



COLLEGE OF MICRONESIA-FSM

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RESIDENCE HALLS POLICIES

I fully understand that COM-FSM is a community of scholars. It was my choice to associate with the College and to enroll for serious education pursuits, thereby not only enjoying the freedom to learn, but also sharing responsibility in exercising that freedom. As a member of this community, I know I am expected to assume responsibility for my personal conduct and act in a way, which will bring credit on the College, the community, and me.

I am fully aware that the above statement also applies to residents in the College Residence Halls. Therefore, as a resident, I agree to abide by all Residence Halls and College rules and regulations and the following:

RECOMMENDED CONSEQUENCES FOR VIOLATION

| Rules & Regulations | First: Advisor | Second: Manager | Third: Director of Campus/Student Life |
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| 1. Noise – Any kinds of noise that will disturb the residents including but not limited to the following: a) music, b) yelling or shouting, c) horse playing etc. Quiet hour is always in effect! Sun-Thurs 7:30pm-8:30 am; Fri- Sat 12:00-9:30 am. | Warning: You will be informed of your violation of the quiet hour policy and warned that you will be reported to the Residence Hall Manager (RHM) of future violation. | You will be warned again and be reported to the RHM. You will be given 2 hours to cut grass outside the Residence Hall. | Your radio, CD player, boom box, or any other electronic equipment will be confiscated. Continuous violations will be an additional hour of work detail. Hopeless cases will be asked to leave/vacate the halls. |
| 2. Missing Bed Checks The Residence Advisors are responsible to take accountability of residents every night. Your responsibility as a resident is to be in your room every night for bed check. <i>Bed check ensures safety!</i> Bed check is 10 min. after closing; if you come after 10 min. you are missing bed check. | Your name will be logged in the daily logbook for future reference. You will be warned verbally and be reminded of bed check violation consequences by the Residence Advisor. | You will be given a second verbal warning. Counseling will be determined by the Residence Advisor. | You will be reported to the Residence Manager and given three hours work detail, and a written warning. Continuous bed check violation will be an additional hour of work detail. <i>Your fifth violation will be a written warning and to see the Director of Campus Life. Your sixth will be removal from the residence halls.</i> |
| 3. Alcohol Policy Students are not permitted to possess, distribute, consume, sell, or purchase alcohol, nor are permitted to be under the influence of | Refer to the Policy and Procedures (6.0) in the Student Handbook pp. 13-15. | | |

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| alcohol on COM-FSM campuses. | | | |
| 4. Illicit Drugs Policy Student are not permitted to possess, distribute, consume, sell, or purchase illicit drugs, nor are permitted to be under the influence of illicit drugs on COM-FSM campuses. | Refer to the Policy and Procedures (7.0) in the Student Handbook pp. 15-17. | | |
| 5. Policy on Banned Weapon Students may not possess any banned weapons on any COM-FSM campus at all time. | Refer to the Policy and Procedures (5.0) in the Student Handbook pp. 20-21, 26. | | |
| 6. Stealing This is a community of scholars; Be respectful and respect others. You must not take someone else property without permission. Never enter a room without permission from occupant. | You will be asked to return or pay back all items that you took within a time limit. Your parents will be notified if unable to pay back. An incident report will be filed at the VPSSA's Office. | You will be asked to pay back all the items and the security/police will be contacted if necessary. You will be suspended from the Residence Halls with further disciplinary action from the VPSSA. | Suspension from school. |
| 7. Smoking is prohibited in the residence halls and in all college facilities. | Refer to the Policy and Procedures (5.0) in the Student Handbook pp. 12-13 | | |
| 8. Open Fire/Burning Burning of anything which include but not limited to mosquito coils, candles, incense, etc. is not permitted in the residence halls. No open fire within 50 feet from building. | You will be given only one warning...possible eviction depending on the nature of the act (burning items). | An incident report will be filed at the VPSSA's Office and suspension from the dorm for a year. | If you violate this policy for the third time...you will not be allowed to live in the dorm any time while attending COM-FSM. |
| 9. Off Limit Areas Ledges are off limit for residents; permission are granted for maintenance purposes only. | You will be given a warning. Your name will be given to the Residence Manager. | An incident report will be filed at the Residence Manager Office and you will be assigned work detail for 4 hours. | You will be sent to the Director of Campus Life for counseling. Possible suspension from the residence halls. |
| 10. Opposite Sex are prohibited from each residence hall. Only Residence Advisors are allowed in both halls for duty purposes only. | You will be reported to the RM depending on the nature of entry and be assigned work detail and possible eviction if forced entry. | An incident report will be filed at the Residence Manager Office. You will be given 6 hrs. work detail by the RM. Possible eviction if force entry. | You will once again see the RM and be reported to the Director of Campus Life. Work detail and counseling at the discretion of the Director of Campus Life. Hopeless cases will be evicted. |
| 11. Unauthorized Moving | You will be asked to | Pay \$20 to the | You will loose your \$50 |

