



IAIA®

INSTITUTE OF
AMERICAN INDIAN ARTS

STUDENT HANDBOOK 2023–2024



MISSION OF THE INSTITUTE OF AMERICAN INDIAN ARTS

To empower creativity and leadership in Indigenous arts and cultures through higher education, lifelong learning, and community engagement.

IAIA®

INSTITUTE OF
AMERICAN INDIAN ARTS

Front Image: Tony Abeyta (Diné) '86 and George "Ofuskie"
Alexander (Muscogee Creek) '15, *First Day*, 2022, acrylic and
oil on linen, 24 x 30 inches. Gift of Marshall E. and Lee Ann
Hunt, 2022. IAIA Public Art Collection: 2022-7.

© Tony Abeyta and George Alexander. Photo by Addison Doty.

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WELCOME

Dear Students,

Welcome to the Institute of American Indian Arts (IAIA)!

I am very pleased you have chosen the Institute of American Indian Arts to pursue your higher education journey. Our goal is to provide students with a holistic approach for an exceptional student experience. Besides our outstanding academic programs, we understand that students need extra support, and we have several offices and departments dedicated to assisting you through your journey—the Student Success Center, the Student Activities Department, the Learning Lab, and the Counseling Department, to name a few.

We are always searching for ways to improve our student services and have recently hired a new staff position, the first Director of Equity, Inclusion & Accessibility (DEIA). The DEIA Director will form and lead a DEIA Committee in developing an Equity Plan that ensures IAIA practices and policies meet federal and state laws for non-discrimination on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation or any other protected class. We invite you to participate in the development of the Equity Plan to support strategies and practices of inclusivity, diversity, equity, accessibility, and accountability in all IAIA institutional decisions.

IAIA is also excited to partner with Uwill Student Mental Health & Wellness, the leading mental health and wellness platform for college students, which is an extension of our IAIA Counseling Services. This is a free, confidential counseling service that is available to you on an online platform (video, phone, chat, or messaging) which allows for flexibility around your schedule. Uwill offers immediate appointments with a licensed counselor based on student needs and preferences, a direct crisis connection, wellness events, and more. Please take advantage of this free support service by going to www.uwill.com. You will need your IAIA email and student ID number to participate.

Safety—We are committed to your safety, and you can reach our 24-hour Security at (505) 702-4274 or call 911. The IAIA currently uses the RAVE Emergency Alert system www.iaia.edu/emergency-procedures to notify the community of weather-related or emergency situations. The IAIA is a diverse community dedicated to creating and providing an environment for learning, living, and working that's free from discrimination and harassment, including sexual violence, misconduct, and retaliation. The IAIA responds promptly and effectively to all reports and will take appropriate action to prevent, correct, and, when necessary, discipline behavior that violates policy. Students can report safety issues to safety@iaia.edu or report anonymously to www.iaia.edu/student-life/activities-and-services. Also, if you believe you have been a victim of or are aware of sexual violence or misconduct, please contact our Title IX Coordinator, Laurie Logan Brayshaw, at (505) 424-2305 or llogan@iaia.edu.

Student Success Center (SSC) is a place where students can rest, study, and seek assistance from the staff. The SSC includes a comfortable living room with couches, chairs, a kitchen, and a large dining table where students can share a meal or study. It also houses the Learning Lab (Tutoring Center) and offers professional tutoring at no cost to the students. We provide our students with a safe and supportive learning environment and offer the following: Tutoring, Mentoring, ADA Accommodations, Financial Aid Services, Student Account Services, Scholarship Services, Emergency Aid Program, Financial Literacy Program, Internship Opportunities, Job Search, Work-Study, Micro-Pantry, and Veteran Enrollment Services. We also sponsor the Alpha Chi National Honor Society chapter and host a weekly Food & Community Night where the community comes together to share thoughts and feelings about their week in a safe, healing, and confidential environment.

I am committed to your success at the Institute of American Indian Arts, and I am a dedicated resource for you. Please contact my office to set up an appointment.

Nena Martinez Anaya, M.A.Ed.
Dean of Students | (505) 424-2331 | nanaya@iaia.edu

LAND ACKNOWLEDGEMENT

The Institute of American Indian Arts (IAIA) respectfully acknowledges that it is located on the traditional Puebloan lands of the Tanoan and Keres-speaking Peoples. We honor and thank them for their graciousness as stewards of the land.

MISSION

The mission of the Institute of American Indian Arts is “to empower creativity and leadership in Indigenous arts and cultures through higher education, lifelong learning, and community engagement.” This mission is more than a statement. It is the driving force behind all that we do and the guiding principle for our dedicated faculty and staff.

VISION

Our vision is “to be the premier educational institution elevating Indigenous arts and cultures across the globe.” IAIA’s curricula, facilities, faculty, and staff are dedicated to preparing students for success and leadership. Our Indigenous-centered curricula provide students with educational experiences that fulfill their intellectual, social, physical, and spiritual needs. Through innovative pedagogy, critical inquiry, and intercultural exchange, our students receive a high-quality education and become part of a diverse, intergenerational community.

IAIA exemplifies creative excellence and what can be accomplished through an Indigenous approach to academics, community involvement, and museum practices. By promoting and expanding access to contemporary Indigenous arts through educational programming, research, and exhibitions, we are empowering Native creators and introducing non-Native audiences to Indigenous peoples’ vitality, resilience, and contemporaneity.

Beyond our arts-focused curricula, IAIA is a 1994 Land-Grant institution. Our Land-Grant Program provides training and outreach rooted in Traditional Ecological Knowledge (TEK) that promotes tribal sovereignty and self-determination.

VALUES

Strong values make IAIA a place where creativity and scholarship flourish. Our community promotes well-being for ourselves, each other, and our environment, recognizing that good health and contentment are crucial to success. Our most revered values are:

- Collaboration: Working together for student success
- Excellence: Upholding high standards for students, faculty, and staff
- Creativity: Encouraging bold expression in art and life
- Respect: Fostering the appreciation of cultures, perspectives, and identities through diversity, equity, inclusion, and accessibility
- Integrity: Expecting and honoring reciprocity, accountability, honesty, and responsibility to ourselves, our community, and our world
- Leadership: Cultivating leaders in Indigenous arts, cultures, and communities
- Stewardship: Taking care of IAIA’s material and human resources
- Sustainability: Protecting the earth and our environment

INTRODUCTION

STUDENT COMPLIANCE WITH HANDBOOK REGULATIONS

This Handbook will guide you through the Institute of American Indian Arts (IAIA) established policies and regulations for expected student behavior, activities, and student living. The policies and regulations set forth in this Student Handbook govern student behavior while on IAIA property and during any IAIA activity, whether on or off IAIA property. The provisions in the Handbook are not to be regarded as a contract between the students and IAIA. The College may revise the Student Handbook at any time and may also issue new regulations. Normally, these changes and new regulations will become part of this Handbook after official notice.

All students are expected to both read and become familiar with the policies and regulations that apply to all IAIA students and visitors.

VISITOR COMPLIANCE WITH HANDBOOK REGULATIONS

Visitors to IAIA must be invited by IAIA or by a current student. While on campus, visitors must abide by the procedures and standards set forth in this handbook. It is the responsibility of the student who has invited a visitor to ensure that the visitor adheres to this handbook. IAIA Security is authorized by IAIA to remove uninvited individuals and visitors from IAIA for failing to abide by any of the IAIA's policies and regulations.

PURPOSE OF HANDBOOK STANDARDS

IAIA is dedicated to the study, creative application, preservation, and care of Native arts and culture through education. We believe education is the future of Indigenous people and our Indigenous Nations. The standards set forth in this handbook are intended to create an environment that fosters creativity, academic learning, and excellence and where dissent and disagreement can be handled in a respectful way. We believe that out of respect comes change that is creative and positive. In the words of Wilma Mankiller, former Chief of the Cherokee Nation, "As Indian people, we all have the responsibility to honor our ancestors by helping to keep our communities and each other strong." Practice centuries of tradition by respecting yourself and others and take responsibility for your educational experience at IAIA and your future. Your success is the success of all Native American peoples.

STUDENT RIGHTS

The Institute of American Indian Arts students have the following rights:

- Students shall be free from discrimination on the basis of race, sex, gender identity, age, color, disability, national origin, religious creed, political views, or sexual orientation.
- Students shall have certain academic rights and freedoms to include freedom of expression and protection against improper academic evaluations and improper disclosure.
- Students shall have the right to privacy provided by the Family Educational Rights and Privacy Act of 1974 as implemented by IAIA.
- Students shall have the right to establish and elect a democratic student organization.
- Students shall have the right to participate in institutional government according to their established collective views.
- Students shall be assured the preservation of their civil rights, as IAIA has the responsibility for maintaining those rights.
- Students shall be secure in their personal residential living area, and papers and effects are not subject to unreasonable, illegal, or unauthorized searches and seizures. IAIA will not permit police searches of resident facilities except as authorized by law.
- The Dean of Students, or their designee, may authorize entry by a residential staff member to a residential living space when there is reasonable belief that illegal activities or violations of IAIA policies or regulations are taking place or for purposes of search or seizure of evidence. All entries to student rooms shall, to the extent possible and practicable, be made in the presence of the resident(s).
- Students shall have the right to petition IAIA for redress of grievances, amendment of IAIA regulations, and modification of IAIA policies according to established procedures of the IAIA.
- Students shall have a right to know the crime and fire safety statistics for IAIA.
- Students shall have the right to be free from intimidation and physical and/or emotional harm.

STUDENT RESPONSIBILITIES

Students' responsibilities include, but are not limited to:

- Familiarity with and adherence to the regulations set forth in this handbook.
- Respect for all cultures and traditions.
- Dedication to the attainment of individual academic and artistic excellence and creativity.
- Contribution to an atmosphere conducive to learning.
- Behavior that enhances the IAIA community.
- Respect for, and responsibility to, the diversity of all people and the rights of others in the IAIA community.
- Honest reporting of illegal activities or violations of college policies and regulations to appropriate staff.
- Honest reporting of financial needs and capacities when seeking admission and financial aid. All students have the responsibility to meet their financial obligations.
- Informing IAIA of their correct current address, email address, and telephone number.
- Maximizing the opportunity to have a successful experience at IAIA.
- On-campus residents must have on file in the residential office a written health plan containing emergency contact numbers, medications, and procedures available for personal emergencies and medical needs.
- Checking their IAIA e-mail and on-campus mailboxes for IAIA-related mail.
- Cooperation with school administration during the investigation of a policy violation.

STUDENT CODE OF CONDUCT

Enrollment at the Institute of American Indian Arts (IAIA) carries with it the expectation of being a responsible member of the campus community. Upon enrollment at IAIA, students are expected to maintain an atmosphere conducive to education and scholarship by respecting the personal safety and individual rights of all IAIA community members. Student conduct must be in accordance with accepted standards of social behavior and the rules, regulations, and policies of IAIA. A violation of IAIA policies (a copy of policies is located on the Student Life page on the IAIA website), rules or regulations, or a student's failure to participate in procedures for handling violations may result in disciplinary action, including the immediate loss of housing privileges and/or suspension or expulsion from the IAIA academic program. In a case of conflict between IAIA policies and another institution, IAIA policies will govern.

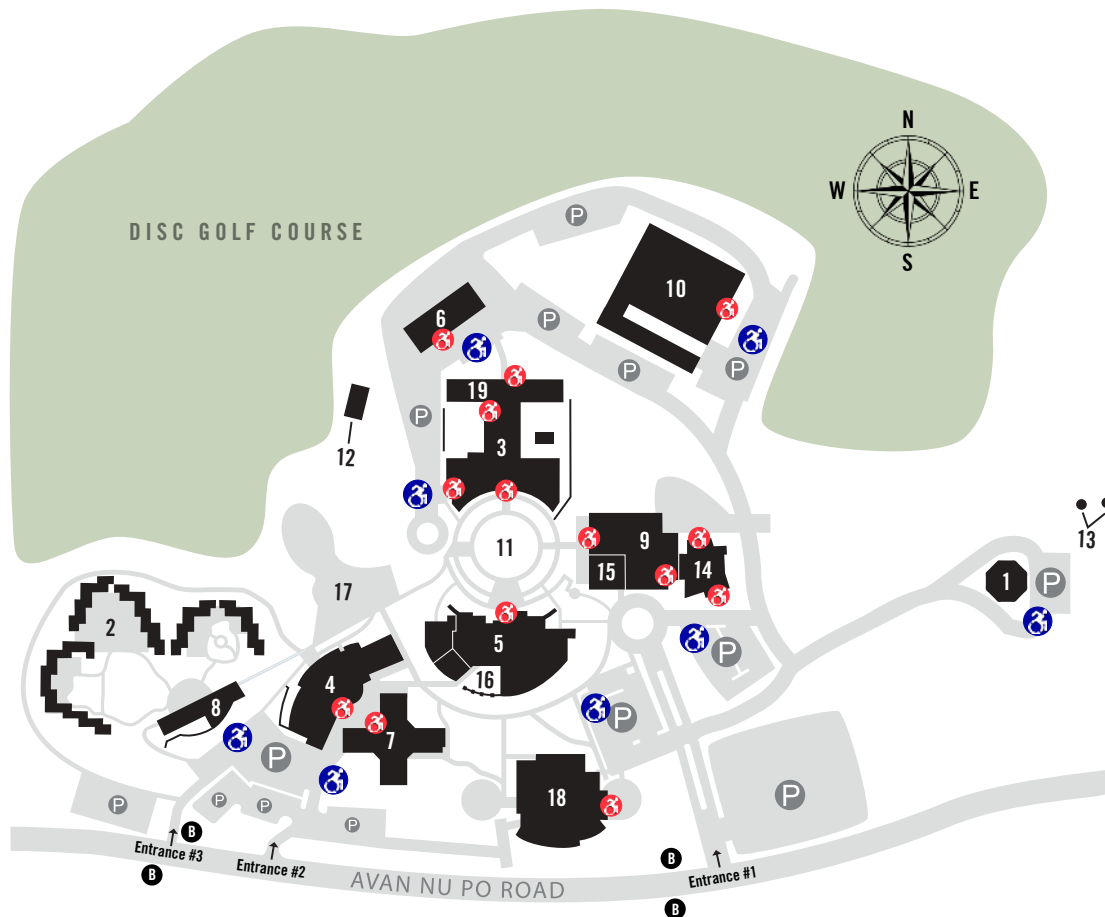
Each student must be aware of their responsibilities. Students are expected to assist in creating and maintaining an educational environment on campus that will assure fellow students the opportunity to achieve their educational goals without discrimination or unnecessary inconvenience and to assist in protecting the safety, welfare, and property of the IAIA community.

