

GUIDE TO
**RESIDENTIAL
LIVING**

2024-2025

THE COOPER UNION
RESIDENTIAL LIFE



Dear Resident,

On behalf of the Office of Residential Life I would like to welcome you to The Cooper Union. We are thrilled that you have decided to join us, and we look forward to an engaging year of residential living and learning.

The Residential Life staff is here to provide you with a clean and safe living environment. Further, we are dedicated to creating a positive and productive cocurricular experience. To achieve these goals, we provide numerous programmatic initiatives, all designed to help you get connected to the residence hall community, as well as the greater Cooper Union community.

Please take a moment to read this Guide to Residential Living. This document contains important residential information, such as your rights and responsibilities as a Cooper Union residential student, emergency contact numbers, and Residence Hall opening and closing dates.

Again, welcome to The Cooper Union. In advance of move-in day, if you have any questions, please do not hesitate to contact the Office of Residential Life.

Sincerely,

A handwritten signature in black ink, appearing to read 'Athena Abadilla', written in a cursive style.

Athena Abadilla
Director of Residential Life

OFFICE OF RESIDENTIAL LIFE STAFF

The Residence Hall has a number of professional and student staff members who work to make it a comfortable, safe and enjoyable living environment.

The **Director of Residential Life** (sometimes referred to as Residence Hall Director or RHD/RD) is responsible for the overall operation of the residence hall, training and supervision of the Residential Life staff, and the administration of the residential conduct system. Students are encouraged to consult the Director about any concerns they may have about the building's operations.

Resident Assistants (RAs) are housed throughout the Residence Hall. Resident Assistants are upper-class students who facilitate the development of a viable community and maintain a safe environment in the building. RAs serve on the Residence Hall 24/7 emergency response team.

OFFICE OF RESIDENTIAL LIFE CONTACT INFORMATION

The Office of Residential Life is located on the third floor of the 29 3rd Avenue Student Residence and can be contacted by calling 212.353.4099, faxing 212.353.4044 or mailing the following address:

Office of Residential Life
The Cooper Union for the Advancement of Science and Art
29 3rd Ave #3B
New York, NY 10003 – 5502

Residential Calendar 2024-2025

FALL 2024

Move In
Winter Break begins – Res Hall closes

August 28, 2024
December 21, 2024 by Noon

SPRING 2025

Winter Break ends – Res Hall re-opens
Spring Move Out – Res Hall closes

January 6, 2025 at 10AM
May 17, 2025 by Noon

GENERAL RESIDENCE HALL INFORMATION

LOCATION

The Cooper Union Student Residence is situated on the corner of 3rd Avenue and Stuyvesant Street, between St Marks Place and East 9th Street. The residence is conveniently located within a two-minute walk of the Foundation Building, 41 Cooper Square, and the 30 Cooper Square Administrative Building.

OCCUPANCY

The Residence Hall houses approximately 170 students in 40 apartments. The building houses students from all three schools, the vast majority of whom are first-year students. Each floor of the building is co-educational, and both single-gender and all-gender apartments are offered.

APARTMENT STYLE

There are three different apartment sizes: the A apartment is a two-bedroom unit shared by three people; the B and D apartments are two-bedroom units shared by four people; and the C apartment is a three-bedroom unit shared by five people. Each apartment has its own bathroom and kitchen. Each apartment is also equipped with controls for air conditioning and heat. A building floor plan is available at the end of this guide. Photos of the general layouts are available in albums at <https://tinyurl.com/CooperAptPhotos>.

APARTMENT KEYS

All apartment locks in the Residence Hall open with the assigned students' Cooper Union ID cards. If you lose your CU ID card, please notify security at the front desk immediately so the card may be deactivated and a replacement made. There is a \$10 fee for replacement ID cards. When necessary, students may also be provided with mechanical (hard) keys to access their apartments.

LOCKOUTS

When a lockout occurs, residents should obtain a lock-out key from the Residence Hall security desk. All residents requesting access to an apartment will be required to present identification or otherwise verify their identity against the building roster.

RESIDENCE HALL SECURITY

The Residence Hall lobby is staffed by a professional security guard, 24 hours a day, 7 days a week. When calling from a campus phone, the Security Desk extension is x4050. When calling from a non-campus phone, the number is 212.353.4050. Entrance to the Residence Hall is controlled by an electronic ID scanner. All residential floors are monitored by both a security guard and RA on duty, who make rounds periodically.

ON-DUTY RESIDENTIAL LIFE STAFF

Each night, Resident Assistants are available to residents via an emergency-response rotation. When the Office of Residential Life is closed (or outside of normal 9am-5pm, Monday-Friday business hours), there is an RA assigned to hold the emergency-response phone at all times and to remain within a 10- minute walking distance of the Residence Hall. A duty schedule is located at the Security Desk in the Residence Hall lobby and residents may contact the RA on duty via the Security Officer on duty. If a situation arises that is beyond the scope of these on-call student staff members, there is an additional layer of support provided by an on-call professional staff member.

MAIL

On move-in day, all residents receive a mailbox key. Mailboxes are located in the building's lobby, immediately opposite the elevator doors. US mail is delivered to the building Monday through Saturday, and is typically sorted during the early evening. Fed Ex, UPS and other shipping services make frequent deliveries to the building. Packages are held by the lobby security guard until residents claim them. Please note that due to limited storage space, boxes and mail may not be sent to the building prior to move-in day. Items received prior to move-in day will be returned to the sender.

All resident mail should be addressed as follows:

Resident Name
29 3rd Avenue - Apartment Number
New York, NY 10003

Do not include "Cooper Union" in the address as this will cause mail to be directed to the central mailroom and may severely delay its arrival. Outgoing mail may be sent from the Cooper Station US Post Office, located at 93 4th Avenue, or placed in a public mailbox.

MAINTENANCE REQUESTS

To address routine maintenance concerns please visit notify our building maintenance supervisor, Miquel Acevedo by email at macevedo@ug2.com and copy (CC) reslife@cooper.edu on your message. Please be sure to include the following information: your name (first and last), your apartment number, the location inside your apartment where the problem is occurring, and a clear description of the issue. When applicable, photos are also helpful in defining the maintenance concern.

The following are examples of routine maintenance issues that will be addressed as soon as possible but that are NOT emergencies: broken window shades; dripping tap (as long as it is not leaking from the pipes below); burned out lightbulb; or slowly draining sink or shower drain.

For **Emergency maintenance concerns** (i.e. issues that may cause injury to residents, damage residents' property or present a severe inconvenience) should immediately be

brought to the attention of the Residential Life staff and/or security staff at the front desk.

The following are examples of emergency or urgent maintenance requests that should not be sent via email: water leaking from pipes or into your apartment; lack of functional heat once the building has change from AC to Heat in the fall; any kind of fire or sparking from appliances; the smell of gas; lack of power in your apartment or a large section of your apartment; lack of water or lack of hot or cold water; or broken refrigerator that will cause your food to spoil. This list is not exhaustive – if you're not sure if it is urgent, please ask an RA or Security.

CLEANING

While residents are responsible for the cleaning of their apartments, the building's common spaces, such as the 4th floor Menschel Room, hallways, etc. are cleaned and maintained by the maintenance staff. If a resident's behavior or actions in the building cause damage or necessitate excessive cleaning, the student in question will be billed for all costs associated with the repair/cleaning process.

RESIDENCE HALL ACTIVITIES / PROGRAMMING

The Residential Life Staff is responsible for coordinating a number of social, cultural and academic programs. These events span a wide range of topics and interests, and are open to the entire residential community. Whether it is a karaoke night in the Menschel Room, or a community brunch in 3A, these programs provide residents with great opportunities to get to know their neighbors within the Residence Hall.

RESIDENCE HALL ASSOCIATION

The Residence Hall is home to the Residence Hall Association (RHA), an important student organization that helps shape the residential community. RHA serves two roles within the building. Foremost, it provides a forum for discussion and highlighting issues that may impact the residential community. Additionally, it coordinates social events that are open to all residents of the building. Students interested in participating in RHA discussions should look for an email from the RD at the beginning of the Fall semester.