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| <p>You must remain in the room and the floor you are assigned to by the management. Moving must be authorized by the RM alone.</p> | <p>return to your room but if refuse, you will be reported to the RM. You will pay \$20 for every unauthorized move.</p> | <p>management (Resident Advisor). An incident report will be filed and you will be asked to return to your assigned room.</p> | <p>and you will be asked to leave the Residence Halls.</p> |
| <p>12. Furniture. All furniture assigned to each room must stay in the room. No furniture is allowed outside the building! Due to limited space, no personal furniture is permitted in the rooms. You can rearrange your desks as long as they do not block the emergency exits. <i>The beds and lockers must stay in the same position.</i></p> | <p>You will be warned verbally and your name will be given to the RM. The management will claim any furniture that is left outside, (common areas or exterior...). All furniture that the RM claim will not be return to you.</p> <p>You will be asked to move them back and see the RM.</p> | <p>The Management will confiscate all furniture. You will be charged \$20 for each piece of furniture that is left outside the building. If the furniture is damaged, you will be charged the replacement cost.</p> <p>You will pay \$20 for each locker and cost of cleaning/maintaining the floor. Written warning.</p> | <p>You will have to see the Residence Manager, pay cost of furniture (\$20 each), and be given work detail by the management.</p> <p>A report will be filed at the Director of Campus Life; you will be evicted from the Residence Halls.</p> |
| <p>13. Sign Out Residents must sign out at the RMO if they wish to spend the night off campus. Freshmen must have their host to sign them out.</p> <p>Sophomores can sign out without a host but he/she must provide a phone number.</p> | <p>Anyone who leaves without signing out will miss bed check. You will be reminded of the consequences for such violation. Your name will be given to the RM.</p> | <p>Your name will be posted to see the RM. You will be given work detail by the RM.</p> | <p>A written warning will be issued and your parents will be notified of your absence from the residence halls. Reminder: Your sixth will be suspension from the residence halls.</p> |
| <p>14. Chewing of Betel Nut and/or Tobacco Use Students are not permitted to smoke pipes, cigars, cigarettes, or any other tobacco products in COM-FSM buildings except in designated areas.</p> | <p>Refer to the Policy and Procedures (5.0) in the Student Handbook pp. 12, 13.</p> | | |
| <p>15. Decorations Students are encouraged to personalize their rooms; however, the following can not be displayed in the rooms. Porno or any posters or pictures that is racist in nature and any kind of drug containers full or empty. To keep glasses clean and prevent paint from peeling, you are</p> | <p>You will be asked to remove them and advised to use the proper tape and be reported to the RM for non compliance.</p> <p>You will pay \$15 for every bottle or drug container that is found in your room. If no one claim the responsibility for the</p> | <p>You will be asked to clean off the adhesives on the wall and remove all pictures.</p> <p>You will be asked to see the RM for assignment of work detail.</p> <p>You will pay \$20 for every bottle or prohibited drug container that is found in your room. All</p> | <p>You will be reported to the Director of Campus Life to explain the reason for having the bottles in your room and for counseling.</p> <p>**If bottles or prohibited drug containers are found in your room after you checked out, you will loose your \$50</p> |

