# Table of Contents

## General information
- The Residence Life Team ..... 4
- Students’ Rights and Responsibilities ..... 6
- Identification Cards & Keys ..... 7
- Mail ..... 7
- Parking ..... 8
- Computer & Network Information ..... 8
- Television ..... 9

## Health and Safety Procedures
- Emergency Procedures ..... 11
- Fire Safety Procedures ..... 11
- Maintenance Procedures ..... 13
- Health and Safety Inspections ..... 14
- Extermination Procedures ..... 15
- Prohibited Items ..... 16

## Common Areas
- Fitness Center ..... 18
- Kitchen ..... 19
- Laundry Room ..... 20
- Student Lounges & Computers ..... 21

## Policies
- Residence Policies ..... 23
- Campus Intervention Team (CIT) ..... 39
- Quiet Hours ..... 40
- Room Condition Reports ..... 40
- Damage Billing ..... 40
- Disciplinary Procedure ..... 43
- Guest Policies ..... 44
- Additional Policies ..... 46
- CUNY Policy on Sexual Misconduct ..... 47

The Baruch College Residence Guide is also available for download on the Residence Life website at www.Baruch.cuny.edu/studentaffairs/residencelife. Please check our website for the latest version of this document.
Welcome

Welcome to the Baruch College 1760 Residence Hall. The Residence Life Staff Team is excited to be a part of your college journey and is looking forward to getting to know you in the coming months. The Baruch College Residence Life program works in partnership with Educational Housing Services (EHS) to make your residence life experience an unforgettable living and learning experience. The information found in this Residence Guide is meant to serve as a source of information for any policy and regulation questions you may have. Please read through this information carefully, as you are responsible for abiding by these policies. The information contained in this book will also serve as a resource as you transition into living in your new home. Take the time to get to know your fellow floor mates and make sure you say hello to your Resident Assistant. The Residence Life team has planned a number of exciting and engaging programs over the course of the next few months and we are available and on site to provide you with the help and support you may need.

Good luck to a great year ahead. We are looking forward to meeting you.
GENERAL INFORMATION
The Residence Life Team

The Baruch College Residence Life team is made up of professional Student Affairs staff and trained Resident Assistants who are available as support and guides during your stay in the Residence Hall. Residence Life at Baruch College is administered through the Dean of Students Office located at the Baruch College Newman Vertical Campus. We work in partnership with Educational Housing Services to make your residence life experience an unforgettable living and learning experience.

Residence Life Coordinator (RLC)
Amanda Pryor, M.S.

Resident Assistants (RAs)
Aaliyah Thomas – 9th Floor
Denisha Deonarine – 10th Floor
Shemontee Chowdhury – 11th Floor
Laura Guzman – 16th Floor

Senior Resident Assistants (SRAs)
Katherine Dorovitsine – 15th Floor
Georgiana Kaloudis – 19th Floor

Location at 1760 Residence Hall
Baruch College Residence Life Office
Rear of Main Floor
Email: Residence.hall@baruch.cuny.edu
Phone: 212-600-5003

Location at Baruch College
Dean of Students Office
Newman Vertical Campus (NVC), Room 3-175
Email: Residence.hall@baruch.cuny.edu
Phone: 646.312.4570
Fax: 646.312.4589

Housing Office
Edward Pena
Assistant Director of Housing Services
Vice President of Enrollment Management & Strategic Academic Initiatives
Newman Vertical Campus (NVC), Room 2-255
Email: Housing@baruch.cuny.edu
Phone: 646.312.4576
Fax: 646.312.4589
Residence Life Hours of Operation
Baruch College Residence Life Office is open Monday-Sunday 7pm-11pm. Daytime hours are determined per semester. Please view signage on office door for daytime hours. There is staff available after hours for emergency purposes throughout the academic year. The security desk at 97th Street can be reached 24 hours a day.

About your Resident Assistant
Each resident on a floor has a Resident Assistant (RA) or Senior Resident Assistant (SRA) that is assigned to him or her. All RAs are live-in student staff members who are also attending Baruch College. RAs are trained peer mentors who live on your floor and are available to provide support and assistance during your stay. They have been trained on how to handle the most delicate situations and are able to help you when you are in need. The RAs also organize programs and events for you throughout the year and are open to your suggestions about what types of events you would like to participate in. The RA will be the one who greets you when you check-in and the last one you see when you checkout. The RAs hold evening office hours and serve on an on-call duty rotation throughout the academic year.

About the Residence Life Coordinator
In addition to the RAs, there is also a Residence Life Coordinator (RLC) who is a live-in professional staff member. The RLC supervises the RAs within the residence hall and is available as a first responder for emergency situations or any other concerns that may arise. Furthermore, the RLC will initiate and hear any conduct proceedings.

Baruch College Residence Life Office
The Baruch College Residence Life office located at 97th Street is staffed during the day, evenings and on weekends. Hours of operation as well as details on how to contact the RA on duty are posted on the office door.
Students’ Rights & Responsibilities

It is expected that all resident students of Baruch College adhere to the Baruch College Code of Student Conduct. Residence Hall policies and procedures are outlined in this guide. A comprehensive outline of the Baruch College Code of Student Conduct can be found in the Baruch College Bulletin available for download on the Baruch College website (www.baruch.cuny.edu).

Stated below are the “Students’ Rights and Responsibilities” promoted by the Association of College and University Housing Officers-International (ACUHO-I). These statements define the minimal expectations regarding your rights and responsibilities. Each resident possesses specific, individual, and group rights and responsibilities, which serve to guide residence staff in making decisions concerning student welfare and behavior.

These rights carry with them reciprocal responsibilities on the part of the individual to ensure these same rights and responsibilities that are associated with community living.

Students Have the Right

1. To have free access to their living accommodations.
2. To live in a clean and secure environment.
3. To written copies of housing rules and regulations, or individual building policies, which govern individual and group behaviors.
4. To the respect and safety of personal property.
5. To study without interruption or interference.
6. To be free of intimidation or harassment.
7. To express enforcement of housing agreement/contract.
8. To direct access to staff, which provides assistance, guidance and support as needed.
9. To equitable treatment when behavior is in question.
10. To host guests, within established guidelines.
11. To individual and group educational and developmental opportunities in their living community.

Students Have the Responsibility

1. To adhere to rules and regulations.
2. To comply with reasonable requests made by Baruch College staff and EHS officials.
3. To meet expected room payments.
4. To monitor and accept responsibility for behavior of guests.
5. To respect the rights of others, as stated above.
6. To report violations of rules and regulations to appropriate staff.
7. To express themselves individually or by association with groups.
8. To participate in judicial proceedings to determine appropriate standards of behavior.
9. To contribute positively to the community by participating in educational and developmental activities.
10. To abide by all applicable city, state, and federal laws.
Identification Cards & Keys

Each Baruch College resident will be issued a photo ID card to enter the building and their room. All students are required to carry their ID at all times and must present it at the security gates before they can be admitted to the residence. Replacement cost for the photo ID is $20. Make sure that your ID card is not placed next to magnetic objects such as cards with a magnetic strip in your wallet. Additionally, do not place your card key on top of your TV, computer, DVD player, stereo, or any other appliances. Doing so will invalidate your card. Should you experience difficulty with your ID card, please visit the EHS office on the ground floor of the residence hall so that they may assist you.

All ID/keys must be returned when you finish your stay with us. Lost or stolen ID/keys should be reported immediately to your RA. You are not permitted to install any additional lock(s) on your room.

Your RA will issue you a mailbox key. Cost to replace a lost or missing mailbox key is $20 (rates subject to change). Failure to turn in either your ID card or mail key upon checkout will result in a $20 deduction from your security deposit for each.

A QR code with your name and EMPLID will be added to the back of your keycard for program tracking purposes.

Mail

To receive mail, use the following address and instructions:
Name
1760 3rd Avenue, Room #
New York, NY 10029

The mail center is located in the lobby level just past the elevators. We recommend that you do not have cash or valuables mailed to you.

