



# Community Standards

## Office of Housing & Residential Life

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The purpose of this document is to provide information about the Office of Housing & Residential Life, the policies and procedures associated with living on campus at New Mexico Tech (NMT), and the various residential communities. This document is supplementary to all other University policies and expectations, including but not limited to those found within the Student Handbook and Undergraduate/Graduate Catalogs.

**Last Updated: March 2024**

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## Mission, Vision, & Diversity Statements

**Mission Statement:** The Office of Housing & Residential Life cultivates a residential experience that is safe, supportive, and equity-minded by creating holistic growth opportunities that align with the Division of Student Life's Mission.

**Vision Statement:** The Office of Housing & Residential Life aspires to build a residential experience that is research-driven and assists students in reaching their fullest potential.

**Diversity Statement:** The Office of Housing & Residential Life is committed to establishing an inclusive and equitable residential experience that supports and celebrates every student within our communities.

## Residential Curriculum

**Educational Priority:** By living in our residential communities, students will become responsible, culturally competent, and engaged citizens.

### Educational Themes:

- 1) **Self-Efficacy:** Self-Efficacy is a student's belief in their ability to reach their goals through the exploration and integration of their values, beliefs, attitudes, and interests into their daily life.
  - a. *Learning Outcomes:* Students will...
    - i. Identify the values and traits that comprise their personal identity.
    - ii. Examine personal goals and pathways to reach them.
    - iii. Integrate wellness wheel practices into regular routines.
    - iv. Articulate their sense of self and their place in the world.
- 2) **Cultural Competence:** Cultural Competence is a student's ability to interact and create meaningful relationships with those that are different from them. This involves understanding the identities of one's self; the identities of others; challenging systems of power, privilege, and oppression; and working towards more equitable outcomes for all communities.
  - a. *Learning Outcomes:* Students will...
    - i. Define different aspects of socially constructed identities.
    - ii. Bridge the gap between their personal and social differences and commonalities.
    - iii. Identify the impact of power, privilege, and oppression in community dynamics.
    - iv. Advocate for a more just and equal world.
- 3) **Academic Success:** Academic Success is a student's ability to define their personal aspirations to ensure success in their academic pursuits. Such developments will enable students to contribute to the STE<sup>2</sup>M community in a meaningful way.
  - a. *Learning Outcomes:* Students will...
    - i. Competently interact with faculty and staff.
    - ii. Utilize appropriate campus resources to enhance academic success.
    - iii. Solve problems by integrating new information with personal knowledge.
    - iv. Develop a plan of continued growth and ongoing learning.
- 4) **Leadership:** Leadership is the ability to serve communities ethically by recognizing when to act in the benefit of such communities. This involves developing a sense of care, agency, and personal empowerment.
  - a. *Learning Outcomes:* Students will...

- i. Practice strategies for effective leadership through learning and action.
- ii. Engage others with personal integrity and authenticity.
- iii. Participate in their community through civic engagement.
- iv. Possess sustainable behaviors to contribute to positive social change.

### Housing Occupancy

**First-Year Experience:** Housing & Residential Life will reserve approximately 300 beds for incoming first-year students.

- Torres (150) – General first-year students **only**.
  - **Exception: Approved ADA accommodations from the Office of Access Services.**
- West (92) – Mixture of first and second year students.
  - The Queer & Ally Affinity Space containing both first and second year students will be placed on East wing.
    - **All restrooms in the Queer & Ally Affinity Space will be all gender.**
- Driscoll (50) – Mixture of first and second year students. Womxn students **only**.
  - The entire building will contain the Womxn’s Affinity Space.
- Presidents (51) – General first year students will be placed on 1<sup>st</sup> and 2<sup>nd</sup> floors.
  - The basement will be reserved for upper-class students.

**Upper-Class Experience:** Housing & Residential Life will reserve approximately 450 beds for returning upper-class students.

- South (165) – General upper-class students, with priority given to second-year students.
- Alta (144) – Priority will be given to students that are 21 years of age or older as alcohol will be permitted in this community.
- Baca (58) – General upper-class students, with priority given to second-year students.
- Presidents (51) – General first year students will be placed on 1<sup>st</sup> and 2<sup>nd</sup> floors.
  - The basement will be reserved for upper-class students.
- Apartments – All upper-class student that do not want to live in a residence hall will be directed to the Office of Auxiliary Services’ Apartments (Mountain Springs and Desert Willow).

### Affinity Spaces

- 1) **Queer & Ally Affinity Space:** The Queer & Ally Affinity Space is an inclusive community intentionally focused on supporting, educating, and celebrating queer identifying students. Such students will engage in educational experiences that highlight their personal identity development, queer history, the context of being queer in STEM, and how to serve as a leader in a hegemonic field.

We use the term “Queer” as an umbrella term that includes all members of the LGBTQIA+ (lesbian, gay, bisexual, transgender, queer/questioning, intersex, asexual, and +) community. As such, all room assignments and restrooms will be classified as ‘Gender Neutral,’ meaning anyone, regardless of their biological sex, their gender identity, and their gender expression, may room with whomever they like and use the restroom on the hall.

For more information on the various terms encapsulated within our definition of queer, please visit NYC’s Gay Center (called “The Center”): <https://gaycenter.org/about/lgbtq/>

Non-queer identifying students are welcome to live in the Queer & Ally Affinity Space as an ally. We define the term “Ally” as non-queer identifying folx who are accepting of queer identifying folx **and** are willing to support and advocate for queer identifying folx.

To learn more about how to be an Ally and/or the queer community at large, please visit the various websites listed below:

- Allyship: <https://gaycenter.org/about/allyship/>
- Gay and Lesbian Against Defamation (GLAAD): <https://www.glaad.org/programs>
- Parents, Families, and Friends of Lesbians and Gays (PFLAG): <https://pflag.org/>
- It Gets Better Project: <https://itgetsbetter.org/>
- NYC’s Gay Center (“The Center”): <https://gaycenter.org/>

- 2) **Womxn’s Affinity Space:** The Womxn’s Affinity space is an inclusive community intentionally focused on supporting, educating, and celebrating Womxn. Such students will engage in educational experiences that highlight their personal identity development, womxn’s history, the context of being a womxn in STEM, and how to serve as a leader in a male dominated field.

Our definition of “Womxn” includes all persons who identify as a womxn. Additionally, we have changed the spelling to ‘women’ to ‘womxn’ to be more inclusive.

For more information of about the history of ‘womxn’, please visit the following website: <https://womxncenter.uci.edu/why-womxn-with-a-x/>

### **Room Occupancy and Vacancy**

Students will be provided a move-in date/time once they receive their room assignment each year. Students may not check in early unless they receive permission from the Assistant Director of Housing Operations in writing. Students may be charged up to \$50 per day to check in early until first-year move-in begins. When checking in to their assigned room, each resident must complete and sign a room condition record (RCR) which establishes the student’s acceptance of the recorded conditions of the room/residence and the contents at the time of occupancy. Residents are liable for damages or other loss incurred to the building, room, furniture and equipment which are not the result of ordinary wear and tear, including and damages caused by guests. Damage within student rooms is the responsibility of the assigned residents. Damages or other loss incurred to public areas (e.g., restrooms, lounges, study rooms, laundry areas, hallways, balconies, etc.) that are not attributable or chargeable to a specific individual or group shall be equally shared by the residents of the living area where those damages occur.

When a resident checks into an apartment it is expected that the apartment will be clean and welcoming for them to move into. If there are current occupants from previous semesters staying in that apartment it is their responsibility to clean all common areas of the apartment before new residents move in.

Residence Halls are closed in between semesters and residents are not allowed to stay in the halls during these breaks. Students registered to return for the following semester may stay in University apartments during recesses.

Residents not returning for the following semester are expected to vacate their rooms within 24 hours of their last final, but no later than the end of finals week. Departing residents must schedule a check-out time with their RA at least 24 hours ahead of time.

All access cards are encoded to expire at noon on the day following the last scheduled final exam for the semester. Returning residents authorized to stay in University apartments between semesters can come to Residential Life during finals week to get their card access extended.

Students must be checked out in accordance with these and any other published check-out procedures distributed by and available at the Office of Residential Life. Failure to do so will result in a \$50 fee for improper check-out. In addition, the Student will be assessed charges for failure to turn in a key and/or for cleaning and damages at check-out/upon vacancy. Abandoned property with an estimated value of less than \$100 will be disposed of immediately after check-out. Abandoned property with an estimated value greater than \$100 will be stored for thirty days. Storage and disposal fees will be charged to the student's account.

### **Office of Housing & Residential Life Staff**

The Office of Housing & Residential Life is centrally located on the 2nd floor of Joseph A. Fidel Student Services Center (Fidel) where each of our housing professionals has individual offices. Housing & Residential Life is open between 8am and 5pm, Monday-Friday. You can contact us in person, by phone at **575.835.5900**, or by email at [residential\\_life@nmt.edu](mailto:residential_life@nmt.edu). After-hours, an on-call housing professional can be reached for urgent matters by contacting the [Campus Police Dispatcher](#) at **575.835.5434**.

