

The Polytechnic Institute of NYU (NYU-Poly) Residence Life Handbook

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CAMPUS DIRECTORY

The Office of Residence Life (718) 260-4160
Othmer Hall Security Desk (718) 260-4169
RA Office (718) 260-4165

Academic Advisement Center (718) 260-3980
Academic Affairs (718) 260-3550
Admissions (718) 260-5955
Admissions/Graduate (718) 260-3100
Athletics (718) 260-3453
Cafeteria (718) 260-3873
Career Management Center (718) 260-3650
Counseling Center (718) 260-3456
Financial Aid (718) 260-3300
IS Help Desk (718) 260-3123
Library Service Desk (718) 260-3550
Mailroom (718) 260-3600
Registrar (718) 260-3486
Student Accounts (718) 260-3700
Student Affairs (718) 260-3137
Student Development (718) 260-3800
YES Center (718) 260-3033

WELCOME TO THE OTHMER RESIDENCE HALL

Greetings!

On behalf of the Office of Residence Life, welcome to your 2008-2009 Residence Life experience at the Polytechnic Institute of NYU.

This Residence Life Handbook is filled with important information you need to know while living on campus, including policies and procedures that oversee community living. Your understanding and respect for these issues are critical to your success as a resident student.

Please take time to familiarize yourself with the contents of this handbook. If you have any questions, the Residence Life staff is ready and eager to respond to your needs. Let us know what we can do to assist you.

Welcome, again to Residence Life. Be safe, have fun and make the most of your residence life experience.

Sincerely,

Daniel F. Aniello
Director of Residence Life

Rosa M. Rizzo
Assistant Director of Residence Life

RESIDENCE LIFE PERSONNEL

The Director, Assistant Director, Residence Director, Senior Resident Assistants and the Office Support Staff are responsible for coordinating and administering the entire Residence Life program, which includes, but is not limited to, assigning rooms, helping students with interpersonal conflicts, and staff training.

The Office of Residence Life is located at Room 103 in the Othmer Residence Hall. During the academic year, office hours are Monday through Friday 9 a.m.-5 p.m. The telephone number is (718) 260-4160.

DIRECTOR OF RESIDENCE LIFE

The Director of Residence Life is responsible for overseeing the entire Residence Life program at the Polytechnic Institute of NYU.

ASSISTANT DIRECTOR OF RESIDENCE LIFE

The Assistant Director is responsible for the daily operations of the Residence Life program. The Assistant Director reports to the Director of Residence Life and supervises the Resident Assistants. The Assistant Director is responsible for the implementation of policies and procedures, facilitating Residence Life programming, serving as primary judicial hearing officer, and performing on-call duty responsibilities.

ADMINISTRATIVE ASSISTANT

The administrative assistant provides support for the office.

RESIDENT ASSISTANTS

RAs are selected by the Office of Residence Life because of their interest in people, proven maturity, and sense of responsibility. The RAs provide personal and individual assistance to each student and act as a resource to assist residents with problems or questions. RAs are undergraduate students assigned to directly oversee the residents, programming, administrative work and the ongoing development of the Residence Life program. The RAs are knowledgeable about NYU-Poly policies and the sources of help within the institution.

RESIDENCE HALL COUNCIL (RHC)

The Othmer Residence Hall Council (RHC), advised by the Senior RA, affords resident students a significant opportunity to participate and effect change in the community. Through the RHC students can construct and participate in social, educational, and service programs that cater specifically to the students residing in the Residence Life program. RHC also allows students to have a voice with administration through student representatives. This grants students the opportunity to have input on procedures, policies, and other issues effecting resident students and the student body. The RHC is an excellent way for students to get involved on campus and develop individual leadership skills. All resident students are active members and eligible to run for leadership positions on the RHC.

For further information, contact the Office of Residence Life, at (718) 260-4160.

RESIDENCE HALL SERVICES

DINING FACILITIES

The Jasper Kane Cafeteria is located on the first floor of Rogers Hall. Money is deducted from the meal plans on a debit system. Students pay for their food items.

LAUNDRY AND VENDING MACHINES

The laundry room is located in the basement of Othmer Residence Hall.

Vending machines are also located in the basement and first floor.

CLEANING

No janitorial services are provided for individual suites/apartments. Students are responsible for the cleanliness of their suites/apartment.

Trash chutes are located on every floor by stairwell B. Garbage and litter in the hallways and the public areas may result in disciplinary action. RAs will issue a 24-hour warning notice to remove all garbage and litter, if an area is deemed unsatisfactory (including disposing of refuse outside of your door or windows).

MAIL SERVICES

Resident students are responsible for maintaining their own mail service. If you wish to receive mail from the Institute, you must contact the mailroom located in Jacobs Hall 151 at (718) 260-3396. Otherwise, your mail will be sent to your home address. If you are changing suites/apartments, you must contact the appropriate correspondences (i.e., phone, cable, credit card, magazines, friends, etc.). The Institute mailroom does not forward mail during the summer. Students must return their mail key at the end of the academic year.

MAINTENANCE

All maintenance requests may be submitted, in person, on a Maintenance Request Form available in the Office of Residence Life or via email. Maintenance requests can only be processed during the Residence Life office hours. For weekend or evening emergencies, please ask the security guard in the lobby to contact the RA on duty.

SAFETY AND SECURITY DEVICES

Students must make sure that the doors and screens are always properly locked to ensure safety. Tampering with or misuse of security screens, locks, or fire safety equipment will result in disciplinary action.

Locks Each apartment is equipped with a deadbolt and door lock. Installation of personal locks is prohibited.

Fire Safety Each apartment is equipped with an alarm. If you have any problems with ineffective device, immediately contact the Office of Residence Life.

LOUNGE RESERVATIONS

Any NYU-Poly student (s), organization (s), or office may request use of lounges for educational/social purposes. For a function exceeding 12 individuals, an Othmer Residence Hall Event Registration Form must be completed. All Othmer Event Registration Forms must be submitted to the Office of Residence Life. Approval of that request will be at Residence Life staff's discretion. Forms will be accepted on a first-come, first-served basis, and should be made a minimum of two weeks in advance.

The Residence Life staff will respond to each request. If the request is approved, a list of lounge use guidelines will be issued. If for any reason the guidelines are not followed, the student/ organization may risk being banned from any further use of the lounges in the Othmer Residence Hall. The person (s) reserving the lounge and any organization affiliated with the request will be held responsible for the actions of their guests and the cost of any clean up and damages.

PHILOSOPHY OF RESIDENCE LIFE

The Office of Residence Life at the Polytechnic Institute of NYU aims to provide a safe, comfortable, secure, and nurturing living/learning environment that is conducive to students' academic endeavors and personal growth while promoting a sense of community, civic responsibility, and an appreciation of diversity. Residence Life significantly expands the opportunity for such development since the resident students are immersed in the campus environment.

The goal of the Office of Residence Life is to foster personal responsibility, social awareness, and student leadership through programs and activities consistent with the values of the Institute's mission.

Residence Life enhances the academic mission of the Institute by facilitating integration of classroom activities with co-curricular and extracurricular experiences.

Taking full advantage of the Institute's New York metropolitan location, the Office of Residence Life provides opportunities for students to be enriched by the diverse resources of this global center.

By helping students to realize their human potential, the Office of Residence Life strives to develop NYU-POLY students who are lifelong learners, responsible citizens, and men/women of compassion and integrity.

RESIDENCE LIFE LEARNING OUTCOMES

- Students will develop a healthy self-concept.
- Students will have compassion for service.
- Students will develop global awareness.
- Students will express themselves in a civil manner.
- Students will recognize and appreciate individual differences.
- Students will recognize the importance of campus and community resources.
- Students will establish healthy independence.
- Students will appreciate their educational experience.

STATEMENT OF OUR COMMUNITY VALUES

The development of the whole individual is our priority within the foundation of our Residence Life program. The goal of the Residence Life program, in addition to providing a place to live, is to supplement learning and provide a variety of educational, social and recreational activities.

Becoming a member of the NYU-Poly residential community involves students with a special opportunity to live, learn and grow together. This necessitates the creation of set expectations and community standards in order to develop a respectful, thoughtful and educational environment. Our community is a place where a developed sense of integrity and the ability to make good decisions is highly esteemed. It is a place where we celebrate diversity and expressly repudiate discrimination. In addition, we are interdependent for the fulfillment of certain needs. Living in the NYU-Poly residential community requires each of us to adopt an active understanding of the Residence Life Policies.

The policies are designed to create an optimal environment for every member of the community and those who visit. The policies establish clear and consistent behavioral expectations. Infractions of these policies will be documented and adjudicated in order to preserve and protect the integrity of our community.

