to feel they are part of the FSU community. Call OAS at (850) 644-9566, (850) 270-5370 [VRS for D/deaf], or visit [the OAS website](#) to learn about how they can help.

Psychology Today

Search engine for providers across the country that students can search for in their specific areas and include filters to narrow search to specific needs and preferences.

<https://www.psychologytoday.com/us>

Victim Advocate (VAP)

The Victim Advocate program can provide assistance if you or someone you care about has been the victim of a crime. Advocates provide crisis intervention, counseling, and appropriate referrals. Advocates are available 24/7 by calling (850) 644-7161 or text (850) 756-4320. Make sure you explain that you are an intern in the FSU DC Study Away Program. If you have an EMERGENCY or need IMMEDIATE ASSISTANCE, please call 911 immediately and then notify the House Manager. For more information, visit the [Victim Advocate Program website](#).

University Housing

FSU University Housing is committed to providing you with a safe and comfortable place to live during your internship experience in the FSU DC Study Away Program, and providing you with resources for navigating your housing situation once you return to the Tallahassee campus. Call Housing any time, 9:00 a.m. to 4:00 p.m. Monday through Friday, or visit the [Housing website](#) for additional information.

Division of Student Affairs (DSA)

The DSA is committed to empowering and supporting all students to achieve their full potential while attending Florida State University – regardless of their location. Consisting of 15 departments and all their sub-units, the DSA supports the FSU student experience in numerous ways. Visit the [Division of Student Affairs website](#) for more information.

Severe Weather

Washington DC experiences all four seasons, and the weather that typically accompanies those seasons. It is not uncommon for the area to get severe weather. We highly recommend that you utilize a weather app, with your location set to Washington DC, to monitor the weather. If you are on social media it is also worthwhile to follow or subscribe to local sources of information like the MPD (Metropolitan Police Department) and DC Homeland Security and Emergency Management, or local media outlets like NBC4, WUSA9, WTTG, and WJLA. These channels will help provide local and updated news specific to the DC Metro area.

Winter Weather

During the late fall, winter, and early spring, the DC Metro area is subject to winter weather, and at times the weather may be extreme in nature. This can include snow showers, ice, sleet, Nor'easters, among other weather phenomena. The House Manager will ensure that the walkways leading to the Study Away Center are clear and usable, but interns should be mindful of slippery stairs and sidewalks regardless. Residents should be prepared for prolonged cold weather and for navigating the city during these times. Residents are not permitted to have portable heating devices inside of their spaces.

Severe Weather

The DC Metro is subject to strong to severe weather, especially during the spring and summer. In the event of severe weather (severe thunderstorm, tornado, or flash flood warning), you should monitor local media outlets and your weather application. If you are present in the Study Away Center during severe weather, you should head to the lowest level of the building into a space without windows until the weather has cleared. If you are outside of the Center, seek shelter in the nearest building away from doors and windows until the storm has passed. These storms can bring winds in excess of 60 miles per hour, 3/4" hail, severe lightning and torrential downpours. It only takes 6 inches of moving water to knock you off your feet and 2 feet of water can float an SUV! Do not attempt to walk or drive through any floodwaters no matter how shallow or slow-moving you think it is. Take heed of local suggestions when considering commutes and travel during this weather.

- A **Tornado Watch** indicates that conditions are favorable for a tornado during a set period of time.
- A **Tornado Warning** indicates that a funnel cloud/tornado has been spotted in the immediate area and residents should find shelter immediately.

Extreme Heat

During the summer months and into early fall, the DC Metro area can experience prolonged periods of excessive heat, which are exacerbated by its proximity to the tidal basin, the river, the coast, and urban setting. Residents should take extra care to remain well-hydrated during these times and limit their time spent outside during peak sunlight hours.

Moving Out

Any time a resident moves out of their current Study Away Center-assigned room, regardless of time of year or reason, they must abide by the following checkout procedures:

Cleaning Your Room

Residents are to completely clear their room prior to checking out. All trash must be taken to the trash receptacle located behind the property. Students cannot leave behind items they do not want in their room. Items left behind may result in financial and/or conduct charges.