IN-HALL AMENITIES

CABLE TELEVISION

The Residence Hall does not provide cable television service. Residents must contact Time Warner Cable to arrange for service within each apartment. Cable television service cannot be scheduled until after residents have moved into the building.

LAUNDRY FACILITIES The building's laundry room is located on the fourth floor and is composed of four washing machines and four dryers. These machines require Hercules CP Mobile App-based payment. Rates and instructions are posted in the laundry room. Residents must provide their own laundry supplies.

INTERNET SERVICE/WIFI

Residents can access the internet by using the Cooper Union network. A Cooper Union email account is required for residents to register for Cooper Union network access. The network available in the building will be called one of the following names: cooper or cooper6 for newer 5G capable devices or cooper-g for older devices. The initial password for the wifi network is coopercu – once you enter that password, you will be taken to an Aruba log-in page where you will enter your personal credentials: your username is your name.lastname of your CU email address (do not include the @cooper.edu part) and your password is your email password.

THE MENSCHEL ROOM

Located on the fourth floor, the Menschel Room serves as the building's primary multipurpose common area. This space is utilized in the evening for programs, special events and meetings. When the room is not in use, students are free to use the space. The space is equipped with a TV and a Ping-Pong Table for general resident use.

3A STUDENT READING ROOM

Located on the third floor, the 3A Student Reading Room serves as a secondary multipurpose common area. This space is utilized in the evening for programs, special events and meetings. When the room is not in use, students are free to use the space.

3C STUDENT STUDY ROOM

Located on the third floor, the 3C Student Study Room serves primarily as a silent study/workspace for residential students. The space is equipped with individual study desks, group table space, work tables for artwork/drawings, and a whiteboard wall.

RECYCLING

Each floor has a trash room. Bagged, non-recyclable garbage should be deposited into the trash chute. Recyclable items should be deposited into one of the labeled containers or placed on one of the labeled shelves. The Office of Residential Life strongly encourages residents to adhere to all New York City recycling guidelines.

FURNITURE

Each student is provided with an extra-long twin bed frame and mattress, a desk with a chair and bookshelf and a wardrobe closet. All double rooms have bunk beds, and all mattresses come with a mattress cover. Kitchen areas are equipped with a table, chairs, microwave oven, full-sized refrigerator, cabinets, and gas stoves. All windows are equipped with horizontal Venetian blinds.

FIRE SAFETY

The building is equipped with early warning and detection devices such as smoke detectors, heat sensors and carbon monoxide detectors. Each apartment is supplied with a fire extinguisher, and the entire building is equipped with a sprinkler system. A full fire safety report is included at the end of this guide.

SMOKE-FREE ENVIRONMENT

The Residence Hall, including personal apartments and bedrooms, is a smoke-free environment. This absolute smoking prohibition includes all e-cigarettes and vaporizers. There is a designated smoking area outside of the building's main entrance.

MOVING INTO THE RESIDENCE HALL

The process begins in the morning and typically ends by midafternoon. In order to ensure a smooth process, and to reduce the amount of traffic in the lobby area, students are assigned a specific move-in time. This will be assigned in advance of move-in day and typically structured by residential floor, working from the top floor downwards. Early move-in requests can only be honored in rare circumstances. Due to a lack of storage space within the Residence Hall, students are not permitted to forward mail or packages before move-in day. A letter with detailed move-in instructions is emailed a few weeks before the move-in date.

USEFUL ITEMS TO BRING TO THE RESIDENCE HALL

In addition to clothing, personal hygiene / health care supplies and study materials, there are a number of useful items to consider bringing to the Residence Hall. Photo identification and a social security card may be required documents for securing employment or various services.

Additional items include, but are not limited to, extra-long twin size sheets, blankets, pillows, towels, a shower curtain, toilet paper, cleaning supplies, a non-halogen reading lamp, kitchen supplies (utensils, plates, glasses, pots, pans, etc.), UL-approved power strips with circuit breakers, clothes hangers, laundry supplies, and an alarm clock. The Office of Residential Life advises you to get in touch with your apartment-mates to coordinate ahead of time.

PROHIBITED ITEMS

There are a number of items that are not permitted within the Residence Hall. Please review the following list and be sure to not bring these items with you on move-in day. If these items are found in an apartment, they will be confiscated, and the owner will face disciplinary action.

- Alcohol (unless you are over 21 years old)
- Empty alcohol containers serving a decorative purpose
- Illegal drugs and drug paraphernalia
- Illegally-obtained signs
- Weapons, ammunition, or fireworks
- Candles and incense
- Non-LED decorative string / holiday lights

- Non-UL approved Extension cords
- Halogen Lamps
- Space Heaters
- Charcoal / propane grills
- Torches or open-flame devices
- Any power tools with blades, or of a type that are used in tech-supervised CU shops, studios, or labs
- Personal microwaves / refrigerators
- Hot plates with exposed coils
- Most appliances with exposed heating elements (NOTE: UL-approved toasters and toaster ovens are permitted but may only be used or stored in the apartment kitchen)
- Non-college-provided furniture larger than 3'x3'x3' (small shelves are permitted provided they would not impede exit from the apartment in an emergency)
- Pets (unless previously approved as a service animal or ESA)

The Office of Residential Life strongly encourages residents to ensure that any heatproducing devices (e.g., iron, curling iron, etc.) have an automatic shut-off feature. Certain art supplies are not permitted in the Residence Hall. The list of prohibited art supplies includes fixatives, spray paint, rubber cement, encaustic paint, oil paint, paint thinners, turpentine, turpenoid, hot plates, polymer clays, and chemical printmaking / photography materials. Art students will receive a locker in the Foundation Building, where these materials can be stored. Residents should not purchase these items until they receive their locker assignment.

Additionally, we discourage residents from bringing large screen televisions and large stereos, since there is not adequate space in the apartments. We also advise students to not bring drafting tables or drawing boards until after they have lived in the space for a few weeks. Students are not permitted to bring bicycles or scooters into their apartments or inside the residence hall; there is outdoor bicycle storage located by the Foundation building.

RESIDENCE HALL COMMUNITY STANDARDS

In order to maintain the safety and well-being of the residential community, the Residential Life Staff enforces policies specifically aimed at preventing behaviors that interfere with, or threaten the well-being of, others. Any conduct deemed unacceptable by the Staff, including but not limited to, those behaviors explicit within this section, is prohibited. It is the responsibility of each student to become familiar with the following list of behavioral expectations.

Violations of any Residence Hall Community Standard, or violation of the Housing Agreement, shall be considered a violation of Cooper Union policy and may result in disciplinary action, including but not limited to, the termination of a student's Housing Agreement. Residents who choose to be present during policy violations, and/or have

knowledge of policy violations, may be documented and found responsible for these violations as well.

1. Advertisements

All advertisements and flyers for student events and clubs, not generated by the Office Residential Life, must receive approval before posting. For review, please bring the advertisements and/or flyers to the Office of Student Affairs during regular business hours or email reslife@cooper.edu to request & gain approval at least 48 hours prior to posting. After approval, these items will be posted in the designated hallway space by Resident Assistance staff, unless posting by club officer is arranged otherwise.

2. Air Conditioning/Heating Vents

Each apartment is equipped with its own heat and air conditioning controls. The maintenance staff determines, on a seasonal basis, when the heat and air conditioning is turned on, in accordance with New York City regulations. An email notification will be sent out once the HVAC system switches over. In order for the air conditioning and heating systems to work efficiently, it is imperative that students do not block any of the vents within an apartment. Additionally, each apartment has a large air circulation / intake panel that may not be blocked. The maintenance staff accesses this panel on a regular basis, in order to change air filters.

