

RESIDENCE LIFE POLICIES AND PROCEDURES

Abandoned Property

Students must remove all personal belongings from their residence hall rooms within 24 hours from the end of their housing contract (or the time posted by Residence Life, whichever is first) or upon the vacating of, withdrawal from, or removal from the university or the residence hall. If students fail to remove personal belongings from the residence hall, the property shall be deemed as abandoned and disposed of by the university at its sole discretion. Any costs associated with the removal of belongings will be charged to the student.

The university assumes no liability for the loss or damage of students’ personal property if property has been abandoned.

Accommodation Requests for Students with Disabilities

See this policy in the University Policies section of this Student Handbook.

Accommodation Requests - Single Rooms

New England Institute of Technology understands the importance of a supportive campus environment for its students, and that this is particularly important for first-year students as they transition from high school to college. A positive and engaging first-year experience can make a significant impact on incoming students’ level of satisfaction, academic performance, campus involvement, and progress toward graduation. NEIT has designed its residential program on the premise that an interactive social residence hall environment is fundamental to living and participating in a cooperative learning experience. While living on campus, students will have the opportunity to make new friends, immerse themselves in the NEIT culture, establish valuable social connections and identify unique leadership opportunities.

Based on the premise that an interactive social residence hall environment is fundamental to living and learning at NEIT, the residence hall is primarily designed to house two students per bedroom and includes a large number of community areas, e.g., lounges, a game room, and a multipurpose room. The majority of student rooms are double rooms with only a limited number of single rooms available. If a student requests a single room as an accommodation, the request, as with all accommodation requests, will be evaluated on an individual basis. An accommodation for a single room is only provided in the event that no other reasonable accommodation would allow a student to participate in NEIT’s residential program as it is designed. A single room does not guarantee privacy or a quiet environment. A single room also does not guarantee an allergen-free environment. For students who have trouble concentrating and studying in their rooms, a single room is not typically warranted as there are a number of quiet study spaces in the residence hall and in other locations on campus. A single room will not prevent a student from having to interact and negotiate living arrangements with other students, such as alone time, sleep patterns, and study schedules.

Alcohol and Drug Amnesty Policy

See this policy in the University Policies and Procedures section of this Student Handbook.

Alcohol Policy

See this policy in the University Policies and Procedures section of this Student Handbook.

Animals on Campus

See this policy in the University Policies and Procedures section of this Student Handbook.

Communicable Diseases (Including COVID-19)

See this policy in the University Policies and Procedures section of this Student Handbook.

Confiscation

Any object or substance used to violate any provision of the Student Conduct Policy may be confiscated and disposed of as deemed appropriate by a university official.

Certain prohibited items may be confiscated, stored, and returned to the owner at the end of the term (or earlier by arrangement with Residence Life), provided that the items are removed from campus immediately and not returned to the premises. Alcohol and illegal items (e.g., controlled substances, drug paraphernalia, weapons) will not be returned.

NEIT assumes no obligation for the care or safekeeping of any confiscated items while in its possession. Items not retrieved by the end of each term will be deemed abandoned and disposed of at the university’s sole discretion.

Consolidations and Vacancies

The university reserves the right to consolidate or reassign residents in order to increase room occupancy. A vacant bed may be offered to another student at any time and must be accessible to other students needing to change rooms.

Students with a vacancy in their rooms are only permitted to occupy one set of furniture. If the occupant of a room with a vacancy attempts in any way to block the filling of a vacant bed or to dissuade a prospective roommate from occupying the room, the occupant may be subject to disciplinary action.

In addition, the university reserves the right to make housing assignments or relocate a student to another space when, in the university’s sole judgment, general living conditions for any resident or the well-being of the community will be improved by such a move. Students in an area in which the collective behavior of a residential community is deemed problematic may be dispersed and reassigned to a new space.

Cooking and Kitchen Use

Students are not permitted to cook in their residence hall rooms. Personal microwaves are permitted. The only microwave permitted is the NEIT vendor-approved MicroChill microwave/refrigerator combination unit. Students may have a personal refrigerator, not exceeding 3.5 cubic feet, in their residence hall room.

Heating and cooking appliances such as hot plates, air fryers, toasters, toaster ovens, indoor grills, and griddles are prohibited.

Students may use the common kitchen on the first floor of the residence hall, provided that such use occurs outside of quiet hours and does not interfere with Residence Life programming. The kitchen hours are:

- Monday-Thursday: 8:00 a.m. – 10:00 p.m.
- Friday: 8:00 a.m. – 12:00 a.m.

Saturday: 9:00
a.m. – 12:00 a.m.

Sunday: 9:00
a.m. – 10:00 p.m.

Students should not leave food that is heating unattended on the stove and/or in the oven. If a fire alarm is set off due to smoke resulting from unattended food that is being heated, the student will be fined and may face disciplinary action. (See Disciplinary Action and Fines, within Fire Safety Policy for Resident Students in this Student Handbook.)

