



Residential Life Policies

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(1) Fundamental Purposes

The Middlebury Institute of International Studies' (MIIS) Community Expectations, outlined below, speak directly to the goals and values that underlie all of MIIS' residential life policies: safety; respect for self, others, and our shared environment; individual responsibility; and fostering a diverse and inclusive community committed to civility, open-mindedness and finding common ground.

All members of the MIIS student community shall:



- Adhere to and help maintain a high level of personal and professional behavior that is respectful of the dignity of all persons.
- Respect the rights and property of others.
- Treat equally the ideas, feelings and opinions of all students who work and study at the Institute and their right to live and study in conditions that support their work and development.
- Refrain from and discourage behaviors that threaten freedom and respect every individual.

(2) Off-Campus Housing option

At MIIS, we have one off-site residential building that can accommodate 87 students and two Resident Advisors (RAs).

Oversight of the residential building is the shared responsibility of different MIIS departments including the Office of the Vice President for Academic Affairs (VPAA), Campus Security and Facilities.

You can find more information on this housing at [Munras Housing | Middlebury Institute of International Studies at Monterey](#)

MIIS reserves the right to reassign, restrict, and suspend student housing where that decision will serve a compelling community interest, or in instances where a student has demonstrated a flagrant and/or repeated disregard for the principles set forth in our [Student Life Policies](#). This includes restricting participation in the housing lottery and selection process.

(3) Student Responsibilities and Expectations

- The residential living space is provided for MIIS students only.
- Students are responsible for what takes place in their rooms and common suite space, including parties and other activities, whether or not they are present. It is the student's responsibility to maintain clean and sanitary conditions in their rooms and must clear and clean common space after personal use.
- Students cannot switch rooms without proper permission.
- Students are not expected to be in areas that are not regular living spaces. They should not use areas outside of their living spaces for storage unless authorized. The list of spaces excluded from student use includes the roof or outer surface of the off-campus residential building. Accessing the roof in any manner or climbing on the building is considered dangerous behavior and is prohibited; fines will be assessed. Unauthorized access to prohibited areas (e.g. basements, closets, crawlspaces and/or attics) will incur fines (see [section on fines and fees](#)).



- Students are expected to be considerate of others with respect to noise in the residence building; see [Noise Regulations](#) for more information. Conduct that creates a public disturbance in the residential building or interferes with another student's ability to study is prohibited.
- Students are responsible for their personal valuables and belongings. MIIS does not accept responsibility for loss of money or other personal property or damage thereto which may occur in the residential building and elsewhere on campus. Students may wish to insure their property against such loss.
- Students may not remove MIIS-provided furniture from their bedroom for any reason, including but not limited to bedframes, mattresses, dressers, bookcases, chairs, desks, and wardrobes. Removal of any MIIS furniture without proper permission will result in a fine. Limited medical or ADA exceptions may be granted with appropriate approval. For a list of furniture and appliances that are not allowed in the residential building, please read [here](#).

(4) Use of Residential Space

- Living and Learning** Residential space is ordinarily entitled to a higher degree of privacy than public spaces. The overall safety of our campus and our community justifies balancing individual expectations of privacy vs. community interests. Solicitation in the residential building for any purpose by persons outside the MIIS community is prohibited.
- Guest Policy** A guest of a student may stay in the residential building no more than three days in any one term. All guests must register in advance with Campus Security. The Director of Residential Life must be told in advance where the guest is staying. No guests may stay overnight in the residential building common area, they must stay overnight in the student's room. Students are responsible for the behavior of their guests. MIIS reserves the right to remove any guest whose behavior is not appropriate, and to rescind the privilege of hosting guests. Failure to follow the guest policy will result in fines and loss of privilege to host guests. See [guest policy](#).
- Entry by MIIS Officials** Campus Security is responsible for patrolling the residential area and may enter the student residence building to perform their duties (examples: responding to complaints and calls for service, party checks, fire safety checks, etc.). Campus Security may enter the communal areas as appropriate. Campus Security officers respect a student's right to privacy and do not enter more private areas such as rooms and suites without knocking and gaining permission to enter, unless conducting a party check and/or addressing significant MIIS policy violations.

