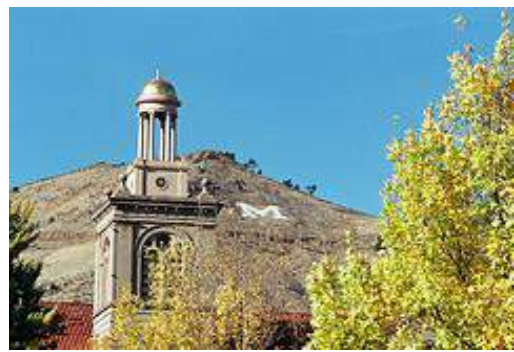


# 2016-2017



DEPARTMENT OF RESIDENCE LIFE  
Living and Learning at Mines

# Residence Life Handbook

## Table of Contents

Welcome to Residence Life .....	3
<b>Residence Life Mission</b> .....	3
<b>Residence Life Staff</b> .....	3
Residence Life Contracts and Agreements.....	5
Important Dates: 2016-2017 .....	6
Campus Living Information.....	7
<b>Campus Living Addresses</b> .....	7
<b>Campus Housing Amenities</b> .....	7
<b>Housing Sign-Up Process: Residence Halls and Apartment Housing</b> .....	9
Mines Dining .....	11
On-Campus Services.....	13
<b>Mines Police Department</b> .....	13
<b>W. Lloyd Wright Wellness Center</b> .....	13
<b>Ben Parker Student Center</b> .....	14
<b>Center of Academic Services and Advising (CASA)</b> .....	14
<b>Starzer Welcome Center</b> .....	14
Community Standards and Policies.....	15
The Conduct Process .....	24
<b>Code of Conduct Procedures</b> .....	24
<b>Conduct Sanctions and Definitions</b> .....	26
Safety and Security.....	27
<b>Mines Emergency Alert System:</b> .....	27
<b>Security Tips</b> .....	27
<b>Residence Life On-Call Presence</b> .....	28

**Disclaimer: Updates may be made to this handbook and uploaded online. The online handbook will take precedence over the print version of this handbook.**

# Welcome to Residence Life

## Residence Life Mission

Colorado School of Mines Department of Residence Life is dedicated to student success through a superior living and learning experience that recognizes the unique challenges and opportunities our students face in their Oredigger experience. Our staff is committed to providing intentional learning through quality services and facilities, student support, as well as a safe, secure, and academically focused environment. We believe campus living, in collaboration with the Mines community, fosters personal growth and development, encouraging students to become critical thinkers and civically engaged leaders in a diverse global community.

## Residence Life Staff

University life is more than academics. It's about having new experiences; it's about discovering new educational and social opportunities; and it's about stepping out on your own as an adult. It's as much about the way you live as the classes you take. Living on campus will help you make the most of your University experience. As a part of the Division of Student Life, the Department of Residence Life plays an integral role in our students' education and development. We support the Colorado School of Mines mission by providing services, policies and programs that enhance academic and social experiences in a safe, friendly and challenging residential community. We feel that campus living combines the essential elements for a successful college experience. All residents are stewards of our residential communities and are encouraged to take responsibility for their success. There's a growing sense of shared community in our residence halls, a sense of living, learning, respect of each other and of commitment to the community. We'd like you to be a part of that!

Please join us!

Sincerely,

Brent Waller  
Director of Housing & Residence Life  
303-273-3046

Mary Elliott  
Associate Director of Residence Life  
303-384-5522

Emilie Nemchack  
Residence Life Coordinator  
Maple Hall & Aspen Hall  
303-273-3995

Erik Buol  
Residence Life Coordinator  
Weaver Towers & Elm Hall  
303-273-3994

Jackie Garramone  
Housing Assignments Specialist  
303-273-3928

Maryann Kozar  
Administrative Coordinator and Parent Relations  
303-273-3181

Amy Baccei  
Assistant Director of Housing Operations  
303-273-3982

Kevin Caputo  
Residence Life Coordinator  
Mines Park Apartments  
303-273-3922

Brice Bleem  
Residence Life Coordinator  
Traditional Halls  
303-273-3276

Debi Pretz  
Administrative Coordinator  
303-273-2576

## Residence Life Staff

Residence Life is very proud to have assembled a staff of talented and committed students and professionals to develop and maintain a great campus environment for you.

**Administrative Coordinators (ACs)** are professional staff members that ensure that the buildings and department operate efficiently administratively. They are a resource for students and parents to call if there are questions or concerns about anything in our campus housing facilities.

**Desk Assistants (DAs)** are student staff members who operate the front desk in Weaver Towers, Traditional Halls, Aspen, Elm and Maple Halls, as well as the Mines Park Main Housing Office. They are responsible for greeting visitors, receiving and processing mail and other deliveries, checking out building equipment (vacuum cleaners, games, irons and ironing boards, etc.), issuing extra room keys, and generally maintaining order in the lobby of each building.

**Lead Desk Assistants (LDAs)** are paraprofessional student staff members that work in the Residence Halls while attending school full time. They are responsible for the day to day supervision of the Desk Assistant staff and operations of the Halls to which they are assigned, including providing support services directly to students and administrative staff.

**Residence Life Coordinators (RLCs)** are professional, live-in staff members with education and experience that makes them specialists in the college student experience. They work within the Department of Residence Life and oversee the day-to-day operations, supervision of staff, and student activities of the residence halls and apartments.

**Hall Directors (HDs)** and **Community Directors (CDs)** are paraprofessional student staff members that live and work in the Residence Halls or Apartments, respectively, while attending school full time. They are responsible for the day to day operations of the Halls and Apartments to which they are assigned, including providing support services directly to students, supervising Resident Assistants (RAs) and Community Assistants (CAs), overseeing all educational, social, and operational activities.

**Resident Assistants (RAs)** and **Community Assistants (CAs)** are full-time students who live in the residence halls or apartments, respectively, and are responsible for a particular community of residents. They provide support, act as a resource for students, coordinate social and educational programs, and work with one another as a staff to enforce university policy within the campus community.

Terms Used:

**Residence Halls:** Defined as Morgan, Thomas, Bradford, Randall, Aspen, Maple, Elm and Weaver Towers

**Apartment Housing:** Defined as Apartments at Mines Park (both Single and Family housing).

**Campus Housing:** Inclusive of both residence halls and Apartment Housing

## Residence Life Contracts and Agreements

**Residence Hall Contracts:** First Year students are required to complete a residence hall contract and live on-campus for their first year of school. Residence hall contracts are issued for the full academic year and cancellations will not be accepted after August 1, except from those students who decide not to attend Mines. Those contracts separately issued only for the spring semester may be canceled no later than December 1. After that date, cancellations will not be accepted, except for those who decide not to attend Mines.

If the student should choose to cancel this contract in writing after move-in, the student will be billed for 60% of the remaining portion of room rate and 100% of remaining board rate that is owed to Mines. The student will retain the benefits of their resident meal plan for the entire academic year.

**Payment of Fees:** Payment of all fees, including tuition, room and board and all other School fees are due to the Mines Cashier's Office by the first day of classes each semester. A penalty fee will be charged for any late payments.

**Other Agreements:** Other agreements that students may be subject to are Triple room agreements. These are in cases where our occupancy exceeds the normal room capacity. You will be notified of these agreements prior to move-in of the situation and if you choose to opt out, the Residence Hall contract will still be in place and all requirements are upheld.

**Apartment Lease:** full lease available at <http://studentlife.mines.edu/RES-Sample-Lease>

**Term:** The term of this Lease will start on June 1, 2016 or August 1, 2016, and continue until May 31, 2017, at which time it will expire or may be renewed by written agreement. If the Resident fails to vacate the Premises on or before the expiration date of the Lease set forth above, CSM shall have the right to evict the Resident. If CSM chooses not to evict the Resident, he or she shall be considered a holdover tenant during this period and shall be liable for the payment of rent on a month-to-month basis at the rate set forth herein, or at a higher rate specified by CSM pursuant to paragraph 3 below. Maximum length of stay in any CSM-provided housing for any Resident shall not exceed five (5) years without the express written consent of the Director of Housing and Residence Life. If the Resident does not file an Intent to Vacate form, even if he or she vacates the Premises, the Resident has not terminated this Lease and will be held responsible for the full amount due.

## Important Dates: 2016-2017

Fall Semester 2016		Spring Semester 2017	
Classes start	August 22		
Last Day to Change Meal Plan	August 26 @ noon	Residence Halls open	January 8 @ 8am
Census Day	September 6	Classes start	January 10
Homecoming	Sept. 30 – Oct. 3	No Class – MLK Jr. Day	January 16
Fall Break	October 15-18	Census Day	January 25
Last day to Withdraw (Continuing and Grad)	November 11	No Class – President's Day	February 20-21
Priority Registration for Spring Semester	November 14-18	Renewals for Mines Park	February 1
No Classes- Thanksgiving Holiday	November 23-27	Application for Upperclass Housing Opens	February 1
Last day to Withdraw (New Students)	December 2	Application for new Mines Park residents Opens	March 2
Classes End	December 8	Spring Break	March 27-31
Dead Week- No exams	December 5-9	Last day to Withdraw (Continuing and Grad)	April 12
Dead Day- No academic activities	December 9	E-Days	April 13-16
Final Exams	December 10, 12-15	Priority Registration Field/Summer/Fall	April 3-7
Semester Ends	December 16	Last Day to Withdraw (New Students)	April 28
Commencement, grad and undergrad	December 15 December 16	Classes End	May 4
Final Grades Due	December 19	Dead Week – No exams	May 1-5
Winter Break	Dec.19 – Jan.10	Dead Day- No academic activities	May 5
Residence Halls Close	December 16 @ noon	Final Exams	May 6, 8-11
		Semester Ends	May 12
		Commencement, grad and undergrad	May 11 May 12
		Final Grades Due	May 15
		Residence Halls Close	May 12 @ noon

Summer Semester	
Summer I Starts (6-week session)	May 15
Summer I Census	May 19
Memorial Day-No Classes	May 29
Summer I Last Withdrawal	June 9
Summer I Ends	June 23
Summer II Starts (8-week session)	June 26
Summer II Census	June 30
No classes, campus closed-Independence Day	July 4
Summer II Last Withdrawal	July 21
Summer II Ends	Aug 4

# Campus Living Information

## Campus Living Addresses

ALL RESIDENCE HALLS	NAME RESIDENCE HALL NAME AND ROOM NUMBER 1301 19 <sup>TH</sup> ST GOLDEN, CO 80401
---------------------	---

---

MINES PARK-Infinity Circle	NAME BUILDING# _____ INFINITY CIRCLE – UNIT# _____ GOLDEN, COLORADO 80401
----------------------------	---

---

MINES PARK-19 <sup>th</sup> Street	NAME BUILDING# _____ 19 <sup>th</sup> St. – UNIT# _____ GOLDEN, COLORADO 80401
------------------------------------	--

---

MINES PARK-Family Housing	NAME BUILDING# _____ Digger Drive – UNIT# _____ GOLDEN, COLORADO 80401
---------------------------	--

## Campus Housing Amenities

**TV Access:** Residence Life is committed to offering a streaming service to our residents in the 2016-2017 academic year. Access will be available within 24 hours of check-in to our campus housing and will work only while connected to campus networks. This service is available through computers, mobile devices and some streaming boxes. The Department recommends a device, such as a ROKU or an Apple TV that can connect to the network with an Ethernet cable as the wireless is limited. As part of the agreement, residents will have access to Philo, HBOGo and MaxGo.

