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*Note: All content printed in this book is subject to change. Please visit the NYU Shanghai website for the most up-to-date versions.*
August 2018

Dear NYU Shanghai Student,

The enclosed community standards manual is a compilation of the conduct standards that are expected of every member of the NYU Shanghai community.

NYU Shanghai is a thriving and diverse community of learners with much to offer. As a member of our community, you have an equal responsibility to act with integrity and preserve its core values.

Your individual duties and obligations include cooperation, respect and participation. It is our hope that these guidelines will make clear for you the standard to which you will be held accountable. We ask only that you think beyond your own immediate needs and evaluate how your actions impact the entire community. Act with kindness and courtesy. If you can do that, you will have no trouble with these guidelines and you will thrive.

As always, I am available anytime to discuss these guidelines, or anything else on your mind.

Sincerely,

Dean Visconti
NYU Shanghai Dean of Students
UNIVERSITY STUDENT CONDUCT POLICY

Effective Date:
August 13, 2018

Supersedes:
University Policy on Student Conduct (1978)
University Disciplinary Procedures (1978)
Statement and Response Guidelines on Bullying, Threatening, and Other Forms of Disruptive Behavior (2014)

Issuing Authority:
Senior Vice-President for Student Affairs

Responsible Officer:
Director, Office of Student Conduct and Community Standards

I. STATEMENT OF POLICY

New York University, like other communities and organizations in our society, has a right to require the cooperation of its members in the performance of its educational functions, and to oversee and regulate the conduct and behavior of such members which, actually or has potential to, impede, obstruct, or threaten the maintenance of order and achievement of the University’s educational goals.

The authority to establish academic standards and address allegations of student academic misconduct is lodged with the faculty of each college or school at NYU. In addition to the academic standards and other policies established by each school, the University Senate has also defined certain areas of non-academic misconduct that are applicable to all students. These standards of non-academic misconduct are set forth in this policy.
II. ACADEMIC FREEDOM, DEMONSTRATION AND PROTEST

The University is a community where the means of seeking to establish truth are open discussion and free discourse. It thrives on debate and dissent, which must be protected as a matter of academic freedom within the University, quite apart from the question of constitutional rights. The University also recognizes that a critically engaged, activist student body contributes to NYU’s academic mission. Free inquiry, free expression, and free association enhances academic freedom and intellectual engagement.

This policy is not intended to discipline students or student organizations for asserting one’s rights of academic freedom, scholarly classroom dissent or civil discourse, nor hinder organized, nonviolent, peaceful protest. However, such conduct must occur within the standards set forth in Section III of this policy, as well as other applicable University policies.

III. PROHIBITED CONDUCT

The following behavior is prohibited for students at New York University (NYU):

A. ALCOHOL AND OTHER SUBSTANCES
   1. Engaging in behavior prohibited under the NYU Policies on Substance Abuse and Alcoholic Beverages.
   2. Possession or use of alcoholic beverage(s) as prohibited under the NYU Policies on Substance Abuse and Alcoholic Beverages.
   3. Distribution of alcoholic beverage(s) as prohibited under the NYU Policies on Substance Abuse and Alcoholic Beverages.
   4. Possession or use of controlled substance(s) as prohibited under the NYU Policies on Substance Abuse and Alcoholic Beverages.
   5. Distribution of controlled substance(s) as prohibited under the NYU Policies on Substance Abuse and Alcoholic Beverages.

B. BULLYING, THREATENING, AND ABUSIVE BEHAVIOR
   1. Engaging in behaviors that, by virtue of their intensity and/or repetitiveness, compromise the health, safety or well-being of an individual student or the general University community, or that disrupt the effective
continuation of the academic/educational process for individual students or for the general University community. Such behaviors include, but are not limited to, threatening, tormenting, mocking, intimidating, and exploiting known psychological or physical vulnerabilities or impairment.

2. Abusive behavior toward a University employee or agent acting in performance of their duties.
3. Physical violence, actual or threatened, against any individual or group of persons.
4. Engaging in, or threatening to engage in, any other behavior that endangers the health or safety of another person or oneself.

C. DESTRUCTION OF PROPERTY
Vandalizing, damaging, destroying, or defacing University property or the property of others.

D. DISCRIMINATION AND HARASSMENT

E. DISORDERLY CONDUCT
1. Disorderly, disruptive, or antagonizing behavior that interferes with the safety, security, health or welfare of the community, and/or the regular operation of the University.
2. Behaviors that, by virtue of their intensity and/or repetitiveness, interfere with an educational activity (e.g., classroom, online learning environment, advising session, lecture, workshop) such as: persistently talking without being recognized; creating noise that obstructs the learning process; repeatedly interrupting others; maliciously or inappropriately mocking or ridiculing another’s work or comments beyond the scope of scholarly inquiry; speaking in an abusive or derogatory manner; or deliberately engaging in other behaviors that have the effect of disrupting the learning process.
F. FAILURE TO COMPLY
   1. Failure to comply promptly with the reasonable request or instruction of a University employee or agent acting in an official capacity, including, but not limited to, refusing to provide identification, refusing to dispose of or turn over to University authorities prohibited items, leaving the scene of an incident, or violation of a no contact directive.
   2. Failing to abide by or fulfill the terms of a sanction issued through the student conduct process

G. FIRE SAFETY
   1. Intentionally or recklessly damaging or destroying property by fire or explosives
   2. Creating or maintaining a fire or fire hazard.
   3. Tampering with or misuse of emergency or fire safety equipment, including emergency call devices, fire alarms, fire exits, fire-fighting equipment, smoke/heat detectors, or sprinkler systems
   4. Failing to immediately exit any facility or building when a fire alarm or other emergency notification has been sounded

H. GLOBAL SITE POLICY VIOLATIONS
   1. Engaging in behavior as prohibited by local Study Away Site policy or Portal Site Policy
   2. Engaging in behavior as prohibited by the Global Housing License Study Away Site housing policy, including leased properties or homestay housing assignments
   3. Engaging in behavior in violation of the Study Away Standard (https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/study-away-standard.html) while enrolled as a study away student

I. GUESTS AND VISITORS
   Knowingly allowing one’s visitors or guests to violate this policy or other University policies, or failing to monitor the behavior of one’s visitors or guests to assure their adherence to such standards.
J. **HAZING**
Any action taken or situation created, intentionally or unintentionally, whether on or off University premises and whether presented as optional or required, to produce: mental, physical, or emotional discomfort; servitude; degradation; embarrassment; harassment; or ridicule for the purpose of initiation into, affiliation with, or admission to, or as a condition for continued membership in a group, team, or other organization, regardless of an individual’s willingness to participate.

K. **INFORMATION TECHNOLOGY**
2. Engaging in conduct as prohibited under the NYU Policy on Appropriate Use of Email ([https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/appropriate-use-of-email-at-new-york-university.html](https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/appropriate-use-of-email-at-new-york-university.html)).

L. **MISREPRESENTATION**
1. Making, possessing, or using any falsified University document or record; altering any University document or record, including identification cards
2. Assuming another person's identity or role through deception or without proper authorization. Communicating or acting under the guise, name, identification, email address, signature, or indicia of another person without proper authorization, or communicating under the rubric of an organization, entity, or unit without authorization.
3. Knowingly providing false information or making a false report to the University in bad faith causing disruption to University operations.

M. **RETAIlIATION**
Participating in any adverse action against an individual for making a good faith report of prohibited conduct or participating in any proceeding under this policy. Retaliation includes threatening, intimidating, harassing or any other conduct that would discourage
a reasonable person from engaging in activity protected under this policy.

N. RESIDENCE HALL VIOLATIONS
Engaging in behavior prohibited under the NYU Residential Life Handbook.

O. SEXUAL MISCONDUCT
Engaging in behavior prohibited under the NYU Sexual Misconduct, Relationship Violence, and Stalking Policy. (https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/sexual-misconduct--relationship-violence--and-stalking-policy.html) Note: procedures for resolving allegations of sexual misconduct are also defined under that policy.

P. SMOKING
Engaging in conduct in violation of the NYU Smoke Free Campus Policy.

Q. THEFT AND UNAUTHORIZED TAKING
1. Taking (e.g., stealing, theft) of property or services without permission from the owner, regardless of intent to return the item
2. Knowingly possessing, selling, or distributing stolen property or materials.

R. UNIVERSITY PROPERTIES (MISUSE OF)
1. Entering or remaining on or in any part of any University premises without proper authorization
2. Use of University property or space without proper authorization

S. WEAPONS AND RELATED ITEMS
2. Engaging in conduct as prohibited under the NYU Policy on Theatrical Use of Simulated Firearms and other

T. VIOLATIONS OF OTHER POLICIES
Engaging in behavior as prohibited under other established NYU policies not otherwise cited above.

IV. CONDUCT OUTSIDE THE UNIVERSITY CONTEXT
The University shall not use its powers to interfere with the rights of a student beyond the University environment. Conduct that occurs off-campus, online, over social media, or outside the context of a University program or activity, should generally be subject only to the consequences of public authority and/or opinion. Notwithstanding, the University may take student disciplinary action for conduct occurring outside the University context which substantially disrupts the regular operation of the University or seriously threatens the safety and security of the University community. When conduct constitutes violations of both University policy and public law, a student may be subject to both University student conduct action as well as public sanctions.

V. STUDENT ORGANIZATIONS
Student organizations at the University are expected to abide by the standards of conduct as outlined in Section III above. Whether acting in an official or unofficial capacity, student organizations and individuals within those organizations may be held accountable for violations of this policy. Where a student organization is alleged to have violated this policy, the applicable procedures for the accused organization shall apply (i.e. Center for Student Life all-square clubs, school-based clubs, etc.)

VI. ENFORCEMENT
In matters involving alleged violation of this policy by individual students, the school of the accused student may establish its own procedures for enforcement or elect to utilize the NYU Student Conduct Procedures administered by the NYU Office of Student Conduct, under the authority of the University Senate.
VII. REVIEW AND UPDATES
This policy has been developed to promote policy education and procedural fairness to students. In accordance with the NYU Policy on Developing University Policies, the responsible officer must ensure that they are up to date and appropriately reflect obligations imposed by current laws, as well as best practices. The Judicial Board Committee will review the policies and procedures on an annual basis and report to the Senate any recommendations for their modification.

VIII. POLICY DEFINITIONS
“NYU” or “University” includes the schools, colleges, institutes (e.g., Institute of Fine Arts (IFA), Institute for the Study of the Ancient World (ISAW), Courant Institute of Mathematical Sciences, and the Center for Urban Science and Progress (CUSP)), and others Units of NYU.

“Student” for the purposes of this policy means an individual properly matriculated or enrolled, full or part-time, in a degree or diploma granting program at NYU. Further, individuals registered and attending a course at NYU as a visiting or non-matriculated student are also expected to abide by the standards set forth in this policy during the period of their enrollment.

“Portal Campus” means NYU Abu Dhabi or NYU Shanghai.

“Study Away Site” means NYU Accra, NYU Berlin, NYU Buenos Aires, NYU Florence, NYU London, NYU Madrid, NYU Paris, NYU Prague, NYU Sydney, NYU Tel Aviv, or NYU Washington, D.C.

Note: Portal Campuses and Study Away Sites may enact additional supplemental policies and/or alternate language to provide clarity and context, and to ensure compliance with local law and customs. In the event of a conflict between this Policy and a supplemental policy enacted by a Portal Campus or Study Away Site, the latter shall be controlling.
NYU SHANGHAI STUDENT CONDUCT POLICY
Supplemental to the University Student Conduct Policy

Effective Date: August 24, 2018

Issuing Authority: Dean of Students, NYU Shanghai

STATEMENT OF POLICY
NYU Shanghai is a university with a dual identity as an independent Chinese university and a degree-granting campus within New York University (NYU)’s global network. This document describes the policies and process that will ordinarily govern student life at NYU Shanghai and applies to all students at NYU Shanghai. This document is supplemental to the “University Student Conduct Policy,” issued August 13, 2018. If any discrepancy exists between provisions of the “University Student Conduct Policy” and this document or an applicable NYU Shanghai policy, the provisions of this document and/or the NYU Shanghai policy will apply.