There is a package room next to the mailboxes on the lobby level. If you have already checked into your room an automated system will send you an email confirmation every time we receive a package for you. Residents can pick up the packages during the first fifteen minutes of every hour 9am – 9pm, Monday through Friday and 10am – 6pm Saturday and Sunday. We are not responsible for items lost that cannot be tracked to the building.

When you checkout, you must fill out a change of address form at www.changeofaddress.com or pass by the closest U.S. Post Office located at 153 East 110th Street, New York, NY 10029 (phone: 800-ASK-USPS). Only first-class mail will be forwarded.
Parking

For Residents and/or guests with cars please note some of the closest parking garages:

These parking garages are merely suggestions for your convenience and Baruch College does not assume responsibility for any vehicle or contents left inside a vehicle that is parked in any parking establishment. Furthermore, Baruch College does not assume responsibility for any damages to vehicles that are parked, abandoned, immobilized by booting, or towed.

- Imperial Parking Systems Inc. | 1501 Lexington Avenue | New York, NY | (646) 672-0608
- Manhattan Parking | 215 East 96th Street | New York, NY | (212) 410-5270
- Icon Parking Systems | 215 East 95th Street | New York, NY | (212) 735-6767
- Rapid Park Industries | 302 East 96th Street | New York, NY | (212) 534-9640
- Garage Management Company | 231 East 94th Street | New York, NY | (212) 838-1951
- 99 pm LLC | 1559 Lexington Avenue | New York, NY | (212) 828-5282

Computer & Network Information

Wireless connectivity (Wi-Fi) is available throughout the building. In order to connect, you will need a wireless enabled laptop or device. Wi-Fi passcode will be available at check-in. In addition, all rooms are equipped with Ethernet jacks that will allow you to connect to the Internet via a provide modem. In order to connect, make sure your computer has a 10Base-T Ethernet card and an Ethernet cable.

For additional information an Internet guide can be accessed at:
Television

Cable television service is available in your room. Each room is equipped with a television and a remote control. The televisions are mounted on the wall to give you more space. Each television has access to RCN’s 100% digital cable TV lineup. Pay-Per-View (PPV) events can be ordered with a credit card by calling 877.RCN.7000 (877.726.7000). If you need assistance navigating the on-screen guide or setting up your voicemail, please call 877.726.700.

For additional information a cable television guide can be accessed via the web at: https://s3.amazonaws.com/ehs-website-production/guides/uploads/original/1760-RCNcable.pdf
Health and Safety Procedures
Emergency Procedures

In case of any medical or police-related emergency, call 911. After calling 911, if you can, contact security/front desk in the lobby at 212.600.5555 so they are aware of the situation. The security staff will locate the appropriate staff members to assist you in your emergency.

During RA duty hours please go directly to the Baruch College RA office. Office hours are 7pm to 11pm daily. However, hours may vary during holidays and final exams period, so please check the signs posted in front of the RA office door.

When the Residence Life office is closed please contact security at 212.600.5555. Please note that Security will not give out internal emergency contact phone numbers, however they will contact the appropriate Baruch College staff in the event of an emergency. The security staff is not in a position to respond to any housing requests or inquiries you may have. For answers to those questions, please contact the RA on duty.

Fire Safety Procedures

The residence has a state-of-the-art computerized fire warning system and trained fire/security personnel on the premises. During the course of the year, the fire department will test all fire-warning systems in accordance with New York City regulations. In the event of a fire drill, all residents must follow all instructions given by the emergency staff through the announcement system.

Floor plans and diagrams for emergency staircases and exits are posted in public areas on all floors as well as the back of every room door. Residents should familiarize themselves with these maps to be able to exit promptly during fire drills or actual emergencies.

In the event of a fire or other emergency, notify security immediately. Act promptly for the safety of all residents. Do not try to fight a fire, but take action to get residents out of the building. If a fire alarm sounds, please follow this standard procedure:

If The Fire Is In Your Room:
All persons are to vacate the room immediately. Before leaving your room and only if you can, make sure you do the following:

• Call 911.
• Alert other people by knocking on their doors or yelling on your way out.
• Use the nearest stairway to exit, never use the elevator.
• Assemble across the street and maintain absolute silence so instructions can be heard.
• Wait until the appropriate officials indicate that you can re-enter the building.

If The Fire Is Not In Your Room:
If you cannot safely exit your room or building, call 911 and then provide them with appropriate information (name, address, etc.).
• Stay inside your room and listen for instructions from firefighters unless conditions become dangerous.
• If you must exit your room, first feel your room door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
• If you can exit your apartment safely, follow the instructions above for a fire in a room.
• If you are unable to safely leave your apartment, seal the floor in your room with wet towels or sheets and seal air ducts or other openings where smoke may enter.
• Open windows a few inches unless flames and smoke are coming from below.
• Do not break any windows.
• If condition in the room appears life threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
• If smoke conditions worsen before help arrives, get down on the floor and take short breathes through your nose.

If you see fire or smoke, or smell smoke, do not hesitate to pull the fire alarm nearest to your room. It is extremely important that you are aware of all applicable fire safety procedures. Causing a false fire alarm is against the law. Residents will be evicted and are subject to punishment to the fullest extent of the law. As a resident you are strongly advised to maintain fire/theft insurance. You may be able to add your possessions to your parents’ homeowner’s or tenant homeowner’s insurance policy through a rider.

**Tips to Avoid False Alarms:**
• Use lower time intervals and continue to reheat your food until it is ready, as opposed to leaving something in for long periods of time, which may cause a fire or excessive smoke.
• If you are making popcorn, please make sure that you are watching it very carefully.
• Never leave the food warming area unattended while you are cooking food.
• The entire residence hall is a smoke-free environment; you must smoke outside the building.
• Remove all prohibited items (toasters, hot plates, grills, etc.) from your room.
Maintenance Procedures

If your room or the provided equipment and furnishings in your room require any repair or maintenance, do not repair it yourself. Report a maintenance repair request by visiting www.studenthousing.org/repair.

General maintenance and routine repairs (such as a clogged toilet, leaky faucet, blown fuse, water leak, or furniture/appliance maintenance, etc.) are performed without charge to students. We encourage you to report damage immediately upon discovery. Neglecting to report a problem (leaky faucet, water damage, etc.), could lead to further, more complicated problems later.

Emergency repairs include major leaks and flooding, inoperative door locks and any problem that endangers property or safety. In case of an emergency contact your RA or Security immediately.

Students are not permitted to paint or make any alterations to their rooms. If you damage anything, you will have to repay the building for the cost of repairs (or replacements). Baruch College cannot service or repair any furnishings or equipment provided by students.

Do not put any nails, screws, hooks or any sticky substances in/on the wall. You will be responsible for any damage caused to the room. For safety reasons, do not try to clean the outside surface of your windows. Do not remove or tamper with your room’s cable hookup, window treatment or window air conditioner. Do not sit on ledges or lean out windows, this is for your own safety! Do not put anything on top of radiators or on windowsills. Never attempt to exit through windows.

Tips When Entering a Room Repair Request Online:

- Be sure to fill in all fields.
- For the “Room #” field enter “TA-” then your room number. Example: TA-1198
- After inputting your room number, must click or tab away from the “Room #” field, failure to do so may delay your service request.
- Create a separate Repair Request for each maintenance issue in your room. Do NOT put multiple problems in one Repair Request.
Health and Safety Inspections

Residents are responsible for maintaining a reasonable level of cleanliness in their room and in the building. Keeping food in appropriate storage containers, regularly cleaning the bedroom, bathroom, and all dishes, promptly disposing trash (trash must be disposed of in designated areas) and keeping laundry clean will help keep the room clean and free of pests.

In the event that adequate health and safety standards are not maintained or that the condition of the room discourages roommates, Residential Life will take disciplinary action. An inability to maintain a clean room will result in cleaning fees assessed to the student in addition to sanctions.