3. Alcohol Policy

- A. Residents under the age of 21 years old are not permitted to buy, sell, possess, give away, or consume any alcoholic beverages in the Residence Hall.
- B. Residents under the age of 21 years old who have consumed alcohol or appear to be intoxicated, regardless of where the alcohol was consumed, will be held in violation of the alcohol policy.
- C. Residents 21 years old or over may not buy from, sell, deliver, or give away alcoholic beverages to anyone under 21 years of age. In addition, while in the Residence Hall, residents 21 years of age or over may not consume alcoholic beverages in the presence of anyone who is under 21 years of age.
- D. Residents 21 years old or over may only store and consume alcohol in their private apartment spaces. Under no circumstances may a resident consume or store alcohol in the common areas of their apartment, or any other location within the Residence Hall. If a private room is shared by a student who is 21 years old or over and a student who is under 21 years old, the alcohol must be kept among the belongings of the student who is of legal drinking age, including under the student's bed and/or in their desk or dresser.
- E. Kegs, beer balls, beer taps, alcohol vaporizers, and/or any large amount of alcohol are not permitted in the Residence Hall. Any device designed to consume large amounts of alcohol may not be possessed or used in the Residence Hall. These devices include, but are not limited to, funnels, bongos, and beer pong tables.

- F. Empty alcoholic beverage containers or packaging, including but not limited to, cans, bottles, bottle caps and cardboard packaging are not permitted in the rooms of students less than 21 years of age. Students 21 years of age or over should dispose of these materials in a timely fashion. Empty alcohol containers are considered evidence of consumption.
- G. Students under the age of 21 years should not possess alcohol paraphernalia, including but not limited to, shot glasses, corkscrews, and bottle openers. Alcohol containers or packaging may not be displayed as decoration in any area, even if a resident is 21 years of age or older.

4. Appliances

- A. Microwave ovens and refrigerators are provided in the common space of each apartment. Students are not permitted to have personal microwaves or refrigerators in their private rooms, nor are they permitted to replace the microwaves and refrigerators in the common space.
- B. Small appliances without exposed heating elements, such as curling irons, blow dryers, sandwich makers, bread makers, rice cookers, coffee makers, hot pots and crock-pots are permitted in student rooms, provided they are used properly and maintained in good condition.
- C. Charcoal and propane grills are not permitted in the Residence Hall or on the building's terraces or balconies.
- D. Toaster ovens and toasters are not permitted in student bedrooms. These appliances must be UL-approved and may only be used and stored in the kitchen or dining area of the apartment. These items should be cleaned of crumbs and debris regularly to ensure they are in good working order.
- E. Halogen lamps are not permitted in the Residence Hall.

5. Art Supplies

The following items are prohibited in the Residence Hall: fixatives, spray paint, aerosol cans, rubber cement, encaustic paint, oil paint, paint thinners, turpentine, turpenoid, hot plates, polymer clays (like Sculpey), and chemical printmaking / photography materials (i.e. acid baths, fix, or developer).

6. Bicycles

Bicycles may not be stored in any student room, apartment, or common space within the Residence Hall. There is outdoor bicycle storage located near the Foundation building.

7. Candles/Incense

Due to the fire hazard they create, candles and/or incense are not permitted in the Residence Hall. Candles may not be used as decoration in any student rooms or common areas, even if they are not lit. Candles with the wick removed are also not permitted.

8. Check-In/Check-Out Policy

It is a student's responsibility to follow all check-in and check-out procedures. Check-out procedures are advertised well in advance of the spring semester move-out date. Failure to properly check in or check out of an assigned room may result in disciplinary action and/or an associated monetary fee. All paperwork/keys must be returned upon checking out of the Residence Hall. ID access to the Residence Hall will be deactivated.

A. Traditional Checkout - Traditional checkout involves a student completing a walkthrough of their apartment, along with a Residential Life staff member, prior to departure. During the walkthrough, the staff member will check the condition of the space against the condition listed on the Room Condition Report that was completed at the beginning of the year. Students that do not feel comfortable with the condition of their apartment, have questions about possible charges or damages, would like a chance to fix any issues before checkout, or who would like a Residential Life staff member to assess the room prior to departure should opt for Traditional Checkout.

Residential Life staff is available for Traditional Checkouts on the designated move-out day. Any students that wish to complete a Traditional Checkout before the designated move-out day are required to set up a time with their Resident Assistant. Please note that a Traditional Checkout is required, should you wish to appeal any damage billing. Also, the Residence Hall Director reserves the right to make the final determination on all damage billing. Resident Assistants do not have the ability to give a final damage billing determination during the Traditional Checkout.

B. Express Checkout - Express Checkout involves a student obtaining an Express Checkout envelope from the Office of Student Affairs completely filling out the information printed on the envelope, sealing their mailbox key inside the envelope, and delivering the completed envelope to either the Office of Student Affairs or the Student Residence Security Desk. Express Checkout is available for students who feel comfortable that their apartment is free of any possible damage or reasons for fines. Students who elect to take advantage of Express Checkout waive the opportunity to appeal any damage charges.

Sample Express Checkout Form

Name: _____ Apartment: _____ Date: _____ Time: _____

I understand the condition in which I am supposed to leave my room and apartment, and I have been informed about the check-out processes available to me. I have chosen Express Checkout and I understand that by choosing Express Checkout I am waiving my right to appeal any damage billing. I take full responsibility, or my portion thereof, for all damages in my room and apartment and the fines or repair/replacement costs that result from those damages.

Signature

Date

9. Cleanliness

- A. Students are required to maintain their assigned room in a clean and sanitary manner. Dishes must be promptly washed, food must be put away, laundry must be washed, the bathroom and common spaces must be cleaned appropriately and trash/recycling must be disposed of regularly. See #32 Littering and Trash Disposal for more information.
- B. In order to ensure the safety of the students living in the building, a staff member will perform a regular health and safety inspection per room and per apartment. See #28 Health and Safety Inspections for more information.
- C. Upon checking out of the Residence Hall, each student must clean their private room, as well as participate in cleaning the common space. The apartment should be left as clean as it was when the students first moved into the space. If a space is found to be excessively dirty, a cleaning fee may be deducted from the responsible students' housing deposits. See #13 Damages / Vandalism for more information.

10. Common Areas

All of the common spaces in the building are designed for academic and recreational use. Students are encouraged to use the spaces to study and socialize with other residents, but we encourage students to be courteous of others who may also be using the spaces. Students should not use common spaces for sleeping or storing personal items. Each space has a specific set of regulations, which are described below:

A. Menschel Room

- i. Students are not permitted to work on drawing/art projects that involve paint, charcoal, paper cutters and/or other materials that may stain or damage the carpet, tables, or chairs in the Menschel Room.
- ii. The Menschel Room is not able to be reserved by residents or student groups, but it may be used to host RA or building-wide programs or events.
- iii. Students are permitted on The Menschel Terrace when weather permits. The Office of ResLife reserves the right to close the patio space when necessary. Please do not touch or lean on glass barriers, be mindful of noise levels. All common-space regulations apply.

B. 3A Student Reading Room

- i. Students are not permitted to work on drawing/art projects that involve paint, charcoal, paper cutters, and/or other materials that may stain or damage the carpet, tables, or chairs in the 3A Student Reading Room.
- ii. The 3A Student Reading Room is not able to be reserved by residents or student groups, but it may be used to host RA or building-wide programs or events

C. 3C Student Study Room

- i. Students are permitted to work on drawing/art projects that involve paint, charcoal, paper cutters and/or other materials only in the upstairs loft

- space and they must ensure they do not damage the room or furniture or leave behind a mess when they are done working.
- ii. The 3C Student Study Room is a designated “quiet” space for studying/academic work, with the caveat of occasional residential programming.
 - iii. The 3C Student Study Room is not able to be reserved.