The community values set forth is reflective of NYU-Poly's mission. The Polytechnic Institute of NYU also strives to promote justice, instill values and create a healthy learning environment. In the event that a student is found responsible for violating a section or sections of the Residence Life Policies or the Institute Code of Conduct, a sanction may be assigned. Sanctions imposed through the judicial processes are intended to facilitate the aforementioned goals. The judicial process is an essential part of the educational setting, as it stresses personal accountability, responsibility and respect for others.

The Office of Residence Life at NYU-Poly is committed to the safety and well-being of all community members. We strive to create an environment that is free of acts of violence, harassment, and infringement of rights of privacy and property. The Office of Residence Life is one of many service offices in the Institute that assists students. As a staff, we will support students by identifying resources which, based on personal needs, will further support them.

The residence program is comprised of students that come from a wide variety of geographical locations and cultural backgrounds. Experiences with students will enhance one's learning while exposing them to different perspectives, stressing tolerance and acceptance, respect for others, and regard for the standards of good citizenship.

All resident students must follow all rules, regulations, policies, and procedures outlined in the **Residence Life Student Handbook**, the **Institute Code of Conduct** and any policies of conduct required in creating a harmonious community environment. The **Residence Life Student Handbook** and the **Institute Code of Conduct** are extensions of your Residence Life Agreement. Violations of any of the policies in any form could lead to disciplinary action up to expulsion from the Institute.

STUDENT CONDUCT

Standards of conduct form the basis for behavioral expectations in the NYU-Poly community. The creation and enforcement of standards of conduct for students is an educational endeavor, which intends to foster student development. The enforcement of such standards must protect the rights, health and safety of members of that community in order that they may pursue their educational goals without undue interference. Sanctioning is used to promote the guidelines put forth by the Institute. The use of sanctioning is not punitive or retaliatory. The goal of sanctioning is for students to gain perspective and insight into their indiscretions, making the moment educational.

Freedom is meaningless unless responsibility is also present. The responsibility to secure and respect general conditions conducive to learning is shared by all members of the NYU-Poly community. Students must assume a significant role in developing and enforcing Institute regulations in order that they might be better prepared for the responsibilities of citizenship. It is the intent of the Polytechnic Institute of NYU to establish the necessary guidelines to support and advance the educational aims of the Institute without undeservedly restricting or diminishing the Institute experience for students. Thus, integrity, wisdom and empathy are among the most important characteristics adhered to throughout the administration of student conduct standards. The goal to be realized through the disciplinary process transcends the confines of the Institute and radiates into the community.

CODE OF CONDUCT (SUBJECT TO REVISION)

Below is a portion of the Institute Code of Conduct. Each student is responsible for knowing and reading the contents of the Institute Code of Conduct located on the Polytechnic Institute of NYU website, www.poly.edu/residence.

The Polytechnic Institute of NYU has developed procedures and policies to safeguard the freedom to teach and learn and to maintain an environment conducive to the learning process.

The purpose of publishing disciplinary regulations is to give notice of prohibited behavior. Any behavior that threatens the academic environment, threatens the learning process and the Institute community. Therefore, the Institute exercises its right to discipline and commits its policies and procedures, in the form of the Institute Code of Conduct, to the protection and promotion of the academic enterprise. Students who have been found responsible for violating this code, or who otherwise pose a substantial danger to the Institute community, may be suspended or expelled. Although, this code is not written with the specificity of a criminal statute, it is binding upon the Institute community.

Students may be accountable to both civil authorities and to the Institute for acts that constitute violations of law and of this code. Disciplinary action at the Institute will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. Students are asked to assume positions of responsibility in the Institute judicial system in order that they might contribute insights and develop skills in the resolution of disciplinary cases.

The Polytechnic Institute of NYU believes that the procedures, policies and safeguards described herein are indispensable to maintaining an academic environment appropriate to teaching, learning, and development.

RESIDENCE HALL POLICIES AND PROCEDURES

The following policies are more specific to the residential facilities and immediately surrounding areas:

ALCOHOL

Residents are required to abide by all New York State and New York Institute regulations regarding the use of alcohol. These rules specify that persons under 21 years of age are prohibited from possessing any alcoholic beverage.

POSSESSION/CONSUMPTION

Students who are of legal drinking age (21 years of age or older) may possess and consume alcohol within Othmer Residence Hall in accordance with the following:

- Alcohol may be consumed only within assigned rooms or suites. Open containers of alcohol are prohibited in common spaces such as hallways and lounges, in public areas such as lobbies, or in outdoor areas behind the residence halls.
- Students who bring alcohol into a residence hall or possess alcohol in a residence hall are responsible for its legal use. This includes taking reasonable precautions to prevent the possession of alcohol by underage students and guests.
- Kegs or devices that permit purchase, storage, and distribution of alcohol in bulk quantities, or that allow unregulated access to alcohol by any means, are prohibited. Devices or mechanisms that facilitate rapid consumption (funnel bong, etc.) are also prohibited. Participation in activities that facilitate or promote the rapid, dangerous, and/or forced consumption of alcohol (i.e. drinking games) is also prohibited.
- Alcohol may not be sold or distributed in the residence halls. This prohibition includes, but is not limited to, cash bars, events to which admission tickets are sold or for which fees are charged, either by the event or for a period of time (e.g. entertainment charge or annual dues), entitling the purchaser access to an open bar, and parties at which alcoholic beverages are served and for which contribution or donations to offset the costs of the party are sought.
- Students are responsible for the behavior of their guests, including any violation of policy.
- Students found to be in an intoxicated state in a residence hall may be subject to mandatory medical or psychological evaluation as well as appropriate disciplinary action.

LARGE VOLUME POLICY

One living unit (apartment/suite) can ONLY have one of the following:

A case (24) of beer, **or** one (1) liter of liquor, **or** two (2) liters of wine.

or

One living unit (apartment/suite) may have the following combination:

One (1) liter of wine **and** a half (1/2) case of beer.

A case of beer is defined as 24, 12 ounce, cans or bottles of beer. Combination of the above alcohol allowance is prohibited. Open or empty containers will be considered as part of the total volume.

COMMERCIAL ACTIVITY

Commercial activity is not appropriate to the residential living situation. Therefore, the Office of Residence Life must approve all activities, which take place in Othmer. An Event Registration Form must be completed at least two (2) weeks prior to the event. A gathering that exceeds more than 12 people will be considered an event anywhere in the building. Any area (lounge, backyard, etc.) in Othmer must be approved and reserved for event use by the Office of Residence Life. The Office of Residence Life shall prohibit activity deemed inappropriate. Outside vendors are strictly prohibited.

DAMAGE

Individual Living Units Each student is responsible for any damage to their assigned room. This includes furniture, fixtures, equipment and also for any damage caused by him/her to any other part of the Othmer premises or attendant facilities caused by neglect or intent. This includes the build-up of trash. Damage charges may be assessed through the room inventory form if check-out conditions have detrimentally changed compared to the check-in conditions. When two or more students occupy the same room, apartment, or quarters, and it cannot be ascertained which student is responsible for the damage, the assessment is made against both or all equally.

Common Area If damage occurs in a common area such as hallways, lounges, apartment/suites shared spaces, lobbies, laundry room, stairwells, or backyard etc., and the individual(s) responsible cannot be identified, the damage charges will be shared as appropriate by residents of the building, floor, apartment/suite or the room.

Damage Deposit Every student is required to pay a \$300 housing deposit when applying for housing. The Office of Residence Life will retain the housing deposit as a damage deposit upon check in. If damages are found, repair charges will be deducted from the damage deposit and the remainder will be refunded to the student. If no damages are found, the full \$300 will be refunded. In the event the damages exceed the amount of the deposit, the Institute shall charge the student's account for additional repair and/or replacement costs.

DECORATIONS

All decorations must be non-flammable materials and may not cover or block exits, exit signs, lights, fire extinguishers, carbon monoxide detectors or ceilings. Decorations may not be attached to fire safety equipment (such as sprinklers, fire alarms, emergency strobe lights, etc.). Neon signs may not be displayed publicly. Students are encouraged to decorate their rooms in a way that is pleasing to them. However, painting or permanent alterations to the suites/apartments are not permitted. The use of screws, bolts, nails, tacks, tape, glue, or other adhesives on walls, ceilings, wardrobes, woodwork, doors or furniture is prohibited. The use of "stick-tac" is suggested for hanging posters. All materials that leave marks on walls or furniture are not permitted. Application of wallpaper, wall paneling or the installation of exterior antennas or aerials is not allowed. Damages to walls or other surface areas will be assessed at check-out time and charges will be issued to cover the cost of repair. Decorations on the unit doors are permitted, but cannot restrict entry or exit. Decorations must be removed upon the request of residents or the Residence Life staff.

HOLIDAY DECORATIONS (SEE PROHIBITED ITEMS LIST)

Only artificial trees are permitted.

Only electric menorahs are permitted.