This document does not anticipate all issues that might arise in the course of the academic career of all students and may be amended from time to time by NYU Shanghai. The NYU Shanghai Student Conduct Policy and Process may also be superseded, suspended, or complemented by NYU Shanghai administrators as they may deem it necessary and proper, in particular extenuating circumstances, in the discharge of their responsibility to protect NYU Shanghai’s academic objectives and reputation, including its learning environment and the safety of its students, faculty and staff. It is the responsibility of each student to review, understand and comply with all policies established and referenced in this document. Nothing in this document is intended to create, nor will anything be understood to create, contractual or legally enforceable rights.
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STUDENT CONDUCT EXPECTATIONS

NYU Shanghai is committed to the overall educational and personal development of its students and views the NYU Shanghai community facilities as an important environment for learning and personal growth. Every member of the NYU Shanghai community is expected to uphold certain general responsibilities to ensure that the NYU Shanghai environment is a safe, respectful and constructive venue for living and learning. Every member of the community is expected to uphold certain general responsibilities to ensure the growth and development of NYU Shanghai’s mission, including but not limited to:

1. Respecting all members and policies of the NYU Shanghai and Shanghai communities.
2. Respecting the customs, culture and laws of Shanghai and the People’s Republic of China (PRC).
3. Respecting the physical facilities of NYU Shanghai including the furnishings, equipment, and grounds. NYU Shanghai facilities include any buildings owned, controlled, operated, used, or shared by NYU Shanghai.
4. Respecting the diverse lifestyles, opinions, and pursuits of the individual members of the community.
5. Informing NYU Shanghai administrators or the Department of Public Safety about behavior that is disrespectful to community standards as well as situations that infringe on the safety of the community.
6. Abiding by all NYU Shanghai academic policies as established in the NYU Shanghai Undergraduate Bulletin (https://shanghai.nyu.edu/academics/curriculum/bulletin)

To achieve this goal, NYU Shanghai reserves the right to review all alleged violations of the following student behavior policies and to initiate disciplinary action and impose sanctions when appropriate. Students will be held accountable for violations of the following policies whether committed by themselves or by their guests. Students found to be present while a violation is occurring may be considered participants and may also be subject to disciplinary action. Prohibited items may be confiscated and discarded.
1. **Community Standards Violations.** The following actions are violations of this document:

   a. Behavior that is disrespectful to any member, policy, culture, or custom of the Shanghai community or of any community where a student is studying, conducting research, interning, working, participating in an NYU Shanghai activity or otherwise representing NYU Shanghai.
   
   b. Actions that violate any law or regulation of Shanghai and/or the PRC or of any location where a student is studying, conducting research, interning, working, participating in an NYU Shanghai activity or otherwise representing NYU Shanghai.
   
   c. 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 or members of the NYU Shanghai community.
   
   d. Keeping or caring for pets or animals in any NYU Shanghai facility.
   
   e. Unauthorized solicitation, recruitment for membership, subscription, polling, posting, canvassing or commercial sale of products, services, or tickets in NYU Shanghai facilities.
   
   f. Smoking indoors, on balconies, or in facilities entryways. Smoking devices, including but not limited to pipes, bongs, electronic smoking devices, and hookahs, are not permitted indoors, on balconies, or in facilities entryways.
   
   g. Conducting a private business enterprise from any NYU Shanghai facility or using NYU Shanghai resources to conduct private business.
   
   h. 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 outside of a building or the inside of the building which may be viewed outside of one's room.
   
   i. Affixing in any NYU Shanghai facility signage, advertisements, notices, or other lettering, flags or banners
using permanent means that leave marks, holes, or removes paint.

j. Attaching or hanging any projections (radio or television antennas, dishes, awnings, etc.) to the outside walls or windows of an NYU Shanghai facility.

k. Filming or videotaping in or into any area of any NYU Shanghai facility without authorization.

l. Gambling in NYU Shanghai facilities.

m. Using the name or any abbreviation, logo, trademark, torch symbol, or any other indicia of "New York University,” “NYU Shanghai” or school or unit of NYU or NYU Shanghai without first obtaining written permission from the NYU administration.

n. Using skateboards, rollerblades, or any other “coasting” devices in NYU Shanghai facilities.

2. **Health and Safety Violations:** The following actions are violations of this document:

   a. Possessing flammable decorations, appliances, or other property that may be deemed a fire hazard.

   b. Being in violation of fire safety policies as established in this document.

   c. Causing a fire or false alarm.

   d. Possessing or storing a motorized vehicle; gas, electric, or otherwise at NYU Shanghai, including, but not limited to, the campus building and the dormitory. Motorcycles, electric bicycles or scooters are not permitted to be used by NYU Shanghai students for travel to and from an NYU Shanghai facility.

   e. Possessing weapons, including, but not limited to knives, mace, explosives, fireworks, firearms, or ammunition. Only knives provided by NYU Shanghai for use in the kitchen are permitted in NYU Shanghai provided housing and no knives are permitted to be in student rooms in NYU Shanghai-provided housing.

   f. Throwing and/or causing objects or any substance to be directed from, into, or onto windows, doors, balconies, terraces, ledges, roofs or other areas.

   g. Possessing, using or distributing an alcoholic beverage in violation of alcohol policies as established in this document.
h. Being in the presence of a violation of the alcohol policies as established in this document.

i. Possessing, using, or distributing an illegal or controlled substance and/or related paraphernalia in violation of substance policies as established in this document.

j. Being in the presence of a violation of the substance policies as established in this document.

k. Possessing unauthorized furniture or being in violation of outside furniture policies as established in this document.

l. Tampering with devices and furnishings in an NYU Shanghai facility.

m. Failure to present a valid ID card or properly identify oneself when entering an NYU Shanghai facility or when requested to do so by any authorized staff member.

n. Unauthorized access or use of restricted areas in or about an NYU Shanghai facility, including but not limited to roofs, ledges, terraces, basements, storage areas or emergency exits.

o. Unauthorized entry into any part of an NYU Shanghai facility, or contributing to such unauthorized entry of another individual. This includes fraudulent attempts (misrepresentation, using false identification, etc.) to enter or to allow another individual to enter any part of an NYU Shanghai building.

p. Fraudulent use of NYU ID. Fraudulent use includes but is not limited to:
   i. Giving or lending of NYU ID to any other individual.
   ii. Using one’s NYU ID to “tap in” another individual through NYU Shanghai turnstiles.

3. **Substance Abuse and Alcohol.** NYU Shanghai is committed to maintaining a campus environment that is free of alcohol and substance abuse. NYU Shanghai views the abuse of alcohol and drugs as being antithetical to the pursuit of educational excellence and the realization of one’s full potential as a student and member of this community. Students at NYU Shanghai are subject to the Policy on Substance Abuse and Alcoholic Beverages, subject to the clarifications and modifications set out below.
a. **Alcohol:** Alcohol may not be consumed by students in any NYU Shanghai non-residential facilities, under any circumstances. Likewise, students may not attend any NYU Shanghai event while intoxicated, or bring any alcoholic beverages to any event. Students who are of legal drinking age (18 years of age) may possess and consume alcohol within NYU Shanghai residence halls in accordance with the following:

   i. Alcohol may be consumed only within residence rooms. Open containers of alcohol or cups containing alcohol are prohibited in common spaces such as hallways, lounges, kitchens, in public areas such as lobbies, or in outdoor areas adjacent to residence halls.

   ii. Alcohol may not be stored or kept in communal kitchens, including but not limited to refrigerators and cabinets.

   iii. Alcohol should be consumed responsibly. Over-intoxication can be dangerous or life-threatening. Students experiencing overdose due to alcohol should contact their Resident Advisor (RA) or other NYU Shanghai administrator to seek immediate assistance.

   iv. Students found to be in a highly intoxicated state in a residence hall may be subject to mandatory medical or psychological evaluation as well as appropriate disciplinary action.

   v. Students who bring alcohol into a residence hall or possess alcohol in a residence hall are responsible for its use. Students who provide alcohol to others may be held responsible for any alcohol misuse under this policy.

   vi. Kegs or devices that permit purchase, storage, and distribution of alcohol in bulk quantities, or that allow unregulated access to alcohol by any means, are prohibited. Devices or mechanisms that facilitate rapid consumption (funnel bongs, etc.) are also prohibited. Participation in activities that facilitate or promote the rapid, dangerous,
and/or forced consumption of alcohol (i.e. drinking games) is also prohibited.

vii. A resident may be consuming no more than one open container of alcohol at a time.

viii. Alcohol may not be sold or distributed in NYU Shanghai facilities.

ix. NYU Shanghai funds may not be used for the purchase of alcohol.

x. Students are responsible for the behavior of their guests, including any violation of the alcohol or any other policy.

b. **Marijuana and Other Drugs Policy:** Possession, use, and/or distribution of an illicit substance, including marijuana, is prohibited in all NYU Shanghai facilities. Substances considered illicit in the PRC or in the United States are not permitted at NYU Shanghai. Any student who is found to be in possession of any illegal substances or any narcotics, including marijuana will be subject to disciplinary action and possible criminal charges. Water pipes, bongs, hookahs and other paraphernalia commonly associated with drug use are also prohibited. It is also a violation of NYU Shanghai drug policy to be in the presence of drugs or drug paraphernalia. Students must obey local laws regarding the use, sale, possession, and distribution of controlled substances. Drug use in the PRC is a serious criminal offense and can result in revocation of visa, incarceration, or other negative consequences for both the student and NYU Shanghai. Students found responsible for violating NYU Shanghai’s policies related to possession, use, and/or distribution of drugs will be assigned sanctions that reflect the very serious nature of this offense.
4. **Smoke-Free Campus Policy:** NYU Shanghai is a smoke-free campus. Consistent with the goal of creating a healthful and comfortable environment for all members of the NYU Shanghai community, smoking, including cigarettes, cigars, pipe tobacco, and use of electronic cigarettes, is prohibited at all times on the University campus, including in all of its buildings, residence halls and their grounds, clinics, laboratories, classrooms, private offices, balconies, plazas, vestibules, loading docks, and on any other campus property, as well as within close proximity to or causing the obstruction of any building entrance, covered walkway or ventilation system and on any other NYU Shanghai owned, controlled, or shared property. Signs will be posted at each building’s entrances and displayed in prominent, visible areas to inform all individuals entering or occupying NYU property that smoking is prohibited.

5. **Community Space Policy.** The following actions are violations of this document:
   a. Inappropriate use of NYU Shanghai property or space not assigned to an individual.
   b. Limiting the ability of others to use communal property or space by:
      i. Leaving personal belongings in communal areas unattended.
      ii. Taking communal items into one’s room; locking communal space; or otherwise limiting other individuals’ access to communal items or space.
      iii. Failure to clean up communal spaces or items after use in a way that limits others’ use of the space.
      iv. Behaving in a disruptive or abusive manner in communal spaces.
   c. Unauthorized use or occupation of university space designated as a classroom, office, conference room, laboratory, reservable study room, music practice room, dance studio, vestibule or any reservable space.
NYU SHANGHAI RESIDENCE HALL POLICY

1. Residence Hall Administrative Violations
   a. Violating any stipulation of the Student Housing License during the license period: 
      https://shanghai.nyu.edu/page/reslife-policies
   b. Violating any provision of the Off-Campus Housing Policy.
   c. Moving to another room or residence hall without authorization.
   d. Occupying residence hall space assigned to another resident.
   e. Installing an unauthorized lock on a bedroom, bathroom, or suite door.
   f. Violating the short-term or overnight guest policies.
   g. Inadequately securing one's residence hall room and/or failure to lock room doors.
   h. Subletting a residence hall room, suite. Allowing an individual to reside in a residence hall without authorization.
   i. Failing to properly complete the check-in/out procedure.
   j. Unauthorized possession or use of a key to property or premises owned, used, and/or operated by NYU Shanghai.
   k. Duplicating a residence hall key for any reason.
   l. Unauthorized painting, construction, or other modification in a residence hall room or common area.
   m. Permitting an unauthorized individual to reside in NYU Shanghai housing.
   n. Residing in any space not assigned to them by NYU Shanghai.
   o. The removal of any NYU Shanghai furnishings without prior approval from the Office of Student Life.
2. **Guest and Visitation Policies for Residence Halls.** NYU Shanghai residence hall Guest and Visitation Policies are set forth below.

   a. **Short-Term Guests:** A resident in an NYU Shanghai residence hall is permitted to have short-term guests during daytime hours, 8AM - 11PM, provided that there is no interference with the rights of a roommate. The following procedures and conditions must be met:

      i. A resident is permitted to have up to three (3) short-term, non-hall guests at one time.

      ii. A residence hall room may have no more than six (6) individuals present at one time.

      iii. Guests must present a valid passport (for non-Chinese Citizens)/citizenship ID (for Chinese Nationals) in order to be signed in to a NYU Shanghai residence hall.

      iv. Guests must abide by all NYU Shanghai and the Office of Student Life policies, procedures and regulations. The host is responsible for the actions of his/her guest(s) in the residence halls at all times. The definition of a host shall include the individual who signed the guest in, but may also include other residents who the guest has come to visit, or those individuals accompanying the guest at the time of any alleged policy violation.

      v. There may be certain times of the year when visitation policies may be restricted or modified. Students will be notified in advance when these changes occur.

      vi. Permission from roommates is not required for daytime hours guests (8:00AM - 11:00PM) provided that the presence of guests is not interfering with the academic or personal well-being of the roommate.

      vii. NYU Shanghai administration reserves the right to restrict guest privileges for residents who are found to interfere with the personal well-being or privacy of roommates or other community members.
b. **Quiet Hours Guest Policy:**
   
   i. A resident may have no non-hall guests and no more than three (3) quiet hours guests (students from the same residence hall) between 11:00 pm-8:00 am.
   
   ii. A resident host must have the permission of their roommate(s) to have any quiet hours guests.

c. **Overnight Visits:** Overnight visits are not permitted. Non-hall guests are not permitted in NYU Shanghai residence halls between 11:00 PM and 8:00 AM. This definition is subject to change at the discretion of the Office of Student Life. Exceptions to these Guest and Visitation Policies must be approved in advance by the Office of Student Life.

3. **Sound Policy for Residence Halls**
   Residents are expected to keep sound to reasonable levels and to comply with requests to reduce sound levels that are intrusive. Use of amplifiers or P.A. systems in the residence halls is prohibited. Pianos are not permitted in residence hall rooms. Musical instruments may be played only in designated practice areas. Such space may not be available in all residence halls. Contact the residence hall staff if you have any questions about these guidelines. Residents must observe quiet hours between 11:00 PM and 8:00 AM and 24-hour quiet hours during NYU Shanghai designated examination periods. Student Government with the approval of the Residence Hall Director may specify other quiet hour periods.

4. **Communal Kitchen Policy for Residence Halls** Almost every floor of the NYU Shanghai residence hall has a communal kitchen for use by the residents of that floor. On floors where there is not a kitchen, students will have access to the kitchen on the floor above or below. The use of the kitchen is a privilege that can only be offered as long as it is used in a manner that does not compromise the health, safety, and well-being of the NYU Shanghai residential community.
   
   a. Students may not remove any kitchen items that have been provided by NYU Shanghai from the kitchen to which they are assigned for any reason. These items include, but
are not limited to: hotplates, microwaves, kitchen knives, and communal cleaning supplies.

b. Students are responsible for cleaning up for themselves after using the kitchen and appliances. Students may be charged for any additional costs NYU Shanghai incurs by having to clean the kitchen or replace damaged appliances.

c. Students are responsible for the safe use of the kitchen. If a floor causes the fire alarm to activate multiple times from kitchen use, the kitchen may be closed.

d. Misuse, theft or unauthorized use of another’s personal property or belongings left in the kitchen, including food, is strictly prohibited, even if one intends to return the property or replace the food.

