

living@HUNTER



*Brookdale Residence Hall
Resident Handbook*

Hunter College ◦ City University of New York

Office of Residence Life

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Introduction

The Office of Residence Life is committed to facilitating the personal growth of each resident. Our primary goal is to create residence halls that promote educational achievement, embrace cultural pluralism, and encourage positive social relationships.

The Office of Residence Life seeks to:

- Maintain facilities that both meet and exceed the residents' expectation for a safe, secure, and comfortable environment
- Encourage academic achievement, integrate academic and social experiences, and foster wholesome campus lifestyles
- Create a community living experience in which residents are encouraged to take responsibility for their own actions and make purposeful, self-directed choices
- Provide experiences that will increase residents' understanding of, and respect for, persons with different lifestyles and backgrounds
- Promote interaction among the residents and offer opportunities for personal growth as well as social, intellectual, and career development

Hunter College and the Office of Residence Life do not condone discrimination on the basis of race, sex, religion, color, national origin, age, disability, or sexual orientation. The College and this Office will take the strongest disciplinary action possible against those resident students found to be involved in discriminatory behavior.

Brookdale Residence Hall Offices & Staff

Residence Life Staff

Our talented and diverse staff is dedicated to ensuring the residence halls runs smoothly and safely. All Residence Life staff is available to assist resident students at the main location of 425 E. 25th Street, New York, NY 10010. The office may also be reached at 212-396-7136 or Living@hunter.cuny.edu.

Brookdale Office Locations and Hours of Operations

The Office of Residence Life is located on the first floor of the North Building at the Brookdale Campus. The office is open Monday-Friday from 9AM-5PM. In case of an emergency when the office is closed, residents should contact Public Safety, who will contact the appropriate Residence Life staff as warranted. A member of Residence Life is always on-call for emergencies.

The RA Office is located on the first floor at Parlor C and is open every day from 6PM-midnight during the academic year, and 6PM-10PM during the summer term. When the RA office is closed, residents should report emergencies to Public Safety, who will contact the RAs on call as warranted.

Brookdale Public Safety

The Residence Hall has 24/7 security posted at the main entrance. Public Safety Officers monitor guest and resident traffic. Officers assist residents in contacting Residence Life staff in cases of medical, psychological, and maintenance emergencies. Public Safety works in conjunction with the Office of Residence Life, and New York police, fire and emergency services.

After offices hours, emergencies should be reported to Public Safety at (212) 481-4444 or through the callbox located by each elevator. Public Safety will contact Residence Life staff as needed.

Please note that Lock-Outs are not considered emergencies. For information regarding the lock-out policy, see the Key and Lock-Out Policy section on Page 8.

Residence Hall Programs & Resources

Counseling & Wellness Services

Licensed mental health counselors are available to assist resident students with concerns and to provide short term counseling services. For counseling services, call (212) 772-4931. For other health and wellness services, call (212) 772-4800. The Counseling & Wellness Services office is located on the main campus at Hunter College in the East Building, Room 1123.

Resident Assistants

Resident Assistants (RAs) reside on each floor and are one of the most valuable resources within the Brookdale community. RAs are academically successful resident students who have been selected for their leadership potential, interpersonal skills, positive attitude, and sense of commitment to the shared community.

RAs provide general information about Brookdale, Hunter College resources and services. RAs assist residents in mediating floor conflicts, reporting problems with the facilities, and with developing social, educational, and cultural programs. RAs not only offer a wealth of information, but also provide a model for successfully adjusting to the demands of college.

Programs & Floor Meetings

The Residence Life staff hosts educational programs and social events throughout the semester. These are designed to encourage personal growth and build community among resident students. Flyers advertising upcoming events are posted throughout the campus. These events are a great way to meet other residents in a busy city like New York. Residents who fail to attend mandatory events may be subject to disciplinary action.

Floor Meetings are held each month. They provide a great opportunity to meet fellow residents, build community, and share and receive information. In addition, they serve as an open forum for residents to raise both floor specific and general concerns and issues. Residents have the opportunity at floor meetings to determine floor-specific guidelines consistent with resident hall policy. RAs and residents collaborate to develop floor activities and community service projects throughout each semester. Residents must attend all monthly floor meetings and report any scheduling conflicts to their RA.

The Residence Life Council

The Residence Life Council is a branch of the undergraduate student government, responsible for representing residents through the Living@Hunter Program. The Council also plans events, manages the Gameroom, and provides an additional resource that supports resident welfare.

Residence Hall Policies & Procedures

Residence Hall Occupancy Agreement

Residents must sign a Residence Hall Occupancy Agreement in order to live at the Brookdale Residence Hall. The resident may not Check-In unless a signed Occupancy Agreement is on file. When a resident signs a Residence Hall Occupancy Agreement, he/she is entering into an agreement with the College which specifies rights and responsibilities. Residence Hall Occupancy Agreements should never be taken lightly. The resident should read all conditions of the Residence Hall Occupancy Agreement carefully, since he/she will be held accountable for all its provisions. For example, if the resident moves out of the Residence Hall, he/she may be financially liable for the room for the remainder of the agreement period. The Residence Hall Occupancy Agreement is for the entire academic year (Fall and Spring semester, including Winter Intersession), unless terminated early. Residents who live in the Residence Hall in the Summer session(s) and/ or in subsequent academic years will be required to sign separate Residence Hall Agreements covering those periods.

Payment

Unless otherwise notified in writing by the Office of Residence Life, the payment deadlines are August 1 for the Fall semester, December 3 for the Spring semester, and May 1 for Summer housing. Residents who do not keep their accounts up to date may be denied housing in subsequent semesters or academic years. Residents are required to pay (or make arrangements to pay in accordance with Hunter policy) their housing fees prior to Check-In. For additional information on fees, please see the Bursar web site:

www.hunter.cuny.edu/bursar/services/dorms.

Eligibility Requirements

Academic Requirements:

- An undergraduate student must register for and complete at least twelve credit hours per semester as a matriculated student of Hunter with a cumulative GPA of 2.0 or above. Residents who fall below the 2.0 GPA requirement will be placed on Residential probation and may be asked to vacate the residence hall.
- Students who are released from their scholar program will need to appeal for residential stay.

Terms of Stay:

- Students who receive housing at the Brookdale Residence Hall, do so for only that application period.
- Students who receive priority status for housing via participation in academic, athletic, or other programs must meet those program requirements in order to retain priority status. Students who fail to meet their program requirements will lose this status. Priority status does not guarantee housing.
- Continued housing at the Brookdale Residence Hall is not automatic, and eligible students must re-apply for housing every academic year. Summer session residency is via a different application and not automatically subsequent.

Primary Place of Residence

Residents must use their rooms as their primary places of residence. To be compliant with the Primary Place of Residence policy, the resident must:

- Stay overnight in the Residence Hall building for at least four nights a week and two weekends a month.
- Attend monthly floor meetings and/or report scheduling conflicts to their RA prior to the meeting.
- Attend mandatory events and workshops as stated.
- The College reserves the right to cancel the Residence Hall Occupancy Agreement of any resident who is not using the Residence Hall as his/her primary place of residence.

Room Assignments & Room Changes

The Residence Hall Occupancy Agreement specifies that the College shall provide the resident with a room or apartment at the Brookdale Residence Hall, but does not guarantee an assignment to a particular room or type of accommodation. The College reserves the right to assign rooms/apartments and to make changes, as necessary. In most cases residents must remain in their assigned rooms for the entire term of the Residence Hall Occupancy Agreement. However, sometimes rooms become available in the middle of the academic year and are available for room changes. Room changes are usually processed on a first-come, first-served basis.

All room change requests must be submitted directly to the Office of Residence Life. The Director or his/her designee must approve all room changes. Residents **MUST NOT** change rooms without authorization. Unauthorized room changes will result in Improper Check-Out fines and disciplinary action.

Check-In & Check Out

Check-In occurs on designated established dates at the beginning of each semester. Students may forfeit their rooms if they do not comply with designated dates and times. The resident must appear in person to sign for and pick up his/her room keys. During Check-In, the resident will complete Check-In documents. Residents should make sure that the documents accurately reflect the condition of his/her room and the furnishings within it. The resident will be financially liable for any damages that occur to his/her room or its furnishings that are not reflected on any Check-In documents. The resident will also be charged for the replacement cost of any furniture which is missing from his/her room at Check-Out.

Check-Out occurs at the end of the resident's contract period within designated established dates. Before the resident checks out of the room, he/she must remove all personal belongings and clean the room. Once the room is empty and clean, the resident must Check-Out with a Residence Life staff member. The room will be inspected by a member of the professional staff after resident leaves. The staff will note changes and/or damages to the room which cannot be accounted for as normal wear and tear and the resident will be sent a bill for any damages or fines.

