

RESIDENT HANDBOOK: GUIDE TO RIGHTS AND RESPONSIBILITIES

2021-2022



DEPARTMENT OF RESIDENCE LIFE
Learning through Living at Mines

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*Disclaimer: Updates may be made to this Handbook by the Department of Residence Life and uploaded online. The online Handbook will take precedence over previous versions.

OVERVIEW OF THE HANDBOOK: RESIDENT GUIDE FOR RIGHTS AND RESPONSIBILITIES

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 commitment to the community. This guide documents all policies and expectations for residents and guests in our communities. Additionally, it outlines the process our staff utilizes to address conduct that has reportedly violated these policies and expectations.

Students at Colorado School of Mines are expected to be familiar with the Residence Life Community Standards and Policies, as well as the Student Code of Conduct and the Academic Integrity Policy, available at <https://www.mines.edu/policy-library/mines-student-code-of-conduct/>.

Residence Life Mission

Colorado School of Mines (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 Pillars

We show our commitment to our community by working to uphold these pillars:

- Inclusion
- Respect
- Community
- Learning
- Responsibility

Social Justice Statement

Residence Life is dedicated to providing an inclusive community that fosters understanding and appreciation of all races, religions, national origins, socio-economic classes, gender identities and expressions, sexual orientations, physical and learning abilities, and ages. We are committed to playing an important role in the educational experience by providing students and staff with diverse educational and social opportunities so that they may become more justice-minded and educated members of society to address the needs of the world's growing population. As an institution that is devoted to engineering and applied sciences, we call upon our communities to cultivate a passion for social justice and diversity and to develop the skill and knowledge set needed to take action for change within our global society.

Terms Used

Apartments: Defined as apartments at 1750 Jackson Street and Mines Park (both single and family housing).

Case Manager: A full-time professional Residence Life Staff Member (i.e., Residence Life Coordinator, Associate Director of Residence Life, or Director of Residence Life).

First-year students: All first-time, undergraduate students at Mines.

Full-time status: For the purpose of this policy and the residence hall contract, full-time status is 12 or more credit hours per semester.

Residence Halls: Defined as Morgan, Thomas, Bradford, Randall, Spruce, Maple, Elm, and Weaver Towers.

Residential Community: Inclusive of both residence halls and apartment housing.

RESIDENCE LIFE CONDUCT PROCESS

Residence Life Conduct Mission

The Residence Life conduct process is intended to be an educational and restorative experience fostering student growth and development through intentional conversation and reflection. Students will work to understand the impact of their actions, and when possible, reduce or repair harm through educational outcomes. Staff will treat students with care and respect through equitable procedures, while balancing Residence Life and University missions.

Resident Rights and Responsibilities

All residents have the right to:

- Feel safe and secure
- Be their authentic selves
- A reasonably peaceful and quiet living and learning environment
- Mutually agreed upon privacy and equitable access in their assigned living space
- Respectfully address another community member's behavior when it infringes upon their rights
- Equitable access to activities, events, and programs

All residents have the responsibility to:

- Respect the rights and dignity of others
- Know and follow all Community Standards and Policies (Residence Life and Institutional)
- Comply with requests made by Residence Life staff and other Institutional Officials who are acting in the performance of their duties
- Contribute positively to the community through individual choices, actions, and participation
- Report violations of Community Standards, Residence Life Policies, or Institutional Policies to appropriate staff

Residence Life Conduct Process Overview

If Residence Life Staff witness or receive a report that a resident may have violated Residence Life Community Standards and Policies or the Student Code of Conduct (while in a residential community), they will utilize the following process:

1. Staff member(s) (i.e., a Resident Advisor, Community Director, Residence Life Coordinator, Mines Police Officer) will respond and address any behavior that poses an immediate safety risk or disruption to the community. They will also document what they observed during their response and take note of all individuals present.
2. Within two business days, a Case Manager (a professional staff member in Residence Life) will review the documentation provided by the responding staff.
3. Based on the content of the documentation, the Case Manager may decide to meet with you to discuss the incident, as well as get to know you better.
 - a. A meeting will be scheduled at a time that does not conflict with your class schedule, and an invitation will be delivered through your Mines student email account.
 - b. The invitation will include the date, time, and location of the meeting. It will also include a list of all potential policies that may have been violated.
4. At your meeting with the Case Manager, you will have the opportunity to review any documentation associated with the incident (except any material that is deemed to be private information of other involved individuals), and you will have the opportunity to share your experience from the incident. You have the following rights:
 - a. You have the option to bring an advisor or support person to the meeting. Sometimes this person is a lawyer, a friend, a parent, translator, or other support individuals. However, that support person is not allowed to speak on your behalf or go to the