5. **Furniture Policy for Residence Halls**

NYU Shanghai maintains a strict outside furniture policy to ensure fire safety and protect the cleanliness of the rooms. Additionally, outside furniture can contribute to pest problems. All rooms are furnished appropriately for its occupants with a desk and chair, dresser, and bed. Furniture (including mattresses) may not be removed from student rooms of original assignment without proper authorization from the Residence Hall Director. Furniture may not be assembled atop bricks, bookcases, or other structures not originally designed to support it. Lofted or bunked beds may only be assembled or disassembled by Facilities staff and manufacturer installers/movers assigned by the university. No student or other person or entity may install or construct lofts or bunk beds in a room.

Outside furniture is prohibited in the residence halls except for the following items:

- a. Desk chairs that do not have any fabric or upholstery
- b. Lamps (only non-halogen bulbs)
- c. Media stand, bookcase, or nightstand in which the total dimensions of each piece do not exceed 2 meters. Total meters can be calculated by adding the longest width, the longest height, and the longest depth together when fully extended (such as legs or sides).
Additional limitations/requirements:

d. Do not bring in items noted above, which are dirty or has been discarded (such as furniture left on the street). Such dirty or dilapidated items may have pests such as bedbugs and will not be allowed in the residence hall even if it meets guidelines.

e. No upholstered furniture or furniture that requires cushions are allowed for any reason. This includes, but is not limited to dish/butterfly chairs, couches, futons, etc. Please consult with your roommate in making any decisions to bring in outside furniture. Also, it is recommended that you wait until you have stayed in your room for several nights before deciding to bring items.

f. Residents are responsible to remove outside furniture from their room when they move out of the building or they will be charged for its removal. Residents will be charged for any outside furniture that causes pest problems. Student Life may amend these guidelines at any time and reserves the right to require the immediate removal of any outside furniture for any reason.

6. Fire Safety Policy for Residence Halls
Residents will receive residence hall specific information about fire safety and evacuation procedures at the beginning of each term from their RA or RHD. It is extremely important that residents familiarize themselves and their guests with all applicable fire safety procedures in their assigned building. Residents who fail to comply fully with applicable fire safety procedures, such as those who fail to abide by building emergency evacuation procedures or who otherwise violate rules and regulations related to fire safety, will be subject to student conduct action. All NYU Shanghai owned or leased buildings are equipped with fire alarms that are tested regularly. In general, residents are expected to maintain adequate standards of cleanliness to avoid fire hazards, and must not obstruct sidewalks, entrances, passages, heating/air conditioning vents, fire escapes, elevators, lobbies, stairways, corridors or halls with personal property.
The following items are prohibited in the residence halls and will be confiscated:

a. Flammable decorations
b. Natural or artificial evergreens
c. Electric heaters, electric blankets/pads, air conditioners, or refrigerators
d. Microwaves, rice cookers, water kettles, or any other cooking appliance that is not provided by NYU Shanghai. (Coffee makers may be purchased by residents, but only stored and used in the communal kitchen for use by everyone. NYU Shanghai takes no responsibility for lost, stolen or damaged appliances.)
e. Grills, hot plates/burners, toasters, toaster ovens, or any other type of open flame or heating coil device
f. Halogen lighting equipment
g. Candles or incense
h. Explosives, fireworks, firearms, or ammunition
i. Any other object found to block easy egress from a resident’s room as deemed by Residential Life staff
j. Power strips plugged into other power strips
k. The use of any high-powered appliances (over 800 watts) in the common spaces
l. Appliances plugged into outlets on the resident floor hallways

Students found in possession of prohibited items will be subject to student conduct action and sanctioned accordingly. If you have any questions or concerns regarding fire safety, please contact your Residence Hall Director.
NYU SHANGHAI NON-ACADEMIC DEPARTMENT VIOLATIONS

All students studying at NYU Shanghai are expected to abide by all university department policies and other related guidelines, policies and procedures. If any discrepancy exists between provisions of department policies and this document, the provisions of this document will apply. Policies and other related guidelines may be available here: https://shanghai.nyu.edu/campuslife/community-standards/. Violations of non-academic department policies may be subject to the NYU Shanghai Student Conduct Process. These policies include, but are not limited to the policies listed below:

a. NYU Shanghai Residential Life
b. NYU Shanghai Career Development Policies
c. NYU Shanghai Visa & Immigration Policies
d. NYU Shanghai Library Policies
e. NYU Shanghai IT Policies
f. NYU Shanghai Athletic and Fitness Center Policies
g. NYU Shanghai Student Clubs and Organizations Policies
h. NYU Shanghai Public Safety Policies
i. NYU Shanghai Campus and Facilities Policies
j. NYU Shanghai Finance Policies
NYU SHANGHAI
STUDENT CONDUCT PROCESS
NYU Shanghai Student Conduct Process

A. **Initiation of Disciplinary Process:** Upon receipt of a report or complaint concerning an alleged violation of policies or standards applicable to student conduct, the Dean of Students or a designated administrator will review the complaint and any supporting materials or statements and if it is determined that a violation may have occurred, the designated administrator will conduct a Student Conduct Meeting as set forth below.

B. **Consideration of Interim Suspension:** If, in the judgment of the Dean of Students, or designee, a student’s behavior is deemed to be disruptive to the personal or academic well-being of members of the NYU Shanghai community, including, but not limited to, threatening or causing injury to the health or safety of self or others, to NYU Shanghai property, to the maintenance of public order, or to the effective continuation of the educational process at NYU Shanghai, the Dean of Students may recommend to the Vice Chancellor of NYU Shanghai, or designee, (in non-academic matters) or the Dean of the department in which the student is enrolled (in academic matters) an interim suspension of the student from NYU Shanghai, including residential and/or academic programs and facilities, pending the resolution of the matter through an appropriate University student conduct process. When this occurs, the student shall be afforded the opportunity to expedite disciplinary proceedings so that the matter may be resolved at the earliest possible time. The period of interim suspension shall be deducted from any final sanction involving suspension. A student who has been subject to interim suspension and who is found “not responsible” shall be allowed full opportunity to make up any work that was missed due to the interim suspension. Should the student be an external or visiting student, NYU Shanghai may notify the college or university in which the visiting student is permanently enrolled.
C. **Student Conduct Meeting**: A Student Conduct Meeting is a meeting between the student alleged to be in violation of the policies and/or standards and the appropriate designated NYU administrator/s. The purpose of the meeting is to investigate the allegations and provide the respondent an opportunity to be heard. If a Student Conduct Meeting is necessary, any one of the following may occur:

1. The Dean of Students may adjudicate the matter or designate the case to one of his or her staff members.

2. Cases involving serious violations or repeat offenses may be referred directly to the Office of Student Conduct and Community Standards at New York University in New York.

The appropriate hearing forum and person or persons who will hear the case is determined by the Dean of Students or designee, and/or the Office of Student Conduct and Community Standards in New York.

The student will receive notice via email to the student’s NYU account. Notice includes information about who will hear the case, the alleged violations, and the date, time, and location of the meeting. During the Student Conduct Meeting, the student will have the opportunity to share his/her account of the incident. The student may present supporting information and/or provide the names of relevant witnesses.

A preponderance of the evidence will be used to determine whether or not a policy violation occurred. After the meeting is completed, the student will be notified in writing of the outcome via email, including whether or not the student is responsible for any violations of NYU Shanghai’s policies, and any sanctions assigned as a result of the violation(s).

Based upon a review of the evidence, the Dean of Students or designee shall take one of the following courses of action:
1. **Informal Resolution**: The Dean of Students or designee may elect to resolve minor infractions through informal (non-student conduct) interventions including, but not limited to, mediation, education, or verbal warning.

2. **Formal Resolution**: The Dean of Students or designee may elect to resolve violations via the student conduct process described above. Imposition of the following disciplinary sanctions may be assigned, which shall be presented in a letter sent to the student.

   a) **NYU Shanghai Sanctions Available to the Dean of Students or designee:**

   (1) **Written Warning**: A notice of admonishment to the student, orally or in writing, that continuation or repetition of the conduct found wrongful, or participation in similar conduct, within a period of time stated in the warning shall be cause for disciplinary action.

   (2) **Restriction**: Exclusion from participation in designated privileges, NYU Shanghai sponsored activities, or rights and services for a specified period of time. May be permanent or for a designated time period.

   (3) **NYU Shanghai Housing Probation**: A status imposed upon the student for a designated period of time, setting forth the housing consequences should it be determined that the student has engaged in specified behavior during that time period.

   (4) **Deferred Suspension from NYU Shanghai Sponsored Housing**: A notice to the student that their status in NYU Shanghai housing is such that should they be determined to have violated any (or a particular one as noted) NYU Shanghai or Residential Life policy, they are subject to immediate suspension or dismissal from NYU Shanghai Housing.
(5) **NYU Shanghai Disciplinary Probation**: A status imposed upon the student for a designated period of time, setting forth the disciplinary consequences should it be determined that the student has engaged in specified behavior during that time period. Students on Disciplinary Probation may not be permitted to study away, and may be removed from any student leadership position.

(6) **Deferred NYU Shanghai Disciplinary Suspension**: A notice to the student that their status at NYU Shanghai is such that should they be determined to have violated any (or a particular one as noted) NYU Shanghai or Residential Life policy, they are subject to immediate suspension or dismissal from NYU Shanghai. Students on Deferred Suspension may not be permitted to study away, and may be removed from any student leadership position.

(7) **Revocation of Off-Campus Housing**: Revocation of approval to live off-campus. A student whose approval to live off-campus is revoked may be required to live in NYU Shanghai sponsored housing or, if combined with a suspension from NYU Shanghai sponsored housing, may be dismissed from NYU Shanghai.

(8) **Persona Non Grata**: Restrictions on access to designated areas of NYU Shanghai or presence at designated events and activities. May be permanent or for a designated time period.

(9) **Relocation in NYU Shanghai Housing**: Mandatory reassignment from one residence hall or room to another residence hall or room.

(10) **Restitution**: Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
(11) **Mandatory Health Referral**: A mandated assessment with qualified health professional to evaluate a student’s well-being and promote responsible decision making.

(12) **Restricted/No Contact Directive**: Mandate to cease all efforts to communicate or interact with a designated member of the University community including, but not limited to, in-person conversations, telephone calls or messages, notes, cards, packages, letters, e-mail messages, social media, or efforts to communicate through third parties or by non-verbal means. May be permanent or for a designated time period.

(13) **Community Service**: Completion of a designated task, project, or service activity intended to foster awareness, educate, or make amends for one’s misconduct.

(14) **Education**: A student may be required to complete an educational experience intended to educate the student on matters associated with the incident in which he/she was involved.

(15) **Suspension from NYU Shanghai Sponsored Housing**: Exclusion from living in and/or visiting any/all NYU Shanghai sponsored residence facilities for a specified period of time. At NYU Shanghai, living in NYU Shanghai sponsored housing is mandatory for all freshman, sophomores and study away students. NYU Shanghai juniors and seniors may live off-campus if they have submitted a NYU Shanghai Housing Waiver and Release and been approved to live off campus in accordance with the Off-Campus Housing Policy. Thus, suspension from NYU Shanghai sponsored housing is tantamount to a dismissal from NYU Shanghai and/or the NYU Shanghai sponsored Study Away Program. *This sanction shall not be imposed on a Study Away student without consultation with the Dean of the School in which the student is enrolled, the Office of Global Programs, and the Office of Student Conduct and Community Standards.*
(16) **Dismissal from NYU Shanghai and Study Abroad Program:** Immediate dismissal from the program and Center/Campus. This sanction shall not be imposed on a Study Away student without consultation with the Dean of the School in which the student is enrolled, the Office of Global Programs, and the Office of Student Conduct and Community Standards.

(17) **Additional Sanctions:** In consultation with, and on behalf of, the Dean of the School in which the student is enrolled in academic matters or the Office of Student Conduct and Community Standards in non-academic matters the Dean of Students or designee may also impose other sanctions or extend the sanctions to other NYU campuses.

b) **NYU Shanghai Level of Sanctions Available to the Director of Student Life, the Associate Dean of Students and/or the Dean of Students:**

(1) **Suspension:** A separation from the University for a designated period of time and setting forth any conditions for reinstatement.

(2) **Dismissal:** A permanent separation NYU. Transcript Notation: A notation affixed to a student’s internal or external transcript indicating his/her involvement in a disciplinary proceeding. May be permanent or for a designated time period.

3. **Referral of the Matter to a Central NYU Office:** Should any of the following circumstances exist, upon consultation with the Dean of the School in which the accused student is enrolled (in academic matters) or the Office of Student Conduct and Community Standards (in non-academic matters), the Dean of Students or designee may refer a matter directly to the appropriate office at NYU in New York.
a) If an alleged behavior/violation is considered to be of such a nature that the disciplinary sanction typically applied in such matters exceeds the sanctioning authority of the Dean of Students or designee, as noted above. (e.g., dismissal from NYU).

b) If an alleged behavior/violation is considered to be of such a nature that an investigation and resolution by administrators with more specific resources and/or specialized training in such matters is warranted (e.g. discrimination based on protected class, unauthorized access of electronic files, etc.).

c) In the event the precipitating incident occurred at a time in the semester that resolution at NYU Shanghai was precluded (i.e., during finals week or if a student departs from a NYU Shanghai prior to resolution of a student conduct matter).

d) If circumstances at NYU Shanghai (e.g., staff schedules or vacancies, etc.) make it impractical or unreasonable to conduct the investigation or conduct process at the NYU Shanghai location.

Allegations brought against a student of Sexual Assault, Sexual Harassment, Relationship Violence and Stalking will be referred to the NYU Office of Equal Opportunity for handling in accordance with the applicable procedures for such matters, available at https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/test-reporting--investigating--and-resolving-sexual-misconduct--rela.html

The Offices to which a matter may be referred are as follows:

1) Matters involving allegations of academic policy violations may be referred for adjudication directly to the Office of the Dean of the School in which the accused student is enrolled. The case will be reviewed in accordance with the policies and procedures of the applicable School.
2) Matters involving allegations of non-academic policy violations may be referred for adjudication directly to the Office of Student Conduct and Community Standards. The case will be reviewed in accordance with the policies and procedures of that Office.