**Internet Connections:** Both wired and wireless network connections are provided in campus housing as part of the room rate. Students register online to receive a Mines IP address for their computers. We recommend bringing an Ethernet cable to connect your computer while you're in your room or if you're streaming or downloading anything significant. Additionally, wireless is available in residence hall rooms and lounges, as well as the library, Student Center, and academic buildings. Students are encouraged to protect all electrical appliances and computer equipment through a quality power surge protection system. Personal routers or wireless printers **ARE NOT ALLOWED** as they reduce the overall quality of the wireless network. If you think your neighbor has a personal router, please let us know!

**Phone Service:** Landline phones are not provided in resident rooms. Courtesy phones are available in hallways and lounges in residence halls for local, toll-free, and 911 calls.

**TV Lounges:** There are TV lounges provided in Weaver Towers and the Mines Park Community Center, the lounge in Aspen Hall, the social lounges and game rooms in Maple Hall and Elm Hall, and a combined TV/study lounge in VanDerwerker lounge, located between Morgan and Thomas Halls.

**Items for Checkout:** Items are available for checkout from the residence hall front desks, located in the Perez Lounge between Bradford and Thomas Hall, at the main entrance to Weaver Towers, Aspen Hall, Elm Hall, and Maple Hall. A variety of items for check-out including, but not limited to, vacuum cleaners, cleaning supplies, tools, games, and athletic equipment.. The desks also provide trash bags.

## Apartment Housing Specific Set-up/Check-In Process

**Checking In:** Obtain the keys to your new apartment from the Apartment Housing Office. Prior to moving in, carefully walk through the apartment. Note condition of each item on condition form. **You may be charged for any pre-move-in damages not indicated on the condition form.** Return the completed Condition Form, the Utilities Transfer Form, and Request for Third Party Notification to the Apartment Office. After returning your paperwork, one resident from each unit will receive the mailbox key. The Post Office has requested that you check your mailbox at least once a week. There will be a form to fill out in your mailbox. Please fill this form out, and place the name(s) of all people in the unit in the mailbox. The Post Office will not deliver mail until both of these steps are completed.

**Utilities:** Water is included in your rent and you will not receive a bill for this. You are responsible for electricity and gas. Call XCEL Energy at **1-800-895-4999** and provide your information so the utilities will be transferred to you on your move in date.

**TV Access:** Residence Life is committed to offering a streaming service to our residents in the 2016-2017 academic year. Access will be available within 24 hours of check-in to our campus housing and will work only while connected to campus networks. This service is available through computers, mobile devices and some streaming boxes. The Department recommends a device that can connect to the network with an Ethernet cable as the wireless is limited. As part of the agreement, residents will have access to Philo, HBOGo and MaxGo.

**Internet Access:** Internet access is provided via the Campus Network. Campus Computing can be reached at 303-273-3431 or at [helpdesk@mines.edu](mailto:helpdesk@mines.edu) Personal routers or wireless printers **ARE NOT ALLOWED** as they reduce the overall quality of the wireless network. If you think your neighbor has a personal router, please let us know!

**Community Centers:** Mines Park has two community centers:

**Community Center #1**  
1901 19<sup>th</sup> Street

**Community Center #2**  
2001 Infinity Circle

Both buildings have laundry facilities, a TV lounge, and community-use areas. Only Community Center #1 can be reserved for private use (see the Apartment Housing Office concerning reservation).

**Parking:** There is ample unassigned parking at Mines Park. Per the campus parking policy, each tenant must complete a Parking Permit Request (in your welcome folder). This should be completed and returned to Parking Services. If you have a visitor, you need to obtain a visitor parking pass from Parking Services. Mines Park residents are not allowed to park on campus during normal business hours (8:00 am – 5:00 pm) due to limited parking spaces. DO NOT park in any FIRE LANE or where there is not a designated parking space. Please also honor all traffic signage including speed limit signs. There are student pedestrians and families with children living in your new neighborhood. More information: <http://inside.mines.edu/Parking>

**Work-Orders:** Work orders are available online at <http://inside.mines.edu/Work-Order>.

Please follow the steps in completing the work order, and be as descriptive as possible. The password for the work order is **workorder**. For immediate assistance from 8AM to 5PM, please call (303) 273-3330. For after-hours assistance, including weekends, please call your Community Assistant at (303) 808-2446 or Mines Police at (303) 273-3333.

**Lock-Outs:** In the case that you lock yourself out of your apartment, please follow these procedures: During normal business hours (M-F 8:00am - 5:00pm, Saturday and Sunday 10:00am – 5:00pm), stop by the Apartment Housing Office to checkout a temporary key. For assistance after hours and on weekends, contact your Community Assistant at (303) 808-2446 or Mines Police (303-273-3333). **It's important to remember that your Community Assistant is also a student and might not be available at certain times.**



**Rent:** Rent is due on the 1<sup>st</sup> of every month. Rent will be posted to your student account the first business day of every month. Late fees will be assessed after 5pm on the 5<sup>th</sup> day of the month. Rent can be paid by two methods: 1) At the Cashier office in the Student Center by cash or check. 2) Online through the Trailhead/CashNet system by electronic check, account transfer, or credit card\*. **Payments made online cannot be specified for rent and will be applied to any outstanding balance.** All credit card transactions will be charged a 2.75% service fee.

## **Housing Sign-Up Process: Residence Halls and Apartment Housing**

If you are interested in living on campus for next year in the Residence Halls (Maple Hall is the only space available to upper-class students at this time), you will need to apply during our Housing Sign-Up process. Specific directions for the sign-up process will come out in January 2017. Pay attention to emails, signs around the Residence Halls and other notices so you know when the process starts. To apply, follow the steps below.

- 1) Log into Trailhead.
- 2) Click on **Campus Life**.
- 3) Scroll down to the "Housing and Residence Life" section, and choose the first item on the list named **Housing Application**.
- 4) You will be directed to the "Students Home" page. Choose **Application** in the top left corner of the page.
- 5) Select **Residence Life Academic Year or Apartment Housing Year** and click **Save and Continue**.





# Mines Dining

## Dining Locations and Hours of Operation

Please refer to the Mines Dining website, <https://minesdining.sodexomyway.com/> for further details. All hours of operation are subject to change.

### **Mines Market** (Located in Elm Hall):

Monday - Friday: 7:00 am – 8:00 pm

Saturday & Sunday: 9:00 am – 7:00 pm

### **Periodic Table Food Court** (Located in the Ben Parker Student Center):

#### **Starbucks:**

Monday – Friday: 7:30 am – 11:30 pm

Saturday & Sunday: 10:00 am - 11:30 pm

#### **Elements Convenience Store:**

Monday – Thursday: 9:00 am – 6:00 pm

Friday: 9:00 am - 6:00 pm

Saturday & Sunday: 11:00 am – 5:00 pm

#### **WOW Café**

Monday - Friday: 10:30 am - 10:00 pm

Saturday – Sunday: 11:00 pm – 10:00 pm

#### **Habaneros**

Monday – Thursday: 10:30 am – 7:00 pm

Friday: 10:30 am – 6:00 pm

Saturday and Sunday: Closed

### **We Proudly Serve Starbucks** (Located in Brown Hall):

Monday - Thursday: 7:15 am - 5:00 pm

Friday: 7:15 am - 4:00 pm

Saturday & Sunday: Closed

### **Subway** (Located in the Student Recreation Center):

Monday - Friday: 10:30 am – 5:00 pm

Saturday & Sunday: Closed

### **Einstein Bros. Bagel** (Located in the CTLM building):

Monday - Thursday: 7:15 am – 5:00 pm

Friday: 7:15 am – 4:00 pm

Saturday & Sunday: Closed

## Dining on Campus

- ❖ Residence Hall students are required to take a meal plan as part of their room and board contract. The following is a brief explanation of the meal plan options available to the students. Munch Money can be used at any of the dining retail locations, or to purchase a guest meal at Mines Market.
- ❖ There are four meal periods – breakfast, lunch, dinner and late night.
- ❖ Several meal plans are available to residence hall students, each of which provides a specified number of meals per week, as well as a specified amount of Munch Money per semester.
- ❖ Off-campus meal plans are available for students not residing in the Residence Halls.
- ❖ A meal “swipe” can be used for an all-you-care-to-eat meal at Mines Market for the cardholder only.
- ❖ Unlimited seconds are offered on all food except on special entree nights. On these nights an alternative will be available for the second helping. Please take only one serving when going through the various lines, and feel free to come back for unlimited seconds.
- ❖ All food served in Mines Market must be consumed at Mines Market, unless otherwise specified. Consult with Mines Dining Service staff before preparing any food items for removal from Mines Market. Desserts and small fruit items are frequently permitted, but this is not guaranteed and subject to change at any time for any reason.
- ❖ The Granite and Bronze meal plans allows you to use up to 5 of the 10 meals per week as a “meal exchange.” Meal exchanges are accepted at Einstein Bros. Bagels, Subway, WOW Café and Habaneros for a pre-determined meal deal.
- ❖ Meal plans are NOT transferable, and violations will result in disciplinary action, which could include forfeiture of the meal pass.
- ❖ If you have constructive criticism or suggestions for improving the food service, please bring them to the attention of Mines Dining, or a Residence Life Staff member.
- ❖ Your BlasterCard is needed for admission to Mines Market and to use your Munch Money at other locations on campus. If lost or damaged beyond repair, a new card must be purchased immediately from the BlasterCard Office. You MUST have your ID when you enter the Mines Market.

## **On-Campus Services**

### **Mines Police Department**

1812 Illinois Street, 303-273-3333

Administrative office hours:

Monday - Friday 8:00 am - 4:00 pm

After hours, an on-duty Mines Police Officer can be reached by calling

(303) 273-3333 and touching option 5 or by calling the City of Golden Police Dispatch at (303) 384-8045 or **911**

Our Police Department consists of sworn full-time law enforcement professionals, and one full time civilian employee. The Police Officers employed by the Department are fully trained police officers in accordance with the Colorado Peace Officer Standards and Training (P.O.S.T.) Board and the Colorado Revised Statutes.