- meeting without you. If you would like to bring this person with you, it is your responsibility to notify the Case Manager at least one business day in advance. If the support person becomes disruptive during the meeting, the Case Manager can ask them to leave.
- b. You can present additional evidence to support your perspective of the incident. If you have witnesses or other evidence, alert the Case Manager at least one business day in advance of your conduct meeting.
 - c. You may request reasonable accommodations through the Case Manager by emailing or calling them directly in advance. Their contact information will be in your meeting invite.
 - d. It is your decision whether to attend. If you do not attend, the Case Manager will determine whether you are responsible for the policy violation(s) and any outcome(s) without your input based on the information available.
5. After the meeting, the Case Manager may also meet with other involved individuals (if applicable) before determining whether you are responsible for the policy violation(s). Their decision will be based on the documentation provided by staff, the conversation(s) they have had with you, and any additional individuals involved in or impacted by the incident.
 - a. Official notification of findings will be sent to you through an Outcome Letter sent your Mines student email account.
 6. If you are found responsible for violating a policy, the Case Manager may assign sanction(s). Sanctions are intended to support your learning and development as you move past the incident in your continued journey at Mines and beyond.
 - a. Notification of sanctions (if any) will be included in the Outcome Letter you received.

Please note, this overview provides a general description of the response and procedures you can expect if documented for violating a policy. However, the timeline or process may deviate based on need and circumstance as determined by the Case Manager. If you have questions or concerns about this process, please ask in advance or during your meeting with your Case Manager.

Conduct Sanctions and Definitions

The Department of Residence Life believes that each policy violation is unique, and the Department does not prescribe a specific set of sanctions for set violations. Sanctions are based upon what would be the most educational for the individual(s) who violated policy. As a result, any combination of the following educational sanctions may be imposed upon any student found to have violated the Residence Life Handbook – this is not an exhaustive list:

- Warning – A written notice to the student that the student is violating or has violated institutional policies
- Educational Sanction – Educational sanction that is assigned based upon a specific policy violation (i.e., Reflection essay, written apology to community, etc.).
- Probation – A written reprimand stating that the student is no-longer in good standing with the Department of Residence Life as a result of violating specified policies. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions – such as removal from current housing situation – if the student is found to violate any institutional policies during the probationary period.
- Loss of Privileges – Denial of specified privileges within the residential community for a designated period of time (i.e., limited kitchen/social space usage)
- Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Residential Community Relocation – Relocation of the student from a specific space in a residence hall or the hall in general.

- Residential Community Suspension – Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- Residential Community Expulsion – Permanent separation of the student from the residence halls.

Appeal Process

You have the right to appeal the Case Manager's decision based on the following criteria:

- a. New information that was not available at the time of the conduct meeting.
- b. Material violations of due process and conduct procedures that impacted the outcome.
- c. Sanctions are disproportionate to policies violated.

Instructions on how to appeal are provided in the Outcome Letter a student receives from the Case Manager. In your written appeal you must directly address your justification for appeal using the above criteria.

COMMUNITY STANDARDS AND POLICIES

Introduction to Community Standards and Policies

Residence Life Community Standards and Policies describe the behavior expectations for all community members and visitors to Mines housing areas (i.e., residence halls, apartments, and University owned Greek houses). The intent of these expectations is to support the mission of Residence Life to create a community that supports the unique needs of Mines students and all members feel valued, welcome and safe.

A1.0 Alcohol

The Department of Residence Life takes seriously the illegal use and abuse of alcohol. This includes the alcohol use by individuals either under the legal age or in an inappropriate manner. As an educational institution, we place a great deal of responsibility on students who are of legal age to make responsible decisions about alcohol consumption. College students also have a great deal of independence; however, with independence comes responsibility.