Initiating the Check-Out Process

When you are ready to check out (room is clear of all personal belongings and cleaned), inform the Housing Manager of your intention to check out. Residents must check-out the Housing Manager before permanently leaving the Study Away Center.

Damages

During check-out, your room will be assessed for any damages that occur during the duration of your stay. Final damage assessments and are at the discretion of FSU Housing. Residents will be notified of damage(s) and cost to repair damage(s) via email within 5-7 business days after checking out.

Abandoned Property

Any items, regardless of value, left in rooms when occupancy is terminated will be considered abandoned property. Residents may be billed for the cost incurred by storing or properly disposing of such items. All such articles shall be kept for 30 days after the student has departed. If not claimed during this period, they will be disposed of by University Housing.

Community Expectations

University Housing offers a unique community living environment at the DC Study Away Center. To preserve this special community, students are expected to exercise responsibility and to abide by the community expectations.

Community Expectations are designed to promote and maintain an atmosphere conducive to community living. All residents are responsible for knowing and adhering to these expectations. These expectations are a supplement to the [Student Conduct Code](#) and the [University Housing Contract](#). Any violation of the expectations may result in conduct action. Students are expected to be knowledgeable of, and abide by, Community Expectations and the [Student Conduct Code](#) at all times.

Respect for Persons

Students are required to refrain from behaviors that fall under the University's definition of sexual misconduct, endangerment, harassment, and hazing. These specific behaviors are defined in the [Anti-Sexual Misconduct Policy](#) and in the [Student Conduct Code](#).

- a. Visitation and Residents' Guests
 - i. In respect for the privacy of others, visitors are permitted during specified hours only in accordance with Housing visitation policies and your roommate/suitemate agreement. Roommates have the right to refuse guests in their bedroom and shared spaces (living room, bathroom, etc.)
 - ii. Hosts are expected to meet their guests at the building entrance and escort their guests at all times while in the building. A guest is defined as someone who is not assigned to a room in the Study Away Center in which that person is located.
 - iii. At no time should any resident provide entrance to a building to someone who is not their guest. This includes "tailgating": allowing residents, guests, and others to follow behind another person entering the building without confirming proper credentials.
 - iv. Residents of a room may be held responsible for guest behavior and actions that take place inside their room or in the common area of the Study Away Center, regardless of if the residents are present.
 - v. Cohabitation is not permitted; only the residents assigned to the room or apartment may live in that room or apartment.
 - vi. Residents may have overnight guests in the halls with the permission of their roommate. Guests may not stay for more than three days in any thirty-day period without written permission from University Housing Staff.
- b. Unauthorized Recordings
 - i. No resident may audio or video record, broadcast, or live stream another resident inside the Study Away Center, including all public areas, without their knowledge or consent. Audio or visual equipment includes, but is not necessarily limited to door cameras, computer microphones, computer webcams, cellphones, digital cameras, and other digital video or audio recording devices.
 - ii. Non-residents are not permitted to engage in audio or visual recording, broadcasting, or live streaming within Study Away Center public areas (including, but not limited to, lobbies, lounges, kitchens, study lounges, recreation rooms, hallways, and laundry rooms) without the written consent of University Housing. Audio or visual equipment includes, but is not necessarily limited to door cameras, computer microphones, computer webcams, cell phones, digital cameras, and other digital video or audio recording devices.

Respect for Community

Students are expected to be respectful of other residential members and the surrounding community at all times. As members of the FSU Study Away Center community, all students are required to abide by policies that create a community atmosphere for educational success within the Study Away Center.