**Director of Housing & Residential Life (DHRL):** The Director of Housing & Residential Life is responsible for the overall leadership of all University residences and the Residential Life program. The DHRL is accountable for the effective delivery of residential student services by working with various campus departments to maintain quality housing and residential communities. Additionally, the DHRL oversees the planning of residential operations and improvements; the development of policies, programs, procedures, and assessment; manages the departmental operating budget; and supervises all professional and paraprofessional staff.

**Associate Director of Residential Curriculum (ADRE):** The Associate Director of Residential Curriculum supports the DHRL in the development of initiatives that promote the success of the residential curriculum and improve the delivery of services to residential students. This includes assistance with the supervision of staff, providing overall direction for staff training and development, and overseeing areas of department compliance, record-keeping, and best practices.

**Assistant Director of Housing Operations (ADHO):** The Assistant Director of Housing Operations is responsible for housing assignments and occupancy management and supports the DHRL in the development of a strategic housing occupancy plan that improves the delivery of services to residential students. This includes assistance with the supervision of staff, providing supplemental direction for staff training and development, and overseeing areas of department compliance, record-keeping, and best practices.

**Residential Life Coordinators (RLC):** The Residential Life Coordinators are responsible for fostering safe and supportive residential communities. The RLCs are professionals who live in University residences in order to provide optimal supervision, response, and guidance to their residential communities. RLCs directly supervise 12-16 student staff members called Resident Assistants. In conjunction with the DHRL, ADRE, and ADHO, the RLCs share the responsibility of serving the campus as on-call administrators for after-hours/weekend emergencies and other issues that warrant professional response outside of normal business hours.

**Residential Life Specialist (RLS):** The Office of Housing & Residential Life is organized by a full-time administrative specialist who processes housing applications, maintenance requests, financial invoices, and

other such documents. The RLS serves as the Office of Housing & Residential Life's primary telephone and e-mail receptionist and is available to answer general questions from students and parents. The RLS also helps the Office of Housing & Residential Life with special projects and assists residents with standard requests such as door access renewal and providing verification of residency.

**Resident Assistants (RAs):** All University residence halls are staffed by student staff members called Resident Assistants. RAs are trained paraprofessionals who live in residential communities alongside their fellow students. RAs serve as a resident's first point of contact for concerns and questions. RAs are current students who apply and are selected by Housing & Residential Life Professional Staff to provide guidance and leadership to other residential students.

RAs spend a significant amount of time getting to know residents on an individual basis in addition to working to bring students together to create a positive community. RAs have not only experienced the day-to-day problems and anxieties that students may encounter, but they have been specifically trained to help residents handle these issues. RAs are available to help students adapt to the university living and learning environment. RAs provide peer guidance for many common issues students struggle with including time management, community living, and personal problems.

RAs also organize activities that give residents opportunities to meet and interact with others. We encourage residents to participate in programs and events on campus that will help them grow socially, academically, and culturally. RAs are committed to helping residents achieve the best college experience by keeping them connected to positive and fun opportunities on campus and in the surrounding community.

### **Residents' Rights & Responsibilities**

The success of student growth and community development in University residences depends on residents' understanding of different lifestyles, cultures, and belief systems, and respecting such lifestyles, cultures, and belief systems. To encourage communication and clarify expectations, Housing & Residential Life has developed the following list of Resident Rights and Responsibilities to help residents adjust to community living:

- Residents have the right to study and sleep without undue interference, noise or distractions.
- Residents have the responsibility to respect others' personal property and privacy.
- Residents have the right to expect reasonable cooperation in the sharing of room/apartment space and items.
- Residents have the responsibility to keep their assigned rooms/apartments clean and sanitary.
- Residents have the right to live in a clean and safe environment.
- Residents have the responsibility to ask for and receive the consent of any roommates before hosting a guest.
- Residents have the right to have guests as permitted by roommates and in accordance with the Guest Policy.
- Residents have the responsibility to respect others' interests and values.
- Residents have the right to be free from intimidation as well as physical and emotional harm.
- Residents have the responsibility to help keep our community safe and to promptly notify Housing & Residential Life and/or Campus Police of any serious violations, safety hazards or security risks they may observe or otherwise have knowledge of.
- Residents have the right to openly discuss any and all concerns or disagreements between roommates and neighbors and to involve Housing & Residential Life staff in such discussions.



## Roommate/Suitemate Agreements

Housing & Residential Life provides forms for residents to help residents formalize agreements between roommates and suitemates. Often completed with the help of an RA, these agreements help ensure that the basic needs of everyone living together have been discussed. Students are expected to discuss mutual guidelines and preferences. Discussion topics may include: cleaning of living area, study time, noise levels, and guests. Completion of these forms is **mandatory** to ensure a harmonious living environment for all. RAs as well as professional staff are available to help residents facilitate an agreement.

Once signed by all residents within a room/apartment, conditions of these agreements are considered binding. If agreed upon conditions are ignored, Housing & Residential Life may get involved to decide if a mediation, judicial follow-up, and/or relocation is needed.

## Residential Services & Amenities

### Dining

Campus dining is located on the first floor of Fidel. Food is available in the dining hall, Fire & Ice Coffee Shop, and M Mountain Grill throughout each day of the academic semester. All dining on campus is provided by NMT Dining (Chartwells), a foodservices company contracted by the University.

Students must have their Student ID in order to use their meal plan for campus dining. When entering the dining area, students will swipe their ID to pay for their meal/entry. If students do not have their ID, they will be required to type in their 900# on the check-in computer or pay via other means (i.e., debit/credit card). Students may use their available meals to treat others to campus meals. Exception: Students with the 'Unlimited' meal plan may not pay for others to eat in the dining hall.

Students are asked to be conscientious that wasting food, removing dishes from the dining room, and vandalizing dining property results in increased cost for everyone. Behavior that compromises the sanitation of the food service area and dining hall will be addressed by food service management and/or Housing & Residential Life Staff.

NMT Dining will make every effort to accommodate students' health considerations. Whether they have special dietary needs or would like to get a to-go meal during illness, students are welcome to call NMT Dining' staff directly at 575-835-5111 to request special arrangements. Or, just visit the dining hall and speak with a manager or supervisor.

Current information on meals and dining times may be found online at: [www.dineoncampus.com/nmt](http://www.dineoncampus.com/nmt).

### Internet

Internet service is available to all residential students in University residence halls and apartments via the Residential Computer Network (RCN). Technical support is available for setting up your desktop, laptops and other electronic devices. All residents must read the RCN Policies and students are required to comply with all related policies and guidelines published by Information Technology and Communications (ITC) and the University. Detailed information can be found online at: <https://www.nmt.edu/itc/rcn.php>. For technical support, you may contact ITC by phone at 575-835-5700 or email them at [help@nmt.edu](mailto:help@nmt.edu).

## Laundry

Laundry rooms are available for students living in all University residences. No coins or electronic payment are necessary to use the provided washers and dryers. **The washing machines are rated as High Efficiency and only High Efficiency “HE” detergent is permitted to be used.** The use of bleach is strictly prohibited. Machines should only be used for their intended purpose and according to any instructions posted in the laundry room. Residents may not use the washers to dye fabric or for any commercial purpose. Campus washers and dryers may only be used by students assigned to the residential area where the laundry facilities are located unless special permission is given by Housing & Residential Life in advance. Residents are not permitted to install washers or dryers in their bedrooms or apartments.

## Laundry Room Etiquette

- Use only 2 tablespoons of high-efficiency detergent for the washers.
- If you use laundry pods, place them in the drum with the clothes, **NOT** in the dispenser.
  - If you forget to place the pod in the drum and it makes a mess in the dispenser, you are expected to clean it out so it is not dirty for the next person.
- Do not hog the washing machines. If you are using multiple machines, make sure there is at least one empty for others to use.
- Be efficient. Wash medium to full loads of laundry. A full load is one that has the washer **mostly** full, but there is enough room for the clothes to agitate and tumble.
- Do not remove other people's laundry from the washing machine or dryer. If you have to, wait at least 15 minutes before moving someone else's clothes.
- Set the timer on your phone to ensure other people do not have to move your clothes out of a machine.
- Do not leave your laundry in the machines for hours at a time. If you don't have time to take care of your laundry in a timely manner, then choose another day/time to do your laundry.
- If you are leaving to go to class or somewhere else, this is not the time to throw a load of laundry into the machines. It is expected that you are around when you are washing your clothes.
- Empty the lint trap in the front of the dryer and throw your lint in the trash when you remove your clothes from the dryer.
- Don't forget to check the dryer behind the lint trap when you take your clothes out.
- Pick up dryer sheets that fall on the floor and throw them in the trash.
- If you are washing items that may contain animal fur/hair, please be prepared to clean up excess hair that may fall onto counters or floors. Be extra diligent in emptying dryer lint filters.
- Abandoned clothes may be donated to a community thrift store. They will not be left sitting indefinitely in the laundry room creating a mess.
- The laundry room is for residents only, not guests, clubs, or off-campus students
- If a machine is out of order or has broken parts (like a loose door), please send an email to [residential\\_life@nmt.edu](mailto:residential_life@nmt.edu) with the 6-digit alphanumeric code on the front of the machine. Include a description of what the problem is so that the laundry company has the correct parts on hand when they come to campus. They only come on Thursdays, so the earlier in the week you submit your work order request, the better for any work orders for washers & dryers.
- Please be considerate of all residents that need to use the laundry room.

