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## FOREWORD

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### SECTION 1

#### WELCOME

Welcome to Residential Life at the Fashion Institute of Technology. Our residents come from all over the world and the United States. Our largest representation is from New York State. The residential community at FIT offers students the opportunity for learning beyond the classroom walls, and provides programs that meet students' social, recreational, intellectual, cultural, educational and spiritual needs. As a member of the residential community, each student has an opportunity to experience personal growth and lasting friendships. We hope students make the best of their experience here by taking advantage of the many opportunities they will have to be an asset to our diverse and vibrant community.

Residents are expected to exercise self-discipline, good judgment and take responsibility for their decisions and behaviors.

#### MISSION STATEMENT

The goal of the Residential Life Department is to provide a living environment that is conducive to studying and learning and supports the mission of the College. The Residential Life Department seeks to create a diverse community living environment by offering students opportunities to develop an understanding of others and enable them to grow personally and intellectually. The residence halls are committed to a community in which all students and staff are accepted as individuals, without regard to nationality, ethnicity, race, age, gender, religion, class, social background, physical differences, sexual preference, personal beliefs, etc. It is our philosophy that residents should be able to live out their social and private lives in our community free from discrimination, disruption, or harassment of any form.

#### CELEBRATING DIVERSITY AND LIVING WITH DIFFERENCE

The FIT Residence Halls make up a vibrant community filled with a diverse student population. In the residence halls, you will find students of different genders, ages, races, ethnic groups, national origins, sexual orientations, personal styles, physical abilities and characteristics, religious beliefs, life experiences, educational backgrounds, learning styles, etc.

*Some tips to help you obtain the benefits of living in our unique community include:*

- ***Be open to differences.*** Share how your background has influenced you, and ask others to do the same.
- ***Don't Assume.*** Ask questions and check out your pre-judgments. For example, ask if an African American male student likes sports and music as opposed to assuming that he plays basketball and listens to rap music.
- ***Make friends with people different from you*** and let them know when you have questions or concerns. For example, ask a friend with a hearing aid what is the best way to get his/her attention.
- ***Avoid treating individuals like exceptions or spokespersons*** by making statements like "You're not like other \_\_\_\_\_ I've met." or asking questions like "Do you people?" Treat individuals like INDIVIDUALS.
- ***Avoid telling and laughing at jokes that have stereotypes in them*** even if they are about YOUR group.
- ***Don't ignore stereotyping, prejudice and discrimination.*** Not addressing these sends the message that you agree with the behavior or attitude.
- ***Treat others the way you want to be treated*** and be aware of your own behavior and attitudes. Don't assume that because you are part of a group that has been historically discriminated against that you can't treat others unfairly and hold prejudiced attitudes.
- ***Apologize*** if you've been unfair and forgive if you've been offended. Change takes time.

Discrimination and bias, including the use of slurs, is not tolerated in the residence halls. We encourage residents to report this to the Residential Life Office immediately. Complaints will be addressed according to the procedures outlined in the FIT Residence Hall Conduct and Judicial System.

## **FIT RESIDENCE HALLS AND HISTORY**

### **Nagler Hall**

The Fashion Institute of Technology was the first community college in the State University of New York to have a residence hall. At an impressive ceremony on November 28, 1962 Nagler Hall was dedicated in the presence of the Fashion Institute of Technology's students, faculty members and guests. Guests included Mayor Robert F. Wagner, David Zelinka, Chairman of the Board of Educational Foundation for the Apparel Industry, and David Dubinsky, President of the International Ladies Garment Workers Unions AFL-CIO.

Our residence hall was named for Isidore Nagler, who for 30 years was a vice president of the I.L.G.W.U. Mr. Nagler came from Austria in 1909 and settled on New York's east side. He was a garment cutter and in 1919 became an officer of Local 10. There he met David Dubinsky, the manager of the organization, and from that time the two men worked together for the objectives of the union movement.

Nagler Hall, which is ten stories high, is located at 220 West 27<sup>th</sup> Street. The residence hall is designed to house 304 residents. Each room measures approximately, 18½ feet by 12 feet, and accommodates two or three residents. There are between 10 and 17 traditional residence hall-style rooms, and a community bathroom on each floor. There are two floors where half of the rooms are suites and have a kitchen and bathroom within the room. There are laundry facilities on each floor except the first. There is a television lounge/workroom and a kitchen on the main floor. Floors are connected by two passenger elevators.

### **Coed Hall**

Coed Hall, which is 15 stories high, is located at 230 West 27<sup>th</sup> Street. Coed Hall opened for occupancy in the fall semester of 1975, and houses 413 residents. The first ten floors house residents in traditional residence hall-style rooms of double and triple occupancy. These floors have between 8 and 17 rooms, and one or two central bathrooms. The traditional residence hall-style rooms are approximately 20 feet by 11½ feet. The eleventh through fifteenth floors each have between 9 and 11 suites for two or four residents. Each of these suites has a kitchen and bathroom. Student lounges, workrooms, and laundry facilities are located on the basement level of the building. Floors are connected by three passenger elevators.

### **Alumni Hall**

In August 1988, The Fashion Institute of Technology celebrated the opening of a new residence hall for our increasing population - East Hall. Now called Alumni Hall, the building is located at 210 West 27<sup>th</sup> Street and has 16 floors housing 496 males and females. There are 128 suites (apartments) accommodating 4 residents in each suite. Suites consist of two bedrooms (each housing 2 people), plus a common kitchen area and a bathroom. Each bedroom measures approximately 16 feet 8 inches long by 10 feet 4 inches wide. The first floor of the building houses the Residential Life Office, a television lounge, and a workroom. The top floor of the building has a penthouse apartment for the president of the College. There are laundry facilities on each floor. Floors are connected by three passenger elevators.

### **Kaufman Residence Hall**

In August 2006, The Fashion Institute of Technology celebrated the opening of a new residence hall in response to the continued demand for on campus housing. The building located at 406 West 31<sup>st</sup> Street between 9<sup>th</sup> and 10<sup>th</sup> Avenues, has 15 floors housing 1086 students. The building features 493 suite (apartment) style quads, triples, doubles and a limited number of singles. There is a cyber-lounge, fitness center, and laundry facility located in the basement level of the building.

## **RESIDENTIAL LIFE OFFICE STAFF AND SERVICES**

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### **SECTION 2**

#### **RESIDENTIAL LIFE OFFICES**

**Hours:** Monday-Friday, 9am-5pm

**Department Website:** [www.fitnyc.edu/residentallife](http://www.fitnyc.edu/residentallife)

**27<sup>th</sup> Street Location:** Alumni Hall, 1<sup>st</sup> Floor Lobby  
**Phone:** (212) 217-3900 **Fax:** (212) 217-3901

**Kaufman Hall Location:** 1<sup>st</sup> Floor Lobby  
**Phone:** (212) 217-3930 **Fax:** (212) 217-3931

#### **RESIDENTIAL LIFE STAFF**

##### **Professional Staff**

##### ***Director of Residential Life***

The Director oversees and supervises the residential life staff, executes policy and procedures, and functions as an administrative liaison between the residence halls and the College. The Director of Residential Life is concerned with student welfare and discipline in the residence halls. The Director or appointee of the Director serves as a member of the Conduct Appeal Board, to insure due process for student concerns.

##### ***Assistant Directors***

The Assistant Director assumes those duties assigned by the Director and shall assume the responsibilities of the Director in his/her absence.

##### ***Resident Counselors***

The role of the Resident Counselor is to establish and maintain a residence hall community conducive to the academic and personal growth of each resident, while being consistent with the goals and objectives of the college. The counselors supervise Building Managers, advise Residence Hall Community Council and assist with general administration of the residence halls including conduct, roommate mediation and room switches. Resident Counselors are available for student concerns and personal counseling. They are involved in other activities as assigned by the Director of Residential Life.

##### ***Building Managers/Residence Hall Managers***

The Building Manager is responsible for community development under the supervision of the Resident Counselor. This includes but is not limited to hall administration, programming, advisement and supervision of Resident Assistants and Residence Hall Community Council. S/he is involved in central office decisions as well as staff supervision and program development

##### ***Staff-On-Call***

All members of the Residential Life professional staff work in the Residential Life Office and live in the residence halls. Professional staff members, both Building Managers and Counselors are on call evenings, weekends, and holidays, when the residence halls are open. Professional staff is ON CALL FOR EMERGENCIES ONLY. *AN EMERGENCY IS ANYTHING THAT THREATENS THE LIFE OR WELL-BEING OF A RESIDENT.* Examples of emergencies include, but are not limited to: accidents, attempted suicide, unconsciousness, medical problems, physical and/or verbal fights, assaults, missing persons, floods, gas leaks, harassment, fire, and alcohol and/or drug incidents. They can be reached through campus security.

##### ***Office staff and Mailroom staff***

Residential Life offices are fully staffed at both 27<sup>th</sup> street (Alumni Hall) and 31<sup>st</sup> street (Kaufman Hall).

#### **RESIDENT ASSISTANT STAFF**

##### **Resident Assistants**

Resident Assistants (RAs) are an integral part of the Residential Life Staff. They are students who each live on and

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oversee a floor. They serve as floor leaders and informal advisors referring students to appropriate College and community resources, and serve as liaisons between residents and the College. They enforce campus policies and plan social and educational activities.

### ***RA Duty***

RAs are scheduled to be on-call evenings, weekends and holidays. Between 6pm and Midnight, there are RAs in the lobby of Coed Hall (27<sup>th</sup> street) and in the lobby of Kaufman Hall. They are available to residents for general assistance and emergencies.

### **RESIDENCE HALL COMMUNITY COUNCIL (RHCC)**

The Residence Hall Community Council is a resident association created to promote communication between residents and campus administration; to encourage and facilitate student involvement in all aspects of the college experience focusing on programming, community building and community outreach; to increase resident involvement in the policy decision-making within the residence halls; and to provide an environment within the residence halls that is conducive to the personal growth of all residents. Every resident is a member upon payment of the residence hall association fee. Participating members are involved with programming activities and the general welfare of on-campus residents.

The Residence Hall Community Council is governed by an elected Executive Board and is advised by members of the Residential Life Department. Board members are elected each spring semester for the next academic year. The Executive Board controls the budget which is used for programming, etc. The board meets weekly and is made up of a Vice-President, Assistant Vice-President, Secretary, Treasurer, Representatives for each residence hall, Food Committee Representative, Public Relations Representative, and a Student Council Representative.

### **RESIDENCE HALL PERSONNEL**

#### Security Department

**Location:** D-442

**Phone:** (212) 217-7777

Each building has 24-hour security coverage. Security concerns, reports or complaints should be directed to the Security Office.

#### Maintenance/Department of Buildings and Grounds

**Location:** AC11

**Phone:** (212) 217-4440

Each building has maintenance staff that clean and maintain the community and public areas, and make repairs. All maintenance concerns should be reported to ABM Facility Services at 212-217-4440. A service agent will answer your call 24/7, create an electronic work order which will be dispatched immediately to the appropriate manager or technician

## **RESIDENCE HALL POLICIES AND PROCEDURES**

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### **SECTION 3**

#### **ABSENCES**

To avoid unnecessary concern, your floor RA and roommate(s) should be told of any absences from your on-campus residence. Extended absences from class should be reported to your major department and instructors.

#### **ALCOHOL AND DRUG POLICY**

FIT is a dry campus. No drugs, alcohol or related paraphernalia, (glasses; shot, wine, martini, etc.; empty alcohol containers) are permitted on campus regardless of the student's age. Refer to the Alcohol and Drug Policy section for violations and sanctions.

#### **BATHROOM POLICIES**

Bathroom Policies have been established to prevent residents from feeling uncomfortable with the use of the community bathrooms. The use of shower, bath, and toilet facilities are restricted to members of the same sex. Residents living on single gender floors are required to escort the guest to the floor's bathroom, announce him/her, and remain OUTSIDE the bathroom until the visitor leaves the bathroom. The same rule pertains to students living in an apartment-style suite with a bathroom. Only one person is permitted to be in the bathroom at a time.

**ONLY ONE PERSON IS ALLOWED IN A SHOWER/BATHTUB/TOILET STALL AT A TIME. VIOLATION OF THESE POLICIES COULD RESULT IN DISMISSAL FROM THE RESIDENCE HALLS.**

Kaufman Hall (31<sup>st</sup> Street residents) - Shower curtains are custom sized and are supplied, by the college, in all bathrooms at our 31<sup>st</sup> street facility. A decorative curtain may be placed over the college-provided curtain, BUT THE SHOWER CURTAIN PROVIDED BY THE COLLEGE MUST NOT BE REMOVED or flooding and room damage will result. Students will be fined for any damages. A charge of \$50.00 for removal and replacement of a shower curtain and rings at Kaufman Hall will be placed on their account. A second offense will result in a fine and cost of replacement (\$50.00).

#### **BULLETIN BOARDS**

Bulletin boards are found on each floor. Important announcements are posted regularly. Residents are responsible for keeping themselves informed at all times. All notices/flyers must be approved by the Residential Life Office. Unapproved notices/flyers will be discarded if found. *Residents found responsible for tampering with, removing, or destroying bulletin boards in any way, will be sanctioned and/or fined.*

#### **BUNK BEDS**

**See Furniture**

#### **CHANGE OF ADDRESS**

Address changes must be reported to the Registrar's Office.

#### **CHEMICALS KEPT IN ROOM/APARTMENT**

Resident should refrain from using or storing toxic chemicals in the residence halls. Living in a community requires individuals to be aware of the health and safety needs of FIT's diverse resident population. Always read all label instructions that a manufacturer provides on a chemical product. Follow manufacturer instructions and intended use.

Residents may not use any type of art or cleaning supply used for industrial purposes. (This includes any product labeled "Professional," "Industrial Use Only," "Professional Use Only," etc.)

Residents may not use products labeled "Use in Well Ventilated Area."

Generally avoid using aerosol cans. (The majority of aerosol cans use flammable gases such as propane or butane as propellants.)

Look for cleaning products located in the "green" section of your grocery store.

#### **CLEANING**

Each resident is responsible for maintaining reasonable care of his/her room. Failure to do so is grounds for disciplinary action. Residents are expected to vacuum, sweep, dust, and to launder their clothing, sheets, towels, etc. on a regular basis. Community areas are cleaned daily by the residence hall maintenance staff. We encourage each

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resident to take responsibility for cleaning up after him/herself when using the community bathrooms and other common areas. Residents are responsible for providing their own cleaning supplies. Anything left in public areas will be discarded.

### Cleaning Tips for Suites & Apartments

**Stove:** Keep the oven and broiler clean. Dirty, greasy stoves and ovens produce smoke and create fires. Wipe up crumbs and drippings after each use. If you have an exhaust fan, use it while cooking.

**Refrigerator and Freezer:** Clean your refrigerator regularly.

**Bathrooms:** Clean bathrooms regularly. Warning: **DO NOT MIX BLEACH AND AMMONIA TOGETHER. THIS COMBINATION CREATES A HIGHLY TOXIC GAS.** Clogged sinks and showers must be reported to the Residential Life Office immediately. Do not use commercial products to unclog.

### COMMUNITY BATHROOMS

Bathroom Policies have been established to prevent residents from feeling uncomfortable with the use of the community bathrooms. The use of shower, bath, and toilet facilities are restricted to members of the same sex. Residents living on single gender floors are required to escort the guest to the floor's bathroom, announce him/her, and remain **OUTSIDE** the bathroom until the visitor leaves the bathroom. The same rule pertains to students living in an apartment-style suite with a bathroom. Only one person is permitted to be in the bathroom at a time. **ONLY ONE PERSON IS ALLOWED IN A SHOWER/BATHTUB/TOILET STALL AT A TIME.** *VIOLATION OF THESE POLICIES COULD RESULT IN DISMISSAL FROM THE RESIDENCE HALLS.*

### COMMUNITY KITCHENS AND NAGLER HALL REFRIGERATORS

#### Community Kitchens in Coed and Nagler Halls

There are community kitchens attached to both the Coed basement lounge and the Nagler first floor lounge/workroom. Please comply with the following guidelines when using these facilities:

- Residents must remain in the kitchen when cooking.
- All items left in the kitchen are left at the resident's own risk. Anything left in the refrigerator should be labeled with the resident's name and room number.
- Spoiled or unwanted items should be removed from the refrigerator immediately.
- All trash should be removed and placed in the proper receptacles.
- Each resident is expected to leave the facilities in proper condition for use by the next resident. At no time are the kitchens to be left in an unsanitary state. If residents fail to maintain the kitchen, it will be closed.

#### Nagler Hall Refrigerators

Residents who leave food in the refrigerator do so at their own risk. Residents must label their food with their name and room number before placing it in the refrigerator. Remove unwanted and/or spoiled food immediately. Each floor is responsible for the cleanliness of its refrigerator.

### COMPUTER CONNECTIONS

**Department:** Information Technology Services

**Location:** C-Building, Room 305B

**Phone:** (212) 217-HELP (4357)

Internet access is available to all residents. You can access the internet by connecting to the red data jack in your room. To sign up for access, you are required to complete and return a "Data Connection Request Form" to the Information Technology Services Office located in C-Building, Room 305B. Forms are available at the IT desk during New Resident Check-in or from the Information Technology Services Office. If this is not returned by the deadline indicated, your access to the network and the internet will be turned off. If you are sharing a data jack, both residents occupying the room must each submit a "Data Connection Request Form."

**ALL COPYRIGHT LAWS MUST BE FOLLOWED. FIT RESERVES THE RIGHT TO LIMIT OR REVOKE ACCESS TO ITS NETWORK WHEN APPLICABLE UNIVERSITY POLICIES OR GUIDELINES, CONTRACTUAL OBLIGATIONS OR STATE OR FEDERAL LAWS ARE VIOLATED.** (See the "Data Network Connection Request Form" for further guidelines and refer to the Student Rights and Responsibilities Policy Handbook, Computer Use and Network Policy to see the full rules, regulations and policies.)