Residence Life reserves the right to enter student rooms to inspect and assess health and safety conditions. Health and safety inspections will be conducted in accordance with Residential Life regulations each semester and additionally when there is a reasonable cause to believe that a violation has occurred or is taking place. During the inspection, the staff will check for compliance with health codes, fire safety regulations, maintenance problems, prohibited items (outlined in the next section) and potential physical hazards.

If it is found that a resident’s room is not up to health and safety standards (i.e. cleanliness, hazardous wiring, etc.) the resident will be given 24 hours to correct the situation. If, upon re-inspection, the room still does not pass, the resident may be fined, face sanctions and/or be evicted.
Extermination Procedures

Please keep your room free of debris and all food in sealed containers to help prevent a bug problem. There is an exterminator who will perform his weekly maintenance program. If you find that you need to utilize his services, please submit a repair request at www.studenthousing.org/repair.

General Area:
• Microwaves should be wiped clean after each use.
• Sink/shower must be cleaned and the drain must be kept clear.
• Floors must be properly swept and kept free of debris.
• Garbage must be removed nightly and taken to the receptacle room by the elevators.
• Refrigerator should be defrosted as needed and do not leave rotted food in the fridge.
• Food items must be properly stored. Please do not leave unsealed food out.

Bathroom:
• Floors must be mopped.
• Sink/shower must be cleaned and the drain must be kept clear.
• Toilet must be kept clean accordingly.

Kitchen/Lounge Areas:
• Floors must be swept and throw away all food items after cooking and eating.
• Stovetops must be kept clean, including the removal of all grease and food items.
• Sink should be free of dirty dishes.
• Counter should be wiped clean.
• Garbage must be removed after cooking and eating and disposed of properly.
• Cooking utensils/supplies must be removed or the cleaning staff will dispose it of.

Note:
The exterminator recommends that all unused boxes and plastic bags be properly disposed of. Do not leave them on the floor as this creates a breeding ground for unwanted insects and pests. The exterminator has been instructed to document and submit rooms where conditions violate these guidelines. You will be given 24 hours to correct all noted violations and an inspection will follow.
Prohibited Items

The following items are prohibited and will be confiscated if found in your room and disciplinary action will be taken:

- Halogen lighting equipment
- Electric or gas-powered heaters
- Hot plates, toasters, drip coffee makers, or any cooking appliances of any nature
- Candles, incense, smoking and/or drug paraphernalia of any kind
- Flammable decorations such as Christmas lights etc.
- Furniture, television or microwave
- Illegal substances or artifacts of any nature
- Explosives, fireworks, weapons of any kind, smoke laden materials and/or instruments
- Pipes, bongs, hookahs, and other such smoking devices
- Devices that facilitate rapid consumption (funnel bongs, etc.) are also prohibited

During the health and safety inspections, if these items are found in the room they will be confiscated and turned over to law enforcement if necessary.
Common Areas
Fitness Center

Located in the concourse level of the residence is a 24-hour, fully equipped gym facility free of charge. Please keep this area clean at all times and be considerate about the time spent on each machine. You are responsible for any damages made to this area throughout your time of use.

The fitness center is equipped with Precor® cardio and strength line equipment. All cardio equipment has individual screens for TV viewing. In order to access the fitness center all residents must sign a gym waiver with their RA upon check-in.

Equipment:

- Elliptical machines
- Rower
- Treadmills
- Recumbent bikes
- Cable pulley
- Multi-press
- Inner/outer thigh press
- Leg/calf press
- Lat/row machine
- Upright bikes
- Leg extension/curling machine
- Declining abs bench
- Stretching/yoga mats
Kitchen

There is a kitchen on the ground floor of the Residence Hall with five (5) stoves, two (2) microwaves, and several sinks. The kitchen area is open and available for your use from 6am – 12am. Please help to maintain this space by cleaning the area when you have finished cooking.

Do not leave the kitchen while your food is cooking. Under no circumstances are you allowed to have or store any cooking appliances in your room (George Foreman grills, toasters, hot plates, coffee makers, etc.). There is a central kitchen for your cooking needs. If you are found with an appliance it will be confiscated and not returned.

Tips While Using the Food Warming Areas:

• Keep track of the time when heating things in microwaves.
• Use lower time intervals and continue to reheat your food until it is ready, rather than leaving something in for long periods of time, which may cause a fire or excessive smoke.
• If you are making popcorn, please make sure that you are watching it very carefully.
• Never leave the food warming area unattended while you are cooking food.

If you use the kitchen space improperly, you will be charged for any damage that results.
Laundry Room

The laundry room is located in the concourse level of the residence. There are 40 washers and 40 dryers. In order to use the machines, you must first purchase a $5 card which will give you $3 towards your laundry, it is important to keep this card throughout your stay. Please note that you need a $5 bill to purchase a card and to add value to it, you can only use $5, $10 and $20 bills. Each load of laundry costs $2 to wash and $2 for a dry cycle.

The laundry room is equipped with a state-of-the-art alert system that will let you know via email or text message when your load is done. Please remember your machine number. Once your laundry is done please pick it up as soon as possible. To get an email confirmation for your load visit www.studenthousing.org/1760laundry.

Cameras monitor all laundry rooms. Baruch College is not responsible for items damaged, stolen or removed. Do not leave machines and laundry unattended. Any items left unattended will be discarded. Therefore, as a courtesy to others, do not leave your laundry alone for any unspecific time.

Using Your Laundry Card

1. Insert your unique laundry card into the card slot with the chip facing upward and forward. Insert all the way. Leave the card in the reader.
2. Select your desired cycle. The reader will automatically deduct the price of the cycle and display your new balance.
3. Remove the card only when prompted.

If your balance is less than the cost of a wash or dry, locate the closest Add-Value machine. Email uniquelaundryservice@gmail.com with any questions or concerns.
Student Lounges & Computers

There are eight (8) iPads available for your use in the main lounge, as well as a flat screen television and two quiet rooms for those wanting to study or read. For your convenience there is a conference room that holds up to eight (8) people, please be sure to reserve the room at the EHS office.

There is a game room located in the concourse level with a pool table, air hockey, various video games, poker table and a flat screen television. Access to some game equipment requires you visit the EHS Office during office hours or security desk and check the equipment out. There is a multipurpose room located on the concourse level with a television and surround sound. You may reserve the multipurpose through the EHS office. Folding tables and chairs will be provided if needed.

Please respect all common spaces. Clean up after yourself and observe all signage and hours of operations.
Policies
Residence Policies

As a Baruch College student and a resident in the Residence Hall it is imperative that you are aware of the Baruch College Code of Student Conduct. Attending college is an exciting opportunity, but it is also a serious responsibility. The rights and responsibilities of students have been codified by the Board of Trustees of The City University of New York and are posted as Articles XV and XVI of the bylaws on our website at www.baruch.cuny.edu. Outlined below are excerpts of the Baruch College Code of Student Conduct as it relates to residence hall living.

BARUCH COLLEGE CODE OF STUDENT CONDUCT

Regulations Governing Student Conduct

Baruch College is dedicated not only to learning and the advancement of knowledge but also to the development of ethical and responsible persons. It seeks to achieve these goals through a sound educational program and policies that encourage independence and maturity.

Regulations governing student conduct have been formulated with these objectives in view.

The regulations described below have been promulgated by the duly established college authorities pursuant to Article XV, Section 15.1, of the Bylaws of the Board of Higher Education of The City of New York (see page 240). Procedures for the enforcement of campus codes are detailed in other sections of Article XV (see pages 240–42). Nothing contained herein shall conflict with the rights of The City University of New York as stated in the Rules and Regulations for the Maintenance of Campus Order pursuant to Article 129A of the Educational Law of New York State (see pages 244–45).