i. Possession and Securing of Evidence

Campus Security is authorized to enter a student's room to take possession of and secure evidence of a serious MIIS policy violation. Campus Security and other MIIS officials should enter a student's room only under certain circumstances and



in conformity with the procedures (see Notification of Entry below). If stolen property or prohibited/illegal goods are observed, the items will be confiscated, notice will be sent to the Associate Dean of Student Services and the Director of Residential Life for appropriate action, and the occupants of the room will be notified.

ii. Procedure for Entry in Non-Emergency Situation

o Community Service

MIIS officials may enter a student dormitory room to perform a community service: e.g., to turn off an unattended alarm clock or radio, to mitigate property damage, or to allow authorized designees to retrieve residents' belongings.

o Routine Inspections and Repairs

MIIS conducts routine inspections of student rooms in the residential housing building to check on violations of health and safety regulations and to recover misappropriated property. Inspections are held at reasonable times, in a manner that will least inconvenience residents. Students are notified by voicemail and written notice at least 24 hours but not more than two weeks prior to the inspection. Students discovered in violation of health and safety regulations, or in possession of stolen property or illegal goods, are subject to normal MIIS disciplinary action as appropriate. During vacation periods, student rooms are inspected to check heat settings, to ensure that lights and appliances are turned off, and that windows are closed. Following such inspections, or at other times, facilities services personnel may enter student rooms to make repairs. (See Notification of Entry below.) Occasionally, MIIS officials may need to enter a room for reasons other than those listed in this section, such as to evaluate a room for planning purposes and space needs. In these circumstances, 24-hour notice will be given, and the requester will attempt to coordinate a mutually agreeable time with the student.

o Communications Infrastructure Maintenance

Improperly configured or malfunctioning computer or communication equipment can seriously degrade the operation of MIIS' communication networks. It may be necessary for personnel to enter a student room to confirm the location of such a device, and, if necessary, disconnect it from the network until the situation can be resolved. ITS will attempt to contact the student before entering the room, but time-critical situations, where significant network services are impacted, may require entry without prior approval. Students' computers will not be touched without their prior consent; room entry will be only for the purpose of confirming that the misbehaving computer has been properly identified. For the protection of the student, Campus Security will be notified if entry is made without



prior approval. Any temporary disconnection will be made in the network equipment closet, without directly handling students' property.

- o If students request assistance from ITS to repair a problem with their network connection, they may give ITS permission to enter the room and disconnect equipment for testing and troubleshooting in their absence. Similarly, Telephone Services personnel may enter student rooms in the residents' absence to effect repairs to voice telephone equipment or infrastructure. (See Notification of Entry below.)

iii. Procedure for Entry in Emergency Situation

- o Emergency Entry
MIIS officials are authorized to enter a student's room without prior notice in emergency circumstances, such as a fire, fire alarm, fire drill, an immediate threat to health, safety or property, a call for help, or what reasonably seems to constitute an emergency.
- o Special Room Inspection
In addition to the circumstances described above, MIIS officials may initiate entry of a room and/or a room search when there is reason to believe that a serious violation of MIIS policy has been committed and/or the evidence may be found in a student's room. Searches of this nature will not be conducted without prior authorization of an appropriate senior MIIS official. When possible, the student or students concerned, and a witness shall be present when a room search is conducted. (See Notification of Entry below.)
- o Students living in the off-campus residential building have the right to be free from unlawful room searches conducted by law enforcement officials. In most instances, a lawful search must be conducted pursuant to a warrant issued upon a showing of probable cause. MIIS officials must arrange with law enforcement authorities to obtain a search warrant before searching a student's room for evidence which they intend to turn over for purposes of criminal prosecution. If a police officer sees a student commit what reasonably appears to be a criminal offense or violation of local ordinances, however, MIIS will not interfere with the officer's legal pursuit of the student into the residential building and into a student room. Similarly, a Campus Security officer who sees a student commit what reasonably appears to be a crime or a violation of MIIS regulations has the right to pursue the student into the residential building and into a student room.

iv. Notification of Entry

Whenever a student's room is entered by a MIIS official to meet an emergency, to



make a repair, to carry out a community service, to conduct a routine inspection, or to conduct an authorized search, a note will be left indicating the time, date, reason, and name of the MIIS person or office responsible, unless the occupant of the room is present at the time of entry.