## Mail

NMT's Post Office is located on the first floor of Fidel. All NMT students can obtain a post office box after submitting a request (in-person) at the post office front desk. Mail is delivered to boxes Monday-Friday. If you receive a package, you will find a notice in your box. You must pick up all packages at the Post Office. All

personal packages must be sent to your personal box and not to the Office of Housing & Residential or your residence hall/apartment building. Any packages that require a physical address can be sent to you by adjusting the listing of your standard PO address as follows:

Your Name  
PO Box (Your Box Number)  
Socorro, NM 87801

### Maintenance and Work Orders

When residents discover something in their University room or apartment is damaged or not working properly, residents should email a work order requests to: [residential\\_life@nmt.edu](mailto:residential_life@nmt.edu). Residents should include the following information in their work order request email:

- 900#
- Hall and room #
- Their cell phone number
- A thorough description of the damage/concern(s)
- Photos of the damage/concern(s) that support the description
- Preferences for when they want the damages/concern(s) to be addressed by Facilities Management staff

Residents can expect to receive a response to their request within three business days.

For any issues requiring immediate attention, residents **MUST** call the Office of Housing & Residential Life at 575.835.5900 during business hours (Monday-Friday, 8AM to 5PM) and call Campus Police at 575.835.5434 after business hours and on the weekends. Facilities Management (FM) will respond promptly to maintenance emergencies (power outages, leaking water, etc.) regardless of the time of day.

Once a non-emergency work order is submitted to FM, residents should expect FM to respond within one to three business days. Work orders are generally addressed between the hours of 10AM and 5PM, Monday through Friday. Allow sufficient time for non-emergency work orders request to be completed. If a request is not addressed within a three business days, please email Housing & Residential Life so they can follow up with FM.

**\*Note:** FM prefers to address work orders when a resident is available at their room/apartment. When residents are not present, FM employees are not expected to enter student rooms alone, thus, they may enter with other FM or Housing & Residential Life staff. The exception to this is emergencies that warrant immediate action.

**All** residents are encouraged to communicate any privacy concerns or availability requests on their work order request. FM staff are courteous and will always take students' preferences into consideration, but ultimately they have a responsibility to ensure University property is maintained and secure. If an employee responds to a work order and is turned away, the expectation is the student will communicate that same day with Housing & Residential Life staff to reschedule the work. If the resident fails to reschedule the work and consistently denies entrance to FM staff, a \$50 refusal of service fee may be charged to the student's account. If a student is not comfortable being alone with FM staff they may request a member of Housing & Residential Life staff to be present.

The University shall perform all maintenance to University residences and grounds, but the resident will be charged for maintenance due to their actions or negligence except for that which is considered 'normal wear and tear' or routine and in conjunction therewith.

**Example:** Students would not be charged for moving into a room with scuff marks the floor and having a desk with a chip in it. Housing and Residential Life considers that 'normal wear and tear'. However, if a student uses command strips and rips the paint off the wall at the end of the year, the student will be charged for such damages as they are not considered 'normal wear and tear'.

The University shall have the right through its agents and employees to enter student rooms and apartments for the purpose of examining, inspecting, and maintaining University residences. The student shall maintain the property in a clean and sanitary fashion.

### Parking

Parking permits are not necessary for students or visitors to park their vehicles on campus. Motor vehicles illegally or improperly parked in handicapped spaces, fire lanes, or other no-parking/specially designated spaces are subject to being ticketed and/or towed at the owner's expense. Drivers are responsible for cleaning up any mess left in the parking lot from their vehicle (mud, oil, litter, etc.). As part of Torres Hall's Leadership in Energy and Environmental Design (LEED) Certification, a portion of the Torres parking lot has spaces designated exclusively for low-emissions vehicles.

### Telephones

Wired telephone service is not readily available in University residences. If you wish to have a wired telephone in your room to make local or long distance calls, you may contact ITC (Information Technology and Communications) by email at [help@nmt.edu](mailto:help@nmt.edu) or by phone at 575-835-5700 to request installation and activation of telephone service at your expense. In some campus buildings, including on the first floor of Fidel, landlines are available to reach Campus Police or other University extensions.

### Room & Board Eligibility

A student must be enrolled in a degree program, with no less than 12 credit hours per semester for undergraduate students and no less than 9 credit hours for graduate students, per semester during both fall and spring semesters to be eligible for on-campus housing. **\*Exceptions:** Students with approved University 'Intent to Graduate' forms providing them permission to take any number of credits hours during their final semester of enrollment and students with approved ADA accommodations authorizing them to take less than 12 credit hours per semester.

**All students living in University housing must demonstrate reasonable progress toward the pursuit of their degree.** Students dropping below the minimum requirements risk termination of their housing license agreement, which would require them to vacate their room or apartment without refund of room and board fees.

Exceptions to these eligibility requirements may be granted by the DHRL including but not limited to allowing non-degree seeking students to rent University residences as space permits.

### **Academic Suspension Policy**

1. Housing & Residential Life will hold the fall room assignment for any residential student who is academically suspended **if the student submits a request for an academic appeal with the Registrar's office by July 1st.**
  - a. For summer room assignments, an academic appeal must be filed with the Registrar by June 1st.
  - b. For spring room reservations, any academic appeal must be filed with the Registrar by December 31st.
2. If the student does not file an academic appeal by July 1st (or June 1st for summer term; or by December 31st for the spring term), the student's room & board license agreement may be automatically cancelled.
3. All regular housing cancellation fees and deadlines apply to academically suspended students except for those who submit an academic appeal with the Registrar **and notify** Housing & Residential Life before the deadlines stated in this policy.
  - a. If the student's appeal is ultimately denied, the cancellation fee will be waived if all other conditions stated in this policy have been met.
4. If a student is living on campus or is authorized to have belongings in a University residence while the student awaits review of their academic appeal and that appeal is ultimately denied, the student will have 48 hours after the denial decision is issued to vacate campus housing and properly checkout with a RA. **\*Note:** The student must first contact Housing & Residential Life to schedule the checkout.
5. If an academically suspended student is living on campus or is authorized to have belongings in a University residence and does not file an appeal by the deadlines stated in this policy, the student must contact Housing & Residential Life promptly to schedule a proper checkout.
  - a. Residential students who do not file an academic appeal must vacate University rooms/apartments no later than one week before the first day of classes for the upcoming semester unless special authorization has been obtained in writing from Housing & Residential Life.
6. Residential students who do not communicate or cooperate with Housing & Residential Life regarding checkout dates and instructions appropriate to their academic suspension status may be charged for cleaning and/or storage fees where applicable.

### **Board (Meal Plan) Policy**

1. All undergraduate residential students must purchase a meal plan. Exceptions: Students with approved ADA accommodations.
2. Meal service begins no later than breakfast on the first day of classes and ends no sooner than lunch on the final day of scheduled exams for both fall and spring semesters. Meal service also ends with the noon meal on the day prior to the beginning of fall break and spring break. There is no refund for unused meals at the end of each term. No meals will be served during fall and spring breaks.
3. The lowest number of meals a resident may purchase varies by whether they will be living in the residence halls or student apartments. If a student does not request a meal plan in the Housing & Residential Life Room & Board Application & License Agreement or the meal plan a student has requested does not qualify as suitable for their assigned residential area, Housing & Residential Life may automatically assign an appropriate meal plan; generally the lowest meal plan allowed for the student's residential area would be assigned according to plans and pricing found on the current Housing Rates Sheet.
4. It is the responsibility of each residential student to verify any meal plan charges are correct by reviewing their student account during the first week of classes for the applicable semester. Meal plan

refunds or changes may not be authorized for students who report plan or billing errors after the first week of classes.

5. Meal plan changes (from one plan type to another) may be authorized if requested before 5pm on the third day of classes for the applicable semester.
6. Meal plans will be automatically cancelled when housing cancellations are processed unless a student expressly requests a meal plan in writing by emailing Housing & Residential Life.
7. Meal plans will be automatically cancelled when a student withdraws or otherwise leaves NMT. Pro-rated refunds may be granted depending on the circumstances of the student's departure. However, the University is not obligated to provide any meal plan refunds after classes begin and the Office of Housing & Residential Life has full and final authority to decide when refunds may be issued.