Members of the Baruch College community are bounded by federal, state, and municipal laws as well as by the regulations enacted by the Board of Trustees of The City University of New York and by the duly established college authorities designated by the president and dean of students. Institutional discipline is aimed at conduct that directly and significantly impairs the opportunities of members of the college community to attain their educational objectives. The rules are intended to protect the health and safety of persons in the college community and to maintain and protect property. There are, also, guidelines for the keeping of records and the sponsoring of non-classroom activities, such as lectures, concerts, athletic events, and social functions.
Offenses
Sanctions can result from the commission of any of the following offenses:
1. Academic cheating or plagiarism.
2. Knowingly furnishing false information to the college, forgery, or alteration or use of college documents or instruments of identification with intent to deceive.
3. Lending a Baruch College identification card to anyone or failure to present it when requested by a duly authorized and identified college official.
4. Misrepresenting oneself as a Baruch College or City University of New York representative.
5. Violation of regulations relating to the entry and use of institutional facilities, including closing hour restrictions.
6. Physical or verbal abuse or harassment of any person on college premises or at college-sponsored or supervised functions.
7. Theft, willful destruction, damage, or misuse of college property, including library materials.
8. Theft, willful destruction, or damage of property belonging to a member of the college community on college premises.
9. Advertising, soliciting, or selling any merchandise or service or soliciting of information on campus without permission of the Office of the Dean of Students.
10. Use or sale of unlawful drugs on campus.
11. Use of alcohol on campus at other than duly authorized social functions. (The sponsoring organization must obtain prior permission from the Dean of Students or his/her authorized representative in compliance with all applicable civil laws pertaining to the consumption of alcoholic beverages and provide for adequate supervision.)
12. Gambling. The Penal Law of New York State prohibits loitering in a public place for the purpose of gambling with cards, dice, or other gambling paraphernalia.
13. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other institutional activities.
14. Failure to comply with directions of duly authorized and identified college officials acting in performance of their official duties.
15. Failure to comply with the rules and regulations pertaining to students living in, or being a guest in, any Baruch College Residence Hall.

Sanctions
The commission of any of the above offenses shall be subject to the following sanctions: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, or complaint to civil authorities. The definition of these sanctions can be found in the Baruch College Undergraduate Bulletin. The procedures for the administration of these penalties are detailed in the section on disciplinary procedures in the Baruch College Undergraduate Bulletin.
Smoking Regulation
Smoking is prohibited in all Baruch facilities.

IN ADDITION TO THE POLICIES APPLICABLE TO ALL BARUCH STUDENTS, THE FOLLOWING ADDITIONAL POLICIES APPLY TO ALL STUDENTS RESIDING IN THE RESIDENCE HALL. YOUR LICENSE AGREEMENT OUTLINES THE FOLLOWING EXPECTATIONS:

RESIDENCE HALL VIOLATIONS

Residents will be held responsible for any policies violated by his/herself and/or his/her guests. Any resident or guest who was present when a violation occurred may be subject to disciplinary action even though he or she did not actively participate in the offense. Prohibited items described in this section will be confiscated and may be disposed of without notice. Residents are prohibited from the following:

Alcohol, Smoking, and Other Drugs
• Possession, use, distribution, or being in the presence of an alcoholic beverage or its consumption.
• Games involving drinking and rapid consumption techniques, including unauthorized games and techniques not involving alcohol, and the use of devices (e.g. funnels, shot glasses, beer pong tables, etc.) that, by their very nature, promote abusive alcohol consumption.
• Possession of bars, bar signs, and empty alcohol containers, even for decorative purposes.
• Possession, use or distribution of an illegal or controlled substance and/or related paraphernalia.
• Improper use or distribution of prescription medication.
• Smoking in the residence halls, or possession of smoking devices such as bongs and hookahs.

Cleanliness
• Failure to maintain acceptable standards of personal hygiene or room cleanliness to the extent that such failure interferes with the general comfort, safety, security, health or welfare of a member of the Residence Hall community.
• Keeping pets or animals in the Residence Hall.
Disruptive Conduct

- Disorderly, disruptive, or aggressive behavior that interferes with the general comfort, safety, security, health or welfare of a member of the Residence Hall community or the regular operations of the Residence Hall.
- Throwing or allowing any objects or substances to fall from Residence Hall windows, doors, terraces, ledges, roof or other areas.
- Any harassment or abusive behavior toward another individual.
- Physical violence, actual or threatened, against any individual or group of persons.
- Engaging in or threatening to engage in any behavior that endangers the health or safety of another person, property, or oneself.
- Unauthorized access to or use of restricted areas in or about the Residence Hall, including but not limited to roofs, ledges, terraces, basements, storage areas or emergency exits.
- Participation in or contributing to the unauthorized entry of another individual including fraudulent misrepresentation, using false identification, etc., into any part of the Residence Hall.
- Theft, vandalism or damage to another Resident’s property or CSE or Baruch College property.
- Excessive noise as defined by any New York City ordinance or the Residence Hall policy on noise.
- Unauthorized solicitation or recruitment of any kind.

Entry and Use

- Failure to present a valid ID card or properly identify oneself when entering the Residence Hall or when requested to do so by any authorized CSE or Baruch College staff member.
- Unauthorized possession, use, or duplication of a Residence Hall room key.
- Unauthorized Residence Hall room change.
- Installing an unauthorized lock on a room, bedroom, bathroom or suite door.
- Failure to lock Room doors.
- Exhibiting or affixing any unauthorized sign, advertisement, notice or other lettering, flags or banners, that are inscribed, painted or affixed to any part of the inside or outside of the Residence Hall or building (other than items affixed entirely inside a Resident's room in a non-damaging manner).
- Failure to comply with an administrative request from a CSE or Baruch staff member.
- Failure to comply with a request of a Baruch College Resident Assistant or CSE Resident Assistant.
- Failure to comply with or successfully complete the terms of a judicial, administrative or Baruch College sanction.
Fire Safety

• Tampering with fire extinguishers, alarms, sprinkler systems, smoke detectors, emergency exits or other safety equipment.
• Possession and/or use of extension cords to power multiple appliances as opposed to power strips, which are permitted.
• Possession and/or use of flammable decorations, appliances or other property that may be deemed a fire hazard, including but not limited to candles, incense and evergreens.
• Possession and/or use of cooking and other household appliances in the Residence Hall other than existing units are prohibited.
• Possession of unauthorized furniture.
• Possession or storage of a gas engine or any form of combustible fuel in the Residence Hall.

Guests

• Failure to follow the guest policies outlined in this agreement.

Weapons

• Possession of weapons including but not limited to knives, mace, explosives, fireworks, firearms or ammunition.
NOTIFICATION UNDER FERPA OF STUDENT RIGHTS CONCERNING EDUCATION RECORDS AND DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. See paragraph 6 below on students’ right to prevent the disclosure of directory information.

The FERPA rights of students are as follows:

1. Students have the right to inspect and review their education records. Students should submit to the registrar, dean, head of the academic department, or other appropriate official written requests that identify the record(s) they wish to inspect. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

   All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, the student will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, the student may appeal to the college’s FERPA appeals officer. Additional information regarding the appeal procedures will be provided if a request is denied.

2. Students have the right to request an amendment of their education records that they believe are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. Students should write to the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his/her right to a hearing before the college’s FERPA appeals officer regarding the request for amendment. Additional information regarding the hearing procedures will be provided when the student is notified of his/her right to a hearing.

3. Students have the right to consent to disclosure of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks.
A college official has a legitimate educational interest if access is reasonably necessary in order to perform his/her instructional, research, administrative, or other duties and responsibilities. Upon request, the college discloses education records without consent to officials of another college or school in which a student seeks or intends to enroll.