Students are responsible for cleaning up after themselves and must leave the entire kitchen area clean.

Damages

NEIT holds students responsible for damage to property beyond normal wear and tear. Assessments and billing for damages are done at regular intervals throughout the year and as needed.

Resident students will have 72 hours after checking in to report to the Residence Life staff any damages that were not easily visible at the time of check-in. Damages are to be reported using the Room Condition Report (RCR), which can be found in the housing software. An inspection will take place at check-out and will be compared with the original RCR as a basis for assessing any damage and/or excessive cleaning charges.

Charges for damages within a room or suite that are not attributable to a specific individual(s) will be divided among those residents living in the space. Charges for common area damages in public spaces within the residence area (for example, halls, stairways, lounges, laundry room, lobbies, bathrooms, or kitchen) that cannot be attributed to a specific individual(s) will be divided among all those living in that area, without exception.

In such cases, floors, pods, or the entire residence hall community may be charged. Students who may have information about any damage that occurs in the residence area should contact a Residence Life staff member. Students will be charged for items including, but not limited to, the following: damaged, missing, or moved furniture; uncleanliness; damaged walls, floors, carpets, doors, fixtures, or appliances; and damaged or removed window screens.

Students who are found responsible for the damage, vandalism and/or theft of university property or the personal property belonging to another individual may be subject to disciplinary action in addition to being charged financial restitution.

Common area damages are typically assessed quarterly and are charged to a student's account. Individual charges are assessed either as they occur, at the end of each term, or at the end of a student's residency period. Students are required to pay any damage charges within 10 days of notification by Residence Life.

Doors

Students are prohibited from leaving their doors propped open when they are not present in their room/suite. It is recommended that students keep their doors closed at all times. Students are also prohibited from tampering with any door in the residence hall in an effort to keep the door from locking.

Drug Policy

See this policy in the University Policies and Procedures section of this Student Handbook.

Elevators

See this policy in the University Policies and Procedures section of this Student Handbook.

Fire Safety Policy for Resident Students

In order to maintain a healthy and safe living environment, New England Institute of Technology's (NEIT) residence hall complies with applicable state and municipal fire and safety laws and regulations. NEIT coordinates with the Town of East Greenwich to ensure on-going compliance with fire safety laws and regulations.

Ensuring a safe environment, however, requires the involvement of the entire NEIT community.

NEIT advises all residents to familiarize themselves with the emergency exists and evacuation routes from their locations. Evacuation diagrams are posted in all residence hall rooms. If for any reason there is no evacuation diagram in your area, immediately notify the Office of Auxiliary Services. Residents should also familiarize themselves with the location of fire alarm boxes.

Students should immediately report any fire by calling 911 or pulling a fire alarm. Extinguished fires must be reported to the Department of Public Safety. Students should also report any hazardous or potentially hazardous conditions to the Department of Public Safety.

Students who fail to comply with NEIT's Fire Safety Policy for Resident Students are subject to disciplinary action which may jeopardize their residency status.

Fire Alarms

All students and guests are required by Rhode Island state law to evacuate the residence hall building when a fire alarm sounds. If a fire alarm sounds, follow these instructions:

- Feel the door of your room to see if it is hot. If it is not hot, slowly open the door to check for smoke. If there is no smoke, close the windows, leave the light on, and walk briskly to the nearest exit.
- Do not use an elevator; use the nearest stairway.
- If the door is hot or the corridor is filled with smoke, return to your room and notify the Department of Public Safety. WAIT FOR A FIREFIGHTER BY THE WINDOW.
- Once outside, move away from the building to a designated assembly area (listed below).

Assembly areas are marked. Students will remain at the assembly area until informed by the fire department, the Department of Public Safety, or Residence Life staff that it is safe to re-enter the building.

Assembly Areas

Main exit Assembly
Point A on the quad

All other exits Assembly
Point E behind the residence hall

All persons exiting the building should stay off roads and walkways to allow first responders access to the building.

If an assembly point is deemed to be unsafe, evacuees should move to another safe area. They should inform the Department of Public Safety or a fire department official that they have moved.

Any student who fails to evacuate the residence hall immediately upon sounding of the fire alarm will face disciplinary action

Evacuation of Residents with Mobility Impairments

Residents with a mobility impairment are responsible to notify the Residential Life staff of their mobility impairment. The Resident Life staff along with the Environmental Health & Safety Officer will work with the residents to ensure that they understand the building's fire protection systems and address any issues specific to their mobility impairment.

During a fire alarm, residents and guests with mobility impairments should move to the nearest exit and allow the heavy flow of residents to pass. If able, they should then exit the building and report to the assigned assembly point. If they are unable to leave the building due to a mobility impairment, they should move to a designated Evacuation Assistance Location. These are located next to the elevator, across from the main stairway (north side) on each floor and are marked with an "Evacuation Assistance Location" sign.

