



State University
of New York

RESIDENT HANDBOOK

2020-2021

Office of Residential Life
Fashion Institute of Technology
New York, NY

(212) 217-3900 27th Street Office, 1st
Floor, Alumni Hall

(212) 217-3930 31st Street Office, 1st
Floor, Kaufman Hall

residentiallife@fitnyc.edu

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FOREWARD

WELCOME

Welcome to Residential Life at the Fashion Institute of Technology. Our residents come from all over the world and across the United States. 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 create lasting friendships. We invite you to make the best of your experience here by taking advantage of the many opportunities that living on campus provides. We encourage you to be part of our diverse and vibrant community by sharing your interests, talents, and life with others. Residents are expected to exercise self-discipline and good judgment, while taking responsibility for their decisions and behavior.

MISSION STATEMENT

Residential Life at FIT cultivates a living and learning community that allows for and supports the creativity and academic success of our residents. We provide a safe, sustainable residential experience that supports the mission of the College and meets the demands of an urban campus through cohesive work practices and collaboration. We promote learning in its broadest sense through educational programming, student leadership, community standards, and civic engagement. We are committed to a diverse community that fosters inclusivity by encouraging personal growth and mutual understanding amongst all.

LIVING IN A SAFE AND OPEN ENVIRONMENT

FIT is firmly committed to creating an environment that supports people of diverse racial and cultural backgrounds. By providing a learning and working environment that encourages, utilizes, respects, and appreciates the full expression of every individual's ability, the FIT community fosters its mission. FIT is committed to prohibiting discrimination in its programs and activities, whether based on their actual or perceived protected characteristics, including age, citizenship status (except as required to comply with law), color, creed, disability, ethnic background, familial status, gender, gender identity, genetic information, marital status, military service or veteran status, national origin, pregnancy (including childbirth and breastfeeding), race, sex, sexual orientation, transgender status, unemployment status, an individual's relationship or association with a member of a protected category, a caregiver, or any other criterion prohibited by applicable federal, state, or local laws. Inquiries regarding the nondiscrimination policy may be directed to the Affirmative Action Officer/Title IX Coordinator, 212 217.3360, titleix@fitnyc.edu.

Discrimination and harassment are not tolerated in the residence halls. We encourage residents to report this to the Office of Residential Life immediately. Complaints will be addressed according to the college's policies and protocol.

The safety and well-being of FIT's students, faculty, staff, and visitors is of paramount importance. Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, FIT publishes an annual report containing crime statistics and statements of security policy, accessible online through the following site: <https://www.fitnyc.edu/safety/statistics/>. A paper copy of the report will be provided upon request by contacting Public Safety's administrative office number at 212 217.4999. FIT's Advisory Committee on Campus Security will provide upon request all campus crime statistics as reported to the United States Department of Education. Statistics may also be accessed at the Department's website, <http://ope.ed.gov/campusafety>.

FIT RESIDENCE HALLS AND HISTORY

NAGLER HALL

Nagler Hall, which is ten stories high, is located at 220 West 27th 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 27th Street. Coed Hall opened for occupancy in the fall semester of 1975. 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 27th 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 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 31st Street between 9th and 10th 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 computer lab, fitness center, and laundry facility located in the basement level of the building.

RESIDENTIAL LIFE OFFICE

RESIDENTIAL LIFE OFFICES

Hours: Monday-Friday, 9am-5pm

Department Website: www.fitnyc.edu/residentiaallife

Email: residentiaallife@fitnyc.edu

27th Street Location:

Alumni Hall, 1st Floor Lobby
210 W. 27th Street

Phone: (212) 217-3900 **Fax:** (212) 217-3901

Kaufman Hall Location:

1st Floor Lobby
406 West 31st Street

Phone: (212) 217-3930 **Fax:** (212) 217-3931

Connect to Residential Life: Social Media Platforms

Get the latest information about events, Residential Life processes, deadlines, safety and wellness tips, and ways to enhance your on-campus experience. When you join our social media platforms, you join our community:

- **Facebook:** <https://www.facebook.com/FITResidentialLife>
- **Instagram:** <https://instagram.com/fitreslife/>
- **Twitter:** <https://twitter.com/fitreslife>
- **YouTube:** <https://www.youtube.com/user/FITResidentialLife>
- **Snapchat:** fitreslife

RESIDENTIAL LIFE STAFF - WHO'S HERE TO HELP?

Resident Assistants

To most residents, the Resident Assistant (RA) is the most visible representative of the Residential Life Office. RAs are FIT students who live on each floor and are:

- a resource for residents in academic and personal concerns
- sensitive to the particular problems and needs of residents
- a referral agent for professional help
- Resident Assistants have scheduled office hours every evening from 7pm -11pm. The RA office is located on the first floor of each residence hall.

Director of Residential Life

The Director oversees all aspects of the residential educational and housing operations of the Office of Residential Life. The Director provides strategic direction, leadership, budget management and supervision of the department including facility long-term planning, residential education initiatives, staff development, and assessment initiatives. The Director supervises the residential life staff, executes policy and procedures, and functions as a liaison between the residence halls and the College. The Director also serves on the College's CARE Team.

Associate Director of Residential Life

The Associate Director of Residential Life is responsible for the development of a comprehensive residential education program, which includes the coordination and implementation of student conduct and crisis management procedures in the residence halls. The Associate Director works closely with the Director to provide leadership and management of the department by providing educational, advising, programming, and leadership development through cross-campus collaborative efforts. The Associate Director also serves on the College's CARE Team.

Assistant Director for Community Standards and Support

The Assistant Director for Community Standards and Support is responsible for managing the day-to-day operations of the residential student conduct process and coordinating critical incident follow up. The Assistant Director oversees and implements procedures for incident response and community standards, and ensures departmental compliance with FIT, SUNY, local, state, and federal guidelines and policies. The Assistant Director also represents the department to campus partners and serves as a liaison to the Dean of Students Office, Title IX Coordinator, Public Safety, Health Services, the Counseling Center, and other entities.

Residential Education Coordinators

The Residential Education Coordinator (REC) is responsible for providing leadership and supervision for a residence hall community. Reporting to the Associate Director of Residential Life, RECs oversee the daily operation of a residence hall and serve as an active and visible Residential Life staff member. RECs lead educational and community-building initiatives within a residence hall through supervision of staff, building relationships with and assisting residents, enacting community standards procedures, and serving on an on-call duty rotation. RECs are also instrumental in contributing to the success of Residential Life and the FIT Division of Student Success through department-wide and campus activities including move in/out, student leadership retreats, summer housing, departmental committees, assessment, and more.

Assistant Residential Education Coordinators

The Assistant Residential Education Coordinator (AREC) is responsible for assisting with the leadership and supervision of a residence hall community. Reporting to the Residential Education Coordinator, ARECs help to ensure the effective operation of a residence hall and serve as an active and visible Residential Life staff member.

ARECs assist with educational and community-building initiatives within a residence hall through supervision of staff, enacting community standards procedures, and serving on an on-call duty rotation. ARECs are also instrumental in contributing to the success of Residential Life and the FIT Division of Student Success through department-wide and campus activities including move in/out, student leadership retreats, summer housing, departmental committees, assessment, and more.

Housing Operations Manager

The Housing Operations Manager is responsible for the administrative operation of a comprehensive housing program. The Housing Operations Manager is responsible for planning, directing, and overseeing all aspects of housing operations. The Housing Operations Manager serves as a liaison to key College partners in facilities, IT, and Public Safety.

Housing Operations Associates

The Housing Operations Associates assist with creating and maintaining processes and projects related to the housing application process, assignments, and billing for academic year and summer housing/conferences. Responsibilities include administrative tasks and operational functions associated with the management of the residence halls such as: openings, closings, room assignments and selection. Housing Operations Associates also serve as chairs and members of various departmental committees.

Administrative Staff

Administrative staff assist with the daily business involving the Department of Residential Life. They work to manage phone and email requests, directing students to resources, and managing financial paperwork. They oversee the Community Assistants, and participate on departmental committees.

ON CAMPUS RESOURCES

DEPARTMENT OF PUBLIC SAFETY

Location: Pomerantz (**D442**)

Phone: (212) 217- **7777** (Emergencies only)
(212) 217- **4999** (Non –emergencies)

Each building/residence hall has 24-hour security coverage. Public Safety/security concerns, reports or complaints should be directed to the Department of Public Safety.