4. Students may appeal the alleged denial of FERPA rights to:
   General Counsel and Vice Chancellor for Legal Affairs
   The City University of New York
   535 East 80th Street
   New York, NY 10021

5. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:
   Family Policy Compliance Office
   U.S. Department of Education
   600 Independence Avenue, SW
   Washington, D.C. 20202-4605

6. The college will make the following “directory information” concerning current and former students available to those parties having a legitimate interest in the information: name, attendance dates (periods of enrollment), address, telephone number, date and place of birth, photograph, e-mail address, full- or part-time status, enrollment status (undergraduate, graduate, etc.), level of education (credits) completed, major field of study, degree enrolled for, participation in officially recognized activities and sports, height and weight of athletic team members, previous schools attended, and degrees, honors, and awards received. By filing a form with the Registrar’s Office, students may request that any or all of this directory information not be released without their prior written consent. This form is available in the Registrar’s Office and may be filed, withdrawn, or modified at any time.
CAMPUS SAFETY AND SECURITY POLICIES

A safe and secure campus depends on the cooperation and assistance of everyone—Baruch students and staff—to be aware of possible safety hazards and of the potential for crime on campus. Crime prevention and prompt reporting of unsafe conditions should be the objectives of every member of the Baruch community.

Campus peace officers make Newman Vertical patrols in all Baruch buildings, and an officer is stationed in the lobby of each building. The officers carry portable radios to communicate with other officers and to summon aid if necessary.

Baruch’s policy is that students and employees must report safety hazards, crimes, loss of property, illness, or injury. Proper reporting facilitates apprehension of criminals and assists in making Baruch safe. Incidents can be reported to any uniformed peace or security officer by calling or visiting the Office of Campus Security and Public Safety. A member of this office is in constant touch with the local precinct to monitor and record off-campus crime.

A daily crime log is maintained in the public safety office that records by date any crime that occurred on or off campus within the patrol jurisdiction of the campus Public Safety Department and was reported to the department or the 13th Precinct of the New York City Police Department. Entries into the crime log must include the nature, date, time, and general location of each crime and the disposition of the complaint, if known. The College is further required to issue a timely warning to the College community when a crime that the institution considers to be a threat to students and employees is reported to a campus security authority or a local police agency. This warning and entry into the log must be made within two (2) business days unless disclosing this information is prohibited by law or would jeopardize the confidentiality of the victim. The 1998 amendments to the Clery Act also permit an institution to withhold this information if release of the information would jeopardize an ongoing criminal investigation or jeopardize the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence. However, once the adverse effect of disclosing the crime information is no longer likely to occur, the institution must disclose the information.
Public Safety and Security Services

The Office of Campus Security and Public Safety consists of the director of security, an associate director for operations, and three assistant directors who oversee training and procedures, fire safety/fire drills, special events, scheduling, records, officer discipline and supervision, alarm systems, technical equipment, investigations and crime prevention, key control and supervision of locksmiths, lost and found, assignment and maintenance of College vehicles, and the supervision of the CUNY Card ID and Access Control Center. The security unit also includes 62 campus peace officers (6 sergeants and 56 patrol officers), augmented by contract security. Deployment to Baruch College of campus peace officers is part of The City University of New York’s security initiative. Campus peace officers are sworn and have arrest powers.

Campus security operates 24 hours a day, seven days a week. An assistant director is always present on campus while classes are in session, including Saturdays.

The office is located at 17 Lexington Avenue, Suite 102, phone: 646.660.6000. To report an emergency, call Baruch ext. 3333. However, in the event of immediate danger, dial 911, New York City’s emergency assistance phone number.

Personal Safety and Security On Campus

Baruch College’s security and public safety office believes that the best methods for reducing crime are vigilance and education. Vigilance includes limiting access to campus facilities to only those people who have proper Baruch identification.

Students, faculty, and staff must display identification cards while on campus. Invalid ID cards are subject to confiscation. If a visitor does not have a valid Baruch identification card, he/she must show the officer on duty other valid photo identification and sign a roster. When the College is not in session, advance notice must be given to the Office of Campus Security and Public Safety before access can be granted to any Baruch building. The Office of Campus Security and Public Safety is in continuous contact with the Office of Campus Facilities on security considerations related to campus projects.

Members of the security office provide guidance and assistance to crime victims in reporting incidents to the police. If a serious incident occurs on campus, the Baruch security office and the local police should be called. The security office’s primary concern is the safety and well-being of the victim. Apprehension of the assailant and preservation of evidence of the crime are secondary albeit important considerations.
When an officer arrives, the initial information needed is a brief account of what happened, a physical description of the assailant, and the assailant’s direction of flight. The sooner a crime is reported, the better the chance that the criminal will be caught. Even if a victim does not want to file an official police report, he/she can still provide the police with information that could help in an arrest and the possible prevention of another crime. If necessary, a member of the Baruch security office will guide a victim through the criminal justice system.

Prevention

General Security On Campus

- Lock office doors while offices are unoccupied.
- Do not bring unnecessary valuable items on campus.
- Do not leave purses, briefcases, or books unattended.
- Call College security (ext. 3333) to report crimes or suspicious activities.
- Call the police (911) or security (emergency ext. 3333) if immediate danger is suspected or if you are threatened.

In Elevators

If you are alone and someone suspicious enters, stand near the controls. If necessary, press the alarm button. Security officers will respond.

Sexual Assault

This information serves to increase awareness and knowledge about sexual assault and to help you to cope with sexual assault if it does happen (further detailed information is found in the Sexual Encounters booklet).

Friendly Stranger and “Acquaintance Rape”

Many attacks start with casual conversation. If your gut-level response to a stranger or friend is uneasiness, try to get out of the situation as quickly as possible, even if it means being rude or making a scene. Acquaintance rape occurs more frequently than reports seem to indicate. The keys to prevention are awareness, trusting your intuition, and assertive behavior. People have deterred assailants in a variety of ways. Talking and thinking about what you might do if attacked increases your chance of defending yourself.
Who Is The Victim?
Everyone is a potential victim of sexual assault. The most vulnerable target is a woman alone. While a large number of reported victims are in the 13 to 25 age bracket, indications are that this is due to an increase in reporting in this age group. Studies do not indicate a preference for the young by sexual assailants, nor do they support the myth that assault is provoked by a woman’s dress or mannerisms. Opportunity and vulnerability are key factors.

Who Is The Sexual Assailant?
A sexual assailant is generally a person who is emotionally unstable, yet conducts his or her day-to-day life in a reasonably normal and competent manner. He or she often has difficulty in relating to others on a permanent or lasting basis. He or she is often a friend, date, relative, co-worker, or casual acquaintance of the victim.

Where Can Sexual Assault Occur?
Sexual assault can happen virtually anywhere, but most reported incidents occur in the home of the victim or the home of the offender. It is important to be aware that many areas of daily activity are potentially dangerous. Sexual assault often occurs in conjunction with other crimes, such as burglary, so the more commonsense precautions one takes, the less the chance of becoming a victim. Remember: a locked door can give a potential victim adequate time to call the police (911). Remember, too: the victim does not provoke the attack. Sexual assault is a crime of violence and not of sex.

Survival Is The Goal
Preventive measures can reduce the risk of attack, but they are not 100 percent effective. Recent studies show that, if you are attacked, an immediate aggressive response will be twice as likely to increase the possibility of escape but can also aggravate the situation. However, submitting does not guarantee that violence will not occur. Look for ways of escape. If one method does not work, try another.

Checklist for Victims of Assault
• Report the crime immediately to the police by dialing 911 and to the Baruch College Office of Campus Security and Public Safety at 646.660.3333.
• Do not disturb any evidence.
• Do not bathe or shower.
• Have a medical examination as soon as possible.
• Report every detail of the attack to the police officer.
• When calm, make notes of the attack, including any unusual details and description of the attacker.

Procedures For Survivors
If you are assaulted at Baruch, call security’s emergency number: 646.660.3333. Security personnel understand that sexual assault victims experience emotional trauma and will follow a procedure designed to help the victim. This will include finding out details about the assault, taking action toward detaining the assailant, and informing the victim of services available at Baruch and elsewhere.