D. Appeal Process: Students may request an appeal review of a decision made at any level by submitting a letter within 3 calendar days of the date of the hearing decision. The notification letter will identify the individual who will review the appeal request. The letter must request an appeal on one of the following grounds and include the remedy sought. The appeal must be accompanied by supporting documentation. The student shall receive a written decision from the appeals officer within twenty-one (21) calendar days of the submission of the appeal.

1. **Grounds for an Appeal:** An appeal must be based on one of the following grounds:

   a) Substantive, new exculpatory evidence has become available that was not known either to the administrator who rendered the decision, the respondent, or the complainant at the time of the initial review. This excludes information that was known at the time of review but not shared.

   b) There was a fundamental procedural error in the manner in which the case was managed that was of such magnitude that it had the effect of rendering the process unfair.

   c) The decision reached and/or the sanctions imposed were arbitrary or disproportionate in regard to the nature of the violation.
2. **Appeal Procedure:**

   a) The appeal review of decisions rendered by Dean of Students’ designee will be conducted by the Dean of Students or a designee that did not render the decision being appealed.

   b) The appeal review of a decisions rendered by a Dean of Students will be conducted by the Vice Chancellor.

   c) The appeal review for decisions rendered as a “dismissal” will be conducted by the Vice Chancellor.

   d) The appeal review of all decisions rendered for Study Away students will be forwarded to the Office of Student Conduct and Community Standards (for non-academic matters) or to the Office of the Dean in which the student is enrolled (in academic matters).

3. **Appeal Process and Decision:**

   a) An appeal review does not consist of a new hearing. Rather, it involves a review of the letter of appeal, the accompanying supporting documentation, and the initial proceedings.

   b) The appeal officer may call upon the appellant and/or others, as needed, for additional information or clarification.

   c) An appeal may have three possible outcomes:

      (1) The appeal is denied and the decision remains as issued.

      (2) The sanctions imposed in the matter are to be modified as deemed appropriate by the appeal officer.
(3) A new hearing/review of the matter is to be conducted by an administrator not involved in the initial case.

III. Final Review by NYU Central Office:

A. Academic Matters: The results of all academic policy disciplinary decisions made at NYU Shanghai shall be communicated to Office of the Dean of the Department or School in which the student is enrolled and are subject to review by that office for the purpose of determining whether the sanctions imposed at NYU Shanghai should be extended to all NYU Centers/campuses. If the sanctions are determined to be so extended, the student shall be notified in writing of that decision and the related implications.

B. Non-Academic Matters: The results of all non-academic policy disciplinary decisions made at NYU Shanghai shall be communicated to the Office of Community Standards and Compliance and subject to review by that office for the purpose of determining whether the sanctions imposed at NYU Shanghai should be extended to all NYU centers/campuses. If the sanctions are determined to be so extended, the student shall be notified in writing of that decision and the related implications.

C. Disciplinary Records: All student conduct actions taken at NYU Shanghai should be reported to the Office of Student Conduct and Community Standards (for non-academic matters), the Dean of the School in which the student is enrolled (for academic matters), or the home institution of a visiting student. Records are maintained as follows:

1. NYU Students: Student Conduct actions are disciplinary matters and, as such, part of the student’s educational record that is maintained in the Office of Student Conduct and Community Standards and/or the School or College in which the student is enrolled.
2. **External and Visiting Students:** In disciplinary matters involving a visiting student whose home institution is other than NYU Shanghai, NYU Shanghai reserves the right to inform the appropriate office at that institution of the results of all disciplinary decisions involving that student, as well as maintaining a record in the NYU Office of Student Conduct and Community Standards.

**Parental Notification:** In an effort to provide support or assistance to students, NYU Shanghai (in accordance with the Family Educational Rights and Privacy Act - FERPA) may notify the parents or legal guardians of students who have violated university policies or federal, state, or local laws pertaining to alcohol or other drugs or in situations in which there is a health and safety emergency. The decision to notify parents or legal guardians will be made according to the professional judgment of the appropriate staff. Whenever possible, students will be consulted in the notification process. The primary goal of notifying parents or legal guardians is to promote the health and wellness of the student and others in the community.
NYU SHANGHAI STUDENT HOUSING LICENSE
NYU SHANGHAI STUDENT HOUSING LICENSE
2018-2019

Your signature on the 2018-2019 Student Housing Application, completion of the electronic application and electronic signature, your enrollment in classes at NYU Shanghai, or your acceptance of an assigned space or a room key signifies your agreement to and acceptance of all of the terms of this License.

LICENSE
This License is for residence hall use of an assigned space in a room or suite (the room or assigned space) in any NYU Shanghai student housing facility, including any facility that NYU Shanghai may now or hereafter own, lease, or otherwise arrange to make available for student housing. NYU Shanghai shall select and may change at any time, in its sole discretion, the space to which you will be assigned and/or occupy and the furnishings, features, and other occupants of the room. If you request a residence hall or type of accommodation that is not available, you will be assigned to and charged the rate for alternative accommodations chosen by NYU Shanghai. Roommate requests based upon race, color, religion, sexual orientation, physical characteristic, or national origin cannot be accepted.

ELIGIBILITY
You must remain a NYU Shanghai student enrolled in classes at NYU Shanghai throughout the License Period or NYU Shanghai will have the right to terminate this License, in its sole discretion.

LICENSE PERIOD
This License is for the Fall 2018 and/or Spring 2019 Term(s), as applicable. NYU Shanghai provides January Term and Summer Term housing to students enrolled in courses under a separate license. NYU Shanghai students enrolled in classes for both the Fall 2018 and Spring 2019 Terms are provided transitional housing during the winter break period and may remain in their assigned space subject to the terms of this License. Students who are only enrolled for one term will not be permitted to stay in their room past the check-out date.

The License Period begins on your check-in date set by NYU Shanghai Student Life for the Fall Term, but in any event will begin no earlier than 9:00 am, August 30, 2018 for Returning/Study Away students. For students
enrolled only for the Spring 2019 term, the check-in date is no earlier than 9:00 am, February 8, 2019. The License Period ends no later than 12:00 noon, December 22, 2018 for Fall Term and 12:00 noon, May 25, 2019 for Spring Term, unless this License is canceled or terminated earlier as specified below. Your License Period cannot be changed from these dates unless approved in writing by Student Life. You waive any right that you may have or acquire to remain in the assigned space beyond the end of the License Period. Students may be required to vacate rooms in between the Fall and Spring terms. NYU Shanghai may fill any empty spaces during a term or the winter transitional period. Advance notification will be provided.

CANCELLATION OF LICENSE
This License binds you for the entire License Period unless: (A) NYU Shanghai receives your written cancellation request by August 29, 2018 for Fall Term and January February 7, 2019 for Spring Term. (B) Students are subject to the cancellation fee schedule posted online. (C) A student who officially withdraws from the University will not be permitted to remain in housing. Students must present official documentation from their academic department to cancel their housing. (D) NYU Shanghai expects its students to maintain continuous registration in an academic program with the exception of summer breaks. However, at times it is necessary or desirable for a student to take a leave from enrollment for a period of time. Such leaves may be voluntary or involuntary, and will be handled in accordance with the Student Leave Policy. (E) Students on Medical Leaves must receive clearance from a university healthcare professional before they can return to housing. Information and instructions about returning to housing will be sent to the home of a student on Medical Leave. (F) Students may receive approval to study at other academic institutions. They must notify Student Life and provide official school documentation indicating their intent to return to housing. (G) Students who maintain matriculation, but are not enrolled may be approved for a personal leave. Students on a Personal Leave of Absence do not maintain their renewable housing status. (H) If Student Life cancels this License, it will also cancel all room charges following the NYU Shanghai Bursar Office refund schedule. If you never occupy, or you vacate, your assigned space without submitting a written cancellation request, or if your cancellation request is not approved by Student Life, this License will not be canceled and you will continue to be responsible for all fees due under or as a consequence of this License for the entire License Period.
TERMINATION OF LICENSE
NYU Shanghai reserves the right at any time, in its sole discretion, to terminate this License, to suspend you from student housing, to postpone or cancel the assignment of any space, or to postpone the commencement of the License Period (A) if you fail to pay any sum due under this License when due, violate any other term of this License, cease to be an NYU Shanghai student (including a Study Away student), or fail to occupy or improperly vacate the assigned space; (B) if the assigned space is unavailable for dormitory use or unusable due to any damage, construction, renovation, or repair; or (C) for any other reason that NYU Shanghai, in its sole discretion, deems to be good cause. If this License is terminated because of your failure fully to perform any of your obligations under this License, you will continue to be responsible for all fees due under or as a consequence of this License for the entire original License Period.

FEES AND PAYMENTS
All charges due under or as a consequence of this License must be received by the due dates specified in the bills and statements that you receive from NYU Shanghai, or NYU Shanghai may terminate this License, withhold registration and academic records, and/or hold you responsible for all costs, including collection agency and legal fees, incurred by NYU Shanghai in collecting past-due payments owed under this License.

OCCUPANCY AND USE
(A) You alone must occupy your assigned space during the License Period. (B) Any vacant space in the room may be filled by Student Life without prior notice to you. You shall not interfere with any occupant's use or enjoyment of the space or room. (C) You may not transfer or assign any rights you may have under this License to any other person; any attempt to do so shall be null and void. (D) You shall use the room only for dormitory purposes and shall not permit any other person to use the room for any purpose without Student Life prior written approval.

CONSOLIDATION
In an effort to create more housing options for incoming and existing residents, ensure equity, and maximize use of available space, NYU Shanghai will actively seek to consolidate vacancies within student housing. Students that are assigned to partially vacant rooms may be reassigned prior to check-in or during the first four weeks of each semester. At the end of the fourth week of each semester, NYU Shanghai will look at all students with open beds spaces and require room changes in order to maximize occupancy.
Consolidation may also occur during the academic year and students may be reassigned to other rooms, floors, or residence halls where necessary to provide more students housing.

REGULATIONS AND POLICIES
You agree to review and abide by all policies and regulations of NYU Shanghai, Student Life, Residential Life and the laws and regulations of Shanghai and the People’s Republic of China (PRC) that are or shall become effective during the License Period. These policies and regulations are included in the NYU Shanghai Student Conduct and Policies, and other publications distributed by and available through NYU Shanghai. Violations of these policies, regulations, and/or laws may result in disciplinary action, including termination of this License without refund by NYU Shanghai, in its sole discretion.

All NYU Shanghai Freshmen, Sophomores and Study Away Students must live in NYU Shanghai housing. NYU Shanghai Juniors and Seniors may live off-campus if they have submitted a NYU Shanghai Housing Waiver and Release and been approved to live off campus in accordance with the Off-Campus Housing Policy.

TEMPORARY RESIDENCE REGISTRATION (Foreign Students)
In accordance with PRC law, foreign students may only reside in the location where you are registered through the Temporary Residence Registration process (i.e., the location in your residence permit). (A) Your assigned space in NYU Shanghai housing is the location where you are registered. (B) You are prohibited from assisting or contributing to the unlawful residence of any other persons in any NYU Shanghai facility. (C) You are solely responsible for complying with PRC law regarding your residence permit and for any penalties levied for non-compliance. (D) If you remain in China after the end of the License Period, are approved to live off-campus in accordance with Section 8 or otherwise change your address in China, you will need to update your residence permit within 10 days of leaving your assigned space. Failure to register your change in residence may lead to penalties and may negatively impact your ability to obtain or extend your residence permit.
ACCESS
NYU Shanghai reserves the right, at any time and for any reason, in its sole discretion, to enter the room without prior notice to you to make repairs; to inspect for compliance with health, fire, or building codes or with NYU Shanghai policies or regulations; or because of any situation that NYU Shanghai, in its sole discretion, deems to be a danger to health, safety, or property.

CONDITION OF PREMISES
(A) You shall maintain the room in a clean, safe, and undamaged condition at all times. You and any other persons assigned to the room shall be jointly responsible for cleaning and maintaining any kitchens, bathrooms, or other common areas. (B) You shall not alter the room or any furnishings therein in any way without Student Life prior written consent. (C) When you vacate your assigned space, you shall remove all your personal property and leave the room and any furnishings clean and in the same condition they were in when you commenced occupancy, ordinary wear and tear excepted. You agree that NYU Shanghai may promptly dispose of any personal property left in the room after the end of the License Period. NYU Shanghai will assess cleaning, repair, and disposal charges equally among all those assigned to the room, unless individual responsibility is established before departure. (D) Charges for damage to any public areas or furnishings in a housing facility may be assessed, in NYU Shanghai’s sole discretion, against any or all of those assigned to the floor or the entire facility.

PERSONAL PROPERTY
NYU Shanghai shall not be liable or otherwise responsible in any way for any loss of or damage to your personal property. (A) Students who must leave due to extenuating circumstances and receives approval from the university must coordinate to have items returned via shipping (at students personal expense) within 30 days of departure or items will be discarded. (B) Students who leave personal belongings after vacating the space without prior approval from the university will have items immediately discarded.

VACATE PROCEDURES
You shall vacate your assigned space, and officially check out and return all keys, by the end of the License Period (immediately upon cancellation or termination of this License). If you do not officially check out, return your keys, and vacate the space by that date, NYU Shanghai reserves the right to change the locks for the room, and not to allow you to enter the room or the facility in which it is located. You shall also be responsible for all costs and
direct or indirect damages suffered by NYU Shanghai in connection with your failure to check out and vacate by that date, including, without being limited to, the cost of accommodations for each person who would otherwise have occupied the assigned space and all legal and other expenses incurred by NYU Shanghai in connection with removing you from the assigned space.