DISORDERLY/DISRUPTIVE BEHAVIOR

Any student who interferes with the rights of others, disrupts the community, and/or damages property is subject to disciplinary action. Disorderly and/or disruptive behavior includes the use of offensive or abusive language, intimidation, inappropriate behavior or causes physical damage to property or interferes with the normal functioning or safety of the community.

DRUGS

All students are expected to abide by federal, New York State, and New York City drug laws, as well as all Institute rules and regulations pertaining to drug use. The manufacture, distribution, dispensation, use, sale, purchase or possession of any controlled substance, inhalants, hallucinogenic or other illegal drugs is prohibited. The presence of residue or paraphernalia is prohibited. Decorative paraphernalia is not permitted.

DRUGS/ OTHER CONTROLLED SUBSTANCES

The possession or use of narcotics and/or other controlled substances without a valid prescription in the residence halls is prohibited. Students are expected to obey federal and state laws regarding the use, sale and distribution of controlled substances.

ELECTRICAL APPLIANCES

All cooking appliances, with the exception of microwave ovens, George Foreman grills under 50 square inches, and coffee pots, are strictly prohibited and may not be used nor stored in students' rooms. Each living unit (apartment/suite) is allowed only one microwave oven to be used or stored.

Two (2) refrigerators are permitted for use or storage in each suite and must be 5 cubic feet or less and is permitted only in accordance with Institute electrical guidelines.

Apartments are not permitted to have personal refrigerators.

ELEVATORS

Tampering with, damaging, misusing or rewiring elevators or elevator equipment is prohibited. Jumping, spitting, littering, and/or smoking in the elevators is prohibited. The bell-shaped alarm button in the elevator is to indicate an emergency only. Using this button for a non-emergency is prohibited. Elevators may not be used during building evacuations.

FURNISHING CHANGES/REMOVAL

Furniture provided by the Institute may not be removed from student rooms or common areas. Furnishings must not be dismantled, tampered with, or stacked on each other. Lofts are not permitted. All Institute-issued furniture must remain in the student rooms. Students are required to return the furniture to its original location by their check-out date. Students will be billed for any missing items from their room.

GARBAGE

Resident students are responsible for the cleanliness of each suite/apartment and the outside area. Residents are responsible for removing trash from their suite/apartment to the designated collection areas on a regular basis. At no time should garbage/trash be left in hallways.

HEALTH AND SAFETY

NYU-Poly reserves the right to enter a student's room for the purpose of maintaining safety and security standards, and to enforce health regulations. Inspections occur to keep suites/ apartments in a livable and safe condition throughout the entire academic year.

Inspections may occur at anytime. All suites/apartments will be inspected during all breaks and closings.

KEYS

In order to acquire room keys, a student is required to sign the key transaction record signifying receipt of keys. When keys are returned, the student will again sign the key transaction record signifying the keys have been return.

Each resident is provided with a key to his/her living unit. Residents are not permitted to loan, duplicate or transfer any key(s). Residents are expected to carry their keys at all times. Students are not allowed to tamper with existing locks, door mechanisms, or to add any locks to their doors. Lost keys **MUST** be reported within 24 hours to the Office of Residence Life in order to protect yourself and the safety of your belongings. There will be a \$400 charge for lost keys.

All keys are property of the Polytechnic Institute of NYU and are not to be duplicated. Possessing keys other than the one assigned or making or distributing additional copies of apartment keys is a serious breach of your contract and will result disciplinary action.

LOCK-OUTS

In the event that a student is locked out of his/her apartment, he/she should follow these instructions:

Weekdays from 9 am - 10 pm and weekends/holidays from 6 pm to 10 pm:

Go to the Office of Residence Life.

Weekdays 10 pm - 9 am and weekends/holidays: Ask the security guard in the lobby to call the RA on duty.

Special Disclaimer Any student who is locked out must verify who they are using their Poly One Card before or immediately after entrance to a suite/apartment. If a student cannot provide verifiable ID, they may not remain in the suite/apartment. All students will receive a \$5 lock-out fee.

MEETINGS

Throughout the year, the need for communication between residents and the Office of Residence Life will arise. When this happens, Resident Assistants (RAs) will call a floor meeting at which attendance will be mandatory. These meetings are for your benefit! Failure to attend or notify your RA of the conflict and be excused from the meeting will result in disciplinary action.

PAINTING

Students are not permitted to paint the suites/apartments. The use of spray paint in or around the residence hall is strictly prohibited.

POSTING AND DISTRIBUTION OF ADVERTISEMENTS

Pamphlets, surveys, and any other forms of advertisements or promotions other than Residence Life publications must be approved and can only be posted in approved locations by the Office of Residence Life. No literature may be slipped under doors or placed in mailboxes. If other offices or outside organizations need broad student distribution, it must be approved by the Office of Residence Life. The Office of Residence Life will advise residents on posting locations.

PROJECTILES

Throwing any object or trash, including food, is prohibited. Spitting, spraying water, dropping, or throwing objects from windows is strictly prohibited.

PROPERTY VIOLATIONS (VANDALISM)

Theft, malicious destruction, defacement, damage, or misuse of Institute or private property or common area facilities is strictly prohibited and appropriate disciplinary action will be taken. Replacement and repair costs will be charged to the responsible person(s).

QUIET/COURTESY HOURS

The Polytechnic Institute of NYU is committed to creating an environment that is conducive to academic success and achievement. With this commitment in mind, a “quiet hours” policy will be enforced during the hours of **10 pm until 10 am everyday**. Please be aware that both Quiet and Courtesy Hours apply to the building as well as the backyard and surrounding areas.

Quiet Hours A “quiet hours” policy will be enforced **everyday** during **10 pm until 10 am**. Please be aware that “quiet” means that any type of noise (music, TV, yelling, discussions, etc.) should not be heard from outside any living unit or lounge door. Residence Life staff will enforce quiet hours, and in situations where noise is deemed disruptive and not “quiet” during these times, those responsible will be subject to judicial sanctions. Students are also encouraged to communicate with their neighbors when noise is not “quiet” during these times. If these communication attempts are unsuccessful students may contact a staff member for assistance.

Courtesy Hours A “courtesy hours” policy applies during **10 am until 10 pm**.

All students are responsible for communicating with their neighbors when it gets too loud or disruptive during these times, and the noise must be adjusted as a “courtesy” to those affected. The residents are responsible for maintaining this policy, but staff members are available for assistance if a resident’s efforts are unsuccessful. **Courtesy/ Quiet Hours are in effect 24 hours a day during finals.**

RESTRICTED AREAS

Some areas in the residential community are restricted and not for general student use. These include electrical and mechanical closets, elevator room, cable and telephone closets, mechanical room, and storage rooms. Facilities and Residence Life may designate other areas as restricted. Students are not allowed on any roof or overhang.

SECURITY (POLY ONE IDENTIFICATION CARD)

All students must scan their **own** Poly One Card to enter Othmer Residence Hall. Students are responsible for the use of their Poly One Card, and they are prohibited from giving it to another person. **All students must carry their Poly One Card at all times. Students who fail to carry their ID card on a regular basis will incur a \$5 charge for each incident.**

SMOKING

Othmer Residence Hall is a non-smoking facility. Smoking is not permitted in any individual suite/apartment, hallway, stairwell, or common area under any circumstance. Smoking is not allowed within 50 feet from the outside of the residence hall.

SOCIAL GATHERINGS

The Residence Life staff reserves the right to disperse a gathering in any location at any time when residents or guests are in violation of any Institute or Residence Life policy. The number of people allowed in a room/apartment, including residents of the room/apartment, must be limited to **12 person(s) in 1 (one) living unit at any given time.**

SPORTS

Sport activities are strictly prohibited in Othmer Residence Hall. This includes, but is not limited to, kicking or throwing of any object, skateboards, running, wrestling, horse play, roller blading, hackeysacks, Frisbee, etc. Also prohibited are any outdoor recreational activities that could be injurious to facilities, grounds, people or possessions (i.e., hardball sports, water guns, etc.). Sports activity must also not obstruct the sidewalk.

STORAGE OF VEHICLES

The storage of motor vehicles of any kind is prohibited inside or outside Othmer Residence Hall. Bicycles are permitted only in approved and designated areas, which are the bicycle racks located in the backyard and sidewalk in the front of the residence hall. Storage requests need to be made through the Office of Residence Life.

Blocking of fire exits or fire lanes by any vehicle parked either inside or outside the building is prohibited. The Institute reserves the right to remove, impound and/or enter motor vehicles or bicycles on Institute property at the owner's expense.

WINDOWS

Students are not to tamper/remove/decorate the window screens or fixtures in any window. Items are not permitted to be thrown from or dropped from windows. Windows should not be opened further than the pre-arranged setting. Students may not hang anything on or from their windows.

GUEST/VISITATION POLICIES AND PROCEDURES

The purpose of the guest policy is to encourage resident students to host guests in a responsible manner. **Hosting guests is a privilege, not a right.** If the guest policy is violated, resident students will lose their privilege to host guests.