### **COOKING GUIDELINES FOR SUITES AND APARTMENTS**

#### **To prevent smoke build-up, fires and building evacuations, please take the following precautions:**

- Keep exhaust ducts clear (pots, pans, etc. can block exhaust ducts).
- Keep oven, broiler and top burners clean (splattered food/grease causes smoke).
- Keep the stove clear of all items. Do not use it as a storage space
- Do not leave stove unattended when cooking.
- Burners/stove/broiler will continue to cook after being turned off. Remove pots/food immediately. Stay with stove until it cools down.
- **DO NOT** open your front door to air out smoke. This will set off building alarms. \*Open windows and if you have a fan use it to blow heat and smoke away from the front door.
- In Alumni, exhaust fans should be turned to “High” and bedroom doors and windows should be open.

#### ***Prevention of Fire/Smoke is the key. Let's avoid evacuations because of simple cooking incidents.***

\*\* Warning: Do not use stove to heat apartment. This is not only dangerous, but will set off the building's fire alarms. Refer to the Fire Safety Policy section for violations and sanctions.

### **COURTYARD BEHIND NAGLER AND COED HALL**

Residents wishing to relax, read, study, sunbathe; etc. can use the courtyard behind Nagler and Coed between 10am and 8pm with the approval from Residential Life Personnel. See the Security Officer in Coed or Nagler lobby for proper admittance. Use of the courtyard is at the resident's own risk. The Residential Life Office reserves the right to revoke or restrict access to the courtyard at any time. All residence hall policies pertain to the courtyard and will be enforced.

### **DAMAGES**

Residents are responsible for any loss or damage to their assigned rooms (furniture, fixtures, equipment, etc.). The use of such materials as tape, paste, glue, nails, tacks, etc. on any College property is prohibited. Residents are not permitted to alter the appearance of the room (i.e. painting, shelving, etc.). When it cannot be ascertained who is responsible for the damages or losses, an assessment will be made against residents equally. Public area damage will be billed to the floor and/or building residents. *Any resident found responsible for an act of vandalism and/or neglect will be fined a minimum of \$25.00, and additional sanctions may apply.*

### **DECORATIONS/DISPLAYS**

Resident students are permitted to display posters or other items in their rooms that do not violate fire codes or other college policies. Displays in the exterior windows, on doors, or public areas are subject to college regulation. In the interest of promoting an academic environment items which may affront or alarm members of the college community may not be displayed. Fire and safety regulations also prohibit displaying any items in the windows which would interfere with an emergency exit or rescue. Students with questions about this policy may contact the Residential Life Office.

### **Holiday Decorations**

The following policy is regarding holiday decorations in the Residence Halls at F.I.T.:

- Decorations should never be attached to smoke alarms, fire sprinklers, or other fire equipment.
- Decorations should not obstruct walkways. All entrances, exits, corridors should be clear and available for routine use.
- Paper decorations must not cover more than 25% of the surface area of any wall.
- Lights specified for indoor use are the only types allowed in the residence hall, but must not make contact with combustible materials. Check for bare wires, fraying, loose connections, and cracked plastic parts.
- The lights must have the Underwriter's Laboratory (U.L.) approval.
- Only heavy-duty extension cords should be used for decorations. Multi-plug adapters are strictly prohibited. Power strips with a fuse or integral circuit breaker are recommended if there are not enough outlets.
- Extension or lighting cords cannot be routed through doorways or under rugs as the opening/closing action of the door and walking over the rug will damage cord.

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- All lights must be unplugged at the end of the day and/or when being left unattended.
- Candles, oil lamps, incense or other flame-producing materials are prohibited.
- Live trees, wreaths, and branches are strictly prohibited.
- Artificial trees and wreaths must be made of flame retardant materials.
- Decorations must be removed after the holidays and disposed of or stored in a safe place.

This list is not all inclusive. Any items or decorations not listed that are deemed hazardous or cause damage to college property are not permitted. Residents will be liable for damages and fines.

### **DRUGS AND ALCOHOL POLICY**

FIT is a dry campus. No drugs, alcohol or related paraphernalia (glasses; shot, wine, martini, etc.; empty alcohol containers) are permitted on campus regardless of the student's age. Refer to the Alcohol and Drug Policy section for violations and sanctions.

### **ELECTRICAL APPLIANCES**

The residence halls are wired to handle a limited amount of electrical wattage. Please keep this in mind in your use of appliances. All electrical problems should be reported immediately.

The following are UNAUTHORIZED appliances and should not be used in any room or suite:

- halogen lamps
- portable heater
- washing machine /dryer
- heat lamp/sun lamp
- hot plate
- refrigerator

The following are UNAUTHORIZED appliances for use in Coed and Nagler residence hall-style rooms:

- blender
- microwave oven
- coffee pot
- roaster
- electric frying pan
- deep fryer
- window fan
- sandwich grill
- toaster/broiler
- waffle iron
- rice cooker
- refrigerator

*Please note these lists are not all-inclusive. Except for hot pots, all cooking appliances are prohibited in residence hall-style rooms. All cooking appliances used in suites/apartments must be kept in the kitchen.*

The following appliances are AUTHORIZED for use in all rooms and suites:

- blow dryer
- stereo
- clock
- vacuum cleaner
- electric blanket
- fan (circulating)
- hair dryer
- hot pot
- humidifier
- iron
- radio
- electric toothbrush
- sewing machine
- television

**Residents will be required to remove any unauthorized electrical appliances or items that are deemed hazardous by the college.**

In addition, each resident of the room will be fined \$25.00 (minimum). Other sanctions may apply.

### **FINES**

Fines are assessed to residents when they are found responsible for certain violations of residence hall policy.

Below is a list of violations which most frequently result in fines. This list is not all-inclusive (also see Fire Safety Policy Violations and Sanctions under Section 11). The minimum fine amount that is assessed is \$25.00 **per person**, per violation, unless otherwise noted.

- Acts of vandalism and/or graffiti
- Entering or exiting from a residence hall window (*1<sup>st</sup> offense: Dismissal from the residence halls*)
- Improper maintenance of room and/or public area
- Leaving objects in hallway or stairwell

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- Opening a roof access door (\$100.00)
- Opening window gates on 1st floor Nagler Hall (1<sup>st</sup> offense: \$25 per person, 2<sup>nd</sup> offense: \$100 per person)
- Removal of window gates (\$100 plus dismissal if exiting, entering, or other violations occur)
- Possession of lounge furniture
- Lofting of beds by resident, not by College personnel
- Possession of large musical instruments
- Possession of unauthorized furniture
- Possession of pets
- Possession of candles or incense (See Fire Safety Policy Violations and Sanctions under Section 11)
- Possession of Residence Hall or College property
- Removal and replacement of a shower curtain and rings at Kaufman Hall (\$50.00), 2<sup>nd</sup> offense fine and cost of replacement)
- Removal of window stoppers (1<sup>st</sup> offense: \$25 per person, 2<sup>nd</sup> offense: \$100 per person)
- Removal of windows from track or tampering with window frame (\$100 per person and possible dismissal from the residence halls)
- Smoking in any area of any residence hall, including rooms.
- Unauthorized electrical appliances
- Unauthorized room switch (\$100.00)
- Unauthorized occupancy of a room, which includes occupying more than one space (minimum \$100.00)

Residents who have been fined and fail to follow direction or remove the object(s) for which the fine was assessed may continue to be fined. Failure to comply will be sanctioned accordingly. Sanctions may include dismissal from the residence halls.

### **FLOOR MEETINGS**

Resident Assistants periodically hold floor meetings to disseminate important information to residents. Attendance at these meetings is MANDATORY. If a resident must miss a meeting, s/he is required to inform his/her RA of the reason(s) well in advance of the meeting. In addition, it is the resident's responsibility to make arrangements with his/her RA to get the information to be covered at the meeting. Any time a resident misses a floor meeting the following will apply:

- A written warning will be issued to a resident for his/her first missed meeting.
- Residential Life Office will suspend the resident's visitation privileges for two weeks for the second missed meeting.
- Resident Counselor may schedule a meeting and give additional sanctions for additional missed meetings.

### **FURNITURE**

Rooms are furnished with beds, mattresses, dressers, closets, desks and chairs. Suites are also furnished with dining tables. **Residents are not permitted to bring personal furniture or remove or alter the furniture that is in their rooms.** Dismantling closet doors and personal use of common area furniture are also prohibited.

If bunk beds are furnished by the college, residents must contact the Residential Life Office to bunk or de-bunk beds. Beds cannot be lofted on dressers, desks or other items in the room and/or apartment. Residents found in violation, will need to remove their personal items and college maintenance personnel will debunk the beds. *Only college maintenance personnel may assemble and/or disassemble bunk beds.*

Residents who do not comply with any of the above are subject to fines and other disciplinary action.

### **GUEST (VISITATION) POLICY**

The Residential Life Office has developed a strict guest and visitation policy in an effort to maintain a safe and secure community that is conducive to studying and learning. Residents' cooperation with this policy is necessary for its success. Violations of the visitation policy will result in loss of privileges. Refer to the Visitation (Guest) Policy for violations and sanctions in section 6.

### **HARASSMENT POLICY**

The Fashion Institute of Technology is committed to providing its faculty, staff, and students the opportunity to pursue excellence in their academic and professional endeavors. This can only exist when each member of our community is assured an atmosphere of mutual respect, in which each person is judged solely on criteria related to academic or job performance. The College is committed to providing such an environment, free from all forms of harassment and discrimination, and ensuring students and employees the right to an environment free of discriminatory intimidation, ridicule and insult This includes, but is not limited to, harassment or discrimination that

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is direct or indirect, physical or emotional, in person, or electronic forms of communication. Each member of the community is responsible for fostering mutual respect, and for refraining from conduct that violates this policy. Violating this policy may require the completion of an educational sanction. Please refer to the 'Student Rights & Responsibilities Policy Manual' for the College's Policy against Harassment (also see section 7 for the full Harassment Policy).

### **HEALTH AND SAFETY CHECKS - INSPECTION AND ENTRY**

The College unconditionally reserves the right to inspect rooms and all areas in or outside of the residential buildings at times convenient to Residential Life and College staff. This includes entry/inspection for repairs, remodeling or any other necessary steps advisable for safety and security. Residential Life Staff may enter all rooms or suites at any time if it is reasonably believed there exists a threat to the health, safety or security of any resident, the residential community or that a violation of the terms of the Residence Contract exists.

Periodic Health and Safety Checks may be made by the Residential Life Staff for the purpose of ascertaining damage or conditions potentially threatening to the health and safety of its residents. The times for these inspections may be announced (but not required) at least 24 hours in advance to allow occupants of the room an opportunity to be present. Residents are to promptly correct deficiencies discovered as a result of Health and Safety Checks, and/or inspection and entry of College Personnel. Residents are held personally and financially responsible for all changes to their assigned room that is not authorized, in writing, by the Office of Residential Life.

### **IDENTIFICATION CARDS**

Every resident is issued a Resident Student College Identification Card. This MUST be carried at all times. ID cards must be shown when entering a building, obtaining meals, and when signing in guests.

### **ID REPLACEMENT**

Replacement IDs must be made by the College. All replacement ID cards incur a \$25 charge to your student account. Please follow the procedure outlined below to obtain a new ID or key access card/ID.

1. Payment must be made: online through the FIT secure area at <https://myfit.fitnyc.edu/> (print receipt)  
OR B-127 Bursar's Office (obtain receipt)
2. Receipt of payment must be submitted to Residential Life to obtain approval for Replacement ID/Access card

**Please note: evenings, weekends, holidays – if payment has not been made, students account will be charged the following business day.**

3. Resident will be given approval slip to be taken to security
  - Validation sticker - Residents must bring new ID to the Residential Life Office for validation sticker.
  - Meal plans must see Food Services for replacement sticker ("A" building, Cafeteria)

### **SECURITY OFFICE LOCATIONS:**

**27<sup>th</sup> Street - Security location:** Building D, 442 - Central Security  
**Kaufman Hall - Security location:** Basement

**PLEASE NOTE: Altering or counterfeiting an FIT ID card is strictly prohibited. Any student found altering or counterfeiting FIT IDs or whose guest is found in possession of an altered or counterfeited FIT ID will be subject to the Conduct Process.**

### **ITEMS/OBJECTS/PEOPLE IN OR OUT OF WINDOWS**

Items thrown or falling out of windows endangers staff, students, and pedestrians. DO NOT leave any items on windowsills or ledges. *ANY STUDENT FOUND RESPONSIBLE FOR ITEMS/OBJECTS/PEOPLE IN OR OUT OF WINDOWS MAY BE IMMEDIATELY DISMISSED FROM THE RESIDENCE HALLS.* This is considered a serious violation of residence hall policy and will be treated accordingly. *RESIDENTS ARE HELD FULLY RESPONSIBLE FOR THEIR GUESTS' ACTIONS.*

### **LAUNDRY ROOMS**

There are money card operated washing machines and dryers located in each residence hall, which are maintained by an outside vendor. Money cards can be obtained from machines located in the residence hall lobbies on 27<sup>th</sup> street and in the basement laundry room in Kaufman Hall. In Nagler and Alumni, each floor has one washing machine and one dryer. In the basement of Coed and Kaufman Hall, there is a laundry room fully equipped with several washing machines and dryers. Instructions for use are posted on machines. *Residents who leave laundry unattended do so at*

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*their own risk. The College is not responsible for lost or stolen items.* If you find a machine out-of-order, please attach a sign to it; report this to the vendor (see info. posted) and to the Residential Life Office. If you lose money in one of the machines, please contact the vendor directly for reimbursement (contact information is posted in every laundry room).

### **LOCK CHANGES AND REPAIRS**

Lock repairs or lock problems must be reported to the Residential Life Office during office hours by 3 p.m. since all lock changes and repairs must be made by the college locksmith or an outside vendor. Lock changes must be approved and the resident will be billed for this service. Locks will not be changed on evenings, weekends and holidays except in emergencies.

### **LOCKOUTS**

## **LOCK OUT PROCEDURES**

### **MONDAY-FRIDAY: 9:00am to 5:00pm**

Go to the Residential Life Office (Kaufman or Alumni Hall) 1<sup>st</sup> Floor  
\$5.00 charge applied to the FIT resident's account

### **ALL OTHER TIMES: Including Weekends & Holidays**

Ask the Security Guard at the desk to call the Lock-Out RA  
Wait in the Lobby for the Lock-Out RA to arrive

*The following charges apply when asking to be keyed in to your room:*

#### **NO LOCK OUTS BETWEEN 5:00pm AND 6:00pm**

6:00pm-12:00am Midnight: \$10.00 charge applied to the FIT resident's account

12:00am Midnight-9:00am: \$25.00 charge applied to the FIT resident's account

Make payment online with a credit card through the Secure Area in the Online Information System (or in person in the Bursar's Office) – B127

Proof of payment should be in the form of a Bursar's receipt or a print out of the student's account summary page.

**It is important that residents lock their doors when leaving their rooms for any period of time.**

**CARRY YOUR KEY WITH YOU AT ALL TIMES.** It only takes a couple of minutes for a room to be burglarized.

### **LOST KEYS**

Replacement keys must be made by the College. Please follow the procedure outlined below to obtain a new key or key access card.

### **KEY REPLACEMENT**

**NO KEYS will be made between midnight & 9AM. Should a resident need access to their room they can contact the Lockout RA for a lockout.**

1. Pay the Bursar Office (B-127) \$1.00 and get receipt of payment.
2. Take your receipt to Security (D-442) OR Kaufman security office to have your key replaced.
3. Bring your student I.D.

Kaufman hall residents, during evening, weekends, & holidays (between 9am and midnight only) residents must contact the Building Manager/Residence Hall Manager. Resident will be given an approval slip to be taken to security, and charges will be posted to the student's account.

27<sup>th</sup> street residents, during evenings, weekends/holidays (between 9am and midnight only) residents must contact the Building Manager/Residence Hall Manager who will lend the resident a copy of the key if available until a new key can be made. The following procedure applies:

1. Bring a \$5.00 deposit and the appropriate lock out fee to the Residential Life office during business hours. When the office is closed, contact the Security desk in your lobby.
2. You will be given a temporary key if one is available (27<sup>th</sup> Street).
3. Have a new key made following the procedure listed above.

Return the temporary key to the Residential Life office during business hours to receive your \$5.00 deposit

### **LOUNGES AND WORKROOMS**

Lounges are provided in each residence hall. These facilities are for residents and their authorized guests. A

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resident must accompany visitors in the residence hall lounges at all times. Residents should be respectful of others when using the lounges and workrooms. Keep noise levels down and clean up after yourself.

### **MAILBOXES, MAIL AND PACKAGES**

27<sup>th</sup> street Mailroom is located in Coed Hall-lobby / Kaufman Hall Mailroom is located in basement.

Each resident is assigned a mailbox located in their building. Mail is distributed Monday through Friday by 5:00 pm when the college is open.

#### **Registered, Certified, Express Mail, Packages**

Registered, certified and express mail is delivered to the mailrooms. Mail/deliveries can be picked up during office hours, Monday through Friday, 9:00am to 5:00pm. Please note that the mail office is closed during distribution of mail to student mailboxes. If you are expecting an evening, weekend or holiday delivery, you must make individual arrangements with the carrier. If a package is delivered for you, notification will be sent to you. Packages can be picked up in the mailroom during office hours, Monday through Friday from 9:00am to 5:00pm, excluding weekends/holidays. Residents must show their residence hall ID card and sign for their packages.

**For your own protection, please advise your friends and relatives not to send cash or valuables through the mail.** Any money or valuables sent to you should be sent by registered mail.

#### **Change of Address:**

Home address changes must be reported to the Registrar's Office.