MISCELLANEOUS
(A) This License is the sole agreement between you and NYU Shanghai regarding the assigned space, and may not be changed except by an instrument in writing signed by NYU Shanghai and you. (B) If any provision of this License shall be found to be invalid, the remaining provisions hereof shall continue in full force and effect. (C) In the event of a court determination of any NYU Shanghai liability to you in connection with this License, the aggregate amount of damages to be paid by NYU Shanghai shall not exceed the sum you paid under this License. (D) This License shall be governed by and construed in accordance with the laws of the PRC. You agree to submit to the jurisdiction of the courts in Shanghai, PRC, for the resolution of any disputes arising hereunder. (E) Time shall be of the essence in the performance of each of your obligations under this License.
NYU SHANGHAI OFF-CAMPUS HOUSING POLICY
NYU SHANGHAI OFF-CAMPUS HOUSING POLICY

1. ELIGIBILITY
All Freshmen and Sophomores must live in NYU Shanghai housing. Juniors and Seniors may live off-campus in non-NYU sponsored housing in accordance with the terms of this policy. Your class standing is based upon completion of 4 academic semesters (Fall/Spring only), not by credit or admit year. Juniors and Seniors that do not apply for housing by the specified application deadlines will be considered to have forfeited their guaranteed housing and considered to be living off-campus.

2. TERMS & CONDITIONS
Juniors and Seniors that live off-campus will be responsible for handling all issues relating to their off-campus housing. NYU Shanghai and Student Life and Residential Life staff will not be able to assist with any matters related to students’ off-campus housing. This includes but is not limited to: i) endorsing agents ii) providing listings iii) setting up / paying bills or rents or guaranteeing rent payments iv) advancing financial aid funds v) negotiating leases or disputes with landlords or vi) assisting with or claims filed regarding deposits or lease terms. Student must work directly with their landlord on all such matters. NYU Shanghai will provide documentation that you are a student at the university and have been approved to live off campus if required by landlord.

3. REGULATIONS
Juniors and Seniors that live off-campus must agree to review and abide by all policies and regulations of NYU Shanghai and Student Life, including, but not limited to, this policy and NYU Shanghai Student Conduct and Policies, and the laws and regulations of Shanghai and the People’s Republic of China, including, but not limited to, the temporary residence registration process, that are or become effective during the academic year. Violations of these policies, regulations, and/or laws may result in disciplinary action and/or a requirement to return back to university housing. You are responsible for your own actions off-campus. NYU Shanghai will not intervene with any aspects of your off-campus living condition. NYU Shanghai reserves the rights to revoke its approval of your waiver at any time if you no longer meet the off-campus housing eligibility criteria or fail to comply with the NYU Shanghai Student Conduct and Policies. NYU Shanghai will not be responsible for any financial damages levied for breaking the lease for your off-campus housing, including in connection with a revocation of the Waiver.
RESIDENCE HALL
MAIL & PACKAGE POLICY
RESIDENCE HALL
MAIL & PACKAGE POLICY
Effective: Fall 2018

MAIL/PACKAGE GUIDELINES FOR ALL RESIDENCE HALLS

- The residence halls retain the right to refuse the acceptance of any package that is in violation of university policies.
- The residence halls do not accept Cash on Delivery packages or send out packages.
- The residence halls do not accept perishables (take-out food, frozen food, fresh milk, flowers, fruit, etc), laundry/dry cleaning or any items that are deemed as a safety hazard.
- Due to limited package storage space, packages must be picked up as soon as possible, but no later than seven days from the date of the notification email.
- Students who do not pick up packages within seven days may lose the privilege of package services at the Resource Center. The resource center will not accept any new packages should a student have unclaimed packages for more than seven (7) days.

JINQIAO RESIDENCE HALL
All mail/packages are received by the Resource Center, which located on the first floor of Green Center Tower 2.

SHIPPING ADDRESS
All mail/packages received by the Resource Center must include the student’s building number, room number and full (legal) name. For Chinese students’ names, pinyin is required in addition to Chinese characters. The following address format must be used, otherwise mail will NOT be accepted at the Resource Center. The Resource Center will only accept packages labeled as “Tower 2,” “Tower 3,” or “Tower 4.” Packages labeled any other Tower will not be accepted.
Tower 2: (Coded as JQ1A)
上海市浦东新区张杨路3680弄碧云中心二号楼XX室XX
Name XX, Rm. XX, Building 2, Green Center, Lane 3680, Zhangyang Rd., Pudong, Shanghai

Tower 3: (Coded as JQ2B)
上海市浦东新区张杨路3680弄碧云中心三号楼XX室XX
Name XX, Rm. XX, Building 3, Green Center, Lane 3680, Zhangyang Rd., Pudong, Shanghai

Tower 4: (Coded as JQ2A)
上海市浦东新区张杨路3680弄碧云中心四号楼XX室XX
Name XX, Rm. XX, Building 4, Green Center, Lane 3680, Zhangyang Rd., Pudong, Shanghai

MAIL/PACKAGE PICKUP

Mail/package(s) MAY ONLY be picked up after it has been logged into the Notifi Mail System by the Resource Center staff.

- Mail and packages may not be picked up until an official notification is received to the student’s NYU email address.
- Notification of delivery from the courier is not a confirmation that package is logged and ready for pickup. Students may only pick up a package once the NYU Shanghai Notifii email has been received indicating it is ready for pickup.
- The NYU Card is required to receive mail at the Resource Center. Mail and packages can only be received by the recipient.
PUSAN RESIDENCE HALL
All mail/packages are received by the express lockers in front of the residence hall. When the lockers are at full capacity, students will need to obtain their packages on their own. Only packages that can fit in the express lockers can be accepted; students wishing to receive a large package will need to obtain their packages on their own.

All mail/packages must include the student’s room number, full (legal) name, and a working cell phone number. Once a student’s package has arrived, the student will receive a notification via text message to the cell phone number included on the package. For Chinese students’ names, pinyin is required in addition to Chinese characters. The following address format should be used:

上海市浦东新区浦三路 895XX 室 XX
Name XX, Rm. XX, Guanyu, 895 Pusan Rd., Pudong, Shanghai

MAIL/PACKAGE PICKUP
- Students must pick up their package within seven days of its arrival. Packages not picked up within seven days may be discarded.
- Students must can go to the express lockers to pick up their package anytime to pick up their package by entering their phone number.
RESIDENCE HALL
ROOM KEY LOCKOUT POLICY
Questions about this policy may be directed to shanghai.reslife@nyu.edu.

Student Room Key Lockout

• For student room key lockouts occurring during regular Resource Center business hours (9:00am – 9:00pm), students may go to the Resource Center in Tower 2 to request access to their room. The Resource Center staff will confirm the identity of the student and unlock the room.

• For student room lockouts occurring after regular Resource Center business hours (9:00pm – 9:00am), students may go to the Public Safety desk in Tower 2 to request access to their room. The Public Safety guards will notify the Resident Assistant (RA) on duty at 11pm, 1am, 3am, 5am, and 7am to unlock a room for a student. Example: If a student is locked out at 9:15pm, the student will need to wait until 11pm to be let in. The RA on duty will confirm the identity of the student and unlock the room.

• After three room key lockouts, administrative processing fees will be charged.
### Jinqiao Room Key Lockout Fees

<table>
<thead>
<tr>
<th>Period</th>
<th># Lockouts (Total Academic Year)</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>9am - 9pm</td>
<td>1-3 Lockouts</td>
<td>No Charge</td>
</tr>
<tr>
<td></td>
<td>4-5 Lockouts</td>
<td>20 RMB / Lockout</td>
</tr>
<tr>
<td>9pm - 9am</td>
<td>All Lockouts ≤ 5</td>
<td>20 RMB / Lockout</td>
</tr>
<tr>
<td></td>
<td>More than 5 Total Lockouts per Academic Year</td>
<td>50 RMB / Lockout and Referral to Student Life Conduct Process</td>
</tr>
</tbody>
</table>

*All administrative fees are charged to the student’s bursar account.*

### Lost or Stolen Room Keys

Lost or stolen keys must be reported to the Resource Center in Tower 2 immediately. Student will be charged 20 RMB to replace a lost key. For safety reason, if the lost key had a personal identifier attached to it when lost (i.e. NYU Card, personalized keychain, etc.), the lock must be replaced and the student will be charged 200 RMB.
PUSAN RESIDENCE HALL LOCKOUT POLICY

Effective: Fall 2018

Questions about this policy may be directed to shanghai.reslife@nyu.edu.

Room Lockout
Students who are locked out of their room due to forgetting or entering the incorrect digital keycode may go to the front desk of the Pusan Residence Hall on the first floor.

- **During front desk business hours (9:00am-9:00pm),** front desk staff will confirm the identity of the student and unlock the room.

- **After front desk business hours (9:00pm-9:00am),** the Public Safety guards at the front desk will notify the Resident Assistant (RA) on duty at 11pm, 1am, 3am, 5am, and 7am to unlock a room. *Example: If a student is locked out at 9:15pm, the student will need to wait until 11pm to be let in.* The RA on duty will confirm the identity of the student and unlock the room.

Unauthorized Change or Disclosure of Residence Hall Room Digital Keycode
The digital keycode should be treated like a physical key and residents have the responsibility of ensuring that unauthorized changes or disclosure outside the assigned residents should not be made without approval from the Office of Student Life.

- Students who change the digital keycode without proper approval will be charged a 200RMB fee to reset the keycode.

- Students found to have shared their residence hall room digital keycode with residents outside the assigned room will be charged a 200 RMB fee to reset the keycode. Students to be found in violation repeatedly will both be charged a 200 RMB fee and go through the student conduct process.
# Pusan Room Key Lockout Fee Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th># Lockouts (Total Academic Year)</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td></td>
<td>More than 5 Total Lockouts per</td>
<td>50 RMB / Lockout and Referral to</td>
</tr>
<tr>
<td></td>
<td>Academic Year</td>
<td>Student Life Conduct Process</td>
</tr>
<tr>
<td></td>
<td>Unauthorized changes to the</td>
<td>200 RMB and Referral to Student Life</td>
</tr>
<tr>
<td></td>
<td>digital keycode</td>
<td>Conduct Process</td>
</tr>
</tbody>
</table>

*All administrative fees are charged to the student’s bursar account.*
RESIDENCE HALL
FAILURE TO PRESENT NYU CARD POLICY
RESIDENCE HALL
FAILURE TO PRESENT NYU CARD POLICY
Effective: Fall 2018

Questions about this policy may be directed to the Department of Public Safety at nyu-shanghai-dpscc-group@nyu.edu.

Failure to Present the NYU Card

- To ensure the safety of all the residents in the Residence Halls, students must carry and use their NYU Card to tap in of NYU Shanghai residence halls at all times. If the NYU Card is not presented and used to tap into a residence hall, the Public Safety officer is required to confirm the identity of the student and document the missing NYU Card before the student is allowed access to the residence hall. If a student fails to present an NYU Card, the student will be required to complete a sign-in form prior to accessing the residence hall. After 6 failures to present the NYU Card (tapping in) administrative processing fees will be charged.

- NYU Cards reported lost or stolen will not be considered a violation of this policy, however, Public Safety will immediately cancel the access of the NYU Card and the student is required to pay a 150 RMB replacement fee at Bursar’s office.

- Lost or stolen cards must be reported immediately to Public Safety by calling 2059-5500 or visiting the NYU Shanghai Public Safety Command Center located in room 118 of the Academic Building.

- If the NYU Card is reported lost or stolen while entering and exiting the residence hall, the student will be required to sign a form and Public Safety will cancel access to the lost or stolen card permanently.

- Students who have reported a lost or stolen NYU Card must visit the Public Safety Command Center to apply for a new NYU Card with 72 hours.
• It is against university policy to give or lend the NYU Card to any other individual or use one’s NYU Card to “tap-in” another individual through NYU Shanghai turnstiles, security officer will immediately confiscate the card.

• The record for student tapping in is effective for one semester.

**Failure to Present NYU Card Administrative Fee**

<table>
<thead>
<tr>
<th># Failures</th>
<th>Administrative Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6 Failures</td>
<td>No Charge</td>
</tr>
<tr>
<td>7-9 Failures</td>
<td>20 RMB / Failure</td>
</tr>
<tr>
<td>More than 9 Total Failures</td>
<td>50 RMB / Failure + Notice letter from Public Safety and referral to Student Life Conduct Process</td>
</tr>
</tbody>
</table>

*All failure to present NYU Card administrative fees are charged to the student’s bursar account.*
STUDENT VISA AND IMMIGRATION POLICIES & REGULATIONS
STUDENT VISA AND IMMIGRATION POLICY & REGULATION

All the international students are strongly recommended to read the below information regarding with Chinese visa/immigration policies and regulations prepared by NYU Shanghai Student Mobility (shanghai.student-mobility@nyu.edu)

1. Student Visa and Residence Permit Policy
   Based on the requirement of Chinese Ministry of Education and the Exit-Entry Administration Bureau, International students who are studying in China have to obtain a valid student visa during the whole study period. Non-Student Visa holders are not eligible to enter the Mainland China for study purpose. If your visa cannot cover your study period, you should contact with the student mobility staff to get visa extended. Please note- Overstay will be fined 500 RMB(around 77 USD) per day, and it’s up to 10,000 RMB(around 1539 USD).

   a. Student Visa
      Generally, Chinese embassies/consulates will only issue one single entry on X1/X2 visa. X1 visa holders has to transfer the visa to residence permit in 30 days after entry. If you are an X2 visa holder, you can only apply for an additional entry once if you need to travel out of China during your study. You will need to surrender your passport for 7 business days when the new visa or residence permit is processing. The fee varies based on your nationality, it’s from 160 RMB to 1,000 RMB(around 155 USD)

   b. Residence Permit
      If your study is more than 6 months, you have to apply for a residence permit. A residence permit is a long-term permit with multiple entries. A health screening at the authorized clinic in Shanghai is required for the residence permit application. The whole application for residence
permit is $X+4+7$ business days ($X=$ the waiting time to get a physical exam reservation, 4=health screening report producing and 7= residence permit processing). The application fees will be 476 RMB for health screening, plus residence permit fee which is 400 RMB (less than 1 year), 800 RMB (1 year to 3 years) and 1000 RMB (3 years to 5 years). If you renew your passport during your study period, you must contact Student Mobility to renew your residence permit as well within 10 days after passport renewal. Failure to do this within 10 days will be fined up to 10,000RMB(around 1539 USD).

c. Health Screening
Health screening is required for all the Shanghai campus international students who needs to apply for residence permit. It is a simple checking includes blood test, X-ray and other basic items.

d. Stay Permit
If you are a residence permit holder and would like to stay in China longer after the semester ends, you can apply for a stay permit. The stay permit will give you another 30 days. But you won’t have any additional entries in this 30 days and you have to stay inside the mainland China.