For insurance purposes, individuals under the age of 17 are not allowed in the Residence Hall. In addition, parents can be signed in as day guests only. Parents are not allowed to stay overnight in the Residence Hall.

Host students are responsible for the actions and conduct of their guest(s), and they must inform their guest of the rules and regulations as listed in the Othmer Residence Hall Student Handbook. The host student will be accountable for the failure of the guest to comply with all regulations and conduct contained in the Othmer Residence Hall Handbook, Institute Code of Conduct or any other regulations set forth by the Institute.

In the event the guest does not comply with existing regulations, the guest will be required to leave the residence hall immediately and will not be allowed re-entry until the host student attends his/her judicial conference. Additionally, the host student may be subject to dismissal from the residence hall and other disciplinary actions as deemed appropriate by the Institute.

Guest Sign-in:

1. All guests and their hosts must sign-in and leave a valid **photo** identification card at the security desk.
2. Hosts must submit their **POLY ONE CARD** when signing in guests.
3. The IDs will be returned to the host and the guest(s) only when all guest passes are returned and both the host and guest(s) are present at time of submission.
4. All guests must carry their guest pass at all times while in the residence hall.
5. Failure to provide a Residence Life staff member proof of a guest pass will result in the guest's removal from Othmer Residence Hall.

Guest Sign-out:

1. When the guest is ready to leave, the guest and the host must go to security and return the guest pass at the security desk.
2. Only when the guest pass is returned to the security desk, the guest and the host will get their IDs back.
3. If the guest pass is not returned, neither the guest nor the host will get their IDs back. If the guest's pass is lost, there will be a \$5 charge for the pass. The \$5 charge will be charged to the host's student account.

THE HOST MUST ACCOMPANY HIS OR HER GUESTS AT ALL TIMES. This includes situations such as; if a host is on the first floor to receive a take-out order, the guest must accompany the host on the first floor; if a host is leaving the building (going to class, work, etc.) the guest must also leave the building (this situation is also applicable when a guest leaves the building—the host must go downstairs with them to sign them out); if a host has two (2) guests signed-in, both guests must follow the same procedures. Any guest found in the building not accompanied by their host will be removed immediately from the residence hall and not be allowed re-entry.

In the event of fire/building evacuation, hosts should accompany their guests at all times and follow all staff instructions. Hosts and their guests are the last group of students to be permitted access to Othmer after a building evacuation. This allows the entryway to remain safe and not crowded, and it also allows the staff and security the ability to perform their evacuation responsibilities with minimal distraction. When hosts and guests are permitted access to the building, they must check-in with the security guard first, before passing through the entry gate.

DAY GUESTS (SEE GENERAL GUEST IN/OUT PROCEDURES)**The Day Guest policy:**

Sunday through Thursday	9 am - 11:59 pm
Friday and Saturday	9 am - 12:59 am

Resident students can sign-in a maximum of two (2) day guests at one time with security.

OVERNIGHT GUESTS (SEE GENERAL GUEST-IN/OUT PROCEDURES)**Resident students must follow the following procedures to host an overnight guest:**

- A resident may not host an overnight guest in student housing without the prior consent of all roommates/suitemates.
- A resident may not host an overnight guest under the age of 17 years old.
- A resident may not host a parent/guardian as an overnight guest.
- No overnight guest will be allowed to stay for more than two (2) consecutive nights.
- A resident may not have overnight guests more than two (2) nights a week.
- No individual overnight guest may be hosted in Institute housing more than eight (8) nights total in any calendar month.
- The host must submit and/or e-mail the completed Overnight Guest Request form (Monday through Friday before 4 pm) the day of the visit.

STUDENTS REQUESTING OVERNIGHT GUEST FOR SATURDAY AND/OR SUNDAY MUST SUBMIT AND/OR E-MAIL THE OVERNIGHT GUEST FORM BY 4PM ON FRIDAY.

Late requests will not be approved. Letters of approval or denial will be available the day after its submission.

When the guest arrives, the guest must sign-in with the host. The security guard will verify the guest's overnight approval, accept the host and guest's ID cards, and issue the host an overnight guest pass. Whenever the overnight guest leaves the building, they must sign-out with the security guard.

Residence Life staff members are not authorized to sign-in guests for other students. Staff members are also prohibited from giving an identification card back to any person other than the person whom the identification card belongs to. **Students' and/or guest's failure to abide by the guest policy will be subject to judicial sanctions.**

MAXIMUM CAPACITY

Each student is permitted a maximum of two (2) guests in his/her room, totaling no more than 12 person(s) in one living unit suite/ apartment at any given time.

BREAK VISITATION

The residence facilities do not close for breaks. Students should also note that guests will not be permitted in the Residence Hall during Thanksgiving, winter and spring breaks.

CONTRACTUAL POLICIES AND PROCEDURES

RESIDENCE LIFE AGREEMENT

All resident students must complete and sign the Residence Life Agreement before checking into a room. The Residence Life Agreement remains in effect for one academic year unless:

- the agreement is terminated by the Director of Residence Life,
- the student graduates, or
- the student leaves the Institute.

The Residence Life Agreement providing housing shall be consistent with the academic calendar. Students moving in at other times throughout the year will sign these forms prior to move-in.

RESIDENCE LIFE CANCELLATION

The Institute reserves the right to refuse assignment or reassignment to Institute housing or to cancel the agreement during the academic year due to the student's failure to meet Institute requirements, policies or regulations, or in the event of criminal conviction by civil authorities. In such cases, there will be no refund of prepaid housing charges. In the event accommodations assigned to the student are destroyed or otherwise made unavailable and the Institute does not furnish other accommodations, the agreement shall terminate, all rights and liabilities of the parties hereto shall cease, and payments previously made shall be refunded on a prorated basis as of the date accommodations became unavailable.

DAMAGE BILLING PROCEDURES

A violation of the Damage Policy will result in those responsible for the damage to be financially accountable for the materials, time, repairs and/or replacement of item(s). **If those responsible cannot be determined, all assigned to that living space (suite/apartment or building) will be charged.**

For example: If no one can be determined responsible for the damage in a suite/apartment, then all residents of that apartment will be charged.

Total damages will be deducted from the damage deposit that each resident pays prior to moving into the residence hall. The remaining balance will be credited to his/her account, unless a check is requested from the Student Accounts Office. **Any damage exceeding the damage deposit will be billed to the resident.** Payment must be made to the Polytechnic Institute of NYU by the specified deadline. For specific deadlines, students should contact the Office of Student Accounts. Damage billing will take 6-8 weeks to process after the end of the semester.

Excessive damage may result in immediate termination of the housing agreement, indefinite suspension from the Othmer Residence Hall, and further disciplinary charges.

MEAL PLANS

All NYU-Poly students are required to have a meal plan included as part of their residence charge. The meal plan money is credited to students' Poly One Cards and the total cost of food purchased is deducted each time. Please be aware that unused money will not be credited at the end of the Academic year.

Meal plans are mandatory and non-negotiable. There will not be any exceptions or waivers.

MEDICAL WITHDRAWALS/CONCERNS

When a student is granted a medical withdrawal, the Office of Residence Life requires notification from the Office of Student Development. The student will receive a prorated refund for the exact date of withdrawal. Once a student medically withdraws from the residence program, the student must present written supporting documentation to the Director of Residence Life. The student cannot return to the program until he/she receives written approval from the Director of Residence Life. A student that leaves the residence life program is not guaranteed to retain their space.

If a student is a threat to self or others, he/she must receive written documentation from the Institute Counseling Center and /or medical professional stating that he/she should be allowed to return to the non-therapeutic environment of the residence program.

If a resident has temporary or permanent mobility concerns, please inform the Residence Life staff to ensure proper accommodations for building evacuation procedures.

MEDICAL COVERAGE

All resident students **must be** covered by family health insurance or purchase the Institute health insurance.

PERSONAL PROPERTY

The Institute does not assume liability directly or indirectly for loss or damage to personal property by fire or smoke, theft, water damage or any other cause except to the extent provided by the law. Residents are encouraged to secure renter's insurance to protect their belongings.

RESIDENCE LIFE REFUNDS

Termination of the Residence Life Agreement will result in no refunds after the first day of classes. There will be no refunds for students who are removed from housing for judicial reasons.

Additionally, the Institute is not responsible for personal property left behind by students at the end of the year or subsequent to the date of their withdrawal, transfer, departure, suspension or dismissal from any room/apartment. Items found in the rooms after the official dates will be discarded. The Institute does not provide storage facilities for any personal belongings.