(5) Housing Regulations & Resources

a . Introduction

The Middlebury Institute of International Studies at Monterey (MIIS) is committed to promoting individual and community health, safety, and responsibility. We require all students and employees to observe local, state, and federal laws governing the possession, use, and furnishing of alcoholic beverages, tobacco, marijuana, and illegal drugs. Failure to do so is prohibited and may result in loss of housing and other disciplinary actions. We are also committed to ensuring that, in accordance with the [Drug-Free Schools and Community Act of 1989](#) and the Drug-Free Schools and Campuses Regulations, our [policies](#) concerning alcohol, tobacco, marijuana, and drugs contain clear statements about: (1) the standards of conduct prohibiting the unlawful possession, use, or distribution of tobacco, illegal drugs, and alcohol by students; (2) that MIIS will impose disciplinary sanctions on students and employees who violate these policies (consistent with local, state, and federal law); (3) the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of tobacco, marijuana, illegal drugs, and alcohol; and (4) health risks and information regarding tobacco, marijuana, drug or alcohol counseling, treatment or rehabilitation, or reentry programs that are available to students and employees. When tobacco, marijuana, drug, or alcohol violations occur, disciplinary sanctions will be imposed in accordance with this policy. Serious incidents that put a student or others at risk of harm, as well as repeated offenses, may require a more vigorous response, including referral to counseling or a treatment facility, a leave of absence, and/or disciplinary outcomes as appropriate.

Therefore, MIIS will:

- i. Inform students and employees of federal, state, and local laws, and MIIS policies, to which they are accountable, and hold them accountable to those policies under MIIS' governance;
- ii. Encourage an environment of enriching extracurricular and social opportunities that includes substance-free events and appropriate venues for students of legal age who choose to drink;
- iii. Educate members of the community through academic and student life programs and policies about the health risks associated with tobacco, alcohol, and drug abuse, and refer students and employees to resources and health services



such as tobacco, drug or alcohol counseling, treatment or rehabilitation, or re-entry programs that are available to students and employees, as applicable.

b. Middlebury Policies and Local, State, and Federal Law

All students, faculty, staff, and visitors are subject to local, state, and federal laws, as well as Middlebury Institute of International Studies' tobacco, drug, and alcohol policy rules and regulations, while on Middlebury-owned or -leased properties or involved with off-campus activities sponsored by Middlebury or a registered Middlebury organization. Middlebury does not protect students or employees from prosecution for tobacco, drug, or alcohol offenses under local, state, or federal laws, and does not interfere with legitimate law enforcement activities. Law enforcement officers may have a legal right to search individuals, and with consent or proper documentation may search property—including residences owned or leased by Middlebury—without prior notice. Middlebury also reserves the right to furnish the police with information regarding alleged illegal activities.

Middlebury Institute Specific: In order to preserve the safety of our residents, MIIS adheres to policies that limit disciplinary consequences under certain circumstances when appropriate care is sought for individuals in drug- or alcohol-related distress. Please see the [Medical Amnesty Policy](#) below for more information.. See [Health and Community Responsibility](#) below for more information.

c. Alcohol

The following actions are prohibited:

- i. Underage drinking. Only persons of legal age (21 or older in the United States, and as defined by the laws of a foreign host country) may possess or consume alcoholic beverages. Legal proof of age, such as a valid driver's license, state-issued liquor identification card, or passport may be required.
- ii. Purchasing, serving, or furnishing alcohol for/to a person under the age of 21.
- iii. Selling, manufacturing, or distributing alcohol illegally.
- iv. Possession, production, or provision of false ID.
- v. Operating a motor vehicle while under the influence of alcohol or other drugs. Driving on or off campus under the influence of drugs or alcohol is prohibited. Fines are assessed, and driving privileges on campus will be suspended. Students who are charged by law enforcement officers with Driving Under the Influence (DUI) and are awaiting the court outcome shall have their campus driving privileges suspended pending the court disposition. In those incidents where the DUI involves an accident with injuries to others, or other exceptional factors, immediate disciplinary action may take place.