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| advised to use only scotch tape and buddy glue to hang posters. No masking tapes and duck tapes are allowed. | objects, all the room occupants will be charged. | occupants will be charged if no one claims responsibility for them. | |
| <p>16. Keys You are responsible for the key issued to you. You must not give it to anyone especially those that do not live in the residence halls.</p> <p><i>Master Key: Only authorized individuals can hold RHs master keys. Unauthorized holders will be dealt with accordingly.</i></p> | <p>You will pay \$50 for every lost key. If Management found your key with any off campus student using it to open the rooms, we will take it away.</p> <p>The master key will be taken away from you and you will have to explain how you get it. Possible eviction.</p> | <p>You will pay \$50 for every lost key. If Management found your key with any off campus students using it to open the rooms, we will take it away.</p> <p>If you are using the master key, you will be evicted.</p> | <p>You will pay \$50 for every lost key. If Management found your key with any off campus students using it to open the rooms, we will take it away.</p> <p>Eviction from the Residence Halls.</p> |
| <p>17. Gambling Not allowed anywhere in the residence halls.</p> | You will be asked to see the Residence Manager. | You will be asked to turn in all items used for gambling. | You will be sent to the Director of Campus Life for further counseling. |
| <p>Cooking is not allowed anywhere within the residents rooms. Absolutely no burner or electric fryer pans allowed. You can use rice cooker but must be unplugged when done cooking.</p> | We will confiscate all prohibited items. Management will ask you not to cook in the residence halls and remind you of the no cooking policy. | Confiscate all items and not return them. You will pay \$20 for every item to reclaim after the semester is over. | <p>You will be reported to the Director of Student Life.</p> <p>Possible suspension if continue to cook in the residence halls.</p> |
| <p>18. Room Entry No one is allowed to enter any room without the occupants' permission. Only the management reserves the right to enter any room without notice for health and safety purposes.</p> | <p>You will be asked to see the Residence Manager.</p> <p><i>Management will not open any room for anyone who does not live in the room. You must see the room occupants to enter.</i></p> | You will be reported once again to the Residence Advisor who will give you work detail. | <p>You will be sent to the Director of Campus Life.</p> <p>None compliance after counseling with the Director of Campus Life may result in suspension from the residence halls.</p> |
| <p>19. Meeting It is your responsibility as a resident to attend every meeting called for by the management. <i>It is a must; a community will not work, if no communication is done.</i></p> | If you miss a meeting, you are still held responsible for all information given out during the meeting. You will not be excused for breaking any policy! | You will be reported to the Residence Manager and be given work detail. | Recommendation will be given to the Director of Campus Life for removal from the Residence Halls. |
| <p>20. Hair Cuts No cutting of hair is allowed anywhere within the building. You are encouraged to</p> | You will be asked to clean up the mess. You will be given work detail for a week to clean the common | You will be given work detail for two weeks to clean the common areas including the area you left your hair particles. | You will loose your \$50. |

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| use the outlet at the back of the building for cutting hair and clean up when finished. | areas. | | |
| 21. General Clean-up As a member of this community, you are responsible to help keep the environment clean. You must participate in all general clean up. | You will be given 4 hours to do clean up for non compliance. | You will be advised to see the Residence Manager. | You will be reported to the Director campus/Student Life. |
| 22. Property Damage You must respect this community. It is your home away from home. You break it, we remove you. You are responsible for your guests' actions. | Anyone who damaged anything within the residence halls will be charged for the damage and evicted for one semester. | Must pay the damage and suspended from the residence halls for one year. | Expulsion from the dormitory for the duration of schooling. |
| 23. Curfew Hours Your responsibility as a resident is to be in the residence hall everynight at 12:00 midnight. Curfew hours is always in effect Sunday through Thursday at 12:00 midnight and Friday and Saturday at 2:00 a.m. | First offense should report to the advisor. | Second offense should report to the manager. | Third offense should report to the Director of Campus Life. |
| 24. Fire Safety Residence Halls Fire Safety is a very serious matter. Violation can be considered a direct threat to the life and overall safety of the residents and emergency personnel and are handled accordingly. Tempering with Fire Safety Equipment (including automatic door closures, smoke detectors, fire extinguishers, falsely pulling fire alarms, or stopping existing fire alarms are violations of fire codes. | Suspension from the dorm on the first offense. | | |
| 25. Littering You are expected to help keep this place clean. Utilize the trash cans. | You will be asked to clean up the mess and pick up trash all around the building. | You will be put on work detail for a week to pick up trash around the residence halls. | You will be assigned work detail for 3 weeks and check in the residence halls office for additional assignment by the RM. |

Any damage in the common areas that no one claim responsibility for will be charged to the whole floor or building. One-week grace period is given for the whole floor to correct the problem or someone to claim responsibility. Any damage unclaimed after the grace period is up the whole floor will be charged for the fixing and placement of the item.

College officials reserve the right to contact a student's parents, spouse, or an emergency contact designated by the student when there is significant concern for the student's behavior, health, or safety.

Print Student Name

Semester

Student Signature

Date

Staff Signature

Date