MAINTENANCE/ DEPARTMENT OF BUILDINGS AND GROUNDS

Location: Dubinsky Basement (**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. Work orders can also be submitted online through the Online ABM Work Order System (instructions on how to submit online work orders can be found on page 12)

INFORMATION TECHNOLOGY (IT) SERVICES

Location: Marvin Feldman Center - C307A

Phone: (212) 217 – HELP (4357)

Email: TechHelp@fitnyc.edu

<http://it.fitnyc.edu/techhelp/>

DINING SERVICES

Locations:

1. Dubinsky Dining Hall
2. FIT Express in Kaufman Hall
3. FIT Express in Marvin Feldman Center
4. Starbucks

Phone: 212 217-5770

Email: pope-jess@aramark.com or weissberg-jan@aramark.com

<https://fit.campusdish.com/>

DEAN OF STUDENTS OFFICE

Location: Business & Liberal Arts Center, Room B221

Phone: 212 217-3800

<http://www.fitnyc.edu/emss/>

RESIDENCE HALL POLICIES AND PROCEDURES

In addition to all generally applicable FIT policies, which remain in effect and apply in all residence halls, residents are expected to familiarize themselves with the information outlined below, and adhere to the policies and expectations as stated. Failure to follow these policies may result in disciplinary action, regardless of whether the resident was aware of the information. Residents are also responsible for all actions of their guests.

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, as part of fostering and supporting a safe environment supportive of the College's educational mission. No drugs, alcohol, alcohol related paraphernalia, (glasses: shot, wine, martini, etc.; empty alcohol containers) or drug paraphernalia (pipes, grinders, bongs, etc.) are permitted on campus regardless of the student's age.

FIT is committed to a drug-free environment in accordance with current statutory provisions. Unlawful manufacture, possession, distribution, dispensation, sale, or use of controlled substances (illegal drugs) and related paraphernalia on the FIT campus or as part of any FIT activity is prohibited and will not be tolerated. Alcoholic beverages and related paraphernalia cannot be brought into or consumed on the FIT campus or as part of any FIT activity, except in connection with authorized College events. Under no circumstances are alcoholic beverages to be served to any students on campus or as part of any FIT activity, with the exception of specifically-authorized College events for graduate students.

For a full list of prohibited conduct, potential college and legal sanctions, health risks, and drug and alcohol abuse programs and resources, see FIT's Drug and Alcohol Abuse Prevention policy (at <https://www.fitnyc.edu/policies/enrollment-management/drug-alcohol-abuse-prevention.php>).

BATHROOM POLICIES

Residents and guests must use the shower, bath, and toilet facilities that are consistent with their gender, but are permitted to do so regardless of their sex assigned at birth, anatomy, medical history, appearance, or the sex indicated on their identification. Residents living on a floor without a bathroom that matches the gender of their guest must escort the guest to the floor's bathroom, announce them, 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.

Kaufman Hall (*31st Street residents*) - Shower curtains are custom sized and are supplied, by the college, in all bathrooms at our 31st 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.

BULLETIN BOARDS

Bulletin boards are found on each floor. Important announcements and information are posted regularly. Residents are responsible for keeping themselves informed by reading these boards. All notices/flyers must be approved by the Residential Life Office. Unapproved notices/flyers will be discarded if found. Residents may not tamper, alter, remove, or damage bulletin boards in any way.

BUNK BEDS

See "Furniture"

CALENDAR/DATES

A calendar with important dates and deadlines regarding move in and move out, housing selection, and refunds can be found on the Residential Life website: <https://www.fitnyc.edu/residential-life/calendar.php>
Please make sure to check the calendar at least once a semester.

CHANGE OF ADDRESS

Address changes must be reported to the Registrar's Office (Feldman Center, Room C158).

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.
- Painting with spray cans and similar products may not be done in the Residence Halls

CLEANING

Each resident is responsible for maintaining reasonable care of their room. 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 resident to take responsibility for cleaning up after themselves 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 KITCHENS AND NAGLER HALL REFRIGERATORS

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/refrigerator are left at the resident's own risk. Anything left in the refrigerator should be labeled with the resident's name and room number.
- Each floor in Nagler is responsible for the cleanliness of its refrigerator.
- 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.

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. 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.

DAMAGE

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 residents and/or building residents with a minimum fine of \$5.00 per person. *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.

Specifically:

- 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 and fabric decorations must not cover more than 25% of the surface area of any wall, including tapestries, posters, and similar items
- 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.
- 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.

FLIERS/SOLICITATION

All fliers must be stamped by the Office of Residential Life prior to posting in the Residence Halls. We do not permit solicitations, apartment or job listings to be posted. Residents may not solicit their peers door to door.

Visit the Office of Residential Life for more information

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.** Possession of prohibited furniture, including moving College owned furniture to an prohibited area will result in disciplinary action.

Dismantling closet doors and personal use of common area furniture are also prohibited.

Beds may not be lofted in any way, including no lofting on dressers, desks, or other items in the room and/or apartment. If bunk beds are furnished by the college, residents must contact the FIT Maintenance Department to bunk or de-bunk beds. *Only college maintenance personnel may assemble and/or disassemble bunk beds.* *Non-bunk-beds* must NOT be raised to the top notch or level or else the legs of the bedframe will be wobbly.

HANGOUTS

Resident Assistants periodically host Hangouts to bring the floor together. Hangouts can cover a variety of topics and provide an opportunity for RAs to build community, facilitate activities, and disseminate important housing information to residents. If you cannot attend, it is the resident's responsibility to make arrangements with their RA to get the information covered at the Hangout.

HARASSMENT AND DISCRIMINATION POLICY

The Fashion Institute of Technology is committed to providing all of its faculty, staff, and students the opportunity to pursue excellence in their academic and professional endeavors. 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 discrimination and discriminatory harassment. This includes treating persons less favorably or differently because of their actual or perceived protected characteristics, including age, citizenship status (except as required to comply with law), color, creed, disability, ethnic background, familial status, gender, gender identity, genetic information, marital status, military service or veteran status, national origin, pregnancy (including childbirth and breastfeeding), race, sex, sexual orientation, transgender status, unemployment status, an individual's relationship or association with a member of a protected category, a caregiver, or any other criterion prohibited by applicable federal, state, or local laws. Additionally, it includes subjecting an individual on the basis of his or her protected characteristics to humiliating, abusive, or threatening conduct that denigrates or shows hostility or aversion toward an individual or group that is sufficiently severe, pervasive, or persistent so as to interfere with or limit a person's ability to participate in or benefit from FIT's programs or activities. Discriminatory harassment can take

different forms and can consist of oral, written, graphic, or physical conduct relating to an individual's protected characteristics; accordingly, the determination of what constitutes discriminatory harassment will vary according to the particular context and circumstances. Discriminatory harassment includes sexual harassment and gender-based harassment, defined herein, which are also prohibited by and typically investigated under FIT's Sexual Misconduct Response policy.

Each member of the community is responsible for fostering mutual respect, and for refraining from conduct that violates this policy. Please refer to the Nondiscrimination and Anti-Harassment Policy for additional information, <https://www.fitnyc.edu/policies/college/nondiscrimination.php>

HEALTH AND SAFETY INSPECTION - CHECKS AND ENTRY

The College reserves the right to enter, repair, inventory, inspect, or search, and students expressly consent to such entry or entries into, any student space at any time, including but not limited to health and safety inspections of residence hall rooms. This includes Residential Life Staff, Public Safety Officers, Facilities staff, and any other College employees or contractors who have a legitimate need to enter the space. 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 are 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 issues discovered as a result of Health and Safety Checks, and/or inspection and entry of College Personnel.

IDENTIFICATION CARDS

Every resident is issued a Resident Student College Identification Card. This **MUST** be carried at all times. Every student must show their college ID when entering any building on campus, signing in visitors into the residence halls and obtaining meals in the dining hall.

ID REPLACEMENT

If a resident has lost their ID:

1. They should come to the Residential Life Office in either Kaufman or Alumni Halls.
2. Residential Life staff will charge the resident's student account \$25 for a new ID and give a slip of paper to bring to Public Safety.
3. The resident will bring the slip of paper to the Public Safety Office in Kaufman Hall or Pomerantz-442
4. Resident must bring new ID to the Residential Life Office for validation sticker.

PLEASE NOTE: Altering or counterfeiting a FIT ID card is strictly prohibited. Any altering or misuse of IDs will result in disciplinary action.

INTERNET AND WIFI

Internet access is provided to all residents through IT.