D. Laundry Room

- i. Students are not permitted to congregate or work on projects in the laundry room.
- ii. When using the washing machines and dryers, we encourage students to keep track of the time left on the cycles (washing machine cycle = ~30 minutes, dryer cycle = ~45 minutes). When the cycle is complete, please remove personal items immediately, so other students can promptly begin their laundry.
- iii. If students have left their personal items in the washing machines or dryers past the cycle’s end, please practice patience before touching others’ items. If items are left for an excessive amount of time (i.e. over an hour), please carefully place the items in the corresponding bins before using the machines. Do not place items on the floor, table, or windowsill.
- iv. 2 Laundry Carts are present for temporary use to move items between machines. Carts should not leave the laundry room. If it is determined that the carts are missing, security reserves the right to check camera footage to determine which individual has taken the cart
- v. Under no circumstances should students attempt to avoid payment. The washing machines and dryers only accept digital payment (see posted instructions). The tampering with the machines to avoid payment, will cause damage to the machines and possibly to personal items.
- vi. Machines are programmed to accept payment via Hercules CP Mobile App. Please follow the instructions posted in the laundry room to start the machines. For help troubleshooting, you may contact Hercules thru the app or at 1-800-526-5760.
- vii. If money is lost in any of the machines, or if a machine is out of service, please contact the vending company and report this malfunction to maintenance & the Office of Student Affairs.
- viii. Tipping or shaking machines is dangerous and can cause injury to people or damage to the machines. These behaviors will be considered vandalism and addressed as a policy violation.

11. Complicity

Complicity is defined as being present during any violation of community standards in such a way as to condone, support or encourage that violation; aiding or assisting another in the violation of a community standard; or acting in any way to further a violation of community standards. Students who anticipate or observe a violation of

community standards are expected to remove themselves from participation and are encouraged to report the violation.

12. Cooperation / Failure to Comply with Cooper Union Officials

It is the responsibility of all members of the Residential Life Staff to enforce policies and regulations, ensuring a safe and positive living environment. Refusal to cooperate with the request of any school official operating within their staff capacity, including but not limited to, Resident Assistants, College Administrators, and the Security, Maintenance and Facilities staffs is considered failure to cooperate with a Cooper Union Official and will result in disciplinary action.

- A. Failure to comply with a request of a College Official in the performance of their duties is prohibited.
- B. Failure to attend a scheduled meeting or comply with the requests, decisions, or sanctions rendered by a Judicial/Conduct Hearing Administrator or Judicial/Conduct Committee is prohibited.
- C. Providing false information, withholding information or providing misleading information to a College Official is prohibited.

13. Damages / Vandalism

Each student is responsible for the condition of their housing space. Students will be billed by the Office of Residential Life for damage and/or loss of furnishing caused by the resident or their guests. If damage occurs, it is the resident’s responsibility to report the damage to the maintenance staff immediately. Maintenance Requests should be submitted via email as described on page 5 of this document.

- A. Upon checking out of the Residence Hall, each student’s room and shared common space in the apartment must be in the same condition as when the student first occupied it. Students may be billed for any damage that occurred or for any excessive cleaning found to be necessary.
- B. If damage occurs in building common spaces (e.g., Menschel Room, laundry room, hallways, lobby, stairwells, etc.) the student responsible for the damage will be billed for the repair. If the Office of Residential Life is not able to identify the student responsible for common area damage, the cost of repair may be split between all building residents.

2023-2024 Damage Billing Estimates

The billing table included below is not all-inclusive. This table is intended to serve as a guide that provides billing estimates for the most common charges that occur. Please note that the amounts included in the table below are only estimates. Students will be assessed a fee to cover the actual cost of the replacement of furnishings, if they are responsible for the damage that necessitates the replacement. All charges will be accompanied by photographs, documenting the damage.

General Charges	Estimated Cost
Lost Apartment Key	\$10

Lost Mailbox Key	\$10
Abandoned Furniture/Large Item Removal	Up to \$300
Trash/Waste Removal	Up to \$100/person
Basic Room Cleaning for Excessive Dirtiness	\$100 per room
Tampered-With or Broken Fire Safety Equipment	\$200 minimum charge
Improper / Lack of / Late Checkout	\$100
Kitchen Charges	
Cabinet / Drawer – Repair	Up to \$100 per cabinet/drawer
Cabinet / Drawer – Replace	Per estimate
Sink – Repair	Up to \$100
Sink – Replace	Per estimate
Refrigerator – Repair	Up to \$300
Refrigerator – Replace	Per estimate
Microwave – Repair	Up to \$100
Microwave – Replace	Per estimate
Stove – Repair	Up to \$200
Stove – Replace	Per estimate
Countertop – Repair	Up to \$200
Countertop – Replace	Per estimate
Kitchen table – Repair	Up to \$150
Kitchen table – Replace	\$500
Kitchen Chairs – Repair	Up to \$100
Kitchen Chairs – Replace	\$250/chair
Bedroom Charges	
Bathroom fixture repair (shower curtain rod, TP holder, shower head, toilet seat, overhead-light cover, etc.)	\$50/item
Mirror Replacement	Per estimate
Toilet – Repair	Up to \$100
Toilet – Replace	Per estimate
Sink – Repair	Up to \$150
Sink – Replace	Per estimate
Shower/Tub Replace	Per estimate
Bedroom Charges	
Bed Frame – Repair	Up to \$150
Bed Frame – Replace	Per estimate
Wardrobe – Repair	Up to \$150
Wardrobe – Replace	\$500
Desk – Repair	Up to \$150
Desk – Replace	Per estimate
Desk Chair – Repair	Up to \$100
Desk Chair – Replace	\$250/chair
Mattress – Replace	\$200

Notification of Damage Charges

The Office of Residential Life will notify all students found responsible for apartment damage, common-space damage, key-replacement fees, or any other housing-related fines and fees within two weeks of move-out day. Students will be notified via an email to their official Cooper Union email address. The email will outline the assessed charges and inform the student that these fees will be deducted from their security deposit. If the fees exceed the amount of money held as a security deposit, the remaining balance will be applied as a fee to the student's account. The email will also outline the procedure for appealing the assessed charges.

Appeals

Students that feel they have been improperly charged for apartment damage, commonspace damage, or any other housing-related fine or fee, must submit a written appeal to the Office of Residential Life. All appeals must be in writing and sent to reslife@cooper.edu. Appeals must be submitted within 30 days of the student's moveout date. When an appeal is received, the Residence Hall Director will review all of the pertinent information (Room Condition Report, photographs, contents of the appeal, etc.) and make a determination. The decision reached by the Residence Hall Director is final. Students will be notified of the outcome of the appeal within two weeks of its receipt. Students that do not participate in a Traditional Checkout waive their right to appeal any damage charges.

14. Dangerous Materials / Weapons

Possession, storage, and/or use of firearms, weapons (including BB guns, pellet guns, paint ball guns, toy guns, knives, tasers, whips, and martial art implements), ammunition, fireworks, combustible materials (including lighter fluid, propane, butane torches, and dangerous chemicals) or other dangerous articles or substances are not permitted anywhere in the Residence Hall. There are also restrictions with respect to artwork. See #5 Art Supplies for more information.

15. Decorations

Students are encouraged to decorate their rooms and apartments in a way that will be pleasing and comfortable to them. However, any damages resulting from the use of tape, glue, paste, nails, tacks, chalk, staples, plant hangers, picture hooks, or screws to the walls, furniture, doors, wood-work, or glass will be charged to the resident(s) of that room or apartment. Students are welcome to decorate their apartments as long as they follow the guidelines below:

- A. Alcohol bottles, cans, packaging, and alcohol-related paraphernalia may not be displayed.
- B. Students are not permitted to paint, paper, or panel the walls, woodwork or ceilings, nor refinish any of the furniture.
- C. Chalking is not permitted in the Residence Hall.