- Study Abroad:** Students must notify the Office of Residence Life and be prepared to Check-Out of their room during the Check-Out period prior to their departure. Failure to check out will result in financial penalties as stated in the Occupancy Agreement and may be subjected to disciplinary action.

- b. Winter Inter-Session:** A resident whose Residence Hall Occupancy Agreement expires or is terminated at the end of the Fall semester **may not** remain in the Residence Hall during the Winter inter-session (the period between the end of a Fall semester and the beginning of the following Spring semester). Residents whose Occupancy Agreement expires or is terminated at the end of the Spring semester **may** remain at Brookdale Hall during the Winter inter-session.
- c. Improper Check-Out and Fees:** Residents who do not check out on time will be fined for Improper Check-Out and late charges. Improper Check-Out fines are no less than \$50. Residents are billed at the rate of \$150 per day or prorated amount for overstays. Residents who do not vacate as scheduled may also be Locked-Out and incur a \$40 Key and Lock Change fee. Residents who fail to turn in all keys will be charged a \$50 Improper Check-Out fee and a \$40 Key and Lock Change fee.
- d. Express Check-Out:** If a resident cannot Check-Out during established dates and times, they can do an Express Check-Out. This service is not available after the established Check-Out dates and times. To complete this process the resident needs to pick up an Express Check-Out form from Residence Life. The completed form and keys are to be placed into an envelope. Follow the directions located outside of Residence Life to drop off the envelope. There is a \$50 charge to use this service. A staff member will check the room at a later date and the resident will be sent a bill for any damages or fines.

Check-Out dates are posted each year around the residence hall and sent through email.

Keys & Lock-Outs

Residents should carry their keys with them at all times, and must not lend them to anyone. Residents should lock their doors at all times. The College is not responsible for loss or theft resulting from failure to secure and lock rooms.

- a. Lost Keys:** Lost keys should be reported immediately. Residents are charged \$40 for a lost key and may be charged an additional \$40 for a lock change. The lost key or lock change charges will be billed to the resident's account. The Office of Residence Life is not obligated to provide access to a resident's room when the resident has simply "forgotten" his/her key.
- b. Lock-Out & Re-Entry:** Residents may contact staff in the Office of Residence Life or the RA Office in the event of a lock out during the following hours of operations:
- Office of Residence Life: Monday to Friday, 9AM-5PM
 - RA Office: Every day, 6PM – 12 AM during the Academic Year and 6PM-10PM during the summer sessions.

If a resident is locked out at other hours the resident should contact Public Safety. Residence Life and Public Safety reserve the right to refuse a Lock-Out if they believe the resident is abusing this privilege.

- c. Loaner Key:** Residents may check out a spare key from Residence Life for 72 hours. The resident will be charged the \$40 lost key fee for keys not returned within 72 hours. Residence Life staff reserves the right to refuse providing a loaner key to residents determined to have abused this privilege.

- d. **Unauthorized Access:** Residents may not give their key to any one. Guests, including guardians of the resident, may only use be in the residence hall if accompanied by the resident. Residents who provide their key to any one will be in violation of the Occupancy Agreement.
- e. **Third Party Access:** In special circumstances and with written permission from the resident, the Residence Life staff may grant a third party access to the resident's room. Arrangements must be made during normal office hours. Through written permission, the resident must list items to be removed by the third party. Residence Life staff will accompany the third party to the resident's room. The resident will be held responsible for any policy violations in plain sight found in his/her room.

Notification & Communication Requirement

Residents will be notified of payment schedules, Check-In and Check-Out times and dates, and other pertinent information pertaining to Residence Life via regularly scheduled meetings, flyers, emails to student's Hunter or other e-mail address, and memoranda delivered to resident's mailbox. Residents are responsible for reading all postings, emails and publications and are responsible for all the material contained in them. Residents are required to maintain a Hunter College or CUNY email address. Failure to do so will result in the resident not receiving important information from the Residence Life Office.

Care & Condition of Facilities

Room Decorations

While residents are encouraged to create a comfortable living environment by decorating their rooms, the following guidelines apply:

Prohibited:

- Painting of rooms and/or furniture
- Affixing wallpaper, contact paper, or other permanent adhesives to the walls
- Affixing items to the walls, ceiling, or doors using screws, nails, or other devices which would leave marks or holes. This could cause damage to wires and pipes that are hidden behind floor, wall, and ceiling surfaces
- Affixing items other than message boards to the outside of their doors
- Lofting or stiling of beds using furniture, cinder blocks, or other similar items
- Installing large furniture not provided by the College
- Hanging anything, including clothes, from sprinkler pipes, heads and cages
- Installation of carpeting

Permitted: Mounting posters and other wall decorations with putty-type adhesive or with masking tape. Residents are responsible for removing all adhesives and tape prior to Check-Out.

Furniture in Rooms

All College furniture has been labeled. Residents may NOT remove College furniture from their rooms or move College furniture from one room to another. Large-sized non-labeled college furniture is not permitted. Small shelves, desks, chairs, stools, and other small non-labeled college furniture is permissible. However, residents may not remove College furniture from their room to accommodate personal non-labeled college furniture. A fine of \$300 per item will be imposed for moving lounge furniture into resident rooms, removing College furniture out of a resident room, or having prohibited furniture.

Abandoned Items

Any items that remain in the room/apartment or lounge area at any of the following times will be considered abandoned and disposed of at the resident student's expense:

- After a Check-Out
- After the published floor closing deadline
- After an administrative removal, relocation, or room change deadline
- During non-approved overstays (extensions must be requested and approved in writing in advance)

Damages & Fees

- Community Responsibility:** Residents are not "renting a room," rather residents are an integral part of a community within the residence hall. If someone damages or vandalizes something and a resident is aware of it, it is his/ her responsibility as a community member to report it to Residence Life staff or to Public Safety. Maintaining a clean, comfortable, and attractive environment is the responsibility of every member of the residence hall community.
- Individual Responsibility:** Residents are responsible for the loss or damage to any property within the residence hall that results from the resident or his/ her guests' negligence or vandalism.
- Room Damage Fees:** Residents who have room damages will receive a bill and a "stop" will be placed on their records until the bill is paid in full. Bill for damages cannot be paid using financial aid deferments. If a resident is not returning to the Residence Hall, the \$150 deposit is applied to any damage costs. Residents who are returning are billed for the full cost of damages, since their deposit must be left on account for the coming year.
- Cost for Repairs and Damages:** The following is an estimate of the costs of loss and/or damages to your room and public space. All estimates are subject to change and may vary with each situation.

Cleaning /Repairs

Drawers: \$50

Door: \$100

Removal of furniture left in room: \$10-20

Room Cleaning: \$25-50

Walls/Repair and Painting: \$250

Window/Screen: \$30-250

Replacement

Lounge Couch (large): \$600

Lounge Couch (small): \$350

Lounge Televisions: \$500

Kitchen Microwave: \$125

Bed Frame: \$100

Bed headboards: \$200

Desk: \$325

Desk Chair: \$150

Dresser: \$400

End table: \$175

Lost Key/Lock change: \$40
Blinds: \$75
Residence Hall Sticker: \$5
Mattress: \$125

Room Entry & Search

While the College endeavors to respect a resident's right to privacy, there are conditions which permit staff acting in an official capacity to enter and inspect resident rooms.

The following guidelines pertain to room entry and search:

- College Officials may enter and search a room when the resident consents. Residents are required to respond when staff members present themselves at the room and properly identify themselves. Residents are reminded that they must respond to any reasonable request of a College official acting in an official capacity.
- College Officials may enter and search a resident room WITHOUT CONSENT:
 1. In order to perform necessary maintenance tasks.
 2. When it is believed that a resident's health and safety is at risk.
 3. When there is a reasonable suspicion that a violation of a federal, New York State or City law, a CUNY or Hunter College, Residence Life Policy, or a condition of the Residence Hall Occupancy Agreement has been committed or is in progress.
 4. For the purpose of insuring compliance with fire, sanitation, and safety procedures.
 5. As otherwise permitted by law. Building or floor-wide searches may be warranted in order to investigate dangerous conditions. For example, if smoke is present, staff may enter and search any rooms in the affected area in order to locate the source of the smoke.
 6. Maintenance staff hired by or contracted by the College may enter rooms in order to perform requested maintenance tasks. When a resident requests maintenance service, it is assumed that the consent to enter the room is given unless the resident indicates otherwise. Residents may request the right to be present for maintenance work, with the understanding that accommodating the request may hinder the work being done in a timely manner.
 7. Residence Life and/or Facilities staff hired by or contracted by the College may also enter rooms to perform routine and scheduled maintenance tasks (i.e. checking smoke detectors, conducting inventory of furniture, inspection of windows). All efforts will be made to inform residents of these routine inspections at least 24 hours in advance.
- Residence Life staff will conduct periodic inspections to ensure that all residents are in compliance with fire safety policies. Please refer to the section on Fire Safety Inspections.
- The College will provide access to resident rooms to any local, state, or federal authorities executing valid search warrants. Government officials may also request entry to individual resident rooms when there is "probable cause" to believe that a violation of law is in progress or has been committed. Residence Life or Public Safety staff will escort any local, state, or federal authorities executing warrants on premises to the extent possible.
- Whenever possible, two staff members will be present when any room is entered.
- In extraordinary circumstances and with written permission from the resident, the Residence Life staff may grant access to a third party to a resident's room. With this permission, you must indicate

the items that may be removed. Arrangements must be made during normal office hours. The third party will be accompanied by a Residence Life staff member. In all cases, any staff member that enters a resident's room has the right and the responsibility to report any policy violations or dangerous conditions that are present in "plain sight."