- a. Noise and Quiet Hours
 - i. Quiet hours are in effect from 9:00 p.m. until 9:00 a.m., during which time no noise should be heard outside student rooms or immediately outside the buildings. Residents may extend, not shorten, these hours for the building and/or outside by a two-thirds vote of Study Away Center residents.
 - ii. Courteous noise levels that promote an atmosphere of academic success should be maintained during all hours. Residents should adhere to these hours and comply with requests of other residents and University Housing staff to lower noise volume.
 - iii. Students playing instruments or music in their rooms or common areas may be asked to stop if their playing disturbs others.
- b. Study Away Center Operations
 - i. University property may not be removed from student rooms or from residential public areas (including

- but not limited to bedrooms, study rooms, kitchen, etc.).
- ii. Students are responsible for the cleanliness of their own room and the commons spaces they utilize. Residents may face conduct action and/or be charged financially for special cleaning needed by improper care of rooms or spaces.
- iii. Sales including, but not limited to, running a business out of a room or any type of solicitation is not permitted in the Study Away Center.
- c. Room Access
 - i. All room changes must be authorized by University Housing staff and must follow established change procedures.
 - ii. Students are not permitted to share Study Away Center access information.
 - iii. If there is a vacancy in a student's assigned space, it is the responsibility of the remaining room occupants to ensure that the vacant space remains move-in ready. An incoming student should have immediate and equal access to all University-assigned furniture, room, and common spaces, such as but not limited to bathrooms, living rooms, and kitchens. A new resident may be assigned to a vacant space at any time.

Respect for Health & Safety

Students are required to follow federal, Washington D.C., and State of Florida laws and abide by policies ensuring the health and safety of the Study Away Center community. In addition to the following policies, students are expected to abide by all university policies concerning weapons, alcohol, controlled substances, illegal drugs, and fire safety as specified by the [Student Conduct Code](#).

- a. Alcohol & Illegal Drugs
 - i. Alcohol is not permitted in a Study Away Center room when all of the residents living in the room are under the age of 21. A guest over the age of 21 may not possess or consume alcohol except in the Study Away Center room of their host who is over the age of 21.
 - ii. Residents 21 years of age or older are not permitted to have open containers of alcohol in a common area (including, but not limited to, hallways, lounges, kitchens, bathrooms).
 - iii. Decorative alcohol containers (including, but not limited to, bottles, cans, and bottle caps) are not permitted to students under the legal drinking age of 21.
 - iv. Empty containers previously containing alcohol are prohibited in student rooms where no student is over the legal drinking age in Washington D.C. and the State of Florida. This includes, but is not limited to, empty alcohol cans or bottles.
 - v. Devices that promote irresponsible drinking (including, but not limited to, kegs, beer balls, funnels, bongs, beer pong table, etc.) are not permitted in the Study Away Center.
- b. Dangerous Items
 - i. Pocket knives with blades less than four inches in length and culinary knives used for their intended purpose are permitted in the Study Away Center. Swords, hunting knives, daggers, dirks, stiletto knives, machetes, axes, hatchets, and switchblades are not permitted in the Study Away Center.
 - ii. Fireworks, sparklers, and any item designed with the primary intention of exploding, including but not limited to firecrackers, skyrocket, rockets, roman candles, and cherry bombs are not permitted in the Study Away Center.
- c. Residential Fire Safety
 - i. The possession or use of open flame, heat, or element devices such as barbeque grills, halogen torch lamps, candles, and incense is not permitted within the Study Away Center. Wax warmers with melts and wickless candles are permitted if no open flame is present.
 - ii. Objects such as, but not limited to, bookshelves, chairs, tables, and shopping carts cannot obstruct exits and hallways or cause potential fire hazards.