- D. Staples, nails, duct tape, and double-sided tape are not permitted on doors, walls, ceilings, closets, or any surface, due to the extensive damage caused upon removal.
- E. Items may not be hung from the ceiling, sprinkler system pipes, or sprinkler heads.
- F. Contact paper is not permitted on any surface. The use of this material will result in damage to the building, and repair costs will be charged to the residents of the apartment.
- G. Extreme care should be taken when hanging posters and/or pictures. Sticky tack should be used when hanging these items.
- H. Plastic tape around windows is not permitted as it damages the paint when removed. Insulation can be provided upon request to block out cold air during the winter months.
- I. Live or cut trees are not allowed in student rooms or apartments.
- J. Candles, even for religious purposes, are not permitted in the Residence Hall.
- K. Any business, highway, city, state, community, or College sign or property that has not been legally obtained may not be displayed.
- L. No room dividers (fabric or otherwise) may obstruct access into or out of the room.
- M. Due to NYC Fire Code, apartment doors may not be decorated.

16. Disorderly / Disruptive Behavior

The maintenance of a community environment conducive to learning, academic success, good citizenship, and positive relationships is dependent upon the cooperative efforts of all community members. Any student who interferes with the rights of others, disrupts the community, and/or damages property is subject to disciplinary action. Disorderly and/or disruptive behavior includes the use of offensive or abusive language, intimidation, inappropriate behavior that disregards the rights of individuals and/or the community, causes physical damage to property, or interferes with the normal functioning or safety of the community.

17. Doors / Locks

Upon closing, apartment doors automatically lock.

- A. Doors and locks may not be tampered with in any way that hinders the use of keys or prevents locking/unlocking the doors.
- B. Locks may not be added on any doors in the room, nor may they be changed or replaced.
- C. Nothing should ever block or impede access, exit, or view to the room and/or apartment.
- D. The doors to each apartment are fire doors which automatically swing closed for both fire and personal safety purposes. These doors should not be propped open with locks, chairs, or other devices.

18. Drug / Substance Abuse

The possession, delivery, distribution, sale, and/or use of a controlled substance or illegal drug is a serious offense and may result in immediate removal from the Residence Hall, as well as criminal prosecution. Possession and use of prescription drugs without a prescription is prohibited. Delivery, distribution, and/or sale of prescription drugs from one person to another is also prohibited. Drug paraphernalia, including, but not limited to, hookahs, pipes, bong, whippets, rolling papers, and electronic smoking devices is prohibited.

Smoking is prohibited within the building, see #43. (Please consult the Campus Safety Report for additional policies and information regarding drug and substance abuse.)

19. Elevators

Tampering with, damaging, misusing, or rewiring elevators or elevator equipment is prohibited. Jumping, spitting, littering, and/or smoking in the elevator is also prohibited. When holding the elevator for other passengers, please use the “door open” button on the control panel. The alarm button, stop switch, and phone on the elevator control panel are to indicate an emergency. Using these buttons for non-emergency purposes is prohibited. Elevators should not be used during evacuations or emergency situations.

20. Endangerment

Physical violence toward another person or group, and actions that endanger the health, safety, or welfare of a person or group are prohibited and may result in immediate suspension from the Residence Hall. Interference with the freedom of another person or group to move about in a lawful manner is prohibited.

21. Fire Safety and Fire Safety Equipment

During fire alarms, all students and all guests must leave the building immediately. All alarms should be treated as an emergency. Should the alarm bells and lights stop sounding and flashing, students should continue to evacuate the building. Upon evacuation, students may not use the elevators and should proceed toward the exits via the stairwells. Students should continue across the street after exiting and meet on the corner of Third Avenue and East 9th Street, in front of the NYU Residence Hall. Students are not to re-enter the building until instructed to do so by a Cooper Union staff member. Failure to evacuate, or premature re-entry, will result in disciplinary action. Residential Life Staff may enter student rooms during fire alarms to ensure the safety of students.

- A. Individuals with disabilities are encouraged to contact the Office of Residential Life in advance, so that appropriate evacuation procedures can be determined.
- B. Any student who activates a false alarm or tampers with fire or safety equipment (such as fire extinguishers, speakers, smoke detectors, or sprinklers) is putting the safety of their fellow students in danger. This behavior is strictly prohibited.
- C. Stoves and pilot lights should be monitored regularly for fire prevention purposes. Excess grease and flammable items on or near the stove are prohibited.

22. Fireworks

Fireworks are strictly prohibited. See #14 Dangerous Materials / Weapons for more information.

23. Furniture

All rooms and apartments are furnished. Residents are responsible for all furnishing provided in their room. Furnishings may neither be removed from assigned locations nor placed in hallways or common spaces. Alterations and/or damage to furnishings will result in charges for replacements or restoration to original condition. Due to limited space and safety reasons, students are not permitted to bring non-college-provided furniture into their apartments or rooms. Small shelves are permitted provided they would not impede exit from the apartment in an emergency. If special furniture is needed for medical purposes, the special furniture must be approved by the Residence Hall Director.

24. Gambling

Gambling within the Residence Hall is defined by state and municipal rulings as being illegal.

25. Hallways

Students are permitted to spend time in the hallways with other residents, as long as they keep the room and stairwell doors closed and they do not block entrances and exits. Please be considerate of other floormates and noise levels.

26. Halogen Lamps

See #4 Appliances for more information. If you have any questions, please send a photo and product information to reslife@cooper.edu

27. Harassment

Conduct that creates an intimidating, hostile or offensive campus, living, educational, or work environment for another person or group is prohibited. Conduct that threatens, harms or intimidates another person or group is strictly prohibited in the Residence Hall. Conduct may include but is not limited to: verbal, written, or electronic communication, gestures or other behavior. (Please consult the Policy Upholding Human Rights and Title IX Protections for additional details, procedures, and resources regarding harassment.)

28. Health and Safety Inspections

The Cooper Union reserves the right to enter rooms at any time. Residential Life staff may enter rooms to uphold Residence Hall policies, for necessary repairs, and for cleanliness and Health and Safety Inspections. Health and Safety Inspections of all rooms occur regularly. Access to rooms is limited to residents, staff performing assigned duties, and approved College Officials concerned for the health, safety, and welfare of residents. This policy is considered notice of such inspections. No further warnings will

be given. Resident Assistants will attempt to perform apartment checks while residents are home, but if the residents are not home, the Resident Assistants have permission to enter rooms. All policy violations found during Health and Safety Inspections will be reported. If a room fails the inspection due to cleanliness issues, the residents will have 48 hours to thoroughly clean the room/apartment and dispose of waste in a proper manner.

29. Student Housing Affiliation Occupancy Agreement

Often referred to as the Housing Agreement or Housing Contract, this document contains information regarding important dates as well as proper procedures for vacating the Residence Hall. All residents are expected to be familiar with the information contained within this document. This is sent and signed by both the resident and ResLife staff prior to move-in.

30. Identification

All residents are required to carry their Cooper Union ID cards, or another form of picture identification, at all times. Cooper Union ID cards are required for entry into the building by resident. This ID must be presented upon the request of a College Official. Presenting a false name and/or ID is prohibited. Impersonating another student and/or College Official is also prohibited. Upon signing into the building, guests will have to leave one form of picture identification at the Security Desk.

31. Keys

The Cooper Union ID card will be used for entry into all Residence Hall apartments. Students are also issued mailbox keys for the boxes located in the lobby. When necessary, students may also be provided with mechanical (hard) keys to access their apartments.

- A. Lock-outs: Students who lock themselves out of their room should try to regain access by contacting a roommate who may be present in the apartment. If no one is present, students should report to the Residence Hall Security Desk. The Security Desk has lock-out keys that can be obtained with verification of housing assignment and/or a photo ID.
- B. Lost ID: Students who lose their IDs will be charged \$10.00 for a replacement. Students should report all lost keys to Cooper Union Security as soon as they are aware their ID is missing, so that it may be deactivated and replaced.

32. Littering and Trash Disposal

Room/apartment trash should be taken to the trash room immediately and disposed of in the bins in the trash room. Trash and litter should not be placed in the hallways, stairwells, elevators, common spaces, or the floor of the trash room, and should not accumulate in student apartments. Recyclables should be sorted appropriately. Placing sharp objects or single items down the trash chute is prohibited.

33. Lockouts/Lost Keys

See #31 Keys for more information.