### **MAINTENANCE/REPAIRS**

All maintenance concerns should be reported to ABM Facility Services at 212-217-4440. A service agent will answer your call 24/7, create an electronic work order which will be dispatched immediately to the appropriate manager or technician. This FIT Facilities Services Center number is for all service calls. For example: leaks, lighting, broken locks, elevator problems, electrical power outages, toilet/sink stoppages, temperature complaints, etc. The maintenance staff handles all reports as quickly as possible. ***Gas smells, water leaks, power failure, lack of heat, etc. are considered emergencies and must be reported to Security immediately.***

Requests for temperature adjustments: Before making a call related to temperature adjustments please keep in mind the following: F.I.T. building temperature settings must comply with ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.) standards.

### **NOISE AND QUIET HOURS**

In keeping with its mission to provide an environment that is conducive to studying, the Residence Halls have a strict noise policy. Voices, radios, stereos, televisions, musical instruments, etc. should never be loud enough to be heard by people outside of the room. All residents are expected to be considerate of fellow students and avoid excessive noise in the hallways, bathrooms, stairwells and other public areas. Quiet Hours are from 10:00pm to 9:00am, everyday including Saturdays, Sundays and holidays. During exam periods, Quiet Hours are in effect 24 hours every day, including weekends. ***VIOLATIONS OF THIS POLICY WILL BE HANDLED AS PART OF THE CONDUCT AND JUDICIAL SYSTEM.***

### **PARTY GUIDELINES**

The Residential Life Office has guidelines to manage large gatherings in the residence halls. A party is defined as:

- Having more than 5 individuals in a double or triple occupancy space, including the residents of the room.
- Having more than 8 individuals in a quad occupancy space, including the residents of the room.

Residents wishing to reserve residence hall lounge or back courtyard space, must speak with someone in the Residential Life Office. **Please note that the Residential Life Office reserves the right to restrict any event from occurring in the residence halls, as well as restrict the number of guests, location, date and time.** Should your request be approved you will be required to do the following:

- Submit a guest list with the name and room number of the person/s responsible, the date and the time of the event.
- Agree to be fully responsible for the event, including clean up.
- Commit to your event being free from the presence and consumption of alcohol and drugs.
- Only **APPROVED** events are authorized in the residence halls. This includes RA programs and floor events.
- Gatherings that meet the definition of events listed above, and are not approved are considered **UNAUTHORIZED**. These can result in disciplinary action being taken against all participants.

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- Residents may be asked to vacate a space when an authorized event is taking place.

### **PERMISSION FOR RESTRICTED ITEMS**

Some FIT courses require residents to have bottles, candles, and other restricted items not permitted in the residence halls. We ask that you first find other objects and/or accommodations. Ask instructors requiring candles/bottles to store them in their office until needed in class. If other accommodations are not available residents must obtain permission **prior** to bringing restricted items into the residence halls. ***The permission slip can be picked up during business hours from a Resident Counselor in the Residential Life Office.*** Residential Life reserves the right to restrict or refuse permission.

### **PERSONAL CONDUCT**

Living in a residence hall affords students certain rights and privileges. With these privileges come certain responsibilities. Each resident is responsible for complying with established community standards. Living in a community requires behaviors that are conducive to a positive environment. Threatening and/or abusive behavior towards residents and/or college and residential hall staff is strictly prohibited. Non-compliance with college personnel acting in performance of their official duties is strictly prohibited and could result in dismissal from the residence halls.

### **PEST CONTROL (ROACHES, MICE, ETC.)**

**Residents must report problems with roaches, bugs, mice, etc. on the exterminator list, which is located in the Residential Life offices on 27<sup>th</sup> Street (Alumni Hall) and 31st Street (Kaufman Hall).** Pests are attracted to food and dirt. Keep your room and common areas clean, and place food in airtight plastic containers.

#### **What to do if you think you have Bedbugs**

Make sure you have bed bugs and not some other problem - Bed bugs are small, flat, reddish-brown in color. Bed bugs are often found, during the day, in areas such as: mattress seams, under box springs, mattress corners or screw holes in beds. Check for blood stains on your sheets, or a musty sweet odor. If you have done this quick check and believe you have bed bugs:

1. Inform the Residential Life Office immediately
  - 27th Street – 212-217-3900 (210 West 27th Street)
  - Kaufman Hall – 212-217-3930 (406 West 31st Street)
2. Make an appointment with Health Services
  - A Building, 4th floor – 212-217-4190
  - Please be informed that Health Services will be unable to confirm a bite from a bedbug; however, you may request topical cream to relieve itching .
3. Try to remain calm
  - We know that you are concerned and this can be stressful so the Residential Life staff will work with you, the exterminator and college maintenance to ensure a smooth process. The Residential Life Office will immediately place your room on the exterminator list to ensure that your room is checked by a professional exterminator service. Based on their findings, the room will be prepared and treated accordingly. If, after inspection by the exterminator, bedbugs are confirmed, you will meet with a Resident Counselor to discuss the bed bug procedure, which includes but is not limited to:
    - Student/s will agree to have all clothing and bedding (including fabrics, etc if applicable) professionally laundered. (*Student/s must provide receipts from the Laundromat prior to reassignment.*)
    - Student/s will refrain from entering the contaminated room/apartment, to avoid contamination in the new temporary space. (*The college will provide a temporary reassignment until students are able to return to their original space.*)
    - The college will provide a professional exterminator to treat the room/apartment, and cover extermination fees.

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### **PETS**

Out of consideration for others and the animals themselves, NO PETS are permitted in the residence halls. Residents found to be in violation of this policy will be required to remove pets immediately and will be charged a \$25.00 fine. Pets include cats, dogs, birds, snakes, hamsters, gerbils, fish, turtles, spiders, etc.

### **PRIVACY**

Residents involvement with the Residential Life Office will not be disclosed to other individuals without the resident's knowledge and, in some cases, their written consent. This right to privacy is NOT upheld if a resident engages in behavior which is threatening to themselves or others. The Residential Life Office reserves the right to inform the emergency contact person listed on the application. Certain exceptions are authorized under the "Students Records Policy". See F.E.R.P.A. for more information.

### **REPAIRS/MAINTENANCE**

Please see MAINTENANCE/REPAIRS.

### **ROOF ACCESS**

Access to the roofs of any of the residence halls is strictly prohibited, and a \$100.00 fine will be charged to any resident found to be in violation of this policy. Other sanctions may apply.

### **SEWING MACHINES**

There are sewing machines located in the workrooms of each of the residence halls and are available for use by all residents. These sewing machines were purchased by the Residential Life Office and RHCC who reserves the right to remove them, or restrict access to them at any time should vandalism become an issue. Please report broken machines to the Residential Life Office. Residents must supply their own needles, thread, bobbins, etc.

### **SMOKING POLICY**

The FIT residence halls are 100% SMOKE FREE. Residents and visitors are to refrain from smoking in the residence halls. Smoking is strictly prohibited in all residence hall rooms, suites, and public areas. This includes hallways, stairwells, lounges, workrooms, lobbies, entranceways, bathrooms, laundry rooms, etc. Any resident/s and/or visitor/s found smoking in the residence halls will be subject to disciplinary action and/or fines.

### **SOLICITATION**

Solicitation and sales by residents or others is prohibited in the residence halls, unless prior approval has been obtained from the Residential Life Office. The following list is UNAUTHORIZED in the residence halls: (*Please note, this list is not all-inclusive.*)

- Manicures
- Tattooing
- Piercing
- Credit card enrollment
- Beauty products
- Menu distribution
- Club/party flyer distribution
- Household products
- Tupperware/lingerie parties

Violations of this policy will be dealt with under the Residence Hall's Conduct and Judicial System.

### **SPRAY PAINTING**

Spray painting and/or the use of adhesives in the residence halls is prohibited. Residents must use the spray-painting room located at the college. Upon request, Security will grant students access to this room. Security can be reached in D-442 or by calling (212) 217-7777.

### **THEFT AND LOSS OF PROPERTY**

The College, its staff, and officials assume no responsibility for the damage, theft or loss of residents' personal property. We recommend that residents obtain insurance for their property and keep their most valuable possessions at home. All valuables should be kept locked and secured. Keep your door locked at all times and carry your key with you whenever you leave your room. To report a theft, file a report with the FIT Security Department in D-442.

### **TRASH/RECYCLING REMOVAL**

Soda bottles and cans, newspapers and magazines are to be put in their proper bins. All other plastic, glass, and paper products must be put down the garbage chutes in Coed and Alumni and placed in the trash bins in Nagler Hall.

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Food or garbage is not to be left on the floor of the trash room or outside of rooms/suites. If trash is too large for chutes, or garbage receptacles, on 27<sup>th</sup> Street, please bring outside and drop off in gated area between Nagler/Coed. In Kaufman Hall, trash too large for the chutes is to be securely tied and left in the trash room. Common areas are not to be used as trash collection sites. Trash should not be disposed of in bathroom, lounge or other public trashcans. Any resident found responsible for improper trash disposal will be sanctioned and/or fined. If the person responsible is not determined, charges will be assessed to the entire floor/building. Please see the ‘Recycling in the Residence Halls-Section 13’ for more Recycling information.

### **VENDING MACHINES**

Vending machines with snacks and drinks are located on 27<sup>th</sup> street in the lounges of Alumni and Nagler Hall and in the lobby of Coed. In Kaufman Hall vending machines are in the lobby and laundry room. If machines are out of order or if you lose your money, please call the number posted on the machine.

### **VISITATION (GUEST) POLICY**

In an effort to maintain a safe and secure community that is conducive to studying and learning, the Residential Life Office has developed a strict guest and visitation policy. Residents’ cooperation with this policy is necessary for its success. Violations of the visitation policy will result in loss of privileges. Please see section on Visitation Policy Violations and Sanctions for details.

### **WINDOWS**

Window stoppers have been installed on all windows in Coed, Alumni and Kaufman Halls. These stoppers are in place to prevent items from falling out and trespassers from getting into the residence halls. A resident or guest found entering or exiting via a window, or found throwing any object from a window, will be immediately dismissed and barred from the residence halls. Residents are fully responsible for the actions of their guests. The Residential Life Office will be conducting checks to make sure that all window stoppers are in place. Please see section on window violations and fines for details.

## **CONDUCT AND JUDICIAL SYSTEM**

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### **SECTION 4**

The Fashion Institute of Technology encourages students to act independently and maturely while in residence. Since students come from many backgrounds and have varied expectations about living in a residential community, defining community norms is not always easy. “Policies and Procedures” are established to outline standards by which all members of the community can live together. You can find more detailed information in the FIT Residential Life Resident Handbook “Policies and Procedures section.

The College and the Residential Life Office have designed a conduct process, which addresses inappropriate or illegal behavior. To avoid unnecessary frustration and delays, residents are required to abide by this established judicial procedure. Situations will be handled to protect the privacy of individuals involved. The following information outlines the FIT Residence Hall Conduct and Judicial System.

### **THE JUDICIAL PROCESS**

Residents are responsible for their actions and will be held accountable for them. The following procedures are designed to ensure that residents’ rights are not violated. We are committed to protecting individual rights as well as the rights of all community members.

When policy violations occur, a report will be generated to document the situation. Sanctions will be automatically imposed when they are clearly noted in the Resident Contract and/or Resident Handbook. No further action may be required. Violations that fall under this category include:

- Visitation Violations
- Possession of pets
- Possession of appliances
- Smoking in public areas
- Missed floor meetings
- Tampering with Fire Safety Equipment

In other situations, the resident will be notified to meet with a Resident Counselor.

**The Residential Life office reserves the right to revoke visitation privileges as a result of ANY incident pending a conduct meeting.**

### **CONDUCT MEETINGS**

Please remember this is not a court of law, nor are we bound by “proof beyond a reasonable doubt”. However, we are concerned that individual rights are protected. Conduct meetings will proceed as follows:

- Counselor will discuss whether a violation has occurred
- Counselor will determine the degree to which the resident/s was involved
- Counselor will assign a sanction, if appropriate

Residents must present all evidence and witnesses at this meeting. Residents are not excused from pending action for:

- Failure to appear
- Failure to present witnesses
- Failure to present evidence
- Voluntary withdrawal from the residence halls prior to the conduct meeting

The resident will receive written notification of the counselor’s decision within five business days of the meeting with the exception of verbal warnings. In the event that new evidence surfaces unexpectedly, the resident may request a second meeting with the Resident Counselor who conducted the original meeting. All sanctions are in

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effect immediately, regardless of whether a resident decides to appeal or not. The Resident Counselor may refer a case to the Director or Assistant Director of Residential Life who may attend the initial meeting.

### **SANCTIONS**

When a resident has been found in violation of a policy, a sanction may be imposed. Sanctions include, but are not limited to:

1. *Verbal Warning*-verbal notice encouraging a student not to repeat their behavior.
2. *Written Warning*-written notice encouraging a student not to repeat their behavior.
3. *Fine*-usually imposed for possession of pets, illegal appliances, unauthorized and/or lounge furniture, fire safety equipment and vandalism. Other infractions may apply.
4. *Loss of Visitation*-imposed for violations of the visitation policy. Other infractions may apply.
5. *Exclusion from Lottery*-resident forbidden from entering lottery is thereby ineligible for on-campus housing for future semesters.
6. *Probation*-written notice that further policy violations may result in dismissal from the residence halls.
7. *Relocation to another room and/or hall*-is an option when a resident has been involved in a serious violation of policy, or has recurring disciplinary problems, and the Resident Counselor determines that relocation is in the best interest of the individuals and/or other members of the community.
8. *Dismissal from the Residence Halls*-a resident with one or more serious offenses and/or a series of minor offenses, which include but are not limited to:
  - Any items exiting from a window
  - Non-compliance with College Personnel acting in performance of their official duties
  - Resident who poses a threat to self or others
  - Harassment of others (sexual, verbal, written, etc.)

**Pending adjudication, suspension from residency immediately following an incident may occur. Residents dismissed will be BARRED and ineligible for future residency in all residence halls.**
9. *Restitution*-the resident is required to make payment to the College or to other persons. This is true whether the action was intentional or accidental.
10. *Mandatory Referrals*-residents may be referred to one or all of the following as a part of the sanction:
  - Counseling Center
  - Health Services
  - Office of the Dean of Student Development or appointee
11. *Community Service*-the resident is assigned a project requiring them to give something back to the community. These sanctions include, but are not limited to:
  - Working with a local service agency
  - Working with Residential Life on campus oriented programming projects.
12. *Educational Sanctions*-residents who have violated a policy would be required to give a presentation to the community/floor or participate in an individual learning opportunity, such as, an online course/s via MyStudentBody.com.
13. Additional sanctions may be imposed by the Dean of Student Development or appointee.

Visitation privileges of residents, who have not satisfactorily completed their assigned sanctions, will be revoked until the sanction is completed. Failure to satisfactorily complete sanctions will be considered non-compliance with college personnel which could result in dismissal from the residence halls.

**HOW TO APPEAL**

Residents have the right to appeal sanctions to the Conduct Appeal Board. To file an appeal the resident must submit a completed “Conduct Appeal Form”, to the 27<sup>th</sup> Street Residential Life Office, within three business days from the date of the sanction letter. The resident must also submit their class schedule and the names and schedules of any witnesses with pertinent information. The appeal meeting will be scheduled at the earliest date and time.

The Conduct Appeal Board is made up of a minimum of two residents and the Asst. Director of Residential Life or appointee. If there is insufficient resident board member interest or during recess periods, when the resident board is not available, the Asst. Director of Residential Life or appointee will handle conduct appeals. The Conduct Appeal Board will review the case with the resident/s involved. Within five business days the resident will receive written notification of the final decision. Residents have the right to appeal decisions rendered by the Conduct Appeal Board to the Dean of Student Development or appointee. The resident’s request to appeal must be made to the Dean of Student Development or appointee, in writing, within three business days from the date of the Conduct Appeal Board appeal letter. Residential Life will be notified of the decision rendered by the Dean of Student Development or appointee.

**PROCEEDINGS**

All proceedings, including the initial conduct meeting, are conducted in a manner, which assures fundamental fairness. Records pertaining to the proceedings including reports, memos, notes of the initial conduct meeting and the appeal meetings will be maintained in the Residential Life Office. These conduct records will be referred to while the student is in residence and/or in attendance at FIT. These records may be reviewed by the resident who is involved during office hours. Records will not be available to any member of the public except upon written consent of the resident involved. Certain exceptions are authorized under the “Student Records Policy”.

**STATEMENT OF RESIDENTS’ RIGHTS**

1. The resident has a right to a conduct meeting.
2. The resident has the right to a fair conduct meeting.
3. The resident has the right to review the report and sanction letter pertaining to the case.
4. The resident has the right to appeal to the Dean of Student Development or appointee, in writing, within three business days of their appeal letter. Students and Residential Life will be notified by the Dean of a final decision.
5. The resident has the right to be informed of all allegations made against them prior to the conduct meeting.
6. The resident has a right to have non-lawyer student/faculty/staff support person in any conduct meeting pertaining to their case. (*This individual serves as an advisor to rather than a representative of the resident.*)
  - a. The support person’s role is to observe the process, and provide support and guidance to the resident as needed.
  - b. The support person does not “represent” the resident or speak on their behalf.
  - c. Resident Assistants may not serve in the advisor role due to the potential conflict of interest. However, RAs can always serve as a resource for residents prior to the conduct meeting.
  - d. The support person MUST not have a conflict of interest with the incident being investigated

## **ALCOHOL AND DRUG POLICY**

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### **SECTION 5**

The Fashion Institute of Technology Residence Halls' Alcohol and Drug Policy strictly forbids the possession of alcohol, drugs and paraphernalia. The Alcohol and Drug Policy is strictly enforced. The Residential Life Office is concerned about the health and safety of all of its residents and strives to maintain a drug and alcohol-free residence hall community. New York State Law prohibits the consumption of alcohol for any persons under the age of 21. Residents who violate the policy will be subject to the actions listed at the end of this section. See Alcohol and Drug Violations and Sanctions.