PROHIBITED CONDUCT

A student who engages in misconduct, including but not limited to any of the following acts, will be subject to disciplinary sanctions to include suspension or expulsion from the educational program, housing, or property or any lesser authorized sanction of IAIA. Additionally, IAIA may contact federal, state, and local law enforcement or officials it deems necessary and appropriate.

1. Using or providing false documentation to IAIA or to officials of the college in any form, electronic, written, or verbal.
2. Knowingly using, misrepresenting, or falsifying any school records, forms, or procedures.
3. Engaging in any form of academic dishonesty such as plagiarism, cheating in examinations or course assignments, alteration of records, or possessing examinations prior to their administration.
4. The theft of IAIA property and/or possession thereof.
5. Possessing or keeping any firearm, ammunition, explosive device, or other weapon on IAIA property.
6. Destroying or defacing IAIA property.
7. Exhibiting behavior that threatens any person, harms or causes to place in harm any person, damages another's reputation, or conducting oneself in a lewd, indecent, obscene, or disorderly manner.
8. Forcible or unauthorized entry into any building, structure, facility, or room located on the premises of IAIA or on property owned or controlled by IAIA.
9. Disregarding the reasonable directive, verbal or written, of a school official in the course of that official carrying out of his/ her assigned duties.
10. Violating the rules or policies governing residential living.
11. The intentional false reporting of a bomb, fire, threat, or other emergency in any IAIA facility or property controlled by IAIA in any form, verbal, written, or otherwise.
12. The unauthorized alteration or misuse of any fire equipment, safety equipment, or other emergency device will result in a one hundred fifty-dollar (\$150) fine for the first offense.
13. Violating any State, Federal, or Municipal law while on property owned or controlled by IAIA while engaged in any IAIA-sponsored activity, including violations of any law while students are on IAIA-sponsored outings or trips.
14. Gambling.
15. The unlawful use of IAIA equipment.
16. Unauthorized canvassing or solicitation.
17. Using, possessing, making, or causing to be made any key(s) or proxy cards for any IAIA building, room, or facility except as authorized.

18. The production of audio sound through amplification or other means that unreasonably disturbs the peace of others; all of the foregoing are prohibited on the premises or property owned or controlled by IAIA, as well as during any IAIA-sponsored activity.
19. Posting, affixing, or attaching written material (posters, signs, handouts, brochures, pamphlets, etc.) on IAIA property or premises, including but not limited to trees, shrubbery, lands, buildings, etc., except as designated for such use.
20. Violation of any IAIA policy.
21. Violating the Equal Opportunity Policy—or—Exhibiting discriminating behavior on the basis of sex, gender identity, race, color, national origin, age, religion, sexual orientation, or disability.



DIRECTIONS: From Interstate 25, exit Highway 14, head **South** on Highway 14, turn **left** on Rancho Viejo Blvd., turn **right** on Avenida Del Sur, turn **left** on Avan Nu Po Road, turn **left** into entrances #1, #2, or #3, arrive at IAIA Campus.

KEY	LOCATION	KEY	LOCATION
1	Hogan	13	Sweat Lodges
2	Family Housing	14	Lloyd Kiva New Welcome Center
3	Academic Building	15	Digital Dome
4	Center for Lifelong Education and Cafe	16	Haozous Garden
5	Library and Technology Building	17	Land-Grant Garden
6	Facilities	18	Performing Arts and Fitness Center
7	Residence Center	19	Balzer Contemporary Edge Gallery
8	Student Union Building	P	Parking
9	Ells Science and Technology Building	B	City of Santa Fe Bus Stop
10	Allan Houser Haozous Sculpture and Foundry	♿	Accessible Parking
11	Dance Circle	♿	Accessible Building Entrance
12	Green House		

Institute of American Indian Arts, 83 Avan Nu Po Road, Santa Fe NM 87508 • (505) 424-2305 • www.iaia.edu

CAMPUS FACILITIES

HOGAN

The Hogan is located on the east side of campus. The Hogan is an eight-sided log structure that is used for various college activities, meetings, and events. Campus community members may reserve the Hogan by contacting the Conference Services Director at (505) 424-2384.

FAMILY HOUSING

The Family Housing Complex is located at the west end of campus near the Student Union Building and is currently undergoing new construction and renovation to construct a new Family and Multi-Usage building. A fire pit and playground are available for residents.

ACADEMIC BUILDING

The Dean of Academics, the Registrar, and the faculty offices are located in this building, as well as classrooms, studios, and the Balzer Contemporary Edge Gallery.

CENTER FOR LIFELONG EDUCATION CONFERENCE CENTER (CLE)

Located on the first floor of the CLE are the Counseling Offices, Provost, Director of Diversity, Equity, Inclusion and Accessibility (DEIA), LGBTQ2+ Safe Space Room, and the Student Activities Director. Also located on the first floor are the Bookstore and the Café—currently operated by Bon Appétit. Look for weekly menus on the IAIA website under Student Life > Activities & Services. The Land-Grant Program, Continuing Education Manager, Social Media and Content Coordinator, and the Office of Institute Research are located on the second floor.

LIBRARY TECHNOLOGY CENTER (LTC)

The student computer labs, media labs, and classrooms are located in the LTC as well as:

Auditorium—The Auditorium provides seating for 260. Contact the Conference Services Director to reserve this space at (505) 424-2384.

Library—Visit the library's website at www.iaia.edu/academics/library for hours and library room reservations.

Student Success Center (SSC)—The Associate Dean of Admissions & Retention, Financial Aid Director, Student Success Advisors, Internship/Career Director, Learning Lab (Tutoring Center), Scholarship & Financial Aid Advisor, Outreach Coordinator, Student Transportation, Veteran Office, Micro-Pantry, and Student Accounts are located in the SSC. The Dean of Students and the Student Services Coordinator are located near the main library entrance.

FACILITIES

The offices of the Facilities Director and the Conference Services Director are located here.

RESIDENCE CENTER

The Residence Center provides students with a convenient, comfortable, and safe place to live and flourish during their educational journey at IAIA. The Residence Center is a two-story, traditional-style dormitory. Each of the 77 rooms accommodates two students and has a private bath. Each floor has a kitchen and a large common area for watching television, playing games, relaxing, and holding meetings or study groups. A laundry room is also available on each floor. The offices of the Director of Housing, Shuttle Driver, and Security are also located here. To reach Security, call the office at (505) 428-5800 or cell phone at (505) 702-4274

STUDENT UNION BUILDING

The Student Union Building offers students a place to meet, watch TV, and play pool, board games, foosball, and piano. Sports equipment, including bicycles and camping equipment, may be checked out. The Associated Student Government Office is also located in the Student Union Building.

BARBARA AND ROBERT ELLS SCIENCE & TECHNOLOGY BUILDING

Academic Technology, which includes a multi-media digital dome, conservation teaching lab for museum studies, and Archives are located here. This building also contains a state-of-the-art museum collections center for the National Collection of Contemporary Native Art. Attached to the collection center is the Robert and Barbara Ells Family Collection Gallery.

ALLAN HOUSER HAOZOUS SCULPTURE AND FOUNDRY BUILDING

The sculpture and foundry building contains high-quality equipment to enhance woodworking, welding, forging, casting, ceramics, and large-scale metal, stone, and glass sculpture.

DANCE CIRCLE

Our dance circle is the heart of campus. Powwows and other important events are regularly held here.

GREEN HOUSE

The USDA greenhouse is operated by the Land Grant Office, providing institutional and tribal community extension and research services.

SWEAT LODGES

The sweat lodge area is located north of the hogan. Use depends on completion of a Sweat Lodge Request Form and approval from the Dean of Students.

LLOYD KIVA NEW WELCOME CENTER

The Office of the President of IAIA, Sponsored Programs, Institutional Advancement, Financial Services, Human Resources, Information Technology, Communications, and Admissions & Recruitment are all located in the Lloyd Kiva New Welcome Center.

THE HAOZOUS GARDEN

Located behind the Library & Technology Center, the Haozous Garden is a peaceful place to study or eat your lunch.

USDA AGRICULTURAL FIELD

The USDA Agricultural field is located on the west side of the CLE. The agricultural field is operated by the Land Grant Office, providing institutional and tribal community extension and research services.

PERFORMING ARTS & FITNESS CENTER (PAFC)

The Performing Arts and Fitness Center is a multi-purpose facility, housing both the college's fitness center and gym, along with being home for the IAIA Performing Arts Program. The performing arts learning spaces include dance studios with sprung flooring, a costume shop, a rehearsal space, a green room, and a state-of-the-art Black Box theater with configurable audience seating. The fitness spaces include a full gymnasium with a capacity for over 300 spectators and a fitness center that includes brand-new cardio and weightlifting equipment and appointed locker rooms.

STUDENT SERVICES AND DEPARTMENTS

ARCHIVES

The purpose of the Archives of the Institute of American Indian Arts (IAIA) is to collect, preserve, interpret, and provide access to the documentary history of IAIA, the contemporary Native art movement, and American Indian Education. The archives preserve college, museum, and personal materials that document the operation and changes of IAIA and Indian arts education. The Archives serve as an educational resource for the study of the contemporary Native arts movement and encourage scholarly research in its collections by faculty, staff, students, and the general public. The Archives also serve as an educational and training center for IAIA students interested in pursuing archival careers. The archives are open to all researchers on weekdays by appointment only. Contact the archivist at (505) 424-2392.

ASSOCIATED STUDENT GOVERNMENT (ASG)

Students at the Institute of American Indian Arts are members of the Associated Student Government of IAIA. The ASG is funded by the student government fee that degree-seeking students pay each semester. The ASG was chartered to give students representation in the IAIA community and offers a variety of services and opportunities for expression, leadership, and involvement. It represents the student in decision-making and is an important link between the student, the faculty, and the administration. The President of ASG is an ex-officio member of the IAIA Board of Trustees.

ASG officers and representatives must be in good standing within the Student Life policies as well as academically. The officers and student body representatives are responsible for initiating general policy for the ASG, enforcing the legislation passed by this organization, preparing the ASG budget, and allocating all ASG funds. The ASG Constitution can be found in the Appendix.

If you wish to become involved in ASG, stop by the ASG Office in the Student Union Building (SUB).

BOOKSTORE

The IAIA Campus Bookstore is located in the CLE building. In addition to textbooks for IAIA Classes, the Bookstore also carries general book titles from IAIA alumni, faculty, and staff, various books by contemporary Native artists, IAIA logo merchandise, snacks and beverages, and course materials, including art, photo, and jewelry supplies. The Campus Bookstore is open 10:00 am—4:00 pm, Monday through Thursday. Friday and Saturday hours will vary. For more information, call (505) 428-5935 or e-mail the Bookstore at bookstore@iaia.edu.

TEXTBOOK PROGRAM

Students, please visit iaia.ecampus.com to view and manage your textbook order. You will log in using your IAIA e-mail as the username and your student ID number as the password. Textbooks during the Fall and Spring semesters are provided with no out-of-pocket cost to students through our Textbook Rental Program provided in collaboration with eCampus. Students should pick up their textbooks from the Campus Bookstore at the beginning of each semester and return them at the end of each semester. Textbooks that are not returned will be charged to the student's account. Distance Learning Students should verify their shipping address in their iaia.ecampus.com account to receive their textbook rental order. The Campus Bookstore currently does not provide textbooks through eCampus for summer classes.

CHILDCARE

IAIA does not provide on-campus childcare. We work closely with Presbyterian Medical Services (PMS), which offers many programs designed to care for the youngest members of our communities, which are free to eligible families. By working closely with children as well as their parents and educators, these programs encourage the growth and development of children from birth until they are five years old. These programs focus on offering guidance, education, and support in early learning, health, and family well-being. Please contact PMS directly at 1-800-477-7633 and apply for childcare services at www.pmsnm.org/programs-services/early-childhood-education/head-start/head-start-application.

COUNSELING SERVICES

The Counseling Offices are located in the CLE building and offer students accessible and confidential counseling services, including individual, group, art therapy, and supportive counseling options. Our licensed counselors assist students with adjustment to college life, family concerns, substance abuse prevention, academic concerns, and interpersonal relationships. Counseling is available to all students through a referral system, which includes self-referral, housing referral, faculty/staff referral, and family referral. Contact a counselor by phone at (505) 424-5758 or by e-mail at counseling@iaia.edu.

Uwill Counseling

Free, confidential counseling via video, phone, chat, or messaging for students, faculty, and staff. IAIA has partnered with Uwill (Student Mental Health & Wellness) for the 2023–2024 academic year by offering our community immediacy and choice with no obstacles to tap into a community of licensed therapists. Uwill offers an immediate appointment with a licensed counselor based on student needs and preferences, a direct crisis connection, wellness events, and more at www.uwill.com.

DEAN OF STUDENTS

The Dean of Students is responsible for the non-academic areas of student life and student services. The Dean is a senior administrative member who oversees Admissions, Recruitment, the Student Success Center, Housing, Student Activities, the IAIA Café, Counseling, Diversity, Equity, Inclusion & Accessibility, Student Discipline, Student Transportation, and the Associated Student Government. The Dean of Students' office is located in the LTC building near the library entrance.