Use of On-Campus Facilities

- The roof and patios are completely off limits.
- The Rotunda is available for musical instrument practice. You may schedule time to use this room in the Public Safety Office.

The auditorium is available to students for organized and pre-scheduled events only. To use this space, students must make reservations through the Central Reservations Office at 212-396-6902.

- All classrooms and academic areas are restricted to regular College hours only. Students may not use classrooms as study areas without permission.
- Recreational facilities (pool, gym, workout room, and game room) are restricted to posted hours of operation only. No student may remain in any of these areas when the facilities are closed. With the exception of the game room, the use of recreation areas is governed by the Office of Athletics and Recreation, and students must have a valid Physical Activity Card (PAC) to use these facilities, which is issued by the Hunter College Health Services Office (HN307).
- Students may only use sports/recreational equipment in designated areas. Sports and recreational equipment includes but is not limited to the following: roller blades, scooters (including electric), bicycles, skateboards, footballs, soccer balls, basketballs, baseballs and other balls, volleyballs, lacrosse equipment, field hockey equipment, and frisbees.
- The cafeteria is open to the college community.
- Floor lounges are open continuously, and priority is given to students who wish to study. The use of radios, televisions, or other sound-producing devices is permitted only when all students present give consent. Otherwise, headphones should be used and kept to a low volume. Sleeping is not allowed in lounges or public areas. Televisions have internet access and users are subject to follow the CUNY and Hunter College ICIT policies found on the website: www.hunter.cuny.edu/it/security/policies
- Students are required to keep the kitchen equipment and surfaces clean. Students are discouraged from storing personal items in the kitchen. The College is not responsible for items left in the kitchen. Custodial personnel or RAs will discard any dirty dishes or items that are left in the kitchen for long periods of time.

Prohibited Items

In addition to prohibitions stated in other sections of this handbook, the items listed here are also prohibited. Some items are repeated here for the sake of emphasis. Residents that are found in possession of a prohibited item will be required to remove the item from the Residence Hall immediately and may face criminal and disciplinary charges. In addition, residents may be responsible for any cost accrued in the removal of the item or damages caused by the prohibited item(s).

Prohibited items include:

1. Firearms or other weapons including but not limited to: knives, swords, chukka sticks, or other objects which are considered weapons or may be mistaken for weapons.
2. Pocketknives, hunting knives, or other knives which are not specifically suited for food preparation.
3. Dangerous materials such as explosives and/or chemicals such as gunpowder, propane, and gasoline.
4. Light fixtures, lava lamps or lamps utilizing halogen or other high intensity bulbs.
5. Multi-plug adapters or multi-plug extension cords. Only power strips and heavy-duty, single-receptacle extension cords are permitted.
6. Microwaves and toaster ovens.
7. Pets of any kind (including aquariums and fish).
8. Furniture not provided by the College, such as additional beds, futons, sofas, large lounge chairs, etc.
9. Personal items or furniture left in the hallways.
10. Loft beds, cinder blocks, or other materials which are used to "stilt" beds.
11. Large exercise equipment (e.g., weight machines, exercise bikes, treadmills, and rowing machines).
12. Electrical appliances which utilize "open coil" heating elements or high heat surfaces (e.g., toasters, hot plates, and space heaters).
13. Window unit or portable air conditioners or heaters.
14. Laser pointers.
15. Candles, incenses, and hookah pipes.
16. Flashing light devices, megaphones, or any other devices which may be mistaken for official police or fire safety equipment.
17. High-powered musical equipment or instruments (large amplifiers, public address systems, etc.).
18. Refrigerators larger than 4.5 cubic feet.
19. Any type of alcohol or drug and any related paraphernalia. Any and all objects related to the use of alcohol or drugs in any form. (e.g. empty bottles, bong, pipe, hookah, drug lab items, juul, vaping devices, oils, pens, etc).
20. Live Christmas trees.
21. Outside antennas and satellite dishes.
22. Any electrical/mechanical outdoor device.
23. Hover boards/electric scooters/drones.
24. Other items deemed to negatively impact on the health and safety of residents and our community.

Pest Control

Residents should report problems with roaches, bugs, mice, etc. to the RA or to the Office of Residence Life. Residence Life will submit a work order on behalf to the student to the Department of Facilities who will in turn make sure that exterminators assess the reported situation. Residents should keep rooms and common areas clean and place food in airtight containers.

Amenities

Computer Connection

Wireless Internet access is available in all rooms and lounge areas on each floor. Computers are available 24/7 at the Computer Lab in E015. Assistance is available through the Help Desk at:

Email: studenthelpdesk@hunter.cuny.edu

Phone: (212) 650- 3624

Website: www.hunter.cuny.edu/icit/about-icit/icit-groups/user-support/helpdesk/student-help-desk.

Laundry Room

Washers and dryers are located in the basement of the North Building. Residents must use their OneCard to pay for use of the washers and dryers. Residents who leave laundry unattended do so at their own risk. The College is not responsible for lost, stolen, or damaged items. If a machine is out of order, please attach a sign to it and report the broken machine number to the Office of Residence Life. If you have any issues with the laundry equipment, please complete the following form:

ww3.hunter.cuny.edu/residencelife/view.php?id=66.

The Hunter College ID/OneCard

OneCard is a system that lets students use their Hunter ID card for campus services, such as printing, copying, dining, laundry, and library fees. Students can put money on their card and check their account balance through the OneCard web site, www.hunter.cuny.edu/icit/services/onecard or at any of the Account Management Centers (AMC), located in the West Lobby and by the library on the 2nd floor West building and at various locations on the main campus. Problems with the OneCard must be reported to the OneCard Office by email at: onecard@hunter.cuny.edu.

Cafeteria

The Brookdale Campus cafeteria is located on the first floor of the North Building and is 24/7 and is utilized by students for studying and eating. The Cafeteria is not an operating dining hall. There is no dining/meal plans provided at the Brookdale Campus. The Cafeteria is open to the college community and a great space for group work.

Vending Machines

Vending machines with snacks and drinks are located on the first floor of the North Building by the elevators and the Brookdale Recreational Facilities. If machines are out of order or if you lose your money, please call the number posted on the machine.

Gameroom

The Gameroom is operated by the Undergraduate Student Government. The hours of operations are posted outside the Gameroom. The Gameroom houses computers for gaming, homework, and internet use. Also available are pool tables, video games, TVs and board games. The Gameroom staff plans movie nights, concerts and other social events.

Recreational Facilities

All students with a physical activity card (PAC) are eligible to use the gym, pool, and tennis courts on the Brookdale Campus. Hours are posted on the Recreation Bulletin Board and managed by Hunter College Athletics.

Talk Alert Boxes

Talk Alert Boxes are located in lobbies and bathrooms of the Residence Hall. They are available in the event of an emergency. Residents should push the red button if a dangerous situation or emergency occurs on the floor. A Public Safety Officer will respond to the scene. The resident should either wait at the scene or call Public Safety at (212) 481-4444 to explain the reason for pushing the button.