### **RESPONSIBLE DRINKING**

Alcohol is safely and responsibly used by millions of people. Irresponsible and unsafe use of alcohol not only endangers you, but also places others at risk. Signs of intoxication may include, but are not limited to: inability to control one's actions, vomiting, slurred speech, etc. Individuals who are intoxicated (this includes individuals who return to the residence halls intoxicated) may be sent to the hospital for medical evaluation. Residents will be required to attend a scheduled conduct meeting. Irresponsible and unsafe behavior may result in dismissal from the residence halls. Tips you can use are outlined below.

### **Responsible Drinking Tips**

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- Understand the risks of alcohol use.
- Sometimes choose not to drink-for example, choose water, juice or soda.
- Don't drink and drive.
- Don't drink when you are working, studying, caring for a child or involved in other activities in which you need to be alert and in full control of your faculties.
- Deal with life's problems without the aid of alcohol.
- Know your own limits, know when you have had enough and stop.
- Recognize those times when you are likely to drink too much or for the wrong reasons.
- When you do drink, be sure to eat.
- Be alert to changes in your capacity for alcohol.
- Never drink while taking medication.
- Choose other safe drinkers as friends and social companions.
- Go out in groups and make sure to let people know where you will be.
- ALWAYS return with the group.

Information, literature and help are available through:  
Residential Life in Alumni Hall Lobby (212) 217-3900  
Residential Life in Kaufman Hall Lobby (212) 217-3930  
Health Services, A-402 (212) 217-4190  
Counseling Center, A-212B (212) 217-4260

### **DEALING WITH AN INTOXICATED PERSON**

Please contact Security, an RA, a Building Manager or a Resident Counselor immediately.

#### **Do**

- ▶ Explain your intention before approaching. Speak clearly, firmly and reassuringly.
- ▶ Keep the person still and comfortable.
- ▶ Stay with a person who is vomiting. Lay him/her down on his/her side and turn head to the side to keep the person from swallowing their vomit.
- ▶ Monitor the person's breathing.
- ▶ If you suspect alcohol poisoning or drug overdose, contact Security immediately at 212-217-7777.


#### **Do NOT**

- ▶ Try to walk, run or exercise the person or try to keep him/her awake.
- ▶ Administer anything orally (food, liquids or drugs) to sober the person. Only time will do that.
- ▶ Give the person a cold shower. The shock may cause him/her to pass out.
- ▶ Attempt to restrain the person without assistance.
- ▶ Laugh, ridicule, provoke, anger or threaten the person. Do not argue with someone who is drunk or under the influence of drugs.
- ▶ Try to guess what was ingested...GET HELP!!

**ALCOHOL AND DRUG VIOLATIONS AND SANCTIONS**

<p><b>Found responsible based on a preponderance of evidence** of the following on Residence Hall property including the front and back of the buildings:</b></p>	<p><b>ALCOHOL</b></p>	<p><b>MARIJUANA</b></p>	<p><b>OTHER SUBSTANCES</b> (Includes, but is not limited to over-the-counter drugs, household items, heroin, cocaine, crack, ecstasy, speed, ketamine, etc.)</p>
<p><b>POSSESSION OF AND/OR USE</b></p>	<p>1<sup>st</sup> Offense: Loss of visitation for one month and an educational sanction, Completion of online course* 2<sup>nd</sup> Offense: Loss of visitation for two months, residence hall probation, and lottery/housing application will be revoked and ineligible for residence hall space in future semesters 3<sup>rd</sup> Offense: Dismissal from the residence halls and ineligible for residence hall space in future semesters</p>	<p>1<sup>st</sup> Offense: Loss of visitation for two months, plus residence hall probation and completion of online course* 2<sup>nd</sup> Offense: Dismissal from the residence halls and ineligible for residence hall space in future semesters</p>	<p>Possible dismissal from the residence halls. Will be dealt with on an individual basis. Possible referral to the Dean of Student Development or appointee.</p>
<p><b>MULTIPLE INCIDENTS INVOLVING BOTH ALCOHOL AND MARIJUANA</b></p>	<p>One Incident of Alcohol, plus one incident of Marijuana: <u>Loss of visitation for two months, ineligible for lottery, and future residence hall space, as well as an educational sanction, Completion of online course*</u></p>		
<p><b>IN ATTENDANCE WHILE SUBSTANCE PRESENT OR IN USE</b></p>	<p>Same as Possession and/or Use unless a different determination is made in the Conduct Meeting</p>	<p>Same as Possession and/or Use unless a different determination is made in the Conduct Meeting</p>	<p>Same as Possession and/or Use</p>
<p><b>POSSESSION OF PARAPHERNALIA</b></p>	<p>(Empty alcohol containers, wine, shot, martini glasses, bottle tops, shakers etc.) Same as Possession and/or Use unless different determination is made in the Conduct Meeting</p>	<p>(Bongs, pipes, filters, hookahs, etc.) Same as Possession and/or Use unless a different determination is made in the Conduct Meeting</p>	<p>(Whippets, stems, needles, razors, vials, “works”, poppers, cookers, etc.) Same as Possession and/or Use</p>
<p><b>DISRUPTIVE, INAPPROPRIATE, VIOLENT, OR DESTRUCTIVE BEHAVIOR WHILE UNDER THE INFLUENCE AND/OR BEHAVIOR WHICH IS THREATENING TO OTHERS</b></p>	<p>Same as Possession and/or Use. Also subject to one or more of the following: ineligibility for lottery, probation, dismissal from the residence halls, fines, and/or other appropriate sanctions</p>	<p>Same as Possession and/or Use. Also subject to one or more of the following: ineligibility for lottery, probation, dismissal from the residence halls, fines, and/or other appropriate sanctions</p>	<p>Same as Possession and/or Use. Also subject to one or more of the following: ineligibility for lottery, probation, fines, and/or other appropriate sanctions</p>
<p><b>USE OR POSSESSION IN PUBLIC AREAS, INCLUDING THE FRONT AND BACK OF THE BUILDINGS</b></p>	<p>Same as Possession and/or Use unless a different determination is made in the Conduct Meeting</p>	<p>Same as Possession and/or Use unless a different determination is made in the Conduct Meeting</p>	<p>Same as Possession and/or Use</p>

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<b>SALE OR POSSESSION OF LARGE QUANTITIES</b>	Dismissal from the residence halls and ineligible for residence hall space in future semesters	Dismissal from the residence halls and ineligibility for residence hall space in future semesters. File forwarded to the Dean of Student Development or appointee for review	Dismissal from the residence halls and ineligibility for residence hall space in future semesters. File forwarded to the Dean of Student Development or appointee for review
<b>USE IN PUBLIC AREAS WITH NO KNOWLEDGE OF SOURCE (hallway, bathroom, lounge, trash room, stairwell, etc.)</b>	Will result in written and/or verbal warning to the resident(s) and written notification to the Residential Life Office.	Will result in written warning and/or verbal warning to the resident(s) and written notification to the Residential Life Office.	Will result in written and/or verbal warning to the resident(s) and written notification to the Residential Life Office.
<b>BEHAVIOR WHICH IS THREATENING TO ONE'S SELF (including, but not limited to unresponsiveness, suicidal behavior or expressing suicidal ideas, unconsciousness, requiring hospitalization, hallucinations, overdose, etc.)</b>	Same as Possession and/or use. Plus: Assessment by a Resident Counselor to determine if immediate medical attention is required. EMS transport to hospital when appropriate. Resident may not return without a psychiatric evaluation and approval from the College. The Resident Counselor will follow-up with resident upon return from hospital. Mandatory referral to the Counseling Center. Possible referral to the Dean of Student Development or appointee and/or immediate dismissal from the residence halls.	Same as Possession and/or use. Plus: Assessment by a Resident Counselor to determine if immediate medical attention is required. EMS transport to hospital when appropriate. Resident may not return without a psychiatric evaluation and approval from the College. The Resident Counselor will follow-up with resident upon return from hospital. Mandatory referral to the Counseling Center. Possible referral to the Dean of Student Development or appointee and/or immediate dismissal from the residence halls.	Same as Possession and/or use. Plus: Assessment by a Resident Counselor to determine if immediate medical attention is required. EMS transport to hospital when appropriate. Resident may not return without a psychiatric evaluation and approval from the College. The Resident Counselor will follow-up with resident upon return from hospital. Mandatory referral to the Counseling Center. Possible referral to the Dean of Student Development or appointee and/or immediate dismissal from the residence halls.
<b>IMPAIRED BEHAVIOR WHILE UNDER THE INFLUENCE (lack of control over one's faculties, hospitalization, etc.)</b>	Same as Possession and/or use. Plus: Assessment by a Resident Counselor to determine if intervention, care and/or immediate medical attention is required. EMS transport to hospital when appropriate The Resident Counselor will follow up with resident upon return from hospital. May result in a referral to Counseling and/or Health Services. Possible referral to the Dean of Student Development or appointee.	Same as Possession and/or use. Plus: Assessment by a Resident Counselor to determine if intervention, care and/or immediate medical attention is required. EMS transport to hospital when appropriate The Resident Counselor will follow up with resident upon return from hospital. May result in a referral to Counseling and/or Health Services. Possible referral to the Dean of Student Development or appointee.	Same as Possession and/or use. Plus: Same as sanctions listed in IMPAIRED BEHAVIOR WHILE UNDER THE INFLUENCE: MARIJUANA  See to left. 
<b>NOT COVERED</b>	Handled on a case-by-case basis	Handled on a case-by-case basis	Handled on a case-by-case basis

\* Emergency contact may be notified in any alcohol, drug, or other violation.

**\*A resident required to complete a judicial on-line course (MyStudentBody.com: Alcohol or Drugs) will be billed (to their student account) \$25 for the course.**

**\*\*Preponderance of evidence for alcohol possession and/or use** may be determined based on, but not limited to one or more of the following: the smell of alcohol in a room, the sound of bottles and cans heard from outside of the room, glasses (shot, champagne, wine, etc.), intoxicated appearance such as slurred speech, red eyes, flushed face, lack of coordination, etc.

**Preponderance of evidence for marijuana possession and/or use** may be determined based on, but not limited to one or more of the following: the smell of pot in or outside of a room, presence of smoke, use of air fresheners and/or incense, fans blowing out of an open window, materials used to block the frame of a door, high appearance such as red eyes, giddiness, delayed reaction time, etc.

**Preponderance of evidence for drug possession and/or use** may be determined based on, but not limited to one or more of the following: high appearance such as red eyes, giddiness, delayed reaction time, nodding, extreme emotional responses such as panic, confusion, excitability, irritability, distortion of reality, impaired perception, etc.

## **VISITATION POLICY**

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### **SECTION 6**

To maintain a safe and secure community that is conducive to studying and learning the Residential Life Office has developed a strict guest and visitation policy. Residents' cooperation with this policy is necessary for its success. Violations of the visitation policy will result in sanctioning. See Visitation Violations and Sanctions. The following information will help you to understand the policy better.

Visitation is considered a privilege, not a right. Each resident pays for his/her own space, not for the right to have guests. It is each resident's responsibility to be familiar with all visitation policies. Questions can be answered by reviewing this handbook, speaking with your floor RA or the RA on duty, or meeting with one of the staff members in the Residential Life Office. Security guards are not responsible for advising residents on the visitation policy.

The Residential Life Office reserves the right to revoke and restrict any and all resident's visitation privileges according to the guidelines outlined in this handbook. The Residential Life Office reserves the right to restrict **or bar** any guest from visiting the residence halls for violating residence hall policy and/or exhibiting inappropriate, disruptive or threatening behavior. Guests are generally barred for a minimum of one year, and cannot apply for reinstatement of privileges prior to that time. Residents are encouraged to be considerate, not infringe on the rights of, and respect the privacy of their roommates. Residents are fully responsible for their guests' actions and must remain with their guests at all times while they are visiting the residence halls.

### **VISITATION AND GUEST PASS TRACKER PROCEDURES**

Upon check-in each resident is issued a **visitation card**, which is filed at the security guard's desk. These visitation cards are used for Day Visitation. These visitation cards are used to sign visitors in/out during 8am –12am.

Residents may request to use their visitation card to sign themselves in when they have lost their residence hall identification card. The following business day they should follow the procedure to replace their key/ID.

All visitors to the residence halls must show photo *identification* upon arrival to the residence halls. During day visitation hours, visitors must be signed in/out legibly and accurately on the resident's visitation card. All visitors need a form of acceptable identification in order to be signed in. The guest's ID is left at the security desk.

Acceptable IDs include:

- Current school ID cards
- Valid Driver licenses
- Current employment ID cards
- Picture video rental cards
- Birth Certificates (generally for children and infants)
- Passports and Military ID cards can also be used, but a copy must be made in the Security Office. That copy must be on file at the Security Guard's desk throughout the duration of the visit.

Visitors will not be signed in or admitted to any Residence Hall without proper ID. Please note that **EXCEPTIONS ARE NOT MADE TO THIS POLICY**. A copy of your visitors ID can be FAXED to the security office (contact security for details). **Credit cards, bank cards, business cards and Social Security cards ARE NOT acceptable forms of identification.**

Altering, counterfeiting or possession/use of false ID is strictly prohibited. Any student or guest found possessing, altering or counterfeiting false information is committing a serious offense. - \$100 fine and Residence Hall Probation

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Residents must check their day visitation cards regularly. Replacement cards can be obtained from the Residential Life Office during business hours. Below is a sample day visitation card.

Signature	Jane Doe				Name	Doe, Jane		
	Bldg. <b><u>Nagler</u></b> Room # <b><u>1024</u></b>							
<p><b>** Residents (NOT SECURITY) are responsible to know all visitation rules and penalties per resident handbook and must be with guest at all times. **</b></p>								
<b>F.I.T. Resident Visitation Card</b>								
Guard Sign-In	Date In	Time In AM/PM	Guest Name (Print)	Resident Name (Signature)	Guard Sign Out	Date Out	Time Out AM/PM	For Office Use Only: Res. Life Sign Next Day
A.B.	9/7/2011	8:30PM	John Smith	Jane Doe	A.B.	9/8/2011	9:05PM	NM 9/21/11
Jones	9/21/11	9:11AM	Mary Smith	Jane Doe	Jones	9/21/2011	1:22PM	NM 9/21/11
X.Y.Z.	9/27/11	2:25PM	Joe Davis	Jane Doe	X.Y.Z.	9/27/2011	4:10PM	NM 9/28/11
A.B.	9/30/11	10:01PM	Mary Smith	Jane Doe	X.Y.Z.	9/30/2011	11:45PM	NM 10/1/11

### **DAY VISITATION**

Residents may only have day visitors between 8AM-12AM.

### **HOW TO SIGN-IN YOUR DAY GUEST**

1. DAY VISITATION: Guests must be signed in and out on the resident's visitation card.
2. All guests MUST present a valid form of photo identification to the Security Officer at the desk. Acceptable forms of photo ID are: current school ID cards, valid driver's license, current employment ID cards, passports and military ID cards, and birth certificates for children.

Between the hours of 12AM-8AM the day visitation cards are unavailable to both Security and residents, unless a resident requests to sign themselves into their residence hall.

Residents may **not** sign-in or sign-out any visitors between 12AM – 8AM. *There are no exceptions.* Day visitors that are still signed in can retrieve their IDs, but the resident may not sign out the guest on their day visitation card.

- Failure to sign out day visitors will result in a Written Warning for a 1<sup>st</sup> offense and \$50 fine for an unregistered overnight for consequent offenses.

### **OVERNIGHT VISITATION**

Overnight visitors are considered anyone visiting between 12AM-8AM – MUST be Pre-registered. Overnight visitation is limited to 8 nights per 30 days not exceeding 2 consecutive nights.

### **HOW TO PRE-REGISTER YOUR OVERNIGHT GUEST:**

1. Complete the online form available @:[www3.fitnyc.edu/residentiallife/guestpass.htm](http://www3.fitnyc.edu/residentiallife/guestpass.htm) and **submit by 4PM** on the day of their arrival (Monday – Sunday). Requests submitted late will not be processed
2. Requests may only be submitted a maximum of 3 days in advance. Any requests submitted more than 3 days in advance will not be approved.

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3. You will receive a response email approving/denying your overnight request.
4. Approved guest will have an overnight guest pass at the security guard's desk in the lobby of your residence hall on the day of their arrival.
5. Guest passes are distributed by the security guard and will be available by 10:00PM. (If your visitor arrives before 10 pm it's not a problem. Simply sign them in and remember to go back after 10:00PM for your overnight guest pass.)
6. Your guest will be asked to exchange a photo ID (to be left at the guard's desk) for the guest pass.
7. No need to sign your overnight guest in and out. Upon exiting and entering the halls, guests simply exchange the pass for their photo ID held at the guard's desk.
8. Upon your guest's final departure, exchange the pass for the guests photo ID and inform the guard that this is your guest's final departure.

Remember: **YOU MUST RETURN** the pass to security (see visitation violations on next page).  
**YOU MUST Pre-register OVERNIGHT** guests.

### **EXTENDED VISITATION**

Extended visitation is having a visitor stay in the residence halls for more than two consecutive nights. The maximum length of stay for an extended guest is 5 days.

1. Complete the online form available @:[www3.fitnyc.edu/residentiallife/extguestpass.htm](http://www3.fitnyc.edu/residentiallife/extguestpass.htm).
2. Complete the overnight guest form and click on submit. You have up until 4 PM on the day of their arrival (Monday through Sunday).
3. You will receive a response email approving/denying the overnight request.
4. Upon the arrival of your approved guest, an overnight guest pass will be available in the lobby of your residence hall at the security guard's desk. Guest passes are distributed by the security guard upon arrival and will be available after 10:00PM. Your guest will be asked to exchange a photo ID for the guest pass.
5. No need to sign your overnight guest in and out. Upon exiting and entering the halls, guests simply exchange the pass for their photo ID which is held at the guard's desk.
6. Upon your guest's final departure, exchange the pass for the ID and announce to the guard that this is your guest's final departure. Remember **YOU MUST RETURN** the pass to Security (see Visitation Violations and Sanctions).