DIVERSITY, EQUITY, INCLUSION & ACCESSIBILITY

In Spring 2023, IAIA hired its first Director of Equity, Inclusion & Accessibility (DEIA). The DEIA Director will form and lead a DEIA Committee in developing an Equity Plan that ensures IAIA practices and policies meet federal and state laws for non-discrimination on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation or any other protected class. The Equity Plan will also include strategies and practices to support inclusivity, diversity, equity, inclusivity, accessibility, and accountability in all IAIA institutional decisions. The Director is located in the CLE.

FITNESS CENTER

The Fitness Center, located in the Performing Arts and Fitness Center, has both cardio and strength training equipment. Classes in Fitness (HEAL) are available. Call (505) 424-2306 for information. The Fitness Center is open seven days a week during the academic semester and remains open five days a week in the summer.

HEALTH SERVICES

The Santa Fe Indian Health Service (IHS) is located at 1700 Cerrillos Road. Services include dental, optometry, behavioral health, and medical appointments. You must have an approved application on file with IHS, and appointments can be made for these services by calling Dental at (505) 946-9485; Optometry at (505) 946-9218; and Behavioral Health at (505) 946-9263. For Prescriptions and refills, please call the Outpatient Pharmacy at (505) 946-9387 or the Refill line at (505) 946-9376. For non-urgent medical appointments, call (505) 946-9282. IHS does not see patients on a walk-in basis. After clinic hours, medical emergencies with IHS must go to Christus St. Vincent's Emergency room. It will be the responsibility of the student to pay for services at Christus St. Vincent. It is also the responsibility of students to have on file in the Housing office a written health plan containing emergency contact numbers, medications, and procedures available for personal emergencies and medical needs. If a medical emergency should arise, contact 911. The Security Office, the Dean of Students, and the Director of Housing should also be contacted as soon as possible.

HEALTH INSURANCE

Students are responsible for securing their own Health Insurance. For NM residents, go to bewellnm.com to apply for the New Mexico Health Insurance Exchange (nmhix). For Indian Health Service eligible students, call the IHS Benefits Coordinator at (505) 946-9309/9560, Monday through Friday, 8:00 am—5:00 pm.

IAIA IDENTIFICATION CARDS (IDS)

New/Returning Student ID

Each new or returning student is issued one new IAIA student Identification card (ID) by the Office of Admissions & Recruitment at the time of registration, orientation, or by attending a Thunderbird Day. The student must be registered to receive a student ID card. A valid photo ID is required at the time you are issued your IAIA ID. Accepted identification for validation are:

- State-Issued ID
- Tribal Enrollment ID (must have image)
- Passport
- Driver's License

The IAIA identification card should be carried at all times and must be presented when requested by a member of the faculty, staff, administration, or security. ID cards are non-transferable and must not be loaned to another person for any reason. Disciplinary action will be taken against students providing false information on or misusing IAIA ID cards and may be revoked at the discretion of the Dean of Students. The ID cards are used in the library and cafeteria and to check out recreation equipment from housing and activities.

ID Expiration Dates

Type	Duration	Example
Freshmen Bachelor degree-seeking students	5 years from the semester they entered	Entered August 2023, expiration date will be May 30, 2028
Freshmen Associate degree-seeking students	3 years from the semester they entered	Entered August 2023, expiration date will be May 30, 2026
Transfer students	3 years from the semester they entered	Entered August 2023, expiration date will be May 30, 2026
Graduate (MFA) students	2 years from the semester they entered	Entered August 2023, expiration date will be May 30, 2025
Certificate students	1 year from the semester they entered	Entered August 2023, expiration date will be May 20, 2024
Non Degree students	1 semester	Entered August 2023, expiration date will be Dec 20, 2023
Dual Credit students	1 semester	Entered August 2023, expiration date will be Dec 20, 2023

Replacement Identification Cards

If at any time an ID card is lost, stolen, damaged, or needs a name change, there will be a \$20 fee to replace the ID card. This fee must be paid at Student Accounts, and a receipt must be provided to the Office of Admissions & Recruitment at the time of replacement. The replacement fee can be charged to the student's account. The replacement fee applies to students/faculty/staff, with no exceptions. The old card must be hole-punched in the barcode area.

Expired ID Cards

If an ID has expired, the student/faculty/staff is issued a new card with no required fees. The expired card must be provided in order to receive an updated card. The expired card must be hole-punched in the barcode area.

Identification Card Images

- The background image must be the gray backdrop image. An exception is for dual credit students.
- Student/Faculty/Staff—must remove hats, beanies, sunglasses, scarves, and/or any disguise. Prescription glasses are acceptable. Transitional prescription glasses are acceptable with clear transition.
- Student/Faculty/Staff—must be the only person in the image. No children or family members are allowed in the image.
- Import of images outside of the OAR is only accepted for online students and dual credit students. All other images must be taken by the camera in OAR.
- Student/Faculty/Staff—apparel seen in the image cannot have inappropriate, discriminatory, or offensive language and/or images.

FACULTY/STAFF/STUDENT CONDUCT

No harassment or aggression will be tolerated towards OAR staff and student workers. Any issues will be reported to IAIA Security, the Dean of Students, and/or Human Resources.

INFORMATION TECHNOLOGY (IT)

Located on the 1st floor of the Lloyd Kiva New Welcome Center, Information Technology is available for assistance with computer setup and installation of approved software, including virus and malware protection. To contact the IT Department, please send an e-mail to support@iaia.edu.

LIBRARY

Located in the LTC building, the library collection has material to support all of the courses taught at IAIA. The library's collection is especially strong in the areas of Indigenous studies, Native American cultures, Native American literature, Native American art, Native American contemporary art, art history, contemporary art, cinematic arts, and museum studies. The library has strong electronic collections via databases, electronic journals, and eBooks with interdisciplinary strengths.

During the academic year, the library hours are:

- Monday–Thursday: 8 am–9 pm
- Friday: 8 am–5 pm
- Sunday: 12–9 pm

Hours may change during exam weeks, holidays, and campus events. For up-to-date library hours, visit the library's website <https://iaia.edu/academics/library/>.

LIBRARY SERVICES

Collections—All current IAIA students are eligible to borrow material from the IAIA library. Students may have a maximum of 30 books checked out at one time. The checkout period for books is 21 days. Students may have a maximum of 6 DVDs and/or CDs checked out at one time. The checkout period for DVDs and CDs is 7 days. Extensive electronic resources, including electronic books and journals, are available through the library's website. Students may access these resources both on and off campus.

Check with the library for current usernames and passwords for off-campus access.

Computers—Desktop computers in the library are for the use of current IAIA students, faculty, and staff.

Interlibrary Loan (ILL)—This service is available to IAIA students, faculty, and staff who need specific items not available at the IAIA Library or in any of the libraries in Santa Fe. ILL is a service provided through a network of libraries, and sometimes, delivery of an interlibrary loan may take 2–3 weeks. Borrowing periods are set by the lending library. Rarely, the lending library charges fees to loan material. When the IAIA library is notified of a fee, the patron requesting the item will be notified of the fee and may

choose not to receive the requested item. If the patron chooses to receive the item, the patron will be responsible for paying the assessed fees. ILL items must be picked up at the IAIA library.

Library Passport—Current IAIA students, faculty, and staff may use many academic libraries in New Mexico by asking for a Passport document from the IAIA library staff. Reference and Research Services are available to anyone who contacts IAIA with a reference question. Priority reference and research services are provided to IAIA students, faculty, and staff. IAIA's library is a teaching library with the goal of teaching patrons how to find information by developing their research skills. The library provides assistance with research, both in-person and online, via our live chat and e-mail.

Research & Instruction Sessions—Librarians will work with faculty to create meaningful research projects for students. In order to schedule a session, librarians should be contacted at least 1 week prior to request a library instruction session.

Reserves—Faculty may place items on reserve for classes they are teaching. Reserve items can include personal copies of items that faculty wish to make available for their students to use, as well as items from the library collection.

Study Rooms—These spaces are available for student use and are available during the library's open hours. Students who wish to use a study room may enter any unoccupied room, or they may reserve a room in advance by contacting a library staff member. During the weeks of midterms and finals, only students may reserve rooms.

LOST AND FOUND

A lost and found service is maintained by Student Services, (505) 424-2337. Items not recovered by the last day of each semester will be donated to a local charity. The Institute of American Indian Arts is not responsible for personal property. It is the responsibility of every student to obtain private insurance for personal possessions.

MAIL SERVICE

All on-campus students are required to have a mailbox on campus. Non-residential students may also request a mailbox. There is a one-time \$10 mailbox fee, which must be replaced if the mailbox key is lost. This fee may be paid at the Student Accounts office. The residential staff assigns student mailboxes and keys with the deposit receipt. Outgoing mail can be dropped off at the CLE Residence Center. The CLE Residence Center mailboxes are located in the main vestibule. Mailboxes for off-campus and family housing students are located outside the Student Union Building. Mail will be distributed Monday through Friday. It is the student's responsibility to make arrangements for mail to be sent to their home address once school is out.

(Your name)

c/o Institute of American Indian Arts
83 Avan Nu Po Road, Mailbox #
Santa Fe, New Mexico 87508

IAIA MUSEUM OF CONTEMPORARY AND NATIVE ARTS COLLECTIONS

The IAIA Museum of Contemporary Native Arts (MoCNA) collection is made up of nearly 8,000 works of art that document the contributions of the IAIA and other important artists to the Contemporary Native Art Movement, including Indigenous artists from the United States, Canada, and other countries from circa 1930 to the present. Housed in the Barbara and Robert Ells Science and Technology building on the campus of the Institute of American Indian Arts, the collection is accessible for viewing Monday through Friday, 9 a.m. to 4 p.m. in the Barbara and Robert Ells Family Collection Gallery. The collection is also accessible for research by appointment at www.iaia.edu/museum/collection/research.

ORIENTATION

Orientation provides a solid learning community for social networking, orientation to college life, and support for a successful transition. The Student Success Center and Orientation Staff work hand in hand to provide a well-rounded structure of support

for student success. IAIA prides itself on helping its students transition into college life by offering workshops that give students the opportunity to adjust to IAIA, meet other students, and get comfortable with the IAIA Community.

Education is a journey, and it begins with a first step. Along this educational journey will be excitement, risk-taking, challenges, and opportunities. At IAIA, staff and faculty see the success of our students as our primary purpose. Once students apply to IAIA, they begin their journey with us. Upon acceptance, students begin to receive our materials about campus housing, financial aid, scholarship opportunities, and academic program information. Orientation is mandatory for all New Freshmen. Transfer Orientation is a half-day option for readmitted and transfer students.

Please visit our schedules at www.iaia.edu/student-success-center/orientation.

PARKING PERMITS

In order to park vehicles on campus, students must register their vehicles (free of charge), including motorcycles and scooters. Parking tags are obtained from the Student Services Office by filling out the application and presenting a valid license and vehicle information. IAIA employees and IAIA students must display their vehicle tags in the front window in plain view. A vehicle not displaying its parking tags may be ticketed or towed at the owner's expense and may not be allowed to park on campus again.

PERFORMING ARTS AND FITNESS CENTER

The Performing Arts and Fitness Center (PAFC) is a multi-purpose facility, housing both the College's fitness center and gym, along with being home for the IAIA performing arts program. The performing arts learning spaces include dance studios with sprung flooring, a costume shop, a rehearsal space, a green room, and a state-of-the-art Black Box theater with configurable audience seating. The fitness spaces include a full gymnasium with a capacity for over 300 spectators and a fitness center that includes brand-new cardio and weightlifting equipment and appointed locker rooms.

RECREATION EQUIPMENT

Recreation and Sports equipment may be checked out for use by students with a current IAIA identification card through the Student Activities Department. All equipment will be checked out by an activities assistant (located in the Student Union Building). A \$5 deposit will be required for some items (i.e., camping equipment and sleeping bags). A cleaning charge of \$5 per sleeping bag will be charged. Unreturned or lost items will be charged the value of the item. No items will be checked out after 8:00 p.m. of each day.

SECURITY

The security staff enforces campus regulations, patrols campus facilities, and is a liaison with the Santa Fe County Sheriff's Office. Students, faculty, and staff should promptly report thefts and other incidents and suspicious behavior or activity to Security for investigation. A security "safe walk" service is available on request. In the course of their normal duties, Security may ask for student IDs or other identification. Students should be prepared to stop and show an ID at any time, including weekends and holidays, for the safety of the community.

The on-duty Security Officers can be reached in their office at (505) 428-5800 or on their cell phone at (505) 702-4274. Security is on duty 24 hours per day. Be prepared to give the security officer your name, purpose of call, time, location, and contact number. Campus crime statistics, which contain information about reportable criminal activities on campus, are available to the public in the Student Life Office and on the IAIA website. The campus community may obtain information about registered sex offenders in the State of New Mexico at www.nmsexoffender.dps.state.nm.

SAFE WALK

IAIA security will provide on-campus safe walk escorts for students, faculty, and staff by calling (505) 428-5800 or (505) 702-4274.

SOLICITATION

The Institute of American Indian Arts does not permit the promotion, sale, or distribution of merchandise, services, and similar commodities, including raffle sales, on the campus without prior authorization from the Dean of Students.

STUDENT ACTIVITIES

The Student Activities program complements the academic program through development, exposure, and participation in social, cultural, recreational, leadership, and group development activities. The Student Activities office invites you to stop by the CLE building or PAFC building for more information.

STUDENT CLUBS AND ORGANIZATIONS

The possibilities for establishing student clubs and organizations are unlimited. ASG approval is needed for all new clubs and organizations. Approved clubs and organizations are eligible for limited funding for activities and projects. A student group wanting to be registered as a student club/organization must complete a registration form, which is found on the ASG bulletin board outside the ASG Office. The ASG office is located in the Student Union Building. All new clubs and organizations are subject to the approval of the ASG and Dean of Students.