- vi. Bringing alcohol to a MIIS event, or leaving a MIIS event with alcoholic beverages provided at the event without approval.
- vii. Possessing alcoholic beverages in unauthorized spaces. Open containers of alcohol are prohibited in public spaces, or outside on the campus grounds, unless the area has been designated for a registered or catered event.
- viii. Engaging in drinking games and other behaviors designed for the purpose of becoming intoxicated through the abusive use of alcohol (e.g., funnels, keg stands, “around-the-world” parties, and other alcohol consumption based on speed and/or volume, etc.).
- ix. Administering alcohol to individuals against their will and/or without their knowledge.
- x. Repeated unsafe intoxication.
- xi. **MIIS Specific:** The following actions are specifically prohibited at Middlebury Institute of International Studies at Monterey:
 - 1. Party regulations. Small, informal gatherings held in individual rooms and suites occupied by students of legal age, at which alcoholic beverages are consumed, is allowed. During these gatherings, there cannot be more than five people in a single room, eight people in a double room, and 10 people in a triple room. Residents of the living space will be treated as "party hosts," and held responsible for the actions of individuals in attendance. Students are responsible for gatherings and related activities that occur in their rooms, whether or not they are present. Only one container of opened alcohol for each person of legal age is permitted (ex: a max of 4 cups for 4 people over 21 years old). People under the age of 21 are permitted to be in the space with those drinking, however, they may not consume any alcohol.
 - 2. For purposes of this policy, residential hallways are normally considered private spaces. Students of legal age may transport open alcohol containers for personal use within the residence hall from one room to another room, but the use of hallways for parties is prohibited. Alcohol, and marijuana may not be consumed in public places such as lounges, kitchens, balconies, patios, the garage, elevators, garbage rooms, laundry rooms, etc.
 - 3. Possession of kegs or common containers. Possession by students of kegs or common containers (e.g., punch bowls) is prohibited. Unauthorized kegs or common containers will be confiscated, along with taps. Alcohol will be dumped on the scene by Institute personnel.
 - 4. Multiple instances involving assignment to a sober friend, and single or multiple instances involving alcohol/drug-related transport to the hospital



and/or to detoxification facilities may also result in disciplinary action, consistent with the Medical Amnesty Policy (below).

d. Drugs and Marijuana

The following actions are prohibited:

- i. Using or possessing illegal drugs or controlled substances, including but not limited to prescription medication without a properly issued prescription.
- ii. Misuse of legal substances to cause impairment/hallucination.
- iii. Growing, manufacturing, distributing, or selling illegal drugs or controlled substances, including prescription drugs, with or without the intent to distribute.
- iv. Administering drugs to individuals against their will and/or without their knowledge.
- v. Repeated unsafe consumption and/or impairment.
- vi. Smoking marijuana or other drugs inside the residence hall.
- vii. Distributing marijuana, alcohol to people under the age of 21.
- viii. The use of marijuana in people under the age of 21.

e. Tobacco

The following actions are prohibited:

- i. Underage use of tobacco. Only persons of legal age (21 or older in California, and as defined by the laws of a foreign host country) may possess or consume tobacco, tobacco products, tobacco substitutes, or tobacco paraphernalia including e-cigarettes. Legal proof of age, such as a valid driver's license, state-issued liquor identification card, or passport may be required.
- ii. Purchasing, serving, or furnishing tobacco, tobacco substitutes, or tobacco paraphernalia for/to a minor.
- iii. Selling, manufacturing, or distributing tobacco, tobacco substitutes, or tobacco paraphernalia illegally.
- iv. Possession, production, or provision of false ID.



v. Administering tobacco, tobacco substitutes, or tobacco paraphernalia to individuals against their will and/or without their knowledge.

vi. Repeated unsafe consumption and/or impairment.

vii. Smoking in the residence hall.

See also Middlebury's "[No Smoking Policy](#)"

f. Disciplinary Sanctions

Disciplinary sanctions for students who violate this policy will be imposed in accordance with the procedures set forth in the [Student Conduct Disciplinary Process](#). While discipline is cumulative at the Institute, which may mean the assignment of greater sanctions for repeated or accumulated violations, it is not progressive. That is, depending on the severity of the violation, a student may receive any sanction, even for a first offense. Outcomes may vary depending on the nature, severity, and impact, actual or potential, of any of the violations and the student's conduct and health history. Sanctions could also include referral to an educational or rehabilitation program.