### **Housing Cancellation Policy**

**This process is currently under review and is slated to be updated in Fall 2024.**

### **Residential Life Room & Board Application and License Agreement**

Further terms and conditions of eligibility and residency are detailed within the Residential Life Room & Board Application and License Agreement. This document is available in the Office of Housing & Residential and can also be reviewed by navigating to the Office of Housing & Residential Life's Website:

<https://www.nmt.edu/reslife/>

### **Housing & Residential Life Policies & Procedures**

University Housing policies are designed to help create a safe and appropriate living environment for all students. Residents and their guests are expected to abide by the policies and residents are responsible for understanding the policies established by Housing & Residential Life and NMT. Students are expected to actively participate in keeping our campus community safe. Every resident is responsible for their actions and those of their guests. Residents and guests must comply with the directives of university personnel, including Housing & Residential Life staff, Campus Police, and community emergency personnel while on campus. If you have any questions about policies or procedures, please contact Housing & Residential Life staff.

### **Access & Security**

#### **Responsibilities of Key/Keycard Holders**

All keys and keycards (Student ID cards or temporary cards encoded for door access) are to be used safely and responsibly. Residents are not permitted to duplicate keys or give their ID/keycards to any other unauthorized individuals. All keys must be surrendered at time of check-out.

Students living in residence halls with main entry or exit doors are not allowed to prop the doors or allow entry to anyone who is not their escorted guest or a resident of the building. Main doors in enclosed residence halls are locked 24 hours a day for residents' safety and security. Residents are expected to secure or report any unsecured doors. Residents who allow others to gain access to student residences may be removed from University housing immediately.

#### **Room Access**

Main entry doors in student residences are equipped with card access locks. These locks read the information stored on the magnetic strip of students' ID cards. There are four possible sequences of lights that will occur after a card is inserted and removed from a reader:

- Green light – the card has been accepted and the door is now unlocked.

- Double green light – the door is unlocked until the card is dipped in the reader twice. This feature is available only on some individual bedroom doors inside student apartments.
- Green light and flashing Red light – The batteries in the lock are running low and need to be changed. Be sure to contact your RA as soon as possible so they can submit a work order.
- Red and Green light – The card is expired; you need to have it updated as the door will not unlock.
- Red light – You don't have permission to access this room.

### Expiration dates

Your room access will be active from the day you get your card encoded at the Office of Residential Life until noon on the day following the last scheduled final exam for the semester. Residents who are authorized to stay in University Housing between semesters may come by the Office of Housing & Residential Life during finals week to get their access extended.

### Lock Outs

If you are locked out of your room between 8am-5pm, Monday-Friday, you should try to find a RA to assist you. (Please try knocking on all RA doors in your residence hall). If no RAs are available, please go to the Office of Housing & Residential Life to request a temporary key/keycard.

After hours (5pm-8am) and throughout the weekend, you should contact Campus Police at 575.835.5434 to reach the RA On-Call to assist you. Your RA may not be the staff member on on-call and therefore may not be nearby.

Housing & Residential Life staff keeps a record of room access given to residents who get locked out. If you are locked out, you will be asked to sign a room access request form. These records are kept in the Office of Housing & Residential Life. After the first week of classes, if a resident has been assisted with more than two lock outs, the student's account will be charged \$15 for the third room access and \$30 for any other lock outs the student is assisted with during the semester.

### Lost ID/Keycard

If you lose your ID/keycard, be sure to come to the Office of Housing & Residential Life immediately to get a temporary keycard. After hours, please contact Campus Police for assistance. Any temporary keycard will only work until noon the next business day. If you cannot find your ID within 24 hours, you will need to go to the Registrar's Office and purchase a new ID, then have it encoded for door access at the Office of Housing & Residential Life. As soon as a replacement keycard is used to access your door, the old keycard will no longer work.

### **Accommodations for Residents with Disabilities**

The University's Office of Student Access Services (SAS) is responsible for evaluating students' requests for reasonable accommodations at NMT, including University Housing. In evaluating a reasonable accommodation request of an individual living or seeking to live in University Housing, SAS may consult with Housing & Residential Life and the University's ADA/Section 504 Coordinator, as necessary, to determine whether the requested accommodation is necessary and reasonable.

Standard reasonable accommodations for students living in University Housing at NMT include, but are not limited to: Exemptions from residential meal plan requirements, less-than-full-time enrollment waivers from standard residency requirements, single bedroom/accessible bedroom assignments, kitchen-availability assignments, emergency strobe alarms, and authorization to live with assistance animals.



Individuals with disabilities who reside or intend to reside in University Housing who believe they need a reasonable accommodation should contact the Office of Student Access Services at 575.835.62069, email [access@nmt.edu](mailto:access@nmt.edu), or Joseph A. Fidel Student Services Center room 245.

NMT will consider requests for reasonable accommodation in University Housing at any time. However, requests received after the deadlines below will be considered on a space available basis after those received by the deadline.

**\*Note:** These dates reflect the deadlines **BEFORE** the start of the respective semester.

**Fall Semester:**

- Continuing Students: March 1
- First-Year and Transfer Students: June 1

**Spring Semester:**

- First-Year and Continuing Students: November 1
- Transfer Students: December 1

Information for requesting accommodations is also available at <https://www.nmt.edu/disabilityservices.php>

Accommodations that require certain room types, such as ADA-accessible bathrooms, are also dependent on space availability. If a need for an accommodation arises when an individual already resides in University Housing, the student should contact Student Access Services as soon as practicably possible.

When considering reasonable accommodation requests for Housing, NMT will seek only the information necessary to verify whether the individual making the request has a disability and/or to evaluate if the reasonable accommodation is necessary to provide the individual an equal opportunity to use and enjoy University Housing. However, students are welcomed to share additional information with SAS so staff may be best informed to meet their needs.

**Obvious Disability:** If the individual's disability and the necessity for the accommodation are obvious (e.g., an individual with a physical disability using a wheelchair needs an accessible room), the individual will need to complete the request for accommodation form and meet with SAS to discuss required needs. No verification of disability is required under these circumstances.

**Non-Obvious Disability/Necessity:** If the disability is obvious but the need for the accommodation is not obvious (e.g., an individual with a vision impairment requests a meal plan waiver), NMT may require the individual to provide information from their medical, psychiatric, or other disability provider showing that the requested accommodation is necessary to provide the individual an equal opportunity to use and enjoy University Housing.

The individual making the request for an accommodation in University Housing must cooperate with SAS in a timely manner in providing all information needed to determine whether the requested accommodation is necessary. SAS may consult with Housing & Residential Life to determine if the requested housing accommodation is reasonable.



**Approval of Accommodation:** If SAS determines a requested accommodation is appropriate, SAS will contact the individual seeking the accommodation. A document outlining any validated housing accommodations will then be produced by SAS to be forwarded to Housing & Residential Life. Housing & Residential Life will keep this documentation – known as a “University Housing Accommodation Form” – in the residential student’s individual file within the Office of Housing & Residential Life. Unless an extenuating situation arises and/or unless there are circumstances outside the control of Housing & Residential Life, Housing & Residential Life will honor the approved accommodations for residential students per the dates specified by SAS on the University Housing Accommodation Form (dates of approved accommodation are usually defined by semester and academic year).

**Denial of Accommodation/Opportunity for Appeal:** An accommodation may be found unreasonable if it: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters University Housing policies; (3) poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including University property.

If SAS determines a requested housing accommodation is necessary but unreasonable, SAS will contact the individual to determine if there are alternative accommodations that might effectively meet the individual’s disability-related needs. If the individual is unwilling to accept any alternative accommodation offered by SAS or there are no alternative accommodations available, SAS will provide the reasons for the denial to the individual. A student may appeal any denial of accommodation with NMT’s Director Affirmative Action and Compliance/EEOC, who serves as NMT’s ADA/504 Coordinator. If the appeal is denied, NMT’s ADA/504 Coordinator shall provide written notification of the denial to the individual along with a written explanation of the reasons for the denial. NMT will not retaliate against any individual because that individual has requested, received, or been denied an accommodation in University Housing.

**Confidentiality & Recordkeeping:** In processing requests for reasonable accommodations, NMT will take all steps required by federal, state, and/or local law to protect the confidentiality of any information or documentation disclosed in connection with the requests. Such measures may include limiting access to such information to individuals specifically designated to determine and implement requests for reasonable accommodations, who will disclose the information only to the extent necessary to determine whether to grant the request, determine if the request is unreasonable, and implement any request granted, keeping all written requests and accompanying documentation in a secure area to which only those designated individuals have access, except as otherwise required by law.

### **Assistance Animals in University Housing**

NMT is committed to allowing individuals with disabilities the use of service animals on campus to facilitate their full participation and equal access to NMT’s programs and activities. Service animals, as defined by the Americans with Disabilities Act (ADA), are dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities. Other species of animals are not service animals. By law, a service animal is generally allowed in all public areas as long as the animal is under the control of its owner. **Service animals are not pets.**

**Owners of Service Animals are Responsible for:** The well-being of the service animal, as well as the cost of any damages as a result of the service animal; the immediate clean-up and proper disposal of all waste of the animal; the control of the service animal at all times; and the harnessing, leashing, or tethering the service animal, unless an individual’s disability precludes the use of a restraint or if the restraint would interfere with the service animal’s safe, effective performance of work or tasks. The Service Animal Policy and Housing

License Agreement is maintained within the Office of Student Access Services. A service animal is not allowed to be housed on campus without meeting with Student Access Services and completing the Service Animal Policy and Housing Agreement.