- iii. Motorized vehicles including but not limited to motorcycles, mopeds, hoverboards, self-balancing scooter boards, two-wheeled scooters, Segways, and carts may not be operated, charged, or stored inside the Study Away Center.
 - iv. Residents must not leave their food items unattended while cooking with appliances in any space at any time.
 - v. Seasonal decorative items including, but not limited to, live trees, hay, and dried leaves are not permitted in the Study Away Center.
 - vi. Items may not be hung from sprinkler pipes or sprinkler heads. Nothing can be covering or placed within 18 inches of a sprinkler head.
 - vii. Flammable liquids, solvents, and any dangerous chemicals (including, but not limited to gasoline, kerosene, lighter fluid, propane, pressurized gas, laboratory chemicals, etc.) are prohibited from storage or use in any residential space. Personal-use lighters are permitted to be stored in resident spaces.
 - viii. Power strips and surge protectors must be plugged directly into a wall socket. Students shall refrain from plugging power strips and surge protectors into other power strips or surge protectors. Power strips and surge protectors should be grounded and 3-pronged only – no two-pronged cords.
 - ix. Regardless of whether in the common area hallways or in the apartments/suites, all breaker boxes should be left visible and accessible. They should not be covered with decorations or blocked by other items.
 - x. Any other device, element, or object that presents a fire hazard or other safety hazard is not permitted in the Study Away Center.
- d. Building and Facility Safety
- i. Propping open doors or exterior entrances is prohibited.
 - ii. Students are not permitted to be out on ledges, roofs, or outside of windows.
 - iii. Students may not remove, alter, or tamper with door closures, peepholes, locks or any item that obstructs entry or exit to any door within the Study Away Center or spaces contained within.
 - iv. Screens must remain in windows at all times.
 - v. Additional locks or any object that impedes ingress or egress may not be added to the room, closet, kitchen or other doors.
 - vi. Throwing or dropping objects from windows, balconies and roofs are prohibited.
 - vii. Tampering with, removing, modifying, or rendering inoperable any Study Away Center safety device (i.e., smoke detector, strobe lights, fire extinguisher, etc.) is prohibited.
 - viii. If a student's room window requires a tool or key to open it, students shall not tamper with the locking mechanism to open the window.
 - ix. Windows may not be used as entrances or exits to and/or from the Study Away Center or student rooms.
 - x. Students are prohibited from displaying any item in windows of the Study Away Center or place any items in a window that obstructs access to the window.
- e. Smoking is not permitted anywhere inside or adjacent to the Study Away Center. This includes the use of any tobacco, electronic, or vapor smoking devices. Florida State University is tobacco-free.

Respect for Facilities & Property

Students are required to abide by policies that ensure the successful operation of the Study Away Center and surrounding areas. Additional policies are defined in the [Student Conduct Code](#).

- a. Cooking in Student Rooms
 - i. Any kitchen or open element appliances such as toaster ovens, George Foreman grills, toasters, and electric frying pans may only be used in designated kitchen areas.

- ii. The storage or use of household appliances including, but not limited to dishwashers, additional refrigerators, freezers, and personal washing machines is prohibited within the Study Away Center.
- iii. All cooking areas should be cleaned immediately after use.
- b. Sports and general roughhousing are not permitted within the Study Away Center.
- c. Students are expected to respect university property. Students shall be financially liable for damages (due to mounted televisions, wall shelving, etc.), alterations (i.e. unauthorized painting of rooms), or removals that they cause (including damage caused by their guests) to their rooms or the Study Away Center.
- d. Prohibited Items
 - i. Weights and weight benches are prohibited, except each resident may possess one set of dumbbells, with no individual dumbbell weighing greater than 20 pounds.
 - ii. Wired and wireless routers are not permitted anywhere within the Study Away Center.
 - iii. Cinder blocks are not permitted in the Study Away Center.
 - iv. The use of wheeled conveyances including, but not limited to, rollerblades, electric scooters, scooters, skateboards, or bicycles are not permitted in the Study Away Center. The storage and charging of motorized wheeled conveyances is prohibited in the Study Away Center in accordance with FSU-2.010 policy.
 - v. University Housing reserves the right to confiscate any traffic control devices until proper ownership of said item(s) can be determined. If it is determined that the item does not belong to the student, the University may charge the student in accordance to the [Student Conduct Code](#).
 - vi. Students may not be in possession of any common area furniture, fixtures, or safety equipment, including exit signs.

Policy Violation Procedures

Policies have been developed to protect the rights and encourage the responsibility of residents and to maintain orderly conduct for the educational process of this institution. Such policies are incorporated in our Community Expectations, the University Housing Contract, the Florida State University's [Student Conduct Code](#), and other agreements. A respect for the rights and privileges of others is the basic assumption of our educational mission.