The range of possible sanctions is set forth and defined in the "Sanctions" section of the [Student Conduct Disciplinary Process](#) and, depending on the severity of the conduct, may also include referral for prosecution (as determined by the state's attorney or other appropriate officials) and/or the completion of an appropriate rehabilitation program. These sanctions are defined in the Student Conduct Disciplinary process and include a warning, reprimand, probation, loss of privileges, fines, restitution, discretionary sanctions, suspension, expulsion, and revocation of admission and/or degree. The Institute may also temporarily withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Conduct Disciplinary Process, including the completion of all sanctions imposed, if any. More than one of the sanctions listed above may be imposed for any single violation. For more information regarding sanctions, please see the [Student Conduct Disciplinary Process](#).

g. Medical Amnesty (Good Samaritan) Policy

Middlebury's Medical Amnesty (Good Samaritan) Policy is intended to encourage students to seek swift medical assistance for themselves and others without fear of penalty. Our primary concern is the health and safety of our students. We urge students not only to take care of their own well-being, but to behave in an equally responsible way with their peers.

There may be times when safety concerns arise from a student's excessive drinking or drug use, and in these situations, students should not hesitate to seek help from Residence



Life staff, Campus Security, medical or counseling professionals, and/or local or state police out of fear of disciplinary action. Under this Medical Amnesty Policy, neither the student in distress nor the student or organization seeking assistance will ordinarily be subject to disciplinary action for the possession, provision, or consumption of drugs or alcohol. Educational and/or preventative responses such as a group class, online course, individual meeting, substance use assessment, referral to support resources, or other appropriate course of action may be required.

This policy refers to isolated incidents only, and does not excuse or protect those who flagrantly or repeatedly violate the Alcohol, Tobacco, Marijuana, and Other Drugs Policy, nor does it preclude disciplinary action arising from violations of other Middlebury policies. However, in cases involving additional policy violations, Middlebury will consider the positive impact of reporting an incident as well as the health and safety needs of the involved student(s) when determining the appropriate course of action.

This policy cannot protect students from action by law enforcement personnel, but it is consistent with laws enacted by California that provide limited immunity from prosecution to a witness or victim of a drug or alcohol overdose who seeks medical assistance to save the life of an overdose victim. For more information about the California law, please see [HSC §11376.5](#).

h. Health and Community Responsibility

Middlebury believes that alcohol, marijuana, tobacco, and other drug-related problems affect our entire community and that each of us has a responsibility to help safeguard the community's health by respecting policy and intervening in situations of abuse. Any member of the Middlebury community having knowledge of an individual on campus who is abusing alcohol, abusing marijuana, in possession of or using illegal drugs, or misusing legal substances to cause impairment/hallucination, is urged to encourage the individual to seek counseling and/or medical assistance. All members of the community are also expected to help protect the community health by informing appropriate staff members of instances of alcohol and/or drug misuse, distribution, and/or sales.

Involvement with or dependency upon drugs or excessive or illegal use of alcohol is viewed by Middlebury as a health concern as well as a disciplinary matter. Any time a dean, staff member, faculty member or appropriate supervisory authority has reasonable concerns that a student's health is being compromised by alcohol or other drug use (even in cases where no concrete evidence or direct witness is involved), an educational and/or preventative response, such as a group class, online course, individual meeting, substance use assessment, referral to support resources, or other appropriate course of action may be required.



In addition, the director of Residence Life, Vice President, or other appropriate supervisory authority may notify the student's parents or guardian of concerns about the student's drug or alcohol use.

i. Laws and Resources

For information specific to state and federal laws governing the use, possession, and distribution of tobacco, drugs and alcohol, as well as additional counseling and treatment resources and information related to health risks associated with the use of tobacco, illegal drugs and the abuse of alcohol, see [California's Department of Public Health](#).

(6) Fire Safety Regulations

Any violation of fire safety regulations will result in a fine (See below for specific amounts). Students found responsible will have to pay the additional cost(s) of repair or replacement of damaged equipment or property. Students will be subject to disciplinary actions as well.