The responsible student will:

- Know, understand, and conform to federal, state, and local laws, and adhere to Mines policies regarding alcohol.
- Make informed decisions about alcohol consumption.
- Assume accountability for one's behavior and accept the consequences for all actions.
- Assume accountability for one's guests and accept the consequences for all actions.
- Not make alcohol the focus in their activities. Consuming alcohol just to consume or get intoxicated is not responsible use.
- Not pressure other students to consume alcohol, whether directly or indirectly.
- Not pressure other students to engage in sexual activity when either or both of them have consumed alcohol.
- Not behave in a way that is disruptive or otherwise harmful to self or others including times when this behavior involves alcohol consumption.
- Show care and concern for students who use alcohol in a manner damaging to themselves or the community, and refer students to the Department of Residence Life, Student Life Office, Counseling Service, or any faculty or staff member for additional assistance.

Policies Regarding Alcohol

A1.1 Alcohol is prohibited in the residence halls and 1750 Jackson Street, regardless of the age of the person in possession.

A1.2 The possession of alcoholic beverage containers, either full or empty, may be taken as a presumption of use and possession, and as such, may be considered policy violations.

A1.3 Students may be held accountable for policy violations, even if they do not have actual possession of alcohol, when they are present at alcohol-related events; commit other policy violations while intoxicated; or are in possession of alcohol or illegal substances.

A1.4 Only students living in the Mines Park Apartments and who have attained the legal drinking age of 21 years may possess or consume alcoholic beverages. Peer pressure to use alcohol will not be tolerated. When in possession of or consuming alcohol, no students under the legal drinking age may be present; in this situation, all students present are at risk of

violating the alcohol policy. Residence Life staff has discretion to determine what constitutes responsible personal use by persons of legal drinking age.

A1.5 Alcohol use in the Mines Park Apartments is acceptable only for persons age 21 and over. All roommates must be 21 years of age or older in order to possess and consume alcohol in apartment communal areas (i.e., living room and kitchen). If at least one roommate or guest is not 21 years of age, then those residents who are 21 years of age or older must keep their alcohol in their respective private living quarters (i.e., bedroom). All Mines Park residents are expected to be respectful of their community.

Specific interpretations and policy situations with respect to the Alcohol Policy (and D2.0 Drugs) include the following:

- Underage consumption and/or intoxication are prohibited in and around the residence halls and Mines Park Apartments.
- Being in a room or apartment where alcohol is being consumed, even if the underage student is not consuming it themselves.
- Possession of drug and alcohol paraphernalia in the residence halls.
 - Alcohol paraphernalia includes but is not limited to: empty cans or bottles, boxes with alcohol logos, shot glasses. These items are permitted in Mines Park if they belong to a resident who is of legal drinking age unless evidence of excessive flagrant alcohol usage.
 - 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 contain illegal drugs to be considered paraphernalia.
- Hosting individuals in a room or apartment where alcohol is present.
- Providing alcoholic beverages or other drugs to individuals that are under the legal age.
- Possession, production, or actively seeking to obtain, a fictitious or fraudulent ID.
- Possession of a keg, common source, or large quantities of an alcoholic beverage-regardless of age.
- The misuse or unauthorized distribution or possession of prescription medication.
- Disruptive behavior as a result of the consumption of alcohol or other drugs. Disruptive behavior includes, but is not limited to, persons who are abusive, disorderly, destructive, combative, loss of bodily functions, or a person's actions that result in the destruction of property belonging to another student, Mines, the City of Golden or other public space, or privately-owned property.
- Disorderly conduct, including but not limited to: failure to comply with university or law enforcement official (i.e., refusal to open a room door, refusal to produce identification, giving false or misleading information, or failing to complete a disciplinary sanction), arrest for public intoxication, acute, emergency medical care.
- Pursuant to the Colorado School of Mines Illegal Drugs Policy, the use and storage of medical marijuana is prohibited on campus, regardless of whether the user possesses a Medical Marijuana Registry identification. Any student who has obtained a Medical Marijuana Registry identification must meet with the Dean of Students to discuss expectations and to provide appropriate documentation.

**Mines staff members have the ability to seek medical or police assistance when engaging with any incident where alcohol or other drugs may be associated. Mines is not responsible for any accrued financial costs such as emergency room care, EMT care, detox facility costs, criminal fines or legal fees.