Adjudication Procedures

Staff, students, and University Police record incidents of possible policy violations. Reports are referred to a conduct officer. University or Housing Staff will contact and schedule an appointment with students who have been documented for allegedly violating a policy. At the scheduled meeting, the conduct officer will inform the student of their rights under the [Student Conduct Code](#), and a hearing body will be selected. If the case is heard administratively, the conduct officer will determine whether or not the student is responsible for a policy violation. The case may be referred to the Residential Conduct Board, in which case an appointment is scheduled for the student at a time selected based on the student's availability. Students found responsible for policy violations may be issued educational outcomes to follow or complete. If a student does not complete an outcome, a conduct hold may be placed on their student record. This hold will prevent a student from registering for classes and from obtaining transcripts.

Appeals

Appeal procedures protect the interests and rights of students found responsible for violations of university or housing policy. Appeal requests may be granted for the following reasons:

- *Process Review*. That the proceeding was not conducted in accordance with established procedural standards or with bias or prejudice on the part of the hearing body. Such procedural errors must have substantially affected the outcome of the hearing.

- *Bias Review.* That the proceedings were not conducted without bias or prejudice on the part of the hearing body. May include, but is not limited to, demonstration of a conflict of interest, or failure to objectively evaluate all relevant information.
- *Information Review.* That the information presented in a proceeding does not support the finding of the hearing body that a violation of Code exists.
- *Outcome Review.* That the outcomes are extraordinarily disproportionate given the nature of the violations and any aggravating or mitigating circumstances presented.
- *New Information.* That new information exists that was not known to the individual appealing and could not reasonably have been known or discovered at the time of the original proceeding, and which would have substantially affected the outcome of the proceeding. This does not include statements from an affected/reporting individual or responding student who did not appear for a proceeding or hearing.

[Appeals](#) must be submitted to the Residential Student Experience Office within five business days after notice of the initial decision has been sent to the student. On appeal, the burden of proof rests with the student to show clearly that an error has occurred during the initial hearing process. The appellate review officer may affirm the decision or outcome(s), alter the outcome, remand or direct the hearing body to review their original decision, or order that a new hearing be conducted. Appellate decisions will be communicated after the appellate review. For more information on appeals, see FSU's [Student Code of Conduct](#).

Guardian Notification Letter

In situations where students have been found responsible for a violation of the Florida State University alcohol or other drug policy, students will be required to complete an action statement in part explaining the nature of the situation and circumstances that led to the violation. If the student is found responsible for a subsequent violation of the alcohol and other drug policy, a copy of this statement will be sent to the permanent address on record along with official notification from the University.

Notification may be sent to legal guardians of a student who is under 18 years of age, or financially dependent on their legal guardians, depending on the circumstances surrounding the incident. Legal guardians may also be notified of alcohol and other drug incidents for students under 21 years of age, regardless of financial dependency or resulting outcome.

Housing Contract Information

The University Housing Office is located in the Askew Student Life Center. Staff are available to assist you with room assignments, billing, and other housing matters from 9:00 a.m. to 4:00 p.m., Monday through Friday. The University Housing telephone number is (850) 644-2860. The full Terms and Conditions of the Housing Contract are provided at the time of contract signing. You can request a copy of the document you signed by contacting University Housing at housing@fsu.edu.

Length of Contract

Submitting a housing contract and required advanced payment commits the student to living in a university residence hall through the end of that contract term (i.e. Fall/Spring, Summer). The Housing Appeals Committee may release a student from the housing contract if there is a significant, documented, unforeseen financial hardship that is outside of the student's and their family's control that has occurred since the contract submission date. Information regarding Housing Appeals procedures is available from the University Housing Office. Inquiries can be directed to housing@fsu.edu.

Payment

The academic year contract obligates students to financial responsibility for the entire contract term. It is the student's responsibility to ensure satisfactory payment of housing fees. Housing fees may be paid in person at the Housing Office or at the Office of Student Finance from 9:00 a.m. to 4:00 p.m., Monday through Friday or online at <https://apps.its.fsu.edu/Fees/Fees.html>.