In addition to honoring the rights individuals with service animals, the Office of Housing & Residential Life recognizes the broader category of “assistance animals” as defined by the Fair Housing Act. By law, an assistance animal is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or that provides emotional support that alleviates one or more identified effects of a person’s disability. **An assistance animal is not a pet.** Some assistance animals are professionally trained, but in other cases assistance animals provide the necessary support to individuals with disabilities without any formal training or certification.

Dogs are commonly used as assistance animals, but according federal law [US Department of Housing and Urban Development](#), any domesticated animal that is generally seen as a household animal may serve a person with a disability as an assistance animal. Assistance animals that are not also considered service animal can benefit individuals with disabilities but do not accompany those individuals at all times. **\*Note: animals that may be needed because of a disability may be identified by various names. For example, an individual may identify the animal as a companion animal, therapy animal, or emotional support animal.**

Although individuals are generally prohibited from having animals of any type in University Housing, an individual may keep an assistance animal as an accommodation in University Housing if: The individual is disabled; the animal is necessary to afford the individual an equal opportunity to use and enjoy a dwelling or perform the necessary duties of a job; and there is an identifiable relationship between the disability and the assistance the animal provides. However, no assistance animals may be kept in University Housing at any time prior to the individual receiving approval for the assistance animal as a reasonable accommodation.

The procedure for requesting occupancy with an assistance animal follows the general procedures set forth in the “Accommodations for Residents with Disabilities” section of these Community Standards. NMT’s Office of Student Access Services will make a determination on a case-by-case basis of whether the presence of any assistance animal is reasonable. NMT reserves the right to inform Housing & Residential Life staff, as well as Campus Police and Facilities Management personnel, about the presence of any permitted assistance animal in University Housing. Such information shall be limited to information related to the animal and shall not include information related to any individual’s disability.

As with service animals, individuals are responsible for the control, care, and supervision of any permitted assistance animals at all times. Any approved assistance animal must be contained within the specifically assigned University residence of its owner (e.g., that resident’s room, suite, or apartment) except to the extent the individual is taking the animal out for natural relief. When an assistance animal is outside the assigned individual living accommodations, it must be in an animal carrier or controlled by a leash or harness. Assistance animals (other than those also meeting the ADA definition of service animals) are not allowed in any University facilities other than the University residence halls or apartments to which the individual is assigned. The Emotional Support Animal Policy and Housing License Agreement is maintained within the Office of Student Access Services. An assistance animal shall not be housed on campus without completing the process for requesting an assistance animal, meeting with Student Access Services, and being provided approval for the animal and completion of the Policy for Emotional Support Animals and Housing License Agreement.

Individuals with assistance animals, including service animals as defined by the ADA, must follow all requirements mandated by law. No person may own, possess or keep any dog or cat within the City of Socorro unless such animal is vaccinated and licensed, as specified by local ordinance, or has a current vaccination and is validly licensed by the city or another municipality within the State of New Mexico. Dogs and cats must wear a licensing tag and a current rabies vaccination tag, per Socorro Local Ordinance § 108-16.

It is a violation of New Mexico State law to falsely present an animal as a qualified service animal (NM Stat § 28-11-6).

### **Alcohol**

Persons of legal age (21 or older) are permitted to possess and consume alcoholic beverages inside University and residence halls (except Baca Hall – a substance-free residence) under the following conditions:

- Residents or guests do not cause any disturbance or concern to others in the community.
- All persons present must have on their person a legitimate means of picture and age identification.
- The number of people in the bedroom/apartment does not violate Fire Safety or Guest policies.
- Everyone present in the bedroom or apartment where alcohol is available must be at least 21 years of age (regardless of who may or may not be consuming).
- Students and guests must always abide by all New Mexico State laws and all University policies & guidelines regarding the purchase, possession, transportation and consumption of controlled alcohol-containing beverages.

Devices designed for rapid consumption of alcohol are prohibited and subject to confiscation regardless of the age of the owner. Kegs and other common source containers are prohibited. Behavior that encourages or contributes to excessive alcohol consumption/binge drinking is prohibited. Drinking games and activities (i.e., beer pong, flip cup, battle shots, etc.) that may promote the irresponsible use of alcohol are prohibited.

Alcohol paraphernalia such as taps and funnels are not permitted. Alcohol containers of any kind are not allowed in rooms registered to students under 21 years of age.

In rooms where alcohol is allowed, any empty alcohol containers must be removed/recycled promptly. Collection of bottle caps or alcohol bottles/cans for display is not permitted. Alcohol promotional/decorative items (beer signs, lamp shades, etc.) are not permitted in any windows, on the outside of room doors, or in public areas. Open containers are also prohibited on all University streets, sidewalks, residential hallways, lounges, and other public areas. In apartments, where some assigned residents are 21 years of age and older and others are under 21, no alcoholic beverages shall be kept in common areas or appliances.

Students and guests who refuse to recognize and obey the authority of Housing & Residential Life staff or Campus Police Officers risk criminal charges and campus judicial action. If off-campus guests are in violation of Housing & Residential Life policies, they may be banned from visiting University residences.

When persons are found to be in violations of this policy, the following can occur:

- All alcohol (open or unopened) may be confiscated and/or disposed of.
- Campus Police will be contacted to evaluate the situation and determine if criminal charges are warranted.
- Non-residents of the bedroom/apartment may immediately be removed.
- In addition to any reports from Campus Police, a Housing & Residential Life Incident Report will be filed for by Housing & Residential Life staff and the Dean of Students.

- A conduct meeting will be held for any students involved to decide the best course of action for moving forward.

### **Alterations, Furniture, & Damage**

Personalizing your living space is an important part of making your University residence your home. However, residents are not permitted to put nails, staples, duct tape or holes in walls. Rather, students should use poster putty or command strips.

Please be advised that you may not make any permanent alterations to University rooms or furniture unless approved by Housing & Residential Life. Students are not allowed to paint, alter, repair, or remodel any room or public area in a residence hall or apartment without prior approval from Housing & Residential Life.

Many residence hall beds have the capability to be bunked, but you may not construct a loft for your bed.

Rearranging University furniture in your room must be in accordance with manufacture use. You may not have any heavy or oversized furniture in your room. This includes, but is not limited to, a waterbed, any furniture containing liquid, wood structures, or bars. The common furniture is for all residents in your residence. Borrowing or taking furniture is considered theft. Do not remove common furnishings from designated areas. If furniture is missing from common areas, the wing, hall, or apartment will be charged for replacement.

Residents are prohibited from vandalizing, damaging, or destroying property of the University or other students. Time and labor to address damages or unauthorized changes will be charged to the applicable resident's student account. Damages in a student's room or apartment that are not listed in the student's Room Condition Report (RCR) will be billed to the student's account upon their checkout.

### **Biking, Skating, & Recreation**

Biking and skating of any kind is prohibited inside University residences, including within all lounges, balconies, indoor and outdoor hallways, and other common areas. Outside bike racks are available in each residential area. Bicycles should not be stored inside apartments or bedrooms. Cleaning and repair costs to tile floors, carpets, and walls caused by rubber wheels or tires will be charged to the student or students responsible. In cases where it has not been determined who is responsible for damage, community damage billing may be used. The kicking or throwing of balls or the use of any other recreational items intended for gymnasium or outdoor use is not allowed inside residence halls or apartments.

### **Hypodermic Needles**

Hypodermic needles deemed to be biohazardous must be disposed of in a safe and proper manner. Disposing of hypodermic needles or any biohazardous material in public trash receptacles or dumpsters is strictly prohibited. Residents using sharps containers or otherwise in need of assistance disposing of medical waste are encouraged to contact NMT's Student Health Center at 575.835.5094 or by visiting their website to make an appointment: <https://www.nmt.edu/studenthealth/>

For more information on medical waste, please visit the following website:

<https://www.epa.gov/rcra/medical-waste>

### **Emergencies**

In case of a medical emergency, active security threat, or eminent danger of any kind, please call the Emergency Line for Campus Police immediately at 575.835.5555.

### **Non-Emergencies**

If you do not have an emergency, but need assistance you can:

- Try to find an RA
- Call Campus Police's non-emergency line at 575.835.5434 (24 hours a day, 7 days a week)
- Call or visit the Office of Housing Residential Life: 575-835-5900 (8:00am – 5:00pm, Monday – Friday)

### **Contacting a Resident Assistant**

Please note that the Campus Police Dispatch Line (575.835.5434) is available as an easy way for a resident to reach a RA On-Call. There is an RA On-Call to help residents every evening and throughout the weekend. If you have an urgent maintenance issue or other problem, or even if you just need to talk to someone, you can reach the RA On-Call by contacting Campus Police. If you have a specific problem, please let the dispatcher know what it is. If you just need to talk, you may let the dispatcher know you wish to speak with a RA directly.

