

Policy Title: Housing Policy

Policy Number (non-curriculum related): UCF COM Policy 13

Applies to: M3 and M4 medical students at the University of Central Florida College of Medicine (UCF COM).

Date: 8/26/24

1.0 Purpose: To specify COM provided housing guidelines while completing clinical rotations.

2.0 Policy Statement:

- COM provides housing accommodations while third years students are completing clerkship away rotations at Bay Pines, HCA North Florida, Jacksonville, or HCA Ocala. (COM does not manage housing for rotations at Naples or The Villages.) COM will provide housing to M4 students completing the required rotations depending on availability. The guidelines and violations below apply to all housing locations where UCF COM is the lease holder. Students are responsible for familiarizing themselves with the Housing Code of Conduct Guidelines, which outlines each student's expected behavior and actions, applicable to their assigned housing.

Housing Guidelines:

- COM is the lease holder for all provided apartments and will access the apartment for cleaning, maintenance, noise complaints, etc. Efforts will be made to advise students prior to entry, but it is not a requirement, and students cannot refuse maintenance services.
- Students who are found in violation of housing standards or university policies may be subject to punitive action, which can include cancellation of any future housing opportunities and/or professionalism citation.
- COM provided housing is temporary and not considered your permanent residence.
- Visitors are allowed for no more than 48 total hours.
- Assigned roommates are tentative placements and it is possible that the roommate could change prior to moving in.
- No smoking or vaping of any kind is allowed by student(s) and/or guest(s) of students per the UCF smoking policy. No smoking devices or substances should enter the unit/community at all.
- Students are allowed to have approved pets with prior approval. Approval must be obtained by completing the Pet Survey and providing the required documentation. The required documentation is due 1 month prior to the start of the rotation. Students may receive final approval by COM Student Housing Operations prior to the start of the rotation.
- Students that make arrangements to care for a classmate's pet(s) while residing in COM housing assume full responsibility for the pet and any incidents and/or fees that may occur.
- If students fail to provide documentation and have an unapproved pet, they will not be allowed to bring a pet to future rotations. A \$500 fee will be assessed for unapproved pets.
- Pet license(s) are required for the county of apartment residence. Bay Pines – Pinellas County, Ocala – Marion County, Gainesville – Alachua County. It may be possible that a student may need multiple licenses depending on their clerkship schedule.

Housing Violations:

- Students that violate the terms of their student housing agreement and code of conduct will be fined, may receive a professionalism citation and may be banned from M4 housing - the lists below outline common housing violations. The lists may be modified and/or updated at any time. Unauthorized use, possession, or duplication of keys and keycards is prohibited.

Infraction	Fine (Per Occurrence)	Ban from M4 Housing
If you commit three (3) or more infractions (warnings, fines, etc.) you will not be eligible for housing in the M4 year.* Additionally, you will receive a professionalism citation.		
Bay Pines Lost Apartment Key	\$10	No
Bay Pines Lost Gate Card	\$30	No
Bay Pines Lost Mailbox Key	\$10	No
COM Mailbox Key Replacement	\$20	No
Extra Apartment Cleaning	\$70	No
Gainesville Lost Apartment Key	\$25	No
Gainesville Lost Mailbox Key	\$25	No
Gainesville Lost Yale Key FOB/Card	\$75	No
Lockout Service (per occurrence)	\$100	No
Ocala Lost Apartment Key	\$25	No
Ocala Lost FOB	\$75	No
Ocala Lost Mailbox Key	\$25	No
Jacksonville Lost Apartment Key	\$50	No
Jacksonville Lost Gate Card	\$50	No
Jacksonville Lost Mailbox Key	\$20	No
Trash Violation (all communities)	\$50 fine assessed after first warning	No
Pet Waste Violation	\$25	No

** If you lose your entire set of keys that counts as one infraction.*

Infraction	Fee assessed based on repair quote (Per Occurrence)	Ban from M4 Housing
Professionalism citations and fines will be assessed for all infractions listed below regardless of if this was the first infraction. No warning will be provided.		
Apartment Damage	Fee assessed based on repair quote	Yes
Pet Damage Fee	\$185	Yes
Smoking Violation	\$250	Yes
Unapproved Pet	\$500	Yes

Any infraction that prevents the cleaning/maintenance of housing.	Fee assessed based on repair quote	Yes
Any infraction that potentially jeopardizes UCF COM's lease with any housing unit	Fee assessed based on infraction.	Yes

3.0 Definitions: None

4.0 Responsibilities:

5.0 Monitoring/Procedures:

6.0 Related Policies: None

7.0 Key Search Words:

8.0 Revision History

Version	Date Approved	Modifications
V1	September 20, 2024	Original
V2	July 18, 2025	The updates reflect the limit to visitation hours, current fees, and information regarding housing at Jacksonville.

9.0 References: None

Responsible Office: Associate Dean, Academic Affairs

Policy Contact: Director, Academic Support Services – Academic Affairs

Supersedes: V1