The Mines Police Department ensures the quality of training and certification of police officers and departmental staff as well as deals with all citizen complaints. As Colorado State Certified police officers, we work in close cooperation with our neighboring law enforcement agencies to include the Golden Police Department, Jefferson County Sherriff's Office, Colorado State Patrol, Colorado Bureau of Investigation, as well as several federal agencies to also include the Federal Bureau of Investigation, Federal Police, and Homeland Security. We're happy to assist you in police matters with those agencies when appropriate.

All of our police personnel are in direct radio communication with the Golden Police Department Dispatch. If at any time you have a need for assistance, you may approach any of us. If we cannot help you, we will be able to contact someone who can.

Our staff is dedicated to making your time at the Colorado School of Mines a safe and pleasant experience. The Mines Police are dedicated to maintaining an environment that is safe and allows our educational mission to occur without disruption. We are committed to enhancing the quality of life of the campus community and primarily responsible for developing services, programs, and strategies for maintaining a safe campus.

---

### **W. Lloyd Wright Wellness Center**

1770 Elm Street, 303-273-3381

Monday - Friday: 8:00 am - 12 noon, 1:00 pm - 4:45 pm

The W. Lloyd Wright Wellness Center houses all offices related to student wellness. The second floor includes student disability services, a dental clinic, and therapeutic counseling services. The first floor, Student Health Center provides primary health care for currently enrolled Mines students who have paid their health fee, and who have a completed health history on file. Patients are seen on a walk-in basis by a registered nurse. In addition, physicians are available for urgent problems during nights and on weekends. They can be contacted at 303-278-4600. You must identify yourself as a Mines student. Students may also choose to go to a local Emergency Room for urgent or emergency care. The closest ER is St. Anthony's Hospital is located at 11600 W. 2<sup>nd</sup> Pl., Lakewood. Exempla Lutheran Medical Center at 8300 W. 38th St. A dental clinic at the Student Health Center is also available for general dentistry needs. Service is by appointment only and there is a charge for the care. See the [Mines Student Health Center Website \(http://inside.mines.edu/stu\\_life/health/\)](http://inside.mines.edu/stu_life/health/) for more information.

---

## **Ben Parker Student Center**

1600 Maple Street

Monday - Friday: 6:30 am - 12:30 am

Saturday & Sunday: 8:30 am - 12:30 am

The Student Center provides a space for Mines students, faculty, and staff to interact with others, relax, study, and have fun. The Center contains The Periodic Table, a food court with lots of options, meeting rooms and ballrooms available for use by Mines student organizations with prior arrangement through the Student Life Office, and the Mines Bookstore.

The following offices are located in the Student Center: Student Life, Student Center Reservations, Dean of Students, Cashier's Office, Registrar, Career Center, Financial Aid, the Graduate Student Office and Student Activities

---

## **Center of Academic Services and Advising (CASA)**

1225 17<sup>th</sup> Street

<http://casa.mines.edu>

Office-Monday - Friday: 8:00 am – 7:00pm

Study Hall-Saturday & Sunday: 8:30 am - 11:30 pm, Monday-Thursday: 6:30am-11:30pm, Friday 6:30am-8:30pm, and Saturday 8:30am-8:30pm.

The Center for Academic Services and Advising (CASA) is the home for first and second year academic advising. Additionally, tutoring, individual academic assistance, CSM101, the Re-Admission process and exit services for students are also sponsored by the staff of CASA. CASA provides an excellent place to meet up with faculty along with finding a quiet place to study.

---

## **Starzer Welcome Center**

1812 Illinois Street

Monday – Friday 8:00 am – 5:00pm

The Starzer Welcome Center hosts the Admissions Office and the Alumni Association, including campus tours, the Mines Magazine, and Alumni and Admissions events.

---

# Community Standards and Policies

## Alcohol and Drugs

- The unauthorized sale, use, manufacture, distribution, or possession of any controlled substance, mind altering drugs (both legal and illegal), illegal drugs or drug paraphernalia of any nature is expressly forbidden in the buildings or grounds of Colorado School of Mines. The misuse or unauthorized distribution of prescription medication is also prohibited in the buildings or grounds of Colorado School of Mines.
- The use of alcoholic beverages is governed by the "Colorado School of Mines Alcohol Policy" found here: <http://inside.mines.edu/Alcohol-Policy> . Furthermore, alcohol is strictly prohibited in all Residence Halls, regardless of the age of the person in possession. Underage consumption and/or intoxication are prohibited in and around the residence halls. The Colorado School of Mines abides by and enforces all State laws regarding alcohol use. Alcohol use in the Mines Park apartments is acceptable only for persons age 21 and over. All Mines Park residents are expected to be respectful of their community. Behavior that is dangerous, disruptive, or flagrant may result in disciplinary action and the revocation of this privilege. Students violating these policies are subject to disciplinary action.
- Students Under the Influence: Any student found intoxicated as a result of alcohol or other controlled substances on campus property, or who is abusive, disorderly, destructive, combative, etc. can be arrested by Mines Police or transported to a local hospital or Detox facility. Any financial costs such as emergency room care, EMT care, Detox Facility costs, damages, etc. associated with the actions of a person as a result of alcohol or drugs will be the responsibility of that student. Students found in violation of this policy may be placed on disciplinary probation, and/or receive other judicial sanctions regarding behavior exhibited by the student.
- Paraphernalia: Alcohol and drug paraphernalia is not permitted in the Residence Halls. Alcohol paraphernalia is considered any container that was purchased containing alcohol. This includes, but is not limited to, cans, bottles, or boxes with alcohol logos. Shot glasses can be considered paraphernalia if they have been used to consume alcohol. Drug paraphernalia includes, but is not limited to, any item used to smoke or inject drugs not prescribed to the individual into the body. These items do not have to be purchased containing illegal drugs to be considered paraphernalia. Their intended purpose is sufficient. These items can be confiscated by Residence Life staff or Mines Police at any time.
- Medical Marijuana: The possession of a Medical Marijuana Registry identification is governed by the Colorado School of Mines Illegal Drugs Policy. Any student who has obtained a Medical Marijuana Registry identification must meet with the Director of Residence Life to discuss expectations and to provide appropriate documentation demonstrating the student has been legally cleared to possess a card. The use and storage of medical marijuana is prohibited on campus.

## Bathroom Use

- Residents and their guests are permitted to only use public restrooms or community restrooms designated for their gender identity if that bathroom has a distinction.

## Behavior Expectations

- Students are expected to exhibit appropriate behavior within the community of the residence hall and Mines Park. Inappropriate behavior may be defined as an activity that disrupts, endangers, or interferes with the educational environment of the residence hall community. Inappropriate behavior is determined at the discretion of Residence Life staff.

## Bikes

- All bikes need to be registered through Mines Police.

- There are a limited number of bike lockers available on a lottery assignment basis in certain residence halls. Consult Weaver Towers Front Desk (Weaver Towers), Elm Hall Front Desk (Elm Residents), the Trads front desk (Trads residents) or Maple Hall Front Desk (Maple and Aspen Hall residents) for details. Students may store their bikes in their apartments or rooms as long as they are not dirty, do not cause a fire hazard, and do not inconvenience other residents. Hanging bikes from the ceiling or fire sprinkler pipes is prohibited. The only proper place to store a bike is a bike rack or assigned locker. DO NOT lock bikes to trees, signs, stair-rails, etc. Bike racks are provided outside for your convenience.

### **Camping**

- There is no camping on Colorado School of Mines property without the express written consent of the university. Granting permission to camp outside of the Residence Halls or Mines Park apartments is the discretion of the department of Residence Life.

### **Candles**

- The burning of incense, candles, or any similar item is prohibited in the Residence Halls and Mines Park Apartments.

### **Cleanliness**

- It is your responsibility to keep your room/apartment clean. Vacuums, cleaning supplies, trash bags, and brooms are available at the desks of your communities for your use. Also, personal hygiene is very important in a close community environment. In the Residence Halls, cleaning schedules for the bathrooms will be posted. In Maple Hall, Aspen Hall, Weaver Towers and Elm Hall, students need to make sure that all personal items are removed from the bathrooms at these times. In the Traditional Halls, NO personal items are to be left in the bathrooms.
- Residents are responsible for cleaning up any mess made in the common area kitchens or other common areas.
- Residents are responsible for the removal of trash and recyclables from their rooms/apartments, including living rooms or suite common rooms. Trash must be placed in appropriate receptacles located outside of the buildings.
- As there are limited laundry facilities, please remove clothing from the washers and dryers promptly so that others may use the machines. Items left in the laundry room for more than a week will be collected and donated.

### **Credit Hours**

- Students must maintain a minimum of 12 credit hours to reside in the Residence Halls. Special arrangements must be made through the Director of Housing for Residence Life.

### **Common Areas**

- The lounges and study spaces in the Residence Halls and Mines Park are for the enjoyment of all residents. Please use common sense and courtesy in your use of the lounges.
- TVs must be kept at a reasonable level to respect the other members of your community.
- Loud or disruptive behavior will not be tolerated.
- Clean up any mess that you make and return furniture to its original setting.
- Respect the rights of others.
- No sleeping in the lounges.
- When using common area kitchens please thoroughly clean up after yourself for health and safety reasons. All refrigerators are routinely cleaned out for health reasons so please label any food items with your name and a date. Kitchen supplies may be checked out from the front desk in Aspen, Elm, the Traditional and Maple Halls and Weaver Towers.



### **Electric Scooters and “Hoverboards”**

- The use, possession, or storage of Hoverboards, Segways, IO Hawks, Skywalkers, and similar devices, is prohibited in the residence halls, apartments Mines Park, and any institutionally owned Greek Housing until safety standards for them can be developed and implemented.

### **Electrical Appliances**

- Only small electrical appliances that are UL approved are permitted in the Residence Halls. Examples include radios, stereos, clocks, desk lamps (**NO halogen lights of any kind are permitted**), TVs, DVD players, personal grooming items, rice cookers (5 cup max), hot-air popcorn poppers, fans, tea pots (32 oz/1 liter max), coffee makers (4 cup, 700w. max), compact microwaves (900 w. max), compact refrigerators (3.2 cubic ft max), and personal computers. COOKING IN ANY OTHER MANNER IS NOT PERMITTED IN STUDENT ROOMS. There are kitchen facilities available in Weaver Towers, Aspen Hall, Maple Hall, Elm Hall, the Traditional Halls, as well as within Community Centers at Mines Park.
- All open heating element devices, including but not limited to toasters, camp stoves, and range-top burners, hot plates, toaster ovens, and personal grills (think George Foreman) are forbidden per fire code. All cooking must be performed in the designated kitchen areas, using the existing appliances in those areas.
- If you feel like you need a personal printer, we encourage inkjet printers rather than laser. We do not allow 3D printers in the Residence Halls or Apartments. There are several labs around campus that students can use for all printing needs.