CHECK-IN/CHECK-OUT POLICES AND PROCEDURES

All students living in the Othmer Residence Hall are required to check-in and out several times during the semester with a Residence Life staff member. Security personnel are not to check residents in or out. The RAs will notify all residents of check-in and checkout dates and times either by phone, by mail, in person or during mandatory meetings. It is the student's responsibility to drop-off and pick-up his/her key on the scheduled day at the scheduled time. If conflicts arise, students must contact the RA for further instructions. If students fail to make arrangements, it will result in disciplinary action. Any student who stays in the suite/apartment or allows a non-resident to occupy it without proper approval will be subject to disciplinary action.

CHECK-IN

All students living in the Othmer Residence Hall must check in during the designated times. Only the resident student can fill out the appropriate paperwork (parents/guardians must sign contract if student is under the age of 18) and receive a key. If a student cannot make it during the scheduled move-in times, they must notify the Residence Life staff to avoid disciplinary action. Students waive their right to dispute any said charges if they do not check out appropriately.

CHECK-OUT

Check-out ordinarily occurs at the end of each academic semester. Any check-outs that occur prior to the end of the year require the student requesting to receive approved cancellation of his/her housing agreement from the Office of Residence Life. If check out occurs any time during the academic year without obtaining an approved cancellation, the student will continue to be responsible for all charges for his/her assigned space for the entire agreement period. The student must also follow all other check-out procedures in this handbook. Failure to complete the check-out procedures will result in an improper check-out fine.

There are no refunds of housing charges after the first day of classes. There will be no refund of housing deposits for students who cancel their housing after the determined date.

If a student vacates their space at any time other than at the end of the academic semester, the student must contact the Office of Residence Life and follow the established check-out procedures.

All students are responsible for the condition of the living unit upon check out. All students will be held accountable for the condition of the suite/apartment, unless a staff member has made prior inspections by a Residence Life staff member.

CLOSING AND MOVE-OUT POLICIES AND PROCEDURES

WINTER BREAK

Othmer Residence Hall **will close** for winter break between the end of the fall semester and the winter mini-session. Specific move-out and move-in dates will be well-publicized.

To be considered for approval to stay beyond the stated closing time a student must submit a request prior to the established date to the Office of Residence Life. Any requests after this date will be taken on a case-by-case basis. Students who wish to reside on campus beyond the stated closing time must agree to follow procedures established by the Office of Residence Life and pay the housing charge. **Students should also note that overnight guest are not allowed during breaks.**

The Office of Residence Life reserves the right not to offer Winter Break Housing to students based on space/staff concerns or prior disciplinary record.

Any students found within the suites/apartments after the closing deadlines will be charged an Improper Check-Out fine and/or a daily housing fee of \$60 per day.

STUDENTS WHO ARE MOVING OUT FOR WINTER BREAK BUT ARE RETURNING FOR THE SPRING SEMESTER ARE REQUIRED TO DO THE FOLLOWING:

- Contact the RA at least 24 hours prior to moving out.
- Residents must move out within 24 hours of their last final exam. If found causing a disturbance during this time, they will be required to leave immediately.
- Winter Break move-out students are allowed to leave items behind.
- Students are recommended to take home all items they deem valuable since the Institute will not be held responsible for items left over Winter Break.
- Empty all cabinets/ appliances of perishable foods.
- Clean all appliances—refrigerator, stove, and microwave.
- Remove all trash from the apartment/suite.
- Report any maintenance issues to the Office of Residence Life.

STUDENTS WHO ARE OFFICIALLY MOVING OUT AT THE END OF THE FALL AND/OR SPRING SEMESTER ARE REQUIRED TO DO THE FOLLOWING:

- Additional move-out procedures may be instituted at the end of each term.
- Contact the RA at least 24 hours prior to moving out. *(All students must sign up for a check-out time with the RA on their floor.)*
- Residents must move out within 24 hours of their last final exam. If found causing a disturbance during this time, they will be required to leave immediately.
- The last day of check-out will be the morning following the last scheduled exam and may be less than 24 hours after the last final exam.
- Remove all personal belongings.
- Empty and clean the entire apartment/suite including kitchen, bathroom and appliances.
- Remove all trash from the apartment.
- Ensure all furniture is in order and the room has been returned to its original condition.

- Return issued keys and sign key transaction record with the staff member checking you out. If you do not do both you will be charged for any necessary lock changes.
- Return mailbox keys to the mailroom in Jacobs Building.
- If you take responsibility for damages, the staff member who checks you out will note them on the Room Condition Report. Otherwise, all charges will be distributed among all the occupants.
- Items left behind will be discarded and students will be charged.
- To be considered for approval to stay beyond the stated check-out, a student must submit a request, to the Office of Residence Life per established date. Any requests after this date will be taken on a case-by-case basis.
- Students who wish to reside on campus beyond checkout are not covered by the Residence Hall Agreement and must agree to follow procedures established by the Office of Residence Life and will pay an additional housing fee.
- The Office of Residence Life reserves the right not to offer check-out extensions to students based on space/staff concerns, or prior disciplinary record.
- Any students found within the suite/apartment after the checkout deadlines will be charged an Improper Check-out Fine and waive the right to appeal.

SUITE/APARTMENT POLICIES AND PROCEDURES

ROOM ACCESS

The Polytechnic Institute of NYU reserves the right to enter suites/apartments for the purpose of maintaining safety and security standards, and to enforce health regulations.

Members of the Residence Life Staff, Facilities Management, Information Technology, or personnel contracted by the Institute to perform work in the resident's suite/apartment including, but not restricted to:

- Routine inspection of fire/safety devices and equipments
- Facility repairs
- Maintenance
- Emergencies
- Policy enforcement and/or investigation

The above Institute or contract personnel will knock and identify themselves. If no response is received after knocking for the second time and waiting for a reasonable amount of time, personnel may enter.

ROOM ASSIGNMENTS

Room assignments are made without regard to age, race or creed. Every consideration will be given to assignment requests, but the Institute cannot guarantee to honor every request. The Office of Residence Life reserves the right to change room or facility assignment, to assign roommates, to triple rooms, or consolidate vacant rooms. Students will receive appropriate notice if such action is necessary and students' accounts will be adjusted accordingly. If one of the occupants moves out of a room, the students who remain agree to accept an assigned roommate or move to another room upon request. The Institute reserves the right to offer a prorated charge to the remaining occupants if there is an opening in an apartment. Residence Life does not offer accommodations for spouses or children of resident students.

ROOM CARE

Students are responsible for cleaning their own room, removing waste material regularly, and maintaining satisfactory health and life safety standards. Additionally, stoves and ovens must be cleaned on an on-going basis in order to prevent pests, fire and activation of the fire alarm system. Food must be removed if the room is vacant for an extended period of time. All rooms must be in compliance with health and safety inspection procedures.

ROOM CHANGES

Students wishing to move to another suite/apartment must complete a Room Change Request, which may be obtained from the Office of Residence Life. Opportunities for room changes are very limited and are not guaranteed.

No room changes are permitted during the first two weeks of a semester. During this time, room change requests may be submitted to the Office of Residence Life. These requests will be reviewed and all approved moves will occur during the third week of the semester. Failure to complete the move within the designated time will result in cancellation of the room change and a fine for improper checkout. If you move to a differently priced room, such as a double room to a single, you will be charged the rate according to your new room description.

All room change requests must be approved by the Office of Residence Life. When making an approved room change, a student may not hold two room keys. Students making an approved room change will be given access to the room in which he or she is approved to move to and will be able to move their personal items into the new room. Then they must have a Residence Life staff member perform an official checkout from their prior room before they receive the new room key.

Immediately following the room change period, consolidation of students into certain spaces might occur. The Institute reserves the right to consolidate or reassign students in order to make the most effective use of available accommodations. All changes must be approved by the Office of Residence Life.

The Institute reserves the right to assign a new occupant to fill vacancies, make changes in room assignments, and to reassign or remove a student from Institute housing for reasons of health, safety, security or conduct.

A student who refuses to move to another room by a designated date will be charged twice the room rate. The Institute reserves the right to place a student in a temporary room when space is not available in rooms designated for permanent occupancy. Students must move to the permanent space when it becomes available. Any moving expense for temporary space, reassignment, or consolidation to a permanent space is the responsibility of the student. The charges will be adjusted accordingly if the room change involves a change in room style.

Prior to a room change, residents must meet with the Residence Life staff to address the concerns of the residents and attempt to alleviate the issues. Room changes will be at the discretion of the Residence Life staff based on availability, circumstances and reasonable requests.

ROOM CONDITION REPORT (RCR)

Room Condition Report (RCR) is completed prior to student move-in. In the event a student has any concerns or issues with their apartment, he/she should notify the RA in writing, via a Maintenance Request Form, within 72 hours of moving in. This notification must be dated and signed, and submitted in the Office of Residence Life. The RA will follow up with concerns within 48 hours. If deemed appropriate he/she will then note the concerns on the RCR. Note the following will result in damage charges but not limited to:

- Holes in the walls
- Adhesive or tape on the walls
- Self-stick pages or hooks on the walls, doors, etc.