Students should report all incidents of sexual assault to the Office of Campus Security and Public Safety at 646.660.3333 and to the Dean of Students at 646.312.4570. A professional staff member will meet with you confidentially and will pursue formal disciplinary action only with your consent. After a complaint is lodged, the vice president for student development will arrange an investigation and hearing to determine culpability and the appropriate sanctions, if any. Both the accused and the accuser are entitled to the same opportunities to have others present during such proceedings, and both the accused and the accuser are informed of the outcome of such proceedings. Anyone may initiate such an action against a Baruch student. A Baruch student who is found to have committed rape, sexual assault, or any other sexual offense, either forcible or non-forcible, is subject to arrest and disciplinary action that can include admonition, deprivation of certain privileges, probation, suspension, or expulsion. The sexual assault survivor will have the option and all available assistance to change classes.

New York State Sex Offender Registry
The Division of Criminal Justice Services maintains the Sex Offender Registry. Inquiries may be made at www.criminaljustice.state.ny.us/nsor/.
ALCOHOL AND DRUG USE POLICIES

Baruch College is dedicated not only to teaching and to the advancement of knowledge but also to the development of ethical and responsible individuals. The College seeks to achieve these goals through a sound educational program and policies that encourage maturity and independence. The regulations that govern student and employee conduct have been formulated with those objectives in view.

The U.S. Department of Education has issued regulations implementing the provisions of the Drug-Free Schools and Communities Act Amendments of 1989. These regulations require that a college distribute information annually about the possession, use, and distribution of alcohol and illicit drugs at that college.

Members of the Baruch College community are bound by federal, state, and municipal laws as well as by the regulations of the Board of Trustees of The City University of New York.

The unlawful manufacture, distribution, possession, or use of illegal drugs or other controlled substances and the unauthorized use of alcohol by students on campus and by College employees at work is prohibited. Student clubs and organizations may petition the Office of Student Life or the Office of the Vice President for Student Development in advance of a planned event for the use of beer or wine at “duly authorized functions.” Organizations must adhere to stringent guidelines that comply with the New York State Alcoholic Beverage Control Law prohibiting the sale, delivery, or providing of alcoholic beverages to people under the age of 21. In addition, organizations granted permission to serve alcoholic beverages must provide adequate supervision for distribution and consumption. Specific details pertaining to the “Permit for the Use of Alcoholic Beverages at an Authorized Student Program” may be found in the student organization handbook, The Informer, available in the Office of Student Life, Newman Vertical Campus, Room 2-210.

Any person found to have violated the College policy on alcohol and drug use is subject to discipline by City University officials.

The legal age for drinking alcohol in New York State is 21, and state laws deal harshly with underage drinking. As stated earlier, it is also against the law in New York State to sell or give away alcohol to anyone under the age of 21.

The possession or use of illegal drugs is a crime in the State of New York. Anyone found in possession of or using such drugs on College property will be dealt with severely and may be suspended from the College, in addition to facing criminal charges and arrest.

WEAPONS POLICY

No one within the University community, except peace officers pursuant to authorization of the college presidents, shall have in their possession a rifle, shotgun, firearm, or any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage to a building or the grounds of a campus.
INSTITUTIONAL SANCTIONS

Students are expected to comply with the Rules of Conduct printed in the Undergraduate Bulletin and Graduate Bulletin. A student found to be in violation of these rules could be subject to disciplinary action. Sanctions may include admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, and/or complaint to civil authorities, as stated in full in Baruch College’s bulletins.

A student who is experiencing difficulty with alcohol or chemical dependency may seek direct assistance or be referred by members of the institutional staff to the Office of the Vice President for Student Affairs & Enrollment Management or to the appropriate counseling center. The vice president for student development may take disciplinary action or recommend that the student meet with a counselor for assistance through self-help organizations or other outside agencies.

BARUCH SMOKING POLICY

Baruch College has taken on the challenge of making the air that its students, faculty, and staff breathe cleaner. Baruch College is a non-smoking institution. Smoking is not allowed inside any building on campus, including entry canopies.

DIFFERENCES BETWEEN COLLEGE PROCEDURES AND CIVIL AND CRIMINAL PROCEDURES

A safe and secure campus depends on the cooperation and assistance of everyone—Baruch students and staff—to be aware of possible safety hazards and of the potential for crime on campus. Crime prevention and prompt reporting of unsafe conditions should be the objectives of every member of the Baruch community. Campus peace officers make Newman Vertical patrols in all Baruch buildings, and an officer is stationed in the lobby of each building. The officers carry portable radios to communicate with other officers and to summon aid if necessary.

Baruch’s policy is that students and employees must report safety hazards, crimes, loss of property, illness, or injury. Proper reporting facilitates apprehension of criminals and assists in making Baruch safe. Incidents can be reported to any uniformed peace or security officer by calling or visiting the Office of Campus Security and Public Safety. A member of this office is in constant touch with the local precinct to monitor and record off-campus crime. A daily crime log is maintained in the public safety office that records by date any crime that occurred on or off campus within the patrol jurisdiction of the campus Public Safety Department and was reported to the department or the 13th Precinct of the New York City Police Department. Entries into the crime log must include the nature, date, time, and general location of each crime and the disposition of the complaint, if known. The College is further required to issue a timely warning to the College community when a crime that the institution considers to be a threat to students and employees is reported to a campus security authority or a local police agency. This warning and entry into the log must be made within two business days unless disclosing this information is prohibited by law or would jeopardize the confidentiality of the victim. The 1998 amendments to the Clery Act also permit an institution
to withhold this information if release of the information would jeopardize an ongoing
criminal investigation or jeopardize the safety of an individual, cause a suspect to flee or
evade detection, or result in the destruction of evidence. However, once the adverse effect of
disclosing the crime information is no longer likely to occur, the institution must disclose the
information.

**THE CITY UNIVERSITY OF NEW YORK 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 (including
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
others and/or are reporting violence or harassment will not be subject to discipline under the
circumstances described below.

I. 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 invoke discipline include but are not limited to (i) unlawful distribution
of 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.

II. 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 units
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.

III. 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.
Campus Intervention Team (CIT)
EMPOWERING COMMUNITY MEMBERS TO ACTION
www.baruch.cuny.edu/cit

The Baruch College Campus Intervention Team (CIT) works together as a support system to provide assistance to students in crisis. Any member of the college community (faculty, students, staff) can reach out to the CIT to report a concern about a student.

The CIT is constituted to assist in providing support for students in crisis. Faculty or staff concerns should be reported to the Office of the Provost or to Human Resources, respectively.

Concerned faculty, staff or students may fill out an Incident Communication Form if they have noticed student behavior that is perceived to be harmful to the student him/herself or to others. This behavior may include:

- Unusual or erratic behavior in class
- Extended absence from class by a typically engaged student
- Written work with troubling themes or references
- Verbal or written threats made by a student toward another student
- Written or verbal expressions of suicidal ideation
- Other actions that cause an alarm or call into question the safety of the student or his/her peers.

All reports are confidential and will be handled by members of the CIT.

To alert the CIT to a concern, complete and submit the Incident Communication Form. A member of the team will receive and review your submission. Please note that you may be contacted for follow-up information.

Members of the CIT may be emailed at cit@baruch.cuny.edu or call us at 646.312.4576.
Quiet Hours

Courteous hours are in effect at all times in the residence halls. It is expected that each resident will extend courtesy and consideration to other residents at all times. Quiet hours are defined times when noise will be kept to a minimum. Quiet hours are in effect each night from 11pm to 9am. This is also the time frame outlined by New York City ordinances regarding quiet hours. Radios, stereos, and televisions must be played at lower volume levels that will not disturb other residents.

You live in a community where it is essential that you respect your neighbors. Please keep sound levels low within your room and comply with requests to reduce intrusive noise levels. Repeated violations of the noise policies will subject you to disciplinary action. 24-hour quiet hours will be in effect during finals. We want to provide students with an atmosphere where they can relax and study. Please adhere to all signage concerning noise and quiet hours.

Residents are not permitted to play amplified musical instruments or high-watt stereo equipment. Students who wish to play or practice should wear headphones or muffle their instruments.