STUDENT SUCCESS CENTER (SSC)

The Student Success Center (SSC) provides a safe and supportive learning environment for students in one location, our “one-stop shop” located in the Library/Technology building. We offer the following student services: Tutoring, Mentoring, ADA Accommodations, Financial Aid Services, Student Account Services, Scholarship Services, Emergency Aid Program, Financial Literacy Program, Internship Opportunities, Job Search, Work-Study Program, College Placement Testing, Early Alert Services, Veteran Certification Services, and we sponsor the Alpha Chi National Honor Society chapter. We also host a weekly Community Dinner where the community comes together to share thoughts and feelings about their week in a safe, healing, and confidential environment.

The Student Success Center is a place where students can rest, study, and seek assistance from the Student Success Center’s staff. The Student Success Center includes comfortable living room couches, chairs, a micro-pantry, and a kitchen, where students can share a meal or study. It also houses the Learning Lab (Tutoring Center), which provides professional tutoring at no cost to the students.

SWEAT LODGE

The Associated Student Government and the Student Services Department sponsor intertribal ceremonies through educational, spiritual guidance and empowered leadership to the students of IAIA. We support an indigenous spiritual presence on the Institute of American Indian Arts campus by promoting respectful action, protocol, and intertribal spiritual awareness and activities as an educational process. We support the building of and maintaining a ceremonial ground that reflects our identity as a Native American contemporary arts community. Individuals requesting to use the sweat lodge on campus must be affiliated as current students, faculty, or staff members of the Institute of American Indian Arts. The following are the procedures to use the sweat lodge:

1. Submit a completed IAIA Sweat Lodge Request Form to the ASG President to be placed on the ASG agenda for a vote of consideration. The ASG meetings are held weekly, and the request will be considered or denied as determined by the ASG and supported by the Dean of Students.
2. The requestor must be present to propose the request and answer questions the ASG may have to be considered for approval.
3. The completed Request Form must be submitted and approved by the ASG at least 14 days prior to the requested date.
4. Requests are also contingent upon approval of the Santa Fe County Fire Department (through the fire permit process obtained by the Dean of Students) and may be denied based on weather conditions.

5. The person pouring for the ceremony must provide a personal statement, which includes the kind of lodge that will be conducted.

If Approved:

- The Dean of Students will notify the Santa Fe Fire Department, the IAIA Security Office, and the Housing Staff of the date/time and contact person of an approved sweat lodge. The time the Ceremonial fire is lit and extinguished.
- Sweat lodge participants and the Firekeeper are to be alcohol and drug-free for at least four (4) days prior to the ceremony.
- Participants are expected to help in the ceremony from the beginning to the end, which will include
- cleaning and preparing the lodge area, chopping wood, preparing food, cleaning up, etc. Leaving the sweat lodge area dirty will result in future requests being denied.
- Clothing is often minimal and modest for everyone participating in the sweat lodge. Men are encouraged to wear trunks or shorts. Women are encouraged to wear long skirts or dresses. Two Spirit and non-binary participants should wear clothing that aligns with how they identify.
- Jewelry is to be removed before entering the lodge.
- People who are menstruating are going through their own natural purification process and should not be near or participate in the ceremony.
- The sweat lodge will remain covered during the semester as long as it is being used regularly.
- The sweat lodge area is on the IAIA premises and IAIA policies, including prohibiting alcohol and drugs.
- Bring prayerful thoughts to the lodge.
- A fire extinguisher should be available during the use of the sweat lodge. Fire extinguishers are available through the Facilities office.
- Make sure the fire is completely extinguished before leaving the sweat lodge area.
- Inform IAIA Security at (505) 702-4274 when the ceremony has ended, the area is clean, and everyone has left the area.
- Concerns regarding the sweat lodge should be referred to the Dean of Students, the ASG, or the Student Activities Department (e.g., wood, tarps, building additional lodges, dismantling a lodge, making changes to the lodge area, etc.)

TRANSPORTATION

The City of Santa Fe bus service, Santa Fe Trails Route 22, is available on an hourly basis between the hours of 7:34 a.m. and 6:17 p.m. Monday through Friday and on-demand Saturday-Sunday, with bus stops located on either side of Avan Nu Po Road, at the housing and main entrance. Route 22 makes two connecting stops: the Santa Fe Community College and the Santa Fe Place Mall. It also provides a direct connection to and from the NM 599 Rail Runner Station. From the mall, passengers may connect to any bus route in the city.

A 31-Day Student Discount Bus pass may be purchased for \$17 plus ID from bus drivers. Bus schedules are available in the Library, from the Student Services Coordinator, or in the Activities or Housing Office.

For medical appointments, picking up oversized art supply purchases, internships, and employment, call (505) 690-9934 to schedule these trips in advance with the IAIA shuttle driver. IAIA shuttle service also provides limited van runs on weekends. Please check with the shuttle driver or the housing office for exact times.

Arrangements with the driver should be made at least 24 hours in advance to confirm availability; students making requests with less than a 24-hour notice are encouraged to secure alternate transportation.

IAIA will not transport students to and from the Albuquerque International Sunport.

IAIA Students, Faculty, and staff have priority in riding the van.

INSTITUTE POLICIES & REGULATIONS

STUDENT BEHAVIOR & RESPONSIBILITY

All students who enter the Institute of American Indian Arts are presumed to be mature adults who will conduct themselves as adults and will be responsible for their behavior and actions. Each student is expected to act reasonably, live within the guidelines of the Institute's policies and regulations, and respect the rights of others. Among the rights of each student at IAIA are the right to an atmosphere conducive to study, the right to security and privacy, and the right to respect.

ANTI-BULLYING POLICY

Bullying is unwanted, aggressive behavior that is repeated or has the potential to be repeated. Many state and federal laws address bullying by adults after the age of 18 as hazing, harassment, and stalking.

There are four (4) types of bullying/harassment:

- Verbal: Teasing, name-calling, inappropriate sexual comments, taunting, and threatening to cause harm.
- Social: Damaging the reputation or relationship of others, excluding someone intentionally, telling others not to be friends or associate with someone, spreading rumors about someone, and embarrassing someone in public.
- Physical: Hurting a person's body or possessions, which includes hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, and making inappropriate hand gestures.
- Cyberbullying: Hurting someone by using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools, including social media sites, text messages, chat, and websites. Examples of cyberbullying include offensive text messages or e-mails, rumors sent by e-mail or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

How to Get Help

- Talk to someone you trust.
- Reach out to the IAIA Counselors.
- Determine if the behavior violates campus policies or laws by reviewing the Student Code of Conduct, state criminal laws, and civil rights laws, and in the case of cyberbullying, review the IAIA Network, Computer and Communications Device Acceptable Use Policy.
- Make a report to the Dean of Students, who will discuss the range of resources and alternatives available, which includes the right to make a report to law enforcement authorities. In the case of cyberbullying, the right to make a report to online service providers.
- Upon receiving a written report, the Dean of Students will conduct an investigation and determine if a violation of the violence policy has taken place and will apply disciplinary sanctions.
- Whether or not criminal proceedings are initiated, campus disciplinary proceedings will take place.

Consequences for Bullying

Bullying is considered violence, and IAIA doesn't condone violence in any form toward any community member, faculty, staff, or students. Violation of the violence policy may involve disciplinary action such as, but not limited to, probation, counseling, and immediate suspension or expulsion from student housing and/or the IAIA program.

ALCOHOL AND SUBSTANCE ABUSE POLICY

Policy Statement

The Institute of American Indian Arts (IAIA) is a drug and alcohol-free campus, also known as a "dry campus."

A “dry campus” is the term used for the banning of alcohol at colleges and universities, regardless of the owner’s age or intention to consume it anywhere on campus or during any IAIA-sponsored activity. Students have the right to an environment free from the effects of substance abuse.

To help ensure the safety and well-being of our community, IAIA will take disciplinary action against students who use, distribute, are under the influence of, in the presence of, or possess illicit drugs or alcohol on the IAIA campus or during any IAIA-sponsored activities (on or off-campus) or who violate state, federal or IAIA alcohol and substance abuse laws and regulations.

The unlawful use of drugs or alcohol is inconsistent with the behavior expected of members of the IAIA community. Violations of this policy may result in criminal sanctions provided by federal, state, and local law, as well as disciplinary sanctions from IAIA.

The U.S. Department of Education regulations require that, as a condition of receiving funds or any other form of financial assistance under any federal program, an Institution of Higher Education (IHE) must certify that it has adopted and implemented a program “to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees” both on the institution’s premises and as part of any of its activities, in order to comply with the Drug-Free Schools and Campuses Regulations.

Cannabis And Recreational Marijuana

With the sale of recreational cannabis across the state of New Mexico beginning April 1, 2022, the Institute of American Indian Arts campus remains drug and alcohol-free, including the use of marijuana.

Following a special legislative session in 2021, Governor Michelle Lujan Grisham signed the Cannabis Regulation Act into law, legalizing the use and possession of recreational marijuana for those over the age of 21, beginning June 29, 2021. The legislation also allows for the sale of recreational marijuana to begin by April 1, 2022, at state-licensed dispensaries.

Despite the state’s legalization, IAIA’s Alcohol and Substance Policy remains in effect. Students, employees, and visitors are prohibited from possessing or using marijuana or its derivatives, including but not limited to edibles, oils, wax, and vape cartridges, for recreational or medical reasons, on the Institute of American Indian Arts campus and facilities. The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances (including marijuana) or alcohol on IAIA property or as part of any IAIA activities by any community member is strictly prohibited and will result in disciplinary action.

Although New Mexico regulates cannabis within the state, federal law restricts marijuana possession, sale, and trafficking through the Controlled Substance Act. Cannabis continues to be a Schedule I drug, according to the United States Drug Enforcement Agency.

Since cannabis continues to be listed as a Schedule I drug by the federal government, its presence in any form on the IAIA campus would also violate the Drug-Free Schools and Communities Act, which bans illegal drugs on college campuses and public schools. Violation of the Drug-Free Schools and Communities Act could put the college at risk of losing federal funding, such as support for research and federal financial aid for students.

To help ensure the safety and well-being of our community, IAIA will take disciplinary action against students who use, distribute, are under the influence of, in the presence of, or possess illicit drugs or alcohol on the IAIA campus or during any IAIA-sponsored activities (on or off-campus) or who violate state, federal or IAIA alcohol, and substance abuse laws and regulations.

The unlawful use of drugs or alcohol is inconsistent with the behavior expected of members of the IAIA community. Violations of this policy may result in criminal sanctions provided by federal, state, and local law and disciplinary sanctions from IAIA.

Accordingly, IAIA maintains a Two-Offense policy (see Two-Offense Policy) towards drug and alcohol use or abuse. Individuals in possession of drug paraphernalia, using, under the influence of, or in the presence of drugs or alcohol on the IAIA campus will be in violation of the two-offense policy.

Education Program

- A. The Student Services Department shall provide (at least twice a year) training and education on the dangers and risks to physical and mental health, economic welfare, and civil status from the use of illicit drugs and abuse of alcohol.
- B. The Student Services Department will also post information concerning the alcohol and drug abuse policy and programs in prominent areas.
- C. The IAIA catalog and class schedules published each semester will include a statement announcing that substance abuse while on IAIA premises or conducting college business is prohibited.
- D. The Student Handbook will include IAIA's Alcohol and Drug Policy; disciplinary sanctions which may be imposed on students for violation of this policy include but are not limited to warnings (referral to and satisfactory completion of rehabilitation programs), academic probation, suspension from academic or extracurricular programs, and suspension from IAIA and expulsion. IAIA also reserves the right to make referrals to law enforcement agencies for investigation and prosecution.
- E. Registration material at the beginning of each semester and summer sessions (continuing education students excepted) will include a copy of the policy.

*This policy is adopted in accordance with Public Law 101-226, Drug Free Schools and Communities Act Amendments of 1989, for receipt of federal program funds. Approved at the IAIANCAD Board of Trustees Meeting: May 1993 (Revised July 2021).

Policy Review

A biennial review of this IAIA Alcohol and Drug Policy will be conducted to determine its effectiveness, to implement changes as needed, and to ensure that disciplinary sanctions are consistently enforced.

Program Evaluation

Assessments will be completed annually through data comparison, participant surveys, focus groups, and staff/faculty interviews to continuously evaluate effectiveness.

Two-Offense Policy

(see graphic in Appendix)

Please note that other policies and procedures may take precedence over this flow, especially when safety is a concern. The two-offense policy will not apply if, in addition to violating policy, the student has engaged in any of the violations addressed in the immediate suspension clause found under POLICY VIOLATION PROCEDURE in the 2023–2024 Student Handbook.

The **FIRST OFFENSE**—a student is found in possession of drug paraphernalia, using, under the influence of, or in the presence of drugs or alcohol on the IAIA campus, they will be placed on disciplinary probation and be required to participate in the Community Connectors Program, complete Community Service hours and attend Counseling sessions where an alcohol and substance abuse assessment will occur. Students may be required to continue counseling for the remainder of the semester. The student must set up a meeting within 5 days of the incident with the Community Connectors Team and with the Counseling Office or will face possible suspension or expulsion from the entire IAIA program.

The **SECOND OFFENSE** in the same academic year will result in the student being suspended from the IAIA residential housing and facing possible suspension or expulsion from the entire IAIA program. The two-offense policy will not apply if, in addition to violating policy, the student has engaged in any of the violations addressed in the immediate suspension clause found under POLICY VIOLATION PROCEDURES in the Student Handbook. Students will be suspended from housing for at least one semester

after a second offense. The student must complete all requirements to be eligible to return to housing. The date of housing eligibility shall be included in the letter of sanctions.