2. Off-Campus Internship Policy
Based on the current Chinese law and regulations, since April 1, 2015, international students in China should meet with the certain requirements and complete the registration process BEFORE they start an off-campus internship. **Failure to do these will be considered as illegal employment and will be subject to fines and other discipline from Chinese government and Exit-Entry Bureau. The fine is up to 20,000 RMB(around 3,077 USD) and it will also affect on your Chinese visa and your study in China.**
3. **Temporary Residence Registration Policy (境外人员住宿登记)**

All the foreigners are required to complete the temporary residence registration at local police station within 24 hours after their entry into China. If you live in Jinqiao NYU Shanghai residence hall, please bring your passport to the Foreigners Service Station at 1F in Tower 2B. The staff there will register your residence information and upload to the local police. If you are living at Pusan NYU Shanghai residence hall, please follow the student mobility staffs’ instructions to finish the police registration. If you are living off-campus, please bring your passport with landlord’s ID and the apartment lease to the local police station to complete the process. If you live in hotels, the reception desk will register for you. **Failure to do this on time will be resulted in fines and other penalties.**

4. **144 Hours Visa Exemption Policy**

Since January 30, 2016, various ports of entry in Shanghai, airports in Nanjing, Jiangsu Province and Hangzhou, Zhejiang Province are implementing a 144-hour visa-exemption transit policy. Citizens from 53 countries can transfer in China via any of the following ports of entry including Shanghai Pudong International Airport, Shanghai Hongqiao International Airport, Shanghai Port International Cruise Terminal, Shanghai Wusongkou International Cruise Terminal, Shanghai Railway Station, Nanjing Lukou International Airport, or Hangzhou Xiaoshan International Airport without Chinese visas by producing their own valid international travel documents and onward air / vessel / train tickets to a third country (region) with confirmed date and seat within 144 hours upon arrival, and can stay within the administrative precincts of Shanghai municipality, Jiangsu Province and Zhejiang Province for 144 hours.

For all the detailed information and application instructions, please check our online student portal at [students.shanghai.nyu.edu](http://students.shanghai.nyu.edu). You are also welcome to email us at shanghai.student-mobility@nyu.edu or drop by Office 110 if you have any concerns. Our working hours are 9:00am to 5:30pm from Monday to Friday.
CAREER DEVELOPMENT CENTER POLICY
CAREER DEVELOPMENT CENTER POLICY

Honor Code:
To assist you with building your professional skills it should be understood that when you use the services provided by NYU Shanghai Career Development Center (CDC) you must adhere to the following honor code. Violations of this honor code are highly unprofessional and will remain in your record. When using NYU Shanghai Career Development Center on-campus events, services and off-campus programs, I agree to the following:

- All information found on my resume, unofficial transcript and NYU CareerNet profile, and other social media platforms is up-to-date, truthful and accurate.
- I will not share my login information with other individuals from NYU Shanghai and peer institutions.
- I give permission to NYU Shanghai Career Development Center to provide my resume and other job search documents to prospective employers.
- I will honor all commitments. When I RSVP for events, I understand that I am making a commitment to attend. If I cannot attend, I will cancel my reservation prior to the event, so that a peer can replace me.
- I will exercise professional conduct during all career development and recruitment related activities, including interactions with NYU Shanghai Career Development Center staff.
- I will notify the employer in a timely manner of acceptance or non-acceptance of an internship or full-time offer, either verbally or in writing.
- If I renege on a verbal or written offer, my Dean will be contacted and consequences may result.
- Jobs listed in NYU Shanghai CareerNet may not be shared with another recruiting entity or posted to another job site.

I accept that failure to adhere to any of the above points may result in the removal of my NYU Shanghai Career Development Center privileges, including access to NYU Shanghai CareerNet, On-campus Recruiting jobs, career fairs, and career coaching appointments, and I may be referred to the NYU Shanghai Student Conduct Process.
Freshman Internships:
The university does not promote freshman participation in off-campus internships until the summer after your first academic year on campus. We strongly encourage you to gain professional skills through other means, such as on-campus jobs, community service, student leadership, research projects, and CDC events. If you are a freshman student who is committed to participating in an off-campus internship during the academic year, you must first attend an Academic Advising and Career Counseling appointment. You should also notify the CDC of your internship details, including company name and hours of commitment (we advise less than 10 hours/week).

Internship Registration:
All international students must complete the Internship Registration Process to comply with Chinese laws and regulations; otherwise, you risk losing your student visa status. Contact the CDC or the Mobility Office to learn more about the criteria of eligible internships and the steps you must follow in order to be approved. You must fulfill the process before starting your first day of your internship.

Attendance:
Our appointments and events are limited and in high demand. To ensure each student has a fair chance of meeting our career coaches or attending our workshops and events, we have a cancellation policy.

Coaching Appointments
Students are able to cancel their scheduled appointment on NYU Shanghai CareerNet up to 24 hours in advance. If you fail to attend two (2) coaching appointments without cancellation, you will not be able to book another appointment for two (2) weeks. If you fail to cancel your appointments four (4) times, your privilege of booking appointments will be removed for four (4) weeks. You will need to come to the CDC office in person and speak to a member of the team if you need to book a coaching appointment within these four weeks.

Workshops & Events
You may RSVP to any event you would like to attend on the CDC OrgSync page. We understand that students will experience unavoidable time conflicts, and therefore you are able to cancel your registration no later than 24 hours before the event. If you fail to attend a session
without cancellation four (4) times, you will be blocked from participating in CDC workshops/events and accessing NYU Shanghai CareerNet to schedule an appointment and search jobs for four (4) weeks. You will need to come to the CDC office in person and speak to a member of the team to regain your access to workshops, events, or CareerNet within these four weeks.

PLEASE NOTE:
As stated above, failure to adhere to any of the CDC Guidelines may/will result in the removal of my NYU Shanghai Career Development Center privileges, including access to NYU Shanghai CareerNet, On-campus Recruiting jobs, career fairs, and career coaching appointments, and I may be referred to the NYU Shanghai Student Conduct Process.

If you have any questions or concerns the CDC Guidelines, please email us at shanghai.careerdevelopment@nyu.edu for more information.
STUDENT FITNESS CENTER POLICY
STUDENT FITNESS CENTER POLICY

1. Students must present their student NYU Card to access the Fitness Center.

2. Athletic attire, including shirts and athletic shoes, is required at all times. No street clothes, sandals, slippers, or any type of boots will be allowed. Do not change clothes in the Fitness Center. Use the locker rooms.

3. No personal property is allowed in the Fitness Center. Use the lockers to store your personal belongings. Lockers are to be used only while members are at the Fitness Center. Locks are available for checkout at the front desk.

4. Members are fully responsible for personal items that are lost, stolen, or damaged at the Fitness Center. NYU Shanghai is not responsible for any loss or damage of personal items.

5. Food and drink is not allowed in the Fitness Center. Water bottles may be used if they are made of non-breakable material and contain only water or sports drinks.

6. Wipe off equipment after every use.

7. Be polite. Share machines. Members may not occupy a machine between sets if another member is waiting to use that machine.

8. During peak hours, use of aerobic training machines is limited to 25 minutes, which includes cool down.

9. Any abuse of the equipment is not allowed.

10. Ease weights into position on the machines and do not allow them to slam down.
11. No personal trainers or guests are allowed in the Fitness Center.

12. No horseplay is allowed.

13. No profane or boisterous language is allowed.

14. The use of cameras and mobile devices inside the locker rooms is not allowed.

15. If equipment malfunctions, do not attempt to fix it. Notify the Fitness Center attendant.

16. To regulate and maintain safety, obey fitness attendants at all times.

17. Only Fitness Center staff is permitted behind the Fitness Center front desk.

18. Unauthorized entry into the Fitness Center or contributing to such unauthorized entry of another individual is strictly prohibited.

19. Students that enroll in the towel service must abide by all towel service policies.

20. Fitness attendants have the authority to expel anyone found violating any Fitness Center's policies.

FAILURE TO ABIDE BY THE RULES MAY RESULT IN LOSS OF PRIVILEGES AT THE FITNESS CENTER.
NYU SHANGHAI LIBRARY CODE OF CONDUCT
NYU SHANGHAI LIBRARY CODE OF CONDUCT

PREAMBLE
NYU Shanghai Library supports the educational goals of NYU Shanghai by providing access to all forms of information to support research, study, teaching, and the general pursuit of knowledge. In order to be successful in this mission, the Library and its community of users observe a relationship of reciprocal rights and responsibilities. While most users conduct themselves in a responsible manner, in the interest of protecting the rights of all Library users, it is necessary to define what constitutes infringements on the rights of others.

The NYU Shanghai Library Conduct Code affirms a commitment to protecting an environment conducive to intellectual pursuits. Such an environment is characterized by respect for the rights of others, respect for the Library’s resources, and respect for appropriate conduct in a public forum. The Code ensures that users of NYU Shanghai Library find themselves in an environment that will enable them to achieve their educational objectives.

The Code also acknowledges that the Library fulfills an important educational function in the University. Educational settings, unlike other public forums, require special considerations in defining violations, investigating allegations of violations, and imposing disciplinary action. This document affirms our commitment to addressing and resolving charges of misconduct in a speedy manner, while upholding the rights of due process.

NYU Shanghai Library is committed to:

- Serving and being responsive to the needs and priorities of its users
- Protecting each user’s right to privacy and confidentiality in all of their interactions with the Library
- Building collections that meet the research and instructional needs of all users simplifying, enhancing and expanding access to information
- Preserving the collections for present and future users
- Providing library spaces to accommodate study, research, and scholarly exchange
- Keeping the physical environment of the Library clean, well-maintained, and properly functioning
UNACCEPTABLE CONDUCT
Users will refrain from engaging in behavior that leads to the denial of, or unreasonable interference with, the rights of others; or which disrupts the regular operations and activities of the Library. Behavior which is considered to be in violation of the NYU Shanghai Library Code of Conduct includes, but is not limited to:

- Failing to follow instructions or take other directions from library staff
- Creating a disturbance or behaving in a manner which interferes with normal use of the Library (including rowdiness, noise, offensive interpersonal behavior, and the use of cellular phones in the stacks and designated silent study areas)
- Removing or attempting to remove Library materials or property from the library without authorization
- Damaging Library property (including mutilating Library materials by marking and/or underlining pages, tearing or cutting out pages or sections thereof, removing binding and staples, removing or tampering with security tags, using Post-it notes)
- Refusing to honor Library regulations regarding overdue items, materials recalled by the Library, and the payment of fines and/or fees for lost or damaged Library materials
- Concealing Library materials in the library for an improper purpose, including to reserve the materials for the exclusive use of an individual or group
- Leaving personal materials and/or books in stacks and study areas for extended periods of time or overnight
- Using Library areas for sleeping
- Being in an unauthorized area of the Library, or remaining in an area after its closing
- Smoking anywhere in the library
- Failing to abide by the NYU Shanghai Library Food and Drink Policy
- Sharing an NYU ID to allow unauthorized entrance to the library
- Refusing to present identification to NYU Public Safety officers and library staff upon request
- Failing to adhere to copyright laws and/or University policies on copyright
- Refusing to abide by regulations (including the Policy on Responsible
Use of NYU Computers and Data guiding access to and use of computing and networking resources at New York University, including NYU Shanghai Library. Violators of the NYU Shanghai Library Conduct Code may be removed from the library and referred for disciplinary action under applicable Library and/or University disciplinary processes, including the Student Code of Conduct.

RELATED NYU & NYUSH POLICIES/GUIDELINES/PROCEDURES
The following policies and documents should be referenced for additional details relevant to this policy:

- NYU Library Code of Conduct
- NYU Shanghai Library Food and Drink Policy
- Policy on Responsible Use of NYU Computers and Data
- Student Code of Conduct
- IT Equipment Loan Policy

This Document was prepared by the NYU Shanghai Library Director, and approved by the NYU Shanghai Provost. April 2017.
SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE, AND STALKING POLICY
NEW YORK UNIVERSITY
UNIVERSITY POLICIES

Title: Sexual Misconduct, Relationship Violence, and Stalking Policy

Effective Date: April 19, 2018


Issuing Authority: Deputy Chief of Staff, Office of the President
Senior Vice President for Student Affairs

Responsible Officers: Director of the Office of Student Conduct and Community Standards; Title IX Coordinator

I. STATEMENT OF POLICY

New York University, including its Schools and other units, Global Network University sites, and all University Affiliates (together, “NYU”) seeks to maintain a safe learning, living, and working environment. To that end, this policy prohibits Sexual Misconduct, which includes Sexual or Gender-Based Harassment, Sexual Assault, and Sexual Exploitation. This policy also prohibits Relationship Violence, Stalking, and Retaliation against an individual for making a good faith report of conduct prohibited under this policy. These prohibited forms of conduct are unlawful, undermine the character and purpose of NYU, and will not be tolerated.