Alcohol and alcohol-related violations include, but are not limited to, the following examples:

- A Residence Life staff member confront students in a residence hall room or apartment that is excessively noisy and finds students who are drinking. If any of them are underage, it is a clear alcohol violation.
- Public intoxication (staggering, slurring of words, vomiting, loss of bodily fluids, etc.).
- Permitting others (students or guests) to use assigned living quarters to consume alcohol in violation of the alcohol policy.
- There is vandalism or damage done to property or other people by a student who evidences alcohol use.
- A student harasses or is abusive to other students or college authorities and there is evidence of alcohol use.
- Promotion of events where alcohol is the primary focus.
- A staff member is present in any area of the residence halls and notices alcohol containers or paraphernalia, regardless if alcohol consumption has taken place.
- Use of false identification in order to consume alcohol and avoid detection by staff or security, or failure to provide identification when requested by a college official.

B1.0 Behavior Expectations

Students are expected to exhibit behavior within the community that supports the health and wellness of all community members. Behavior or any activity that disrupts, endangers, or interferes with the educational environment of the residence hall community detracts from that mission. Residence Life staff have discretion to determine what constitutes inappropriate behavior.

B2.0 Bikes

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, assigned locker, or bedroom. Do not lock bikes to trees, signs, stair-rails, etc. Bike racks and a limited number of lockers are available for storage.

It is a resident's responsibility to register their bike(s) through Mines Police.

C1.0 Camping

Camping on Colorado School of Mines property requires the express written consent of Mines. Granting permission to camp outside of the residence halls or apartments is the discretion of the Department of Residence Life.

C2.0 Candles

The burning of incense, candles, or any similar item (i.e., candle warmer) poses a significant fire hazard and is prohibited in the residence halls and apartments.

C3.0 Cleanliness

Personal hygiene and cleanliness are very important in a close community environment. Residents are responsible for maintaining personal hygiene practices (i.e., regular hand washing, showering) and keeping their room/suite/apartment clean. Residents will also be responsible for bringing their own cleaning tools and supplies.

C3.1 In Elm, Spruce, and the Traditional halls, cleaning schedules for the bathrooms will be posted – all cleaning schedules are determined at the discretion of Facilities Management.

Additionally, to reduce the use of common surfaces, Residence Life may assign fixtures (i.e., sinks, toilet stalls, and shower stalls) for the use of designated residents. Residents are expected to adhere to any guidelines regarding bathroom use. No personal items should be left in community bathrooms to allow staff sufficient access to clean and maintain the facilities.

C3.2 In 1750 Jackson Street, Mines Park, Maple Hall, and Weaver Towers, students are responsible for cleaning and maintaining the bathroom(s) in their suite/apartment. Maple Hall and Weaver Tower suite bathrooms will be cleaned during winter and spring break. During scheduled bathroom cleanings in Weaver Towers and Maple Hall, all personal items must be removed.

C3.3 Residents are expected to clean any mess made in common areas immediately and thoroughly.

The following cleaning products are recommended for all residents to bring with them:

- Disinfecting spray/wipes (non-bleach)
- Paper towels
- Hand Soap (does not need to be anti-bacterial)
- Scrub brush
- Sponges
- Microfiber rags
- Latex/nitrile/vinyl gloves

C4.0 Credit Hours

Only currently enrolled, full-time students are permitted to reside in housing, except for special arrangements which must be made through the Director of Residence Life and Housing.

C4.1 Residence halls: Students must maintain a minimum of 12 credit hours.

C4.2 Apartments: Students must maintain a minimum of 9 credit hours for undergraduate students or 4 credit hours for graduate students.

C5.0 Common Areas

Residents will have access to all common lounges, lobbies, kitchens, and study spaces in the residence halls and apartments unless otherwise posted. To promote community safety, Residence Life may post occupancy limits and physical distancing expectations.

To protect the safety of all community members, Residence Life reserves the right to close any common space- including kitchens- if cleanliness and/or physical distancing expectations are not upheld.

C5.1 Laundry facilities are available for use for residents. 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.

C5.4 Personal items, including bikes, plants, boxes, trash, shelves, etc. cannot be stored in common areas including stairwells, hallways, patio, breezeways, and balconies.

D1.0 Decorations

Residents are encouraged to personalize their assigned space. All decorations should be hung on interior walls in student rooms in a manner that causes minimal damage. Please observe the following guidelines regarding decorations:

D1.1 The Department of Residence Life recommends blue painters' tape in Weaver Towers the Traditional Halls, and the Mines Park Apartments and small tacks in Maple Hall, Spruce, 1750 Jackson Street, and Elm Hall.