34. Mail and Notices

Residents may be notified of pertinent information by College Officials through campus mail. Other important information will be posted on bulletin boards throughout the Residence Hall. Residents are urged to check their mailboxes daily and to read all postings in the Residence Hall. Packages are typically held at the Security Desk for pickup by resident. It is the resident's responsibility to check for mail regularly and retrieve their own parcel/letters.

35. Network and Internet Use

The Residence Hall is equipped with wireless internet. Residents may access the wireless network by using their unique Cooper Union ID and password. Residents should not share their login information with others. Residents are responsible for all activity completed by a computer logged in with their account information.

36. Obstruction

Obstructing or interfering with the reprimand, discipline, or apprehension of another person involved in committing an offense under the judicial structure, or any other college rule or regulation, is strictly prohibited.

37. Pets

Under no circumstances are residents permitted to have pets in the Residence Hall. Guests are also not allowed to bring pets into the hall. Animals required for medical purposes are the exception to this regulation, such as service animals or emotional support animals (ESAs). However, the Office of Residential Life must receive official notification prior to the arrival of such animals.

38. Projectiles

Throwing any object or trash is prohibited. The use and/or possession of slingshots, water guns, water balloons, or other related items is prohibited. Spitting, spraying water, dropping or throwing objects from windows or balconies is prohibited. This also includes the use of lasers.

39. Property and Facilities Violations

Theft, malicious destruction, defacement, damage, or misuse of College or private property or common-area facilities should be reported to the Office of Residential Life and appropriate disciplinary action will be taken. Replacement and repair costs will be billed to the responsible party. If the responsible party cannot be identified, the entire community may be billed to split the replacement and/or repair costs.

40. Quiet Hours/Courtesy Hours

Loud talking or music, bouncing a ball, or other disruptive activities are prohibited. Stereos, radios, televisions, instruments/equipment, and other sound systems should

not be played so loudly that they disturb others. Speakers may not be placed in windows or doorways. Failure to comply or continued disturbances may result in the immediate removal of any of the above items from the residential community. Residents are responsible for turning down sound systems or discontinuing noisy activity if requested to do so by another resident or staff member.

- A. The Residence Hall maintains Courtesy Hours at all times. Courtesy Hours entail having a common respect for the community. Residents are asked to use their discretion in exhibiting noise control.
- B. Quiet Hours take place from 11pm to 9am, Sunday through Thursday and 12am to 10am, Fridays and Saturdays. During Quiet Hours, residents are asked to maintain a moderate noise level because other residents may be studying or sleeping.

41. Restricted Areas

Some areas of the residential community are restricted and are not for general student use. These areas include electrical and mechanical closets, air conditioning units, cable and phone units, maintenance break rooms and storage rooms. Students are never permitted on the roof or in the basement of the Residence Hall. Students are only allowed to use the 4th floor Menschel Terrace when determined open by the ResLife staff, when weather permits. See #10 Common Areas for more information.

42. Room Changes

Room changes are only permitted with the permission of the Director of Residential Life. Students involved in unauthorized room changes will be held judicially responsible. If you are considering a room change, please make an appointment to speak with the ResLife Director.

43. Smoking

Smoking is prohibited in all Residence Hall rooms, apartments and facilities, including the balconies/terraces, elevators, stairwells, lounges, etc. Residents may smoke outside of the building, at least 15 feet away from all entrances and windows. There is a designated smoking area directly outside the Residence Hall's main entrance, where an ashtray/smoking station is mounted to the wall. Students are encouraged to dispose of their cigarettes in the smoking station.

44. Sports

In order to create a safe living environment, playing or participating in sports in the Residence Hall is prohibited. The use of athletic equipment (such as footballs, basketballs, Frisbees, skateboards, roller blades, etc.) in rooms, apartments, hallways and stairwells is prohibited.

45. Stairwells

Students are not permitted to congregate in the stairwells, or engage in any activity that restricts free movement through the stairwells.

46. Theft

Theft of personal property should be immediately reported to the Office of Residential Life. Although the Cooper Union takes normal precautions to safeguard property, the College is not responsible for loss of or damage to student property. It is strongly recommended that each student acquire renters' insurance coverage for all items of personal property and keep their doors locked at all times. Theft, destruction, or possession of stolen College property, or such property of any individual, group, or entity is considered a serious violation of community standards and will be dealt with accordingly. Attempting or completing entry into, or use of, another person's facilities, property, or equipment, without proper authorization, is considered equally serious.

47. Trespassing

Guests, residents, or individuals who are not authorized, licensed, or invited to enter the Residence Hall are subject to arrest for trespassing if they fail to leave after being directed to do so. Solicitors are considered to be trespassing. Residents should not enter, or attempt to enter, another student's apartment without permission. Entry, or attempted entry, to any restricted space within the Residence Hall is not permitted.

48. Visitation & Guests

While in the Residence Hall, all guests must be accompanied by their host at all times. Residents are responsible for their guests' behavior. Under no circumstances may residents give their guests their Cooper Union ID. Depending on the nature of a guest's stay, different procedures must be followed. The information below describes these procedures and must be abided by, in order to prevent the loss of guest privileges:

A. Same-Day Guest Policy

- i. Until 12am (midnight), a resident may have up to two (2) guests per day. Same-day guests do not need a guest pass.
- ii. Same-day guests must leave a valid photo ID with the Security Guard.
- iii. Same-day guests will be signed in / out on the Guest Log every time they enter / exit the building.
- iv. Same-day guests who stay past midnight are considered overnight guests and will count toward the total of the resident host for that week.
- v. Non-residential Cooper Union students may enter the Residence Hall to visit the Office of Student Affairs (3rd Floor) or Career Development (4th floor) during normal business hours (M-F 9AM-5PM) and leave their ID at the front desk. Non-residential students may not visit residential floors without being signed in by a resident and must promptly exit the building once offices close, unless pre-approved otherwise.

B. Overnight Guest Policy

- i. Guests must have a valid photo ID to leave with the Security guard at the desk. Overnight guests who are not Cooper Union students must be 18 years or older.

- ii. Residents are allotted two (2) overnight-guest nights per week. Guest tracking is based on a Monday night-through-Sunday night schedule.
- iii. Residents are allowed up to two (2) overnight guests for each overnight-guest night (i.e. Two people per night, for up to two nights per week). Note that all guests signed in between 12am (midnight) and 6am are considered overnight guests and will count towards the resident host's total.
- iv. The resident host must have a Guest Pass for each overnight guest [see template below]. **Overnight Guest Request Procedures:**
 - 1) Go to the Student Affairs office on the 3rd floor and pick up a guest pass form.
 - 2) Speak to all of your roommates/apartmentmates about your plans and ask for their signatures to show their approval. If one or more of your roommates is out of town, we will accept emails sent from their CU email accounts to reslife@cooper.edu indicating their permission.
 - 3) Return with your completed form to the Student Affairs office (Monday-Friday, 9am-5pm) and speak to Director of Residential Life or Associate Dean of Students (or another staff member). They will review your form and stamp it "APPROVED" if it has been completed appropriately. They will make a copy for Office of Residential Life records and give you the completed form to present at Security when your guest arrives.
 - 4) When your guest arrives, you must be present. Go down to Security with the form to meet your guest. Security will complete the top section of the form and hold your guest's ID card along with the form at the booth. Your guest needs to leave their ID each time they enter the building.
 - 5) When your guest has left following the visit, they should inform Security and have them sign them out on the form. Security will keep the guest pass form when your guest leaves.