The use of any electronic device operated across the FIT network facilities and resources should be in accordance with the FIT Computer and Network Use policy:

<https://www.fitnyc.edu/documents/policies/it001-computer-and-network-use.pdf>

For information on how to connect to FITAIR please see the IT website:

<http://it.fitnyc.edu/2015/01/14/connect-to-the-wireless-wifi-network-fitair/>

LAUNDRY ROOMS

There are card operated washing machines and dryers located in each residence hall, which are maintained by an outside vendor. Money can be placed on these cards on card machines located in the workroom of Alumni Hall, the lobby or Nagler Hall and basement laundry rooms in Coed and Kaufman Halls. 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 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).

LOCKOUTS, LOST KEYS, & KEY REPLACEMENT

During office hours (9:00 am – 5:00 pm, Monday – Friday), residents who are locked out of their rooms must request a lockout in the Residential Life Office in either Alumni Hall or Kaufman Hall. There is no lockout service available between 5pm and 6pm. Residents are charged according to the schedule below.

Weeknights and weekends, while the residence halls are occupied, the RA assists with all lockouts. The resident who is locked out visits the Public Safety desk in their building to request a lockout. The RA will verify your identity and unlock your room. You will be asked to sign off on the lockout, and will be charged to your student account for the lockout according to the following schedule:

- First Lockout: No Charge
 - Second Lockout: \$10.00
 - All Additional Lockouts/Cylinder change: \$25.00*
- *Multiple lost keys may result in disciplinary action

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

It is important that residents lock their doors when leaving their rooms for any period of time and carry their key with them at all times. This helps to safeguard your belongings.

Residents who lose their key and need a replacement should visit the Residential Life Office in either Alumni Hall or Kaufman Hall, during office hours (9:00 am – 5:00 pm, Monday – Friday). After hours and on weekends, residents should contact an RA by visiting the Public Safety desk in their building. You will be asked to sign off on the key replacement, and will be charged \$25.00 to your student account.

No replacement keys will be made between midnight & 9AM. If a resident needs access to their room, they can contact Public Safety and have them contact the RA on duty for a lockout. The duplication of keys by anyone other than University-authorized personnel is prohibited.

LOCK CHANGES AND REPAIRS

Lock repairs or lock problems must be reported to the Residential Life Office during office hours. All lock changes and repairs must be made by the college locksmith or their designee. Locks will not be changed on evenings, weekends and holidays except in emergencies.

LOST & FOUND

Any lost or found item may be located at the Central Department of Public Safety, Pomerantz, D442.

LOUNGES AND WORKROOMS

Lounges are provided in each residence hall. The Alumni and Nagler workrooms are on the first floor of the building and the Coed and Kaufman workrooms are located in the basement. These facilities are for residents and their authorized guests. A 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.

The Alumni Workroom has designated quiet hours from 7pm to 10am Sunday through Thursday

During Residence Hall Closing Week, 24 hour Quiet Hours are in effect in all areas of the Residence Halls.

MAILBOXES, MAIL AND PACKAGES

27th street Mailroom is located in Room **BCO3A** (Basement of the Business and Liberal Arts Center)/ Kaufman Hall Mailroom is located in the 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.

MAINTENANCE/REPAIRS

All non-emergency maintenance concerns should be reported to UG2 Facility Services via the online work order system or at 212-217-4440.

For emergency issues such as:

gas smells, water leaks, power failure, lack of heat, etc.

Call Public Safety at 212-217-7777

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

OCCUPANCY

The Residential Life Office has guidelines to manage large gatherings in the residence halls. Prohibited gatherings include:

- More than 6 individuals in a double or triple occupancy space, including the residents of the room.
- More than 8 individuals in a quad occupancy space, including the residents of the room.

Gatherings meeting the above qualifications can result in disciplinary action being taken against all participants.

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. 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 Residential Education Coordinator 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 all FIT policies, Residential Life policies, and 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. Please see a full listing of policies pertaining to student conduct in the Residence Halls in section titled "FIT Code of Conduct and Residential Life Policies"

PERSONAL PROPERTY

FIT shall not be liable or otherwise responsible for any loss or damage of personal property for either a resident or guest. We recommend that residents obtain insurance for their property and keep their most valuable possessions at home. Coverage of personal belongings under parent's/guardian's homeowners or renters insurance is advised. Insurance for student property specifically designed for college residents is recommended. Insurance brochures are available in the Residential Life Office. FIT is not affiliated with any of these insurance providers. For any/all damages to personal property, residents should visit the Department of Public Safety in Pomerantz 442 and request for a Supervisor to file a report.

Personal Property Insurance: The College assumes no responsibility for a resident's personal property. FIT shall not be liable or otherwise responsible for any loss or damage of personal property for either a resident or guest. Coverage of personal belongings under parent's/guardian's homeowners or renters insurance is advised. Additional insurance for student property specifically designed for university residents is recommended. If you need to purchase an insurance plan, informational brochures are available in the Residential Life Office. FIT is not affiliated with any of these insurance providers. This information is strictly available for your convenience.

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 Department of Public Safety in Pomerantz-442 or in the Public Safety Office in the basement of Kaufman Hall.

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 27th 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. An exterminator will visit

your room to assess conditions and treat if necessary. The college does not reimburse for laundering services or personal property. Please see “Personal Property” for more information.

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 (If the office is closed, call Public Safety, 212 217 4999)
2. Make an appointment with Health Services
 - a. Dubinsky 4th floor – 212-217-4190
 - b. 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
4. 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 Residential Education Coordinator to discuss the bed bug procedure, which includes but is not limited to:
 - a. 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.)*
 - b. 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.)*
 - c. The College will provide a professional exterminator to treat the room/apartment, and cover extermination fees. The college does not reimburse for laundering services or personal property.

PETS/SERVICE ANIMALS/SUPPORT ANIMALS

Pets are not permitted in the facilities or residence halls of FIT. For information about service animals or support animals, please refer to the FIT-ABLE Department and the “Service Animal and Support Animal Policy” found here : <https://www.fitnyc.edu/policies/enrollment-management/service-animals.php>

PROHIBITED ITEMS

In addition to the items prohibited by College policy or elsewhere in this handbook, the following are also prohibited:

<u>PROHIBITED</u> in <u>any</u> room or suite:	<u>PROHIBITED</u> traditional-style rooms Coed and Nagler Halls
<ul style="list-style-type: none"> ● halogen lamps ● lava lamps ● portable heater ● washing machine/dryer ● heat lamp/sun lamp ● hot plate ● refrigerator ● large musical instruments 	<ul style="list-style-type: none"> ● blender ● microwave oven ● coffee pot (single-serve coffee makers similar to Keurig machines are permitted) ● roaster ● electric frying pan ● deep fryer ● window fan ● sandwich grill ● toaster/broiler ● waffle iron

- | | |
|--|---|
| | <ul style="list-style-type: none"> ● rice cooker ● refrigerator |
|--|---|

Please note these lists are not all-inclusive. All cooking appliances are prohibited in traditional-style rooms. All cooking appliances used in suites/apartments must be kept in the kitchen.

Residents will be required to remove any prohibited electrical appliances or items that are deemed hazardous by the college. Items may also be confiscated by Residential Life

QUIET HOURS

In keeping with its mission to provide an environment that is conducive to studying, the Residence Halls have a strict noise policy. All residents are expected to be considerate of fellow students and avoid excessive noise in the hallways, bathrooms, stairwells and other public areas. Voices, radios, speakers, televisions, musical instruments, etc. should never be loud enough to be heard by people outside of the room. **Quiet Hours are from 10:00pm to 9:00am**, everyday including Saturdays, Sundays and holidays. Courtesy hours are in effect 24 hours every day, including weekends. Residents are encouraged to approach each other first regarding a noise concern. If you are unable to resolve it, contact a Resident Assistant or Public Safety.

Alumni Workroom Quiet Hours: Sunday-Thursday 7pm to 10am

ROOF ACCESS

Access to the roofs of any of the residence halls is strictly prohibited. Residents will be subject to disciplinary action if found in violation.

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 are overseen by the Residential Life Office 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.

SEXUAL MISCONDUCT AND RESPONSE

FIT seeks to create and maintain a safe environment in which all members of the community – students, faculty, administrators, staff, guests and visitors – can learn and work free from the fear of sex or gender discrimination, including sexual misconduct. FIT prohibits sexual misconduct by its students, faculty, administrators, or staff. Sexual misconduct covered by this policy includes, among other things, sexual assault, gender-based harassment, sexual harassment, stalking, and domestic and intimate partner violence. The College will promptly investigate all allegations of sexual misconduct and take appropriate disciplinary action upon finding a violation of this policy. The College is committed to supporting victims of sexual misconduct and is committed to providing support services and accommodations. Just as important, FIT offers education and training programs intended to prevent sexual misconduct from happening in our community. FIT also prohibits other types of discrimination and harassment. For additional information, please visit

<http://www.fitnyc.edu/policies/safety-security/sexual-assault-stalking-abuse.php>

SOLICITATION OR GAMBLING

Students may not use College property for any activity prohibited by federal, state, local law or College policy. Solicitation or use of College facilities or resources for any personal gain or profit is prohibited. Examples of prohibited behavior include but are not limited to engaging in any nature of business for personal benefit on College property or gambling on College property.