Anyone at the Evacuation Assistance Location should call 234-5555 and inform NEIT Public Safety of the location. Have another resident inform Public Safety or a First Responder if you don't have a phone with you.

If residents and guests with a mobility impairment cannot safely move to the Evacuation Assistance Location, they should return to their room, close the door and notify NEIT Public Safety of their location. If it isn't possible to notify Public Safety, move to the window and signal for assistance.

Evacuation of Service / Support Animals from Residence Hall

In the event of an emergency evacuation, the student owner, if present in the residence hall room at the time of evacuation, may evacuate their service/support animal if the animal is caged or under their control and doing so will not endanger the student or others. If an emergency occurs when the student is not present in the room, then the situation may necessitate leaving the assistance/service animal behind until the area is deemed safe for return by the incident commander or Public Safety. The resident should not attempt to enter the building to retrieve the animal.

Large caged or uncontrolled animals shall be left in place and the incident commander or NEIT Public Safety staff notified of their location. Emergency personnel will determine whether it is safe to remove an animal left in the building and may not be held responsible for injury to or loss of the animal.

Emergency Exits and Egress

Hallways, corridors, and stairways are all considered part of the emergency exits and must remain clear and unobstructed at all times. No personal items, including bicycles, can be stored in hallways or stairways. Items will be confiscated at the owner's risk.

Furniture or partitions of any kind cannot obstruct the means of egress, as these items may inhibit students from escaping rooms in case of a fire. Furniture must be kept against the room walls and must not obstruct the door or heaters.

The hanging of any combustible materials such as paper or cardboard in hallways and common areas is not allowed. Approved name tags are allowed on the outside of room doors. Designated areas are maintained by NEIT for posting notices. Please see the Residence Life staff to post items in designated areas.

Fire Protection Equipment

The use of fire equipment, except to extinguish a fire, is prohibited. Any person doing so will face disciplinary action and receive a fine and may be subject to criminal prosecution.

Sprinkler heads, heat detectors, smoke detectors, fire extinguishers, and fire alarm pull boxes shall remain unobstructed at all times. Items may not cover or be hung from the ceiling, light fixtures, sprinkler heads, smoke detectors, fire extinguishers, or fire exit doors. The area around these devices must be kept clear in order for them to function properly. Sprinkler heads must have eighteen inches of clearance from the distributor plate.

Obstructing, tampering with or causing fire alarm and firefighting equipment to become inoperable will lead to disciplinary action, a fine and possible criminal prosecution.

Student Rooms Electrical

NEIT prohibits all electrical wiring other than that which it provides.

Extension cords are not allowed. UL approved power strips with a surge protector are allowed.

Decorative LED string lights (miniature) are allowed. Not more than three (3) sets may be connected together, and they must be UL approved. All string lights must be hung properly and safely, ensuring intact cord insulation (no thumb tacks).

The following types of furniture are prohibited:

- Upholstered furniture of any kind other than that provided by NEIT;
- Beanbag chairs;
- Inflatable furniture;
- Mattresses other than those provided by NEIT; and
- Egg crate foam (commercial mattress pads are allowed).

Posters, Tapestries, and Other Decorative Furnishings in Residence Hall Rooms

Bulletin boards, posters, and paper attached directly to the wall shall not exceed 20 percent of the wall area to which they are applied. Tapestries or large wall hangings must be flame retardant and shall not exceed 50 percent of the wall to which they are applied. All items must be mounted at least 12 inches below the ceiling.

Prohibited Items

The following items are prohibited in the residence hall:

- Natural trees;
- Candles, incense, warmers, flammable liquids, and flame lamps;
- Hookahs;
- Plug-in air fresheners (free-standing fresheners, sprays, and potpourri are allowed);
- Quartz halogen lamps;

- Lava lamps;
- Space heaters;
- Electric blankets;
- Electric frying pans, hot plates, indoor grills, stoves, woks, or other cooking appliances;
- Toasters, toaster ovens, broilers, air fryers, and popcorn poppers;
- Air conditioners;
- Personal microwaves except as available through the approved NEIT vendor;
- Personal refrigerators except as available through the approved NEIT vendor;
- Coffee makers, curling irons, hair straighteners, irons, and other such appliances, unless they have an automatic shut off. Students must have proof of automatic shutoff;
- Grills of any kind;
- Explosives, fireworks, or fuels of any kind;
- Fog machines;
- Hover-boards or other motorized devices; and
- Non-surge protected extension cords.

Inspections

Residence Life staff will periodically inspect all student rooms for health and safety violations at any time without prior notice to the student. If any serious violation is found and/or if prohibited items are found, the staff will take immediate action to correct it, including confiscation of items of property. Less serious violations will result in a notice of violation, and the student will be given 48 hours to make the needed correction. In some instances, occupants of the room may face disciplinary actions for fire safety violations.