Health & Safety

Fire Safety

All residents and guests are expected to comply with the following fire safety policies and procedures:

1. Resident students and guests are expected to evacuate the building via the stairwells when instructed.
2. Smoking, cooking, possessing candles, incense, or any other object or activity that produces flames and/or smoke are all strictly prohibited in all Residence Hall rooms.
3. Residents are expected to exercise caution and care in preparing food in public kitchens. The kitchen should never be left unattended when food is cooking on the stove or in the oven.
4. Tampering with smoke detectors, heat sensors, fire extinguishers, sprinklers or any other fire safety equipment is strictly prohibited. Residents may not cover or otherwise disable smoke detectors. Residents are responsible for reporting broken smoke detectors to the Residence Life Office.
5. Residents should NEVER use emergency exits to enter or exit the building, except in cases of emergency.
6. No person shall activate the fire alarm system when there is no cause to believe that a fire or dangerous condition persists.
7. Hanging objects from sprinkler heads/pipes or tampering with sprinkler heads/pipes in any way is strictly prohibited. Any damages to the sprinkler system as a result of the resident's or guests' tampering will be the responsibility of the resident. Any damage to personal property as the result of a resident and/ or his/her guest(s) tampering with or damaging the sprinkler system shall be the responsibility of said resident.
8. Residents must keep hallways on their floors clear from personal items such as umbrellas, floor mats, personal luggage bags, etc.

Failure to comply with fire safety regulations is a very serious offense. Residents who fail to follow these procedures present a danger to themselves and others and will be subject to disciplinary action. The sanction for this violation may include a monetary fine of \$350.

Fire & Smoke Emergencies

- A. Fire or Smoke Conditions:** If you suspect, see, smell, or hear of a fire or smoke condition, do not wait for announcements. You must vacate the area immediately and follow these precautionary measures:
- Close any doors behind you
 - Activate the nearest fire alarm
 - In smoky conditions, crawl low and under the smoke
 - Evacuate the building using the stairs. Do not use the elevator
 - As you approach a closed door, feel the door with your hand. If it is hot, do not use it. Go to the next safest exit.

Do not re-enter the building until you have been instructed by Public Safety or the Fire Department.

If you are trapped in a room, keep your door closed but do not lock it. Cover your vent and the space under the door with clothes or towels to prevent smoke from entering the room. Call 911 and tell them your location, floor and room number. Listen for announcements over the Public Address system. Follow instructions of the Fire Wardens, Public Safety and the Fire Department.

B. If you hear a constant alarm tone: Listen for further information from Public Safety via the public address system.

Health & Safety Inspections

The College respects a resident's desire for privacy. However, it is occasionally necessary for the College to exercise its legal and contractual right to enter a room in the interest of maintaining an environment that provides for the health, safety and wellness of all resident students. Residents must not violate policies designed to protect all residents from harm. Residence Life staff will conduct periodic inspections of rooms in order to ensure that residents are adhering to health and safety policies.

All health and safety inspections will be scheduled and publicized at least 72 hours in advance. On the appointed date, the Office of Residence Life will inspect randomly selected rooms to ensure compliance with health and fire safety policies. Inspections will be conducted by a professional staff member of the Office of Residence Life accompanied by an RA and/or a representative of the Brookdale Council. Residents are ENCOURAGED to be present.

Only a visual inspection is conducted. No items will be moved, and areas such as drawers and closets will not be checked. However, staff members conducting the inspections will inspect further if conditions in the room present reasonable suspicion that violations are present.

Residents will receive a written notice when their room has been inspected, and any violations will be noted. Prohibited items that present a fire safety hazard (i.e. illegal appliances, candles, incense, etc.) will be removed from the room and discarded. Residents who are found in any health and safety violation will be in violation of the Residence Hall Contract and may be required to surrender their residency privileges.

There are also two smoke detector checks done each year by Facilities and Public Safety staff. The facilities personnel and a Public Safety Officer will be escorted by a Residence Life staff member. Any plain sight violations will be dealt with accordingly.

Weather-Related Emergencies

Students are encouraged to sign up for CUNY Alert. CUNY Alert allows you to receive text, email, and/or voice alerts of emergencies or weather related closings on your campus. You can choose your campus location, phone for voice and text messages, and/or email addresses for instant emergency communication. To sign up for CUNY Alert, visit the website: www.cuny.edu/news/alert.html.

If weather conditions such as storms or high winds are predicted, take the following precautions:

- SEEK COVER. Do not attempt to go outside if conditions do not permit it.
- EXERCISE CAUTION by staying away from windows, shelves, or other items which can cause injury.
- View CUNY Alert online at: www.cuny.edu/news/alert.html.
- LISTEN for Public Safety announcements, information on local radio or television stations, or contact the Residence Life staff for updates.

Floods, Power Outages, or Other Maintenance Emergencies

Report the problem to Public Safety at (212) 481-4444 or use the Talk Alert Box on each floor. Do not use electrical appliances or approach exposed wires.

For more emergency information, visit the Hunter College Emergency Preparedness web site:
www.hunter.cuny.edu/emergencyprep/emergency-preparedness-1

Medical Emergencies

If you or others experience illness or injury, take the following steps:

- REPORT the problem to Public Safety at (212) 481-4444 or use the Talk Alert Box in the bathroom and near the elevators.
- Get as much information as you can about the condition of the affected person.
- Do not leave the affected person alone. Do not take chances with health matters. When in doubt, seek professional medical attention.

Personal Safety

There is much you can do to minimize the risk of being a victim of a crime. Don't be an easy target for criminals! Follow these precautions:

- Avoid traveling alone and keep to the busier streets, especially at night. Do not carry large amounts of cash and refrain from displaying expensive jewelry and electronics.
- When you are going out, let a friend know of your plans, and tell him/her when you plan to return.
- Always lock your door and never loan your key or identification to anyone.
- Refrain from abusing alcohol or other drugs, which impair your judgment and ability to defend yourself.
- Be suspicious of people whom you meet in public places or on the internet. Do not go home with someone you've just met.
- Record bank account and credit card account information and keep it in a safe place. That way, if these items are stolen, you will be able to cancel them immediately.
- Exercise caution when using ATM machines. Keep an eye out for people loitering by the machine or door. The Residence Hall has an ATM in the main lobby.
- Use caution when using online communities like Facebook, Twitter, and Instagram. Do not give out personal information or send photos to strangers.

For additional safety tips visit the following website: www.hunter.cuny.edu/publicsafety/crime-prevention-1

Student Conduct Process & Procedures

Hunter College & CUNY Rules, Regulations, & Policies

The Residence Hall is an integral part of the CUNY and Hunter College community. Therefore all policies, rules and regulations applicable to Hunter College and CUNY apply to all residents. This is to include: CUNY's Rules and Regulations for the Maintenance of Public Order pursuant to Article 129A of the New York State Education Law, CUNY's Medical Withdrawal and Re-Entry Policy and Procedures Governing Resident student Behavior that Presents a Direct Threat or Harm to Self or Others or Substantially Disrupts the Learning or Working Environment or Other and the Resident student Disciplinary Procedures set forth in Article XV of CUNY's Bylaws. Residents should refer to Hunter's Graduate and Undergraduate Catalogs for a detailed description of the policies, rules and regulations of Hunter and CUNY. Article 129A of the New York State Education Law was adopted by the CUNY Board of Trustees for the purpose of maintaining public order on college campuses and other colleges.

Student Conduct Procedures

In addition to adherence to the aforementioned policies and procedures, students are expected to abide by all federal, state, and local laws. Alleged violations of the law will be referred to the appropriate official, including applicable court or law enforcement authority, the Office of Residence Life, and the Office of Vice President for Student Affairs. Violations of applicable laws and College/CUNY policies may result in administrative action by the Office of Residence Life and/or the College, regardless of the outcome of criminal investigations and proceedings.

Student Conduct (Judicial) procedures are invoked in response to the receipt of a complaint that alleges that a student have engaged in behavior which violates one or more of the policies outlined in this handbook or other applicable College policies. Any member of the campus community, or a guest, may file a complaint. Students who wish to file a complaint must submit a statement, or incident report, to the RA, Public Safety officer, or a Residence Life Staff.

When an incident report is received, it is reviewed by the Director of Residence Life or his/her designee. A determination is made as to whether the incident and behavior in question may be in violation of one or more College or Residence Hall policies. The Director of Residence Life or designee will contact student(s) involved in order to complete a preliminary investigation of the allegations. All members of the College community must comply with this investigation by responding to requests for meetings and by answering all questions truthfully. Any student who engages in behavior which impedes an investigation into a judicial matter is in violation of College and Residence Life policy. Once the preliminary investigation is completed, the Director of Residence Life, often in consultation with the Vice President for Student Affairs, makes a determination as to whether to proceed with further judicial action. In the case of serious offenses, the accused student(s) may be suspended from the Residence Hall pending the outcome of the judicial review. In such cases, a judicial hearing and review will be scheduled for no later than seven working days from the date that the determination to proceed is made. All disciplinary matters may be addressed through the student disciplinary procedures set forth in Article XV of CUNY's bylaws, pursuant to which the College's Faculty Student Disciplinary Committee may conduct a judicial hearing in accordance with Article XV of CUNY's bylaws.