The following activities are not permitted in the residence halls: *(Please note, this list is not all-inclusive.)*

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

SPRAY PAINTING

Spray painting and/or the use of adhesives in the residence halls is prohibited. Please use the college spray painting room located in Pomerantz (*D Building*), Room 637; contact your professor regarding use.

TOBACCO FREE POLICY

FIT is a tobacco-free campus. FIT supports an environment where students, employees, visitors, contractors, or other persons do not smoke or use tobacco products and are not exposed to those who do. Therefore, FIT prohibits students, employees, visitors, contractors, or other persons from smoking and the use of tobacco products anywhere on campus. The FIT campus is defined as property or facilities either owned, leased or controlled by the college to include all college buildings and facilities, residence halls, any indoor area, or anywhere on FIT grounds, including (but not limited to) the elevated walkway, the breezeway between the David Dubinsky Student Center and the Business and Liberal Arts Center, terraces, and any other area within the perimeter of any FIT property. This also includes all college vehicles such as cars, vans, and trucks.

For more information on FIT's Tobacco-Free Campus policy, please see

<http://www.fitnyc.edu/documents/policies/tobacco-free-campus-final.pdf>

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, Kaufman, and Alumni and placed in the trash bins in Nagler Hall. 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 27th 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.

For more information about recycling guidelines in NYC, please see:

<http://www1.nyc.gov/assets/dsny/zerowaste/residents/what-to-recycle-for-residents.shtml>

VENDING MACHINES

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

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 may not tamper with or remove window stoppers, window gates, or windows.

Items thrown or falling out of windows endangers staff, students, and pedestrians. DO NOT leave any items on windowsills or ledges. This is considered a serious violation of residence hall policy and will be treated accordingly. Residents may not bring items/people through windows nor throw items out of windows.

VISITATION POLICY

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. The following information will help you to understand the policy better.

Visitation is considered a privilege, not a right. 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.

The Residential Life Office reserves the right to revoke and restrict any and all visitation privileges according to the guidelines outlined in the 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. 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 ALL-STAR REGISTRATION PROCEDURES

Visitors must be checked in/out of the residence halls. Day visitation hours are between 8AM-12AM. Anyone in the halls after 12AM is considered an overnight visitor.

DAY VISITATION

1. Guests must be checked in and out at the Security desk in the lobby.
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, non-drivers ID, current employment ID cards, passports and military ID cards, and birth certificates for children.
3. Residents may not check-in or check-out any day visitors between 12AM – 8AM. There are no exceptions. Day visitors that are still checked in can retrieve their IDs. Failure to check out day visitors will result in penalties (see below).

PLEASE NOTE:

- Residents can only have 4 day guests signed in at one time (without exceeding the Occupancy guidelines outlined on page 13)

OVERNIGHT VISITATION

All overnight visitors must be pre-registered online prior to arrival and no later than 4PM on the day of arrival. Visitors between the hours of 12AM-8AM are considered overnight guests. NO OVERNIGHTS are permitted at the start or end of each semester. Visitation is limited during Halloween weekend, Election Day, and St. Patrick's Day Weekend. The college will impose additional limitations as needed. Please check postings for dates and details.

Overnight visitors (visitors between Midnight and 8:00 am) MUST be pre-registered at

<http://www.fitnyc.edu/8372.asp> .

Your overnight request will not be approved if you have not completed your overnight visitation requirements.

To register an overnight guest:

1. Complete the online form 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.
3. 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.
4. Your guest will be asked to exchange a photo ID (to be left at the guard's desk) 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 held at the guard's desk.
6. 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.

PLEASE NOTE:

- Overnight visitation is limited to 8 nights per 30 days not exceeding 2 consecutive nights; this pertains to both residents and guests.
- Roommate(s) must approve all overnight guests through the visitation registration site.
- 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

EXTENDED VISITATION

Requests for extended visitation can be submitted for overnight guests staying more than two consecutive nights. Extended visitors are not allowed during Winter & Summer Housing sessions. The maximum length of stay for an extended guest is 5 days. Each guest may only be in the residence halls 8 nights per 30 days.

To register an extended overnight guest:

1. Complete the online form available <http://www.fitnyc.edu/residential-life/visitation/index.php>.
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).

PLEASE NOTE:

- 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.

HOW TO RETRIEVE A GUEST PASS

1. Guest passes are distributed by Public Safety.
2. Your guest will be asked to exchange a photo ID (to be left at the guard's desk) for the guest pass.

3. 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.
4. 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.

PLEASE NOTE:

- Pre-Registering your guests does not guarantee your request; your roommate must also approve the overnight request.
- YOU MUST RETURN the pass to Public Safety after your guests departs the residence halls (see visitation violations and penalties below).

FIRE SAFETY POLICIES AND PROCEDURES

FIRE SAFETY <http://www.fitnyc.edu/policies/safety-security/fire-safety.php>

At the sound of an alarm, residents must immediately vacate the halls using the nearest stairwell. All alarms should be treated seriously, as a fire may have occurred. Every resident is responsible for keeping the halls safe and complying with fire safety rules. Residents are asked to immediately report any noticeable problems with fire equipment to the Residential Life office.

Fire Safety- interfering with, misusing, tampering with or damaging fire safety equipment, unauthorized burning of any material on campus, disregarding a fire alarm signal or refusing to evacuate a building, reckless or intentionally activating alarm when an emergency situation does not exist are all prohibited.

LOCAL SMOKE ALARMS

Local smoke alarms are alarms that only sound in the room/apartment in which they are set off. In the event of a real fire in the room, please exit the building immediately, pull the fire alarm in the hallway and contact Public Safety at 212-217-7777.

In the event that the local smoke alarm was set off by cooking and no fire has occurred, remain in the room, open windows, and turn the stove exhaust fan on if you have one. FIT Maintenance and Public Safety is automatically notified of the alarm and will arrive shortly to turn the alarm off.

DO NOT open your front door to air out smoke. This will set off building alarms. In Alumni, exhaust fans should be turned to "High" and bedroom doors and windows should be open.

BUILDING EVACUATION

27th Street (Alumni, Coed, Nagler Hall)

When a building alarm sounds, evacuate in a safe and orderly fashion. Every alarm should be treated as **"real"**. If someone is a deep sleep, incapacitated, or has not evacuated, inform College Personnel in the lobby. If you personally see or suspect fire, pull an alarm and contact Public Safety 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. If there is smoke, 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 Residential Education Coordinator, Assistant Residential Education Coordinator, RA, or College Personnel.
9. Residents may not re-enter the building unless instructed by college personnel.

31st Street (Kaufman Hall)

When a building alarm sounds, evacuate in a safe and orderly fashion. Every alarm should be treated as "real." If someone is a deep sleep, 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 Public Safety , 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.
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. If there is smoke, keep low to the floor. If there is time, put a wet cloth to your nose and mouth.
7. Exit Kaufman Hall - Residents must not stand in front of Kaufman Hall during a building evacuation.
8. Cross the street and go up the stairs to the park by The Eugene building.
9. Follow instructions given by Residential Education Coordinator, Assistant Residential Education Coordinator, RA, or College Personnel.
10. Residents may not re-enter the building unless instructed by 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 Public Safety at (212) 217-7777, tell them your location- building/room#. Inform them if 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 Public Safety 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.

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. All students must participate in fire drills as if they were real alarms. Students who fail to evacuate or do not evacuate in a sufficient amount of time will be held responsible.

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.

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

RESIDENCE HALL OPENING

Dates, times and procedures are established each semester for residents to move into 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.

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.

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

MAY CLOSING

The residence halls close (entry doors are locked) the last day of spring exams and remain closed until the first day of Summer Housing. ALL ROOMS WILL BE CHECKED. Fines and other sanctions will be imposed for violations of residence hall policies that are discovered during the check.

LATE-CHECK OUT FINE

\$100 late check-out fine will be imposed on students who have not returned keys and officially checked out of the halls by closing date (see postings) or dismissal/withdrawal date. The resident will be immediately removed from the residence halls and any personal belongings left behind will be discarded. Additional charges and sanctions may apply.