D1.2 Duct tape, nails, 3M Command strips, and other materials will damage the walls and are prohibited in all areas.

D1.3 Materials posted in students' room must be made with roommate(s) consent.

D1.4 Materials posted in students' room cannot be affixed to either side of the window due to fire and safety concerns, and potential for damage to the window.

D1.5 Materials posted on walls cannot be placed closer than 18 inches from the ceiling or fire suppression devices (i.e., sprinkler head, smoke detector) due to fire and safety concerns.

D1.6 All student room doors, including bedroom, suite and apartment, can be personalized with decorations provided they do not exceed 30% of the total surface of the door. String lights cannot be attached on or across doors as they can impede egress in an emergency. Additionally, all items affixed to the door must not damage or impede the doors operation, this includes door stops.

D1.7 Exterior door decorations are permitted. However, since they are in community space, they must support a welcoming environment to all residents. The Department of Residence Life holds final discretion whether decorations comply with this policy.

D1.8 Common area decorations (i.e., decorations posted beyond student doors in hallways, lobbies, and lounges) require permission from Residence Life staff as a component of an organized program. At the conclusion of the program all hallway decorations must be removed within 24 hours.

D2.0 Drugs

The unauthorized sale, use, manufacture, distribution, or possession of any controlled substance, illegal drugs (including marijuana), or drug paraphernalia of any nature is expressly forbidden in the buildings or grounds of Colorado School of Mines.

It is illegal to possess, store, or consume marijuana on Mines' premises as Mines is a Federally-funded institution – even if the student possesses a Red Card (medical marijuana identification). It is a felony to provide marijuana to an underage individual in the State of Colorado. More information can be found on Article V, Section 13 of the Colorado School of Mines Student Code of Conduct ([http://inside.mines.edu/UserFiles/File/studentLife/STU_Mines_Student_Code_of_Conduct\(19August2016\).pdf](http://inside.mines.edu/UserFiles/File/studentLife/STU_Mines_Student_Code_of_Conduct(19August2016).pdf)).

E1.0 Electric Scooters and “Hoverboards”

Due to the fire hazard posed by large lithium batteries, the use, possession, or storage of Hoverboards, Segways, IO Hawks, Skywalkers, and similar devices, is prohibited in all housing areas (i.e., residence halls, apartments, and Greek houses).

E2.0 Electrical Appliances- Residence Halls

Residents are responsible to ensure that appliances stored and used in their spaces function properly and meet fire safety standards outlined in this policy.

E2.1 Small electrical appliances that are Underwriters Laboratories (UL) approved are permitted in the residence halls. Examples include radios, stereos, clocks, desk lamps, TVs, gaming systems, 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, with automatic shut-off), compact microwaves (900 w. max), compact refrigerators (3.2 cubic ft max), and personal computers.

E2.2 Cooking in student rooms is limited to approved appliances only.

E2.3 The following appliances are not permitted to be stored or used in student rooms per fire code:

- All open heating element devices, including but not limited to toasters, camp stoves, and range-top burners, hot plates, toaster ovens, and personal grills (i.e., panini maker, table-top grills, etc.).
- Any lamp or appliance that uses halogen lights of any kind.

E2.4 3D printers are not permitted in the residence halls. However, there are several labs around campus that students can use.

E2.5 Wireless printers are not permitted in the residence halls, please bring wired printers only. Printers are also available for student use in all residence halls and various locations throughout campus.

E3.0 Electrical Appliances- Apartments

Residents are responsible to ensure that appliances stored and used in their apartment function properly and meet fire safety standards outlined in this policy.

E3.1 Apartment residents may utilize Underwriters Laboratories (UL) approved small cooking appliances (i.e., toaster, toaster oven, personal grills) in their kitchen spaces.

E3.2 Larger appliances (i.e., portable dishwashers, washers, and dryers) are not permitted.

E3.3 Personal grills are prohibited from use or storage in our outside of apartments.

E3.4 We do not allow 3D printers in apartments. There are several labs around campus that students can use for all printing needs.

E3.5 Residents of units in the 1800s and 1900s are not permitted to utilize any appliance or device (i.e., fan, air conditioning unit, etc.) to direct or force interior air outside. Fans can be used to circulate air internally or draw air in from the outside. Using an appliance to force internal air out of the apartment can create hazardous carbon monoxide levels that pose an imminent risk to the health and safety of occupants.