Room Condition Reports

The digital room condition reports (RCRs) are filled out by Resident Assistants and Residence Life staff. A resident is responsible for viewing and verifying all this information is correct. Residence Life Staff will provide residents with the Room Condition Report Agreement for 2018-2019. This document verifies that all information in a room is accurate. Reporting any pre-existing damage in the residence hall room and/or common area is the only way to avoid being held financially accountable for damage found at the end of occupancy.

*Please note that failure to submit the Room Condition Report Agreement for 2018-2019 at the beginning of occupancy results in students not being able to contest damages at the end of the academic year*

Students will be able to view their RCRs through a link provided via email from the Baruch College Housing Office on move-in day. Resident Assistants will be available in case you have any questions regarding your RCR, the confirmation, or the form itself.

Damage Billing

If your room has sustained damage beyond the usual wear and tear, the cost of the repairs will be charged directly to you and/or deducted from your security deposit. Below is a list of charges for items within your room. Since some room types differ from others, items listed here may not necessarily be found in your room. You are, however, responsible for all items that are applicable to your room and residence.
EXTERIOR ENTRANCE DOOR
Room sign ........................................... $75
Electronic key lockset.............................. $400
Door defacement (inside/outside)............. $150
Door ....................................................... $500

INTERIOR ENTRANCE DOOR
Fire evacuation sign ................................ $50
Fire safety notice ................................... $40

GENERAL ROOM
Smoke detector device............................. $75
Overhead lighting fixtures......................... $100
Painting (full room) .................................. $350
One wall and/or plaster............................ $100
Floor tiles (per tile) ................................. $150
Ceiling plastering and painting ................. $250
Base molding.......................................... $150
Television ............................................. $400
Television mount ..................................... $100
Remote control ....................................... $75

GENERAL ROOM (cont.)
Cable / fittings (per fitting, plus repair)..... $10
Data modem .......................................... $150
Cable box .............................................. $150
Telephone/internet jack ......................... $100

BEDROOM
Drawers for Beds / Desks / Nightstands..... $75
Desk ...................................................... $300
Key Board Tray ....................................... $30
Bed ....................................................... $600
Mattress ................................................. $200
Chair ..................................................... $125
Wall Mounted Lamp ................................. $200
Blinds (per blind) ..................................... $125
Window Unit ........................................... $350
Air Conditioner Unit (8,000 BTU) ............. $500
Air Conditioner Knob ............................... $10
Air Conditioner Filter .............................. $10
Refrigerator .......................................... $350
Refrigerator Shelving ............................... $75
Window Stoppers ..................................... $15
Floor Tiles (per tile) ............................... $150
Phone ..................................................... $25
Base Molding .......................................... TBD
Microwave ............................................ $150
Remote Control ...................................... $75
Ethernet Cable ....................................... $10

Modem AC Adaptor ................................ $25
## BATHROOM
- Bathroom door: $500
- Bathroom door saddle: $85
- Bathroom lockset: $150
- Bathroom door knob: $100
- Floor tiles (per tile): $50
- Shower rod: $50
- Shower fixtures: $350
- Basin: $225
- Medicine cabinet: $250
- Medicine cabinet mirror: $100
- Medicine cabinet shelves (per shelf): $25
- Mirror: $100
- Light fixtures: $100
- Sink / faucets / knobs / fixtures: $150
- Toilet tank: $150
- Toilet seat cover: $25
- Toilet: $250
- Toilet paper roll dispenser: $25
- Towel rod: $50

**Tub reglazing**: $350

## ARMOIRE
- Door: $150
- Door knob: $50
- Rod: $25
- Shelves (per shelf): $25

## OTHER CHARGES
- Mailbox Key: $20
- Photo ID: $20
- Improper Checkout Fee: $150
- Unauthorized Appliance: $100
- Cleaning Fee: $100
- Bulk Item Removal: $100
- Furniture Disassembly: $150
- Alcohol Policy (no alcohol): TBD

Please note that prices are subject to change and labor and materials may be added as an additional charge for any of the damaged property.
Disciplinary Proceedings

There are consequences to violating policy; below are the potential sanctions that may occur for such violations. Sanctions may include, but are not limited to:

- Written warning
- Disciplinary fines
- Educational projects
- Community service
- Restitution for damages
- Disciplinary probation
- Imposed room or building reassignment
- Loss of guest privileges
- Suspension from the residence
- Expulsion from the residence
- Referral to public law enforcement agencies

If A Complaint Is Filed

A complaint may be submitted by anyone, including RAs, residence hall staff, or other students in the residence hall. The complaint must be in writing. The complaint should be submitted to the RA on duty or the RLC. The RLC will assess the incident and identify any alleged policy violations. If a policy may have been violated, the appropriate University official will handle the case.

The accused student will be asked to meet with the appropriate University official to discuss the charges. After an investigation has been completed, Baruch College will determine if residence hall, CUNY and/or Baruch College policy was violated. In cases involving minor infractions, a policy clarification notice letter may be sent in lieu of a formal meeting. Should the student wish to contest the policy clarification letter and have a meeting instead, the student must send a written request for a meeting to the Residence Life Coordinator within five (5) business days from receipt of the policy clarification letter.
There are three potential outcomes to a meeting regarding a policy violation. First, 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). Second, if no agreement is reached, the matter may proceed to a formal disciplinary hearing. Third, if the student effectively demonstrates that the investigation's findings are incorrect, the allegations may be dismissed as unfounded.

Guest Policies

The policies and procedures related to guests exist to allow residents to have visitors while not infringing upon the comfort and rights of other residents. A guest is expected to abide by all Baruch College and building procedures, regulations and standards to ensure the safety and security of the residents in the building. The host is responsible for the actions of his/her guests at all times. Any guest who violates Baruch College or EHS policy while in student housing or other areas will be asked to leave the residence hall. All guests must be 18 years or older to be signed-in as a guest.

It is the responsibility of the host to meet his/her guest in the lobby and to remain with that person at all times when the guest is in the residence hall. All guests must register at the security desk and leaving a valid form of current identification (this must be an unexpired photo ID). When the guest leaves the hall they must be escorted to the lobby by the host and must sign out with security. The ID will be returned as the guest leaves the building.

Short-term Guests

Provided that there is no unreasonable interference with the rights of a roommate, a resident may have a maximum of two (2) short-term guests (one who stays for a few hours, but not overnight) at any time between the hours of 8am and 11pm. Short-term guests must leave the building by 11pm, or they will be considered an unapproved overnight guest.

Overnight Guests

An overnight guest is defined as someone who stays after 11pm regardless of how long they stay. In consideration to the rights of roommates and other hall residents, limits are placed on the duration and frequency of such visits. A resident may have only one (1) overnight guest at any time. Residents are not allowed to have overnight guests during the first two weeks and last two weeks of the semester. This allows new residents to socialize with their roommates and become better acquainted with the residence hall community and focus during finals. Residence Life also reserves the right to suspend guest privileges during midterms, finals, or any other event deemed necessary.
Residents Must Adhere To The Following Procedures and Conditions:
All residents must submit an Overnight Guest Form electronically. For a same day overnight guest, the Overnight Guest Form and roommate(s)’ approval must be received by 10:30pm. An overnight guest may stay for more than one (1) night, but no more than three (3) consecutive nights. The Overnight Guest Forms can be found on the Baruch Residence Life official website or at www.tinyurl.com/baruchovernightguest.