Residents in double and triple occupancy spaces can only have 1 overnight guest per room, per night.

Residents in quads may only have 1 overnight guest per each room per night

- Residents must have permission from roommate/s and approval from the Residential Life Office.
- The maximum length of stay for an extended guest is 5 nights
- Resident may not have overnights 7 days prior to or 7 days following the approved extended overnight.
- Extended visitation is restricted to one guest at a time during valid visitation periods.
- Only one extended guest is allowed per resident in any 30-day period.
- Extended guests **MUST BE WITH THE RESIDENT AT ALL TIMES.**

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### VISITATION VIOLATIONS AND SANCTIONS

The chart below outlines the sanctions for various violations of the visitation policy.

VIOLATION	PENALTY – All visitation Sanctions are for Day AND Overnight visitation unless otherwise indicated.
Failure to write legibly, fill out columns properly, correct Date/Time, and/or AM/PM on visitation card	1 <sup>st</sup> two Offenses: Written Warning on visitation card 3 <sup>rd</sup> offense: Loss of visitation for 1 week. 4 <sup>th</sup> and Subsequent Offenses: Loss of visitation for 2 weeks.
Visitation Abuse – constant stream of visitors and/or one guest signed in/staying frequently	1 <sup>st</sup> Offense: Written Warning on visitation card. 2 <sup>nd</sup> Offense: Loss of visitation for 2 weeks. 3 <sup>rd</sup> Offense: Loss of visitation for 1 month.
Failure to be with Guest	Loss of visitation for 1 month.
Failure to sign in Guest/s	Loss of visitation for the equivalent of a semester (4 months) OR loss of visitation for 2 months and completion of a Visitation paper.
Failure to confirm final departure of , overnight or extended visitor	1 <sup>st</sup> Offense: Loss of visitation for 1 week. 2 <sup>nd</sup> Offense: Loss of visitation for 1 month. 3 <sup>rd</sup> Offense: Loss of visitation for the equivalent of a semester (4 months).
Failure to sign out guest on day visitation card OR Having an Unregistered Overnight Guest/s	1 <sup>st</sup> Offense: Written Warning 2 <sup>nd</sup> offense: \$50 Fine 3 <sup>rd</sup> and Subsequent Offenses: \$50 Fine and Loss of visitation for the equivalent of a semester (4 months).
Failure to return/loss of Day, Overnight or Extended Visitation Pass	Loss of Visitation for 2 weeks.
Having an Overnight Guest during any period when “No Overnight Visitation” signs are posted – Opening, Closing, and Exam Periods.	1 <sup>st</sup> Offense: Loss of visitation for 1 month 2 <sup>nd</sup> Offense: Loss of visitation for the equivalent of a semester (4 months).
Having more than 2 Overnight Guests in a one week period without permission for Extended Visitation  Guests are only allowed to reside in the halls 2 consecutive nights, unless they are registered and approved for extended visitation.	1 <sup>st</sup> Offense: Loss of visitation for 2 weeks. 2 <sup>nd</sup> Offense: Loss of visitation for 2 months. 3 <sup>rd</sup> Offense: Loss of visitation for the equivalent of a semester (4 months).
Registering an Overnight Guest prior to satisfactorily completing New Resident Residence Hall Orientation	Loss of visitation until orientation is satisfactorily completed with a minimum of 2 weeks.
Signing in/Pre-registering another resident’s guest/s	Loss of visitation for 1 month for both residents involved.
Signing in someone who is barred from the Residence	1 <sup>st</sup> Offense: Written and verbal warning 2 <sup>nd</sup> Offense: Loss of

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Halls	visitation for the equivalent of a semester (4 months).
Having 2 Overnight Guests for the same night without approval	1 <sup>st</sup> Offense: Loss of visitation for 1 week. 2 <sup>nd</sup> Offense: Loss of visitation for 2 weeks. 3 <sup>rd</sup> Offense: Loss of visitation for 1 month.
Use of a Residence Hall ID card by anyone other than the resident to whom it was issued, resident or non-resident	Loss of visitation for the equivalent of a semester (4 months) OR loss of visitation for 2 months and completion of a Visitation Paper. Please note that this penalty may be imposed even if an ID is used without the resident's knowledge.
Using someone else's visitation card	Loss of visitation for the equivalent of a semester (4 months) OR loss of visitation for 2 months and completion of a Visitation Paper. These sanctions apply to both residents involved.
Having an Overnight Guest the week after having an Extended Visitor and/or the Extended Visitor staying past the approved dates of stay	Loss of Visitation for 2 weeks
Having 3 or 4 overnights back to back over a 2 week period	1 <sup>st</sup> Offense: Loss of visitation for 1 week 2 <sup>nd</sup> and Subsequent Offenses: Will be handled on an individual basis
Allowing Guests to use an illegal ID to be signed in/stay overnight (examples of illegal IDs include: Residence Hall residents' ID, Non-Residence Hall IDs, Social Security cards, fake IDs, etc.)	Loss of visitation for 2 months and completion of a Visitation Paper.  This penalty applies to all residents involved.
Altering, counterfeiting, or possession/use of a false ID; students will be held responsible for guest in possession of an altered or counterfeit ID.	\$100 fine and Residence Hall Probation
Having more than 3 day visitors at one time	1 <sup>st</sup> Offense: Written warning on visitation card. 2 <sup>nd</sup> and Subsequent Offenses: Will be handled on an individual basis
Having an unauthorized party (See Party Guidelines under Policies & Procedures-section 3)	Loss of visitation for two weeks (minimum). Additional sanctions may be imposed.
Other (including, but not limited to multiple violations, and visitation violations in conjunction with other residence hall violations)	Will be handled on an individual basis.

## **HARASSMENT POLICY**

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### **SECTION 7**

The Fashion Institute of Technology is committed to providing its staff, faculty, and students the opportunity to pursue excellence in their academic and professional endeavors. This only exists when each member of our community is assured an atmosphere of mutual respect, in which each person is judged solely on criteria related to academic or job performance. The College is committed to providing such an environment, free from all forms of harassment and discrimination, and ensuring students and employees the right to an environment free of discriminatory intimidation, ridicule and insult. Each member of the community is responsible for fostering mutual respect, and for refraining from conduct that violates this policy.

For the purposes of this policy, the term “harassment” means any unwelcome and/or offensive action, remark or behavior which interferes with a person’s work or academic performance or creates an intimidating or hostile environment, which is based on an individual’s gender, race, ethnic background, religion, national origin or citizenship, age, disability, marital status, sexual orientation, or other criterion specified by law.

The following are a few examples of harassment, which might offend, embarrass or humiliate an individual:

- Offensive or suggestive comments, letters, telephone calls, emails, or other forms of electronic communication (Facebook, Twitter, and other social networking).
- Insults, jokes, teasing, threats, embarrassing comments.
- Inappropriate pictures, cartoons, or other objects.
- Obscene or rude gestures or ogling or leering at someone.
- Unwanted or unnecessary touching or blocking someone’s movement.
- Mimicking a person’s accent, or mocking or imitating a disability or stutter.

These examples are not intended to be all-inclusive.

### **DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment, whether between people of different sexes or the same sex, is defined to include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other behavior of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment or participation in an educational program.
2. Submission to or rejection of such conduct by an individual is used as the basis for personnel decisions, for academic evaluation, or advancement affecting the individuals.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

Some examples include:

- Physical assault
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendation.
- A pattern of conduct to discomfort or humiliate, or both, that includes: comments of a sexual nature or sexually explicit statements, questions, jokes or anecdotes whether in person, in writing or by e-mail or voice-mail messages.
- A pattern of conduct that would discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following: unnecessary touching, patting, hugging, or brushing against a person’s body; remarks of a sexual nature about a person’s clothing or body; or remarks about a person’s sexual activity or speculation about a person’s sexual experience.
- A pattern of conduct that implies discrimination or hostility toward a person’s personal, professional or academic interests because of gender or sexual orientation.

These examples are not intended to be all-inclusive.

**COMPLAINT PROCEDURES**

FIT encourages individuals who believe they have been harassed to come forward. When a student or an employee complains about alleged harassment, FIT will investigate the allegation regardless of whether the complaint conforms to a particular format or is made in writing.

Any employee or student of the College who wants to complain about harassment is encouraged to contact the Affirmative Action Officer; any Vice President; the general counsel; or any dean, department director, or department chairperson. The Affirmative Action Officer can be reached at (212)217-4000 and is located in C-building, Room 908. An employee/student is **not** required to complain first to his or her supervisor about alleged harassment, but may do so if he or she prefers. Similarly, an employee or student is **not** required to follow the “chain of command” in filling a complaint but may refer a complaint to any of the above individuals.

Any senior administrator, dean, department director, department chairperson or coordinator, or any other person with supervisory responsibility who receives a complaint of harassment, **must** report the complaint to the Affirmative Action Officer **immediately**. Where the harassment is or may be on-going and the Affirmative Action Officer is not available, the supervisor to whom the complaint has been made should **immediately** contact the general counsel or any vice president, any of whom can be contacted through the Security Department if not on-campus.

There are no time limits for reporting harassment. However allegations of harassment should be reported as promptly as possible. Delay in making a complaint may make it more difficult for the College to investigate allegations. Individuals who believe they have been harassed may also file charges with the United States Equal Employment Opportunity Commission, the New York State Division of Human Rights, or other agencies having jurisdiction over such charges. In general, the deadline to file such charges runs from the last date of unlawful harassment, not from the date that an internal FIT complaint is resolved. **An employee is not required to wait until an internal FIT complaint is resolved before filing charges with one or more of these agencies.**

FIT will protect the confidentiality of harassment allegations to the extent possible. FIT cannot guarantee complete confidentiality, since it may not be able to conduct an effective investigation without revealing certain information to the alleged harasser or to potential witnesses. However, information about the allegation of harassment will be shared only with those who need to know about it. Records relating to harassment complaints are kept confidential on the same basis.

The Affirmative Action Officer will investigate harassment complaints and will take or recommend action as appropriate. Employees or students who are found to have violated this policy may be subject to various sanctions including termination of employment and dismissal from the College.

Members of the FIT community who make false complaints of harassment for an improper or an inappropriate purpose, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action. FIT prohibits any form of retaliation against individuals who file a complaint of harassment in good faith.

## **ROOM OCCUPANCY INFORMATION**

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### **SECTION 8**

Kaufman Hall Residence = 1082 residents

27<sup>th</sup> Street Residences = 1209 residents

- Coed 405 residents
- Nagler 308 residents
- Alumni 496 residents

### **ROOM ASSIGNMENTS**

The Residential Life Office reserves the right to make all final decisions regarding assignments. Residents of the opposite sex will not be assigned as roommates/suitemates. Residents may be reassigned at any time. The Residential Life Office reserves the right to assign or reassign students to a room or space that has been vacated. Residents may not occupy more than their assigned portion of the room at any time. Residents who occupy more than their assigned portion of the room are subject to disciplinary action and fines (see 'Fines' under Residence Halls Policies and Procedures-section 3). A resident may not keep or store belongings in a residence hall room that he/she has vacated unless approved, in writing, by the Residential Life Office.

### **LIVING WITH ROOMMATES**

Living with a roommate can be both a rewarding and a challenging experience. Each person comes into a roommate situation with his/her own family background, personality, likes, and dislikes, quirks and idiosyncrasies. Anticipating that there will be differences and committing to negotiating these differences fairly will start you off on the right foot. Learning to accept the differences between you and your roommate/s can be a valuable part of your education. Remember that you and your roommate do not have to be best friends to live together successfully. Here are some helpful tips for living in the residence halls:

- Complete your **Roommate Contract** with your roommate(s), take it seriously and be honest.
- Space is limited. Share space fairly and negotiate who gets which bunk, desk, dresser, bed, closet, and the window side of the room.
- Treat your roommates and their belongings with respect. Do not use your roommates' belongings without permission.
- DO NOT discuss roommate conflicts with other residents.
- Ask, don't assume. Your perception of things is likely to be influenced by your own values and beliefs.
- Be friendly. Chances are your friendliness will be reciprocated.
- Be understanding. Roommates can help each other over rough spots.
- Give your roommate a little peace and quiet sometimes.
- Do your part to keep the room clean.
- Attend to your personal hygiene. Shower daily and do laundry regularly. Residents must have their own detergent and toiletries (soap, shampoo, deodorant, etc.)
- Respect your roommates' sleep and study habits. For example: use headphones for radios and television, use earplugs if you are a light sleeper, use a sleep mask to keep out the light when your roommate is up late.
- Be ready for a little healthy give and take. There will be times when neither you nor your roommate will be the ideal person with whom to live. Try to recognize each other's moods; don't get upset over the little things.

Remember that your roommate is an individual and may have different interests and values than you. This DOES NOT mean that one of you is wrong and the other is right or that one is better than the other. If you should have conflicts with your roommate(s), speak with your RA, Building Manager, or a Resident Counselor.

### **Roommate Contract**

The roommate contract establishes guidelines for you and your roommate to follow to be able to live with one another harmoniously. Please use the Roommate Contract in this manner:

## Resident Handbook Fall 2011 – Spring 2012

1. The contract should be discussed and completed with all roommates present.
2. All members should be honest about their feelings when responding to the questions.
3. Discuss personal differences with each other as you do the contract.
4. Try to agree on a way to resolve differences now, **BEFORE** conflicts arise, in a manner that will be satisfactory to all roommates. This may involve compromise. Please be open and flexible, yet assertive about your own needs.

We hope that by discussing the questions in this document, roommates will begin to develop the kind of relationship that is conducive to positive academic, community and personal growth.

### **ROOMMATE/RESIDENT CONFLICTS AND REASSIGNMENT POLICY**

Residents are encouraged to address their concerns with the person(s) in a non-confrontational discussion to review the roommate contract and address problems directly.

1. Residents should speak to their RA. He/she will review the roommate contract and help negotiate compromise.
2. If conflict continues, the RA may suggest a room switch. A meeting with the Resident Counselor of their building is generally recommended.
3. The Resident Counselor will advise residents of a possible switch, as well as mediate written agreements between residents involved in the conflict.

The Resident Counselor will make a decision to reassign based on the violation of policy and/ or agreements. Final assignment decisions will be made by Residential Life Office with due regard for the welfare of the occupants and availability of space. The Residential Life Office reserves the right to reassign any resident to any other accommodations any time it finds it is necessary or desirable to do so. Assignments are at the Resident Counselor's discretion and/or availability of space.

### **ROOM SWITCHES**

The Residential Life Office has established a procedure for residents desiring to switch rooms. Please note that all room switches are at the discretion of the Residential Life Office and that **NO ROOM CHANGES WILL BE APPROVED DURING THE FIRST WEEK OF EACH SEMESTER**. Signs will be posted notifying residents of the start and end date for room switches.

If you are interested in a room switch, please come into the Residential Life office (Alumni Lobby or Kaufman Lobby) to speak with a Resident Counselor.

If spaces are available, the Resident Counselor will provide instructions and necessary paperwork for the switch.

If there are no spaces available, residents must find another resident to swap with and speak with a Resident Counselor who will provide instructions and necessary paperwork for the swap.

Anyone who moves without following the above procedure will be required to move back to their original room and/or may be fined up to \$100.00.

### **DE-TRIPLING**

Residents assigned to triple rooms are eligible for a rebate on a portion of their room bill. This refund is calculated on a weekly basis starting with the first day the resident is tripled and ending on the date they are contacted to be de-tripled. There are no triple refunds if a resident is de-tripled during the first two weeks of the semester.

Residents interested in being de-tripled, must place their names on the De-triple List in the Residential life Office. As spaces become available in any of the buildings, rooms are contacted in the order they appear on the list.

### **RESIDENCE HALL WITHDRAWALS AND REFUNDS**

If at any time you decide to decline your residence hall space, you must complete an online withdrawal form. Once a withdrawal form is properly submitted, refunds will be processed, if applicable, *see Refund Schedule*, <http://www.fitnyc.edu/3240.asp>. **Contacting another department at FIT does not relinquish you from charges.**

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Students who are graduating, part of an exchange program or withdrawing from the college must inform the Residential Life Office and complete a withdrawal form.

Residents withdrawing from the residence halls **MUST ADHERE** to the established check-out procedures as outlined under the “Residence Hall Closing” section of this handbook. Questions regarding refunds should be directed to the Bursar’s Office at (212) 217-3680.

## **RE-APPLICATION PROCEDURES**

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### **SECTION 9**

Priority for on campus housing will be given to eligible entering/transfer students new to the FIT Residence Halls. No applicant will be guaranteed housing.

#### **ROOM SELECTION**

Room selection is a computerized process by which current students eligible to return to the halls will be awarded a selection number. The selection number will determine the order in which applicants will be offered available accommodations in Kaufman Hall. Participation in room selection increases the likelihood of an applicant receiving their first choice of room type. Students apply for room selection online and pay a non-refundable application fee. Dates and times for sign up will be posted and e-mailed to all resident students during the spring semester.

Upon receiving a room assignment, notification via e-mail will be sent instructing students how to reserve their room for the following year.

## **RESIDENCE HALL OPENING AND CLOSING, NEW RESIDENT ORIENTATION, RECESS HOUSING**

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### **SECTION 10**

#### **RESIDENCE HALL OPENING**

Dates, times and procedures are established each semester for residents to move in to the residence halls. This information is distributed in advance so that students can make the appropriate arrangements. Please read this information carefully to avoid having to find alternate accommodations or paying costly fees. The dates, times and procedures apply to entering, returning and recess residents, without exception.

**Please note that there is no overnight visitation during Residence Hall Opening Week.**

#### **RESIDENCE HALL CLOSING**

Dates and procedures are established each semester for residents to check out of their rooms. This information is distributed in advance so that students can make the appropriate arrangements. Please read this information carefully.

Additional information is distributed for residents who are switching rooms at the end of the fall semester. Please read this information carefully.