ROOM ENTRY/INSPECTION

The Institute reserves the right of reasonable entry into and inspection of student's rooms by designated personnel in the interest of maintenance, health, safety, property control, emergency situations and policy violation investigations. During these inspections, the Institute reserves the right to inspect and search through student's personal effects and is obligated to report evidence of policy violations.

The Institute will conduct apartment inspections once each month, and will conduct general facilities inspections during the break periods and the year. Authorized Institute personnel may enter any room, suite or apartment at any time without prior notice and/or without the student present. Any student(s) restricting or resisting immediate entry of authorized personnel is responsible for any damages occurring as a result of the entry of these personnel and will receive the appropriate disciplinary action. Rooms are inspected during breaks.

ROOM HEALTH AND SAFETY INSPECTIONS

Resident Assistants or Institute staff members will conduct monthly inspections for sanitation, safety conditions, and property inventory. Notice of monthly inspections will be given in advance. Spot inspections will be conducted **without** advance notice by authorized Institute employees for necessary repairs and maintenance of Institute property or for the safety and well-being of the students. Suites/apartments must be cleaned at the end of each month.

The Institute reserves the right, at any time and for any reason, in its sole discretion, to enter the room without prior notice because of any situation that the Institute, in its sole discretion, deems to be a danger to health, safety and property of the residents of the suite/apartment.

ROOM SELECTION

The annual Room Selection Process is held in the spring semester and is the process whereby residents select their suite/apartment and roommates for the following academic year. If you plan to leave housing for any specified period of time, please notify the Office of Residence Life in advance regarding eligibility and procedures for obtaining housing upon your return. If you plan to leave housing for any specified period of time due to an academic endeavor such as an internship or study abroad, please notify the Office of Residence Life in advance regarding eligibility and procedures for obtaining housing upon your return. There will be no guarantee for obtaining a space upon return, but the Institute will do its best to retain your space.

ROOM SELECTION PROCESS

Continuing students seeking housing for the upcoming academic year must pay the housing deposit at the Office of Student Accounts by a specified date. After paying the housing deposit, the student will be issued a receipt. The student must present the receipt before or on the day he/she is scheduled to select a room. However, students with an outstanding balance with the Institute will not be permitted to pay a housing deposit. Thus, he/she will not be able to get a housing deposit receipt.

The damage deposit will be refunded at the end of the contract period (academic year) minus any outstanding damage, charges, or fines. Current damage deposit cannot be used for reservation of the following semester. Cancellation of your space after the designated date will result in the loss of the deposit. The deposit will be refunded if the student does not receive a space due to lack of availability. The advance deposit payment is to reserve the student's space and serve as the damage deposit for the upcoming semester. The student agrees to pay housing fees and the damage deposit according to the Institute payment schedule. Failure to do so will result in the loss of the student's space in the residence hall.

All returning resident students are eligible for the room selection process in the spring semester for the upcoming academic year only if they have paid the reservation deposit and are in good standing.

The room selection process will proceed in the following manner:

- All students living in the Othmer Residence Hall receives a lottery number, despite whether or not they are planning to live in the residence hall the following academic year. The lowest number will receive the first opportunity to choose his/her room.
- Lottery numbers are determined based on students' credits. Lottery numbers are not transferable. Each lottery number is designated a date and a time to select a room.
- A complete living unit (4 students) can choose a room when the lowest lottery number amongst four individuals is scheduled to choose a room. The person with the lowest lottery number should come to room selection with everyone's paperwork (completed housing application and a receipt stating that a housing deposit was paid) during the lowest lottery number's designated time.
- Those returning residents that are not in good standing and wish to return must fulfill their sanctions prior to being awarded a room. After the established date, space will be assigned to new incoming students. If an ineligible resident student finishes their sanctions after the established date and wishes to return to the Residence Hall, they **MUST** place their name on the Wait List. (Be advised that the Institute will relocate people to consolidate suites/apartments.)

ROOM REPAIR

Each student is responsible for immediately reporting the need for repairs to his/her assigned room and all fixtures, furniture, equipment, and effects contained therein. Any damage caused by neglecting to report an initial damage will be the responsibility of the residents of the unit. Any unauthorized repair by the student and/or outside resource will not be reimbursed and the student will be responsible for any further maintenance required due to the unauthorized repair.

ROOM SEARCH AND SEIZURE

The Polytechnic Institute of NYU reserves the right to enter rooms without warrant for the purpose of searching a room. In these situations, Residence Life staff will knock; identify themselves, and request entrance. If no affirmative response is received, staff may enter. If resident(s) are not present, a notification will be left instructing the resident to see the Assistant Director of Residence Life.

Members of the Residence Life staff are permitted to enter a resident's living unit without obtaining consent for the following circumstance but are not limited to:

- Violent behavior
- Disorderly behavior
- Medical emergency
- Activity that disturbs the neighboring living areas
- Suspicion of any policy violation
- Health and safety

Plain view violations of the Residence Life Policies and/or Institute policies, which may be observed by the Residence Life staff or Institute personnel entering a residence under these guidelines, are subject to Institute disciplinary action.

A search of a resident's suite/apartment pursuant to an investigation intended to result in a legal and/or disciplinary action may be performed only with the authorization of the Director of Residence Life, or his or her designee. The Director of Residence Life will notify the Dean of Student Affairs. Every effort will be made to conduct the search in the presence of the room occupant and a representative from the Office of Residence Life.

ROOM VACANCIES

If a student is living in a suite/apartment in which a vacancy occurs during the course of the academic year, the Office of Residence Life reserves the right to reassign him or her to another suite/apartment to fill the vacancy or to consolidate students. The Institute reserves the right to offer a prorated charge to the remaining occupants if there is an opening in an apartment/suite.

SAFETY AND EVACUATION POLICIES AND PROCEDURES

EMERGENCY EVACUATION INSTRUCTIONS

If the fire alarm sounds, all occupants (students and guests) of the building must evacuate IMMEDIATELY, unless they cannot because of hazardous surroundings. Never assume that a fire alarm is merely a drill – the results can be deadly. Always evacuate when the alarm sounds.

- If your door is hot to the touch, do not open it. Roll up a wet towel and place it at the base of the door to prevent smoke penetration. Go to the window, open it, and stay there until help arrives.
- If your door is cool to touch, open it slowly. If the hallway is clear, close and lock your door behind you and proceed to the nearest exit.
- If you encounter smoke using your primary exit, use your alternate route instead. If you must exit through smoke, clean air will be several inches off the floor. Get down on your hands and knees, and **CRAWL LOW UNDER THE SMOKE** to the nearest safe exit.
- **DO NOT USE THE ELEVATORS UNDER ANY CIRCUMSTANCE.** It may stop and trap you. **ALWAYS USE THE STAIRS.** Try to place one hand in contact with the wall. This may prevent you from getting lost.
- Students and/or guests must evacuate Othmer and proceed to the Commons unless directed otherwise by Residential Life or New York City Emergency personnel.
- Students and/or guests must proceed in an orderly fashion. No running, inappropriate conduct or disregard to directives by Residential Life or New York City Emergency personnel will be tolerated.
- Once outside, wait for further instructions from the Residence Life staff.

FAILURE TO EVACUATE WHEN A FIRE ALARM SOUNDS WILL RESULT IN A \$150 FINE.

The student(s) responsible for setting off the fire alarm will incur in a \$150 fine regardless of the nature of the action that caused the alarm's activation. If it cannot be ascertained which student is responsible for the alarm activation, the assessment is made against all students assigned to the room equally.

FIRE SAFETY VIOLATIONS

Failure to evacuate, placing false alarms, interfering with the proper functioning of a fire alarm system, tampering with or removing the hoses, extinguishers and life saving equipment (smoke detectors, carbon monoxide detectors, sprinklers and strobe lights) are prohibited. All residents are expected to comply with all directives by emergency officials and or Residence Life staff during drills and / or evacuations.

FIRE SAFETY

Use Electricity Safely If an appliance smokes or begins to smell unusual, unplug it immediately and have it repaired. Check all your electrical cords, and replace any that are cracked or frayed. Replace any extension cords that are cracked or frayed and do not overload them or run them under rugs. Remember that fuses and circuit breakers protect you from fire: do not tamper with the fuse box or use fuses of an improper size.

Be Careful Cooking Keep cooking areas clear of combustibles, and do not leave the cooking area unattended. Keep your pot's handles turned inward to prevent it from being knocked over the edge of the stove. If grease catches fire, carefully slide a lid over the pan to smother the flames, and then turn off the burner. When cooking, watch your food CLOSELY. The fire alarms in the building are very sensitive and will be set off by burning food. Know where the fire extinguishers are located. Open windows. Cooking negligence and failure to maintain clean cooking appliances will result in sanctions. Please inform a Residence Life staff member if you are responsible for the activation of a fire alarm.