Disciplinary Action and Fines

Students who violate the Fire Safety Policy for Resident Students will face disciplinary action up to and including dismissal. In addition, the following fines will be imposed for each violation of the following:

- \$500 for pulling a fire alarm when there is no fire;
- \$150 for obstructing or tampering with a fire alarm or firefighting equipment;
- \$150 for engaging in any prohibited activity that activates a fire alarm; and
- \$25 for possession of a candle, incense, warmer, flammable liquids, or flame lamps.

Students will also be responsible for the cost of any damages that occur as a result of their violation of the Fire Safety Policy for Resident Students.

Furniture

Student rooms are furnished with a bed and mattress (extra-long twin), set of drawers, desk and chair, and a closet for each student.

Students who live in suite style rooms are not allowed to move the NEIT furniture from one room of the suite to the adjoining room.

Bed risers, cinder blocks, and other devices used to elevate the height of the beds are prohibited. Lofting beds must submit the request using a Work Order form in My Housing. Students are not permitted to bunk beds by themselves. When a bed is bunked, it will be equipped with a bed rail and a ladder. All residents using bunkbeds in the residence halls acknowledge that failure to use bed rails or ladders provided with the bunked beds is dangerous and unsafe. Students assume the risk of injury for the failure to use provided bed rails and ladders.

Shades are provided for windows. University furniture may not be removed from a student's room. Students will be billed for any furnishings that are lost or damaged.

Lounge furnishings are placed in public common areas for use by all students and guests. University furniture or property may not be moved from community spaces to other areas or to student rooms. Students found removing university furniture from their rooms or moving items from common areas to their personal rooms may face disciplinary action and/or be charged for missing or damaged furniture.

All students must also adhere to the university's Fire Safety Policy and Room Personalization Policy, which outline in greater detail what furnishings are allowed and prohibited in the residence hall.

Guests

For purposes of this policy, a guest is defined as any non-NEIT student or any NEIT commuter student who is visiting the residence hall. Guests also include resident students who are visiting a room that is not their own.

A host is any NEIT resident student with whom a guest is visiting, whether that guest is registered. Hosts are responsible for the conduct of their guests and the consequences of that conduct.

All NEIT resident students wishing to host an off-campus guest on campus must register their guest at the front desk of the residence hall.

Resident students may have guests in the residence hall subject to the following conditions:

- Residents must obtain permission from their roommates to host a guest.
- Guests must be accompanied by their hosts at all times.
- The room/suitemates' right to access and privacy must be respected.
- Guests must sign in and out of the residence hall with their host present.
- Guests must be at least 18 years of age or older. A resident may host a guest younger than 18 only with approval from the Director of Residence Life or designee. The request to host a guest younger than 18 must be made during regular business hours, Monday through Friday, 9 a.m. to 4:00 p.m. If approved, the guest must be accompanied by a parent or legal guardian at all times, and must leave the residence hall by 8:00 p.m. Under no circumstances are

guests under the age of 18 permitted to spend the night in the residence hall.

- Guests must possess valid photo identification that includes their date of birth while on NEIT property and present that identification to an NEIT official when asked.
- Residents are permitted to host no more than two guests at the same time.
- Residents may host guests overnight (after 12:00 a.m.) for a maximum of two nights in a seven-day period. All guests, including non-students, commuter students, and resident students of other room assignments, are limited to visiting overnight no more than two nights in a seven-day period, regardless of the host.
- Guests are expected to comply with all residence hall regulations and NEIT policies. Guests who are students at other institutions and who have violated an NEIT policy or residence hall regulation may be referred to their institution for disciplinary action.
- Guests may not stay overnight in the common areas of the residence hall.
- Guests may not be in the residence hall during break periods.
- Guests may not stay overnight in the residence hall during a move-in period.
- Beginning at 9 a.m. on the Saturday of week 9 (the Saturday before finals week), only NEIT students are permitted to be guests throughout the final exam period (week 10).
- Guests who are not accompanied by a host or who do not adhere to NEIT policies may be asked to leave immediately and/or may be removed and restricted from campus.

Hall Sports

Because of the potential for noise, personal injury, and damage to the building, hall sports of any kind are prohibited inside the residence hall. The use of roller blades, bicycles, skateboards, and scooters is also prohibited indoors. Water games and devices are restricted to outdoor use only.

Health and Safety Inspections

The Office of Residence Life conducts health and safety inspections of the residence hall periodically throughout the year. These inspections can occur at any time and consist of a visual assessment of the rooms to check for cleanliness, overloaded electrical circuits, and items that are not permitted in the residence hall, including fire safety violations. Prohibited items discovered during these inspections will be confiscated and may be discarded, and any policy violations will be documented.

If violations are found, students will be given 24 hours to make the needed correction.

Students wishing to claim individual responsibility for violations should contact the Residence Hall Director within 48 hours of the inspection. If no claim is made within this time frame, all members of the room or suite in which the violation occurred will be held responsible.

If violations of the Student Conduct Policy are discovered during the course of an inspection, residents may also be subject to disciplinary action.