Incidents involving less serious allegations may be referred for judicial action to an administrative hearing with the Director of Residence Life or designee. Residents who are referred for judicial review will receive information regarding the judicial hearing process when they are informed of the pending charges. Residents are expected to appear for scheduled judicial proceedings. If the resident fails to report for judicial matters, the case can proceed in their absence.

At the conclusion of the judicial review, a determination of responsibility is made. In most cases where a resident is determined to be responsible for a violation of College or Residence Hall policy, a “sanction” is recommended.

Sanctions may include, but are not limited to: formal warnings, restitution for damages, probation, suspension, or dismissal from the Residence Hall, and/or suspension or expulsion from the College. Once a decision regarding the sanction is made, the resident will receive a written “Letter of Disposition” outlining the findings of the judicial review body as well as the sanctions to be imposed. For additional information on the CUNY Disciplinary Policy, see Appendix B.

CUNY Medical Withdrawal Policy

The College is responsible for providing a safe learning and working environment for students, faculty, staff and other members of the CUNY community. Some students may, because of a medical condition, engage in behavior that presents a direct threat of harm to themselves or to others, or substantially disrupts the learning or working environment of others. In such situations, in addition to taking reasonable and appropriate action to protect the security and safety of the campus community, the College may address such student behavior under CUNY’s Medical Withdrawal and Re-entry Policy and Procedures.

The Vice President for Student Affairs or designee may, under certain specified circumstances, direct an emergency interim removal of a student from the Residence Hall and/or the College, request a student to voluntarily withdraw from the Residence Hall and/or the College, or agree to specified conditions, or initiate proceedings for the involuntary withdrawal of the student from the Residence Hall and/or the College. The policy also set forth procedures for consideration of a student’s re-entry to the Residence Hall and/or the College after the resident student withdraws or is withdrawn from the Residence Hall and/or the College pursuant to the policy. For additional information or a copy of this policy, please contact the Office of Residence Life Office or the Office of the Vice President for Student Affairs.

Personal & Community Conduct

Residents must accept and abide by a specific set of rules that govern the community and ensure that the rights of all residents are protected. Community living requires a commitment from all residents to respect the rights of all members of the community. It also requires a commitment from all residents to protect the physical environment by refraining from dangerous behavior or behavior which causes discomfort and disruption. Behavior which infringes upon these rights will be regarded as a breach of the community’s trust and will be taken seriously. Residents and guests must comply with legitimate, reasonable, and lawful requests or directives given by a member of the Residence Hall staff, Public Safety personnel, college official or designee acting in his/her official capacity. Failure to comply may result in disciplinary action.

This section outlines policies which govern all residents and their guests. CUNY, the College and the Office of Residence Life reserve the right to make amendments to any of the policies contained herein, with the understanding that residents will be informed in writing of any and all additions or changes. Residents found in violation of these policies may be subject to disciplinary action.

Drug & Alcohol Policy

The Residence Hall is a drug and alcohol free environment. (See the CUNY Drug and Alcohol Policy in Appendix A.)

Drug Policy

The unlawful manufacture, distribution, dispensation, possession, use or sale of drugs, controlled substance (which includes prescription drugs not intended for the holder), or drug paraphernalia is prohibited in and around the Residence Hall. Residents who violate this regulation will be subject to disciplinary action. Sanctions may include: Residence Hall Probation, Visitation privileges suspended, an Alcohol and Other Drug Comprehensive Evaluation, termination of resident's Residence Hall Agreement, expulsion or suspension from the Residence Hall and/or from the College. Violations may also be reported to law enforcement officials. Residents who are expelled from the Residence Hall for a drug violation will be deemed persona non grata and not allowed to visit the Residence Hall.

Alcohol Policy

Alcohol possession and consumption is not allowed in the Residence Hall. Residents who violate this policy will be subject to disciplinary action. Sanctions may include: Residence Hall Probation, Visitation privileges suspended, an Alcohol and Other Drug Comprehensive Evaluation, a monetary fine of up to \$350, termination of resident's Residence Hall Agreement, expulsion or suspension from the Residence Hall and/or from the College.

Disorderly & Disruptive Conduct

Disorderly and Disruptive Conduct are prohibited in the Residence Hall. Conduct deemed to have a negative impact on the safety and well-being of the resident or others in the Residence Hall is prohibited. While some behavior in isolation may be considered minor, pattern or multiple minor occurrences may result in disciplinary action.

Examples of such conduct are: wearing/using skates, riding bicycles, playing sports in public areas, or engaging in excessive and loud noise. Additional examples are discussed in various sections of this document.

Offenses Against Persons

No person may engage in any activity which serves to threaten or harass another member of the College community, or which serves the purpose of preventing that person from the proper exercise of his/her rights under College policy. These activities include, but are not limited to:

- Fighting, pushing, shoving, or any violent or unwelcome physical contact.
- Attempting to block or detain a person(s) from entering or exiting any area where they are rightfully permitted to enter or exit.
- Physical and/or verbal harassment, intimidation, or threats, including unsolicited and/or unwelcome telephone calls or electronic communications.
- Brandishing or displaying any item in such a manner as to suggest that it can or will be used as a weapon.

Noise

Residents and guests are not permitted to create sounds or to operate any radio, stereo, television, or other sound-producing equipment which disturbs the quiet, comfort, or repose of any member of the campus community or which interferes with normal functioning of College activities. Any resident has the right to expect that others will refrain from making noise that disturbs them upon request.

During designated Study Hours, reading days, and periods of final examinations all residents and their guests are expected to maintain a quiet environment at all times.

Study Hours

East and North Buildings: 11 PM - 9 AM everyday on every floor

Sexual Harassment and/or Assault

The college prohibits Sexual Assault or Sexual Harassment of employees and students.

Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other oral or written communications or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly in a term or condition towards an individual's employment or academic standing.
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment.

Sexual harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between a faculty member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or co-workers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (for example, a student sexually harassing a faculty member). A lack of intent to harass may be relevant to, but will not determine whether sexual harassment has occurred.

What is Sexual Assault?

- Any sexual act committed or attempted against a person's will.
- Forced sexual contact by dates, spouses, family members, acquaintances or strangers.
- A range of acts, from obscene phone calls to forced, sexual intercourse.
- Any sexual contact you don't want.

Visit the Public Safety website for additional information on CUNY's Sexual Harassment Procedures at: <http://www.hunter.cuny.edu/publicsafety/policies-and-procedures/sexual-assault-information>

Hunter's Sexual Assault Policy: www.hunter.cuny.edu/publicsafety/policies-and-procedures/sexual-harassment-policy

Smoking Policy

The Residence Hall, like the rest of Hunter College and all municipal buildings, is a smoke free environment. Residents may smoke tobacco as long as they are within a minimum of 20 feet from all entrances and exits. No smoking is prohibited within the courtyard.

The non-smoking policy will be strictly enforced. Rooms will be entered if any staff member smells smoke emanating from a room. The presence of cigarette ashes or butts in the room will be used as substantiation of this violation. Residents who violate this policy will be subject to disciplinary action. The sanction may include a monetary fine of \$350 and/or suspension or termination of the resident's Residence Hall Agreement, expulsion from the Residence Hall and /or suspension or expulsion from the College.

Soliciting & Business Ventures

- Posting, chalking, and/or canvassing of any kind outside of the designated areas without prior consent by the Residence Life staff is prohibited. This includes flyers, advertisements, papers, etc.
- Hunter related solicitation activities may be allowed. Prior approval for these activities must be received by the Residence Life staff.
- Residents may not run any sort of business through their room, address or mailbox.

Visitation Policy

The Resident Hall Visitation Policy has been developed to protect residents' rights to security, privacy and comfort, to promote the "fair use" of shared facilities, and curtail unauthorized persons from entering the building and/or staying overnight in the Residence Hall. Public Safety personnel may deny entrance to any guest who appears to be intoxicated, under the influence of controlled substances, or behaving in a strange manner. Violations of the visitation policy may result in disciplinary action and suspension of visitation privileges.

