

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 (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 for third-year students completing approved clerkship rotations at Bay Pines, HCA North Florida, Jacksonville, or HCA Ocala. COM does not manage housing for rotations at Naples. Housing for fourth-year students completing required rotations may be provided based on availability. The guidelines and violations below apply to all COM-provided housing locations where UCF COM is the leaseholder. Students are responsible for reviewing and complying with all applicable Housing Code of Conduct Guidelines, which outline expected student behavior and responsibilities.

Housing Guidelines:

- Approved move-in hours are 10:00 AM to 2:00 PM on the designated move-in date. The required move-out time is 8:00 AM on the approved departure date, unless otherwise approved in writing by COMSHO.
- Unauthorized early move-ins or move-outs outside of approved hours may result in administrative action, including applicable fees and/or a professionalism citation.
- COM is the leaseholder for all provided housing and will access units 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.
- Violations of housing standards or university policies may result in housing related consequences, including loss of future housing opportunities and/or professionalism citation.
- COM provided housing is temporary and does not constitute a permanent residence.
- Visitors are allowed for no more than 48 total hours.
- Roommate assignments are tentative and subject to change prior to move-in.
- Smoking or vaping of any kind is strictly prohibited by student(s) and/or guest(s), in accordance with UCF smoking policy. Smoking devices and substances are not permitted in the unit/community.
- Pets are permitted only with prior approval. Students must complete the Pet Survey and provide the required documentation at least 1 month prior to the start of the rotation. Final approval must be received from COM Student Housing Operations prior to the start of the rotation.
- Students who care for a classmate's approved pet(s) while residing in COM housing assume full responsibility for the pet and any related incidents and/or fees that may occur.
- Unauthorized pets are prohibited. Failure to obtain approval will result in loss of eligibility to bring pets to future rotations and assessment of a \$500 fee.
- Pet license(s) are required for the county: Bay Pines – Pinellas County, Ocala – Marion County, Gainesville – Alachua County. Students may be required to obtain multiple licenses depending on their clerkship schedule.

Housing Violations:

- Students who violate the terms of their Student Housing Agreement and Housing Code of Conduct may be subject to fines, a professionalism citation, and/or loss of eligibility for fourth-year housing. The lists below outline common housing violations and may be modified or updated at any time. Unauthorized use, possession, or duplication of keys or keycards is strictly 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. Depending on the severity of the infraction, the student may not be eligible for M4 housing upon the first infraction.		
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
Trash Removal (all communities)	\$25 fine per bag	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
<i>Professionalism citations and fines will be assessed for all infractions listed below regardless of whether this was the first infraction. No warning will be provided.</i>		
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 i.e., late move out	Fee assessed based on repair quote Late Move Out: \$50	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.
V3	June 19, 2026	Updated housing violation fee tables and minor grammatical revisions.

9.0 References: None

Responsible Office: Associate Dean, Academic Affairs

Policy Contact: Director, Academic Support Services – Academic Affairs

Supersedes: V1