### **Failure to Comply**

- A student is expected to comply with the reasonable request of a university staff member. Examples of failure to comply would include but are not limited to refusal to open a room door, refusal to produce identification, giving false or misleading information, or failing to complete a disciplinary sanction.

### **Fire Alarms and Fire Equipment:**

- All possible measures are taken to ensure the safety of the residents. This includes fire evacuation rules and regular fire drills. Tampering with fire alarms and fire-fighting equipment *is prohibited* due to the possibility of hindering student response in a regular fire drill or actual fire. PROSECUTION AND/OR DISCIPLINARY ACTION, WHICH MAY INCLUDE DISMISSAL FROM Mines, is the penalty for intentionally setting off false fire alarms, using/tampering with fire equipment without authorization, failure to vacate a building when a fire alarm is set off, or setting fires or using fireworks.

### **Flammable Substances**

- Flammable liquids, flammable vapors, and other dangerous substances, as well as any containers holding (storing) such substances, constitute a serious danger and are prohibited in the Residence Halls and Mines Park apartments. Reasonable provision will be made for aerosol hairsprays, deodorants and such, but these *are* potentially hazardous and should not be stored in the halls in large quantities.

### **Hall Sports (throwing things in the halls)**

- Sports activities inside the residence halls or individual Mines Park apartments are not permitted. This includes, but is not limited to, Frisbee, football, soccer, volleyball, baseball, golf, roller-blading, having water fights, bike riding, rough housing, and playing pranks which may affect the safety and security of community members.

## Health and Safety Inspection and Entry

- Mines is committed to respecting the student's right to privacy. However, the right to enter rooms and perform required maintenance, to determine the condition of Mines property, to regulate suspected violations of Mines rules and regulations, and to maintain the health and safety of all students is reserved.
- Throughout the year, including vacation periods, the University reserves the right to clean, check and repair campus housing rooms. Whenever possible, the University will notify the student in advance of maintenance work to be done and shall exercise all reasonable care with personal belongings of the student. The University will not be responsible for loss or theft of any personal belongings in student rooms.
- Health and Safety Inspections will be conducted by the Office of Residence Life twice a year in the Residence Halls and Mines Park apartments. These inspections will be announced prior to the date of inspection. The University reserves the right to remove any object or material from a student room that would violate a University regulation. Also, if a student fails a health and safety inspection the student must correct the issue within 48 hours and continuously maintain compliance from then on out. Disciplinary action may be taken with any student(s) found in possession/non-compliance with such items or requests to fix, including but not limited to Health and Safety Violations (cleanliness, etc.) and Policy Violations. If a student is found non-compliant with any violation the University reserves the right to terminate the Residence Hall Contract or apartment lease agreement.
- **Guidelines for Room Entry:** The University respects the right of the student to the privacy of their room. However, for reasons of safety, health, general welfare or official business, including reasonable grounds to suspect a violation of University policy, the University reserves the right to enter a student room, and may do so without prior notification or without the student's presence, if necessary.

## Keys, and Locks

- All Mines keys are NON-TRANSFERABLE, and disciplinary action will be taken if a Mines key is loaned out or duplicated. In the Traditional Halls (Morgan, Thomas, Bradford, and Randall) and double rooms in Maple, Elm and Aspen Halls, each room has its own key. In Weaver Towers, each suite has a key lock to the main suite door and a key for each individual room. In Maple Hall suites, each room has its own key lock, and this key will work in a common core for that particular suite. At Mines Park, each apartment has a key to the main apartment and a key for each individual interior room.
- These keys are issued when you check in at the beginning of the contract and must be returned when you check out. The Colorado School of Mines disclaims any responsibility for lost or stolen student property. Please respect the rights and property with whom you are living. Tampering with, or removal of locks, doors, or hardware related to such is strictly prohibited. The locking button must be pushed in and turned to secure the locking mechanism in the Traditional Halls, Weaver Towers, Aspen Hall, and Mines Park. Maple and Elm Halls have self-locking doors.
- Aspen Hall, Elm Hall, Maple Hall, Weaver Towers and the Traditional Halls are secured with BlasterCard Access. Please report any lost BlasterCard to the BlasterCard Office located in the Campus Living Office on the second floor of Elm Hall.
- If any key is lost or stolen, a new key must be obtained through Residence Life Staff. In order to maintain security, your lock must be changed. The Residence Life staff must be notified immediately. Locks will be changed and new keys issued for each lock affected, including any affected roommate keys. The resident responsible for the lost keys will be assessed the full amount of the cost of lock change and key replacements to their student account.

## Personal Affects

- The School is not responsible for, nor does it insure, the student's personal property. It is advisable that students obtain separate insurance, at their own expense, to protect against such losses.

## Pets

- Student residents may not have pets in any residential building, with the exception of fish kept in one aquarium no larger than 10 gallons. Fish kept as pets in the residential buildings must remain in their aquariums at all times. No gravel is allowed down the drains of sinks, showers or toilets. Exceptions to the pet policy are granted for students who have preapproval for a service or assistance animal through Student Disability Services. For more information please visit: <http://disabilities.mines.edu/SDS-contacts> and refer to the Animals On Campus Policy : [http://inside.mines.edu/UserFiles/File/PoGo/Policies/HRS/HRS\\_Animals\\_on\\_Campus\\_Policy.pdf](http://inside.mines.edu/UserFiles/File/PoGo/Policies/HRS/HRS_Animals_on_Campus_Policy.pdf). The policy is also attached to the end of this handbook.

## Posting Policy

- All marketing materials intended for posting in the Residence Halls and/or Mines Park must be approved through the Campus Life Office, located in Elm Hall. If you wish to hang poster or flyers in the residence hall/Mines Park, bring 52 copies to the Campus Life Office.
- All postings should be hung on walls in student rooms with minimal damage. The Department of Residence Life recommends blue painters tape and/or 3M Command strips in Weaver Towers the Traditional Halls, and the Mines Park Apartments and small tacks in Maple Hall, Elm Hall, and Aspen Hall. Duct tape, nails, and other materials which damage the walls are prohibited.
- Postings deemed as inappropriate or offensive by Residence Life Staff must be removed immediately.

## Quiet Hours for Residence Halls

- Quiet Hours *will be maintained* Sunday through Thursday from 7:00pm until 7:00am the following day, and Friday and Saturday 11:00pm until 11:00am. During the Quiet Hour period, TVs, stereos, voices, etc. must be lowered until inaudible in neighboring rooms and hallways.
- Residents will refrain from loud and discourteous behavior in the hallways, stairwells, bathrooms, lounges, lobbies, and any common area in or around (outside) of the Residence Halls.
- In addition, courtesy hours are maintained 24/7. Excessive loud disturbing noise or behavior at any time during the day or night will not be tolerated. A "two door away" policy is the guideline. Although the internal layout of Weaver Towers suites tends to yield more "communal noise," the policy will still be enforced this way if any complaint is raised. Please be courteous and respectful to the needs of your fellow residents.
- During finals week each semester, all floors will observe *24-hour* quiet hours. These hours will be posted and violations of these quiet hours may result in a fine.

## Restricted Areas

- Students are not permitted on the campus housing roofs, canopies, on top of elevators, or any other designated areas deemed unsafe by Mines staff at any point in time.

## **Room Furnishings**

- Furniture and equipment in lounges and common areas are not to be removed from those areas.
- You may NOT remove furniture from your room and/or common areas. You may disassemble your bed, but it must stay in your room during the year and be properly reassembled upon checkout. You may bring personal furniture, but all furniture/furnishings that come with the room must stay in the room at all times. Mines does not have storage space for furniture.
- Closet doors are NOT to be removed. Removal of closet doors may result in a fine.
- Any damages to a student's room or furnishings will be assessed and charged to the student. Students who fail to check-out of the Residence Halls are equally responsible for damage to their room and will be assessed an improper check-out fee.

## **Sales in or around Campus Housing**

- General sales or solicitations from student organizations or off-campus groups are prohibited in campus housing. If residents are *being solicited*, please notify a Residence Life staff member immediately or call Mines Police at 303-273-3333.
- A student may not run any sort of business out of their residence hall room or Mines Park apartment.

## **Security**

- Students are responsible for their living environment. This includes monitoring who is following them into a residential area. Each student entering or leaving a hall should ensure that entrances are secured and locked to prevent unauthorized entry. Unauthorized entry includes holding a door for someone who does not live in your residence hall. Student allowing non-residents to enter a Residence Hall will be held liable for any damages or disruption caused from unauthorized entrants.

## **Smoking**

- ALL campus and State buildings, including any campus housing are designated as non-smoking on the interior part of the building. It is the law, when smoking on-campus that you remain 25 feet away from open windows, doors, and ventilation intake systems. Hookahs and open-flame/coal smoking devices are not permitted in the Residence Halls. Please be courteous of your fellow community members when smoking.
- No vaporizers or e-cigarettes are allowed to be used or stored in or around the residence halls or Mines Park.

## **Unmanned Aircraft Systems (UAS) or “Drones”**

- In the absence of a comprehensive UAS policy, Mines is instituting a temporary restriction of any hobbyist or recreational flight of UAS on or over Mines property without prior approval by Facilities Management and a fully executed Facilities Use Agreement with appropriate risk and liability insurance.
- For more information, please contact the Facilities Management Office and the Director of Compliance and Policy.

## **Visitation and Guest Policy for Residence Halls**

- Guests are limited to a maximum visitation of three consecutive days/nights. Residents are responsible for the conduct of their guests and for any financial obligations incurred by their guests while at Mines. In having guests, residents should respect the rights of their roommate and ask permission to have a guest prior to making plans. No more than two guests per double room will be allowed, per fire code.
- Guests visiting the Residence Hall must be accompanied by the host resident at all times in any public area. Residents are responsible for the behavior of their guests.
- Visitors who violate the visitation policy or conduct policy or who have become a problem to roommates will be required to vacate the premises. Rules established to regulate conduct, to protect the individual's right to privacy and to promote a proper study atmosphere, as outlined in this handbook, shall apply to residents and guests alike.
- When a guest becomes a nuisance to roommates and/or floor members, they will be asked to limit their visitation time or may be asked to leave. If the problem persists, they may have further restrictions placed upon them by Residence Life.

## **Waterbeds**

- Waterbeds are not permitted in any campus housing.