- a. Room entries, exits and hallways must be kept clear and free of potential obstructions.
- b. Tables found in unauthorized areas will be considered in violation of fire safety regulations and will be confiscated and disposed of by MIIS officials, and fines will be assessed.
- c. Nothing may be hung from a sprinkler apparatus or sprinkler piping.
- d. Only two walls of any room may be draped. Ceilings may not be covered with tapestries or other materials. Other wall hangings and posters may be prohibited if a fire or egress hazard is created.
- e. Nothing may be built or placed over or around a room radiator that will interfere with the free flow of air around the radiator or prevent easy access to service it.
- f. The following items are prohibited: halogen lamps, portable heaters, fuel, dangerous chemicals, fireworks, hazardous materials, new or burned candles, incense, oil lamps, oil/wax diffusers that sit on lightbulbs or other items with the capability of an open flame or burning embers.
- g. String lights are prohibited, except for LED lights in good working condition (no frayed or bare wires, cracked sockets, loose connections or damaged insulation). LED lights are acceptable ONLY if they are labeled with Underwriters Laboratory (UL) approval. Tags with this information are required to be on each string of lights. LED string lights may not be placed over doorways, on ceilings or wrapped around any sprinkler piping, furniture, or other cloth items such as curtains or wall hangings. LED lights may not be attached with nails or staples. LED lights must be plugged directly into an outlet or surge protector and may not be strung together. If it cannot be verified that the lights are LED, MIIS has the right to remove them.
- h. Smoking is prohibited in all campus buildings, including the off-campus residential building. This includes porches, balconies, decks, or within 25 feet of any part of the building structure. E-cigarette smoking is also prohibited.
- i. The use of portable fire pits is prohibited.



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- j. Use of fire, or lighting a fire without an authorized fire permit, inside or outside of the building is prohibited.
- k. Tampering with fire or life-safety equipment is prohibited and subject to fines. These charges will be borne collectively by the residence hall if the responsible individual(s) cannot be identified. “Fire- and life-safety equipment” includes fire alarms, fire doors, pull stations, extinguishers, hydrants, smoke detectors, smoke detector batteries, carbon monoxide detectors, and sprinklers.
- l. Students must exit a building when a fire alarm sounds; fines may be assessed for failure to do so. Fire escapes may only be accessed during fire drills or a fire emergency.
- m. Appliances that have exposed heating elements, including but not limited to toasters, toaster ovens, hot plates, sandwich makers, electric frying pans or grills, electric woks, deep fryers, popcorn poppers (other than hot air poppers), and irons without automatic shutoffs may not be used in student rooms. Small cooking appliances without exposed heating elements, such as rice cookers, steamers, and crockpots may be used in residential kitchen spaces. These items must be attended while in use. Such appliances may not be used in student rooms. Storage of these appliances should be discussed with Facilities. Please also see a list of [allowable items](#).
- n. The use of fog and smoke machines is prohibited.
- o. Possession of flammable decorations including wreaths, sawn trees, corn stalks and shucks, tree branches, dry leaves, hay straw, paper streamers, sawdust or wood shaving is prohibited.
- p. Possession of large appliances such as refrigerators more than 3.8 cubic feet, freezers, washers, or dryers is prohibited.
- q. Construction of partitions, subdividing rooms, construction of additions, installation or modification or electrical wiring or plumbing, or altering means of egress is prohibited.

Fire Safety inspections will be organized and conducted on an on-going basis as deemed appropriate. Students will be reminded that inspections will occur at the beginning of each semester and will be advised of the conditions following the inspections. Any material in violation of the fire safety regulations will be confiscated at the time of the inspection, and the student fined.

(7) Furniture and Decorating Regulations

- a. Bringing your own ping pong, foosball, and pool tables are not allowed in the residence halls.
- b. Only Residence Life provided tables and furniture are allowed in rooms, suites, or lounges of residence halls. Furniture found in unauthorized areas will be considered in violation of fire safety regulations and will be confiscated and disposed of by Middlebury Institute officials, and fines will be assessed.