Housing Contracts

Only NEIT students who have a current Housing Contract are permitted to reside in NEIT housing. Individuals, including non-resident NEIT students, living in NEIT housing illegally, along with the residents who have permitted them to stay in their room or suite, may face legal or disciplinary action.

NEIT resident students must adhere to policies published in the NEIT Student Handbook and Residence Life policies and procedures found on the Residence Life website or in other published materials.

Housing Deposits

New resident students (students who never lived in the residence hall or students who return to the residence hall after an interruption in their residency) must pay a \$225 nonrefundable housing deposit to reserve a space in the residence hall. If a student chooses not to live on campus after paying this deposit, the deposit will not be refunded. The only instance in which this deposit would be refunded is if NEIT does not assign the student to a room. This deposit will be held as a damage deposit for as long as the student is a resident. The damage deposit, minus the cost for any damage, will be credited to the student's account following the student's final term of residency.

Returning resident students (students who did not have an interruption in their residency from the previous term) must pay a \$200 nonrefundable room reservation deposit each spring when completing the Returning Student Housing Application. This deposit will be credited to the student's account to offset future housing costs. Returning resident students who fail to complete the Returning Student Housing Application and submit the room reservation deposit by the deadline stated by the Office of Residence Life will be excluded from the housing selection process and will not be guaranteed a space in the residence hall. If space is available, there will be a \$200 late application fee added to the student's room reservation deposit of \$200 for failure to complete the Returning Student Housing Application and pay the room reservation deposit by the stated deadline. Students who withdraw from housing prior to the start of the Summer Term will not be refunded the room reservation deposit or the late application fee, if applicable.

Housing Withdrawals

A resident student who wishes to discontinue living in the residence hall must immediately notify the Office of Residence Life by completing the Housing Move-Out form, located in My Housing. The student will have 24 hours from the withdrawal date to vacate the room, remove all personal belongings, and complete the checkout process with a member of the Residence Life staff. If the withdrawal date is at the end of a given term, the student must vacate their room within 24 hours of the student's last final exam or project, or by the posted closing time, whichever comes first. Students who fail to complete this process prior to moving out of the residence hall will be charged a \$200 Improper Checkout Fee.

In accordance with NEIT's Refund Policy published in the university catalog, a student who assumes residence in any given term is responsible for all room charges for that term. Meal plan refunds are prorated according to the schedule outlined in the Refund Policy.

Identification Cards

See this policy in the University Policies and Procedures section of this Student Handbook

Immediate Interim Housing Suspension

The Director of Residence Life or their designee may impose an Immediate Interim Housing suspension if credible information is received that a student allegedly has:

- jeopardized the safety and well-being of members of the NEIT community or preservation of NEIT property,
- jeopardized their own physical or emotional safety and well-being; or
- posed a credible threat of disruption of or interference with the normal operations of NEIT.

After taking such action, the Director of Residence Life or their designee will notify the student in writing of the interim suspension, including the reasons for the interim suspension.

During the interim housing suspension, the student will be prohibited from being in the residence hall or on the grounds of the residence hall until such time as a determination can be made that the student does not pose a threat to himself or herself or to others, or to the continuance of normal NEIT operations.

Interruption of Services

The university is not liable for the failure or interruption of utilities or services due to power/electrical issues, weather, or acts of nature.

Lockouts

Students must have their NEIT ID Card on their person at all times, especially when they leave their residence hall room. Students should contact Public Safety if they are unable to return to their room or the building because they are without their ID card.

Residents must produce their ID Card immediately after being let back into their room in order to verify their identity and ensure the card is not lost.

Students determined to be abusing the lockout service (i.e., excessive number of lockout calls during a specified period of time) may face disciplinary action.

Mailroom Procedures

Resident students' mail will be available for pick up at the Resident Student Mailroom counter or the self-service lockers located outside of the Mailroom (room S111C, corridor adjacent to the Public Safety Office). Upon NEIT's receipt of student letters and packages, students will receive a message to their NEIT email that will provide the pick-up location. Students should not go to the Mailroom until they have received an NEIT email stating their mail has arrived. Even though Amazon or the postal service may send an email indicating that a package(s) or mail has been delivered, students cannot pick up their mail until the NEIT Mailroom has received and processed the mail during regular business hours.

For letters and packages placed in the lockers, students will be notified of the locker number and provided an access code. The lockers can be accessed daily from 6:00 a.m. to 11:00 p.m. All other mail not placed in the lockers should be picked up at the Mailroom counter. Students will be required to show their ID card.

On-campus mail services are for resident students only. If nonresident students receive mail, it will be sent back to the sender.

Letters and packages will be held in the mailroom for only two weeks from date of arrival. After that time, mail will be sent back to the sender, whenever possible. NEIT will not pay return postage if a package

cannot be returned to the sender; these items will be disposed of at the discretion of the Office of Residence Life. Resident students should use only the residence hall address (below) to receive mail. Any mail delivered to NEIT's mailing address (1 New England Tech Blvd) will be sent back to the sender.