## **Weapons**

- Hand guns, hunting knives, rifles, shotguns, bows & arrows, swords, paintball guns, airsoft guns, and similar dangerous devices and objects are not permitted on campus. Possession of any of these items will result in disciplinary action. What constitutes a dangerous weapon is up to the discretion of the Residence Life staff.
- All switch-blade and fixed-blade knives are not permitted in the halls. Pocketknives or multi-function tools featuring a standard manual flip-blade type not exceeding 3.0 inches will be tolerated, but are not condoned. Staff members reserve the right to require the forfeiture of any device housing a knife blade in violation of these guidelines.
- Misuse or abuse of any dangerous device resulting in a possible threat to the safety of any resident, may result in disciplinary action and if the case warrants, will be turned over to Mines Police.

## **Windows**

- Do not remove screens from windows. The full cost to replace screens will be assessed for screens that are removed, damaged, or missing at checkout.
- Do not throw or dump anything out of the windows.
- Do not hang clothes to dry or store items on the outside window ledge.

## Policy Prohibiting Sexual Harassment

Students are expected to know the policy for Colorado School of Mines Campus. Please be familiar with this page of the Mines website: <http://inside.mines.edu/POGO-Student>

### Policy Prohibiting Gender-Based Discrimination, Sexual Harassment and Sexual Violence

- 1.0 BACKGROUND AND PURPOSE: The Board of Trustees of the Colorado School of Mines (“the School” or “Mines”) promulgates this policy pursuant to the authority conferred by §23-41-104(1), C.R.S., Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106; Titles IV and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000c and 42 U.S.C. §§ 2000e) and relevant sections of the Violence Against Women Reauthorization Act of 2013 (42 U.S.C. §§ 14043e et seq.). This policy supersedes the Board of Trustees’ Policy Prohibiting Sexual Harassment and shall govern if any other Mines policy conflicts with this policy’s provisions. This policy does not preclude application or enforcement of other Mines policies. Nothing in this policy shall be construed to abridge academic freedom and inquiry, principles of free speech or Mines’ educational purpose.
- 2.0 POLICY: Mines prohibits gender-based discrimination, sexual harassment or any form of sexual violence among the Mines campus community. Mines does not discriminate against any person because of gender, gender identity or gender expression. Mines will not tolerate any form of sexual harassment or sexual violence within the Mines campus community. Mines will also not tolerate any form of retaliation against a community member for reporting complaints, cooperating with investigations and proceedings related to such complaints, or opposing gender-based discrimination, sexual harassment or sexual violence. Accordingly, the Board of Trustees adopts this policy prohibiting gender-based discrimination, sexual harassment and sexual violence. In order to prevent incidents of gender-based discrimination, sexual harassment and sexual violence, Mines will: (1) develop, administer, maintain and update procedures to implement and resources to support this policy; (2) educate community members regarding policies and procedures related to prevention, reporting and investigation of gender-based discrimination, sexual harassment and sexual violence; (3) encourage community members to report actual and potential incidents of gender-based discrimination, sexual harassment and sexual violence; (4) take actions to prevent incidents of gender-based discrimination, sexual harassment and sexual violence from denying or limiting a community member’s ability to participate in or benefit from Mines’ educational and work programs; (5) make available timely services and resources for those who have been affected by gender-based discrimination, sexual harassment and sexual violence; (6) take actions to remedy any harm from incidents of gender-based discrimination, sexual harassment and sexual violence; and (7) take actions to prevent the recurrence of gender-based discrimination, sexual harassment and sexual violence. Mines’ Unlawful Discrimination policy shall govern all other forms of harassment or discrimination. No complainant shall be permitted to file a complaint under the Policy Prohibiting Gender-Based Discrimination, Sexual Harassment and Sexual Violence and any other Mines’ complaint or grievance policy or procedure when the complaint or grievance arises out of an identical set of facts.
- 3.0 DEFINITIONS: Gender-based discrimination involves treating a Mines community member unfavorably because of that person’s gender, gender identity or gender expression. All allegations involving gender-based discrimination will be governed by this policy and its implementing procedures. Sexual harassment is a form of gender discrimination. Sexual harassment, without regard to the gender of the individuals involved, consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) either explicitly or implicitly, submission to such conduct is made a term or condition of an individual’s employment or educational endeavors; (2) submission to or rejection of such conduct is used as the basis for employment or educational decisions; or (3) such conduct has the

purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive working or educational environment. All allegations involving sexual harassment will be governed by this policy and its implementing procedures. Sexual violence includes rape, sexual assault, sexual battery, sexual abuse and sexual coercion. In some cases, domestic violence, dating violence and stalking may also be forms of sexual violence. All allegations involving sexual violence will be governed by this policy and its implementing procedures. For a more detailed discussion of the terms defined above, please see the Gender-Based Harassment, Sexual Harassment and Sexual Violence Complaint, Investigation, Resolution and Adjudication Procedure for Complaints Involving Student Behavior and the Gender-Based Harassment, Sexual Harassment and Sexual Violence Complaint, Investigation, Resolution and Adjudication Procedure for Complaints Involving Employee or Third-Party Behavior.

- 4.0 PROHIBITION AGAINST RETALIATION: This policy prohibits retaliation against any individual for raising an allegation of gender-based discrimination, sexual harassment or sexual violence, for cooperating in an investigation or another proceeding related to such allegations, or for opposing gender-based discrimination, sexual harassment or sexual violence. Complaints or instances of retaliation shall be addressed as separate potential violations of this policy.
- 5.0 SANCTIONS FOR VIOLATIONS: A violation of this policy may result in the imposition of sanctions. Sanctions may include, but are not limited to, the following: mandatory attendance at gender-based discrimination, sexual harassment and/or sexual violence awareness and prevention seminars; mandatory attendance at other training programs; oral reprimand and warning; written reprimand and warning; student probation, suspension, or expulsion; educational sanctions; restitution; suspension without pay; or termination of employment or appointment.
- 6.0 ENCOURAGEMENT OF REPORTING: Mines considers the health and safety of its community members to be of paramount importance. Therefore, Mines encourages community members to report all concerns regarding gender-based discrimination, sexual harassment and/or sexual violence in accordance with this policy and its procedures. There may be circumstances where community members are hesitant to report prohibited conduct because they fear it may result in other policy violations being discovered (such as drug use or underage alcohol consumption). Community members should always consider the health and safety of themselves and other Mines community members to be of primary concern and Mines shall review, if necessary, any other policy violations separately from allegations raised under this policy.
- 7.0 IMPLEMENTATION: Mines' Board of Trustees directs the President or President's delegates to develop, administer and maintain the appropriate administrative policies, procedures and guidelines to implement this policy.
- 8.0 RESOURCES:
- Contact for Complaints about Student Behavior:  
Rebecca Flintoft, Assistant Vice President of Student Service and Administration  
[rflintof@mines.edu](mailto:rflintof@mines.edu)  
303-273-3050
- Brent Waller, Director of Residence Life and Housing,  
[bwaller@mines.edu](mailto:bwaller@mines.edu)  
303-273-3046

Contact for Complaints about Employee or Third Party Behavior:  
Debbie Wernli, Employment Manager, Human Resources  
[dwernli@mines.edu](mailto:dwernli@mines.edu)  
303-273-3250

Jane Rosenthal, Director, Compliance & Policy  
[janerose@mines.edu](mailto:janerose@mines.edu)  
303-384-2236

Contact for Complaints about Athletics:  
Dixie Cirillo, Assistant Director – Athletics  
[dcirillo@mines.edu](mailto:dcirillo@mines.edu)  
303-273-3206

Title IX Coordinator:  
Karin Ranta-Curran, Director of Title IX and Equity Compliance, Telephone - 303.384.2558; Email -  
[krcurran@mines.edu](mailto:krcurran@mines.edu)

Katie Schmalzel, Prevention Programs Manager, Title IX and Equity Office  
[kshmalz@mines.edu](mailto:kshmalz@mines.edu)  
303-273-3046

## The Conduct Process

Students at Colorado School of Mines are expected to be familiar with the student Code of Conduct and the Academic Integrity Policy, available at <http://inside.mines.edu/SL-Judicial/>

### Code of Conduct Procedures

Any member of the Colorado School of Mines community may file charges against a student for violations of the Code of Conduct. A Conduct Professional may conduct an investigation to determine if the charges have merit. Charges shall be presented to the accused student and a meeting or hearing shall be scheduled. Following the meeting or hearing, the student will be sent a letter stating the official resolution of the matter. Those involved in apparent violation of any Colorado School of Mines Standards of Conduct, on or off campus, may be temporarily suspended by the Vice President for Student Life or designated member of the administrative staff, pending disposition of the case by the appropriate body or individual having jurisdiction thereof.

#### Administrative Conduct Meetings

All administrative conduct meetings shall be conducted by a Hearing Officer or a faculty member (in the case of academic misconduct). In this section, the term “Conduct Professional” will be used to represent any individual or body that is holding an administrative conduct meeting on behalf of the Colorado School of Mines. Administrative conduct meetings shall be conducted in accordance to the following guidelines:

1. A student shall be notified by the Conduct Professional by phone, e-mail or in person that a meeting will take place. The notification will provide the student with the charge(s) against him/her and set a date and time for the meeting. Meetings are scheduled no less than two (2) business days nor more than fifteen (15) business days after the Conduct Professional as been notified of an alleged conduct violation. Any deviation from this time frame requires proper



notification to all parties involved by the Conduct Professional conducting the hearing and should only be needed for unusual circumstances or scheduling conflicts.