- c. Small bedside tables (no larger than 3 feet x 3 feet) are allowed in rooms, however, they cannot be blocking any doors, entrances, or exits.
- d. Lofts and water beds are not permitted in the Munras Housing.
- e. Appliances that have exposed heating elements, such as toasters, hot plates, electric frying pans, and irons without automatic shutoffs are not permitted. Those with automatic shutoffs should only be used in the designated kitchen areas.
- f. The use of grills is prohibited both inside and outside of Munras Housing. The use of portable fire pits is prohibited.
- g. Small, Energy Star-rated refrigerators are permitted in resident rooms. Students will be held responsible for any damage caused by appliances. Students will need to empty and unplug refrigerators in rooms during breaks (Winter break, Spring break, Summer break). RAs are authorized to check refrigerators to ensure they are empty during breaks. Residents will be charged and food will be thrown away if it is not empty to prevent pests, mold, and water issues.
- h. Satellite dishes, air conditioners, and large appliances are not permitted and may be removed by Facilities Services
- i. Tapping or tampering with the cable television system is prohibited. Those who are responsible may be held liable in a civil action. Students are prohibited from tapping cable to individual rooms.
- j. Students cannot panel, paint or alter walls, ceilings, and floors. Students should inform Residence Life staff if a room needs paint. Students cannot drill, hammer, or nail in holes to the wall. If a student wishes to hang something on their walls or doors, only blue painter's tape is permitted. Students will be held responsible for damages to the room.
- k. Students found to have altered their rooms without proper approval will be fined. Students will be responsible for any charges associated with removal of unauthorized posters, tapestries, or any kind of installations in Munras Housing.
- l. Lofts and water beds are not permitted in the residential housing building.
- m. Satellite dishes, air conditioners and large appliances are not permitted and may be removed by Facilities Services.
- n. Students cannot panel, paint or alter walls, ceilings and floors. Students should inform Facilities if a room needs paint. Students should check with their Residential Life Staff before adding drapes and posters to their rooms.
- o. Students found to have altered their rooms without proper approval will be fined. Students will be responsible for any charges associated with removal of unauthorized posters, tapestries, or any kind of installations on MIIS buildings.
- p. Microwaves are not permitted in resident rooms. However, there are two microwaves in both lounge areas.

(8) Noise Regulations

MIIS seeks to promote the quiet, comfort, and health of both the campus community and the City of Monterey community.



Students are expected to be considerate of others with respect to noise in the residential housing building. Conduct that creates a public disturbance in the residential housing building or interferes with another student's ability to study is prohibited.

The student body must adhere to the noise ordinance for the City of Monterey. This ordinance prohibits excessive or unnecessary noise, including vocal disturbances and loud music between the hours of 10:00 p.m. and 6:00 a.m., and punishes offenders with fines. Students should neither cause nor condone excessive amounts of noise and should strive to be considerate and respectful of others. Students are informed about MIIS' noise regulations by the residential life staff. Excessive noise is considered sound being audible from two doors away from the origin.

Procedures for Noise Complaints for Munras Housing

If an individual student residing in the off-campus residential housing violates the City noise ordinance and a complaint is made from off campus, Campus Security may take the following actions:

1. The first substantiated complaint made against any identified individual during a given time period should be brought to the attention of the appropriate member of the Residential Life staff. Repeated offenses should be brought to the attention of the Associate Dean of Student Services for appropriate disciplinary action.
2. A second substantiated complaint made against any individual during the same time may result in judicial charges through MIIS' disciplinary system.
3. Any subsequent complaints made against an individual during the same academic year may result in further judicial actions.

(9) Storage Regulations

Students leaving MIIS at any time during the academic year are responsible for packing their belongings and arranging for storage or shipping.

(10) Requesting Changes

If students are experiencing a roommate conflict, they are highly encouraged to speak with the Residential Life staff before submitting a room-change request.

a. Procedure to Request Room Change

Mid-term room change requests may be submitted following the end of the second week of classes and will be considered in mid-October and mid-March. Requests submitted during J-Term, and after the fall and spring deadlines will be considered on a case-by-case basis. End of Term room change requests (fall and J-term) should be submitted to the Residential Life staff by the assigned date.



If a student is offered a mid-semester room change, the student has 48 hours to accept or reject the offer. Students will always be encouraged to resolve any conflicts before considering room change.

As noted above, switching rooms, or changing residences without authorization is prohibited and subject to [fines](#).

(11) Accommodations

The Dean of Students Office is able to arrange for reasonable accommodations for students with disabilities living in the residence halls. Residence hall advisors are notified in advance of students who are physically disabled and for whom residential accommodations have been approved. MIIS encourages regular communication between students with physical disabilities and residential life staff. It is the responsibility of the student to consult with staff if there is a need to revise or modify the measures taken to accommodate the student's needs. The following are examples of acceptable accommodations:

- a. Students with learning disabilities who require quiet housing may request such [accommodations](#) through the Associate Dean of Student Services (ADSS). Assignments are made on the basis of availability of space and the level of need. Students requesting a single room as an accommodation are advised that such requests will be determined on an individual case by case basis. Requests should be submitted in a timely manner prior to room draw and be supported by documentation which recommends a single room and explains why a single room is needed as an accommodation given the specific nature of the student's disability. The Associate Dean of Student Services will work in conjunction with the Director of Residential Life to determine room assignments for eligible students. Assignments are made on the basis of availability of space and the level of need. Students are expected to play a substantial role in specifying their needs and following through on arrangements for accommodations. It must be understood that arrangements for equipment, housing assignments, and other accommodations require advanced notice.
- b. Students with special medical needs that necessitate a housing accommodation should address their concerns to the Director of Residential Life and the Associate Dean of Student Services. Students who are married or have dependent children living with them are exempted from the residency upon providing documentation to Residential Life.

(12) COVID-19 Additions



Due to the current state of COVID-19, face coverings must be worn in all public areas of the residence halls (hallways, laundry rooms, lobbies, garage, etc.). Residents must wear face coverings in the room anytime staff enter the room for official business. However, residents otherwise are not required to wear face coverings in their rooms. Please follow Institute guidelines to stop the spread of COVID-19 such as: Practicing physical distancing and maintaining 6 feet between individuals. Avoiding crowds. Washing hands often. And covering coughs and sneezes.

Visitation is limited to no more than 2 guests at any given time per room. There should never be more than 4 people in a room including occupants and guests in double rooms, or 6 people in a room in triple rooms. Any incident with more than the appropriate number of people in a room is considered a visitation policy violation. Residents with roommates will be given a roommate agreement to fill out by September 10, 2021 to discuss their comfortability with having guests in their room and other COVID-19 related items.

If you experience any of the symptoms related to COVID-19, such as cough, shortness of breath, fever, chills, muscle pain, sore throat, newly lost sense of taste or smell, nausea, vomiting, or diarrhea, contact Saiya, our Director of Residence Life via phone at 831-647-6442.

If you are in close contact with someone who is symptomatic or tests positive for COVID-19, also contact Saiya. Please be aware that Institute guidelines and policies may change as the COVID-19 situation evolves.

(13) Summary of Fines

Listed below is a summary of fines. Please note that this is not an exhaustive list of fines.

Room Swaps: \$400 - room changes must be made through the Director of Residential Life. Unapproved room exchanges is a violation of MIIS policy and may also result in Official Discipline.

Unauthorized early arrival/Failure to leave: \$400 - unauthorized presence in the residential housing building. This is a per-day fine. Students must be approved to arrive early or remain past the predetermined move-out date.

Move out date: \$400 - remaining in the residential housing building past the move-out deadline.

Room key code change: \$20



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Dorm Room Condition: Messy room/suite area; missing furniture; damage: \$200 - plus associated costs: replacement, repairs, and Facilities Services labor.

Personal furniture - failure to remove \$25 per item plus Facilities Services labor.

Pong Table: \$50.

Fire Safety Inspections and Violations: \$50 - this fine is for any of the violations including those discovered including during a fire safety inspection.

Tampering with fire or life safety equipment - subject unknown: Minimum \$50 fine and additional charges to repair or replace equipment. These charges will be borne collectively by the residence hall if the responsible individual(s) cannot be identified.

Tampering with fire or life safety equipment: \$300 - when an individual is identified, the fine is \$300 plus the cost to repair or replace equipment. Discharging fire extinguisher included.

Failure to leave during fire alarm: \$200 - any student who fails to leave a building during a fire alarm or who re-enters before permitted to do so, will be fined.

Tapping or tampering with cable television: \$100 - those who are responsible may also be held liable in a civil action in accordance with California law on tapping cable television. [California Cable Laws – CCTA \(calcable.org\)](http://calcable.org)

Satellite Dish/cost of removal: \$50 - plus associated costs: removal, repairs, and Facilities Services labor.

Roof or outer surface - unauthorized access: \$100 - climbing on the roof or any outer surface, will result in a fine.

Common space and lounge furniture in student's room: \$50 - MIIS furniture placed in lounges or other public spaces cannot be moved to student rooms. Fine plus associated costs: removal, repairs, and Facilities Services labor.

Vandalism and physical damage: \$100 - plus associated costs: removal, repairs, and Facilities Services labor.

Pets: \$25-\$200 - there is a fine of \$25 plus the cost of impoundment.

Unauthorized keg or common containers: \$200.

Noise complaint City of Monterey fine: \$1,000.