IAIA will contact the proper law enforcement agencies to investigate the distribution of alcohol to minors (under 21) and the distribution of controlled substances to the community. Procedures for handling violations of the Alcohol and Substance Abuse Policy can be found under the INSTITUTE POLICIES & REGULATIONS of the Student Handbook.

Students have a right to an appeal and to follow the appeals process outlined for the SHRP committee. Information regarding the appeal process is noted in this Handbook.

About The Community Connectors Program

The goal of this program is to offer assistance and connect the students to our support programs. Educating the student about the Alcohol & Substance Abuse Policy and the SHRP appeals process is primary, and students are encouraged to ask questions to fully understand the policies and the consequences if the policy is violated for a second time. The team will assist the student and connect the student to community programs, including Community Service.

Students will have the opportunity to share their experiences and concerns while the team promotes well-being by promoting personal and social responsibility through its support programs. The Community Connectors Team includes the Student Success Director and the Student Success Advisors.

Campus Security Procedures

The IAIA may contact the proper law enforcement agencies to investigate the distribution of alcohol to minors (under 21) and the distribution of controlled substances to the community. Procedures for handling violations of the Alcohol and Substance Abuse Policy can be found under the INSTITUTE POLICIES & REGULATIONS of the Student Handbook.

IAIA reserves the right to administer a drug and alcohol screening of any student(s) suspected of substance use or abuse. Violation of IAIA alcohol and drug prohibitions is cause for disciplinary or other appropriate action. Contact the IAIA Campus Security office with any questions or concerns at (505) 424-5800 or Cell at (505) 702-4274.

Amnesty Statement

IAIA's primary concern is the safety of students, staff, and faculty, and it encourages the report of misconduct and crimes by victims and witnesses.

We recognize that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, harassment, or sexual assault occurs, may be hesitant to report such incidents due to fear of potential consequences for their own conduct.

IAIA will grant amnesty to victims and witnesses who may have violated IAIA policies related to the use of drugs or alcohol at the time they experience or witness domestic violence, dating violence, stalking, harassment, or sexual assault. This will be examined and reviewed by the Dean of Students.

Any major violation of state or federal criminal law involving the possession of alcohol or illegal drugs may result in prosecution, and IAIA cannot grant amnesty from proceedings in the criminal justice system. An anonymous report can be submitted at <https://iaia.edu/student-life/title-ix-campus-safety/> and is located on the IAIA website.

Medical Amnesty Policy Statement And 911 Good Samaritan Policy

The safety and welfare of students are IAIA's priority, and therefore, the college has instituted a Medical Amnesty policy and Good Samaritan policy. This applies to both the student experiencing the emergency (Medical Amnesty) and the person who makes the call to get them help (Good Samaritan).

This policy is applicable to the following parties:

- Student requesting medical assistance for one's self
- Student requesting medical assistance for another person
- Student for whom medical assistance was provided

Students who need to seek medical attention for impaired friends or for themselves in alcohol or drug-related emergencies **MAY** be exempt from AOD (alcohol or drug) violation when they call for emergency assistance for another student who is dangerously intoxicated.

When responding to such AOD violations, IAIA will consider the student's decision to request medical assistance and, in most cases, view the act of seeking medical assistance as good judgment and therefore, as not deserving of the typical range of AOD sanctions. Thus, if it is determined that the medical amnesty policy applies to a situation, the students involved may not be subject to a violation of the AOD Policy but are recommended to participate in Counseling to assess safety and health concerns. Keep in mind the student in need of help is in violation of the alcohol and substance use policy, and the talking circle process will take into account all factors of a given situation to determine whether or not a student is eligible. Recommendations from the Dean of Students may include providing substance abuse education to both the student in distress and the student assisting the student in distress. Although not necessarily in danger of alcohol poisoning themselves, those who intervene for a dangerously intoxicated student may also be recommended to complete a substance abuse screening/assessment for drug and/or alcohol use following an incident, and counseling is also for support.

As a condition of receiving medical amnesty (which may include both the student in distress and the student assisting), one may:

- Complete alcohol and drug use education (online or in-person)
- Seek counseling
- Participate in one-on-one intervention

This policy does not protect students who repeatedly violate college policies or those with a history of student code of conduct violations.

Once a student receives medical amnesty, future amnesty is at the discretion of the Dean of Students. The Dean of Students also has the discretion to determine that this policy does not apply in more serious situations, including criminal possession of drugs, providing alcohol to a minor, property damage, violence, assault, hazing, etc.

Legal Sanctions

For the Unlawful Possession or Distribution of Illicit Drugs and Alcohol

IAIA has declared itself to be a drug-free work and educational environment, and community members who are found to be in violation of federal, state, or local law prohibiting the use or possession of illegal drugs may be subject to arrest and conviction under the applicable criminal laws of local municipalities, the state of New Mexico, or the United States. Conviction can result in sanctions, including probation, fines, and imprisonment.

- The penalties for even the most minor violations of the Liquor Control Act can include fines of up to \$300, confiscation of property, and imprisonment for up to seven months. More serious violations carry greater penalties, with larger fines and longer imprisonment.
- Driving or using machinery after drinking or using drugs creates the risk that the user may injure or kill someone else. This can result in homicide charges. License revocation and vehicle impoundment are also results of driving while under the influence of liquor or drugs.

- In drug-related cases, a court can permanently suspend eligibility for federal benefits, including financial aid. A criminal record can seriously hurt educational and career opportunities.
- Penalties for illegal drug use can include significant fines and imprisonment. Penalties for the illegal sale of drugs are greater and may include property confiscation. Alternative penalties for illegal drugs or alcohol use may also include mandatory community service. Violation of laws by a foreign national may result in deportation.

As required by federal regulations, figures in the APPENDIX detail federal and state sanctions for the unlawful possession or distribution of illicit drugs.

Definitions And Details

- A. Students shall not use, possess, manufacture, dispense, sell, distribute, or be under the influence of any State or Federally controlled substances or drug paraphernalia on IAIA premises or property controlled by the IAIA, except as authorized by law.
- B. “Controlled Substances” means those substances identified in Schedule I through V of section 202 of the Controlled Substances Act. 21 USC S 812 (United States Code, Title XXI, Chapter 13) or its implementing regulations, 21 CFR Sections 1308, 11 to 1308.15 where the use is neither authorized by law nor a valid prescription, or the misuse of a legal substance, including but not limited to alcohol or prescription drugs, that may affect an individual’s ability to participate in IAIA programs in a safe, adequate and secure manner.
 - Controlled substances include, but are not limited to, marijuana, barbiturates, anabolic steroids, cocaine (including crack), amphetamines, heroin, PCP, hallucinogens, and certain prescription drugs.
- C. The unauthorized use, manufacture, distribution, dispensation, sale, possession, or transfer of controlled substances (as prescribed by the Controlled Substances Act or identified in Schedules I through V of this Act as described above) on IAIA premises constitutes a violation of this policy.
 - Such violation may result in disciplinary action up to and including dismissal, reprimand, or expulsion from IAIA programs and referral for investigation and/or prosecution by law enforcement agencies for violation of the standards of conduct.
- D. Substance abuse also includes unauthorized use or possession of or being under the influence of alcohol, alcoholic beverages, or illegal substances on IAIA premises or property controlled by IAIA.
 - Being under the influence means having consumed alcohol or drugs (on or off campus) to the degree that mental or motor skills are impaired and as demonstrated by slurred speech, unsteady gait, loud voice, impaired motor control or clumsiness, flushed face, bloodshot eyes, and/or smell of alcohol or drugs.
- E. “On IAIA premises or property controlled by IAIA” means:
 - Any building owned, leased, or used by IAIA; in any IAIA-owned vehicle or in any other IAIA-approved vehicle used to transport students to and from IAIA activities; off IAIA property at any IAIA-sponsored or approved activity, event, or function, such as field trip or athletic event, or during any period of time IAIA employees are supervising students on behalf of IAIA or otherwise engaged in IAIA business.
- F. Prescription drugs, so long as these drugs do not adversely affect the student’s ability to perform in a safe and secure manner, may be used on the school site but only by the person for whom they were prescribed. When such legal drugs are to be used at the work or school site and will affect performance, students must inform their work-study supervisors. This policy will apply to the misuse of legal drugs.
- G. IAIA will confiscate alcoholic beverages and/or illegal drugs and drug paraphernalia found on campus. Such materials may be held by the IAIA for evidence, if necessary. A record will be made of the type of material(s) seized and the names of witnesses.

New Mexico Laws

Each state has different laws and penalties regarding using alcohol.

Here is a brief overview of New Mexico laws regarding alcohol:

Minor in Possession of Alcohol

A minor (under 21) who buys, attempts to buy, possesses, or permits himself to be served alcoholic beverages is subject to a fine, suspended license, and/or community service hours.

Presenting or Making a False ID

Using or possessing an altered, forged, or fictitious identification card is a misdemeanor; altering or forging an ID or driver's license is a 4th-degree felony.

Open Container

Drinking or having possession of an open container of alcohol (which includes packages of cans and bottles) while in a motor vehicle can lead to a fine, probation, and possible jail time.

Selling or Giving Alcohol to a Minor

Providing alcohol to a minor is a 4th-degree felony and is prohibited in restaurants, homes, and other private and public locations in New Mexico. Minors 18-20 years of age can be charged with misdemeanor possession of alcohol as well as the 4th-degree felony for providing alcohol to another minor.

Civil Lawsuits

Adults 18 and older can be sued civilly for damages resulting from giving minors alcohol. Under New Mexico law, if you gratuitously provide alcoholic beverages to a guest in a social setting, you can be civilly liable for damages to any person for bodily injury, death, or property damage due to the intoxication of the guest IF the beverages were provided, "recklessly in disregard of the rights of others, including the social guest tort law. This law applies to any guest without age limitations.

DWI

Anyone who drives a vehicle while under the influence of alcohol or other drugs is subject to several fines. NM alcohol laws prohibit driving while intoxicated (DWI). It's illegal for anyone age 21 or older to drive with a blood alcohol concentration (BAC) of 0.08% or higher. On the other hand, for those under 21, it's 0.02% or higher.

Social Host Laws

Some states outside New Mexico have passed laws that prohibit persons from allowing an underage drinking gathering to occur in their homes or on their private property, even if they do not provide the underage persons with the alcohol itself. In addition, cities and counties across the country, including those in New Mexico, are beginning to consider enacting local ordinances.

New Mexico's "DRAM SHOP" law explains that victims of accidents involving alcohol (commonly DUIs) can hold a person or establishment legally accountable if:

The person/establishment sold or served alcohol to a person who was intoxicated.

It was reasonably apparent that the person was intoxicated; and

The person/vendor knew that the person buying or receiving the alcohol was intoxicated.

Here is a situation in which New Mexico's social host liability might apply:

Suppose that Dale goes to a party hosted by Hannah, a friend from school/work. At the party, Dale has several beers from a keg Hannah has provided for the occasion, as well as several strong mixed drinks. Although Hannah notices during the night that Dale has become extremely disoriented and is having trouble walking or talking clearly, she does not "cut him off" but instead continues to serve him drinks. Eventually, Dale tries to drive home. He runs the stop sign at the end of Hannah's block and collides with Pete, a pedestrian, causing serious injuries.

Pete can seek damages directly from Dale for causing the accident. Pete can also bring a social host liability claim against Hannah if he can demonstrate that Hannah provided alcohol to Dale “recklessly in disregard” of Dale’s and Pete’s rights.

Health Risks

Use of Illicit Drugs and the Abuse of Alcohol

IAIA community members should be aware that it can be dangerous to use and abuse alcohol and other drugs, and many illnesses and deaths have been medically related to the use and abuse of illegal drugs and alcohol.

IAIA recognizes that alcoholism and drug abuse are treatable illnesses, and community members who may have alcohol or drug abuse problems may seek treatment for them.

IAIA also recognizes drug/alcohol abuse as a potential health, safety, and security problem for the institution. Students needing help in dealing with such problems may contact the Student Life Department Prevention Program and Mental Health Counselors for referrals to available substance abuse education, treatment, and rehabilitation programs.

IAIA community members who disclose that they have an alcohol or drug abuse problem by making a referral for treatment and/or as described below. However, those individuals remain responsible for resolving any alcohol or drug abuse problems they may have. Employees and students with health insurance should consult their health insurance plan to determine the treatment program coverage that may be available to them.

Associated Risks

Excessive alcohol consumption and abuse of illicit drugs can lead to certain types of cancer, addiction, birth defects, shortened life span, stomach ulcers, phlebitis, varicose veins, pathological changes in the liver, brain, heart, and muscle that can lead to disability and death, and other health problems. Alcohol and drugs are also a major factor in homicides, assaults, rapes, suicide, family and date violence. Alcohol is significantly involved in all types of accidents—motor vehicle, home, industrial, and recreational. Unintended pregnancies and sexually transmitted diseases are often associated with alcohol or other drug abuse, as well as relationship, academic, or work problems.

Alcohol Overdose (or Alcohol Poisoning)

Signs of alcohol overdose may include:

- Vomiting, seizures, slow breathing, and cold or clammy skin.
- Seizures can take many forms, some of which are deadly as they prevent normal breathing and bodily functions.
- Slow breathing, a rate of eight breaths per minute or less, can drastically impair respiratory functions and lead to severe damage due to lack of oxygen.
- The skin may take on a bluish hue similar to that of a drowning victim due to the same lack of oxygen in the blood flow.
- Call 911 for immediate medical assistance if you witness any of these signs, as they indicate a life-threatening situation.
- Don’t try to guess the level of drunkenness!

Even if the victim lives, an alcohol overdose can lead to irreversible brain damage. Rapid binge drinking (which often happens on a bet or a dare) is especially dangerous because the victim can ingest a fatal dose before becoming unconscious.