2. The student may be accompanied by an advisor or support person of his/her choosing, at his/her own expense. Such advisor may be an attorney. Since the direct interaction with the student(s) involved is essential to the educational relationship with the School, the advisor is limited to counseling the student and may not act as a representative of the student, speak on the student's behalf, or participate directly in any meeting. The advisor may not serve in a dual role in the meeting, meaning the advisor may not also serve as a witness. The Conduct Professional holding the meeting may consult with or choose to have the School's Legal Counsel, in a similar advisory capacity, present at a meeting.
3. The student may be permitted to bring witnesses and/or ask for relevant witnesses to be called. The Conduct Professional will make the final decision whether a witness will be permitted to be present and provide information related to the matter. If permitted, the Conduct Professional will arrange for witnesses to meet with him/her and provide information related to the matter. Witnesses will provide information to and answer questions directed from the Conduct Professional.
4. Administrative conduct meetings are considered private educational interactions between the student and the School. All meetings are considered closed to anyone not directly involved in the proceedings. Admission of any other persons to the meeting shall be at the discretion of the Conduct Professional.
5. Pertinent records, exhibits and written statements may be accepted as information for consideration. The student shall be allowed to review and respond to any reports the Conduct Professional will consider as the basis for the charges.
6. The student will be afforded the opportunity to present his/her own version of the incident or events by personal statement, as well as through written statements and witnesses to the incident.
7. There may be a verbatim record, such as a recording, made in certain meetings. This recording shall be the property of the School. If such a recording exists and a student wishes to obtain a copy of the recording, a request must be submitted in writing to the Associate Dean of Students. This may be done via mail or in person. Once the request has been received, the Associate Dean of Students will follow the applicable provisions of the Colorado Open Records Act in response to the request.
8. If information presented in the meeting creates additional need for clarification or investigation, or to accommodate irresolvable scheduling conflicts with key witnesses, the Conduct Professional may reschedule the meeting.
9. If the meeting involves more than one student offender from the same incident, the Conduct Professional may permit the meeting concerning each student to be conducted either jointly or separately.
10. The Conduct Professional may make accommodations related to concerns for the personal safety, well-being, and/or fears of confrontation of the student, victims and/or other witnesses during any conduct meetings.
11. If the student, with appropriate notice, does not appear for the meeting, a decision may be reached taking into consideration the totality of the information related to the charges available at the time of the meeting.
12. Formal rules of process, procedure, or evidence as established and applied in the civil or criminal justice system do not apply to the meeting.

## **Residence Hall Discipline Procedures**

Two principles underlie disciplinary efforts. The first is that disciplinary action is aimed at assisting the individuals involved to redirect their behavior and energies along acceptable lines and if possible make right, what has gone wrong. The second principle is that every effort is made to encourage students to assume responsibility for their own behavior. In carrying out these principles, great emphasis is placed on the consideration of each individual case rather than attempting to have matching "penalties" or actions for specific offenses.

The Residence Hall staff is responsible for working with students to maintain an environment in which the rights of all students are respected and in which students assume standards of responsible, respectful behavior. The Residence Life staff has the authority to implement these objectives in the Residence Halls.

- Minor Infractions (e.g., violating quiet hours or visitation policies, throwing water balloons, snowballs, etc.; non-dangerous/threatening violations).

## **Conduct Sanctions and Definitions**

- **First Offense:** Warning, if the infraction is very minor in the judgment of the notified Residence Life staff member; otherwise, incident report filed by Student Staff Member, Residence Hall or Community Director, Residence Life Coordinator, or other authorized member of the Residence Life Staff and appropriate educational sanctions.
- **Second Offense:** Disciplinary action by a Residence Life Coordinator or the Associate Director of Residence Life, including possible institutional probation, community service, and/or other educational sanctions.
- **Third Offense:** Disciplinary action by the Director of Residence Life & Housing and/or the Dean of Students which may result in dismissal from the Apartments or Residence Halls for not less than one semester.
- **Major Infractions:** Major infractions of a very serious nature are categorized as involving any threat to persons, property, and the well-being of the Residence Halls or Apartments, their inhabitants, or staff members. Major infractions will be dealt with on an individual basis, the majority of which will subject the student to possible dismissal from the Residence Halls or Apartments and possibly the school. Other action that may occur from a major infraction is a combination of legal and civil action by the school.

Specific examples of major infractions are as follows:

- Unauthorized sale, use, manufacture, distribution, or possession of any controlled substance, mind-altering drugs (both legal and illegal), illegal drugs or drug paraphernalia of any nature. The misuse or unauthorized distribution of prescription medication is also prohibited.
- Underage consumption/possession of alcohol on- or off-campus, or the possession of alcohol in the residence halls by a person of any age.
- Setting off false fire alarms and/or tampering with fire safety equipment.
- Deliberate destruction of property.
- Discharging or possession of fire arms or other weapons.
- Physical abuse (fighting) or threat to any person.
- Theft of any nature.
- Posting of hate material referring to ones' ethnicity, race, gender, religion, sexual orientation, etc. and/or participating in a hate-based crime.
- Unauthorized entry, use or occupancy of school facilities.
- Disorderly, lewd, indecent, loud, or obscene conduct.

- Failure to comply with directions or blatant disregard of a Resident or Community Assistant, a Hall or Community Director, a Residence Life Coordinator, or other School officials acting in the performance of their duties.
- Unpaid bill due to the Colorado School of Mines.

## Safety and Security

**Mines Police:** The department is responsible for providing services such as:

- Proactive patrol of the campus and its facilities;
- Investigation and reporting of crimes and incidents;
- Motor vehicle traffic and parking enforcement;
- Crime and security awareness programs;
- Alcohol / Drug abuse awareness / education;
- Self-defense classes;
- Consultation with campus departments for safety and security matters;
- Additional services to the campus community such as: vehicle unlocks and jumpstarts, community safe walks (escorts), building and office security, and assistance in any medical, fire, or other emergency situation.

The police officers employed by the Department of Mines Police are fully trained police officers in accordance with the Peace Officer Standards and Training (P.O.S.T.) Board and the Colorado Revised Statutes.

More Information: [http://publicsafety.mines.edu/Public\\_Safety](http://publicsafety.mines.edu/Public_Safety) 303-273-3333

### Mines Emergency Alert System:

To be informed in the event of a future campus emergency, sign up for Mines Emergency Alerts. The Mines Emergency Alert system (MEA) is an emergency notification service that allows university officials to quickly communicate emergency messages to students, faculty and staff via cellular phone text and voice messages, and broadcast on-campus e-mail and phone messages.

To receive emergency messages on your cell phone, *you must subscribe*. To subscribe, logon to [Trailhead](#) and go to "Self Service," click on "Personal Information" and then "Mines Emergency Alert System." The contact information you provide only will be used for delivering emergency messages via the Mines Emergency Alert system.

**For more information:** [http://helpdesk/Mines\\_Emergency\\_Alert](http://helpdesk/Mines_Emergency_Alert)

### Security Tips

- When leaving the hall at night, tell your roommate when they should expect your return.
- Avoid walking alone after dark. Whenever possible, walk with someone you know.
- If you must walk alone, walk with confidence and avoid dark, remote areas. Do not use headphones.
- Never leave goods or belongings unattended.
- Hitchhiking is *always* dangerous, regardless of the time of day.
- If you are the victim of an attack or other crime, contact Mines Police and a staff member as soon as possible.
- Report solicitors or suspicious personals to Mines Police and a staff member immediately.

- Always carry your keys and Blastercard.
- Keep your room door closed and locked when not in the room. Keeping the door closed and locked at all times enhances your safety and that of your roommate(s).
- Immediately inform a staff member of any unsafe condition or behavior that threatens the safety or security of your community.
- Don't let strangers or non-residents into your building. If they are visiting someone, they should call to be escorted in by a resident. Ask to see the Blastercard of anyone coming into the building with you if you don't recognize them.

### **Safeguarding Against Theft**

To guard against theft of your property, Colorado School of Mines recommends that you observe the following safeguards:

- Record the makes and serial numbers of all electronic items (laptops, tablets, etc.).
- Leave family heirlooms or other valuables at home.
- Keep money and valuables in a secure place. Do not keep excessive amounts of cash in your room.
- Record the numbers of all credit cards and checking accounts. Also record the addresses of these companies and banks so that you can notify them if your cards are lost or stolen.
- Report the presence of any strangers in non-public areas of the halls to a staff member and Mines Police.
- Keep your room locked at all times, including at night when you are sleeping.
- In the event you are a victim of a threat, call Mines Police immediately and notify a staff member.

### **Residence Life On-Call Presence**

For all on-campus students, there will be a Resident Assistant or Community Assistant in each area, a Hall Director or Community Director, and a Residence Life Coordinator on-duty every night from 5 pm – 8 am and during the weekend on Saturday and Sunday from 7 pm – 7 am, during the academic year. Resident Assistants and Community Assistants will make three (3) community walks of their building or area each night, and one (1) round will be with the on-duty Senior Staff member. These walks are intended to ensure security of the building, in addition to being social. Hall staff may knock on doors to converse with residents and will check safety and security of all bathrooms (public and in-suite) on the last evening round.

Additionally, there will be a professional staff member, a Residence Life Coordinator, on-call 24/7/365. These individuals are trained to handle a wide variety of emergency and crisis situation.

You may call Mines Police for any immediate concerns or after hours emergencies at 303-273-3333.

When confronted with any sort of incident in the Residence Halls/Apartment Housing (whether on-duty or not), any hall staff member will take appropriate actions to control the situation. The Residence Life Staff will also submit an incident report detailing the nature of the situation. The incident reports may be referred to during a judicial hearing.

# Guidelines for Reasonable Accommodation of Service and Emotional Support Animals in Institutionally Owned Housing

The Colorado School of Mines (Mines) is committed to reasonably accommodating individuals with disabilities. Although Mines generally prohibits animals in student residential buildings, requests for housing accommodations will be evaluated on a case-by-case basis. (See Mines' [Animals on Campus Policy](#)).

The following guidelines apply to any **student** who live in Mines owned housing (Residence Halls, Greek Houses, and Mines Park Apartments). The guidelines are outlined in two sections: 1) service animals, 2) emotional support animals.

## Definition of Student

Student is defined as any person who is registered for coursework at the undergraduate or graduate level at Mines. Students can be degree seeking or non-degree seeking. In the case where a student residing in Family Housing at Mines Park Apartments has a partner/family member needing a service animal or an emotional support animal, the student with whom we have a contract will be responsible for the animal, as outlined below.

## Service Animals

### Definition

Under the Americans with Disabilities Act, a service animal is defined as a dog\* that has been individually trained to do work or perform tasks for an individual with a disability. The work or task(s) performed by the dog must be directly related to the person's disability, including a physical, sensory, psychiatric, intellectual, or other mental disability and meets the definition of "service animal" under the Americans with Disabilities Act ("ADA") regulations at 28 CFR 35.104. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Examples of the work performed by the service animal include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

\* Under particular circumstances set forth in the ADA regulations at 28 CFR 35.136(i), a miniature horse may qualify as a service animal.

### Guidelines

In compliance with applicable law, Mines allows service animals in its buildings, classrooms, residence halls, institutionally owned Greek Houses, Mines Park Apartments, meetings, dining areas, recreational facilities, activities, and events, and all other areas where the public is normally allowed to go when the animal is accompanied by an individual with a disability who indicates the service animal is trained to provide, and does provide, a specific service to them that is directly related to their disability.

## *Inquiries Regarding Service Animals*

Mines **does not require documentation**, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, Mines employees may not make any inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability). When it is not readily apparent that a dog is a service animal, Mines staff may ask the following:

- If the animal is required because of a disability and;
- What work or task the animal has been trained to perform.