Residents will be held responsible for the conduct of their guests including responsibility for any damage caused by their guest. Guests must remain under the direct supervision of the hosting resident student at all times and are not permitted to remain in the Residence Hall, including a resident's room, unaccompanied. The following are Visitation Guidelines and Policy:

1. All residents are allowed to have two (2) guests in the Residence Hall during the daytime which include the hours between 7 AM – 11 PM.
 - If daytime guest is 17 years old or younger, they must leave the building by 9 PM.
2. Guests are not allowed to remain in the Residence Hall, room or walk out of the building unaccompanied by their host.
3. All guests must sign in at the front desk with public safety and guests will need an ID that includes a photo and their birthdate.
 - If your guest is staying overnight, they will need to leave an ID with Public Safety after they sign in. If you and your guest decide to leave the campus at night (11 PM – 7 AM), your guest will need to retrieve their ID. If they will reenter the building later that night, the Public

- Safety Officer will make a note on their overnight pass. Upon re-entering the building, your guest must return their ID to Public Safety.
- They will be given either a day pass or an overnight pass that they need to carry with them at all times and must return the pass and sign out upon their departure.
4. Residents are only allowed one (1) overnight guest per night
 - Overnight is considered to be between the hours of 11 PM – 7 AM.
 - Resident must accompany their guest to the front desk and sign guest out the next day before 12 PM. Guest will retrieve their ID upon their departure.
 5. Overnight Guest
 - Only guests that are 18 years or older can stay overnight
 - There is a limit of 12 overnight guests a month. Your guest can stay 12 consecutive nights or spaced out within the month. Your overnight guest visitation will restart on the 1st of each month.
 - A guest can only obtain overnight privileges for 12 nights within a month regardless of the identity of the host. Guests who violate the 12 night maximum can be placed on the Persona Non-Grata List (see Persona Non-Grata below)
 - Make sure that if they are staying more than 2 nights in a row, you always sign them out by 12 PM the next day and obtain a new pass.
 6. The rules regarding overnight visitation will be limited during the following time periods:
 - Beginning of semester
 - No overnight visitation allowed
 - Reading week and Finals week
 - No overnight visitation allowed
 7. Failure to meet these policies will result in:
 - Visitation
 - First Offense – Written Warning
 - All sanctions after that will be at the discretion of the Office of Residence Life and could potentially result in the suspension of Visitation indefinitely
 8. If there any other questions, you can always email living@hunter.cuny.edu

Persona Non-Grata

Visitors who violate Residence Hall policy or gain access to the Residence Hall area without signing in as required will be banned from the Residence Hall. Any person considered “Persona Non-Grata” who attempts to enter the Residence Hall will be considered trespassing and in violation of city and state laws.

Release of Residence Hall Records

The College adheres to federal law in relation to the release of educational records, which includes Residence Hall documentation. Students may submit written requests to view, or receive a copy of their Residence Hall record(s). Forms are available from the Office of Residence Life.

For additional information regarding student’s rights concerning educational records, visit the Registrars website at: www.hunter.cuny.edu/middle-states/repository/files/standard-9/Hunter%20nondisclosure-form.pdf

Top Ten Brookdale Rules & Information

Here is a list of the top ten Residence Life rules and information that resident students each year claim: "No one ever told me!"

1. The Residence Life staff provides over 40 programs and activities each semester.
2. To maintain occupancy in the Residence Hall, you must be a full time (minimum of 12 credits) matriculated student with a GPA of 2.0 or above. If your GPA drops below 2.0, as applicable, you will be placed on academic as well as residential probation and may be asked to vacate your room.
3. You may live in the Residence Hall during the summer without being registered for classes.
4. You must make the Residence Hall your primary residence. Anyone not living here more than four nights a week and two weekends a month may be asked to vacate their space to someone on the waiting list.
5. Furniture is assigned to your room and labeled as such. You cannot move furniture from room to room. You cannot use lounge furniture for your room. Large furniture not issued by the College may not be brought to your Residence Hall room.
6. There is a 24-hour computer lab in the basement of the East Building.
7. You may NOT hang anything from the sprinkler pipes, cages or sprinkler heads within your room.
8. You must be present with your guest during the sign-out process. Your guest cannot turn in their visitor sticker without you being present.
9. Your Hunter College ID allows you to enter the Brookdale Campus, sign-in guests, do laundry, print papers, as well as purchase food and snacks.
10. The Brookdale Residence Hall is a dry campus. You may not consume or possess alcohol or drugs in the Residence Hall.

Hunter College Telephone Directory

BROOKDALE CAMPUS

Campus Security	212-481-4444	N119	www.hunter.cuny.edu/publicsafety
Office of Residence Life	212-396-7136	North Building	www.hunter.cuny.edu/livingathunter
RA Office		Parlor C	
Library	212-481-4326	BC2FL	www.library.hunter.cuny.edu/
Mail Room	212-481-4309	BC Mail	
Swimming Pool	212-481-4307		
Gameroom	212-481-7653		

68TH STREET CAMPUS

Academic Advising	212-772-4891	E1119	www.hunter.cuny.edu/student-services/advising
Bursar's Office	212-772-4401	N238	www.hunter.cuny.edu/bursar
Career Development Services	212-772-4850	E805	www.hunter.cuny.edu/student-services/cds
Counseling Services	212-772-4931	E1123	www.hunter.cuny.edu/student-services/pcs
Dean of Student Affairs	212-772-4878	E1103	www.hunter.cuny.edu/student-services
Financial Aid	212-772-4820	N241	www.hunter.cuny.edu/financial-aid
Graduate Student Government	212-772-4309	TH218	www.huntergsa.org
Health Services	212-772-4801	N307	www.hunter.cuny.edu/student-services/wellness
One Stop	212-772-4474		
Recreation & Athletics	212-772-4912	WB317	www.huntercollegeathletics.com
Student Activities	212-772-4924	NC001	www.hunter.cuny.edu/student-services/sa
Undergraduate Student Government	212-772-4261	N121	www.hunterusg.org

Note for Appendix A, B and C:

CUNY Policies are subject to changes and updates. Please check the Hunter College Website for updates and more information.

Appendix A

The CUNY Policy on Drugs and Alcohol

The City University of New York (CUNY) is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol.

Federal law requires that CUNY adopt and implement a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. As part of its program, CUNY has adopted this policy, which sets forth (1) the standards of conduct that students and employees are expected to follow; (2) CUNY sanctions for the violation of this policy; and (3) responsibilities of the CUNY colleges/units enforcing this policy. CUNY's policy also (1) sets forth the procedures for disseminating the policy, as well as information about the health risks of illegal drug and alcohol use, criminal sanctions for such use, and available counseling, treatment, or rehabilitation programs, to students and employees; and (2) requires each college to conduct a biennial review of drug and alcohol use and prevention on its campus.

This policy applies to all CUNY students, employees and visitors when they are on CUNY property, including CUNY residence halls, as well as when they are engaged in any CUNY-sponsored activities off campus.

CUNY Standards of Conduct

The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited. In addition, CUNY employees are prohibited from illegally providing drugs or alcohol to CUNY students. Finally, no student may possess or consume alcoholic beverages in any CUNY residence hall, regardless of whether the student is of lawful age. For purposes of this policy, a CUNY residence hall means a residence hall owned and/or operated by CUNY, or operated by a private management company on CUNY's behalf.

In order to make informed choices about the use of drugs and alcohol, CUNY students and employees are expected to familiarize themselves with the information provided by CUNY about the physiological, psychological, and social consequences of substance abuse.

CUNY Sanctions

Employees and students who violate this policy are subject to sanctions under University policies, procedures and collective bargaining agreements, as described below. Employees and students should be aware that, in addition to these CUNY sanctions, the University will contact appropriate law enforcement agencies if they believe that a violation of the policy should also be treated as a criminal matter.

Students

Students are expected to comply with the CUNY and college policies with respect to drugs and alcohol. Any student found in violation may be subject to disciplinary action under Article 15 of the Bylaws of the Board of Trustees, which may result in sanctions up to and including expulsion from the University.

In addition, any student who resides in a CUNY residence hall and who is found to have violated any CUNY or college policy with respect to drugs and alcohol may be subject to sanctions under the CUNY Residence Hall Disciplinary Procedures, up to and including expulsion from the residence hall.

In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the student must see a counselor or successfully participate in a drug and alcohol treatment program.

In accordance with the Federal Educational Rights and Privacy Act ("FERPA"), CUNY may also choose—when appropriate—to contact parents or legal guardians of students who have violated the CUNY policy on drugs and alcohol.

Employees

Any employee found to have violated this CUNY policy may be subject to disciplinary action, in accordance with the procedures set forth in applicable CUNY policies, rules, regulations, and collective bargaining agreements. Sanctions may include a reprimand, suspension without pay, or termination of employment. In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the employee must successfully participate in a drug or alcohol treatment program.

Responsibilities of CUNY Colleges/Units

Each college or unit of the University should make its best efforts to educate employees and students about this policy and the risks associated with the unlawful possession, use, or distribution of illegal drugs and alcohol. The President of each college or unit may choose to ban alcohol at on-campus functions or at any particular function. This policy, together with information about the health risks of illegal drug and alcohol use, criminal sanctions for such use, and counseling, treatment, or rehabilitation programs available to employees or students, must be distributed annually to all employees and students. The Chief Student Affairs Officer shall be responsible for the distribution of this material to students, and the Director of Human Resources shall be responsible for the distribution of the material to employees.