Candles, smoking and spaces heaters and any other open coil, open flame or burning items are strictly prohibited in the Othmer Residence Hall.

PROHIBITED ITEMS

When items on the Prohibited Item List are found, they will be confiscated. (See Prohibited Items List.) When appropriate, the Office of Residence Life will store confiscated items and/or turn them over to the appropriate Institute official. Students may request confiscated items and remove them from the residence hall after complying with the designated sanction for the possession of prohibited items. Should prohibited items be found a second time, they will be confiscated and available for removal from the residence hall at the end of the semester. Additional sanctions will be imposed. Confiscated items, which are not retrieved within one week of the last day of the semester, will be assumed to be abandoned and will be discarded by the Office of Residence Life. These same guidelines apply if prohibited items are observed or reported at times other than during routine inspections.

PROHIBITED ITEMS LIST

There are some items that are restricted in the residence suites/ apartments because of the potential hazard to the health and safety of the community. This list includes but is not limited to:

- Air conditioners
- Ashtrays (including decorative)
- Candles (including decorative)
- Electric blankets
- Fireworks
- Flammable Liquids
- Free weights over 20 lbs.
- Weapons (including decorative or training)
- Halogen lamps
- Heaters (electric, space, or quartz)
- Hydrogen lamps
- Incense and burners
- Large building tools and/or equipment
- Large furniture
- Oil Lamps
- Open Coil Items (hot plates, toasters, toaster ovens)
- Outside antennas
- Pets (including fish)
- Waterbeds

ROOM SAFES

One in-room safe per student.

Access with personal 4-digit PIN. (Remote access in case you forget your PIN.)

Fits all kinds of personal items, including most laptops. Use it so you always know where your important stuff is like: Medicine, keepsakes, documents, schoolwork, MP3 players, personal DVD players, cell phones and PDAs.

JUDICIAL PROCESS (SUBJECT TO REVISION)

When a resident student violates the Code of Conduct or the Residence Life policies and/or procedures, the following sequence of events will occur. Some situations may require immediate decisions by the Residence Life staff at the time of the incident. All residents and guests must comply with verbal and/or written decisions set forth by staff members at this time. Students are obligated to follow through with the judicial proceedings and will be held accountable for non-compliance.

INCIDENT REPORT SUBMISSION

An Incident Report (IR) is received in the Office of Residence Life. Any student, administrator, Residence Life staff member, or Institute official may submit an IR to the Assistant Director of Residence Life.

INCIDENT REPORT REVIEW

The Assistant Director of Residence Life will review the incident report. If the incident requires judicial recourse, the student will be notified of their violation and a date to have a hearing with the appropriate Hearing Officer. Failure to respond to the notification will be regarded as a no contest plea and the Hearing Officer will set the sanction(s). The type of reported violation may determine which Hearing Officer you will appear before.

The Hearing Officers you may meet with are:

Dean of Student Affairs The Dean will hear appeals to decisions made by the Director of Residence Life or Associate Dean of Student Affairs.

Director of Residence Life The Director of Residence Life will hear any case, which may result in a student being removed or suspended from the Othmer Residence Hall.

Associate Dean of Student Affairs The Associate Dean of Students will hear any case involving Institute policy violations.

Assistant Director of Residence Life Most cases will be heard at this level. Violations range from noise to suspicion of drug use.

CONTACTING THE STUDENT TO SCHEDULE A HEARING

After receiving the Incident Report (IR), the Hearing Officer responsible for the case will schedule a hearing date. A letter will be sent to the student informing him/her of the date and time.

THE HEARING

When the student meets with a Hearing Officer, the resident will have the opportunity to:

1. Speak on his/her behalf.
2. Provide relevant documentation and witnesses to the situation.
3. ***Witnesses must be directly related to the incident.*** Character witnesses who are not directly related to the incident and are not able to be considered during the hearing.
4. Due to the administrative nature of the proceedings, students have an affirmative obligation to respond to all queries, posed by the Hearing Officer, as relates to the alleged violation of the Residence Life or Institute policies.
5. Hearings will be recorded for accuracy for testimonies.

DECISION NOTIFICATION

After the hearing, the Hearing Officer(s) will determine whether or not the student is responsible for the policy violation of the Residence Life and/or Institute Policies and Procedures. If the student is found responsible for the current policy violation, a Hearing Officer will take previous judicial matters into account when determining an appropriate sanction. The officer(s) has the authority to recommend that the student be placed on deferred suspension or removed from housing.

The student will be notified of the hearing decision in writing. If the student is found responsible for the policy violation, the letter will explain the sanction. The Hearing Officer may also require that the resident schedule an appointment to discuss the outcome of the hearing and the sanction.

SANCTIONS

Students who engage in behavior that violates the terms, conditions and regulations of their Housing Agreement and/or Residence Life policies will be required to work with the staff of Residence Life to resolve the issue. The Institute has identified a number of administrative and educational sanctions to address inappropriate behavior. If a resident is found responsible for the incident documented in the Incident Report, he/she may be assigned either or both types of sanctions. If the student is to be found responsible or violating other Institute policies and/or the Institute Code of conduct, the hearing may go before the Institute's Judicial Officer and will follow the hearing procedures outlined in the Institute Code of Conduct.

All reported violations of Institute policy will result in the creation of a file that becomes part of the resident's record. Students are to comply with all sanctions issued by the Institute. Failure to comply with sanctions will constitute a new violation and will result in further disciplinary action.

Sanctions should commensurate with the violation(s) that were founded. In determining an appropriate sanction, the Hearing Officer should take into account any mitigating circumstances and any aggravating factors (i.e., provocation, any past misconduct, any failure to comply with previous sanctions, the actual and potential harm caused by the violation, the degree of intent and motivation of the student in committing the violation). Impairment resulting from voluntary use of alcohol or drugs (other than medically necessary) will be considered an aggravating factor. Previous judicial actions will be considered when determining an appropriate sanction.

Sanctions for violations of the Institute Housing Policy may include, but are not limited to, one or more of the following:

Verbal Warning Verbal acknowledgement that a policy has been disregarded.

Letter of Warning A written statement that a violation occurred and any future violations of Institute or Residence Life Policies will result in more serious sanctions.

Behavioral Contracts As a condition of continued residency, students may be required to sign and abide by a contract outlining specific behavioral expectations for that student.

Conference, Referral or Consultation The student may be required to meet or consult with an appropriate official or medical professional, or to attend a program or seminar for educational purposes (including diagnostic referrals, drug assessments, alcohol class attendance, etc.).

Restriction of Privileges The student may lose privileges or restricted and/or prohibited from participating in particular Residence Life activities, signing in guests, or from using particular Residence Life facilities for a specified period of time.

Restitution for Loss, Damage, or Service Costs The student must pay for damages or misappropriation of Institute property. This may be required through financial payment, community service, or both. You will find a list of sanction fines at the end of this handbook.

Administrative Room Change The resident found in violation is assigned to a new room and/or residence hall and the privilege of moving at the student's discretion is revoked. The student may be forbidden to enter the building/room from which he or she was removed. Notification of the new room assignment will be made in writing and the student will be given no more than 48 hours to complete the move.

Housing Probation A specified period of observation and review will be initiated. Housing Probation is implemented for either a serious policy violation or repeated inappropriate behavior. Housing Probation is for a specified period of time (semester, year, etc.) with the understanding that further disregard for Residence Life Policies may result in the termination of a student's Residence Life Contract.

Housing Termination The student must vacate his/her room and is permanently ineligible to live on campus. Upon eviction, residents lose all on-campus housing rights previously granted. Notification will be made in writing and the respondent will normally be granted at least 24 hours to complete the move. Should the respondent's continued presence in the Residence Life facilities pose a serious and substantial threat to the hall community, the student may be required to vacate immediately.

HOUSING TERMINATION AND/OR INSTITUTE EXPULSION RECOMMENDATION

The Hearing Officer may impose all other sanctions except Housing Termination and/or Institute Expulsion. The Hearing Officer can make such recommendations to the appropriate judicial officer.

INTERIM SUSPENSION

In certain circumstances, the Institute may impose an interim suspension prior to a hearing. Interim suspension may be imposed only 1) to ensure the safety and well-being of members of the Institute community or preservation of Institute property; 2) to ensure the student's own physical or emotional safety and wellbeing; or 3) if the student poses a definite threat of disruption of or interference with the normal operations of the Institute. During the interim suspension, students may be denied access to the Residence Life facilities and/or to campus (including classes) and/ or all other Institute activities or privileges for which the student might otherwise be eligible as the Judicial Officer may determine appropriate. This temporary suspension will be confirmed by a written statement and shall remain in effect until the conclusion of a full hearing without undue delay, in accordance with the policies of the Polytechnic Institute of NYU.