Security Staff Only	Security Staff Initials: _____	1) Resident <u>hosts</u> cannot request guest pass without valid Cooper Union student ID card. 2) Resident <u>guests</u> must arrive with valid photo ID for submission to security staff. 3) Information on Guest Pass must be the same as corresponding IDs.	Security Staff Initials: _____
	Date In: _____		Date Out: _____
	Time In: _____ am / pm		Time Out: _____ am / pm
COOPER UNION OVERNIGHT GUEST PASS			
Completed by Host	Guest's First Name: _____		Guest's Last Name: _____
	Host: _____	Host ID #: _____	Apartment #: _____
	Date In: _____		Date Out: _____
Completed by Roommates	Roommate Names: _____		Roommate Signatures: _____
	1) _____		_____
	2) _____		_____
	3) _____		_____
	4) _____		_____

- i. The pages of the Guest Log are frequently removed for inspection. If the page containing the original sign-in entry is no longer present, please sign out the guest on a new page / entry line. If the white copy of the guest pass is not returned, or if the Guest Log entries are not properly completed, guest privileges will be revoked. Failing to follow the guest policy and procedures, including proper check-out of guests, may result in the suspension of guest privileges.
- ii. No overnight guests are permitted during finals.

[Please note, guest policy is subject to any and all restrictions put in place as a result of the covid-19 pandemic (or any other public health emergency) and the policy may be updated or suspended at any time to comply with safety guidelines]

49. Weapons, Firearms, and Explosives

See #14 Dangerous Materials/Weapons for more information.

50. Windows

Signs, pictures, banners, empty bottles and similar objects may not be displayed in windows. Residents may not display anything that can be viewed from the exterior of the windows. Nothing may block or impede access, exit or view to the room in time of emergency. This is to ensure the health and safety of students and rescue personnel. Windows open approximately six inches and should not be forced to open any farther. Residents will be held accountable for any damages to the windows. Windows may not be used as an entrance or exit to rooms. Students may not sit, stand in or lean against windows. Spitting, spraying water and dropping or throwing objects from windows is prohibited. Shining lights or laser pointers from the windows is also prohibited.

Please note that the policies outlined above are specific to the Residence Hall. The Campus Safety Report includes information regarding institution-wide policy, as well as the Code of Fair Practice that applies to all Cooper Union Students. The Campus Safety report is available at <http://cooper.edu/students/safety>

RESIDENCE HALL DISCIPLINARY PROCESS

The Residence Hall's conduct system is based upon the concept of developmental discipline. The conduct system is not intended to be legalistic or punitive. Rather, it is a system based upon reasonable rules and expectations that are realistically applied, in the context of an educational setting. Furthermore, it is a system that places equal emphasis on both rights and responsibilities. The Residence Hall Staff has the responsibility to ensure that the rights of each student are protected. Correspondingly, in order for the community to be successful, students have the responsibility to abide by the rules governing the community.

Violations of Community Standards are typically documented by a Residence Hall staff member on a form called an Incident Report. If a resident would like to make a complaint regarding a violation of a community standard, they are encouraged to contact their Resident Assistant or the Resident Assistant On Call. All documentation of violations of community standards is submitted to the Director of Residential Life for review. If necessary, after the initial review of the incident report, the Director of Residential Life will investigate the circumstances surrounding the event in question.

All residents involved with a violation of Community Standards are required to meet with the Director of Residential Life, or an appointee, for an informal conduct meeting. Residents will receive an email or letter clearly articulating the violation(s) in question and the community standards they have allegedly violated, as well as the method by which to schedule the informal conduct meeting.

The nature of the informal conduct meeting is to discuss the event in question and offer the student the opportunity to provide their perception of the situation and, if necessary, challenge any information that might be included in the incident report.

The majority of the Residence Hall's disciplinary issues are addressed via the informal conduct meeting. During a typical informal conduct meeting, the resident takes responsibility for all or a portion of the charges assigned and engages in a brief discussion with the Director. At the conclusion of the discussion, the Director assigns appropriate sanctions. Once the informal conduct meeting has concluded, the student will receive formal notification of the decision in writing.

Residents who come in contact with the disciplinary process for a second offense are generally referred to the Cooper Union Student Judiciary Board for adjudication. Students found responsible for a second violation of Community Standards generally face severe sanctions, up to and including removal from the Residence Hall.

SANCTIONS

The following list provides examples of sanctions which may be applied when a student is found in violation of a community standard. The following list is neither inclusive nor exhaustive, and additional or alternate sanctions may be imposed at the discretion of the Residence Hall Director or the Student Judicial Committee:

Disciplinary Warning
Monetary Fine
Mediation
Referral to Counseling
Community Service
No-Contact Order / Agreement
Removal from the Residence Hall
Forfeiture of Security Deposit

Disciplinary Probation
Restitution for Damages
Educational Project / Program
Referral to Alcohol / Drug Counseling
Confiscation and / or Removal of Item(s)
Suspension of Guest Privileges
Suspension from the Residence Hall

EMERGENCY PREPAREDNESS KIT

Although emergency situations arise very infrequently, it never hurts to be prepared. Included below are recommendations from the American Red Cross for items to include in a disaster supplies kit. For more information please visit the following link:

<http://www.redcross.org/get-help/prepare-for-emergencies/be-red-cross-ready/get-a-kit>.

Flashlight with extra batteries: Use the flashlight to find your way if the power is out. Do not use candles or any other open flame for emergency lighting.

Battery-powered radio: News about the emergency may change rapidly as events unfold. You may also be concerned about family and friends in the area. Radio reports will give information about the areas most affected.

Food: Enough non-perishable food to sustain you for at least one day (three meals), is suggested. Select foods that require no refrigeration, preparation or cooking, and little or no water. The following items are suggested: ready-to-eat canned meals, meats, fruits, and vegetables; canned juices; high-energy foods (granola bars, energy bars, etc.).

Water: Keep at least one gallon of water available, per person, per day. If you are on medications that require water or that increase thirst, be sure to have plenty of extra water.

Medications: Non-prescription medications that you take, including pain relievers, stomach remedies, etc. If you use prescription medications, keep at least three-day's supply of these medications on hand.

First Aid Supplies: The following items are considered essential to a first aid kit: adhesive bandages (20 - various sizes); 5" x 9" sterile dressing (1); conforming roller gauze bandage (1); triangular bandages (2); 3 x 3 sterile gauze pads (2); 4 x 4 sterile gauze pads (2); roll of 3" cohesive bandage (1); germicidal hand wipes or waterless alcohol-based hand sanitizer (2); antiseptic wipes (6); large medical grade non-latex gloves (2); adhesive tape, 2" width; anti-bacterial ointment; cold pack; scissors; tweezers; CPR breathing barrier (such as a face shield).

Tools and Supplies: Emergency "space" blanket (mylar); paper plates and cups; plastic utensils; non-electric can opener; personal hygiene items (including a toothbrush, toothpaste, comb, brush, soap, contact lens supplies, and feminine supplies); plastic garbage bags with ties (for personal sanitation uses); duct tape; include at least one complete change of clothing and footwear (including a long sleeved shirt and long pants, as well as closed-toed shoes or boots); if you wear glasses, keep an extra pair with your disaster supplies kit.

FIRE SAFETY REPORT FOR THE STUDENT RESIDENCE

GENERAL INFORMATION

Cooper Union Student Residence
29 3rd Avenue
New York, NY 10003

DESCRIPTION OF THE FIRE SAFETY SYSTEM

Year of Construction: 1992
Type of Construction: Non-Combustible
Number of Floors: 18
Smoke Detectors: Yes
Evacuation Plan and Placards: Yes
Sprinkler System: Yes
Description of Sprinkler System: Gravity Fed Sprinkler System. Entire building is sprinklered.
Fire Alarm: Yes
Does Fire Alarm Transmit to Fire Dept/Fire Alarm Co: Yes
Fire Alarm Monitoring is done offsite by AFA.
Location of Speakers: Stairwell, Hallway, Dwelling Unit

Type of Egress	Identification	Location	Leads to
Stairwell	A	West end of hallway	Lobby and roof
Stairwell	B	Center of hallway	Lobby and roof

SUPERVISED MANDATORY FIRE DRILLS PROCEDURE

Mandatory supervised fire drills are conducted in the residence hall twice during the academic year by the Office of Residential Life. One is conducted during the fall semester and the second is conducted during the spring semester.