### **Communication**

Housing & Residential Life Staff will communicate with residents in various ways including telephone, email, and in person. The most prevalent and frequent form of communication will be emails sent to students' student.nmt.edu addresses. Residents should check their NMT email regularly to be aware of important information disseminated by Housing & Residential Life and other University departments.

### **Controlled Substances, Illegal Drugs, & Paraphernalia**

New Mexico State law and University policy strictly prohibits the use, possession and/or distribution of illegal drugs and associated paraphernalia. The misuse of prescription medicine or other drugs in or around the residence hall/apartment communities will also not be tolerated. Anyone found to be in violation of this policy is subject to criminal and/or disciplinary action including dismissal from University Housing. NMT does not honor medical marijuana cards and the use of marijuana for medicinal or other purposes is strictly prohibited in the residence halls, apartments, and on campus. Residents using sharps containers or otherwise in need of assistance disposing of medical waste are encouraged to contact NMT's Student Health Center at 575.835.5094 or by visiting their website for to make an appointment: <https://www.nmt.edu/studenthealth/>

For more information on medical waste, please visit the following website:

<https://www.epa.gov/rcra/medical-waste>

For more information on controlled substances, illegal drugs, and paraphernalia, please refer to the Student Code of Conduct that can be found in the University's Student Handbook.

### **Courtesy Hours & Quiet Hours**

Students' right to quiet study, sleep, and privacy in University Housing is important and must be respected. "Courtesy Hours" are in effect 24 hours a day. This means at no time should noise in apartments or residence halls reach a level that disturbs other members of the community. Specific quiet hours are set to ensure an academic atmosphere.

Quiet hours are 10:00pm until 8:00am Sunday through Thursday and midnight until 10:00am Friday and Saturday. If a Friday or a Monday during the week is a holiday with no classes the night prior will reflect weekend quiet hours. Weekend quiet hours also apply during extended breaks and between terms. Quiet hours will be extended to 24-hours toward the end of each semester before finals exams begin. Signs will be conspicuously posted in all residential areas notifying students when 24-quiet hours are in effect. Noise that is

determined by the Residential Life staff to be excessive or disturbing will not be tolerated. Please respect and be courteous of other students' rights to a quiet environment. Baca Hall has 24-hour quiet hours.

### **Endangerment/Harm**

Any known threats to the physical and/or psychological welfare of our residents will be addressed by Housing & Residential Life Professional Staff. Conduct which creates an unnecessary risk of physical harm to self or others, or actions which disrupt the life of the academic and/or residential community, will not be tolerated. Welfare concerns may be reported to the Dean of Students, the Dean of Graduate Studies, the Title IX Coordinator, University Counseling staff, and/or the University's Behavioral Intervention Team. Housing & Residential Life Staff will decide what type of response is appropriate on a case-by-case basis. Students are encouraged to report any potentially harmful situations or individuals.

### **Filming, Photographing, & Recording**

Housing & Residential Life expects students and their guests to respect the reasonable expectations of privacy of other individuals within all residential communities. Within a residence hall or student apartment, students and their guests are not permitted to photograph others or to make or attempt to make an audio or video recording of any conversations, informal gatherings, and/or meetings without the knowledge and consent of all participants subject to such recordings. The use of undisclosed or hidden recording devices is strictly prohibited, as is the transmission and/or distribution of any such recordings. Permission to film/record in University residences may be granted in certain circumstances and in certain locations with prior permission from Housing & Residential Life Professional Staff.

### **Fire Safety**

Fire safety awareness, education, and compliance are essential for maintaining a safe and comfortable environment to live and learn. Regardless of the frequency of alarms, participation in evacuation procedures is mandatory. Failure to comply may result in dismissal from the residence halls. Unannounced fire drills will be conducted in all residences at least five times per year. Evacuation procedures are posted in each residential area. Housing & Residential Life or Campus Police staff may open rooms during drills to verify evacuation.

All students and guests are prohibited from:

- Intentionally setting fires
- Falsely reporting a fire
- Removing or discharging fire extinguishers without cause
- Tampering with safety or fire-fighting equipment
- Failing to immediately vacate a building at the sound of a fire alarm
- Disrupting fire evacuation or investigation procedures
- Fastening stair doors, exit doors, or other safety doors in an open position
- Failing to keep corridors, stairwells, and public areas free of obstacles
- Using or possessing candles, incense or other items that produce burning embers or flames
- Using or possessing space heaters or halogen bulbs/lamps
- Using or possessing electrical appliances or tools with an open or exposed heating element other than those listed as authorized or provided by the University in residences
- Installing portable air conditioners
- Using any electrical devices lacking a UL (Underwriters Laboratories, Inc.) rating
- Using electrical equipment in a manner other than the designed use
- Hanging items such as decorations from doors, windows, or their frames in a manner that may impede exit

- Covering greater than 25% of any wall or ceiling within a bedroom or common area
- Covering fire system equipment, bringing “live cut” trees or shrubs (such as Christmas trees) or combustible decorations into residential facilities.

Please note:

- Curtains must be flame resistant (per NFPA 701).
- Upholstered furniture must be flame resistant (labeled CAL 133).
- Extension cords, multi-plug adapters, and plugging one power strip into another one (piggy-backing or daisy-chaining) are prohibited.
- Power strips must be UL approved, grounded, 3-prong, 12 or 14-gauge, and equipped with an overcurrent surge protector.

Residents are permitted to have personal refrigerators in their bedrooms, provided the appliance is in good working condition with: a capacity of 6 cubic feet or less and using 3 amperes or less. Residents are permitted to have personal microwaves in their bedrooms, provided the appliance is in good working condition and uses no more than 700 watts. Residents may keep coffee makers as well as irons (for garments or hair) in their bedrooms as long as the devices are attended when in use and unplugged when unattended.

**Besides the few devices aforementioned in this section, any other small appliance or device that produces heat is not allowed in student bedrooms.**

Cooking is prohibited in all student rooms/common areas other than in designated kitchen areas in some halls and in apartments where cooking is only permitted under the following conditions:

- All general appliances provided by NMT and any smaller appliances brought in by residents are only to be used for their intended purposes.
- Stove, ovens, and microwaves should **NEVER** be used when unattended.
- If a Housing & Residential Life staff member deems any appliance or other item in a building to present a danger, residents may be asked to remove it immediately.
- Residents who don’t use appliances in an appropriate manner may lose the use of University-furnished appliances or they may be directed to remove certain appliances

The following items are considered fire hazards and are prohibited inside all University residences:

- Air Fryers
- Barbecues
- Candles (including candle warmers)
- Oil Diffusers
- Combustion engines
- Flammable materials such as paint thinner, gasoline or motor oil
- Gasoline or electrical powered vehicles
- Halogen lamps
- Holiday/string lights (unless low wattage, less than 12 watts)
- Hookahs
- Hot plates
- Hot pots
- Incense
- Instapots
- Lava lamps

- Microwaves over 700 watt usage
- Neon signs
- Portable Ovens
- Space heaters (with the exception of those which may be temporarily issued by University staff)
- Stoves (electric, wood, charcoal or gas)

**\*Exception:** Student may have a wax warmer in their room (one wax warmer per room) so long as the wax warmer does not exceed 15 watts.

The above list is not to be considered all-exclusive of prohibited items. Housing & Residential Life and Campus Police have full discretion to determine what items may be permitted or confiscated in University residences due to fire safety concerns.

The number of occupants at any time in a double-occupancy bedroom may not exceed 8. The number of occupants at any time in any single-occupancy bedroom may not exceed 4. The number of occupants at any time in any apartment may not exceed the number of residents assigned to that living unit, plus two guests each.

Residents are encouraged to confront individuals disregarding the Fire Safety Policy and bring violations to the attention of Residential Life Staff promptly.

### **Gambling**

Any wagering involving the exchange of money or goods is prohibited in University residences.

### **Gender Inclusive Housing**

Gender Inclusive Housing is open to all NMT students. Gender-neutral rooms are available in designated areas of some residence halls, as well as throughout Altamirano Apartments. Gender-neutral housing allows students to share a multiple-occupancy bedroom, suite, or apartment regardless of students' sex or gender identity, and gender expression. Gender-neutral housing is not intended for romantic couples. Rather, it provides options for a variety of students: Students who feel they would be more compatible with a roommate of a different sex or gender identity, students in the process of discovering their gender identity, students who do not want sex or gender to be a primary factor in choosing a roommate, and students who wish to live in a diverse environment not predicated on a gender binary. Gender inclusive housing intends to support a welcoming and inclusive campus climate for students regardless of their gender identity and expression.