NYU adopts this policy with a commitment to: (1) preventing Sexual Misconduct, Relationship Violence, Stalking, and Retaliation (together, “Prohibited Conduct”); (2) fostering a community in which such conduct is not tolerated; (3) cultivating a climate where all individuals are well-informed and comfortable in reporting Prohibited Conduct; and (4) identifying the standards by which violations of this policy will be evaluated. This policy defines Prohibited Conduct; outlines available resources and reporting options available to students and employees; and references the applicable investigative and disciplinary procedures. NYU will take prompt and equitable action to eliminate Prohibited Conduct, prevent its recurrence, and address its effects. NYU also conducts prevention, awareness, and training programs for students and employees to facilitate the goals of this policy.
NYU does not discriminate on the basis of sex or gender in its education or employment programs and activities.

This policy is designed to comply with applicable legal requirements including Title IX of the Education Amendments of 1972; relevant provisions of the Violence Against Women Reauthorization Act of 2013; Title VII of the Civil Rights Act of 1964; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”); and, in New York with the New York State and City human rights laws.

This policy applies to all Prohibited Conduct occurring on or after the effective date of this policy. In the case of Prohibited Conduct occurring before the effective date of this policy where either (a) the report of such Prohibited Conduct is made on or after the effective date of this policy or (b) the report was made before the effective date of this policy but the report has not resolved as of the effective date of the policy, the issue of whether there was a violation of NYU policy will be determined under the policy or policies in effect at the time the conduct occurred but the procedures under this policy will apply (except that the procedures in effect immediately prior to the effective date will apply where a hearing had been scheduled prior to the effective date).

II. TO WHOM THE POLICY APPLIES

This policy applies to NYU students (“Students”); NYU employees, including faculty and visiting faculty, professional staff, and administrators (“Employees”); contractors, vendors, or other third parties within NYU’s control (“Third Parties”); and visitors or guests of NYU (together, “Covered Persons”). This policy pertains to acts of Prohibited Conduct committed by Students, Employees and Third Parties when:

(1) the conduct occurs on NYU premises;

(2) the conduct occurs in the context of an NYU employment or education program or activity, including, but not limited to NYU-sponsored study abroad, research, or internship programs; or

(3) the conduct occurs outside the context of an NYU employment or education program or activity, but (i) has continuing adverse effects on NYU premises or in any NYU employment or education program
or activity or (ii) occurs in close proximity to NYU premises and is connected to violative conduct on NYU premises.

Other forms of discrimination, including discrimination based on race, religion, and disability, as well as any other form of sex-based discrimination not covered by this policy, are addressed by: (1) the Non-Discrimination and Anti-Harassment Policy and Complaint Procedures for Employees, (2) the Non-Discrimination and Anti-Harassment Policy and Complaint Procedures for Students, and (3) the Compliance Complaint Policy. This policy supersedes any conflicting information contained in those policies with respect to the definitions or procedures relating to Prohibited Conduct. A Covered Person who has a question about which policy applies in a specific instance can contact NYU’s Title IX Coordinator (see section D below (Reporting) for Title IX Coordinator contact information).

This policy and its related procedures may also, at NYU’s discretion, apply to alleged violations by the Respondent of other NYU policies if, in NYU’s judgment, those other allegations are directly related to the reported Prohibited Conduct.

III. APPLICABLE PROCEDURES UNDER THIS POLICY

The specific investigative and disciplinary procedures for Prohibited Conduct under this policy are based on the status of the Respondent. Each set of procedures is guided by the principles of fairness and respect for a Complainant and a Respondent. Where a Respondent is both a Student and an Employee, (a) the Student-Respondent procedures will apply if the Respondent is a full-time Student but not a full-time Employee, (b) the Employee-Respondent Procedures will apply if the Respondent is a full-time Employee but not a full-time Student, or (c) NYU’s Title IX Coordinator will determine which of the procedures applies based on the facts and circumstances (such as which role predominates and the role most applicable in the incident). However, irrespective of which of the Student-Respondent or Employee-Respondent procedures applies in such cases, either of the sanctions applicable to Students or Employees can be imposed. Please note that the NYU Langone Medical Center has its own procedures and the procedures below do not apply to NYULMC.

NYU applies the preponderance of the evidence standard when determining whether this policy has been violated.
<table>
<thead>
<tr>
<th>Procedures for Reports of Prohibited Conduct Committed by Students</th>
<th>Procedures for Reports of Prohibited Conduct Committed by Employees</th>
<th>Procedures for Reports of Prohibited Conduct Committed by Third Parties</th>
</tr>
</thead>
<tbody>
<tr>
<td>See Reporting, Investigating, And Resolving Sexual Misconduct, Relationship Violence, and Stalking - Complaints Against Students</td>
<td>See Reporting, Investigating, And Resolving Sexual Misconduct, Relationship Violence, and Stalking - Complaints Against Employees</td>
<td>Contact NYU’s Title IX Coordinator who will identify the appropriate procedures that apply based on the role of the Third Party and the nature of any contractual relationship with NYU.</td>
</tr>
</tbody>
</table>

### IV. ENFORCEMENT

A Student or Employee determined by NYU to have committed an act of Prohibited Conduct in violation of this policy is subject to disciplinary action, up to and including separation from NYU. Third Parties who violate this policy may have their relationship with NYU terminated and/or their privilege of being on NYU premises withdrawn. NYU reserves the right to take action against a Covered Person who commits an act of Prohibited Conduct outside the scope of this policy.

### V. TITLE IX COORDINATOR

Mary Signor, the Executive Director of the Office of Equal Opportunity serves as NYU’s Title IX Coordinator. The Title IX Coordinator is charged with monitoring compliance with Title IX; providing education, training, and notifications; overseeing complaints; and coordinating NYU’s investigation, response, and resolution of all reports under this policy. The Title IX Coordinator is available to meet with any Student, Employee, or Third Party to discuss this policy or the accompanying procedures.

Concerns about NYU’s application of Title IX and its implementing regulations; the Violence Against Women Reauthorization Act of 2013; Title VII of the Civil Rights Act of 1964; the Clery Act; and, in New York, the New
York State and City human rights laws under this policy may be addressed to NYU’s Title IX Coordinator or the NYU Office of Equal Opportunity. Inquiries concerning the Violence Against Women Reauthorization Act of 2013 or the Clery Act may also be referred to the United States Department of Education, Clery Act Compliance Division, while inquiries concerning the application of Title IX and its implementing regulations may also be referred to the United States Department of Education, Assistant Secretary, Office for Civil Rights, at OCR@ed.gov or (800) 421-3481.

VI. RESOURCES AND REPORTING OPTIONS

NYU offers resources for both Students and Employees, whether as Complainants or Respondents, to provide support and guidance throughout the investigation and resolution of a report of Prohibited Conduct. For comprehensive information on emergency assistance; hospitals; on-campus, community, Portal Campus and Study Away Site Confidential Resources; and available support with academics, housing, and work:


- Employees should refer to the Sexual Misconduct, Relationship Violence, and Stalking Resource Guide for Employees.

- Third Parties should contact the Title IX Coordinator to discuss available campus resources and reasonably available assistance.

A. PROTECTIVE MEASURES AND ACCOMMODATIONS:

Upon receipt of a report involving a Student or Employee Complainant, NYU will take and/or make available reasonable and appropriate measures to protect the Complainant and the Complainant’s access to NYU employment or education programs and activities, prevent retaliation, and avoid an ongoing hostile environment, which may include protective measures before the final outcome of an investigation. Such protective measures and accommodations, which may be temporary or permanent, may include separation orders, residence modifications, academic
accommodations or assistance, work schedule modifications, transportation assistance, and other reasonable and appropriate measures. Reasonable and appropriate protective measures and accommodations are available for Student and Employee Complainants regardless of whether an investigation under the applicable procedures is pursued. NYU also will take and/or make available such measures and accommodations for Student and Employee Respondents where reasonable and appropriate under the circumstances. NYU will maintain the privacy of any accommodations or protective measures provided under this policy to the extent practicable.

For Third Party Complainants, NYU will provide reasonable protective measures as appropriate and available, based on consideration of the role of the Third Party and the nature of any contractual relationship with NYU.

Violating the terms of a protective measure, including but not limited to no contact, persona non grata, or other behavior-related directives, is a violation of this policy and will subject the person who violates the protective measure to additional charges and sanctions under this policy. The Title IX Coordinator will determine and identify the appropriate procedures to be followed for such a violation depending on the timing and circumstances of the reported violation.

B. PRIVACY AND CONFIDENTIALITY:

NYU is committed to protecting the privacy of Covered Persons involved in a report under this policy. NYU also is committed to providing assistance to help Covered Persons make informed choices. With any report under this policy, NYU will make reasonable efforts to protect the privacy interests of Covered Persons involved in a manner consistent with the need for a careful assessment of the allegation and reasonable steps available to eliminate the reported conduct, prevent its recurrence, and address its effects.

Privacy and confidentiality have distinct meanings under this policy.
**Privacy:** Privacy generally means that information related to a report of misconduct will be shared with a limited circle of individuals who “need to know” in order to assist in the active review, investigation, resolution of the report, and related issues. All NYU employees who are involved in NYU’s Title IX response receive specific training and guidance about safeguarding private information in accordance with applicable laws.

The privacy of Student education records will be protected in accordance with NYU’s Guidelines for Compliance with the Family Educational Rights and Privacy Act (FERPA). The privacy of an individual’s medical and related records generally are protected in the United States by the Health Insurance Portability and Accountability Act (HIPAA), excepting health records protected by FERPA. Access to personnel records in New York is restricted in accordance with NYU’s Policy on Employee Files. Laws in other relevant jurisdictions may provide privacy protections.

**Confidentiality:** Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without express permission of the individual, or as otherwise permitted by law. Those campus and community professionals include medical providers, mental health providers, counselors in the Center for Sexual Misconduct Support Services, and ordained clergy, all of whom normally have privileged confidentiality that is recognized by New York State law. These individuals are prohibited from breaking confidentiality unless (i) given permission to do so by the person who disclosed the information; (ii) there is an imminent threat of harm to self or others; (iii) the conduct involves suspected abuse of a minor under the age of 18, or (iv) as otherwise required or permitted by law or court order. Laws in other relevant jurisdictions may provide confidentiality protections.

**Employee Responsibility to Report Allegations:** It is important to understand the different responsibilities of NYU Employees who respond to disclosures of incidents of Prohibited Conduct. There are three general classifications of individuals on campus with whom a Covered Person can discuss an incident of Prohibited Conduct:

(1) Confidential Resources (individuals with legally-protected confidentiality);
(2) Reporting Options (designated offices or individuals where a report can be made); and

(3) Employees designated as Responsible Employees (those Employees in a leadership or supervisory position, or who have significant responsibility for the welfare of Students or Employees).

The respective ability of these categories of individuals to maintain a Complainant’s confidentiality differs. Confidential Resources can maintain the confidentiality of a Complainant’s disclosures, subject to the exceptions discussed above. While private, Reporting Options and Responsible Employees are required to immediately share all known details of incidents of Prohibited Conduct with the Title IX Coordinator. Even University officers and employees who cannot guarantee confidentiality will maintain a Complainant’s privacy to the extent reasonably possible. The information provided to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to coordinate an investigation and/or seek a resolution.

**Clery Act Reporting:** Pursuant to the Clery Act, NYU includes statistics about certain offenses in its annual security report and provides those statistics to the United States Department of Education, but does so in an anonymized manner that does not include the specifics of the crime or any identifying information about persons involved in an incident.

**C. CONFIDENTIAL RESOURCES:**

Confidential Resources for Students include the Wellness Exchange (212-443-9999) and the Center for Sexual Misconduct Support Services (212-443-9999). For a complete list of NYU and community-based Confidential Resources for Students, see the Sexual Misconduct, Relationship Violence, and Stalking Resource Guide for Students ([https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/sexual-misconduct--relationship-violence--and-stalking-resource-.html](https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/sexual-misconduct--relationship-violence--and-stalking-resource-.html)).

Confidential Resources for Employees include the Employee Assistance Program (800-437-0911). For a complete list of NYU
and community-based Confidential Resources for Employees, see the Sexual Misconduct, Relationship Violence, and Stalking Resource Guide for Employees.

**D. REPORTING:**

NYU strongly encourages Covered Persons who become aware of an incident of Prohibited Conduct to report the incident to local law enforcement by contacting 911 (or equivalent in other jurisdictions) and to NYU by contacting one of the following NYU Reporting Options:

<table>
<thead>
<tr>
<th>Mary Signor</th>
<th>Office of Student Conduct and Community Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Signor</td>
<td>Office of Student Conduct and Community Standards</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>212-998-6807</td>
</tr>
<tr>
<td>212-998-6807</td>
<td>212-998-4403</td>
</tr>
<tr>
<td>726 Broadway, 7th Floor</td>
<td></td>
</tr>
<tr>
<td>New York, NY 10003</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:mary.signor@nyu.edu">mary.signor@nyu.edu</a></td>
<td></td>
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<tr>
<th>The Office of Equal Opportunity</th>
<th>Residential Life and Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>212-998-2370</td>
<td>212-998-4600</td>
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<tr>
<th>NYU Department of Public Safety</th>
<th>Human Resources Officer of the School or Advisory Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>212-998-2222</td>
<td></td>
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</tbody>
</table>

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There is no time limit on reporting violations of this policy, although NYU’s ability to respond may be limited as evidence may be less available and memories may fade, and Respondents may no longer be affiliated with NYU.

**Student Amnesty Policy:** The health and safety of every student at NYU is of utmost importance. NYU recognizes that Students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to Relationship Violence, Stalking, or Sexual Assault, occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. NYU strongly encourages Students to report incidents of Prohibited Conduct to NYU officials. NYU will not subject a bystander, Complainant, or other individual making a report who discloses any incident of Prohibited Conduct to NYU’s officials or law enforcement to disciplinary action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the Prohibited Conduct.

**Bad faith reports:** Submitting a false report or providing false or misleading information in bad faith or with a view to personal gain in connection with an incident of Prohibited Conduct is prohibited and subject to disciplinary sanction. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are determined not to be accurate.