F1.0 Face Coverings

To reduce community spread of infectious diseases, regardless of vaccination status, residents are encouraged to wear a cloth face-covering when outside of bedrooms/suites/apartments of the residence halls/apartments. To receive maximum benefit, face-covering should be worn properly, completely cover the nose and mouth, and free from holes (i.e., cannot be seen through).

Face-coverings should be used a maximum of one day before cleaning.

Residents who share a suite or common living space (i.e., Maple Hall, Weaver Towers, 1750 Jackson Street, and Mines Park) should discuss and agree upon expectations of using face-coverings in these spaces.

F2.0 Fire Alarms and Life Safety

F2.1 Fire Alarms. All residents are expected to treat fire alarms as an emergency and evacuate the building as quickly and safely as possible. When evacuating, if safe to do so, all doors should be shut behind when exiting.

F2.2 Fire Drills. The Department of Residence Life will conduct routine fire drills to help residents prepare for the unlikely event of a fire. Residents are expected to treat all alarms as an emergency and evacuate the building as quickly and safely as possible.

F2.3 Fire Equipment. 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. Setting off false fire alarms, using/tampering with fire equipment without authorization, failure to vacate a building when a fire alarm is set off, setting fires, or using fireworks could result in prosecution in addition to conduct action. Due to the severe hazard posed by these behaviors, action may include dismissal from Mines.

F3.0 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 apartments. Reasonable provision will be made for aerosol hairsprays, deodorants and such, but these are potentially hazardous and should not be stored in residential communities in large quantities.

H2.0 Health and Safety Inspection and Entry

Mines is committed to respecting the student's right to privacy. However, Mines also reserves the right to enter rooms in order to perform required maintenance, determine the condition of Mines property, investigate a reasonable suspicion of a violation of Mines rules and policies, and to maintain the health and safety of all students.

H2.1 Throughout the year, including vacation periods, Mines reserves the right to clean, check and repair residential community rooms. Whenever possible, Mines will notify the student in advance of maintenance work to be done and shall exercise all reasonable care with personal belongings of the student. Mines will not be responsible for loss or theft of any personal belongings in student rooms.

H2.2 Health and Safety Inspections will be conducted by the Office of Residence Life at least twice a year in the residence halls and apartments. These inspections will be announced at least 48 hours prior to the date and time of inspection. Mines reserves the right to remove any object or material from a student room that violate a Mines policy.

H2.3 If a student fails a health and safety inspection the student must correct the issue within 48 hours and continuously maintain compliance moving forward.

K1.0 Keys and Locks

Supporting the security of the housing community is the responsibility of all residents through proper use and possession of all issued keys and Blaster Cards.

K1.1 Mines keys are non-transferable and cannot be loaned out or duplicated.

K1.2 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.

K1.3 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.

K1.4 If your key is temporarily misplaced (example: locked in your room), you will need to contact our student staff or front desk for a lock-out. A resident's first lock-out is complimentary and \$20.00 per lock-out after for the remainder of the academic year.

K1.5 Elm Hall, Spruce Hall, Maple Hall, Weaver Towers, Traditional Halls, and 1750 Jackson Street are secured with BlasterCard Access. Please report any lost BlasterCard to the BlasterCard Office located in the Student Center.

K1.6 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. The cost for a lost or stolen key depends on the work needed to change out the key, usually between \$80 - \$150.

N1.0 Noise

Residents are expected to be considerate of other community members who may be impacted by the noise they create.

N1.1 Quiet Hours are Sunday through Thursday from 9:00 PM until 7:00 AM the following day, and Friday and Saturday 11:00 PM until 11:00 AM. During the quiet hour period, TVs, stereos, voices, etc. must be lowered until inaudible in neighboring rooms and hallways. Furthermore, residents will refrain from loud and discourteous behavior in the hallways, stairwells, bathrooms, lounges, lobbies, and any common area in or around (outside) of residential communities.

N1.2 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/outside your unit" 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.

N1.3 During the last two weeks of each semester, all floors will observe 24-hour quiet hours. These hours will be posted and violations of these quiet hours may result in disciplinary action.

P1.0 Personal Property

Mines 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.