To be assigned to a room designated as "gender inclusive/neutral", students must:

1. Request a gender neutral room assignment on their housing application.
2. Read through this agreement, agree to the terms and condition, and then sign the agreement. **\*If a student has not signed this agreement, they WILL NOT be placed in a community or room designated as gender inclusive/neutral.**



## Gender Inclusive Housing - Terms & Conditions

1. All roommates in gender-neutral apartments and/or bedrooms must be NMT students and eligible for University Housing.
2. Only those students who indicate a preference for gender-neutral housing and sign the 'Gender Inclusive Housing Agreement' will be eligible for placement in such housing. Placement in gender inclusive housing is subject to availability, thus, no student is guaranteed gender inclusive housing.
3. Applicants are encouraged, but not required, to self-select their roommate and/or suitemates. NMT strongly discourages students who are in a romantic or sexual relationship with each other from living together in University Housing.
4. Students must apply for housing following the same processes and deadlines of all students participating in the Room Selection Process (for returning residents) or the general housing application process (for new, incoming students).
5. Issues relating to room assignments and changes will follow the procedures as outlined in our Housing & Residential Life Community Standards.
6. If a student assigned to gender-neutral housing cancels their housing license agreement or vacates their room for any reason, Housing & Residential Life reserves the right to assign any eligible student(s) to the space or, if necessary, consolidate or relocate remaining occupants.
7. Housing & Residential Life and NMT have established standards of conduct to which all students are held accountable to, including conduct standards relating to abusive, threatening, intimidating, or harassing actions (including, but not limited to, those based on race, religion, gender, disability, age, economic status, ethnicity, national origin, sexual orientation, gender identity, and/or gender expression) and sexual misconduct. Resources are available to all students in the event that a person needs assistance or believes that aspects of their living situation constitute a violation of these standards of conduct. For more information, please contact Housing & Residential Life staff, the Title IX Coordinator, and/or the Affirmative Action Director/ADA Compliance Officer.

## Guest Policy

Housing & Residential Life defines 'guest' as person other than a registered resident of the University residence hall or apartment building in which that person is located. Guests must have a valid form of picture ID (driver's license, school ID, etc.) in their possession while in any University residence.

All guests on campus at any time must conform to all University regulations. Those who do not will be required to leave. In the event of law violation or noncompliance with a request to leave, the guest shall be considered a trespasser and Campus Police will be notified.

Permission must be secured from each resident of a room/apartment before a guest may remain. An overnight guest is any person who is not a resident of the residential area they are visiting and who visits/remains in the building between midnight and 7am regardless of whether they plan to sleep during the stay.

All non-residents must be escorted by a resident at all times. At no time is a non-resident allowed to walk through any hallways, lounges, or other public areas of a residence hall without being in the company of the host they are visiting.

Any overnight guest may not stay longer than **two consecutive nights or five nights per month** in the residence halls. The maximum number of overnight guests in any individual student's room is limited to two.

Guests less than 17 years of age must be directly related to their host and must obtain permission from the Office of Housing & Residential Life prior to their arrival.

At no time is it acceptable that a resident be deprived of sleep, privacy, or study accommodations due to the presence of another's guest. Students who are banned from NMT are not allowed to be in/around any University residences including student apartments. Housing & Residential Life staff have full authority to limit guests in a room, reject guests, or dismiss guests, if, in their judgment, the health and safety of students is being jeopardized and/or reasonable standards of behavior are being violated.

### **Inappropriate Material**

Pornographic or X-rated materials (movies, literature, and videos) are prohibited in public areas of all residence halls and apartments. No pornographic pictures are allowed to be displayed on room doors facing the hallways or facing out your windows. Culturally insensitive or offensive material will not be tolerated. Please don't display inappropriate or objectionable material on window or doors. Housing & Residential Life staff has full and ultimate authority to order the removal of any materials deemed inappropriate in a residential community or room.

### **Kitchens**

Residents in halls with community kitchens are expected to use the privilege with care and consideration. Students using community kitchen areas are responsible for cleaning the area and any appliances or utensils they may use. Food left in community refrigerators may be disposed of without notice. If kitchen areas are not kept clean, the privilege will be revoked. RAs in buildings with kitchens may set up a cleaning schedule to ensure regular and proper cleaning of these areas.

### **Personal Property**

NMT will make every reasonable effort to protect the personal property of residents, but will not be liable for articles lost, stolen, or damaged by fire, water, heat, and/or natural disasters. Students can register bicycles and other valuables with Campus Police. Residents are also encouraged to consult their or their parents' home owner's insurance policy and/or consider purchasing renter's insurance to cover potential loss or damage to personal property. For more information on the limitation of University liability, refer to the Housing & Residential Life Room & Board Application and License Agreement.

### **Pets**

No pets of any kind are allowed in any of the residence halls or apartments. Violation of this policy may result in dismissal from the residence halls or apartments.

**\*Exception:** Fish that can live in fresh water up to 10 gallons and do not require heating/cooling elements to survive. The care of such fish over fall, winter, and spring break is the sole responsibility of the owner/student. Other students and/or people **WILL NOT** be allowed to enter a student's room to care for their fish until the owner of the fish emails the Office of Housing & Residential Life the following information **and is approved** by a Housing & Residential Life Professional Staff Member to enter such student's room:

- Student Name/Owner of Fish
- Current Hall and Room #
- Person you would like to give access to your room to care for your fish – Please CC them on the email (where appropriate).
- How long you give such person permission to enter your room and care for your fish

**Example:**

“Hi Res Life,

**My name is (Your Name), and I live in Torres Hall, Room 102. I will be off-campus during fall break from 11/21/22 to 11/27/22. I would like to give Gina Smith (CCed) permission to enter my room during the aforementioned time to care for my fish.**

**What are the next steps?**

**Best,**

**Your Name”**

Once your email to the Office of Housing & Residential Life has been sent, a Professional Staff Member will follow up accordingly with next steps.

**\*Note:** Leaving your fish in your room over winter break is **not recommended**, even if you have someone to care for your fish.

Service animals and assistance animals will be permitted for residents with approved medical documentation and/or as required by law. Service/assistance animals that are found to be aggressive, create a nuisance or sanitation concern, or threaten the safety of others will not be allowed to remain on campus. Guests are not permitted to bring pets into University residences. Failure in the timely removal of any pet (as determined by Housing & Residential Life staff) may result in the enlisting of Campus Police or animal control services.

### **Publicity**

Any publicity in residential areas should be on a bulletin board or bedroom/apartment entry doors. Publicity is not permitted on walls, windows, or other doors unless special permission is granted by Housing & Residential Life in advance. Advertising for events involving the sale of alcohol or other drugs is prohibited. All publicity must be submitted to the Office of Housing & Residential Life for approval before posting.

### **Recycling**

Recycling receptacles will be available in designated area in each residence hall. Signs will be posted next to the receptacles indicating what items can be put in. You may not throw trash or other items that are not listed on the recycling sign. Can and plastic bottles need to be cleaned before put in to the receptacle.

### **Restrooms**

Restrooms that are designated for a specific gender should only be entered and used by persons of that gender or gender identity. When University staff needs to enter a restroom designated for another gender for service, cleaning, or inspection, the restroom may not be used by others and will be considered closed until the staff exits. Residents who may have concerns or questions about restroom access for themselves or others are encouraged to contact their RA or a Housing & Residential Life Professional Staff Member.

### **Room Changes & Consolidation**

Residents are not allowed to change rooms without prior authorization from Housing & Residential Life. Students with roommate conflicts should first address the situation with their RA. If no solution is agreed

upon, the conflict will be referred to a Residential Life Coordinator or other professional staff. Residents with permission to change rooms must not relocate until Housing & Residential Life staff properly checks them in to their new room.

When residents are not assigned a roommate or their roommate vacates the room, Housing & Residential Life will present remaining occupants several options:

- Residents can pay for a super-single room
- Residents can find someone new to move in
- Residents can move in with someone else.

Should residents choose to be consolidated, Housing & Residential Life will provide them with names and contact information for other students in a similar situation. Residents who do not wish to pay for a super single room and do not find someone to move in with them may be required to move.

### **Room Condition & Sanitation**

Students are responsible for maintaining sanitary and orderly conditions in their assigned University rooms and apartments to prevent pests and fire hazards. Limited quantities of food may be kept in student rooms (in closed containers or refrigerators). If a student room presents a health or sanitation problem (as determined by Housing & Residential Life or other University staff), the student may be relocated or removed. Students may be billed at any time if Housing & Residential Life or other University personnel deem it necessary to order professional cleaning or repairs in any student bedroom or apartment.

### **Room Inspection & Entry**

Students in University residence halls and apartments can expect reasonable privacy of their room and belongings. However, rooms may be entered and inspected by Housing & Residential Life and other University personnel under specific conditions including, but not limited to:

- Cases of emergency
- Need for repairs
- Health & safety inspections.

The University reserves the right to inspect and search individual rooms in cases where there is reasonable cause to believe the occupant has property which is prohibited or in violation of University regulations or local/state/federal laws. The University also reserves the right to enter and inspect students' rooms and apartments for purposes of inventory, fire protection, sanitation, safety, maintenance, and policy enforcement. This right is exercised with care and discretion.

Notice will be posted at least 48 hours before Housing & Residential Life staff enters rooms for periodic (non-emergency) health & safety inspections. While recommended, it is not necessary for a resident to be present at the time of room inspections or maintenance. Compliance checks during fire drills may also warrant entry and inspection. Rooms may be entered for the purpose of determining if all residents have evacuated. If an occupant is not present, NMT staff will enter with another staff member or resident whenever possible.