Don’t be afraid to seek medical help for a friend who has had too much to drink. Don’t worry that your friend may become angry or embarrassed—remember, you cared enough to help. Always be safe, not sorry.

Drug Overdose

The physical and psychological signs of a drug overdose can vary depending on the type of drug taken and whether the drug was taken in combination with other substances. Common signs and symptoms of a drug overdose can include:

- Dilated pupils, unsteady walking, chest pain
- Severe difficulty breathing, shallow breathing, or complete loss of breath
- Gurgling sounds that indicate the person's airway is blocked
- Blue lips or fingers
- Nausea or vomiting
- Abnormally high blood pressure
- Violent or aggressive behavior, agitation
- Disorientation or confusion, paranoia
- Convulsions or tremors, seizures
- Unresponsiveness, unconsciousness
- Death

Protective Factors (Resiliency, Safety, and Responsibility)

- **Don't Even Think About Driving**—If you've had a drink, even one single drink, do not get into the car and drive. This one is not rocket science. It is automotive science. If you drink alcohol, you are impaired. If you are impaired, you will drive poorly.
- **Don't Get in a Car with Intoxicated Person**—The exact same logic applies to getting into the car with somebody else who's been drinking. If you get into the passenger seat with a drunk driver, you are basically saying that you're willing to stake your entire life on the seatbelt, an airbag, and a blind prayer. You're worth more than that. Don't be the person who gets into the passenger seat because it's the easy thing to do. Be the person who persuades the intended driver to step away from the car. Sounds like both of you should be splitting a cab home.
- **Use the Buddy System**—To reiterate a point laid bare in the statistical portion of my rant, nearly 100,000 cases of alcohol-related sexual assault or date rape are reported every year among students between ages 18 and 24. Alcohol impairs judgment, both for perpetrators and their victims. To be clear, sexual assault is never the victim's fault. The decision to drink alcohol, even to excess, does not serve as an invitation for sexual assault. No one has the right to engage you sexually without consent. Drinking to excess does not equal consent. If you're heading to a party, go with a trusted friend and one who has your back, and make sure you have your friend's back, too. It's a great system.
- **Don't Overdo It**—Part of being an adult is knowing your limits. There's a not-all-that-fine line between drinking to the point of pleasant intoxication and drinking to the point that you can no longer tell the difference between the front door and the dryer. Find that line and learn how to dance in front of it. Pace yourself.
- **Be Bigger than Peer Pressure**—Peer pressure isn't even really the word for it. Nobody's going to make you feel like a tool for refusing a drink or for drawing the line before you've had too much. It doesn't work that way. It's just more likely that you'll drink to feel comfortable in a crowd of other people who are drinking, or that you'll take another shot because everybody else is taking another shot, or you'll just sort of lean into the culture around you where everybody else is drinking a little too much. The point is peer pressure in college is not explicit. It's more of an enveloping sense that binge drinking is the cultural norm. And depending on the crowds you're hanging out with, it kind of is the cultural norm. But it doesn't have to be your norm.
- **Wake Up Call**—Of course, it's not just about you. As part of a campus, you have joined a community of your peers. Take responsibility for your community by looking out for your fellow citizens, most particularly those who've had too much to drink. If you're at a party and you see somebody passed out face down in a bag of Doritos, you have two choices. You can take a picture and post it on Instagram, which is really not cool and not something that we recommend, or you can check to make sure this somebody is okay. Determine whether this is a person who needs a big glass of water and a quiet couch or an ambulance. I know you're probably not too excited about calling 911 in the middle of a party, but you could save a life. If you see somebody in alcohol-induced distress or unconsciousness, be a friend!

CAMPUS & COMMUNITY RESOURCES

IAIA recognizes that alcoholism and drug abuse are treatable conditions and encourages employees, students, and volunteers who may have alcohol or drug abuse problems to seek treatment for them.

Employees and students with health insurance should consult their health insurance plan to determine the treatment program coverage that may be available to them.

The following are support services and resources available on and off campus for the IAIA community. This is updated on a yearly basis by the Student Services Department and local Tribal resources, programs, and treatment centers. College employees, students, and volunteers may call the New Mexico Crisis Line, which provides 24-hour help for substance abuse and related mental health concerns and can be reached at (855) 662-7474.

The IAIA Student Services prevention program also provides free Deterra bags, which are used for disposing of old medications in a safe, eco-friendly process. For information, call (505) 424-2331, and you can also visit www.deterrasystem.com.

Narcan (Naloxone) access and training can be made available upon request; please contact the Student Services department. Free training is available.

ON-CAMPUS RESOURCES

- Dean of Students—Nena Martinez Anaya (505) 424-2331
- Counselors—Eliza Combs (505) 424-5758; Madge Duus (505) 424-2336; Mila Anguluan (505) 424-2385
- Housing Staff— (505) 428-5802/5808
- Join the Tribe (AA)—IAIA Hogan (505) 424-5758; Ellen at: e.shadur@sbcglobal.net

OFF-CAMPUS COMMUNITY RESOURCES

- AA Friendship Club— (505) 982-9040
- Alcoholics Anonymous (AA)— (505) 982-8932; meeting times and places of AA, NA, Al-Anon, and ACOA programs
- Christus St. Vincent Behavioral Health Unit— (505) 913-5470
- Circle of Life, Eight Northern Indian Pueblos Council— (505) 852-1377; outpatient counseling service, free to tribally enrolled
- Crisis Response of Santa Fe— (505) 820-6333
- Health & Human Services Indian Hospital— (505) 988-9821, www.ihs.gov
- La Sala-Santa Fe County-Triage Center— (505) 819-3419; support and intervention for individuals experiencing a behavioral health crisis
- Life Link Treatment Services— (505) 438-0010; La Luz Shelter
- New Moon Lodge, Treatment Center—www.newmoonlodge.org
- Presbyterian Medical Services (PMS)—Phone: (505) 982-5565; toll-free: (800) 477-7633
- Santa Fe Recovery Center— (505) 471-4985; detox, outpatient, and inpatient treatment programs
- Santo Domingo Pueblo Health Services— (505) 465-3068; outpatient counseling service, free to tribally enrolled
- Tierra Nueva Counseling Center— (505) 471-8575
- Uwill Counseling—www.uwill.com

ONLINE RESOURCES

- Al-Anon—www.al-anon.org
- Albuquerque Center for Hope & Recovery—www.achrm.org
- Alcoholics Anonymous—www.aa.org
- Alcohol/Drug Information Referral—www.samhsa.gov

- Alcohol Rehab Guide—www.alcoholrehabguide.org
- Cocaine Anonymous—www.ca.org
- Narcotics Anonymous—www.NA.org
- Recovery Dharma—www.recoverydharma.org; a Buddhist-based recovery group
- Recovery Resources—www.recoveryresources.org; for anxiety, depression, or substance abuse/addiction concerns
- Smart Recovery—www.smartrecovery.org; an alternative online community to AA
- Sober Solutions—www.sober-solutions.com; a free resource for people seeking a Santa Fe Detox Center in New Mexico

HOTLINES

- Adult Children of Alcoholics—1-562-595-7831
- Alcohol/Drug Information Referral Help Line—1-800-662-HELP (4357)
- Crystal Meth Anonymous—1-213-488-4455
- Marijuana Addicts Anonymous—1-212-459-4423
- New Mexico Crisis and Access Line—1-855-622-7474 | Warmline: 1-855-466-7100 (Peer Support)
- SAMSHA National Help Line—1-800-662-HELP (4357) | 1-800-487-4889 (TDD)
- Solace Crisis Treatment Center—1-800-721-7273 (24-hour Crisis Advocacy)

SAFE DRIVING

- Uber—www.uber.com or download APP on your phone
- Lyft—www.lyft.com or download APP on your phone
- Curb—www.gocurb.com

EMOTIONAL SUPPORT ANIMALS POLICY

The Institute of American Indian Arts has established the following policies and procedures to provide guidance in making decisions regarding the presence of emotional support animals on campus. IAIA complies with all applicable provisions of the Fair Housing Act and is dedicated to making reasonable accommodations to afford students with disabilities equal opportunity to have full enjoyment and use of the college-owned and managed housing. This policy documents the guidelines students who maintain emotional support animals in college-owned and managed housing are expected to follow in order to be approved for and allowed to have an emotional support animal in the residence. The policy addresses only the approval process for emotional support animals, no matter whether the animal is classified as a mammal, fowl, amphibian (frog, toad, salamander, etc.), reptile, fish, bird, or other creature.

IAIA residence halls are pet-free buildings, meaning that pets are not allowed on campus. Any animal not approved as an emotional support animal or a service animal is considered to be a pet. Any animal found on campus that has not been approved as either a Service Animal or Emotional Support Animal must be removed from the campus within 48 hours. If the animal is not removed within that time period, Housing will contact animal control and request the animal be removed from the campus. Any costs associated with the animal being placed in the custody of animal control are the sole responsibility of the student owner.

Housing Policy and Emotional Support Animals

- A. Emotional Support Animals may not be brought into Institute-owned or managed housing without approval from the Accommodations office. Failure to comply with this policy will result in the student owner being required to remove the animal within 48 hours. Failure to comply with a request for the animal to be removed from Institute-owned or managed housing will result in a Code of Conduct violation. In addition, Housing Staff will contact animal control and request the animal be removed. Very young animals are not appropriate to have in Residence Hall settings for a variety of reasons. Generally, the animal must be 9 months of age or older.

- B. Emotional support animals are not permitted in any Institute owned or managed buildings other than the student owner's assigned residence hall, including, but not limited to, the following areas: library, academic buildings, study rooms, classrooms, lounges, common areas, computer or research labs, student union building, dining hall, playground areas, custodial closets, and faculty/staff offices. Emotional support animals are restricted to the student owner's assigned residence (room), the hallways leading to and from the student owner's room, and outdoor spaces in and around the student owner's assigned dorm for toileting and exercise. At no time should an emotional support animal be allowed to roam freely on Institute-owned or maintained property. To report a violation, please call Security at (505) 702-4274.
- C. Emotional support animals may not be used to entice visitors to a student's room or as a mascot for an event or student organization. For example – an invitation to visit a student's room solely to spend time with/interact with an emotional support animal is not appropriate.
- D. All liability and responsibility for injury or damage, including to IAIA property, caused by the student owner's emotional support animal lies with the student owner. Student owners are required to submit proof of Animal liability insurance covering the current academic year (ranging between \$100,000–\$300,000) as part of the application process.
- E. We ask students to apply to have one Emotional Support Animal on campus. Students requesting multiple emotional support animals are expected to provide documentation from a designated healthcare provider authorized to diagnose and treat physical or mental health conditions as to the need for multiple animals and how each support animal alleviates one or more symptoms of the disability.
- F. Animals that pose a direct threat to the health and/or safety of others will not be allowed to remain on property owned or managed by the Institute.

The Process for Requesting an Emotional Support Animal

1. IAIA provides academic accommodations for students to help ensure equal access. Approved accommodations follow the rules outlined in Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2008, and other applicable federal and state regulations that prohibit discrimination on the basis of disability. Under these laws, otherwise qualified students with a documented disability have a right to receive reasonable accommodations. Students can request accommodations by following these steps:
 - a. Submit a Disability Support Services (DSS) accommodations request form and appropriate documentation of your disability using the online form: IAIA Accommodations Request Form.
 - b. We recommend submitting your request immediately after you are admitted to IAIA, even if you don't yet have documentation to submit.
 - c. Submit the disability and accommodation documentation that you have and that you think is appropriate. Helpful information may include medical records, psychoeducational test reports, and school records such as Individualized Educational Plans (IEPs).
 - d. Respond to requests for information from DSS.
 - We will contact you via personal and/or IAIA email if we require additional information.
 - e. Meet with a representative from the DSS committee to discuss your request and answer any outstanding questions.
 - If you submit your request for accommodations prior to your arrival on campus, we will arrange to have this meeting via phone.
 - Everyone is unique. A conversation about your experiences and expectations will help identify the information necessary to support your accommodation request.
 - f. Request updates and changes to your accommodations as the need arises.
 - Contact us at adaoffice@iaia.edu if you have any questions about your accommodations or need to request an update or change.
 - g. Be aware that other universities and testing agencies (such as tests required for graduate school applications) may require more extensive documentation. Research their requirements well in advance of requesting accommodations. For questions about service or assistance animals, please contact us at adaoffice@iaia.edu.

2. The review and approval process requires at least 45 calendar days. Students should submit documentation and begin the process at least forty-five days prior to the beginning of move-in. If the need for an ESA arises after the student has already been assigned housing, a student may need to wait until the beginning of the next semester to bring their ESA into housing. Absent exceptional circumstances, new ESA accommodation requests may not be granted mid-semester due to the availability of housing. If an ESA is approved after the deadline (within 45 days prior to move-in), the ESA will be allowed on campus the following semester.
3. Students must provide updated documentation supporting an ESA accommodation request on an annual basis for the following academic year because approval of an ESA accommodation request is based on the student's current need.

STANDARDS FOR APPROVED EMOTIONAL SUPPORT ANIMALS

Dogs

1. Dogs must be immunized against disease(s) common to that breed and should have a clean bill of health from a licensed veterinarian. Documentation must be submitted to the Accommodations office as part of the approval process.
2. All dogs must have a pet license. Proof of the license must be submitted to the Accommodations Office as part of the approval process. The dog must wear a collar displaying the license.
3. Dogs are not required to be spayed or neutered. However, female dogs not spayed will be required to wear a diaper while in heat. Dogs not spayed or neutered often cause a disruption in the residence due to excessive barking or whining.
4. The college reserves the right to request the animal be removed from the premises within 48 hours should the animal cause a disruption in the residence.
5. Dogs that are considered "vicious" are not allowed on campus, including the residence halls. IAIA defines a "vicious dog" as a canine or canine crossbreed that has either killed or inflicted serious injury to a person. Dogs who have killed a companion animal (dog or cat) IAIA also considers to be vicious animals.
6. Female dogs used as emotional support animals should not be used for breeding. If the dog becomes pregnant, the dog and puppies must be removed from college-owned or maintained property. Failure to do so will result in Housing Staff contacting animal control and requesting the animals be removed. Any costs associated with this action will be the responsibility of the student owner.
7. The student owner is responsible for maintaining a clean and odor-free room.