## *Responsibilities of Student*

Students who wish to bring a service animal to campus should contact Mines' [Student Disability Services](#), especially if other academic accommodations will be requested. Additionally, students are strongly encouraged to register their animal with Mines Police Department. To do so, contact Mines Police at 303.273.3333. They will ask you to bring in the animal, as well as copies of certifications that demonstrate the service the animal provides and copies of vaccinations. They will keep these on file, along with a picture of the animal. Finally, students who plan to live with a service animal in on-campus housing (residence halls, Mines Park Apartments, or institutionally-owned Greek houses) should notify the Department of Residence Life (and Student Activities if in an institutionally-owned Greek House) as soon as practically possible. Advance notice of a service animal for on-campus housing may allow more flexibility in meeting a student's specific requests for housing. Such notification is required each subsequent academic year so Student Disability Services, Residence Life, and Student Activities (if applicable) are aware of ongoing circumstances.

Students who use a service animal are responsible for any damage or injuries caused by their animal and must take appropriate precautions to prevent property damage or injury. The cost of care, arrangements and responsibilities for the well-being of a service animal are the sole responsibility of the student at all times.

### *1. Service Animal Control Requirements*

- **The student must be in full control of the animal at all times. Service animals must be harnessed, leashed, or tethered unless these devices interfere with the animal's work, or the individual's disability prevents using these devices.** In that case, the individual must be able to control the animal through voice, signal, or other non-disruptive means.
- The animal should be unobtrusive to other individuals and the learning, living, and working environment to the extent possible.
- The animal should wear some type of commonly recognized symbol to identify it as a service animal but not disclosing the disability.

### *2. Animal Etiquette*

**To the extent possible, the student should ensure that the animal does not:**

- Sniff people, restaurant tables, or the personal belongings of others.
- Display any behaviors or noises that are disruptive to others unless part of the service being provided the student.
- Block an aisle or passageway for fire egress.

### 3. Waste Cleanup

Cleaning up after the animal in all indoor and outdoor campus facilities and grounds, including sidewalks and lawns, is the sole responsibility of the student. In the event that the student is not physically able to clean up after the animal, it is then the responsibility of the student to hire someone capable of cleaning up after the animal. Contact staff if arrangements are needed to assist with clean-up.

#### Removal of Service Animals

Service Animals may be removed immediately by a Mines Police Officer or any representative of Colorado School of Mines for the following reasons:

- **Out of Control Animal:** Student may be directed to remove an animal that is out of control and student does not take effective action to control it. If the improper animal behavior happens repeatedly, the student may be prohibited from bringing the animal into any Colorado School of Mines facility until the student can demonstrate that they have taken significant steps to mitigate the behavior.
- **Non-housebroken Animal:** A student may be directed to remove an animal that is not housebroken.
- **Direct Threat:** A student may be directed to remove an animal that Mines determines to be a substantial and direct threat to the health and safety of individuals. This may occur as a result of a very ill animal, a substantial lack of cleanliness of the animal, or the presence of an animal in a sensitive area like a medical facility, certain laboratories, or mechanical or industrial areas.

Where a service animal is properly removed pursuant to this policy, Mines will work with the student to determine reasonable alternative opportunities to participate in the service, program, or activity without having the service animal on the premises.

If at any time the Director of Housing & Residence Life, Mines Police, and/or Director of Student Activities feels that the health or life of an animal or person is at risk, the Department of Residence Life and/or Department of Student Activities is authorized to contact Jefferson County Animal Control and require that the animal be removed and/or taken into custody of animal control. Any suspected incident of animal abuse must be reported immediately to law enforcement.

#### Service Animals in Training

Colorado law allows dogs on campus who are being trained specifically as service animals for individuals with disabilities. Please contact the Office of Compliance and Policy for assistance: 303.384.2236 or [compliance@mines.edu](mailto:compliance@mines.edu).

[Learn more about service animals and the ADA.](#)

### **Emotional Support Animals**

#### Definition

Under the Fair Housing Act, emotional support animals or assistance animals are not service animals. An emotional support animal is one that is necessary to afford the person with a disability an equal opportunity to use and enjoy Colorado School of Mines housing (residence hall, Mines Park Apartment, and institutionally-owned Greek Houses). An emotional support animal alleviates one or more identified symptoms or effects of a person's disability by providing physical assistance, emotional support, calming, stability or another kind of assistance. Emotional support animals do not perform work or tasks that would qualify them as "service animals" under the Americans with Disabilities Act.

#### Guidelines

An emotional support animal may be permitted in Colorado School of Mines housing (residence halls, Mines Park Apartments, or institutionally-owned Greek Houses) pursuant to the Fair Housing Act. If a student is allowed to have an emotional support animal, it will be restricted to housing areas only, and

will not be permitted in other areas of campus, including but not limited to dining facilities, libraries, student center, academic buildings, athletic buildings and facilities, classrooms, labs, offices, and individual centers.

Requests for emotional support animals in campus housing must be directed to [Student Disability Services](#). A request will include disability documentation from a qualified provider who has worked with the student over time and in-person. The request will be considered if all of the following criteria are met:

- The student has a verifiable disability.
- Documentation demonstrates that the animal is necessary to afford the student with a disability an equal opportunity to use and enjoy a dwelling.
- The animal does not fundamentally alter Mines' housing operations, pose a direct threat to the health and safety of others, or cause substantial property damage.
- Arranging for the animal does not cause undue financial or administrative burden for the Department of Residence Life, Student Activities, the housing community, or Mines.

Following confirmation from Student Disability Services that the request for an emotional support animal is a reasonable accommodation, the Department of Residence Life and/or Student Activities requires 10 business days to determine whether the animal can logistically be accommodated in campus housing.

If approved, students are strongly encouraged to register their animal with Mines Police Department. To do so, contact Mines Police at 303.273.3333. They will ask you to bring in the animal, as well as copies of certifications that demonstrate the service the animal provides and copies of vaccinations. They will keep these on file, along with a picture of the animal.

Requests for emotional support animals must be re-submitted each subsequent academic year a student is living in institutionally-owned housing to Student Disability Services and the Department of Residence Life.

#### Limitations

Mines may consider the following factors, among others, in determining whether the presence of the emotional support animal is reasonable and in making housing assignments:

- The student must be able to confirm the animal will receive annual veterinary check-ups and must comply with all state and local licensure and vaccination requirements.
- The student must show proof of current vaccinations and licensure.
- Animals that may fundamentally alter Mines' operations (including housing operations) may not be allowed. Mines may consider whether the size of the animal is too large for available assigned housing space, whether the animal's presence would force another individual from a housing unit (e.g. serious allergies), and whether the animal's presence otherwise violates any individual's right to peace and quiet.
- Animals that may cause substantial physical damage may not be allowed (e.g., an animal that is not housebroken or is unable to live with others in a reasonable manner).
- Animals cannot be a threat to the health or safety of other people or approved animals. Mines may consider whether the animal poses or has posed in the past a direct threat to the individual or others, such as aggressive behavior towards or injuring the individual or others).
- Animals will not be allowed if they pose an undue financial or administrative burden to Colorado School of Mines. Mines may consider whether the animal causes or has caused excessive damage to housing beyond reasonable wear and tear.



## Student Responsibilities and Implications/Ramifications for Failure to Comply

### ***Animal must be kept under student control (physical or verbal) in public areas of campus:***

- The animal must be in control at all times, even when the animal is not in the company of the student.
- The animal must be well cared for, clean, and hygienic; in good health with regular veterinary check-ups; and meets all state and local licensure and vaccination requirements (documentation is required).
- The student must clean up animal's waste and dispose of it appropriately.
- The student must educate others in the campus community on how to appropriately interact with the animal.

#### Implications/Ramifications

- First Offense - Warning and conversation with Department of Residence Life or Student Activities Office Designee
- Second Offense – Fine, at a minimum of \$100, may be incurred
- Third Offense – Animal must be removed from campus within three calendar days.

### ***Animal Must Not Cause Damages to University Owned Property***

#### Implications/Ramifications

- Student must restore furniture to the condition it was in when they originally occupied unit. If furniture is damaged beyond repair, the student must pay for replacement cost (minus depreciation if applicable) via their student Trailhead account.
- Student must pay the cost of any facility damage via their student Trailhead account.
- Excessive or repeated damage will result in the animal's behavior being evaluated by the Director of Residence Life or Director of Student Activities or a designee. If the animal is determined to be too destructive, the student will be given one week to find an off-campus living situation for the animal.

### ***Animal Must Not Cause Noise***

#### Implications/Ramifications

- First Offense - Warning and conversation with Department of Residence Life or Student Activities Office Designee.
- Second Offense – Animal is required to attend obedience/behavior classes. Student must provide documentation to Department of Residence Life or Student Activities Office Designee.
- Third Offense – Animal's behavior will be evaluated by Director of Residence Life or Director of Student Activities or a designee. If the animal is determined to need more behavior modification than can be reasonably completed immediately, the student will be given one week to find an off-campus living situation for the animal.