The Vice President for Administration, or person performing the equivalent function at each college or unit of CUNY, shall be responsible for conducting a biennial review to determine the effectiveness of CUNY's drug and alcohol program at its college or unit, and to ensure that sanctions for drug and alcohol violations are consistently enforced. Upon completion, the biennial review must be sent to the University's Executive Vice Chancellor and Chief Operating Officer. This biennial review must include the number of drug and alcohol-related violations and fatalities that occur on the college's campus or as part of the college's activities, as well as the number and type of sanctions imposed as a result of drug and alcohol-related violations and fatalities that occur at the college as part of its activities.

Appendix B

CUNY Residence Hall Disciplinary Procedures

Introduction

These procedures are intended to apply to all CUNY owned and/ or operated residence halls, including those operated by CUNY and those operated by a private company on behalf of CUNY. The purpose of these procedures is to protect the health and safety of the entire residence hall community by providing for discipline of students who live in residence halls who violate the rules governing student conduct applicable to CUNY students. At the same time, these procedures are designed to ensure that the due process rights of student accused of engaging in inappropriate conduct are respected.

Applicable Rules of Conduct

All students who live in CUNY residence halls are expected to behave lawfully and responsibly. They are expected not to engage in conduct that threatens or causes harm to others or interferes with the working or learning environment of others. All residents must comply with local, state and federal laws, including the Henderson Rules (N.Y. State Education Law, Article 129-A) and with CUNY and College policies, including College rules governing appropriate conduct in the residence hall. Students who violate their College's rules concerning behavior in the residence hall will be subject to discipline under these residence hall disciplinary procedures. To the extent that the conduct at issue also violates local, state or federal law (including the Henderson Rules) or other CUNY or College policies, a student will be subject to discipline under Article XV of CUNY's Bylaws ("Article XV") as an alternative to disciplinary proceedings invoked under these residence hall procedures. In cases in which the conduct is serious and the sanction might involve suspension or expulsion from the University, rather than a sanction solely relating to future conduct and tenure at the residence hall, Article XV procedures should be invoked instead of residence hall disciplinary procedures.

Further, if a student's conduct threatens harm to him or herself or others or substantially disrupts the learning or working environment of others, and is connected to a mental health or other medical issue, that conduct should be addressed under CUNY's Medical Withdrawal and Re-entry Policy and Procedures ("Medical Withdrawal Policy").

Emergency Situations

Emergency Interim Removal: If a resident's behavior presents an immediate, severe and direct threat to him or herself or others (by evidencing a likelihood of harm to him or herself or others), or is substantially disrupting the learning or working environment of others, the resident may be removed from the residence hall for a period not to exceed seven business days, pending the results of administrative proceedings or psychological evaluation or where mental health issues are present.

The fact that a resident has threatened to commit or attempted to commit suicide, however, may not, in and of itself, be used as the basis for an emergency interim removal. In such a circumstance, the resident shall be referred to a mental health professional under the Medical Withdrawal Policy for an assessment of whether the resident presents a direct threat to him or herself or others.

Following an emergency interim removal of a student, the next step in the applicable and appropriate process (either under these procedures, the Medical Withdrawal Policy, or Article XV) should be taken as soon as practicable, and in no event later than the time deadlines outlined in the applicable policy.

Emergency Interim Relocation: A resident may be relocated from one area of a residence hall to a different location in that building or, if applicable, to a different building in the complex. This relocation may be made

permanent or temporary until a permanent space is located by the residence hall staff. The interim relocation shall become immediately effective without prior notice whenever there is evidence that the student's continued presence in the current residence poses a significant disruption to other persons, property, or to the stability and continuance of normal housing functions.

Following an emergency interim relocation of a student, the next step in the applicable and appropriate process (either under these procedures, the Medical Withdrawal Policy, or Article XV) should be taken as soon as practicable, and in no event later than the time deadlines outlined in the applicable policy.

Disciplinary Process in the Residence Hall

Role of the Residence Life Coordinator

Each residence hall, whether managed directly by a CUNY college or by a private management company, will have a director whose responsibilities will include oversight of the residence hall internal disciplinary process. The Residence Life Coordinator (RLC) or designee will conduct investigations of complaints and conciliation conferences and will also conduct those hearings.

Disciplinary Procedures

Complaint and Investigative Process

A complaint may be submitted by anyone, including resident advisors ("RAs"), residence hall staff, or other students in the residence hall. The complaint must be in writing. Intentionally providing false information is a serious offense that will subject a person providing such intentionally false information to disciplinary action. Further, retaliation of any kind against witnesses or other participants in the investigative process is strictly prohibited and may result in separate disciplinary action.

The complaint should be submitted to the RLC or designee for investigation, with a copy provided to the College's Chief Student Affairs Officer. The RLC or designee will assess the incident and identify any alleged policy violations. If he or she determines that policies may have been violated, he or she will investigate by interviewing witnesses and gathering relevant documents. Investigations should be completed within thirty days, except that they must be completed within seven days if the student has been removed from the residence hall under the emergency interim removal procedure or if the student has been relocated within the residence hall or complex under the emergency interim relocation procedure.

After the investigation has been completed, the RLC or designee will determine if the residence hall, CUNY and/or College policy was violated. If so, the RLC or designee will refer the incident for informal conciliation through the residence hall's procedures. Alternatively, in the event of a determination (in consultation with the College's Chief Student Affairs Officer) that the matter presents a serious violation of CUNY and/or College policies (including but not limited to the Henderson Rules) for which the appropriate sanction might involve suspension or expulsion from the University, the RLC or designee will refer the case to the College's Chief Student Affairs Officer for further action under Article XV of CUNY's Bylaws or, if applicable and appropriate, the Medical Withdrawal Policy.

The Conciliation Process

The first step in the conciliation process ordinarily should be a meeting between the accused student and the RLC or designee. In cases involving minor infractions, a policy clarification notice letter may be sent in lieu of initiating the conciliation process. Should the student wish to contest the policy clarification letter and have a Conciliation Conference instead, the student must send a written request for a Conference to the RLC within five business days from receipt of the policy clarification letter.

The RLC or designee will conduct the Conciliation Conference. At the Conference, the findings of the investigation will be discussed with the student with an effort toward resolving the case. There are three potential outcomes to a Conciliation Conference:

1. The case may be resolved by mutual agreement, which may include the imposition of sanctions for violations of policy (if a student admits responsibility for such violations).
2. If no agreement is reached, the matter may proceed to a formal disciplinary hearing.
3. If the student effectively demonstrates that the investigation's findings are incorrect, the allegations may be dismissed as unfounded.

Failure to attend an assigned Conciliation Conference may result in the student being charged with an additional violation of residence hall rules and the scheduling of a disciplinary hearing.

Disciplinary Hearing

1. Notice to Students

Notice of the charge(s) and the time and place of the hearing must be sent to the student's college email address and by regular mail or hand delivery to the student's residence hall address or to the student's other permanent address if the student no longer lives in the residence hall. The notice must contain a summary of the student's procedural rights at the hearing, as listed below. The student should be given a minimum of five business days' notice of the date of the hearing.

2. Summary of Student Procedural Rights at the Hearing

- a. The right to a confidential closed hearing.
- b. The right to present the student's version of the incident.
- c. The right to present witnesses and documentary evidence on the student's behalf.
- d. The right to cross-examine witnesses presenting evidence at the hearing.
- e. The right to receive copies of documents introduced into evidence at the hearing.
- f. The right to be represented by legal counsel or an advisor at the student's expense. The advisor does not act as an advocate for the student. The advisor must indicate relevant professional affiliation (if any), as well as name and relationship to the accused student. RAs are not permitted to serve as advisors to accused students. The process will not be delayed due to the unavailability of an advisor.
- g. The right to take written notes during the hearing, but not to use recording devices. The RLC's office will be responsible for recording the hearing and must make a copy of that recording available to the student upon request.
- h. The right to a written decision based on a preponderance of the evidence.
- i. The right to appeal a determination after a hearing.

3. General Rules

In general, the model for the disciplinary hearing is an administrative proceeding, not a criminal or civil trial. Accordingly, criminal or civil trial procedures and rules of evidence do not apply. As long as the student rights outlined in this policy are observed, adjudicator(s) have considerable discretion with respect to procedural requirements so as to facilitate a fair and expeditious decision.

Hearings will be closed to the public, except that an open hearing may be held, at the discretion of the presiding adjudicator(s), if requested by the accused student. The case against the accused student will be presented by the RLC or designee.