**Please note that there is no overnight visitation during Residence Hall Closing Week. In addition, 24 hour Quiet Hours are in effect at this time.**

#### **Withdrawal Procedures for Check-Out**

For residents who are leaving the residence halls permanently either at the end of the semester or during the semester.

1. Complete a Withdrawal Form in the Residential Life Office online at <http://www3.fitnyc.edu/residentallife/WithdrawalFromHousingOnlineFORM.htm> OR send an e-mail to [residentallife@fitnyc.edu](mailto:residentallife@fitnyc.edu) stating that you are withdrawing from housing
2. Residents must vacate the residence halls by 9:00 am the day following his/her last final exam or by 5:00 pm on posted semester end date, whichever is earlier.
3. Residents should contact his/her R.A. approximately one week before departure to schedule completion of room inventory.
4. Room Condition: Room must be left in move-in condition (broom swept, drawers wiped clean, floors mopped, etc.). All unwanted items and garbage must be discarded by residents. Any items remaining will be disposed of by FIT maintenance staff at the resident's expense. In addition to the above, residents in suites are responsible for cleaning the refrigerator, stove, kitchen cabinets/sink and bath/shower/bathroom areas. **Please note:** Any resident who fails to leave his/her room in move-in condition (see above) will be charged a cleaning fee to be determined by the maintenance department.
5. Return key(s) and Resident ID to the Residential Life Office (envelopes available at guard's desk).
6. Forwarding mail: Two weeks prior to departure, resident must contact all individuals, companies and subscriptions of new address. Resident must supply the mailroom with completed forwarding address card and enough forwarding labels (8 ½ x 11 sheet) to last for 30 days. Once labels are used, all mail will be returned to sender. Mail is forwarded for a maximum of 30 days.

**All current residents withdrawing from the residence halls must return their key and ID.**

Refunds will not be made until the above withdrawal procedures have been properly completed.

#### **August Closing**

The residence halls close (entry doors are locked) at the end of our summer program and remain closed until the fall Residence Hall Opening. Any possessions left during this period, will be discarded and fines imposed. **ALL ROOMS WILL BE CHECKED.** Fines and other sanctions will be imposed for violations of residence hall policies that are discovered during the room check process.

#### **Holiday Closing**

The residence halls close (entry doors are locked) the last day of fall exams and remain closed until the first day of winter classes. No residents are allowed to live in the residence halls during this period. **ALL ROOMS WILL BE**

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CHECKED. Fines and other sanctions will be imposed for violations of residence hall policies that are discovered during the check.

### **RECESS PERIODS**

#### Winter and Summer Recess

Housing is available to residents during the winter and summer recess periods at an additional cost. Applications and information are available through the Residential Life Office.

During these periods, there is a \$10.00 charge per night, per guest for overnight visitors. All other visitation rules and Residence Hall policies apply.

**EXTENDED VISITATION WILL NOT BE GRANTED DURING RECESS PERIODS**

#### Thanksgiving and Spring Recess

Residents may stay in the residence halls during the Thanksgiving and Spring Breaks at no additional cost.

- **Residents are REQUIRED to register the days they will remain on campus with Residential Life. Residents who do not register may not have access to their residence halls during this period.**
- **Residents who leave the residence halls during these periods may leave their possessions in their rooms at their own risk.**
- **There are limited RA services available during break periods.**
- **Please note that the resident cafeteria is closed during recess periods.**

### **RESIDENCE HALL ORIENTATION**

The Residence Hall Orientation Program is MANDATORY for all students new to the residence halls. New residents must satisfactorily complete the mandatory component of the orientation program before they will be granted overnight visitation privileges as outlined in the “Visitation” section of this Handbook. A resident who misses the mandatory components of this orientation program will be given an opportunity to complete an online survey. Overnight visitation privileges will be granted once it is satisfactorily completed. Residence Hall Orientation is a series of activities, meetings, programs, and events that take place prior to the first week of classes.

## HEALTH INFORMATION, FIRE AND PERSONAL SAFETY

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### SECTION 11

#### HEALTH INFORMATION

##### Health Services

**Location:** A-402

**Phone:** (212) 217-4190

The FIT Health Services Office is staffed by medical personnel who can address medical concerns and problems. The office is funded by the Student Association Fee, and there is generally no additional cost to full-time students for its services. Its services include addressing general and gynecological health concerns, treating illnesses and injuries, and making referrals to off-campus medical resources. When available, medication is dispensed free of charge. However, prescriptions are not filled. Hospital and medical care beyond the scope of the FIT Health Services is the financial responsibility of the student and his/her family. Health Services is open during the academic year and the hours of operation are posted in the residence halls.

##### Health Insurance

The Fashion Institute of Technology requires residents to carry adequate medical insurance to help cover the expense of medical treatment, which is not provided by the Health Services Office. A student is automatically billed for the Fashion Institute of Technology Insurance Plan unless s/he submits the waiver by the due date. The waiver must indicate that the student has comparable, accessible health insurance coverage.

The Residential Life Office encourages all residents who are covered by the FIT plan to review the information which describes the scope and limitations of the coverage. This information can be obtained from the Health Services Office.

##### Illness and Injury

Residents who require medical attention are **STRONGLY** encouraged to go to Health Services *during their operating hours*. A student requiring medical attention when Health Services is closed will have to use a local doctor's office or hospital emergency room. Students are responsible for all charges not covered by the insurance, including ambulance fees.

When contacted for a medical emergency, a Building Manager and/or Resident Counselor may send the resident to a local hospital with an RA by taxi. In some cases, an ambulance will be called. The student must assume financial responsibility for all costs that are not covered by insurance, including ambulance fees. The Residential Life Office pays for the cost of the taxi service.

##### **Meals**

A resident who is on the meal plan and who is too ill to go to the cafeteria for meals should consider having meals brought to his/her room by a roommate or friend. Students on special diets are encouraged to contact the college meal services to discuss options to accommodate dietary needs.

#### COUNSELING CENTER

**Location:** A212B

**Phone:** (212) 217-4260

**Fax:** (212) 217-4261

The Counseling Center helps students find solutions to the stresses of daily living and college life, offering individual and group counseling, and stress management programs. Counselors can help with alcohol and drug questions, stresses about eating, the freshman experience, disability needs and services, classes and professors, relationship issues, depression, gender identity and roommates. Their no-fee services are **private and confidential** and open to all FIT students.

Other programs include educational workshops, freshman success seminars, and academic probation interventions

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which focus on important aspects of student development and performance. In addition, a variety of informational booklets on vital mental health, social, and study skills topics are available and on display in the office. The Counseling Center works to create programs that better meet the changing needs of FIT's diverse student body.

Students may call or visit the office to arrange an appointment, come by during walk-in hours, or be seen immediately in case of emergencies

### **STUDENTS WITH DISABILITIES**

FIT-ABLE OFFICE - Programs and services for students with disabilities

**Location:** A-570

**Phone:** (212) 217-4090

**Phone:** (212) 217-4095 TTY

As a student enrolled in post secondary higher education, you are covered by the **Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act**. We strongly urge students to contact the Coordinator of Services for Students with Disabilities, preferably two weeks prior to the beginning of any semester, to insure a seamless transition regarding academic adjustments or other accommodations. After you meet with the Coordinator of Services for Students with Disabilities you may choose to inform the floor RA/Bldg. Counselor. FIT wishes to make available, for all of its students, equal access to education and participation in programming efforts.

**Fire/Fire Alarm Procedures for Students with Disabilities** – See section on Fire Safety.

### **FIRE SAFETY**

Every resident is responsible for keeping the residence halls safe and complying with the established fire safety rules. It is the residents' responsibility to report any noticeable problems with the fire equipment to the Residential Life Office as soon as possible.

### **BUILDING EVACUATION**

27<sup>th</sup> Street (Alumni, Coed, Nagler Hall)

When a building alarm sounds, knock on doors and evacuate in a safe and orderly fashion. Every alarm should be treated as "*real*". If someone is a deep sleeper, incapacitated, or has not evacuated, inform College Personnel in the lobby. If you personally see or suspect fire, pull an alarm and contact security at 212-217-7777.

1. Use stairs to exit. Not elevators.
2. Feel the doorknob, if it is hot, **DO NOT OPEN THE DOOR**. If it is not hot, open door and follow evacuation procedures below.
3. If you cannot leave the room, open window slightly and seal door cracks with clothing or fabric (soak in water if available in room). Notify Security, giving them your name and location. Hang a shirt or sheet from the window to attract attention. Shout for help.
4. If exits are blocked, go to a room and close the door, following instructions outlined in #3.
5. Choose an alternate exit if fire, heat, or smoke is blocking the nearest exit or stairway. Use side door exits in Nagler/Coed and front doors of Alumni to exit buildings.
6. Keep low to the floor. If there is time, put a wet cloth to your nose and mouth.
7. **CROSS THE STREET AND REMAIN ON THE SIDEWALK**. Clear the street for emergency vehicles and stay clear of traffic. You may wait in the "C" Building Lobby until the all clear is given.
8. Follow instructions given by Resident Counselor, Building Manager, RA, or College Personnel.

31<sup>st</sup> Street (Kaufman Hall)

When a building alarm sounds, knock on doors and evacuate in a safe and orderly fashion. Every alarm should be treated as "real." If someone is a deep sleeper, incapacitated, or has not evacuated, inform College Personnel in the lobby. If you personally see or suspect fire, pull an alarm and contact security at 212-217-7777.

1. Use stairs to exit. Not elevators.
2. Feel doorknob, if it is hot, **DO NOT OPEN THE DOOR**. If it not hot, open door and follow evacuation procedures below.
3. If you cannot leave the room, open window slightly and seal door cracks with clothing or fabric (soak in water if available in room). Notify Security, giving them your name and location. Hang shirt or sheet from the window to attract attention. Shout for help.
4. If exits are blocked, go to a room and close the door, following instructions outlined in #3.

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5. Choose an alternate exit if fire, heat or smoke is blocking the nearest exit or stairway. Use side door exits in Kaufman Hall at the bottom of the stairwells.
6. Keep low to the floor. If there is time, put a wet cloth to your nose and mouth.
7. **CROSS THE STREET, TURN RIGHT** (head East toward Empire State Building). **TURN LEFT** at 9<sup>th</sup> Ave. and **GO NORTH** on 9<sup>th</sup> Ave. Clear the street for emergency vehicles and stay clear of traffic.
8. Follow instructions given by Resident Counselor(s), Building Manager(s), RA(s) or College Personnel.

### **FIRE BOX ALARMS**

In Coed and Nagler there are two fire box alarms (pull stations) on each floor, at the far ends of the hallway. In Alumni Hall there is one on each floor near the garbage chute. In Kaufman Hall, there are 2 fire box alarms (pull stations) on each floor in the corridors. Fire Alarms must be pulled in order to set off the building alarm.

### **EXTINGUISHERS**

In Coed, there are four extinguishers located in the basement. Every floor also has two extinguishers next to the stairs. The glass box must be broken to access them. Additionally, all Coed apartments (floors 11-15) have an extinguisher in each apartment.

In Nagler, there are two extinguishers located on each floor next to the stairs. The glass box must be broken to access them. Additionally, all Nagler apartments (floors 3 and 4) have an extinguisher in each apartment.

In Alumni there is one extinguisher located on each floor next to the elevator. Additionally, all Alumni apartments have an extinguisher in each apartment.

In Kaufman Hall, for floors 1 and 10-15, there are three extinguishers on each floor. Those that are encased in a glass box must be broken to access them. For Kaufman Hall floors 2-9, there are 4 extinguishers on each floor. Those that are encased in a glass box must be broken to access them.

Extinguishers located in the hallways are water extinguishers. These extinguishers are to be used primarily for fires which water ordinarily would extinguish. Extinguishers located in apartments are powder extinguishers which should be used for fires involving oils, grease, and other flammable liquids.

### **FIRE/FIRE ALARM PROCEDURES FOR STUDENTS WITH DISABILITIES**

**Procedures for students who are disabled or unable to exit rooms:**

- **Remain in your room, unless the fire is in your room.**
- **Immediately phone Security at (212) 217-7777**, tell them your location- building/room#. Inform them that you cannot exit on your own. "I am on crutches"; "I feel disoriented"; "I have a guide dog and have a visual impairment" – in other words, the more information that they have whenever they arrive to help you evacuate, the better prepared they will be to assist you. If you have a motorized wheelchair, be certain to inform them that the batteries must be removed before trying to remove you down a flight of stairs.
- **KEEP YOUR DOOR CLOSED, BUT UNLOCKED.**
- **Place a towel (preferably wet) at the base of the door** to prevent smoke from entering the room.
- Hang a sheet out the window and wait for Security and the Fire Department to help you evacuate safely.
- Contact the college Coordinator of Services for Disabilities regarding your concern over exiting a building in an emergency. You can be provided with an emergency sign to post in the window which says "HELP".  
**This sign should be posted after following the above procedures and only in an emergency.**

Since you are a new resident to the FIT campus as well as NYC, a tip for residents with mobility impairments is to contact your local fire department and inform them of your situation. There is a possibility you may not be on campus if and when an emergency occurs. If the Fire Department is aware that you "might" be in danger, an extra check will be made to insure your safety.

*\*FIT must comply with the fire laws by conducting fire drills. Advance notice of drills will not be given to any student.*

### **ON CAMPUS SAFETY TIPS FOR RESIDENTS**

1. Keep your suite and/or room **DOUBLE LOCKED** at all times.

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2. Notify campus Security when you are working in any building after regular hours.
3. Report any suspicious activity to the Security Office at (212) 217-7777.
4. Don't leave valuables out in your room.
5. Don't permit strangers into any building, room or suite.
6. Don't admit unescorted persons into the residence halls.
7. Be careful when you meet new people. Do not invite strangers to your room or go to their room or apartment. When going out with or visiting new acquaintances, be sure to give your roommate or a friend the name, address and phone number of the person.
8. If you receive a bomb threat – do not pull the fire alarm! Call security immediately at (212) 217-7777.

Please note that there are **red phones** located throughout the academic buildings. Pick up the red phone and a security officer will respond.

**FIRE SAFETY POLICY VIOLATIONS AND SANCTIONS**

*\*Incidents occurring in a specific room will result in the residents of that room and visitors being held responsible.*

*\*\*Please note that the cost of repairing and/or replacing damaged property will be added to any sanctions levied.*

<b>VIOLATION</b>	<b>SANCTIONS FOR INDIVIDUALS FOUND RESPONSIBLE</b> <i>*includes per person, per room, unless otherwise noted.</i>
<b>Causing or setting a fire and/or pulling a false alarm</b>	Grounds for dismissal from the residence halls and referral to the Dean of Student Development or appointee Office*
<b>Removing, dismantling, tampering with, having possession of, or vandalism of fire safety equipment in rooms or public areas, i.e. smoke detectors, heat sensors, fire extinguishers, carbon monoxide detector, sprinklers, hoses, extinguisher boxes, etc.</b>	1 <sup>st</sup> Offense: \$100.00 fine * 2 <sup>nd</sup> Offense: Grounds for dismissal from the residence halls (or \$100 fine) *
<b>Hanging objects from smoke detectors, sprinkler heads, sprinkler pipes, electrical conduit, etc. (Considered tampering)</b>	1 <sup>st</sup> Offense: \$50.00 fine * 2 <sup>nd</sup> Offense: Grounds for dismissal from the residence halls (or \$100 fine) *
<b>Decorating with anything considered a fire hazard, i.e. fabric hanging from walls and ceilings, possession and/or use of candles or incense, possession and/or use of a halogen lamp</b>	1 <sup>st</sup> Offense: Warning * 2 <sup>nd</sup> Offense: \$25.00 fine * 3 <sup>rd</sup> Offense: Grounds for dismissal from the residence halls (or \$100 fine) *
<b>Failure to evacuate during an alarm Causing or setting off the building alarm</b>	1 <sup>st</sup> Offense: View a fire safety video & \$50.00 fine * 2 <sup>nd</sup> Offense: Grounds for dismissal from the residence halls (or \$100 fine)*
<b>Setting off the local fire alarm</b>	1 <sup>st</sup> Offense: Verbal Warning & Letter 2 <sup>nd</sup> Offense: Written Warning 3 <sup>rd</sup> Offense: Meeting with Resident Counselor, \$50.00 fine and educational sanction. 4 <sup>th</sup> Offense: \$100.00 fine, Residence Hall Probation, Reassignment to a traditional style room.
<b>Opening a fire exit door</b>	\$100.00 fine and warning *
<b>Leaving stove unattended or endangering others as a result of neglect</b>	Subject to disciplinary action, such as being fined and/or grounds for dismissal from the residence halls.
<b>Not covered</b>	Handled on a case-by-case basis
<b>Penalty for floor when responsible individual has not been identified (this is for all violations)</b>	Minimum \$200.00 fine and warning to floor

*\*Incidents occurring in a specific room will result in the residents of that room and visitors being held responsible.*

*\*\*Please note that the cost of repairing and/or replacing damaged property will be added to any sanctions levied.*

**TELEPHONE NUMBERS****SECTION 12****CAMPUS TELEPHONE NUMBERS**

Academic Affairs	(212) 217-4040	Interior Design	(212) 217-5550
Accessories Design	(212) 217-5400	International Student Advisors	(212) 217-3700
Admissions Office	(212) 217-3760	International Trade & Marketing	(212) 217-4280
Advertising Communications	(212) 217-4470	International Programs	(212) 217-5380
Art and Design Dean	(212) 217-7665	Jewelry Design	(212) 217-5720
Bookstore	(212) 217-5690	Liberal Arts Dean	(212) 217-4320
Buildings and Grounds	(212) 217-4420	Library	(212) 217-4340
Bursar's Office	(212) 217-3720	Mail Operations	(212) 217-4790
Business and Technology	(212) 217-4330	Menswear	(212) 217-5134
Career Services	(212) 217-3000	Museum at FIT	(212) 217-4558
Computer Graphics Department	(212) 217-5440	Pattern Making Technology	(212) 217-4410
Closings	(212) 217-7792	Photography	(212) 217-5500
Cosmetics & Fragrances Marketing	(212) 217-4250	President's Office	(212) 217-4000
Counseling Center	(212) 217-4260	Production Management: Fashion Related Industries	(212) 217-4770
Direct Marketing	(212) 217-4750	Professional Studies, Center for	(212) 217-7715
Educational Skills	(212) 217-5250	Registrar	(212) 217-3820
English and Speech	(212) 217-5340	Registration Center	(212) 217-3850
Fashion Merchandising Management	(212) 217-4800	Science and Math	(212) 217-3020
Fashion Design: Apparel	(212) 217-5000	Security	(212) 217-7777
Fashion Design: Art	(212) 217-5280	Center for Professional Studies	(212) 217-7715
Finance Operations/Treasurer	(212) 217-4020	Enterprise Center	(212) 217-7250
Financial Aid	(212) 217-3560	Social Sciences	(212) 217-4920
Fine Arts	(212) 217-5860	Student Affairs	(212) 217-3800
FIT-Able	(212) 217-4090	Student Life	(212) 217-4130
Food Services (Aramark)	(212) 217-5770	Student Services (Dean's Office)	(212) 217-3800
Foreign Languages	(212) 217-5090	Student Volunteer Community Service	(212) 217- 3304
Health & Physical Education	(212) 217-4220	Telecommunications	(212) 217-HELP (4357)
Health Services	(212) 217-4190	Textile Development & Marketing	(212) 217-5200
History of Art	(212) 217-4640	Textile Surface Design & Fabric Styling	(212) 217-5140
Home Products Development	(212) 217-4980	Toy Design	(212) 217-5120
Illustration	(212) 217-5800	Tutoring	(212) 217-4080
Presidential Scholars Program	(212) 217-4590		

## RECYCLING IN THE RESIDENCE HALLS

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### SECTION 13

Recycling in New York City is the law. Recycling receptacles are available on floors in all of the residence halls. It is our expectation that ALL of our residents take time to sort through items before throwing them in the trash. In order to make recycling cost-effective, it is also important to only recycle designated materials. Questions about what can be recycled? Below are some general rules for recycling in New York City.