P2.0 Pets and Wildlife

Residents may not have pets or wildlife in any residential community, with the exception of fish kept in one aquarium per residential space (room, suite, apartment, etc.) no larger than 10 gallons. Fish kept as pets in the residential community must remain in their aquarium at all times. To prevent damage and blockage of the plumbing system, gravel is not allowed down the drains of sinks, showers, or toilets.

P3.0 Posting

All marketing materials intended for public posting in any residential community must be approved through the Campus Life Office, located in Elm Hall. If you wish to hang poster or flyers in the residence halls or apartments we recommend the quantities (below) to the Campus Life Office.

- 1750 Jackson Street Apartments: 6
- Traditional Halls: 14
- Elm Hall: 6
- Maple Hall: 9
- Mines Park Apartments: 8
- Spruce Hall: 11
- Weaver Towers: 8
- All Residential Communities: 62

All postings should be hung on walls with minimal damage. Duct tape, nails, 3M Command strips, and other materials which damage the walls are prohibited.

Q1.0 Quarantine and Isolation

In accordance with directives from county health, residents who become ill with COVID-19 or identified as a close contact may be directed to quarantine or isolate for a designated period. This directive may include relocating to a temporary housing assignment. While under quarantine or isolation directives, students are required to follow all directions and guidance provided by Mines officials.

R1.0 Restricted Areas

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

R2.0 Room Condition

Upon move-out, residents are responsible for any damage(s) that they do not list – and that occur during their occupancy of the space – on their Room/Unit Condition Report when they first move-in.

R2.1 All Mines provided furniture and furnishings must remain within its designated space. You may disassemble your bed, but it must stay in your room during the year and be properly reassembled upon checkout. All furniture must be in their original locations upon move-out.

R2.2 Constructing homemade or store-bought lofts are not permitted in any residential community.

R2.3 Closet doors are not to be removed.

R2.4 Any damages to a student's room or furnishings will be assessed and charged to the student and/or community. Students who fail to check-out of the residence halls or apartments are equally responsible for damage to their room and will be assessed an improper check-out fee.

R3.0 Room Entry

Mines respects the right of the student to the privacy of their room. However, for reasons of safety, health, general welfare or official business, including a reasonable suspicion a violation of Mines policy, Mines reserves the right to enter a student room, and may do so without prior notification or without the student's presence, if necessary.

S1.0 Security

Residents are responsible for their living environment. This includes monitoring who is following them into a residential area. Each resident entering or leaving a building 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 residential community. Any resident who allows non-residents to enter will be held liable for any damages or disruption caused from unauthorized entrants.

S2.0 Service and Assistance Animals

Residence Life is committed to providing a safe and welcoming environment for residents of all abilities and to comply with state and federal laws regarding individuals with disabilities who may benefit from assistance of an animal.

Service animals are permitted in all housing areas.

Residents are responsible for understanding the [Animal On Campus Policy](#).

Assistance animals must receive approval – through Disability Services – and Residence Life prior to bringing the animal to campus. More information regarding assistance animals can be found [here](#) along with [Disability Services'](#) webpage on accommodations.

S3.0 Sexual Harassment, Sexual Assault, and Interpersonal Violence

Students impacted by sexual harassment, sexual assault, and interpersonal violence, including dating violence, domestic violence, and stalking, have the ability to receive support and resources – academic supportive measures, wellness resources, and safety planning – that ensure access to education, regardless of a student's decision to move forward with a resolution process outlined in the [Procedure to Resolve Complaints of Sexual Harassment Sexual Assault, and Interpersonal Violence](#).

Students have multiple reporting options. They can report confidentially to any of the Mines Confidential Resources. Students typically use this option if they want to know more about the non-confidential reporting process. They can also report directly to the Title IX Coordinator, the Assistant Director, or any of the Deputy Title IX Coordinators. These individuals, their office locations, and their contact information is located on the [Office of Institutional Equity & Title IX website](#). Students also have the option to report to law enforcement, concurrently or independently of a Title IX report.

S4.0 Smoking

All campus and State buildings, including any residential communities are designated as non-smoking on the interior part of the building. Smoking is not permitted within 25 feet of building entrances, windows, doors, and ventilation intake systems. Smoking includes tobacco, cloves, use of e-cigarettes, electronic vaping devices, personal vaporizers, electronic nicotine delivery systems, or other devices that vaporize substances to simulate smoking.