Cats

1. Cats and kittens must be immunized against disease(s) common to that breed and should have a clean bill of health from a licensed veterinarian. Documentation must be submitted to the Accommodations office as part of the approval process.
2. All cats must have a pet license. Proof of the license must be submitted to the Accommodations office as part of the approval process. The cat must wear a collar displaying the license.
3. Cats are not required to be spayed or neutered. However, cats not sprayed or neutered often cause a disruption in the residence due to yowling or excessive meowing. Male cats not neutered will spray. The Institute reserves the right to request the animal be removed from the premises within 48 hours should the animal cause a disruption in or damage the residence.
4. The student owner is responsible for maintaining a clean and odor-free room.
5. Female cats used as emotional support animals should not be used for breeding. A female cat who has kittens must be removed from college-owned or maintained property. Failure to do so will result in Housing Staff contacting animal control and requesting the animals be removed. Any costs associated with this action will be the responsibility of the student owner.

Other Animals

Dangerous, poisonous, oversized, and/or illegal animals are not permitted in institute-owned or managed housing. ESA requests for multiple animals or animals other than one dog, cat, hamster, chinchilla, ferret, white mouse, rabbit, bird, and fish, including, but not limited to, mollusks, goats, bees, spiders, lizards, geckos, cockatoos, poultry, fowl, mammals, exotic animals not illegal under New Mexico law, rodents, and reptiles, are made on a case-by-case basis. They must be immunized against disease(s) common to that species, as applicable. Reptiles, such as turtles, often carry diseases that are harmful to people. Any species known to pose an infection risk to humans will not be considered an emotional support animal.

Female animals other than dogs and cats who are approved as Emotional Support Animals should not be bred while on college-owned or maintained property. Should the female become pregnant, the animal must be removed from the college grounds. Failure to do so will result in a notification to Housing Staff, who will then contact Animal Control and request the animal be removed.

STUDENT OWNER RESPONSIBILITY

Care and Supervision

- The care and supervision of the animal is the sole responsibility of the person who benefits from the animal's use (i.e., the student owner);
- The student owner is required to maintain control of the animal at all times. For the safety of other people and the emotional support animal, dogs and other large emotional support animals must be walked on a leash. Cats taken outside must remain in a carrier unless trained to walk on a leash;
- Emotional support animals are limited to the assigned living space (room) of the owner except when exiting or entering the student's assigned residence. The animal is not allowed in the bathrooms, laundry facilities, common areas, kitchens, hallways (except when entering or exiting the residence), or any other area of the residence hall other than as noted above;
- Emotional support animals may not pose a direct threat to the health and safety of any person or other animals, cause physical damage to college-owned or maintained property, or fundamentally alter the nature of the Institute operations;
- Emotional support animals must have enough space within the student owner's assigned living quarters appropriate to the size of the animal;
- Emotional support animals must be confined in a cage or tank, as appropriate to the species, when the student owner is not in their assigned room space. If caged, the animal should have enough space to move or lie down freely;
- Emotional support animals may not be left overnight in Institute housing when the student is not present, nor may they be left in the care of another person or fellow student. Student owners who leave campus overnight are expected to take the animal with them or board their emotional support animal in a kennel, veterinary hospital, or with a private sitter;
- Should a student owner not be able to care for the emotional support animal, both the Accommodations office and the Director of Housing should be notified immediately. The student owner will be responsible for ensuring the animal is removed from Institute-owned or managed housing;
- The student owner is responsible for notifying the Accommodations office if the emotional support animal is taken home and will not be returning to the Institute or is being replaced with another emotional support animal;
- Emotional support animals should only be fed food appropriate to the species;
- At no time should an emotional support animal be given alcohol products, illegal substances, or drugs not prescribed for the animal;
- Animals need food and water daily. Feeding must take place in the student owner's room. Student owners should always ensure their animal has a bowl of water available. Food and water dishes should be kept clean. The frequency with which food dishes are cleaned is dependent on whether the student owner feeds dry or canned food. If canned food is used, the Institute recommends the food bowl be washed daily.
- Food should be kept in a closed container or bag to maintain freshness.
- Live feed for your ESA is not allowed in any of the on-campus facilities.

- IAIA does not provide food, bottled water (student owners may use water fountains or sink to water their animal), litter boxes, training pads, kennels, “pooper scoopers,” animal diapers, trash bags, or any other supplies or equipment the emotional support animal may need. Neither does the Institute provide prescription medications for emotional support animals;
- Regular and routine cleaning of floors, kennels, cages, litter boxes, aquariums, etc. must occur. Animals using litter boxes tend to track litter. IAIA recommends using a litter mat under the litter box or vacuuming to remove the litter for the comfort of the animal. Animal odor emanating from the residence hall room or apartment is not acceptable;
- Emotional support animals are not allowed to disrupt others. Examples of disruptive behavior include growling, yowling, howling, excessive barking, or meowing, such as when an animal is in “heat,” etc.

Animal Cleanliness

1. Student owners with cats must properly maintain the litter box. To properly maintain a litter box, the student owner is expected to clean waste products (urine and feces) at least twice daily. In consideration of the other occupants of the residence hall and/or family housing units, litter box content should be changed at least once a week. Waste should be taken to the dumpster outside the student owner’s residence hall for disposal. At no time should waste products or animal food that is being disposed of be left in the student owner’s room or in any communal hall trash can. The waste (used litter, uneaten food, animal feces vomit, paper towels used to wipe up waste and food products) must be placed in a garbage that is securely tied prior to placement in any trash can or receptacle;
2. Student owners with dogs are expected to walk the animal as needed. The student owner is responsible for using a pooper scooper or similar device and garbage bag to properly contain and dispose of the waste. Waste should be taken to an outside dumpster and not left in the student owner’s room or communal hall trash can;
3. Student owners with birds are expected to clean the cage at least twice daily in order to reduce odors. Student owners who have hamsters, chinchillas, ferrets, or similar animals are expected to thoroughly clean the animal’s living area at least twice weekly in order to reduce odors;
4. Animal accidents within Institute-owned or maintained housing must be cleaned up promptly. Buildings and Grounds staff are not responsible for cleaning animal waste or vomit. Neither should college-owned equipment be used to clean or vacuum litter, shavings, animal waste, food, fur, hairballs, or any other animal waste or discharges;
5. Flea and tick medications are recommended for the safety and comfort of the animal. When using flea and/or tick medications, the student owner is expected to follow veterinarian directions for the animal’s age and weight. Any flea infestation should be reported to the Director of Housing. It is the student owner’s responsibility to pay the cost of extermination services required because of inadequate or lack of flea and tick treatment. Please use caution in administering flea and tick medications to ensure you have the proper medication for the size, species, and age of the animal.
6. Cleaning/grooming of ESAs is not allowed in campus facilities.

Financial Responsibility

1. The student owner of an emotional support animal is responsible for paying the cost of any property damage the animal causes. This includes but is not limited to the cost of replacing furniture, re-painting and/or patching walls, cleaning or replacing carpet and/or wallpaper, the cost of a professional cleaning service and/or exterminator, etc.
2. Should the student owner’s emotional support animal bite or otherwise attack any person, the student owner will be responsible for paying the cost of the victim’s medical bills.
3. The student owner is responsible for the cost of food and any supplies needed to support the maintenance of the emotional support animal.

Animal Removal

Grounds for removal of an emotional support animal include, but are not limited to:

- The emotional support animal causes or threatens harm to an individual or another animal on campus;
- The emotional support animal causes excessive noise or disruption;

- The emotional support animal causes damage to either Institute property or the property of other residents;
- The student owner fails to maintain control of the emotional support animal;
- The student owner fails to properly care for and maintain the emotional support animal, including lack of hygiene and/or grooming, failure to feed and water the emotional support animal, or leaving the emotional support animal for extended periods of time, including failure to make arrangements for the care of the emotional support animal when the student owner is away from campus overnight. An emotional support animal who poses a risk to others must be removed immediately. In all other circumstances, the student owner must remove the emotional support animal within 48 hours.

BIKE, SKATEBOARD, AND GAMES REGULATIONS

Students are prohibited from participating in any kind of sport, horseplay, or physically active game inside any IAIA building, including the CLE-Residence Center, including but not limited to bouncing balls, rollerblading, skateboarding, riding scooters, bowling, wrestling, playing Frisbee or tag, and using squirt guns or having water fights. The use of bikes, skateboards, roller skates, roller blades, scooters, or other devices is prohibited in the student housing areas to prevent accidents and injuries. Pedestrians have the right of way.

BICYCLE POLICY

1. All bikes on campus must be registered in Student Life and have a registration sticker. To register your bicycle, complete the form, which is located on the IAIA website at Home > Student Life > Forms, Regulations, and Rules, or at the Assistant of the Dean of Students office, which is located five doors down from the cafeteria. You will be notified when your sticker is ready for pick-up.
2. There is no storage of Student bikes in residence hall rooms, storage rooms, or classrooms.
3. Any bikes left on campus without permission from the Dean of Student Life's office two weeks after the end of the spring semester will be evaluated for student use or donated to a local charity.
4. Pedestrians have the right of way on all campus walkways.
5. Bicycles shall be parked only in designated racks placed on campus. Bicycles secured to campus fixtures other than designated racks shall be subject to removal without prior notice. The responsibility for the security of parked bicycles rests with the owner. IAIA shall not be responsible or liable in any way for lost, stolen, or damaged bicycles.

BULLETIN BOARDS

To post flyers on the IAIA bulletin boards, email a PDF of the flyer to nanaya@iaia.edu, who will approve it and email it back for you to print or bring no more than 15 copies of the flyer or poster to the Student Services offices, where they will sign and date the flyer. It is the initiator's responsibility to post and remove flyers once the event is over.

BURGLARY & THEFT

Theft is stealing or the wrongful taking and carrying away personal belongings or property belonging to another, including IAIA, without appropriate consent and is prohibited. See removal of IAIA property in this Handbook. Burglary is breaking into and entering another's room or entering any building with the intent to steal. Those engaging in theft or burglary will be disciplined and may be reported to law enforcement officials.

CHANGE OF ADDRESS

All changes in mailing and/or permanent address must be immediately reported to the Registrar's Office in the Academic Building at (505) 428-5954. The Housing Department will not forward student mail from this address; it will be returned to the sender. Students are responsible for notifying those from whom they receive mail of their address change.

CONTACTS WITH THE MEDIA

If students are contacted directly by representatives of the media (including print, radio, TV, or Internet media) on any matter related to IAIA, they should refer the journalist and/or producer to IAIA's Communications Director. This policy does not affect

interviews on a student's own work, e.g., if a magazine wishes to profile a student's artwork, life as an artist, etc. The Communications Director can provide advice to students who have questions on how best to represent their work to the media.

DISRUPTIVE BEHAVIOR

Disruptive behavior includes any behavior that disrupts the environment and safety of an individual or the IAIA community. This behavior is prohibited and is subject to disciplinary action.

EQUAL OPPORTUNITY POLICY

Under Public Law 99-498, IAIA applies Indian Preference within the limits of its Indian Preference Policy. The Institute of American Indian Arts provides equal opportunity in education, activities, admissions, scholarships, and employment. IAIA subscribes to all federal regulations relating to non-discrimination based on sex, gender identity, race, color, national origin, age, religion, sexual orientation, or disability.

FIRE EQUIPMENT MISUSE

In addition to the possible imposition of other sanctions, a mandatory \$150 fine will be imposed on any student who, without appropriate reason, tampers with any fire equipment (e.g., attempted removal of smoke detectors or batteries, covering smoke detectors, tampering with fire extinguishers or sprinkler heads, etc.) or propping fire exit doors open.

FUNDRAISING

IAIA students or recognized student organizations wishing to engage in on-campus fundraising activities or solicitation (e.g., raffles, artwork sales, food sales, etc.) must first complete a Student Fundraising Request Form, which must be approved and signed by the Dean of Students. This form is available on the Associated Student Government (ASG) bulletin board.

On-campus fundraising may not include any type of door-to-door sales but may be permitted in approved public areas. Any door-to-door sales must be reported to the housing staff or Dean of Students as soon as possible.

IAIA students or recognized student organizations wishing to engage in fundraising activities or solicitation off campus must also complete a Student Fundraising Request Form, which must be approved and signed by the Dean of Students and the Director of Institutional Advancement.

Raffle Fundraisers

Students must provide, on the Fundraising Request Form, the date the raffle will start and the draw date. They must also agree to publicly post the winners of the raffle.

Students or student organizations may consult with the Dean of Students regarding fundraising planning.

GROUP RESPONSIBILITIES

Student groups are responsible for conducting their activities in accordance with the Institute of American Indian Arts' policies and regulations as applicable. Failure to accept group responsibilities may subject the group to permanent or temporary cancellation of official approval for the group and/or use of facilities, probation, or other appropriate action.

GUEST SPEAKERS

IAIA advocates the right to free expression and inquiry as part of the educational process. All non-academic speakers invited to appear on campus by a student or a student organization must be scheduled through the Office of the Dean of Students. Questions about the appropriateness of the guest speakers shall be decided by the Dean of Students subject to appeal through the Student Complaint Procedure.

IAIA FAMILY BRAND GUIDELINES AND STYLE GUIDE COMPLIANCE

To maintain a visual consistency in all official publications promoting the Institute of American Indian Arts' programs and events, college community members, including all Institute of American Indian Arts' student clubs and organizations, are to comply with the IAIA Family Brand Guidelines and IAIA Style Guide. The guidelines have been established to ensure that the IAIA identity is presented in a clear and consistent manner. These guidelines cover logo usage, font recommendations, and more. Logos can be requested from the Communications Department after a brief consultation. Any document, including brochures, flyers, posters, catalogs, invitations, etc., with IAIA logos must be approved by the Communications Department prior to their being printed and/or disseminated to the public.