The RLC or designee will inform the accused student of the charges, the hearing procedures, and his or her rights. The student shall then be asked for a plea of “responsible” or “not responsible.” If the student pleads “responsible,” he or she will be given an opportunity to explain his or her actions and to discuss the appropriate sanction, if any. If the student pleads “not responsible,” the hearing will proceed to determination on the student’s culpability.

If the accused student does not attend the hearing, and does not present a reasonable excuse for non-attendance to the RLC or designee, the hearing may be held in the student’s absence. The Hearing Officer, as applicable, will consider the evidence and make a determination based on the evidence available. The absence of a student may give rise to an inference of responsibility, but may not be treated, by itself, as sufficient to demonstrate responsibility by a preponderance of the evidence.

4. Witnesses

The accused student may request the presence of relevant witnesses. In sensitive cases, including but not limited to harassment or assault, the student may choose not to request the presence of the alleged victim at the hearing, particularly when there are independent witnesses to the alleged harassment or assault.

Witnesses may participate in the judicial process by answering questions posed during the hearing or by providing a signed statement to the RLC. Witnesses will be asked to affirm that their statements are truthful. Questions may be posed to witnesses by the accused student, and the staff member presenting the case against the student.

5. Documentary Evidence

Accused students may introduce documentary evidence on their behalf at the hearing. CUNY adheres to federal law, the Federal Education Rights and Privacy Act (“FERPA”), which governs the permissible release of “education records.” Education records include records relating to students’ residency in residence hall. Except in emergency situations or for other good cause, requested copies will be provided to an accused student prior to a disciplinary hearing on that student’s case. However, redactions will be made to the copies if required by law.

6. Determination

Accused students may introduce documentary evidence on their behalf at the hearing. CUNY adheres to federal law, the Federal Education Rights and Privacy Act (“FERPA”), which governs the permissible release of “education records.” Education records include records relating to students’ residency in residence hall. Except in emergency situations or for other good cause, requested copies will be provided to an accused student prior to a disciplinary hearing on that student’s case. However, redactions will be made to the copies if required by law.

a. Responsibility

Once all of the evidence is presented, the hearing will be adjourned for the Hearing Officer to make a determination. A student will be found responsible for a violation of residence hall rules if the case against the student was demonstrated by a preponderance of the evidence. In other words, the evidence must demonstrate that it was “more likely than not” that the accused student was responsible for a violation. That recommendation on responsibility and sanctions will be reviewed by the RLC or designee, who may make adjustments as necessary to ensure that the sanctions are appropriate.

b. Sanctions

Students who are found responsible for a violation(s) may be subject to one or more sanctions. Accused students may also agree to sanctions in order to resolve a case during the conciliation process. The following is a list of possible sanctions:

Educational requirement: Mandate that the student complete an educational program relevant to the violation, with the possibility of imposition of sanctions if the student fails to complete the program.

Warning: Written notice that the student has violated a rule and that continuation or repetition of the wrongful conduct may result in more severe disciplinary action.

Residential Probation: Imposition of a sanction that is deferred for a period of time and then expires, unless the student continues or repeats the wrongful conduct.

Censure: Written reprimand for violation of a specified rule.

Loss of Privileges: Exclusion from participation in privileges for a specified period of time, including possible exclusion from certain areas of the residence hall.

Relocation: Interim or permanent relocation to another room/location within the hall.

Restitution: Reimbursement for damage to or misappropriation of property. It may also include restoring the property to its original condition, engaging in activities related to personal and/or academic growth and reflection, and/or providing service to the residence hall community.

Denial of Renewal: Denial of renewal option for future residence at the hall.

Residence Hall Suspension: Exclusion from the residence hall for a specified period of time, after which the student is eligible to return. It may also include specified conditions for re-admission.

Residence Hall Expulsion: Permanent separation of the student from the residence hall and termination of a student's housing or license agreement, as applicable.

c. Appeal

Students found responsible for violations after a disciplinary proceeding may submit a written appeal (via their email account or by regular mail) to the Director or designee. Unless the student has been subject to emergency interim removal or the written determination after the proceeding states that the student presents a direct threat to himself or herself or others (by evidencing a likelihood of harm to him or herself or others), or is substantially disrupting the learning or working environment of others, the student may not be removed from the residence hall while his or her appeal is pending.

The appeal should include a written statement outlining the specific issues for which review is sought, and the grounds upon which exception is taken to the determination. Grounds for appeal are limited to the following:

- There is evidence that was not available at the hearing which had it been available, would in all reasonable likelihood have produced a different finding on the student's responsibility for the alleged violation(s).
- The factual findings are "clearly erroneous" based on the evidence presented.
- There was a substantial procedural irregularity.
- The sanctions imposed are grossly disproportionate to the violation.

The Appeal Officer will be the Director or designee, as long as he or she was not involved in an earlier stage of the proceedings at the Hearing or Conciliation Conference, and did not conduct the investigation. If the RLC had involvement with the case at an earlier stage, he or she should designate a staff member to decide the appeal. If there are no residence hall staff members who have not been involved in an earlier stage of the proceeding or investigation, the appeal will be decided by the College's Chief Student Affairs Officer or designee. The Appeal Officer may, in his or her discretion, schedule a meeting with the student or decide the appeal solely on the content of the letter. The Appeal Officer may alter the findings if they are clearly erroneous, may reduce the sanctions imposed, and/or may remand for additional fact-finding to be made at a hearing. A determination on the Appeal should be issued within seven business days from the date of receipt of the appeal, and it should be mailed or hand-delivered to the student's residence hall address (or the student's permanent address, if no longer living in the residence hall), and the student's college email address.

If and only if the sanction imposed is suspension or expulsion from the residence hall, a further appeal to the College's President will be permitted on any of the grounds listed above. That appeal must be received by the College's President no later than fourteen business days from the date of receipt of the Appeal Officer's decision on appeal. The College's President should issue a decision within fourteen business days from the date of receipt of the Appeal.

Appendix C

CUNY Drug/Alcohol Use Amnesty Policy

The City University of New York's ("CUNY's") Drug/Alcohol Use Amnesty Policy has two principal purposes. First, it is intended to encourage students to seek medical assistance related to drug and/or alcohol use without fear of being disciplined for such use. Because the use of drugs or alcohol may be life-threatening, CUNY wishes to reduce barriers to seeking and receiving medical help in those situations. Second, CUNY wishes to encourage students under the influence of drugs and/or alcohol who may be the victims of, witnesses to, or otherwise become aware of violence (included but not limited to domestic violence, dating violence, stalking, or sexual assault) or sexual harassment or gender-based harassment to report that violence or harassment. Toward that end, CUNY's Policy is that students who seek medical assistance either for themselves or other and/or are reporting violence or harassment will not be subject to discipline under the circumstances described below.

1. Students who in good faith call for medical assistance for themselves or others and/or who receive medical assistance as a result of a call will not be disciplined for the consumption of alcohol (either if underage or if consumed in a CUNY-owned or operated residence hall or facility where alcohol consumption is prohibited) or drugs as long as there are no other violations that ordinarily would

subject the student to disciplinary action. Similarly, students who may be the victims of, witnesses to, or otherwise become aware of violence or sexual harassment or gender-based harassment and who report such violence or harassment will not be disciplined for the consumption of alcohol or drugs in the absence of other violations that ordinarily would subject the student to disciplinary action. Other violations that would involve discipline include but are not limited to (i) unlawful distribution or alcohol or drugs; (ii) sexual misconduct, as defined in CUNY's Policy on sexual Misconduct; (iii) causing or threatening physical harm; (iv) causing damage to property; (v) hazing.

2. The students involved will be encouraged to complete alcohol and/or drug education activities, assessment, and/or treatment, to be determined by the individual campuses or entities of CUNY with which the students are affiliated. If repeated incidents of alcohol or drug use are involved, there may be issues of medical concern, which may result in parental notification, medical withdrawal, and/or other non-disciplinary responses.
3. CUNY's Policy is intended both to implement Article 129-B of the Education Law (which mandates drug and alcohol amnesty for reporters of violence) and to complement 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, the Good Samaritan Law protects persons who witness or suffer from a medical emergency involving drugs or alcohol from being arrested or prosecuted for drug or underage alcohol possession after they call 911. It does not protect against arrest or prosecution for other offenses, such as the sale of drugs.

Approved by the Board of Trustees on 06/30/2014, Cal. No. 7D and effective date of 7/1/2014 as 'Medical Amnesty-Good Samaritan Policy'. Amended and changed to 'Drug and Alcohol Use Amnesty Policy' on 10/1/2015 Cal. No. 6D.