Resident students' outbound U.S. Postal Service letters and packages that have the required postage or prepaid delivery can be processed at the Mailroom during regular business hours. At no time should any package or letter be left unattended at the Mailroom. Processed mail may not be picked up by the U.S. Postal Service until the next business day.

Mailroom hours are posted outside the mailroom and are subject to change.

Resident students' mailing address:

New England Institute of Technology
Student Name (full name) and Room Number
75 New England Tech Boulevard
East Greenwich, RI 02818

Meal Plans

All residential students are required to purchase one of three residential meal plans. The selection of a residential meal plan is made when students complete their housing application. Students who wish to make a change to their meal plan selection must do so no later than 7 days before classes begin for the term. At the end of each Spring Term, all remaining Flex Dollars expire.

Students who complete their housing application and purchase a residential meal plan and do not move into the residence hall will be charged the full cost of the meal plan if the student makes any dining purchases (any food/ beverages) using the meal plan.

Missing Student Notification Policy

The purpose of this policy, in compliance with the Higher Education Opportunity Act of 2008, is to provide students with procedures and information for reporting a missing person. The policy applies specifically to students who reside in NEIT's residence hall(s).

Contact Person

Resident students who are 18 years of age or older or who are emancipated minors have the option, upon moving into the residence hall, to identify a specific contact person or persons who will be notified by Public Safety or a local law enforcement agency within 24 hours of a determination that a student is missing. The identity of the contact person(s) will remain confidential with the exception of law enforcement and staff designated to respond to missing person reports.

For resident students under the age of 18 and not emancipated minors, NEIT is required to notify a custodial parent or guardian within 24 hours of the time a student is reported missing.

Notification Procedures for Missing Persons

If a student is believed to be missing, defined as an individual who has not been seen or heard from for 24 hours or more and whose whereabouts is unknown, a report should be made to one of the following:

- Director of Residence Life
- Residence Hall Director

- Public Safety

If the report is made to residence life staff, residence life staff will contact Public Safety immediately, and they will work cooperatively as follows:

- Checking the missing student's residence hall room
- Attempting to contact the missing student via cell phone, email, social media, or other means
- Identifying and contacting other individuals who may have knowledge of the missing student's whereabouts
- Checking card access logs and video monitoring recordings to determine last use of the card and track card for future uses.
- Working with Department of Technical Services (DoTS) to determine last login and use of the NEIT student portal and email systems

Public Safety will gather all essential information related to the missing person and conduct a thorough investigation. No later than 24 hours after the missing person report is first received, Public Safety will notify the individual's designated contact(s) or (for persons under 18 years of age and not emancipated minors) the subject's parent or guardian to inform them that the resident student is believed to be missing.

Regardless of the student's age, emancipation status or whether the student has designated a contact person, Public Safety will, within 24 hours of the report, notify the local law enforcement agency with jurisdiction in the area where the student is missing.

All inquiries by the media or the general public regarding missing persons will be referred to the Executive Vice President. All public statements will be coordinated through that office.

Policy Against Unlawful Harassment, Discrimination and Retaliation

See this policy in the University Policies and Procedures Section of this Student Handbook.

Quiet Hours

The residence hall should be reasonably quiet at all times. Students are expected to consider other residents in regard to the volume of their conversations, televisions, stereos, computers, or other electronic equipment.

Loud or boisterous behavior is disruptive and unacceptable. Stereo systems in particular are considered privileged items and should be used for personal enjoyment. They are to be used within the confines of one's room at a volume that does not infringe on the rights of others within the community. Speakers may not be placed in windows or aimed outside. Disorderly noise and the use of sound equipment is subject to regulation by the Office of Residence Life and Public Safety.

Certain hours are designated as quiet hours. These quiet hours are considered important for study and sleep in the residence hall, and they are to be observed and enforced by all members of the community in a spirit of civility.

Sound must not be audible beyond the limits of any individual room, hallway, or common area. Quiet hours are:

Sunday through Thursday: 10:00 p.m. – 8:00 a.m.

Friday through Saturday: 12:00 a.m. – 9:00 a.m.

During the final week of every term, 24-hour quiet hours are enforced so that students may prepare for final exams.

Students should attempt to address disruptive conduct with one another in a calm and respectful manner; however, should the behavior continue, a member of the Residence Life staff or Public Safety should be contacted for appropriate action. Serious or repeated offenses will result in disciplinary action and/or the confiscation of sound equipment.