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.

Please look for postings and emails regarding when overnight visitation begins and ends during recess periods.

There is NO overnight visitation the last week of winter/summer recess periods (see postings for exact dates).

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.

ROOM ASSIGNMENTS

The Residential Life Office reserves the right to make all final decisions regarding assignments. 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. Unauthorized room switches or occupancy of a room is a minimum \$100 fine. 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.

ROOM CONDITION REPORTS

All residents are required to submit a Room Condition Report (RCR) within 48 hours or 2 days of checking in. The RCRs are conducted prior to the resident's move-in by Residential Life staff and residents must either confirm or contest the RCR within 48 hours. To complete the RCR, residents must log into their MyHousing and under the "More Tasks" section they should select "Room Condition Reports." Under this section, residents review the condition of their room as reported by residential life staff. Residents have 48 hours to complete the RCR for their room. If a resident fails to complete their RCR within 48 hours, they will accept the condition of the room as reported by Residential Life staff and will be responsible for any damages that occur in the room after that time.

LIVING WITH ROOMMATES

Living with a roommate can be both a rewarding and a challenging experience. Each person comes into a roommate situation with their own 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 desk, dresser, bed, closet, and the window side of the room.
- Treat your roommates and their belongings with respect. Do not use your roommate's 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, Assistant Residential Education Coordinator, or a Residential Education Coordinator.

ROOMMATE AGREEMENT

Your RA will work with you to create a roommate agreement between you and your roommate(s). This process allows you to establish guidelines for you and your roommate(s) to be able to live with one another harmoniously. Be open and honest about what you need in your living environment and be willing to hear what your roommate(s) need as well. If conflicts arise, talk with your roommate(s) about them and revisit the things you agreed upon. Don't hesitate to talk with your RA as well if you need help navigating or mediating a disagreement or concern.

ROOMMATE/RESIDENT CONFLICTS

Residents are encouraged to address their concerns in a non-confrontational discussion and are expected to talk with each other first to see how the situation can be resolved. If you need help, talk to your RA for additional guidance and support. Your RA can assist in reworking your roommate contract or facilitating a conversation to come to a solution. If things don't improve, talk with your Residential Education Coordinator. Your REC will help you consider possible next steps, including additional mediation or reassignment to another residence hall room.

APPLICATION PROCEDURE

Each spring, students apply for housing for the upcoming academic year. Housing is available to full-time undergraduate degree students taking 12 or more credits. No applicant is guaranteed housing. A \$500.00 NON-REFUNDABLE housing deposit is required in order to complete & submit your housing application. Only credit card payments will be accepted. This is NOT an additional fee and will be credited towards your total housing charges.

NEW/ENTERING students to the college will be able to access the housing application after they have submitted their tuition deposit.

CURRENT/RETURNING students must re-apply for housing each academic year.

Application dates and procedures for the upcoming academic year are posted on the website and emailed to the students every spring.

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.

ROOM SELECTION

Applicants with "confirmed" housing will enter a room/roommate selection process to choose a roommate and **room type**, not a specific room/floor. Final assignments are determined by the college. Room assignments may still change prior to check-in. FIT reserves the right to change or consolidate assignments.

Wait listed students do not enter room selection and will be awarded housing based upon availability.

WITHDRAWAL PROCEDURE

Students, who decide to decline Residence Hall space, must contact the Residential Life Office by completing the online withdrawal form. Contacting another department at FIT does not relinquish a student from charges. Students who are graduating, participating in an exchange program, or withdrawing from the college must complete the housing withdrawal form. Residents withdrawing from the residence halls must adhere to the established check-out procedures as outlined in the handbook.

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

1. Complete the online withdrawal request form:
<https://www.fitnyc.edu/residential-life/policies/withdrawal-and-refund/index.php>
2. To be released from the academic year housing contract, you must provide documentation within 3 business days to the Residential Life office that supports one of the reasons for withdrawal:
 - a. Graduation from the College in December
 - b. Death of an immediate family member/guardian
 - c. Long-term hospitalization of the student or other extenuating medical condition
 - d. Entering military service
 - e. Acceptance into a College-approved study abroad program
3. Vacate the residence halls by the date/time indicated on the Withdrawal Request Form. Room Condition: Room must be left in "move-in" condition (broom swept, drawers wiped clean, floors mopped, etc.) Any items remaining will be discarded by FIT maintenance staff at the resident's expense. Please note: Any resident who fails to leave their room in "move-in condition" will be charged a cleaning fee to be determined by the college maintenance department.
4. Return key(s) and Resident ID to the Residential Life Office during office hours.

CAMPUS RESOURCES AND OTHER INFORMATION

COUNSELING CENTER

Location: Dubinsky (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 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

Counseling Center Hours During Fall and Spring Semester

Monday through Friday: 9 am - 5 pm

Evening Hours: Tuesday and Thursday, 5 pm - 7 pm

DINING SERVICES

All residents on 27th street will be billed for a meal plan each fall and spring semester. Meal plans are billed as part of your residential housing fee. You may choose the number of meals based on your desired eating habits and academic schedule.

All meal plan choices come with a certain amount of declining balance built in. Declining balance is accepted like

cash at all of our dining locations on campus and works on the same principle as a bank debit card. Whenever you buy a meal on campus, the total amount of your purchase is subtracted from your account.

Any unused declining balance dollars from the fall semester may roll over to the spring, but cannot be used toward the spring semester meal plan bill. Unused spring semester declining balance dollars are non-refundable.

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 their 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. For questions regarding meal plans and dining services, please contact Dining Services at 212-217-5776.

FERPA (The Family Educational Rights and Privacy Act of 1974)

FERPA is a federal law that protects the privacy of student education records and establishes the rights of students to inspect and review their education records and, in certain circumstances, the right to request the record be amended. The law limits the rights of institutions to disclose education records or information contained in such records without the student's written consent. These rights are subject to certain exceptions, including disclosures made to protect the health or safety of students or other persons.

For additional information on The Family Educational Rights and Privacy Act of 1974, please visit the College's policy statement at, <http://www.fitnyc.edu/policies/enrollment-management/ferpa.php>

HEALTH SERVICES

Location: Dubinsky (A402)

Phone: (212) 217-4190

Fax: (212) 217-4191

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 their 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.

IMMUNIZATIONS, ILLNESS AND INJURY

Residents are encouraged to use FIT's Health Services office. Services include consultations, general and gynecological concerns, treating illnesses, injuries, emergencies, and referrals to off-campus medical resources and providers. 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 Assistant Residential Education Coordinator and/or Residential Education Coordinator 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. Residential Life does not pay for the cost of a taxi service regarding non hospital visits.

SAFETY TIPS FOR RESIDENTS

1. Keep your suite and/or room LOCKED at all times.
2. Notify the Department of Public safety when you are working in any building after regular hours.
3. Report any suspicious activity to the Department of Public Safety 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 Public Safety immediately at (212) 217-7777.

Please note that there are **red phones** located throughout the college. Pick up the red phone to speak with The FIT Department of Public Safety.

FIT publishes an annual fire safety report on fire safety and fire statistics in on-campus residence halls. This report is available as part of the Annual Security and Fire Safety Report published pursuant to the Clery Act and is available through FIT's website at: <https://www.fitnyc.edu/safety/statistics/>. All the residence halls are equipped with full sprinkler systems and are equipped with smoke detection systems

STUDENTS WITH DISABILITIES (FIT-ABLE)

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

Location: Dubinsky (A570)

Phone: (212) 217-4090

Phone: (212) 217-4095 TTY

As a student enrolled in postsecondary 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 by; June 1 for Fall term, December 1 for Spring term, and April 1 for Summer term, 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.

Students requesting the accommodation of use of a service or support animal must contact the FIT Disability Services Coordinator. FIT will determine, on a case by case basis and in accordance with applicable laws and regulations, whether the animal is a reasonable and appropriate accommodation for the identified disability. Requests for use of a service or support animal in residences are encouraged to be submitted to FIT's Disability Services Coordinator by; June 1 for Fall term, December 1 for Spring term, and April 1 for Summer term, to afford adequate time for the review of documentation and to make the appropriate arrangements for accommodations. Students who are in the process of requesting the use of a service or support animal are NOT permitted to have the animal on campus until the process is completed and approved by FIT's Disability Services Coordinator. Please consult the Disability Accommodations for Service and Support Animals policy for additional information, <http://www.fitnyc.edu/policies/enrollment-management/service-animals.php>

TITLE IX COORDINATOR AND AFFIRMATIVE ACTION OFFICER

Location: 333 7th Avenue, 16th Floor

Phone: (212) 217-3365

Email: titleix@fitnyc.edu

The Affirmative Action Officer serves as FIT's Title IX Coordinator and coordinates FIT's compliance with Title IX. The Title IX Coordinator will be informed of all complaints or reports of violations of this policy, and oversees FIT's response to ensure compliance with Title IX, Violence Against Women Act (VAWA), and other applicable laws. The Title IX Coordinator may delegate responsibilities under this policy to designated administrators, who will be appropriately trained.