S4.1 Hookahs (open-flame/coal smoking devices) are not permitted.

S4.2 Vaporizers or e-cigarettes cannot be used or stored in residential communities.

S4.3 Production, sale, distribution, and sampling of all smoking products, paraphernalia and accessories, including e-cigarettes and vaping devices of any kind are prohibited.

S5.0 Solicitation and Sales

General sales or solicitations from student organizations or off-campus groups are prohibited in residential communities. Please notify a Residence Life staff member immediately or call Mines Police at 303-273-3333 to report incidents of solicitation.

A resident may not run a business out of their residence hall room or campus apartment.

S6.0 Sports in Residential Community Buildings

Residents are encouraged to use outdoor spaces at least 25 feet away from housing buildings to be physically active and play sports. Sport activities inside the residence halls or individual apartments are not permitted as they present a significant risk of personal injury or damage to facilities. Examples of activities that should only occur outside include, but are 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.

T1.0 Trash

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 in designated areas either outside the buildings or within trash rooms.

U1.0 Unmanned Aircraft Systems (UAS) or “Drones”

In accordance with the Mines’ Drone/UAS policy, Mines prohibits any hobbyist or recreational flight of drones/UAS on or over Mines property except in very limited circumstances.

Hobbyist drone/UAS activities are limited to the Mines’ survey field areas ONLY with prior approval from the Public Safety and Compliance & Policy offices.

For more information, please contact the Compliance and Policy Office at compliance@mines.edu.

V1.0 Visitation and Guests

Residents are permitted to have visitors who are Mines affiliated (both on-campus and off-campus students and staff). References to “visitors” below are intended to apply to Mines affiliated visitors. Non-affiliated individuals are not permitted in any residential communities. This restriction includes common spaces (i.e., hallways, lounges, and lobbies). If you wish to meet with non-affiliated guests, you are encouraged to meet outside while maintaining a minimum physical distance of 6 feet or virtually.

Visitors are limited to a maximum visitation of 3 consecutive days/nights within a 14-day period.

Residents are responsible for the conduct of their visitors and for any financial obligations incurred by their visitors while at Mines. When hosting visitors, residents should respect the rights of their roommate(s) and ask permission prior to making plans. Per fire code, below are the maximum visitors permitted:

<u>Room Type</u>	<u>Maximum Visitors</u>
Residence Hall Single	2
Residence Hall Double	2
Residence Hall Triple	3
Residence Hall Suites and On-Campus Apartments	4

Visitors to the Residence Halls or Apartments must be accompanied by the host resident at all times in any public area. Residents are responsible for the behavior of their visitors.

Visitors who violate 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 visitors alike.

When a visitor 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.

W1.0 Weapons

Except as expressly provided within Mines Policy on Firearms, Explosives and Other Weapons, https://inside.mines.edu/UserFiles/File/PoGo/Policies/STU/STU_Firearms_Policy.pdf, hand guns, hunting knives, rifles, shotguns, bows & arrows, swords, paintball guns, airsoft guns, and similar dangerous devices and objects are not permitted on campus. Residence Life staff have discretion to determine what constitutes a dangerous weapon within the residential communities. As a contractual condition of residence, all residents must waive their right to possess, carry or store any weapon, firearm, or explosives, including concealed carry handguns, in any Colorado School of Mines-owned house, apartment, or residence hall.

W1.1 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 or encouraged. Staff members reserve the right to require the forfeiture of any device housing a knife blade in violation of these guidelines.

W1.2 Misuse or abuse of any dangerous device resulting in a possible threat to the safety of any resident, may result in conduct action and if the case warrants, will be turned over to Mines Police.

It may be possible to store firearms with Mines Police. Please contact them for additional information.

W2.0 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.

W2.1 Do not throw or dump anything out of the windows.

W2.2 Do not hang clothes to dry or store items on the outside window ledge.

W2.3 In the Traditional Halls, room windows have a fire safety bar installed. Removing this fire safety bar or opening the window further than the bar allows, may damage the window. Residents may be held responsible for any damages resulting from the actions above.

W2.4 Items cannot protrude from windows (i.e., air conditioning units).

W2.5 Due to fire and safety concerns, and potential for damage to windows, postings of any materials on either side of the windows is prohibited. Signs, posters, decorations, etc., may be posted in student rooms but must be done in a manner which in no way hinders exit or view through the window.