Refund Policy

See this policy in the University Policies and Procedures section of this Student Handbook

Residence Hall Security Procedures

Security is the responsibility of all residents. The following precautions will help to ensure your protection and the safety and security of your residence hall community:

- Do not prop open your residence hall room door;
- Do not prop open any of the residence hall's exterior doors;
- Do not exit (or enter) any door designated as an emergency exit unless there is an actual emergency;
- Always lock your room whenever you leave, even if it's only to go to the hallway bathroom or visit your neighbor;
- Do not make any modifications to room locks in an effort to have the door remained unlocked;
- Do not allow strangers to enter the building with you. If an unauthorized person pushes past you or follows you through the door, immediately inform Public Safety or a Residence Life staff member;
- Report suspicious persons or packages to Public Safety or a member of the Residence Life staff. Failure to comply with any of the procedures indicated above may result in disciplinary action.

Right of Entry into Residence Hall Rooms

NEIT respects its resident students' reasonable expectation of privacy in their rooms and makes every effort to ensure privacy in NEIT residences. However, in order to protect the health and safety of the university's students and maintain the property of the university, NEIT reserves the right to enter and inspect student residence hall rooms in the interest of preserving a safe and an orderly living and learning environment. For this reason, residents are not permitted to change or add private locks, or security devices to any NEIT property, including but not limited to residence hall rooms, NEIT furniture, other than on NEIT furniture equipped with a fixture for a lock, or to any part of the residence hall building.

When, in the sole judgment of NEIT officials, entry into a student's room is necessary to preserve a safe and orderly living environment, designated NEIT officials have the authority to enter and inspect a student's residence hall room and its contents and are authorized to use a pass key to gain entrance to a room if the assigned occupant(s) is not present or if they are refused entry after knocking and identifying themselves. Designated NEIT officials include Residence Life staff, Public Safety staff, the Environmental Health and Safety Officer, and Facilities

staff. Whenever possible, the purpose of the entry will be stated to the occupant(s) of the room.

When designated NEIT officials, in their sole judgment, suspect the possession or use of illegal or unauthorized drugs, alcoholic beverages, firearms, weapons, NEIT prohibited items, or stolen property on campus, or in cases otherwise involving some risk of harm, NEIT reserves the right to search an occupant's personal belongings that are on NEIT property.

If a personal belonging(s) to be searched is locked inside of an item, the occupant is required to open it when directed by a Designated NEIT Official. If the occupant refuses to remove a lock or if the occupant is not present during a search, and the locked item is owned by NEIT, such as a desk, NEIT reserves the right to break the lock to conduct a search. If the occupant refuses to remove a lock from a personal item that is not owned by NEIT or if the occupant is not present during a search, and in NEIT's reasonable determination there is an eminent risk of harm, NEIT reserves the right to open the locked item. If there is no eminent risk of harm, NEIT reserves the right to confiscate the item until such time as the matter is resolved. If more than 3 months pass before the matter is resolved due to the occupant's lack of cooperation in the matter, NEIT reserves the right to open and/or discard the locked item and its contents.

Right to Search

See this policy in the University Policies and Procedures section of this Student Handbook

Room Changes

The Office of Residence Life is responsible for room assignments and reassignments. Students may not change rooms without prior written authorization from Residence Life. Changing rooms is not necessarily the best way to resolve roommate issues; therefore, students are expected to make a genuine effort for mutual adjustment and compromise. Students who are having challenges with their roommate or suitemate should first discuss the situation with the individual(s) involved. If additional assistance is needed, students should seek the advice of their Resident Assistant. The Residence Hall Director is also available to support students in mediating any conflicts. As part of resolving the matter, a roommate agreement may be created, and students will be expected to adhere to the agreement. Should any student attempt to force a roommate to move out by instigating or perpetuating conflict, Residence Life reserves the right to determine which student will be relocated.

Room changes are not allowed during the first two weeks or the last week of any term. Students who wish to change rooms over a term break must complete all housing procedures, including moving possessions, before they leave for the break.

Unauthorized room changes may result in disciplinary action.

Room Occupancy: Arrivals, Departures and Break Periods

The residence hall opens and closes on the dates posted on the university calendar. Students are required to be familiar with NEIT's term and break periods and plan accordingly. Students are not permitted to arrive early or stay late. It is each student's responsibility to find alternative housing for the times the residence hall is closed.

Arrivals

Students are required to check in with Residence Life prior to moving into their assigned rooms. Those students who fail to complete the check-in process and complete a Room Condition Report forfeit the ability to appeal any damage charges.

Departures

Students are expected to vacate their rooms by the scheduled date and time. If students are moving out of the hall at the end of a given term, they must vacate their rooms within 24 hours of their last final exam or project, or by the posted closing time, whichever comes first. Likewise, if a student's room and board contract is terminated for any reason, the student will have no more than 24 hours to vacate the room.

The residence hall closes at the end of the Spring Term, and all students must vacate their rooms and remove all personal belongings within 24 hours of their last final exam or project, or by the posted closing time, whichever comes first.

Prior to checking out, students must remove all personal belongings and items that were not originally in the room, clean their assigned spaces, and return the furniture to its original location. As part of the check-out process, students should schedule a time, on a schedule provided by Residence Life, to have a member of the Residence Life staff inspect the room with the student present prior to the student's leaving the residence hall. Failure to do so, will relinquish the student's ability to appeal any charges for damage to the room, furniture and/ or bathroom, if applicable.