FIT CODE OF CONDUCT AND RESIDENTIAL LIFE POLICIES

The Fashion Institute of Technology expects students to act independently and maturely while living in the residence halls. Since students come from many backgrounds and have varied expectations about living in a residential community, defining community norms is not always easy. FIT has established policies and procedures that define the ways in which all members of the residential community should live, so as to promote a living environment that helps all students meet their educational and personal goals. Students are expected to familiarize themselves with these policies and adhere to them. Residents are responsible for their actions as well as the actions of their guest(s) and will be held accountable for them.

CODE OF STUDENT CONDUCT

The Fashion Institute of Technology ("FIT" or "the college") encourages the development of independence, maturity, and ethical sensitivity of students. To achieve its purpose, the Fashion Institute of Technology expects students to conduct themselves in a manner consistent with their respective positions within the academic community and comply with the directions of employees who are acting in the performance of their duties. In particular, students are expected to refrain from conduct that threatens or endangers the health, safety, and welfare of their community. All members of the FIT community have an obligation to support and obey college regulations, and all federal, state, and local laws. Those who do not comply will be subject to disciplinary action by the college and, where applicable, may face action by federal, local, and/or state authorities.

The following information is excerpts of prohibited conduct from the Code of Student Conduct as of June 2018. The full version of the Code, including any relevant updates is available at:

<http://www.fitnyc.edu/policies/enrollment-management/code-of-conduct.php>

A. DEFINITIONS

- i. Student: A person registered for, or auditing, credit or non-credit FIT courses, on either a full- or part-time basis. Any registered person is considered a student if they enroll in such courses or programs on a physical campus or site, whether in the U.S. or abroad, or via distance learning, the internet, or any other means of course-delivery technology. Students who withdraw after allegedly violating the code are considered students for the purposes of this policy.
- ii. Student Organization: A club, organization, or other student group that has complied with FIT's formal recognition requirements or is, in the discretion of the Dean of Students, sufficiently cohesive with concerted action to be subject to the Code as a group.
- iii. Preponderance of evidence: The preponderance of evidence is the standard of proof that requires determining that the alleged conduct is "more likely than not" to have occurred.

B. GOOD SAMARITAN/MEDICAL AMNESTY

In the spirit of community, FIT hopes that all students would help their fellow peers if they are in need. The purpose of the Good Samaritan/Medical Amnesty policy is to help students take an active role in assisting themselves or other students if either the student or another person is under the influence of alcohol and/or drugs and require medical attention. If students seek out medical assistance for themselves or assist others who may be intoxicated or under the influence of drugs, both will be granted amnesty from formal disciplinary charges at FIT if the situation meets the criteria listed below:

- i. The students involved agree to complete any educational sanction(s) or alcohol or drug assessment(s) as determined by the Dean of Students. Failure to complete the assigned sanction by any deadline set forth by the Dean of Students may result in formal disciplinary charges for the conduct at issue; and
- ii. No other disciplinary violations are associated with the person, including but not limited to, distribution of alcohol or drugs; hazing; vandalism; or sexual misconduct; and
- iii. The students involved do not have a record of past or currently pending disciplinary offenses. In situations involving repeat offenses, the applicability of the Good Samaritan policy is at the discretion of the Dean of

Students. 1 All references to the Dean of Students throughout this policy shall implicitly include the Dean's designee(s). 3 Last Updated June 2018 FIT's Good Samaritan/Medical Amnesty policy only extends to the College conduct process and does not guarantee protection from criminal or civil penalties.

FIT's Good Samaritan/Medical Amnesty policy is intended to support New York State's Good Samaritan Law, which is designed to encourage individuals to call 911 in the event of an alcohol or drug related emergency. Generally, this law allows people to call 911 without fear of arrest if they are having a drug or alcohol overdose that requires emergency medical care or if they witness someone overdosing. This law does not protect individuals from charges and prosecutions for felony possession of a controlled substance; sale or intent to sell controlled substances; and other offenses. For more information on New York's Good Samaritan Law see N.Y. Public Health Law 3000-a.

C. PROHIBITED CONDUCT

The code primarily prohibits misconduct on FIT's campus and affiliated campus property (e.g., facilities rented or used as part of a program or activity sponsored or organized by FIT), but may also address conduct occurring anywhere off campus when the behavior, or the continued presence of an individual, violates any law, regulation, or ordinance, or, in the College's sole judgment, impairs, obstructs, or interferes with the mission, processes, or functions of FIT. The code applies to both individual students and to student organizations consisting of any number of students; all references to students include student organizations. Students should be aware that FIT reserves the right to review and take disciplinary actions based on conduct occurring off campus and/or between academic periods.

The following constitutes a non-exhaustive list of prohibited conduct, some of which are explained in further detail in other FIT policies (accessible online at FIT's website, including via links at the end of this policy). Please note that unless otherwise noted, any violation of an FIT policy may be subject to the disciplinary process described herein. In addition to the prohibited conduct enumerated in this policy, FIT also prohibits sexual misconduct (including sexual assault, stalking, and domestic and intimate partner violence) and discrimination and discriminatory harassment. Definitions of such prohibited conduct are set forth in FIT's policies on Sexual Misconduct Response and Nondiscrimination and Anti-Harassment.

- i. **Physical Abuse**
Physical abuse of any person, including, but not limited to, injury, constraint of another's physical movement, or threat of harm toward another person is prohibited.
- ii. **Non-Discriminatory Harassment**
Threatening, harassing, bullying, or intimidating a person, either verbally, in writing, or through electronic or other means is prohibited.
- iii. **Theft /Unauthorized Possession/Damage/Misuse of Property**
Theft or damage, misuse and unauthorized possession or improper use of personal property; College property and buildings; unauthorized or improper use of, or entry into, College facilities is prohibited.
- iv. **Drugs and Alcohol**
Possession, consumption, sale, distribution, or use of illicit drugs or alcohol is prohibited. Please refer to the College's Drug and Alcohol Abuse Prevention Policy for more information on specific prohibited conduct related to drugs and alcohol. In evaluating whether the prohibition on drugs and alcohol have been violated by a preponderance of the evidence, the College may make a determination based on, but not limited to one or more of the following: the smell of alcohol, marijuana, or other drugs in or outside of any room, presence of smoke, and physical, mental, or behavioral impairments, characteristics, or actions associated with being under the influence of drugs or alcohol.
- v. **Tobacco Use**
The use of tobacco products on campus, including but not limited to, the use of e cigarette, electronic smoking or vaping devices is prohibited in accordance with College policy.
- vi. **Misappropriation and Unauthorized Use**
Unauthorized use or misappropriation of FIT's funds, name, and/or logo or any other works or information belonging to FIT or another person or entity is prohibited.
- vii. **Dishonesty**
Conduct that is dishonest, deceptive, or misleading is prohibited. The College requires that each student act with integrity in all College activities, academic or otherwise. Lying, dishonesty, or misrepresenting information to any College official, faculty member, or office—including members of the Department of Public Safety—is prohibited. Lying, misrepresentation, or furnishing false information that inhibits or interferes with a College investigation or hearing will be considered a serious offense. Providing false information about one's academic history, credentials, or in any other context is prohibited.
- viii. **Disruption**

Behavior that substantially disrupts College activities, academic or otherwise, is prohibited.