#### **The dos and don'ts of NYC Recycling:**

Source: *NYCWasteLe\$\$* ([www.nyc.gov/html/nycwasteless](http://www.nyc.gov/html/nycwasteless))

#### **GREEN-Labeled Recycling Bins: Paper and Cardboard**

##### YES-PLACE IN RECYCLING

- Paper, mail, and envelopes (staples are okay!)
- Wrapping paper (remove ribbon and tape)
- Smooth cardboard (food boxes, shoe boxes, paper towel and toilet paper rolls)
- Paper bags
- Cardboard egg cartons
- Newspaper, magazines, and catalogs
- Corrugated cardboard boxes (flattened)
- Telephone books and soft-cover books

##### NO-PLACE IN TRASH

- Hardcover books
- Napkins, paper towels, tissues
- Soiled paper cups or plates
- Paper soiled with food or liquid
- Paper with a lot of tape or glue
- Plastic or wax-coated paper
- Photographic paper

#### **BLUE-Labeled Recycling Bins: Beverage Cartons, Bottles, Cans, Metal and Foil**

##### YES-PLACE IN RECYCLING

- Metal Cans
- Aluminum foil wraps and trays
- Household metal (wire hangers, pots, tools, appliance)
- Glass bottles and jars
- Plastic bottles and jugs
- Beverage cartons and drink boxes (milk and juice cartons, juice boxes)

##### NO-PLACE IN TRASH

- Styrofoam
- Batteries (see special instructions for rechargeable battery recycling below)
- Glass items other than bottles and jars (mirrors, light bulbs, ceramics, glassware)
- Other kinds of plastics (deli and yogurt containers, Styrofoam, plastic toys/furniture)

#### **Special Instructions:**

Rechargeable batteries:

Rechargeable batteries may contain mercury, cadmium, lead, and other heavy metals which can be dangerous if not disposed of properly. Effective December 2006, it is illegal for New York City residents to discard rechargeable batteries in the trash. All NYC stores that sell rechargeable batteries or products that contain rechargeable batteries must accept up to ten batteries of the same shape and size as they sell, no purchase necessary.

**Computers and Electronics:**

Recycling unwanted or broken electronics (computers, monitors, TVs, cell phones) keeps hazardous materials out of the waste stream and the environment. Various manufacturers, retailers, community groups, as well as the Department of Sanitation, have electronics recycling programs.

**Other tips for recycling and reducing your waste while living in the residence halls:**

- Keep containers for collecting recyclables next to your trash can in your room, but remember to rinse recyclables before discarding them to avoid pests and odors.
- If you are concerned about the confidentiality of your mail, remove address labels and tear up or shred mail before recycling.
- Find out how to opt out of credit card offers and cancel unwanted junk mail or catalogs.
- Considering donating unwanted items to area charities and/or watch for collection drives on campus rather than throw these items in the trash. (There are organizations in the city that are designed to collect certain items such as cell phones, art supplies, clothing, eye glasses, furniture, toner cartridges, etc.)
- Buy products that are made from recycled materials to encourage markets for the items that you place in the recycling receptacles.
- While you may not be the one footing the water and electricity bills, consider the impact you are making on the earth. Turn off lights and air conditioning units when you are not in the room. Use only the necessary amounts of water when washing dishes or brushing your teeth. Turn off electronics when not in use and switch off power strips during the night.

**RESIDENCE HALL CALENDAR** (dates subject to change)

**SECTION 14**

**Fall 2011**

<p><b>Fall Opening of Residence Halls</b></p> <ul style="list-style-type: none"> <li>• Per move-in passes</li> <li>• No overnight visitation until signs are posted</li> <li>• \$25.00 late check in applies</li> </ul>	
<p><b>August 20 -21</b> 27<sup>th</sup> Street (Alumni, Coed, Nagler Halls) New/Entering Resident Check In (all buildings)</p>	<p><b>10:00AM to 4:00 PM</b> - According to last name. For details, go to: <a href="http://www.fitnyc.edu/9825.asp">http://www.fitnyc.edu/9825.asp</a></p>
<p><b>August 27- 28</b> Kaufman Hall - Returning Resident Check In</p>	<p><b>10:00AM to 4:00 PM</b> - According to floor assignment. For details, go to: <a href="http://www.fitnyc.edu/9826.asp">http://www.fitnyc.edu/9826.asp</a></p> <p>EZ Check-in (4:00 PM to 11:00 PM) - Kaufman Hall Residents ONLY. For details, go to: <a href="http://www.fitnyc.edu/9826.asp">http://www.fitnyc.edu/9826.asp</a></p>
<p><b>August 29</b></p>	<p>Classes begin</p>
<p><b>August 31</b></p>	<p>Dining Plan – Last day to change your dining plan</p>
<p><b>Week of November 7</b></p>	<p>Residence Hall Accept Information posted - Spring 2012</p>
<p><b>November 24 - 27</b></p>	<p>Thanksgiving recess (no RA or food services)</p>
<p><b>December 1</b></p>	<p>Withdrawals for Spring 2012 - Last day for current residents to withdraw without charges</p>
<p><b>December 11 - 22</b></p>	<p>Final Exams All residents must vacate residence halls by 9:00 am on the day following their last final exam or by 5:00 pm on December 21, whichever is earlier.</p>
<p><b>December 11</b></p>	<p>24 hour quiet hours begin Overnight visitation ends - 9:00 am</p>
<p><b>December 21</b></p>	<p>Last Day of Classes All residents must vacate residence halls by 5:00 pm Exception: residents who have class on this day will be permitted to register with Residential Life to remain in the halls beyond 5:00 pm.  Residence Halls close – no access allowed</p>

**Winter 2012**

<p><b>January 2 (noon) - 24</b></p>	<p>Winter Recess</p> <p>Residence halls open for those contracted for winter housing.</p>
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Resident Handbook Fall 2011 – Spring 2012

	Only residents contracted for Fall 2011 and Spring 2012 are eligible for winter recess housing (no food service)
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**Spring 2012**

<p><b>Spring Opening of Residence Halls</b></p> <ul style="list-style-type: none"> <li>• No move-in passes</li> <li>• All residents must check-in even if they have a key/ID (including winter housing residents)</li> <li>• \$25.00 Late Check-in charge applies from 4:00 - 11:00 pm for those who have not pre-registered for check-in</li> <li>• No overnight visitation until signs are posted</li> </ul>	
<p><b>January 24</b> New/Entering Resident Check In (all buildings)</p>	<p>Noon - 2:00 pm: Last Names A-M 2:00 - 4:00 pm: Last Names N-Z</p> <p>4:00 - 11:00 pm: Students must pre-register with Residential Life by going to <a href="https://spreadsheets.google.com/viewform?hl=en&amp;formkey=dC02UUhhZUdBc3cyYVJHYUITMGZhdVE6MQ#gid=0">https://spreadsheets.google.com/viewform?hl=en&amp;formkey=dC02UUhhZUdBc3cyYVJHYUITMGZhdVE6MQ#gid=0</a></p>
<p><b>January 27- 29</b> Returning Resident Check In (all buildings)</p>	<p>10:00 am - 4:00 pm</p>
<p><b>January 27- 29</b> EZ Check-in</p>	<p>4:00 - 11:00 pm</p> <p>EZ Check-in is available for returning students. You must pre-register with Residential Life and check-in with only 1-2 pieces of luggage. For details, go to: <a href="http://spreadsheets.google.com/viewform?hl=en&amp;formkey=ci10MkJzOVhhSnprSG5UUHJDNEhIckE6MA">http://spreadsheets.google.com/viewform?hl=en&amp;formkey=ci10MkJzOVhhSnprSG5UUHJDNEhIckE6MA</a></p>
<p><b>January 30</b></p>	<p>Classes begin</p>
<p><b>February 1</b></p>	<p>Dining Plan – Last day to change your dining plan</p>
<p><b>March 1 – April 1</b></p>	<p>Returning student housing selection for Fall 2012</p>
<p><b>April 2 - 8</b></p>	<p>Spring Break (no RA or food service)</p>
<p><b>May 13- 21</b></p>	<p>Final Exams</p> <p>All residents must vacate residence halls by 9:00 am on the day following their last final exam or by 5:00 pm on May 21<sup>st</sup>, whichever is earlier.</p>
<p><b>May 13</b></p>	<p>24-hour quiet hours begin Overnight visitation ends - 9:00 am</p>
<p><b>May 21</b></p>	<p>Last Day of Classes Residence halls close - 5:00 pm. Commencement Only graduates registered for commencement (registered for "Cap and Gown" and paid summer residents can remain on May 21</p>

**Resident Handbook Fall 2011 – Spring 2012**  
**RESIDENCE CONTRACT FOR FASHION INSTITUTE OF TECHNOLOGY**

By submitting the housing application, you agreed to the terms and conditions of this Residence Contract (this "Contract"). Residents accepted for on campus accommodations at the Fashion Institute of Technology enter into this contract and are subject to the following terms and conditions.

1. This Residence Contract is binding for the full academic year, except for individuals accepted to the residence halls for one semester only. Contracts for "One Semester" will be for the Fall or the Spring Semester only. **HOUSING DATES FOR THE PURPOSES OF THIS CONTRACT BEGIN ON THE FIRST POSTED CHECK-IN DAY AND END ON THE LAST DAY OF CLASSES (dates subject to change).** Residents **MUST follow official check-out procedures by 9:00 am on the day following their last exam, or the announced closing time (whichever is sooner) – see "Departure Date".** The dates of occupancy do not include the recess periods, as indicated in the current college catalog of Fashion Institute of Technology (the "College"). **ONLY GRADUATING RESIDENTS MAY STAY UNTIL GRADUATION DAY, 4:00 pm.** Housing is available for winter/summer at an extra charge. Winter recess housing is ONLY available to residents who have contracted for the full academic year (fall AND spring). Residents not returning for Spring Semester are not eligible for winter housing.

2. **HOUSING RATES - ALL RATES SUBJECT TO CHANGE**

- 2.1 **General Information.** Rates are posted by April of each year and can be found on the FIT Residential Life Office website and in printed materials. Charges will be posted to the student's account. All rates are per person and include the resident fees. All charges must be paid by the indicated deadlines.

Payment Deadline: Listed in Acceptance information.

**Rates do not include recess periods (recess information is posted separately).**

- 2.2 **RATES FOR TRADITIONAL RESIDENCE HALL STYLE ACCOMMODATIONS IN NAGLER HALL OR COED HALL**  
Rates include Room Portion and Resident Fees.

Traditional Style rates include a mandatory meal plan for each semester.

**MEAL PLAN DECLINING BALANCE DOLLARS CANNOT BE USED AS PARTIAL PAYMENT FOR HOUSING, DINING OR OTHER CHARGES. ALL DECLINING DOLLARS MUST BE USED BY THE END OF SPRING SEMESTER. UNUSED DOLLARS CANNOT CARRY OVER TO THE NEW ACADEMIC YEAR.**

**MEALS SERVICE BEGINS:**

Fall Semester:

FIRST DAY OF NEW RESIDENT CHECK-IN - DINNER

Spring Semester:

FIRST DAY OF NEW RESIDENT CHECK-IN - DINNER

**Triple rooms.** If more than 2 residents are required to occupy a room, there will be a reduction in room rate. Rebates are processed after the resident has been contacted to be tripled. See Section 23 of this contract.

- 2.3 **RATES FOR SUITE ACCOMMODATIONS.** Rates include suite space and Resident Fees. Suite rates do not include meals. Meal plans may be purchased at an additional cost.

- 2.4 **Bunk units in rooms must be assembled or disassembled by maintenance personnel only.**

2.5 **RELEASE FROM RESIDENCE CONTRACT.**

1. Failure to check into a residence hall, reside in the assigned room, accept a meal card, eat meals, or pay room and board charges does not release an individual from the obligations of this Contract.
2. Any student who has occupied a room and subsequently moves out without being released from this Contract, officially withdraws from the College or is dismissed (for either academic or disciplinary reasons) is held responsible for the room charge for the semester.  
See "Refunds/Charges"

3. **MEALS.** Rates for meals are for the Academic Year only. No meals will be served during recess periods (Winter Recess, Spring Recess, Summer Recess). Suite fees do not include meals. The College provides meals for residents in the students' dining room during the hours posted. Charges for meals may be subject to change to reflect cost increases.

4. **MAINTENANCE OF TRADITIONAL RESIDENCE HALL STYLE ROOMS AND/OR SUITE SPACES.** All rooms are furnished. **RESIDENTS ARE NOT PERMITTED TO BRING FURNITURE.** Residents are expected to keep their rooms in a neat condition and are to clean, dust and vacuum regularly. Garbage is to be disposed of daily in designated areas. Additionally, suite residents are expected to clean bathrooms, kitchens, stoves and refrigerators regularly. Stoves must be cleaned often to prevent grease buildup. Suite residents who fail to maintain clean cooking facilities will be moved to a traditional residence hall style room. Residents who do not maintain their rooms in an acceptable state will also be subject to disciplinary action.

5. **DEPARTURE.**

- 5.1 **Departure Date.** Residents must vacate and surrender their room/suite in move-in condition (broom swept, drawers wiped clean, floors mopped, etc.) and remove all belongings by 9:00 a.m. on the day following their last final exam or at the announced closing time, whichever is earlier. Graduating seniors must vacate their room/suite by 4 P.M. on Commencement Day.

## Resident Handbook Fall 2011 – Spring 2012

- 5.2 Check-Out Procedure. Residents must complete official checkout procedures with their Resident Assistant and/or the Residential Life office. This procedure involves completing a withdrawal form, being inventoried out, following mail forwarding procedures, and returning the room key and I.D. card. Failure to return key/I.D. will result in charges. Damages are assessed at the end of each semester, and will be charged to the resident's account. Recess information will be posted separately.
- 5.3 Withdrawal/Dismissal. Residents who withdraw or are dismissed from the college residence halls, or residents who change to a non-degree program, must vacate their room and surrender their key and I.D. within 24 hours. The resident will be billed for his/her room per refund policy (see REFUNDS/CHARGES). Residents who fail to maintain credit/eligibility criteria are expected to vacate their room/suite and return their key and I.D. immediately. **Any individual dismissed from the residence halls may not return as a resident or as a visitor.** Recess information will be posted separately.
- 5.4 Termination of Occupancy. It shall be the duty and power of the Administration to terminate the occupancy of any individual, with or without notice, whenever it determines that the behavior of said individual is inimical to the best interest of the college.
- If in the judgment of the Residence Hall Staff and Administration, a resident is considered to be a threat to himself/herself or others, the resident may be required to immediately leave residence until it has been satisfactorily shown that he/she is capable of functioning in a residence hall environment.
- 5.5 Recess Periods. Residents who find it necessary to remain in the halls during any of the College recess periods must apply to the Residential Life Office for permission to do so. If permission is granted the resident must pay in advance, to the Bursar's office the established charges as posted by the Residential Life Office. All other items of the Contract shall apply during any such additional periods. During Winter and Spring Recess, **residents returning for Spring Semester may leave possessions in their Spring room AT THEIR OWN RISK.** The College accepts no responsibility for items that are stolen or damaged. This includes clothing, equipment, projects, valuables etc. The residence halls close for Holiday Recess the last day of Fall exams until the first day of Winterim classes. In addition, the residence halls close at the end of the summer program (see summer housing calendar) until Fall registration week. No personal possessions can be left in the residence halls during this time. No student will have access to the residence halls during Holiday Recess or residence hall closings.
- 5.6 Abandoned Property. The College will remove the possessions of residents who do not vacate the rooms or suites by the required dates. The College will assume no responsibility for these possessions, and the costs associated with removal of personal items will be charged to the resident in question.
6. **REFUNDS/CHARGES.**
- 6.1 Refund Policy. Refund policy applies even if resident does not move into the residence halls. If the student's application for residence accommodation is not accepted, payment will be refunded in full. **Payments for recess housing will NOT be refunded.**
- 6.2 Refunds. If an application for residence accommodation is accepted, and the individual thereafter withdraws or is dismissed from the College, or voluntarily changes to accommodations not provided by the College, before the Departure Date, refund policy will apply.