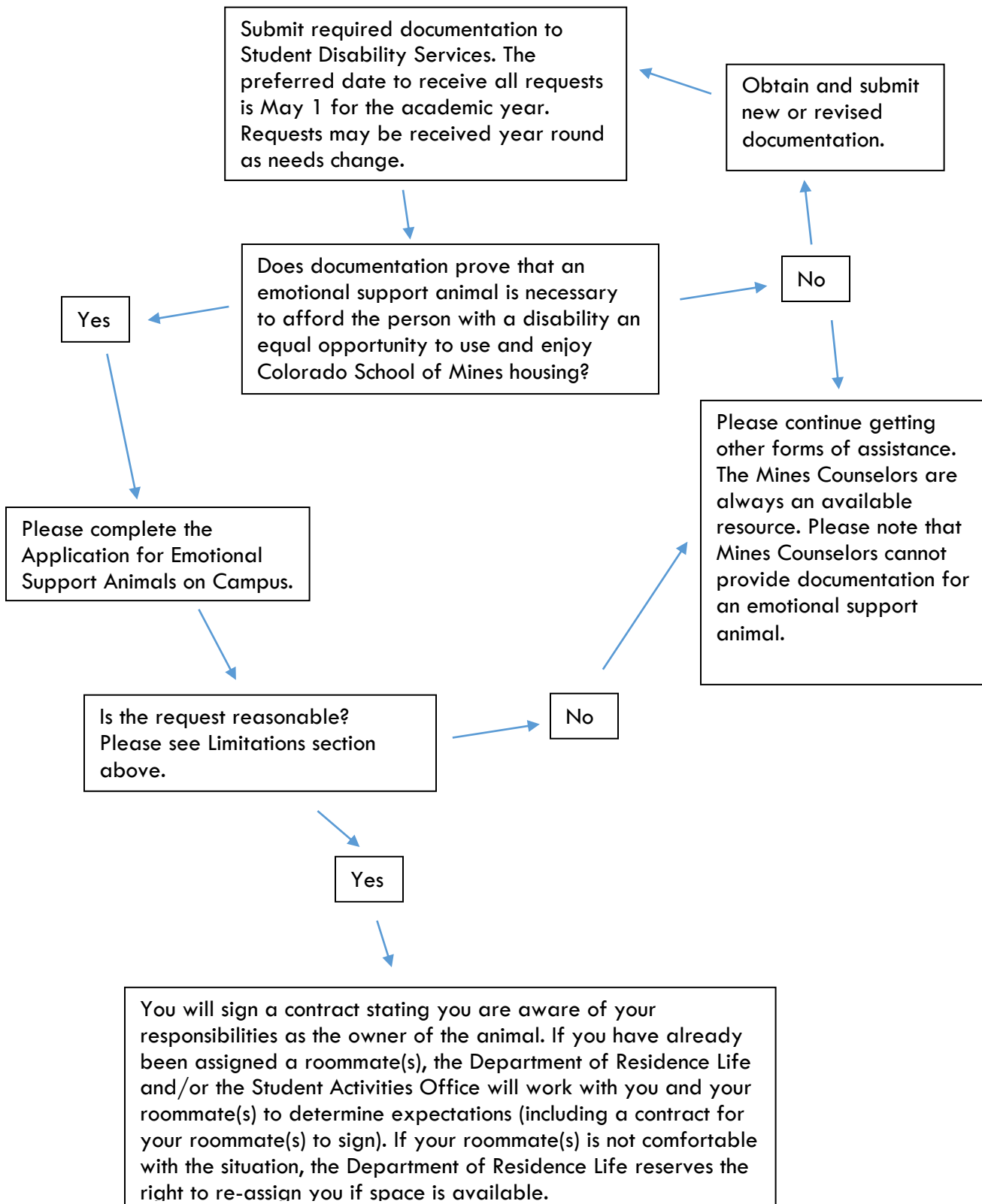
### ***Animal Must Not Bite/Scratch People or Other Approved Animals***

#### Implications/Ramifications

- An animal cannot be a threat to the health and safety of other people or approved animals. An incident will be reviewed and the outcome determined on a case-by-case basis and could result in immediate removal of the animal from campus.

If at any time the Director of Residence Life and/or Student Activities feels that the health or safety of an animal or person is at risk, the Department of Residence Life and/or Student Activities is authorized to contact animal control and require that the animal be removed and/or taken into custody of animal control. Any suspected incident of animal abuse must be reported immediately to law enforcement.

**Procedure**



## Application for Emotional Support Animals on Campus

*To Be Filled Out and Approved Prior to Bringing an Animal into Institutionally Owned and Managed Housing*

Student Legal Name \_\_\_\_\_

CWID \_\_\_\_\_

**Select one:**

- Animal has been acquired and is currently living elsewhere  
 Purchase of animal is dependent on the approval of this application

**Pet Information** (complete as much as possible if purchase of animal is dependent on application approval)

Name of Pet \_\_\_\_\_

Type of Pet \_\_\_\_\_

Pet Markings \_\_\_\_\_

Weight \_\_\_\_\_ Sex \_\_\_\_\_

Jeff Co License # \_\_\_\_\_

Spayed/Neutered  Vaccinations Up to Date  Micro-Chip  Veterinarian Documentation

Veterinarian Name & Contact Info

\_\_\_\_\_

Who will care for your pet if you are away from your residence for an extended amount of time? In an emergency situation? \_\_\_\_\_

\_\_\_\_\_

**Please initial next to the following statements:**

I have read, understand, and agree to all policies within the Emotional Support Animal Guidelines: \_\_\_\_\_

I have read, understand, and will abide by all implications of policy non-adherence: \_\_\_\_\_

I understand that pet ownership is a privilege, and I will give my pet good care: \_\_\_\_\_

I understand that I am financially responsible for any damage caused by the animal in my care: \_\_\_\_\_  
(Note that a pet deposit is not required and an assessment of the damages will be done when I move out.)

I agree to random inspections of my room to ensure facility upkeep and animal welfare: \_\_\_\_\_

I understand that my pet must see a veterinarian once annually and documentation must be filed with the Department of Residence Life and/or Student Activities: \_\_\_\_\_

I understand that having an emotional support animal is contingent on the approval of this application by the Department of Residence Life and/or Student Activities Office: \_\_\_\_\_

Signature of Student, Emotional Support Animal Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Department of Residence Life  
Or Student Activities Office Designee: \_\_\_\_\_ Date: \_\_\_\_\_

## **Contract of Responsibilities for Student for Emotional Support Animals**

The emotional support animal student agrees to all of the following terms and conditions:

1. Emotional support animals must be crated in the emotional support animal student's living space at all times when the emotional support animal student is not present and restrained on a leash at all times when not in the emotional support animal student's living space in accordance with University policy that requires all dogs and other animals brought on University property (other than seeing eye and guide dogs) to be on a leash.
2. Emotional support animals are not permitted in other residents' living spaces, or other areas of Mines' campus (e.g. classrooms, dining rooms, libraries, academic buildings, labs, classrooms, or any other campus facilities).
3. An emotional support animal student may be required to move from their living space and/or residence hall at the discretion of the designated representative of the Department of Residence Life or the Student Activities Office should other residents be impacted negatively by the presence of the emotional support animal.
4. An inventory of the emotional support animal student's living space will be completed prior to the emotional support animal being allowed in such living space.
5. At check out, a walk-through with original inventory will be completed to determine if damages have occurred and, if so, the charges that need to be assessed. A pre-checkout walk will be performed by a designated Department of Residence Life or the Student Activities Office staff member approximately six weeks prior to check out (or no later than April 15 of the spring semester) to determine if damages have occurred and if additional cleaning appears necessary.
6. An emotional support animal student is responsible for any damages caused by their emotional support animal. Students will, if necessary, pay any cost to repair damages to university owned property, including, but not limited to: furniture, inside/outside structures, flooring.
7. An emotional support animal student is responsible for regular care and cleaning of emotional support animals and the area in which it is maintained in order to avoid damage to University facilities, odor, or disease (including but not limited to flea and/or tick infestation) and in a manner such that living space cleanliness is the same as living spaces without emotional support animals.
8. Emotional support animal waste must be immediately disposed of by the emotional support animal student at all times and placed in outside trash dumpsters. If a situation occurs that requires emergency clean-up, Facilities Management Custodial staff will perform such clean-up at the rate of \$35 per hour, which will be charged to the emotional support animal student.
9. An emotional support animal may not be left unattended for a period of time (including but not limited to out-of-area travel) that interferes with or prevents the appropriate care for the animal and/or maintenance of the living space. During such periods, the emotional support animal must be removed from campus or cared for by a designated friend/family member and the emotional support animal student continues to be responsible that all such care complies with all provisions of this emotional support animal contract during their absence. If the student will be absent for a prolonged period of time (ex: the winter break), the emotional support animal needs to be removed from campus.
10. An emotional support animal may not disrupt others by unreasonable noises, odors, or other behaviors.
11. An emotional support animal student whose emotional support animal is not maintained in a reasonable and appropriate manner in regard to odor, cleanliness and a disease free environment in conformance with this emotional support animal contract or in a manner that creates a continued nuisance for other residents, as determined by the Department of Residence Life or the Student Activities Office, is subject

to removal by the emotional support animal student upon seven (7) days of written notification to the emotional support animal student.

12. An emotional support animal student shall notify the Department of Residence Life or the Student Activities Office designee if their emotional support animal is missing and cannot be located immediately.
13. The Department of Residence Life or the Student Activities Office has the right to inspect the emotional support animal student's living space to investigate complaints or concerns and/or to confirm the emotional support animal student's compliance with the provisions of this emotional support animal contract.
14. It is strongly encouraged that all emotional support dogs receive obedience training and that all emotional support cats be declawed in order to minimize the potential of any violation of the provisions of this emotional support animal contract.
15. An emotional support animal student is strongly encouraged to consider obtaining renter's insurance in connection with the approval of their request to maintain an emotional support animal in order to provide coverage for any damages to property or person as a result of the maintenance of the emotional support animal.
16. An emotional support animal student is strongly encouraged to take a Pet Ownership Class. These classes can be coordinated through an established private practice or through a pet store. The emotional support animal student bears the financial responsibility for this class.
17. If applicable: I agree to have the following conversations with my roommate with a professional staff member from the Department of Residence Life or the Student Activities Office:
  - a. Are you comfortable living in the same space with the selected animal?
  - b. Do you have any allergies to the selected animal?
  - c. Describe any special needs of animal so the roommate(s) is aware.
  - d. Describe the animal's diet and expectations regarding food.
  - e. Describe how the animal will be cared for and cleaned up after.
  - f. Describe how the animal is trained.
  - g. Discuss expectations of where the animal is allowed or not allowed (ex: roommate's bed).
  - h. Provide location of emergency information for the animal's care.
  - i. Explain that the animal has a specific purpose and is not a community pet.
  - j. Discuss general expectations outlined in this contract.

By signing below, I understand and agree that should any of the terms and conditions of this emotional support animal contract be violated, the Department of Residence Life and/or Student Activities may terminate this contract and prohibit me from maintaining an emotional support animal in campus student housing upon written notice by the Department of Residence Life and/or Student Activities to the emotional support animal student.

Signature of Student, Emotional Support Animal Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Department of Residence Life  
Or Student Activities Office Designee: \_\_\_\_\_ Date: \_\_\_\_\_

## Contract of Responsibilities for Roommate of Student

I, \_\_\_\_\_, am comfortable with \_\_\_\_\_  
(Please print) (Please print)

having an animal in our room/apartment. I have no known allergies with this animal in our room/apartment.

Although I am not the student of this animal, nor directly responsible for this animal, I will make every reasonable effort to ensure that this animal is kept out of harm's way and that other persons in this facility are not negatively affected by this animal.

Additionally, I have had the following conversations with my roommate with a professional staff member from the Department of Residence Life or the Student Activities Office:

- a. I am comfortable living in the same space with the selected animal.
- b. I do not have any allergies to the selected animal.
- c. The special needs of animal have been explained.
- d. The animal's diet and expectations regarding food have been explained.
- e. How the animal will be cared for and cleaned up after has been explained.
- f. How the animal is trained has been explained.
- g. Expectations of where the animal is allowed or not allowed (ex: roommate's bed) have been discussed.
- h. The location of emergency information for the animal's care has been provided.
- i. I am aware that the animal has a specific purpose and is not a community pet.
- j. General expectations outlined in the student contract have been discussed.

Roommate Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Apartment/Hall/House

\_\_\_\_\_  
Unit/Room Number