ix. Unauthorized Use or Misuse of Electronic Devices

The College places certain limitations on the use of personal technology devices on campus. Electronic devices, including but not limited to cellular phones, digital cameras, laptops, tablets, and pagers, shall not be used in a manner that causes disruption in the classroom, library, or any College-owned or College-operated facility, except as approved by an instructor or College official. Electronic devices shall not be used for the purpose of unauthorized recording, including photographing, filming, audio recording, or any other recording via any technology. Unauthorized recording includes recording of test questions, class work, or projects, or for other prohibited act or illegal activity; recording individuals in secured areas such as restrooms, locker rooms, or other premises and/or circumstances where there is an expectation of privacy; recording any individual against their will; and recording private, non public conversations, as well as meetings, classroom activities, or in other non-public educational settings, without the knowledge and consent of all participants. The use of undisclosed or hidden recording devices is prohibited in any circumstance where knowledge and consent of all participants would be required. Class audio recordings may be made only for personal use and only with consent of the professor of the class, and students in the class should generally be informed when a class may be subject to recording. Students requesting recording as an accommodation for a disability should contact FIT-ABLE, <https://www.fitnyc.edu/fitable/>

x. Internet, Electronic Communications, and Social Media

Students must use the internet, electronic communications, and social media responsibly. Prohibited conduct, including harassment of any kind, online or via electronic communications is a violation of the Code of Student Conduct and potential violation of the law, regardless of whether the conduct occurs using FIT's network or computer facilities. The use of any electronic device operated across the FIT network facilities and resources in violation of copyright law, the Code of Student Conduct, or any other FIT policy is prohibited. This includes the downloading and/or distribution of copyrightable materials, such as music, videos, text, graphics, 3D models, sensor designs, art, photographs, and software, without permission or legal authority. FIT's Computer and Network Use policy prohibits a variety of behaviors, including inappropriate use of computer resources, hacking, mining, and restrictions on devices, and students' online activity is also subject to other FIT policies, including but not limited to Acceptable Data Security for Cloud Systems and Social Media.

xi. Hazing

Hazing occurs when, in the course of another person's initiation into or affiliation with any organization, a person intentionally or recklessly engages in conduct that creates a substantial risk to the mental or physical health to such other person or a third person, regardless of whether injury actually results. Hazing is prohibited and is also a violation of New York state penal law. Individuals and/or organizations found responsible for hazing may face loss of College recognition, disciplinary charges, and/or criminal charges.

xii. ID Card Policy/Unauthorized Persons on Campus

Unauthorized or improper use of, or entry into, College property and facilities is prohibited. The ID Card policy requires students to display a valid FIT ID card to enter campus buildings, residence halls and FIT vehicles. A person is considered to be loitering and trespassing when they remain in or about a building without written permission to do so, or with no legitimate reason for being there, or when they have been banned from campus or a specific area on campus.

xiii. On-Campus Demonstration or Protest

Students shall not engage in substantially disruptive activities while on the College campus or property. FIT supports students' rights to dissent peacefully, however any form of on-campus protesting that violates federal, state, or local laws or regulations or interferes with the College's ability to function as an educational institution is prohibited. All demonstrations/protests must be registered and scheduled in advance with the Department of Student Life.

xiv. Food and Beverages

Eating and drinking are permitted only in designated areas, and are prohibited in classrooms, labs, and other restricted facilities.

xv. Animals

Pets are not permitted inside College buildings and residential halls. Service animals and emotional support animals are permitted in accordance with the Disability Accommodations for Service and Emotional Support Animals policy.

xvi. Wheeled Recreational Equipment

Wheeled recreational equipment, such as skates, bicycles, skateboards, or hover boards are not permitted and may not be used inside any College building, unless the College grants special permission in writing.

xvii. Gambling or Gaming

Gambling or gaming, as defined by federal and state law, as well as all forms of betting (regardless of legality), are prohibited on College property. Utilizing College resources, including information technology resources, to engage in or coordinate gambling, gaming, or betting activities is also prohibited.

xviii. Weapons and Hazardous Materials/Chemicals

The use, possession, or storage of: any firearms or weapons; dangerous materials or chemicals, flammable liquids, or explosive materials, except as specifically authorized in FIT-supervised activities; or items that pose a potential hazard to the safety or healthy of others, including but not limited to, explosive devices and firecrackers, are prohibited on campus, including residence halls and FIT vehicles. Pepper spray and mace must be securely stored and may not be misused or otherwise used in any way other than good faith uses for their intended purposes.

xix. Fire Safety

Interfering with, misusing, tampering with, or damaging fire safety equipment; unauthorized burning of any material on campus; disregarding a fire alarm signal or refusing to evacuate a building; reckless or intentionally activating alarm when an emergency situation does not exist are all prohibited.

D. FAILURE TO COMPLY

Students are expected to comply with instructions, requests, or orders of a College official, a College official's designee, or College document. This includes, but is not limited to, College administrators, faculty, and staff, such as residential staff, resident assistants, buildings and grounds personnel, and campus security officers.

Examples of failure to comply include, but are not limited to:

- Failing to comply with the directive of any College official or faculty member;
- Failing to comply with the terms of any policy, procedure or agreement between a student and a College official or department;
- Failing to comply with any applicable federal, state, or local law;
- Failing to comply with instructions from members of the Department of Public Safety and federal, state, or local law enforcement;
- Failing to comply with identification requirements;
- Failing to comply with a sanction issued by the Dean of Students, Academic Affairs, the Student Conduct Council, a hearing panel assembled pursuant to the Sexual Misconduct Response policy, or any other sanction imposed pursuant to FIT policy.

E. VIOLATIONS OF OTHER PUBLISHED POLICIES AND LAWS

In addition to the above outlined behaviors and policies, students are prohibited from engaging in conduct that violates any other College policy, including but not limited to:

- Conduct that violates or is in contravention of the Student Rights and Responsibilities Manual;
- Conduct that violates the policies of the Resident Handbook; and
- Conduct that violates any statute, regulation, or ordinance.

It is the obligation of every student to notify the Dean of Students Office of any felony or misdemeanor arrests occurring at any time from when the student pays their admissions deposit through graduation or separation from the institution, regardless of geographic location of the arrest or specific crime alleged. Failure to do so may result in conduct charges by the College. The College may review the facts underlying the arrest to determine if the underlying events give rise to a policy violation.

OTHER POLICIES TO NOTE

In addition to the College's Code of Conduct, Residential Life advises resident students to familiarize themselves with all applicable College policies, and in particular the following policies:

- **Alcohol and Drug Abuse Prevention**
<http://www.fitnyc.edu/policies/enrollment-management/drug-alcohol-abuse-prevention>.
- **Campus Posting**
<http://www.fitnyc.edu/policies/enrollment-management/campus-posting-policy.php>
- **Campus Safety and Security**
<http://www.fitnyc.edu/policies/safety-security/campus-safety-and-security.php>
- **Code of Conduct**
<http://www.fitnyc.edu/policies/enrollment-management/code-of-conduct.php>
- **Computer and Network Use**
<http://www.fitnyc.edu/policies/it/computer-network-use.php>

- **Disability Accommodations and Support Services**
<http://www.fitnyc.edu/policies/enrollment-management/disability-accommodations.php>
- **Family Educational Rights and Privacy Act (FERPA)**
<http://www.fitnyc.edu/policies/enrollment-management/ferpa.php>
- **FIT ID Card**
<http://www.fitnyc.edu/safety/fit-card/index.php>
- **Nondiscrimination and Anti-Harassment**
<http://www.fitnyc.edu/policies/college/nondiscrimination.php>
- **Sexual Misconduct Response**
<http://www.fitnyc.edu/policies/safety-security/sexual-assault-stalking-abuse.php>
- **Tobacco-Free Campus**
<http://www.fitnyc.edu/policies/college/smoking-tobacco.php>

RESIDENTIAL LIFE POLICIES

In addition to the College's Code of Conduct, Residential Life has set of policies which pertain solely to the residence halls. These policies are set forth above in this Resident Handbook. This includes, but is not limited to:

- Bathroom Policies
- Chemicals Kept in Room/Apartment
- Cleaning
- Damage
- Decorations/Displays
- Fire Safety
- Furniture
- Occupancy
- Pets
- Prohibited Items
- Quiet Hours
- Roof Access
- Solicitation or Gambling
- Visitation
- Windows

STUDENT CONDUCT PROCESS

The Residential Life Office follows a process, called the Residential Life Student Conduct Process, which addresses behavior by its residents that may have violated any of the College's or Residential Life policies. The College also has its own student conduct process, which is outlined in the FIT Code of Student Conduct. That process may also address any alleged violation of College policy or Residential Life policy. These two processes -- the Residential Life Student Conduct Process and the college-wide FIT Code of Student Conduct process -- are independent from each other. Depending on the circumstances, each process may run concurrently (at the same time) or sequentially (one after the other). FIT may also decide that an instance of misconduct is most appropriately handled by only one process, or it may decide that a matter originally initiated in the Residential Life Student Conduct Process should be referred for resolution to the Code of Student Conduct process (or vice versa). It is wholly within FIT's discretion to decide which process or processes are most appropriate.¹

The following information outlines the Residential Life Student Conduct Process so that residents know what they can expect from that process. It also explains what the rights of each student are throughout the process, and how things may be resolved.