### **TERMINATION OF CONTRACT**

The student must contact the Residential Life Office directly to insure withdrawal forms and withdrawal procedure has been completed.

### **FIT Residence Hall Refund Policy:**

According to the Residential Life Contract, students will be liable for any financial penalties incurred as a result of terminating your contract. **No Refunds for recess housing.**

New/entering students who submit a completed withdrawal form on or before their housing payment due date will be refunded 100% minus Resident Association Fee.

FALL: \$300.00 charge if withdrawal is submitted to the Residential Life Office prior to: **August 1st**

SPRING: \$300.00 charge if withdrawal is submitted to the Residential Life Office prior to: **January 1st**

Subsequent withdrawals will be subject to the refund schedule below\*:

Current/Returning FIT students must reapply for housing and will be required to pay a \$300.00 non-refundable fee upon submission of the application. Current/Returning students who submit a withdrawal form prior to August 1<sup>st</sup> (fall)/January 1<sup>st</sup> (spring) will receive a full refund minus the \$300.00 non-refundable application fee.

Subsequent withdrawals will be subject to the refund schedule below\*:

Refund schedule\*:

\* 1st week of classes: Refund 75% (charge 25%) of total room charges

\*2nd week of classes: Refund of 50% (charge of 50%) of total room charges

\*3rd week of classes: Refund of 25% (charge of 75%) of total room charges

\* 4th week of classes: No refund

Students accepted after August 1st (fall) or January 1st (spring) are required to submit payment in full.

Room portion: Refunds reflected above are based on cost for total room charges.

Meal portion: Food service refunds are calculated on a weekly basis (week ending Wednesday 5:00pm). Declining balance dollars are non-refundable.

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If the resident is directed by the College to vacate the premises before the Departure Date and relocate to other housing due to a violation of the terms of this Contract, no refund will be made.

- 6.3 Triple refunds. If tripled in a traditional style room, there will be a partial refund due to each occupant, which will be calculated on a daily basis starting with the date of tripling or the first day of classes, whichever is later, and ending on the date a resident has been contacted to be detripled. This partial refund is based on room charges only. There is no refund for Food Service or other charges. There are no triple refunds during the first two weeks of each semester.

### 7. DAMAGES.

- 7.1 Residents are responsible for losses or damage to any property in or part of the residence halls that may result from the resident's negligence or wrongful act, and will have any losses charged to their account.
- 7.2 Any resident found removing residence hall property from rooms lounges, suites, or involved in defacing or vandalizing residence hall property could be subject to immediate dismissal from the Residence Halls and further disciplinary action.
- 7.3 Subject to Section 7.5, where two or more residents occupy the same room or suite, and it cannot be ascertained which resident is responsible for the damage or condition of the room or suite, an assessment will be made against both or all equally.
- 7.4 Subject to Section 7.5, where damages occur in floor community areas, corridors, bathrooms, or other common areas, all residents of said area will be assessed and billed equally. This determination is at the sole discretion of Residential Life staff.
- 7.5 If the College is able to determine the specific residents responsible for any room or common area damages, those specific residents will be billed and other residents will have no liability for such damages. A hold will be placed on all of a student's college records if there are any outstanding damage charges assessed to the student that remain unpaid. On-campus housing will not be available to individuals with unpaid damage charges and further action may be taken.

### 8. RULES AND REGULATIONS. The rules and regulations set forth below (the "Rules and Regulations") have been promulgated by the order of the Trustees and the administrators of the college to govern the use of the residence hall facilities. This contract identifies some, but not all, of the policies and regulations set forth by the college. Every resident is responsible for complying with FIT's policies and should become familiar with college publications including but not limited to: the *Resident Handbook*, the *Student Handbook*, and the *Student Rights & Responsibilities Manual*. The personal conduct of every resident must be in compliance at all times with these Rules and Regulations in order to ensure the high standards of the students and faculty of the College as a public institution of higher learning. **Any violation of these Rules and Regulations or other provisions of this Contract will subject the violator to disciplinary action including dismissal from the residence halls, suspension or dismissal from the College or, if appropriate, criminal prosecution, as stated in Section 9. The Rules and Regulations are as follows:**

- 8.1 Solicitation and sales by residents and others is not allowed, unless prior approval has been obtained from the appropriate governing body.
- 8.2 Residents or guests may not enter or exit through the Fire Doors.
- 8.3 Resident found responsible for theft will be subject to disciplinary action including probation, dismissal from the residence halls, suspension or dismissal from the College or, if appropriate, criminal prosecution, as stated in Section 9, Violations of Terms of Residence Hall contract.
- 8.4 The following are prohibited in the residence halls:  
-Tapes, tacks, nails, or paste on walls.  
-Firearms, other weapons, firecrackers, explosives, chemicals or any type of items, which constitute a fire hazard.  
-Pets of any kind; (cats, dogs, gerbils, snakes, fish, birds, spiders, etc.).  
-Harassment, physical or verbal confrontations of any kind. Grounds for dismissal  
-I.D. - tampering with or altering or allowing another to use an FIT ID or key/key card to gain access to residence halls.  
Grounds for Dismissal.  
-Cooking in rooms not designated as suites.  
-Refrigerators/freezers not supplied by the Residential Life Department - possession of.  
-Electrical appliances - possession of - heaters, hot plates, microwave ovens, halogen lamps, electric coffee pots, etc. (With the exception of coffee makers and microwave ovens in suite accommodations).  
-Installation of room dividers or cloth decoration (fire hazard).  
Candles, incense, or halogen lamps (fire hazard) - possession or use of.  
-Smoking any type of cigarette, cigar, pipe or similar object is strictly prohibited in all residence hall rooms, suites, and public areas (lobbies, stairwells, elevators, hallways, lounges etc.).  
-Fire safety equipment or smoke alarms - tampering with or vandalism.  
-Throwing of any items out of windows. Residents are also held responsible if their guests throw anything out of the window.  
Grounds for dismissal.  
-Sitting on windowsills or hanging-out of windows.  
-Placing items on the window ledge.  
-Alcoholic beverages and/or paraphernalia, narcotics or illegal drugs - possession, use or distribution of. Grounds for dismissal.
- 8.5 Residents are not allowed to move personal furniture or large musical instruments into the residence halls.
- 8.6 Accessing the roof of any residence hall is prohibited. Residents found violating this policy will be fined and/or dismissed.

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- 8.7 Residents may not change rooms or move from one room to another without prior permission from the Residential Life Office. Furniture and/or furnishings are not to be moved from room to room or removed from any building. Residents are not permitted to paint rooms. Painting is done at the discretion of the College.
- 8.8 No garbage cans, bottles, bicycles or other articles shall be placed in the halls or on the staircase landings, nor shall anything be hung from the windows or placed on the windowsills. Neither shall any linens, cloths, clothing, curtains, rugs or mops be shaken or hung from any of the windows or doors. No fire escapes shall be obstructed in any matter. No occupant shall sweep or throw from the premises any dirt or other substance into any of the corridors, halls, elevators, light shafts, ventilators or elsewhere in or out of the building. Occupants are also responsible for the actions of their guests.
- 8.9 **Residents and their guests must comply with the directions of any college employee/personnel acting in performance of their official duties. Violators may be** subject to disciplinary action including dismissal from the residence halls, suspension or dismissal from the College or, if appropriate, criminal prosecution, as stated in Section 9. **Any individual dismissed from the residence halls may not return as a resident or as a visitor.**
9. **VIOLATIONS OF TERMS OF THIS CONTRACT.** Residents who do not abide by the terms of this Contract (including the Rules and Regulations in the Resident Handbook and/or posted current regulations) shall be (a) subject to Judicial procedures or further disciplinary action by the Director of Residential Life and/or Office of Student Success and Enrollment Management. This may include dismissal from the residence halls, or suspension or dismissal from the College, depending on the severity of the violation and other considerations, (b) liable for all losses and damages caused by their failure to so abide and (c) subject to criminal prosecution if necessitated by the nature of the offense. **IF ANY OBJECT OR DEBRIS IS THROWN FROM A RESIDENT'S ROOM, THE RESIDENTS RESIDING IN SAID ROOM SHALL BE HELD ACCOUNTABLE FOR SUCH ACTION UNLESS THE PERSON(S) RESPONSIBLE FOR SUCH ACTION IS SPECIFICALLY IDENTIFIED. ANY RESIDENT FOUND RESPONSIBLE FOR SUCH A VIOLATION SHALL BE SUBJECT TO DISMISSAL, AND IF APPROPRIATE, CRIMINAL PROSECUTION.**
10. **ROOM ASSIGNMENT POLICY**
- 10.1 Room assignments will be made without regard to race, creed, color, national origin or sexual orientation, and in a manner that is fair and equitable to all eligible residents.
- 10.2 Final assignment decisions will be made by the College with due regard for the welfare of the occupants. The College reserves the right to move or change any furniture or furnishings and to reassign any occupant to any other accommodations at any time the College finds it necessary or desirable to do so.
- 10.3 The College reserves the right to increase occupancy of a room at a reduction in the room rate for all residents concerned (refer to Section 6.2). Increased occupancy rooms include an additional bunk bed, chest of drawers, a desk and chair. Residents assigned to these rooms select beds on a first-come, first-served basis. Just as the College reserves the right to increase resident's room occupancy in order to accommodate more residents, it similarly reserves the right to change the occupancy of an increased room to normal occupancy at any time. **ROOMS OR 1/2 SPACES MAY BE RENTED DURING WINTER RECESS PERIODS, ONLY TO RESIDENTS CURRENTLY LIVING IN THE RESIDENCE HALLS.**
- 10.4 **RESIDENTS WHO ARE WITHOUT A ROOMMATE.** If, after Move-in week, a resident remains in a room with no roommate assigned to them they may request to remain in that room as a "buy out" given they pay the additional room cost and receive Residential Life Office approval. This applies only if the Residential Life Office has no roommate to assign. If a resident is unwilling or unable to pay the additional charge the Residential Life Office will reassign that resident a double occupancy space and offer that single space to a resident waiting for a single space.
11. **RESIDENTS UNDER 18 YEARS OF AGE.** If the applicant is under 18 years of age, the parent or guardian must agree to the application for housing and this contract. See summer information regarding age requirements.
12. **OCCUPANCY.** This contract provides for occupancy by the applicant exclusively. Others may not use rooms without prior written consent of the Director of Residential Life. **ANY UNAUTHORIZED PERSONS SHALL BE BANNED FROM ALL THE RESIDENCE HALLS, AND THE RESIDENTS RESPONSIBLE SUBJECT TO DISMISSAL.**
13. **INSPECTION AND ENTRY.** The College unconditionally reserves the right to inspect rooms and all parts of the residential buildings at times convenient to the residential life staff and College staff for inspection, repairs, redecoration, or remodeling and to affect other steps necessary and advisable for safety, security and conduct of its Residence Program. The Residential Life Office shall retain a passkey to all rooms and suites. No occupant shall alter any lock or install a new lock on any door of the College premises. Residential Life staff may enter any room or suite at any time if it is reasonably believed there exists a threat to the health, safety or security of any student, or that a violation of the terms of this contract exists.
14. **VISITATION PROCEDURES AND RULES.** All residents can find a copy of the current regulations regarding visitation on the Residential Life website. Residents are expected to know and abide by current regulations or visitation privileges will be suspended.

Public areas such as corridors and lounges are strictly prohibited as sleeping facilities.

THERE WILL BE NO OVERNIGHT VISITATION DURING FALL OR SPRING OPENING WEEKS, FINAL EXAM PERIODS OR CLOSING PERIODS. Signs will be posted. Residents are advised to check with the Residential Life Office before making arrangements with guests to be sure that Overnight Visitation is available to them. It is the responsibility of each resident to check before inviting an overnight guest. If there is a problem, the resident is to check with the Residential Life Office during business hours. Overnight visitation is not permitted for guests under the age of 5 years.

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Residents must show their College identification (Valid FIT Resident I.D.) to gain access into the building, or to sign in guests. ALL GUESTS MUST HAVE PROPER I.D. TO BE SIGNED INTO ANY RESIDENCE HALL. NO EXCEPTIONS ARE MADE TO ADMIT ANYONE WITHOUT PROPER I.D. Acceptable I.D.'s: A current school I.D., Driver's License, current Employment I.D. Card. Guests under 18 years of age, having none of the above, may submit a copy of their birth certificate.

- 14.1 Day Visitation. Guests must report to the security desk. The resident will go to the security desk in their residence hall and ask the guard for their day visitation card. The guard must confirm identity via the resident's FIT ID and the guest's FIT approved photo ID. The guest must be signed in and out upon entering and leaving the building. It is the responsibility of the resident to sign his/her guests in and out. The guest will be issued a guest pass, which must be in his/her possession while in the residence hall.
- 14.2 Overnight Visitation. Residents must use the online form (<http://www3.fitnyc.edu/residentiallife/guestpass.htm>) to register their overnight guests. Guests may be registered up until 4 P.M. on the day of their arrival (Monday through Sunday). Upon guest's arrival, resident and guest will report to security desk in their residence hall and present their photo IDs. An overnight guest pass will be issued for the resident to pick-up from the Security desk.

Residents must be with their guest at all times. Guests are subject to the same regulations as their hosts. A guest found alone anywhere in the residence halls will be asked to leave and may not be permitted to return. A resident who signed in a guest found alone in the building will be subject to disciplinary action. If a guest is not signed out properly, he/she will be listed as an unregistered overnight guest (other sanctions may apply).

DAY VISITATION HOURS: 8:00 a.m. to 12:00 a.m. OVERNIGHT VISITATION HOURS: 12:00 a.m. to 8:00 a.m.

As stated above, signs will be posted when there is no overnight visitation or any changes in visitation. visitation is limited to 8 nights per 30 days not exceeding 2 consecutive nights.

**There is no overnight visitation unless roommate(s) are in agreement.** If residents of a room are in agreement, each resident's visitation is limited to 8 nights per 30 days not exceeding 2 consecutive nights, provided that all have met orientation requirements. Residents having day guests are not to infringe on the rights of a roommate. It is considered excessive to have more than three guests in a room at one time. It is inconsiderate for a roommate to have a constant daily guest for several hours. Extended visitation is having a visitor stay in the residence halls for more than two consecutive nights. The maximum length of stay for an extended guest is 5 days. EXTENDED VISITATION WILL ONLY BE GRANTED ONCE IN ANY 30 DAY PERIOD AND ONLY IF THE RESIDENT HAS NOT HAD OVERNIGHTS WITHIN THE PRECEDING SEVEN DAYS. THERE IS NO EXTENDED VISITATION AND OVERNIGHT VISITATION IS LIMITED DURING SUMMER/WINTER RECESS.

15. **BATHROOM FACILITIES.** The use of shower, bath, and toilet facilities are restricted. It will be the responsibility of all residents of Nagler Hall and residents of the single gender floors in Coed Hall, when a male guest is using the bathroom facilities, to remain OUTSIDE the bathroom until the male guest leaves the bathroom. VIOLATION OF THESE RULES COULD RESULT IN DISMISSAL FROM THE RESIDENCE HALLS. ONLY ONE PERSON IS ALLOWED IN A SHOWER/BATHTUB AT A TIME.
16. **NOISE.** Quiet Hours begin at 10:00 p.m. and end at 9:00 a.m. every day. No occupant shall make or allow any guest of theirs to make any disturbing noises in the building, nor act or permit any guest of theirs to act in a way that may interfere with the rights, comfort or convenience of other occupants. No occupant shall play any musical instrument or operate a stereo, TV or radio so that other residents can hear it. Equipment will be disconnected and confiscated at the discretion of the Residential Life Office, or returned home if noise regulations are not honored.
17. **ORIENTATION.** FIT Residence Hall Orientation is mandatory for all residents (including transfer and one year residents). Residents will NOT have overnight visitation privileges until all orientation requirements are completed.
18. **NO LIABILITY.** The College, their staff and officials are not insurers against any loss or damage by reason of any personal injury or by theft, burglary, loss of fire, or any other cause, and none of them shall be liable for any such loss or damage sustained by the occupant or by any guest of the occupant.
19. **INSURANCE.**
  - 19.1 **Medical Insurance.** IT IS MANDATORY THAT ALL RESIDENTS HAVE MEDICAL INSURANCE. Residents not covered by a parent's or guardian's medical policy must purchase comprehensive medical coverage available through the college. All foreign residents must take out the medical insurance offered by the college.
  - 19.2 **Theft/damage insurance.** Each occupant may independently procure added insurance for his/her protection, including any insurance he/she may desire against any loss or damage by reason of theft, fire, or any other cause.
20. **LAUNDRY.** The College will provide pay-per-load equipment for laundering of personal items.
21. **BINDING CONTRACT.** The College agrees to provide the accommodation and services set forth above and this Contract becomes binding on the individual (and his/her parent if a minor) and the College.
22. **MEDICAL PERMISSION.** By accepting residency, I give permission to receive such medical attention as and when required and if necessary to be admitted to a hospital by the Resident Counselor or other responsible personnel authorized by the College (including medical personnel of the College Health Service). They are hereby authorized to take whatever action is necessary to insure the safety of the resident. Furthermore, the guardian and/or resident gives permission to the medical office to release such pertinent medical information in its possession that may effect the ability of the personnel authorized by the College to insure the safety, well being and functioning of the resident in the Residence Halls.

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23. **TRIPLE ROOMS.** I understand that I may be placed in a traditional style triple room (refer to section 6.2) in either Nagler Hall or CoEd Hall. I further agree to move to the space available when notified to be detripled. This assignment could be either Nagler Hall or Coed Hall when detripled. Residents who choose to remain tripled when offered a space in a double room, will forfeit any additional detriple refunds from the date the resident was offered a double space.