SUSPENSION

Suspension of the student from the Residence Hall for a specified period of time excludes the student from residing in the residence facilities. While under suspension, the resident will not be permitted to use any facility of the Residence Hall unless special permission is obtained from the Director of Residence Life.

EDUCATIONAL INTERVENTIONS

Educational interventions require a student to become actively engaged in a process, which will challenge the student to learn how his/her behavior impacts the community, and how he/she can make positive contributions to the community. This list includes, but is not limited to:

Community Service Assignments or tasks specified in terms of work hours or a specified project, service, or presentation to be completed within a specified timeframe.

Educational Projects May include writing an essay, attending and/or presenting a workshop, creating a bulletin board, etc.

FAILURE TO APPEAR FOR A JUDICIAL HEARING

In the event that a student fails to attend a judicial hearing or fails to reschedule a judicial hearing prior to the appointed time, the Hearing Officer will make a decision in their absence.

APPEALS

Students have the right to appeal any Hearing Officer decision on the following grounds:

- The resident has been deprived of his/her rights as defined in this handbook.
- New evidence can be brought forward which is pertinent to the case.

The student will have two (2) **business days** (i.e., Spring Break is not considered a holiday) from the date of the original decision appointment to file an appeal. The appropriate Hearing Officer will review the records from the student's hearing and such written submission and oral argument. The original decision may be sustained, modified, or reversed.

Appeals must be submitted in letter format to:

Dean of Student Affairs The Dean of Student Affairs will only hear appeals of decisions made by the Associate Dean of Student Affairs.

Director of Residence Life The Director of Residence Life will hear appeals of decisions made by the Assistant Director of Residence Life

Associate Dean of Student Affairs The Dean of Student Life will hear appeals of decisions made by the Director of Residence Life.

RIGHTS OF ACCUSED STUDENTS

All hearings shall be fair and reasonable in keeping with the concept of fundamental fairness. If a student is accused of policy violations, he/she has the following rights:

- The right to be informed of his/her rights, policies and judicial procedures.
- The right to timely notice of the scheduled hearing, including written notice of charges.
- The right to confidential proceedings. Information pertaining to the hearing or the judicial file may only be shared with those in the Institute community with a legitimate educational interest.
- The right to a copy of the complaint (i.e., incident report).
- The right to be presumed not in violation for committing an infraction of a policy unless found in violation by preponderance of the evidence presented (a standard of "more likely than not" that the violation occurred).

POSTPONING OF CHARGES

Judicial proceedings and actions are not subject to challenge or postponement on the grounds that criminal or civil charges involving the same incident have been dismissed, reduced, or are pending in civil or criminal court.

PARENT NOTIFICATION FOR ALCOHOL AND/OR DRUG VIOLATIONS

Excessive, abusive, illegal and/or repetitive use of alcohol and/or drugs is inconsistent with the maintenance of an educational environment. Such behavior threatens the well-being of persons and property and tends to diminish a students' prospects for personal and intellectual development and academic success. When students are found to have committed serious or repeated violations of Institute policies related to the possession, use, suspicion, or distribution of alcohol or drugs, the Dean of Student Affairs, the Director of Residence Life or his/her designates have the authority to determine when and by what means to notify parents or guardians. Whenever possible, students will be informed that parental notification is planned in advance of their parents receiving notice.

The following guidelines are used in determining whether to notify parents:

- The violation involves harm or threat of harm to persons or property.
- The violation involves an arrest in which the student was taken into custody.
- The student requires hospitalization as a result of consumption of alcohol or drugs.
- The violation results in or could result in the student being suspended from the Institute and/or dismissed from the residence halls.
- The student has shown a pattern of violations-even if they are minor. Two or more violations associated with drug or alcohol use would be reasonable cause for notification.
- The violation involves the use/suspicion of drugs in and/or around the campus.
- The Director of Residence Life/Associate Dean of Students/ Dean of Student Affairs deems it necessary.

FINES (SUBJECT TO REVISION)

The following is a partial list of fines that may be imposed in addition to educational sanctions and/or repair costs of damaged items. Fines may increase for repeat offenses.

ALCOHOL AND OTHER DRUGS

\$100-\$300

SAFETY

Activation of the fire alarm	\$150
Failure to evacuate	\$150
Tampering with fire/life safety equipment	\$150
Usage of elevator for evacuation during a fire alarm	\$100
Tampering with windows or screens (in addition to restitution of damage)	\$100
Improper entrance to or exit from residence facility	\$100
Falsifying identity/ guest forms	\$100
Misuse of Institute ID	\$100
Trespassing in restricted areas	\$100
Smoking in the residence hall	\$50-\$100
Suspicion of Smoking/Drugs (ashes, smoke aroma)	\$50-\$100
Failed health and safety inspections	\$50-\$100

PROHIBITED ITEMS (SEE LIST)

Possession of unauthorized items	\$50-\$150
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STUDENT CONDUCT

Possession of stolen property	\$200
Compliance with Institute personnel	\$150
Disorderly conduct	\$150
Unauthorized possession of Institute property	\$100
Vandalism (in addition to restitution of damage)	\$100
Projectiles (in addition to restitution of damage)	\$100
Trash (depending on amount)	\$25-\$100
Cleaning	\$50-\$150

POLICIES AND PROCEDURES

Lock change (lost key)	\$400
Unauthorized room change	\$100
Guest/visitation	\$50-\$150
Maximum capacity	\$100
Improper check-in to the residence hall	\$60 per day
Improper check-out from residence hall	\$50
Noise violation (Quiet/Courtesy Hours)	\$50
Furnishing Changes	\$50
Room/suite lock-out (each lock-out)	\$5-\$50
Failure to carry NYU-Poly ID	\$5-\$50
Lost guest pass	\$5

DAMAGES (SUBJECT TO REVISION)

ITEM REPAIR REPLACE

Doors	\$150 \$500
Common Area - (door)	\$400
Stove	\$400
Kitchen sink	\$190
Refrigerator	\$600
Cabinets	\$450
Bathroom sink	\$210
Shower head	\$30
Toilet	\$120
Medicine cabinet	\$275
Bathroom - walls (painting)	\$400
Full mirror (on door)	\$13 per sq ft
Tel/Internet Jack	
Common room - walls (painting)	\$400
Common room ceilings (painting)	\$400
Common room - floors	\$45 per yard
Bedroom - walls (painting)	\$400
Bedroom - ceilings (painting)	\$400
Bedroom - floors	\$45 per yard
Windows – screens	\$35
Strobe light - fire alarm	\$365
Ceiling light	\$50
Smoke detector	\$350
Sprinklers	\$80
AC/heaters	\$3,100
Phones	\$50
Extra cleaning	\$35 OT rate per hour
Lock	\$400 with installation
Bed frames	\$300 or \$325 or \$702
Mattress	\$150
Desks	\$423 or \$483
Desk chair	\$187.50
Bookshelf on desk	\$245
Wardrobes	\$600 - \$975 (5 types)
Chest 6/5/3 drawer	\$510 or \$577
Double couch	\$900
Single couch	\$607.50
Dining table	\$247 or \$292 or \$337
Dining chairs	\$150
TV stand	\$477 or \$536
Night stand	\$225 or \$275
Coffee table	\$360
Corner end table	\$252

IMPORTANT DATES TO REMEMBER (SUBJECT TO REVISION)

FALL SEMESTER

Sun., Aug 24, 2008:	<u>NEW STUDENT MOVE-IN DAY</u> (10:00 a.m.-6:00 p.m.)
Tue., Sep 2, 2008:	Classes Begin
Mon., Oct 13, 2008:	NO CLASSES - Columbus Day
Thu., Nov 27- 28, 2008:	NO CLASSES - Thanksgiving Recess
Mon., Dec 1, 2008:	<u>Spring Semester Intent forms due</u>
Mon., Dec 9, 2008:	<u>Winter Mini-Session applications due</u>
Fri., Dec 19, 2008:	Residence Life Move-Out Day
Sat., Dec. 20- Jan. 1, 2009:	Winter Recess- Residence Hall Closed

SPRING SEMESTER

Mon., Jan 5- 16, 2009	Winter Mini-Session
Mon., Jan 19, 2009	Residence Life Move-In Day (10:00am-6:00pm)
Tue., Jan 20, 2009	Classes Begin
Mon., Feb 2, 2009	RA applications available
Fri., Feb 20, 2009	RA applications due
Mon., Mar 16 - 20, 2009	Spring Break
Mon., Mar 23, 2009	HA applications available
Tue., Mar 31, 2009	Housing deposit for 09/10 Academic Year Due
Sun., Apr 5, 2009	Room Selection for the 09/10 Academic Year begins
Mon., Apr 6, 2009	HA applications due
Fri., Apr 17, 2009	Summer Housing applications available
Mon., May 11, 2009	<u>RESIDENCE LIFE MOVE OUT DAY</u>