When policy violations occur, a report will be generated to document the situation, either by a member of the Residential Life staff, or by Public Safety. That report is then reviewed and followed up on by a member of the Residential Life staff. FIT will always contact you through your FIT email account; please be sure to check it regularly.

¹ All instances of sexual misconduct, discrimination, or discriminatory harassment are handled by the processes set forth in the Sexual Misconduct Response policy and the Nondiscrimination and Anti-Harassment policy.

In some cases, the student will receive written follow up to resolve the incident. This is typically done for setting off the local fire alarm in your room or health and safety violations.

In most cases, the Residential Education Coordinator or Assistant Residential Education Coordinator of your building will schedule a student conduct meeting with you to discuss any incidents in which you are involved. The Residential Life Office reserves the right to revoke visitation privileges as a result of any incident pending a conduct meeting.

STUDENT CONDUCT MEETING

The purpose of a student conduct meeting is to:

- Decide whether a violation of any policies has occurred
- Determine the degree to which the resident was involved
- Prepare to assign sanction(s), if appropriate

If you have information to share related to the incident, 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 student conduct process is not a court of law, but an opportunity for both the student and the Residential Life staff member to discuss what occurred. We use an educational approach that aims to inform students of expectations, provide assistance and referrals, and create a positive living environment for all students. Residential Life staff utilize a "preponderance of evidence" standard to determine whether a resident is responsible for alleged violation. The preponderance of evidence standard is defined as "more likely than not" or "51%" in order to determine responsibility. The resident will receive written notification of the meeting outcome within five business days of the date of the meeting.

STATEMENT OF RESIDENTS' RIGHTS

1. The resident has a right to attend a conduct meeting.
2. The resident has the right to a fair conduct meeting.
3. The resident has the right to be informed of all allegations made against them *prior* to the conduct meeting.
4. The resident has the right to review the report and sanction letter pertaining to the case. This may be done during business hours by contacting the Assistant Director for Community Standards and Support.
5. The resident has a right to have a support person in any conduct meeting pertaining to their case, as long as that support person is not a member of the Residential Life staff.
 - a. This individual serves as an advisor to rather than a representative of the resident.
 - b. The support person's role is to observe the process, and provide support and guidance to the resident as needed.
 - c. The support person does not "represent" the resident or speak on their behalf.
 - d. The support person must not have a conflict of interest with the incident being investigated
6. The resident has the right to appeal the decision, according to specific criteria. Please see below for the criteria that outlines appeal eligibility.

SANCTIONS

When a resident is found responsible by Residential Life for violating the FIT Code of Conduct and/or Residential Life Policies, sanctions are imposed. The following information outlines the possible sanctions that may be utilized in the resolution of a student conduct case. Students are responsible for completing any sanctions by the deadline stated. If you have questions about the outcome of an incident in which you were involved, as it pertains to your responsibility, please contact your Residential Education Coordinator.

Behavioral Sanctions	Educational Sanctions
<p>Written Notice A letter outlining the policies and expectations for living in the residence halls.</p>	<p>Letter of Apology A written note to any individual(s) involved apologizing for the incident or behavior. Specific expectations will be outlined in the student conduct process.</p>
<p>Loss of Visitation Suspension of visitation privileges for a stated period of time.</p>	<p>Attend a Program with a Resident Assistant Attend a program being held by an RA and obtain proof of attendance. You may be required to attend a program on a specific topic. Specific expectations will be outlined in the student conduct process.</p>
<p>Residence Hall Warning A stated period of time in which a resident is on warning for their prior conduct. During this time, subsequent policy violations will result in more serious sanctions, including Residence Hall Probation or Dismissal From the Residence Halls.</p>	<p>Project or Program with a Resident Assistant Resident must work with a Resident Assistant to plan and implement a project or program that will help educate the community. Specific expectations will be outlined in the student conduct process.</p>
<p>Fine Monetary payment charged to the student's account for the violation. The amount of the fine depends on the nature of the violation. Fines will not exceed \$100.00 for an individual violation.</p>	<p>Reflective Paper Resident must compose a reflective paper regarding their behavior and the incident in which they were involved. Specific expectations will be outlined in the student conduct process.</p>
<p>Restitution Monetary payment charged to the student's account for the cost of repairing damages, vandalism, or replacing property. The amount will be determined based on the damage incurred.</p>	<p>Research Paper Resident must compose a research paper on a specified topic. Specific expectations will be outlined in the student conduct process.</p>
<p>Residence Hall Probation A stated period of time in which a resident is on probation for their prior conduct. During this time, subsequent policy violations will result in more serious sanctions, including Dismissal From the Residence Halls.</p>	<p>Presentation Resident must prepare and provide a presentation on a specified topic. Specific expectations will be outlined in the student conduct process.</p>
<p>Exclusion from Lottery Resident prohibited from entering housing lottery, and thereby ineligible for on-campus housing for future semesters. If the resident has already entered the lottery due to the timing of the academic year, they will be removed.</p>	<p>Community Service Resident is assigned a project or opportunity related to giving something back to the community. Specific expectations will be outlined in the student conduct process.</p>
<p>Relocation Assignment to a different housing assignment within FIT's residence halls. The type and location of the relocation space will be determined in the student conduct process.</p>	<p>Online Course Resident is assigned an online course that pertains to the nature of the incident in which they were involved. Resident will be charged \$25 for the course and assigned a deadline by which it must be completed.</p>
<p>No Contact Resident is prohibited from engaging in contact of any kind with specified individual(s). Short term no contact orders may be put in place prior to the student conduct process. Final expectations will be determined in the student conduct process.</p>	<p>Referral Resident is referred to meet with a staff/faculty person in another department at the College. Specific expectations will be outlined in the student conduct process.</p>

Residence Hall Dismissal

Immediate dissolution of the resident's housing contract and mandatory vacating of the residence halls by a specified deadline. Residents dismissed will be barred from the residence halls and ineligible for future residency in all residence hall.

Educational Poster Campaign

Resident must create and display a series of posters on a specified topic. Specific expectations will be outlined in the student conduct process.

APPEALS

Residents have the right to appeal decisions and sanctions to the Conduct Appeal Board, according to the criteria below. To file an appeal the resident must submit a completed Conduct Appeal Form to the Residential Life Office within three business days from the date of the sanction letter.

Students may appeal in the following cases:

- **Procedural Error** – the published procedures of the conduct process were not followed and the error substantially impacted the case outcome.
- **Excessive or Insufficient Sanction** – an unreasonably excessive sanction was imposed, clearly not justified by the circumstances of the case or the prior record of the student.
- **New Information** – new relevant information has become available, which was not available at the time of the hearing, and could have impacted the outcome.

Neither deliberate omission of information by the appealing party in the original investigation nor disagreement with the decision or sanction are, by themselves, grounds for appeal. Any new evidence or proof of a procedural error should be included in the request for review.

The Conduct Appeal Board is made up of a minimum of two peer residents and the Assistant Director of Community Standards and Support or designee. The Conduct Appeal Board will review the case with the resident(s) involved in a meeting to which the resident must appear. Should the resident fail to appear, the committee will reschedule on one occasion. Should the resident fail to appear to the rescheduled meeting, the committee will make a decision in their absence. The resident will receive written notification of the final decision within five business days of the meeting. If there are not sufficient resident board members to hold an appeal meeting in a timely manner, the Assistant Director or designee may respond to the appeal.

The decision of the Conduct Appeal Board is final. The only appeal that may be made following the Committee's decision is for incidents that result in dismissal from housing. Students wishing to appeal a dismissal from housing should send an explanation of their appeal along with a copy of their original appeal letter to residentiallife@fitnyc.edu. This appeal will be forwarded to the Director of Residential Life or designee for consideration. Residents will be notified by the Director of a final decision in writing.

APPENDIX A - TELEPHONE LIST

Residential Life Office - Alumni Hall	212-217-3900
Residential Life Office - Kaufman Hall	212-217-3930
IT	212-217-4357
Maintenance	212-217-4440
Public Safety - Emergency	212-217-7777
Public Safety - Non-Emergency	212-217-9999
Health Services	212-217-4190
Counseling Services	212-217-4260
Dean of Students Office	212-217-3800
Bursars Office	212-217-3720
Athletics & Recreation	212-217-4210
FIT-ABLE	212-217-4090
Financial Aid	212-217-3560
Registrar	212-217-3820
Dining Services	212-217-5770