Personal items left in the room will be disposed by the university at the risk and expense of the residents. No on-campus storage for personal items is available.

Students who plan to not return after a break period that falls within the timeframe of the student's housing contract must complete the Move-out Form, which is available on "My Housing" on the Student Website. Failure to do so will result in an assessment of a \$200 Improper Checkout Fee.

Break Periods

The residence hall closes during the Summer-Fall Term break period, Thanksgiving Vacation, Fall-Winter Term break period, and Winter-Spring Term break period. The residence hall is closed during Intersession. Students must vacate the residence hall during vacation and break periods and cannot enter the residence hall during these periods. Before leaving the residence hall for Intersession, all personal items must be removed from the residence hall, and students must clean their assigned spaces and return the furniture to its original location.

Students who do not leave the residence hall by the date/time required by the Office of Residence Life may face disciplinary action and be charged a fee.

Students who plan to not return after a break period that falls within the timeframe of the student's housing contract must complete the Move-out Form before the end of the student's current term. The form is available on "My Housing" on the Student Website. Failure to do so will result in an assessment of a \$200 Improper Checkout Fee.

Room Personalization

Students are not permitted to paint, wallpaper, renovate, or modify their rooms or bathrooms in any way, or attempt to make their own repairs to damages made in their rooms. Any alteration to the interior or exterior of a room or a bathroom is considered damage and is not allowed. This includes changing showerheads.

Students are only permitted to use white poster putty to affix items to the walls. Items should not exceed the poster putty manufacturer's specified weight limit. Students who hang anything too heavy for poster putty or use anything other than poster putty, including but not limited to tacks, nails, duct tape, Command Strips or similar products, that results in

damage to the walls will be charged for any repairs upon moving out of the room.

Light strips that adhere to surfaces are not allowed because they damage surfaces upon removal.

Curtains may not be hung in the windows. Curtains may be hung in the closet openings using only tension rods. No materials can be placed in, on, or outside of windows. Residence Life reserves the right to require the removal of any decorative items in view of the public.

All students must also adhere to the NEIT's Fire Safety Policy, which outlines in greater detail what furnishings and personal decorations are allowed and prohibited in the residence hall.

Room Selection

Housing contracts terminate at the end of the Spring Term. Room selection for resident students who intend to return to housing beginning in the Summer Term is conducted during the prior Spring Term. Only NEIT students residing in campus housing at the time of the room selection process are eligible to participate.

The Office of Residence Life maintains and provides students with the housing selection rules and procedures for the room selection process. Students who wish to return to housing in the Summer Term must pay a Room Reservation Deposit when submitting the Returning Student Housing Application by the stated deadline to be eligible to select a room and to match with a desired roommate.

Students who secure a room are required to be registered full-time for Summer Term classes and have made financial arrangements with the university by the published deadlines in order to retain their assignment.

Sanitation and Hygiene

Students are expected to keep their rooms and living areas in a clean, odor-free, and habitable condition at all times. Housekeeping services are provided for public areas, but residents are required to maintain individual rooms and private bathrooms within suites. Because resident students are living in close quarters, they are also expected to practice the basic principles of personal hygiene to avoid having unpleasant body odor or odor from worn, unwashed clothes.

Students are responsible for emptying their own trash and recycling from their rooms/suites and disposing of it in designated trash rooms. Personal trash and belongings may not be left in common areas, including public bathrooms and laundry rooms.

Perishable foods must be refrigerated, and other food items should be stored in closed containers to avoid attracting and harboring pests and to avoid contamination of food.

If it is determined that a student's living area falls below acceptable health or safety standards, as determined by the university, the student will be required to take corrective action. Students may incur charges for any additional cleaning required, including cleaning to remove any foul odor, in individual rooms or common areas.

Smoking Policy

See this policy in the University Policies and Procedures Section of this Student Handbook.

Solicitation

See this policy in the University Policies and Procedures Section of this Student Handbook.

Student Conduct Policy

See this policy in the University Policies and Procedures Section of this Student Handbook.

Student Health Insurance

See this policy in the University Policies and Procedures Section of this Student Handbook.

Title IX Reporting, Investigation and Grievance Procedures

See this policy in the University Policies and Procedures Section of this Student Handbook.

Transportation Services

See this policy in the University Policies and Procedures Section of this Student Handbook.

Vehicles on Campus

See this information in the Additional Information Section of this Student Handbook.

Windows in Students' Rooms

All residential students must close the windows in their room before they leave campus for more than 24 hours, and always when rain is falling or predicted or when there are freezing temperatures or when they are predicted. (Students are responsible for checking the weather forecast.) This is to avoid damage to the walls and floors in their rooms from heavy rainfall or from burst frozen pipes. Students may receive damage charges for any damage to their room due to their windows not being closed, and may also face disciplinary action.