• All residents must fill out an electronic Overnight Guest Form for guest, regardless of guest’s length of stay. All overnight guests must be approved by the RA-on-duty and roommate (if applicable).
• Failure to complete and submit the form along with roommate approval by the 10:30pm deadline will result in an automatic denial of guest.
• Resident may receive guest confirmation emails from residence life staff; if not, it is on the resident to confirm approval of guest BEFORE the office closes at 11pm.
• A resident may not have an overnight guest without approval by Residence Life staff and roommate(s).
• No guest may stay longer than seven (7) nights per month.
• A resident may only be allowed to have up to seven (7) overnight guests per calendar month.
• A non-resident may not be an overnight guest in the residence halls for more than seven (7) nights per calendar month, whether the same host or different hosts each night.
• A valid Photo ID must be left with security during the duration of the visitor's stay; it is the visitor’s responsibility to retrieve their ID upon departure.
• Hosts must escort and sign out their guest at the end of their stay.
• No single room can have more than one (1) overnight guest on any given night.
• No double room can have more than two (2) overnight guests on any given night.
• No triple room can have more than three (3) overnight guests on any given night.
• All residents are legally and financially responsible for the conduct of their guests.
• While in the building, guests must be accompanied by their host at all times.
Additional Policies

Interference
No student shall intentionally or recklessly interfere with a Baruch Staff member or other officials exercising her/his assigned duties.

Alcohol and Drug Prevention
All Baruch residents must complete the alcohol and drug prevention training mandated by Baruch Residence Life. If you need information to access the training, please see a residence life staff member for assistance. Part I must be completed by the first two (2) weeks of the fall semester. Part II must be completed by the first week of the spring semester. Failure to complete in the designated time will affect your ability to have guests in the residence hall.

Intoxication
As outlined in the Baruch College Code of Student Conduct, alcohol is not permitted in the residence hall. When a staff member is alerted of a resident who becomes incapacitated as a result of drinking or drug use, 911 will be called. Residents will be financially responsible for the costs of the medical care including ambulance and/or hospitalization. Additionally, the resident will face disciplinary action. Loud or disruptive behavior, interference or drinking habits that are disruptive or injurious to the health of individuals will not be tolerated and disciplinary action will be taken which could lead to removal from the building and forfeitures of all monies paid.

Drugs
Students are required to abide by all federal, state and city laws and regulations in addition to the policies of the Educational Housing Services, regarding the use, sale, and distribution of controlled substances. Marijuana is an illegal substance and is strictly prohibited in the residence hall. If any student or guest in the residence hall is found in possession of, using, selling or distributing marijuana or other controlled substances, (or in the case of prescription drugs, without a valid prescription) the New York City Police Department will be contacted. Your license agreement will be immediately terminated, all monies paid forfeited and you will be required to vacate the premises. Additionally, students will face disciplinary charges from the institution, which could result in expulsion from the college.

Pets
No animals of any kind are permitted in your room or in the building at any time.

Room Changes
Due to limited space available, room changes are not guaranteed and may not be granted. Once a room change has been granted a cleaning fee of $55 will be charged to resident for cleaning of room.
Lock-outs
Understand that it is your responsibility to carry your ID/key with you at all times. We will be keeping track of every lockout and expect you to adhere to the policies listed below if you are locked out of your room:

• All students should go to the EHS Office located in the lobby of the residence hall on Monday-Saturday between the hours of 10am and 10pm and Sunday 12pm-7pm.
• A temporary room key will be issued (proof of valid identification will be required), and residents will be required to return this key within 20 minutes of issue, or a fine of $20 will be charged.
• For lockouts outside EHS office hours, students must go to the Security desk.
• Key replacement: Should any student lose their key, there will be a $20 replacement fee to be paid through the EHS office.
• Lock change: Should any student damage their lock they will be billed a $400 replacement fee.

If you lose your key, you will be expected to pay for a replacement key in the EHS office located in the lobby of the Residence Hall.

Fire Equipment
Tampering with fire equipment such as fire alarms, fire extinguishers, sprinkler systems, exit signs, and common area smoke detectors is prohibited. Violations include, but are not limited to:

• Removing smoke alarm from rooms (this includes removing batteries or from hard wire)
• Removing a fire extinguisher from its prescribed location
• Discharging a fire extinguisher for any purpose other than putting out a fire
• Setting false alarms
• Tampering with the covers on fire alarm pull stations
• Tampering with common area and room sprinkler systems

Any action by a resident that places other residents at risk will result in the violator being held financially responsible to all costs associated. Additionally, the violator will be subject to disciplinary action including possible termination of Housing License Agreement.

Burning substances
Burning any substance in student housing is not permitted. This includes, but is not limited to burning candles and incense, which are both prohibited items in the residence hall. These items will be confiscated and disposed of by staff.
Firearms and explosives
Firearms, paintball guns, bow and arrows, ammunition, fireworks, gasoline and other combustible or explosive items are prohibited in the residence hall. If any of the above items or similar items are discovered the New York Police Department will be contacted.

Security
The management maintains 24-hour security in the lobby as well as surveillance cameras in all hallways, elevators and common areas. Security guards are posted at the entrance of the building and will often do rounds. Do not congregate at the security station. Please be mindful of your behavior at all times.

Smoking
Smoking is not permitted in your rooms or anywhere else in the building. If you need to smoke, please do so outside the building. Do not loiter directly in front the building or block the entrance.

Threats and violence
Do not engage in, or threaten to engage in, any behavior that endangers the health or safety of another person or oneself.

Vandalism
Any student who defaces public property or any area in any residence will be subject to disciplinary action, appropriate fines, and for cleaning and repairing the defaced area.

Windows
Even a small item that falls or is thrown out of your window can seriously injure or even kill a pedestrian. Your windows are designed to open no more than a few inches. Do not try to remove these safety devices, and never throw anything out your window. Any violation of this policy will be reported to the New York Police Department.

Bicycles and rollerblades
You are permitted to have a bicycle and rollerblades; however, these items must be stored in your room. You are not allowed to ride them inside the building. Leaving items in the hallway is a safety hazard and will be promptly confiscated by the staff.
Consolidation
Please remember that the double/triple occupancy rooms are intended for two/three residents. When a vacancy becomes available in a shared space, another roommate or roommates will be found immediately. **Please do not allow guest(s) to sleep or settle into the unoccupied space.** The space must be ready for a new arrival to check-in. Every effort will be made to give you at least 24 hours’ notice prior to a new roommate's arrival.

Equal opportunity housing availability
Baruch College is an equal opportunity organization and offers living accommodations without regard to race, age, color, national origin, or disability as provided for in Title IV and Title IX and sanctions 503 and 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990.

Filming
In order to protect residents’ rights to privacy and undue disruption of their community you are not permitted to film in any area of the building.

Gambling
Gambling in your room or anywhere within the residence halls is not permitted.

Rooftops
Residents are strictly forbidden to be on the roof at any time for any reason (except by the request of a New York fire official). Any violation of this policy will lead to disciplinary action.

Restricted areas
Residents are strictly prohibited from going into certain areas including but not limited to: electrical or storage closets and areas in the basement level. Residents cannot use emergency exits unless there is an emergency.

Signage
Exhibiting or affixing any sign, advertisement, notice or other lettering, flags or banners on any part of the outside of your room, door or the building (including signage inside your room if it can be viewed from the outside) is prohibited. Additionally, residents are not permitted to attach or hang any projections (radio or television antennas, awnings, flags, banners, etc.) on the outside walls or windows of the building.
Solicitation and/or business
It is prohibited to conduct any business or commercial enterprise from the building. You are prohibited from unauthorized solicitation, membership recruitment, subscription, polling, posting, placing materials underneath doors, canvassing, and commercial sale of products, services, or tickets in any residence. Under no circumstances is prostitution or escort services permitted in the residences at any time.

Sports
Playing any sports in the hallways or lounges is strictly prohibited. Please take all frisbees, footballs, etc. outdoors.

Storage
There is no extra storage space available. Please do not bring more personal property than you can keep within your room. Summer storage is also not available and anything left behind will be considered abandoned and you will incur appropriate charges. You may use local storage spaces such as City Closets or Manhattan Mini Storage for your storage needs.

Please Note: Any violation of these rules, or of other policies, whether included in this Residence Guide or not, may result in the appropriate disciplinary action by Baruch College (including termination of the lease agreement), and possibly legal authorities.