Room Occupancy

Only those students assigned to a room may occupy the room. Subletting your space is prohibited.

Room Changes

Contact the Housing Manager if you want to request to change rooms. Until a request is approved, students must remain in their current assignment. Students who make unauthorized room changes may be subject to disciplinary action and/or required to move back to their original assigned room. All approved changes will be communicated in writing by University Housing staff.

Administrative Relocation/Termination

University Housing reserves the right to cancel, change or terminate room assignments in the interest of order, health, discipline, disaster or maximum utilization of facilities, after due notice to the assigned students. Disregard for the rights, responsibilities and duties of others, as well as the creation of circumstances which could jeopardize life, limb or property, are conditions that are not acceptable in University Housing and may be cause for termination of the housing contract. For additional information regarding the Terms and Conditions of the Contract, or contact the University Housing office at (850) 644-2860 or housing@fsu.edu.

Entering Rooms

Authorized university personnel may enter student rooms for regular health and safety inspections and for maintenance purposes. Staff may also enter rooms when a reasonable belief exists that a welfare check is needed or that the room is being used for an illegal purpose or for a purpose that would interfere with discipline and/or personal safety.

Florida State University Equal Opportunity and Non-Discrimination, and Non-Retaliation Policies

Florida State University is an equal opportunity employer and educational provider committed to a policy of non-discrimination for any member of the University's community on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status. This policy applies to faculty, staff, students, volunteers, visitors, applicants, and contractors in a manner consistent with applicable laws, regulations, ordinances, orders, and University policies, procedures, and processes.

In pursuing its mission of excellence as a comprehensive, graduate-research university with a liberal arts base, the University strives to create and maintain a harmonious, high-performance work and educational environment. Conduct that discriminates, harasses, or intimidates by threat, is contrary to our commitment. Further, workplace behavior that is disruptive to the operations of the University or that impairs workplace discipline interferes with this mission.

University leadership expects all members of our community are provided equitable opportunities to succeed and enrich the strength, skill, and character of the University. It is also expected that all members of our community will help create a work and educational environment that promotes fairness, respect, and trust, free from discrimination, harassment, or retaliation.

The University will continue to reinforce its commitment of non-discrimination to all groups protected by local, state, and federal law. We will continue to monitor our methods of recruitment, retention, and advancement of qualified faculty, staff, and students and annually examine our affirmative action plan, as prescribed by federal guidelines, to measure whether our campus is reflective of the community we serve. The University further recognizes that discriminatory or harassing behavior may create an intimidating or hostile environment that interferes with the University's mission. As a result, the University has established internal complaint procedures available to all who believe their experience on any of our campuses has been less than appropriate. For more information students are encouraged to review their respective General Bulletin PDFs located on [FSU's University Registrar page](#).

Anti-Sexual Misconduct Policy

Sexual misconduct is contrary to Florida State University's ("FSU" or "University") mission and vision, the State University System of Florida's regulation BOG 6.0105, Title IX of the Education Amendments of 1972, and the Violence Against Women Act (VAWA) Amendments to the Clery Act. The University is committed to providing and maintaining programs, activities, and an educational, work, living, and social environment founded on civility and respect, where no one is unlawfully excluded from participation in, denied the benefits of, or subjected to discrimination in any University program or activity on the basis of any protected category, including sex, pregnancy, sexual orientation, gender identity, or gender expression. The University strongly promotes the involvement of everyone, regardless of status with the University, in making FSU a safe and welcoming environment. In order for the University to address situations of sexual misconduct, individuals should promptly report an incident. All students are encouraged to read the full text of the University Policy located on [FSU's Title IX Signed Statement page](#).



Go 'Noles!

University Housing | housing@fsu.edu

(850) 644-2860

109 Askew Student Life Building

Florida State University Tallahassee, FL 32306

FSU
UNIVERSITY HOUSING
DIVISION OF STUDENT AFFAIRS