EVACUATION POLICY AND PROCEDURES

- i. The building is equipped with early-warning and detection devices such as smoke detectors, heat sensors and carbon monoxide detectors. Each apartment is supplied with a fire extinguisher and the entire building is equipped with a sprinkler system.
- ii. During all fire alarms, all students and all guests must leave the building immediately. All alarms should be treated as an emergency. Should the alarm bells and lights stop sounding and flashing, students should continue to evacuate the building. Upon evacuation, students may not use the elevators and should proceed toward the exits via the stairwells. Students should continue across the street after exiting and meet on the corner of Third Avenue and 9th Street, in front of the NYU Residence Hall. Students are not to re-enter the building until instructed to do so by a ResLife staff member. Failure to evacuate or premature re-entry may result in disciplinary action. Staff may enter student rooms during fire alarms to ensure the safety of students.

- iii. Individuals with disabilities are encouraged to contact the Office of Residential Life upon move in so that appropriate evacuation procedures can be determined.

RULES FOR ELECTRICAL APPLIANCES, SMOKING AND OPEN FLAMES

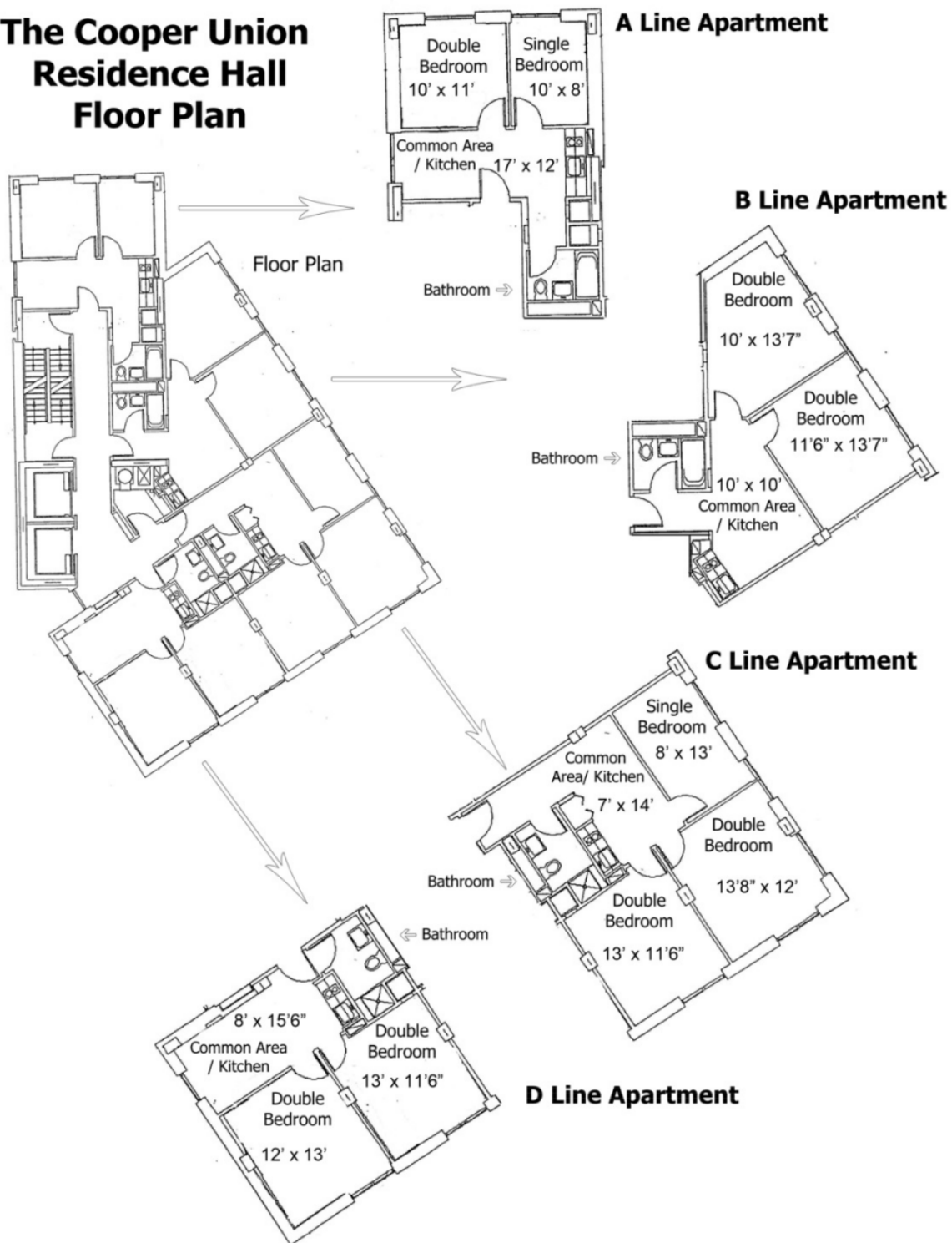
- Microwave ovens and refrigerators are provided in the common space of every apartment. Students are not permitted to have personal microwaves or refrigerators in their private rooms, nor are they permitted to replace the microwaves and refrigerators in the common space.
- Small appliances without exposed heating elements, such as curling irons, blow dryers, sandwich/waffle makers, bread makers, rice cookers, coffee makers, hot pots, and crock-pots are permitted in student rooms provided they are used properly.
- Charcoal and propane grills are not permitted in the Student Residence nor should they be used on the terraces or balconies of the building.
- Stoves and pilot lights should be monitored regularly for fire prevention purposes. Excess grease and flammable items on or near the stove are prohibited.
- Toaster ovens and toasters are not permitted in student bedrooms. These appliances must be UL-approved and may only be used and stored in the kitchen or dining area of the apartment. These items should be cleaned of crumbs and debris regularly to ensure they are in good working order.
- Halogen lamps are not permitted in the Student Residence.
- Candles and/or incense are not permitted in the Student Residence due to the fire hazard they create. Candles may not be used as decoration in any student rooms or common areas even if they are not lit. Candles with the wick removed are also not permitted.
- Smoking is prohibited in all the residence hall rooms, apartments, and facilities, including the balconies, elevators, stairwells, lounges, etc. Residents may smoke only outside of the building, at least 25 feet away from all entrances and windows.
- Any student who activates a false alarm or tampers with fire or safety equipment (such as fire extinguishers, speakers, smoke detectors and sprinklers) is placing the lives and safety of his/her fellow students in danger. This behavior is strictly prohibited.

INSPECTION, TESTING, AND MAINTENANCE PROGRAMS SYSTEMS

- Inspection and testing of all fire alarm devices is conducted twice a year as per NYC Fire Code. All fire alarm device testing is performed by a licensed fire alarm vendor, Crossfire.
- Monthly sprinkler and standpipe inspections are conducted by certified Cooper Union staff.

If you wish to read more about Cooper Union's fire safety, you can access the Campus Safety, Security and Fire Safety Report at <http://cooper.edu/students/safety>. The Campus Safety, Security and Fire Safety Report is updated on a yearly basis.

The Cooper Union Residence Hall Floor Plan



Please note that interior bedrooms are numbered clockwise from the front door when facing into the apartment from the hallway, with bedroom 1 being the leftmost door. The single-occupancy rooms are the A-line room 2 and the C-line room 1. All other rooms are double-occupancy.

USEFUL NUMBERS

EMERGENCY	911
POLICE - non-emergency	212.477.7811
Dept of Emergency Medicine at Mount Sinai	212.420.2847
Poison Control Center	800.222.1222
Safe Horizon Domestic Violence Hotline	800.621.4673
Safe Horizon Rape, Sexual Assault & Incest Hotline	212.227.3000
Bellevue Victim Services Program	212.562.3755
NYPD Sex Crimes Report Line	212.267.7273
Terrorism Hotline	888-NYC-SAFE
Office of Student Affairs (incl. Cooper Care Team)	212.353.4130
Admissions and Records	212.353.4120
Business Office	212.353.4140
Financial Aid	212.353.4113
Alumni Affairs	212.353.4164
Library	212.353.4186
School of Architecture	212.353.4220
School of Art	212.353.4200
School of Engineering	212.353.4285