**VII. PROHIBITED CONDUCT UNDER THIS POLICY**

Conduct under this policy is prohibited regardless of the sexual orientation, gender, gender identity, or gender expression of the Complainant or Respondent. Prohibited Sexual Misconduct includes the following specifically defined forms of behavior: Sexual or Gender-Based Harassment, Sexual Assault, and Sexual Exploitation. Also prohibited are Relationship Violence, Stalking, and Retaliation.

Whether a Covered Person has violated this policy is determined based on all of the available facts and circumstances including but not limited to: statements of the Complainant and Respondent; statements by any witnesses to the alleged incident(s); documentary or physical evidence; the presence or absence of corroborating information; and relevant information about pre-and post-incident behavior and/or actions.
A. **Sexual or Gender-Based Harassment: Sexual Harassment** is any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise, when one or more of the following conditions are present:

(i) Submission to or rejection of such conduct is either an explicit or implicit term or condition of an individual’s employment or advancement in employment, evaluation of academic work or advancement in an academic program, or basis for participation in any aspect of a NYU program or activity (quid pro quo);

(ii) Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual (quid pro quo); or

(iii) Such conduct has the purpose or effect of unreasonably interfering with an individual’s learning, working, or living environment; in other words, it is sufficiently severe, pervasive, or persistent as to create an intimidating, hostile or offensive learning, working, or living environment under both an objective - a reasonable person’s view - and subjective - the Complainant’s view - standard (hostile environment).

**Gender-Based Harassment** includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature.

Examples of conduct that may constitute Sexual or Gender-Based Harassment include but are not limited to:

- Sexual Assault, Sexual Exploitation, Relationship Violence, or Stalking as defined by this policy;

- Physical conduct, including unwelcome touching or sexual advances within the working, living, or learning environment;
• Verbal conduct, including lewd or sexually suggestive comments, jokes, or innuendoes or unwelcome comments about an individual’s sexual orientation or gender identity; or

• Written conduct, including letters, notes, or electronic communications containing comments, words, jokes, or images that are lewd or sexually suggestive or relate in an unwelcome manner to an individual’s sexual orientation or gender identity.

B. Sexual Assault: Sexual Assault means Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact as defined below.

1. Non-Consensual Sexual Intercourse: Non-Consensual Sexual Intercourse is having or attempting to have sexual intercourse with another individual (i) by force, threat of force, or coercive conduct; (ii) without affirmative consent; or (iii) where that individual is incapacitated. Sexual intercourse includes anal, oral or vaginal penetration, however slight, with a body part (e.g., penis, finger, hand or tongue) or an object.

2. Non-Consensual Sexual Contact: Non-Consensual Sexual Contact is having or attempting to have sexual contact with another individual (i) by force, threat of force, or coercive conduct; (ii) without affirmative consent; or (iii) where that individual is incapacitated. Sexual contact includes touching, fondling or other intentional contact with the breasts, buttocks, groin, or genitals (over or under an individual’s clothing) for purposes of sexual gratification or when such private body parts are otherwise touched in a sexual manner.

C. Sexual Exploitation: Sexual Exploitation refers to specific forms of Sexual Misconduct that involve non-consensual use of another individual’s nudity or sexuality, excluding behavior that constitutes one of the other Sexual Misconduct offenses.

Examples of Sexual Exploitation include but are not limited to:
Voyeurism (such as watching or taking pictures, videos, or audio recordings of another person engaging in a sexual act, in a state of undress, or in a place and time where such person has a reasonable expectation of privacy, such as a changing room, toilet, bathroom, or shower, each without the affirmative consent of all parties);

Disseminating, streaming, or posting pictures or video of another in a state of undress or of a sexual nature without the person’s affirmative consent;

Administering alcohol or drugs to another person for the purpose of making that person vulnerable to non-consensual sexual activity;

Exposing one’s genitals to another person without affirmative consent;

Prostituting another individual; or

Knowingly exposing another individual to a sexually transmitted infection or virus without the other individual’s knowledge.

D. Relationship Violence: Relationship Violence refers to any act of violence or threatened act of violence against a person who is, or has been involved in a sexual, dating, domestic, or other intimate relationship with that person, or who shares a child in common with that person. Relationship Violence commonly involves violence and abuse committed by a person to exert power and control over a current or former intimate partner. Relationship Violence may include acts of Sexual Misconduct, Physical Assault, Sexual Exploitation, or Stalking.

As used here, Physical Assault means threatening or causing physical harm or engaging in other conduct that threatens or endangers the health or safety of any person under circumstances that reflect a direct connection to the intimate relationship in question.
E. **Stalking:** Stalking occurs when a person engages in a course of conduct toward another person under circumstances that would cause a reasonable person to fear bodily injury or experience substantial emotional distress.

Course of conduct means two or more acts including but not limited to unwelcome acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. Substantial emotional distress means significant mental suffering or anguish.

Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

F. **Retaliation:** Retaliation means any adverse action taken against an individual for making a good faith report of Prohibited Conduct or participating in any investigation or proceeding under this policy. Retaliation includes threatening, intimidating, harassing or any other conduct that would discourage a reasonable person from engaging in activity protected under this policy.

The Title IX Coordinator will determine and identify the appropriate procedures to be followed for an allegation of Retaliation depending on the timing and circumstances of the allegation.

VIII. RELATED DEFINITIONS: CONSENT, FORCE, AND INCAPACITATION:

A. **Affirmative Consent:** Affirmative Consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Affirmative consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.

Consent cannot be obtained: (1) through the use of force or coercion; or (2) by taking advantage of the incapacitation of another
individual. Consent also cannot be given by someone who is under the legal age to consent in the applicable jurisdiction at the time of an incident.

In evaluating whether affirmative consent was given, consideration will be given to the totality of the facts and circumstances, including but not limited to the extent to which a Complainant affirmatively gives words or actions indicating a willingness to engage in sexual activity; whether a reasonable person in the Respondent’s position would have understood such person’s words and acts as an expression of consent; and whether there are any circumstances, known or reasonably apparent to the Respondent, demonstrating an incapacity to consent.

Relying solely on nonverbal communication may result in a violation of this policy. It is important not to make assumptions; if confusion or ambiguity arises during a sexual interaction, it is essential that each participant stops and clarifies, verbally, the willingness to continue.

Consent may be initially given, but withdrawn at any time. When consent is withdrawn or can no longer be given, sexual activity must cease. Prior consent does not imply current or future consent; consent to any sexual act or prior consensual sexual activity does not necessarily constitute consent to any other sexual act. Even in the context of an ongoing relationship, consent must be freely sought and given for each instance of sexual activity.

B. Force or Coercion: Force is the use or threat of physical violence or intimidation to overcome an individual’s freedom of will to choose whether or not to participate in sexual activity. There is no requirement that a party resists the sexual advance or request, but resistance will be viewed as a clear demonstration of non-consent.

Coercion is conduct, including intimidation and express or implied threats of physical, emotional, or other harm, that would reasonably place an individual in fear of immediate or future harm and that is employed to overcome the individual’s freedom of will and to compel the individual to engage in sexual activity.
C. **Incapacitation**: An individual who is incapacitated lacks the ability to knowingly choose to participate in sexual activity or make informed, rational judgments and thus cannot consent to sexual activity. Incapacitation is defined as the inability, temporarily or permanently, to give consent because an individual is mentally and/or physically helpless, being involuntarily restrained, asleep, unconscious, or unaware that sexual activity is occurring. Mentally helpless means a person is rendered temporarily incapable of appraising or controlling one’s own conduct. Physically helpless means a person is physically unable to communicate unwillingness to an act.

Where alcohol or other drugs are involved, incapacitation is a state beyond drunkenness or intoxication. The impact of alcohol and other drugs varies from person to person; however, warning signs that a person may be approaching incapacitation may include slurred or incomprehensible speech, vomiting, unsteady gait, combativeness, or emotional volatility. Evaluating incapacitation also requires an assessment of whether a Respondent knew or should have been aware of the Complainant’s incapacitation based on objectively and reasonably apparent indications of impairment when viewed from the perspective of a sober, reasonable person in the Respondent’s position. Being intoxicated or impaired by drugs or alcohol is never an excuse for committing Prohibited Conduct and does not diminish one’s responsibility to obtain informed and freely given consent. In other words, consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.

IX. **VIOLATIONS OF LAW:**

Behavior that violates this policy also may violate the laws of the local jurisdiction in which the incident occurred and subject a Respondent to criminal prosecution by the presiding authority.

The New York State Penal Code describes prohibited Sex Offenses in §§ 130.00 to 130.91 and 130.95 to 130.96 and prohibited Stalking Offenses in §§ 120.45 – 120.60. Covered Persons studying, working, or engaging in other activities at one of NYU’s portal campuses, Global Network University sites, or other locations outside of New York State are governed by the applicable laws regarding sexual assault and other criminal offenses implicated by this policy. NYU’s education and prevention programs related to its portal
Behavior that violates this policy also may subject a Respondent to civil liability. Records of University proceedings under this Policy may be subpoenaed in connection with a criminal prosecution and/or civil litigation.

X. STUDENTS’ BILL OF RIGHTS:

Under this policy, all students have the right to:

1. Make a report to local law enforcement and/or state police.

2. Have disclosures of Relationship Violence, Stalking, and Sexual Assault treated seriously.

3. Make a decision about whether or not to disclose a crime or violation and participate in NYU’s disciplinary process and/or the criminal justice process free from pressure by NYU.

4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.

5. Be treated with dignity and to receive from NYU courteous, fair, and respectful health care and counseling services, where available.

6. Be free from any suggestion that the Complainant is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations.

7. Describe the incident to as few NYU representatives as practicable and not be required to unnecessarily repeat a description of the incident.

8. Be reasonably protected from Retaliation by NYU, any student, the Respondent, and/or their friends, family and acquaintances within NYU’s jurisdiction.

9. Access to at least one level of appeal of a determination in matters involving Student conduct.
10. Be accompanied by an advisor of choice who may assist and advise a Complainant or Respondent throughout the disciplinary process including during all meetings and hearings related to such process.

11. Exercise civil rights and practice of religion without interference by the investigative or disciplinary process of NYU.

XI. CONSENSUAL RELATIONSHIPS:

Please see the University’s Policy on Consensual Intimate Relationships.

XII. PREVENTION AND AWARENESS PROGRAMS:

NYU is committed to the prevention of Prohibited Conduct through education and awareness programs. Incoming first year students and new employees are offered primary prevention and awareness programming as part of their orientation and returning staff and students are offered ongoing training and related programs. For a description of NYU’s Prohibited Conduct prevention and awareness programs, including programs on minimizing the risk of incidents of Prohibited Conduct and bystander intervention, Students should refer to the Sexual Misconduct, Relationship Violence, and Stalking Resource Guide for Students, and Employees should refer to the Sexual Misconduct, Relationship Violence, and Stalking Resource Guide for Employees.

XIII. ADDITIONAL POLICY DEFINITIONS:

“Complainant” means the Covered Person who presents as the victim of any Prohibited Conduct under the policy, regardless of whether that individual makes a report or seeks action under the policy.

“Confidential Resource” means an NYU employee or community resource with statutorily protected confidentiality. This includes medical providers, mental health providers, rape crisis counselors, and ordained clergy.

“NYU” means the Schools and other units of NYU, NYU’s Global Network University sites, and all University affiliates.

“Preponderance of the Evidence” means that it is more likely than not that a policy violation occurred.
“Reporting Option” means individuals or departments designated by NYU to receive reports of Prohibited Conduct.

“Respondent” means the Covered Person(s) who has been accused of violating the policy.

“Responsible Employee” means those Employees in a leadership or supervisory position, or who have significant responsibility for the welfare of Students or Employees. This includes the NYU Title IX Coordinator; Public Safety Officers; senior staff members in Residence Life, Student Affairs, Student Activities, and Athletics; administrators in the Office of Community Standards; senior administrators in each of the Schools within NYU; Resident Assistants (RAs), and athletic team coaches.

“School” for purposes of this policy means each NYU school, college and institute that functions similarly to a school or college (e.g., IFA, ISAW, Courant, and CUSP), each NYU portal campus (e.g., New York and Abu Dhabi), and other global sites as designated by the Provost.

XIV. RELATED POLICIES:

Bullying, Threatening, and Other Disruptive Behavior Guidelines

Code of Ethical Conduct

Compliance Complaint Policy

Non-Discrimination and Anti-Harassment Policy and Complaint Procedures for Employees

Non-Discrimination and Anti-Harassment Policy and Complaint Procedures for Students
NYU SHANGHAI RESOURCES FOR SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE, AND STALKING

Confidential Resources for students at NYU Shanghai include the Wellness Exchange 24/7 (021-2059-9999) and any wellness counselor at the NYU Shanghai Student Health Center. To make an appointment with a wellness counselor, email shanghai.health@nyu.edu, call 021-2059-5353, or visit the Student Health Center (Academic Building, 605) business days from 8:30am -5:30pm. For a complete list of NYU and community-based confidential resources for students, see the Sexual Misconduct, Relationship Violence, and Stalking Resource Guide for Students.

Private Resources for students at NYU Shanghai:

Liaisons to the Title IX Coordinator in NY:

Judy Li, Assistant Dean of Students
Email: hl50@nyu.edu Phone: 021 2059-5323

David Pe, Associate Dean of Students
Email: dp949@nyu.edu Phone: 021 2059-5312

Make a Report to NYU

Contact the NYU Title IX Coordinator in New York
Mary Signor: mary.signor@nyu.edu

Secure Online Form: nyu.edu/sexual-misconduct

Contact the NYU Shanghai Liaisons to the Title IX Coordinator in NY:

Judy Li: hl50@nyu.edu, Academic Building, Room 108
David Pe: dp949@nyu.edu, Academic Building, Room 1433

Make a Report to Local Authorities

Step 1: Talk with Judy Li or David Pe to get knowledge of the local law enforcement.

Step 2: Call or visit local authorities to report.