If a violation of University policy or Housing & Residential Life's Community Standards is observed during room inspections, the students registered to and/or visiting the room or apartment involved will be documented. Any observed prohibited items may be removed. Residents who are found to be in violation of the Room Condition & Sanitation Policy [above] will be issued a notice which will include a date by which the resident(s)

must clean or otherwise correct the living conditions in their assigned residence. Students who fail to take acceptable corrective action on time may be billed for any cleaning or repairs ordered.

### **Screens, Windows, Balconies, Landings, & Ledges**

Screens must remain on windows at all times. All permanently sealed windows must remain closed to regulate energy efficiency and ensure safety. Throwing any object out of a window or off any balcony or landing is strictly prohibited. Clothing, banners, flags, or lights may not be hung or posted on the outside of the buildings without written and advance authorization from Housing & Residential Life. Personal items are not permitted to be kept on outside windowsills, balconies, landings, ledges or porches. For safety and maintenance reasons, no student is allowed on any ledge for any purpose.

### **Sexual Misconduct**

NMT is committed to maintaining a healthy and safe learning, living, and working environment which promotes responsibility, dignity, and respect for all persons. Sexual harassment, sexual violence, and all forms of gender and sex-based discrimination are strictly prohibited and will not be tolerated. Housing & Residential Life supports the rights of all students to live in an environment free from sexual coercion and violence. Sexual contact with another person by force or otherwise without consent violates the standards of civility and respect expected from residents and all members of our campus community.

Working with the campus community and others, Housing & Residential Life endeavors to provide resources for prevention, education, and support for our students. If you or someone you know has experienced sexual assault or harassment, we encourage you to speak with a RA and/or a Housing & Residential Life Professional Staff Member.

Please note, our staff are mandated to report violations of Title IX (Title IX of the Education Amendments Act of 1972, which protects people from discrimination based on sex) to the University's Title IX Coordinator. All information regarding a victim's identity will be handled with extreme sensitivity and protection. You may also speak confidentially with a counselor at the Counseling Office on the 1st floor of Fidel.

For more information regarding the University's sexual misconduct reporting procedures and current resources please visit: <http://nmt.edu/titleix>.

### **Solicitation & Commerce**

Students and their guests are prohibited from conducting any business for profit within any University residence hall. Nor can Housing & Residential Life resources be used for personal financial gain (e.g. cryptocurrency mining). Door-to-door solicitation of funds, products, or services is not permitted in University residences. If a student wants to invite an individual to demonstrate or sell various items in residential areas, permission must be obtained from the Office of Housing & Residential Life. Fundraisers sponsored by campus organizations are permitted in residences only when authorized by the Office of Housing & Residential Life in advance. Any unauthorized or nuisance solicitation should be reported to Housing & Residential Life staff promptly.

### **Smoking/Vaping**

Residents are not permitted to smoke in any residential facility. Smoking is only permitted on campus in designated smoking areas. Smoking of tobacco or other products, as well as use of electronic cigarettes/vapor pens, is prohibited within 50 feet of all University buildings. Areas where smoking is prohibited include all bedrooms, apartment, lounges, stairwells, fully/partially enclosed walkways/corridors, and elevators.

**Cannabis in all capacities and subsequent paraphernalia is prohibited from being in the residence halls and on-campus.**

**Trash**

Each residence hall has one or more outdoor dumpsters available to residents for refuse. Smaller trash receptacles located in and around residences are available for pedestrian trash only and should not be used by residents to remove large amounts of trash from their rooms. Residents are expected to properly remove trash from their rooms and apartments on a regular basis.

**Violence, Fighting, Threat, and Intimidation**

No person shall take any action, create, or participate in the creation of any situation which involves acts of manipulation, verbal threats, mistreatments, causing emotional trauma, placing a reasonable person in fear, holding someone against their will, bodily injury, or the use of physical means to initiate or resolve conflict. Any action of this nature will not be tolerated. Any person willingly engaging in such activity may be immediately dismissed from University Housing. If it is determined that both parties were willing participants, then, both may be dismissed. Students should immediately report acts of threat or intimidation to Campus Police and/or Housing & Residential Life.

**Weapons**

Explosives, firearms, fireworks, flares, ammunition, bows/arrows, tools of the martial arts, gunpowder, air soft guns, paintball guns, paintball ammunition, large knives (6" or longer), swords, and any other objects deemed dangerous are prohibited in University Housing. Housing & Residential Life and Campus Police have full discretion to determine what items may be permitted or confiscated in University residences. If weapons or explosives of any kind are found in a room, they will be confiscated by law enforcement. Students in possession of any of the aforementioned items will be subject to immediate removal from University Housing. Nerf guns are permitted on campus but they may not be discharged within 50 feet of a residential building.

Campus Police does provide storage for various weapons such as hunting knives, bow and arrows, and guns. For more information on Campus Police's weapon storing procedures, please call 575-835-5434.

**Violation of Housing & Residential Life Community Standards**

Students found to be in violation of the Housing & Residential Life Community Standards will be documented and may be required to meet with Housing & Residential Life staff or another NMT professional to discuss their conduct. Unless it is a very serious policy violation the first step will be an informal meeting with the Residential Life Coordinator that oversees the building in which a student resides. Current and past infractions will be taken into consideration when determining appropriate follow up.

In all disciplinary cases, the primary objective is to educate the resident(s) on the importance of the policies set forth by Housing & Residential, to discuss how the resident(s) behaviors have disrupted the community in which they were in, and provide the resident(s) an educational intervention (called sanction) in which the resident(s) intentionally reflect on the impacts of their behaviors, then showcase what they have learned to Housing & Residential Life staff or another NMT professional. However, there will be times in which an educational sanction do not fit the scope of the behavior, thus, more direct action may be taken.

**Please see below for a list of possible sanctions:**

#### Verbal Warning

This is a statement indicating that actions of a resident or resident's guest(s) were not acceptable and subsequent infractions will result in more severe action.

#### Letter of Warning

This letter is a formal written statement that actions of a resident or resident's guest(s) were not acceptable and subsequent infractions will result in the initiation of further disciplinary action.

#### Educational Session/Assignment

Attending an educational session may be imposed in lieu of, or addition to, other sanctions given (e.g. alcohol/drug education class). Assignment of a task which is educational in nature and appropriate to the violation (e.g. letter of apology for offensive behavior) may also be issued. Failure to complete the educational session or assignment will result in the initiation of further disciplinary action.

#### Community Service Project

Students may be required to initiate and complete a supervised project on campus or in the community. Assignment of terms and number of hours may be assigned by Housing & Residential Life staff and/or the Dean of Students.

#### No Contact/No Trespass Order

Students may be issued a 'No Contact Order' (NCO) and/or a "No Trespass Order" (NTO). A NCO is similar to a restraining order in which the students listed on the order are not allowed to have any contact with each other under specified circumstances. A NTO is when a student's privilege of entering a specific residential building has been revoked. Failure to comply with a NCO and/or a NTO will result in the initiation of further disciplinary action.

#### Penalty Fee/Fines

Payment of a penalty fee for services or violations will be billed directly to the student's account.

#### Restitution

This is a direct payment for theft or damage to property. The restitution should not exceed the cost of replacing or restoring the property and/or labor costs of replacement.

#### Exclusion

Housing & Residential Life serves the right to exclude those persons whose behavior is determined to be detrimental to the wellbeing of the apartment/residence hall community or incompatible with its function as part of an educational institution. If a student is excluded from University Housing, they may not enter or be in the immediate vicinity of the residence halls/apartments. If they are caught violating this exclusion, Campus Police will be contacted and further disciplinary action may follow such as fines or trespassing charges being filed.

Students who do not reside in University Housing are also subject to exclusion if their behavior disrupts the educational mission of the community.

### Dismissal

Residents dismissed for policy violations forfeit their deposit and may be subject to additional penalties for damages and cleaning. Dismissed residents do not receive any refund of housing cost regardless of when the dismissal took place. In the event a student has been dismissed from University Housing, they may continue to participate in the meal plan program, unless circumstances warrant dismissal from the meal plan.

### Disenrollment/Expulsion

Expulsion terminates a resident's academic program and their right to future enrollment. A student who has been expelled may not attend University functions, or visit the campus. Refunds for tuition and/or room and board will not be issued.

### Appeal, Grievance, & Complaint Resolution

If the student is not satisfied with the outcome of their conduct meeting(s), they may request a formal meeting to appeal the outcome with the Director of Housing & Residential Life.

For non-student conduct issues (damage fees, cancelation fees, etc.) the complaint resolution procedure is available to any resident seeking to appeal.

The resident must initiate the appeal, grievance, or complaint by discussing the problem or disagreement with the Office of Housing & Residential Life within seven (7) working days of the event upon which the appeal and/or grievance is based.

Lastly, please note that conduct violations in the residence halls may lead to further action necessitated by the Dean of Students under the Student Code of Conduct/Student Handbook. For further information, on the Student Code of Conduct/Student Handbook, please navigate to the following webpage:

<https://www.nmt.edu/studenthandbook/>