INCLEMENT WEATHER

If the President makes a decision to close or delay the opening of the IAIA because of inclement weather, a text and/or e-mail message will be sent to all students, faculty, staff, and community members who have registered for the RAVE alert. TV stations may also have inclement weather information.

LAW ENFORCEMENT AGENCY POLICY

IAIA gives full cooperation to local, state, and federal law enforcement agencies regarding their investigation and enforcement of city, state, and federal laws. IAIA will not serve as a haven or refuge for violators of the law. Students who violate criminal or civil laws, including those governing weapons, vandalism, explosives, drugs, alcohol, and theft, must accept and be prepared to deal with the consequences of their actions.

MISSING PERSON NOTIFICATION (RESIDENTIAL STUDENTS ONLY)

Any person, including but not limited to a student, faculty, and/or staff member, who believes that an IAIA student who lives on campus is missing or otherwise unaccounted for should immediately notify the Dean of Students at (505) 424-2331. The Dean of Students, in conjunction with other IAIA personnel as necessary, will make the final determination regarding the student's missing status.

IAIA students living on campus, in accordance with the Higher Education Opportunity Act of 2008 (HEOA), have the option to provide the college with a confidential contract, separate from their standard emergency contact information, to be notified in the event that the student has been determined to have been missing for more than 24 hours. This information is confidential, accessible by authorized campus officials and law enforcement only, and will not be disclosed outside of a missing person investigation.

The HEOA guidelines require that when, upon investigation of the official report, the Dean of Students determines that the missing person has been missing for more than 24 hours, they must contact the individual identified by the student as a contact. If the missing person is under the age of 18 and is not an emancipated individual, the Dean of Students must notify the student's parent or legal guardian immediately after it has been determined that the student has been missing more than 24 hours. If the student who has been missing for more than 24 hours has not designated a confidential contact and the student is over 18 years of age, the Dean of Students will inform the appropriate law enforcement agency that the student is missing.

Please contact the Director of Housing at (505) 424-2380 for more information. To designate a confidential alternative contact person, complete the form in the Housing Offices.

PARKING

Parking is prohibited in "Fire Zones," which are denoted by red curbs around campus and include the west gate of family housing and behind family housing. Loading and unloading at the west gate is permitted but limited to 20 minutes with notification of security. Parking in Fire Lanes and ADA Parking designated areas for an extended amount of time and continually violating the fire lane restriction will be towed at the owner's expense. The vehicle's owner will be responsible for all towing costs. Individuals are prohibited from living in vehicles or trailers on campus property. Vehicles that will be left over 30 days will require permission to leave vehicles longer or will be towed at the owner's expense. The campus speed limit is 15 mph.

PRIVACY POLICY: FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

In accordance with FERPA (P.L. 93-380) (www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html), college records are confidential. These records consist of the student's admission application, high school and/or college transcripts, records of grades and academic standing, and any notes, memos, or letters about the student's scholastic progress. Students have the right to inspect and review their educational records, seek to have the records amended, and have some control over the disclosure of information from their records.

The only people who have access to a student's file are:

- IAIA faculty and staff who are conducting college business.
- Federal, state, and local officials who, by law, must receive information from IAIA.
- Any party designated by judicial order or subpoena provided IAIA notifies the student.
- Anyone who has the student's written consent.

The Family Educational Rights and Privacy Act protects a student's right to privacy by limiting information that can be released to the public in what is referred to as Directory Information. Directory Information is that part of an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory Information can NEVER include student identification number, race, social security number, ethnicity, nationality, or gender.

DIRECTORY INFORMATION

Directory Information is information that can be released to the public without permission from the student. Students who do not want any directory information released must see the Registrar.

- Name
- Campus address
- Campus e-mail address
- Mobile telephone number, only for inclusion in the IAIA emergency notification system and not for any other purpose
- Tribal affiliation
- Major
- Class level
- Terms of attendance
- Degree earned
- Date Degree earned
- Academic honors and awards
- Videotapes or photographs of students participating in IAIA activities

REMOVAL OF IAIA PROPERTY FROM CAMPUS

Unauthorized removal of IAIA property from campus or from one part of the campus to another is regarded as THEFT and will be treated as such by IAIA officials. Theft of IAIA property will be reported to the Santa Fe County Sheriff and appropriate state and Federal officials.

RIGHT TO PRIVACY

IAIA personnel may enter a student's room without the resident's consent when there is reasonable belief of the following:

- Illegal activities are taking place
- The physical well-being, health, and/or safety of a person is in peril
- An IAIA regulation or policy is being violated
- IAIA property is being damaged or
- Maintenance and/or repair are necessary

IAIA reserves the right to search student property, including but not limited to backpacks, bags, closets, drawers, desks, and vehicles, upon reasonable belief that IAIA policies and regulations are or will be violated. In the case of suspected violations of the drug and alcohol policy, any failure to open locked or otherwise inaccessible personal belongings will result in a strike.

ROOF POLICY

At no time are students allowed on the roof of any campus building. Violation of this policy is subject to disciplinary action.

TITLE IX

The Institute of American Indian Arts (IAIA) is committed to providing a safe and welcoming environment for students, faculty, staff, and the public. We are a diverse community dedicated to creating and providing an environment for learning, living, and working that's free from discrimination, harassment, including sexual violence and misconduct, and retaliation. IAIA responds promptly and effectively to all reports and will take appropriate action to prevent, correct, and, when necessary, discipline behavior that violates policy.

For information regarding Title IX at IAIA, please visit the website at www.iaia.edu/about/title-ix. Reports regarding a potential Title IX violation can be made to the Interim Title IX Coordinator, Laurie Logan Brayshaw:

Phone: (505) 424-5790 (The IAIA Title IX Hotline)

E-mail: llogan@iaia.edu

The anonymous report on the IAIA Title IX webpage: www.iaia.edu/student-life/title-ix-campus-safety/

In-person: 2nd floor of the Lloyd Kiva New Welcome Center in the President's Suite Room 201B

SMOKING

Smoking and vaping, including electronic cigarettes, is prohibited in all IAIA buildings and vehicles. This includes, but is not limited to, housing rooms, lounges, offices, classrooms, study rooms, or restrooms. Smoking outside the front doors and in the plaza area of the CLE-Residence Center is prohibited. Smoking is permitted 30 feet from the buildings.

SOCIAL MEDIA

Students may be subject to disciplinary action for posting or promoting content that is in violation of college policies, including the Student Code of Conduct. Students in violation of IAIA policies and who are identified in pictures that are clearly on college property will face the consequences as outlined in this handbook. Students who post pictures of other students in violation of policies could also be implicated in the policy violation.

STUDENT USE OF SIMULATED FIREARMS

IAIA strictly prohibits possession of replica or simulated firearms or weapons in and around any facility owned or controlled by IAIA except when the bearer is in possession of written approval from the Dean of Students or her designee. Possession of a replica or simulated firearm or weapon may be authorized, and such possession is permitted only if it is directly connected to a college-related art piece or theatrical production (e.g., stage play, film production, or rehearsals for them).

When an individual is appropriately authorized to possess a replica or simulated firearm or weapon for art or theatrical use at IAIA, the following terms shall apply:

- The approved simulated firearm or weapon may only be used during the time and in the manner specified in the written approval or permit.
- Whenever an approved simulated firearm or weapon is transported from one location to another, including within the same building, it must be placed in a secure container in such a manner that it cannot be observed.
- The individual to whom written permission has been granted to possess a simulated firearm or weapon must maintain custody of the simulated firearm or weapon at all times and may not transfer custody of the simulated firearm or

weapon to any person not specified in the written permission. The written permission must accompany the simulated firearm or weapon at all times.

- The individual to whom permission has been granted to possess a simulated firearm or weapon may not drink alcoholic beverages or engage in any reckless behavior while in possession of a simulated firearm or weapon.
- When not in use for art or theatrical production, the simulated firearm or weapon must be securely stored in a location chosen by the department that is sponsoring the theatrical production or art project, which location must be approved by the Dean of Students or his/her designee. Under no circumstances may simulated firearms or weapons be stored in any college-owned, leased, or controlled facilities other than an approved safety storage area.
- If, for any reason, it is not possible for an individual in authorized possession of a simulated firearm or weapon to return the item to an approved safety storage area after authorized use, the simulated firearm or weapon should be brought to the IAIA Security office for temporary safe storage.

There is no exception to the prohibition of simulated firearms and weapons in IAIA residential facilities at any time or for any purpose.

TRANSPORTATION POLICY

1. Student Services will provide student transportation on the school van to and from internships, medical appointments, and art stores for large purchases on a pre-arranged basis.
2. Student Services staff will provide transportation on evenings and weekends according to the transportation schedule.
3. Notify Student Services or the shuttle driver 24 hours in advance of scheduled medical appointments for which you need transportation. Do not schedule appointments at 8:00 a.m.
4. Student Services staff will only provide emergency transportation for medical emergencies that do not require an ambulance; otherwise, the ambulance will be called for all emergencies. Students are responsible for the payment of ambulance charges.
5. The Student Services van will leave campus or the departure locations at the time listed on the van schedule. A student who misses the van, for whatever reason, is responsible for finding his/her own ride.
6. For IAIA-sponsored events, the driver will pick up students at the designated time and location. It is the student's responsibility to find return transportation should they miss the van.
7. Student Services staff will not pick up students at private homes or apartments, nor will Student Life provide transportation to move furniture or personal items for off-campus students or students moving from student housing to an off-campus residence.
8. All IAIA policies, including those relating to smoking, illicit drugs, or alcoholic beverages, apply to school vans.
9. IAIA students, faculty, and staff have priority in riding the van. All others are provided transportation on a first come-first served basis and only if he/she has a completed and approved Transportation Waiver form on file in Student Life.

UNSUPERVISED CHILDREN ON CAMPUS

It is the responsibility of parents to make arrangements for their child or children while on campus if they are unable to supervise them. Unsupervised children should be reported to the Dean of Students or Director of Housing, and the parent will be contacted. If neglect or educational neglect is suspected, a report will be made to the New Mexico Children, Youth and Families Department (CYFD). Parents will be responsible for any personal or property damage incurred by their children. Likewise, any policy violations committed by the children will result in disciplinary action for the parent. Multiple violations of this policy may jeopardize the student's housing contract and may include further disciplinary sanctions.

VANDALISM OR PROPERTY DAMAGE

Vandalism and property damage (including graffiti) is prohibited. This includes the destruction of artwork, IAIA property, or another student's property on campus. In addition to other sanctions, violators will be charged the cost of repairing the vandalism or property damage. Damages to housing common areas or furnishings will be assessed to the responsible students or may be prorated among the residents of the room. Art vandalism will result in suspension from the total IAIA program. The vandalized property will remain the property of IAIA.

VIOLENCE

IAIA does not condone violence in any form toward any community member, faculty, staff member, or student. Violation of this policy may result in immediate suspension or expulsion from student housing and/or the IAIA program.

Violence includes, but is not limited to:

- Fighting, pushing, striking, or other conduct of a physical nature intended to or capable of causing infliction of harm of a physical nature;
- Intimidation includes but is not limited to name-calling, threats of bodily or emotional harm, obscene or threatening gestures and verbal abuse, and bullying that causes fear of injury or harm.
- Harassment and bullying or repeated aggressive behavior that's used to intentionally hurt another, physically or mentally, including but not limited to:
 - Persistent and annoying behavior;
 - Discriminatory comments;
 - Demeaning behavior, including jokes, stories, or activities directed at a victim and
 - Indirect bullying that socially isolates a person that may include but is not limited to spreading gossip/false gossip and bullying other people who wish to socialize with the person.
 - Cyberbullying which involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.
- Stalking or unwanted and obsessive attention to another that causes fear of injury or harm, including but not limited to following a victim in person and/or monitoring them.
- Dating violence is controlling, abusive, and aggressive behavior in a romantic relationship. It can happen in both straight and gay relationships and includes verbal, emotional, physical, and sexual abuse or a combination.
- Domestic violence or behavior that is abusive or coercive that serves to control and power in an intimate relationship, which can be either an opposite-sex or same-sex relationship. The behavior can be physical, sexual, verbal, and/or emotional.
- Off-campus violence that threatens or disrupts the safety and security of the college campus.

POSSESSION OF FIREARMS OR OTHER WEAPONS ON IAIA PROPERTY

Purpose of Policy

IAIA believes that the presence of weapons on campus creates unacceptable risks of injury or death and creates a climate that undermines IAIA's purpose. Accordingly, it is the policy of IAIA that no student shall bring or possess any weapon on IAIA property nor bring or possess any such weapon at any IAIA activity. It is the responsibility of students to report any knowledge of these weapons on campus.

Definition of Weapon

For purposes of this policy, weapon refers to any object or substance designed to (or which could be reasonably expected to) inflict a wound, cause injury, incapacitate, or cause death, including, without limitation, all firearms (loaded and unloaded, simulated and real), devices designed to expel a projectile (such as BB guns, air guns, pellet guns, and potato guns), swords, any knife with a blade exceeding one and one-half inches, ammunition, martial arts weapons, stun guns, bows and arrows, and chemicals such as tear gas, but excluding authorized pepper spray.

Exception to Prohibition of Weapons

IAIA authorizes the use of personal pepper spray for personal safety only under the following conditions:

The student/faculty/ staff has filled out an application form;

The student/faculty/staff's application has been approved by the Director of Facilities, Security Supervisor, or the Director of Facilities designee;

The student accepts liability for usage;

The spray has been approved by security staff, and an approved sticker has been applied to the pepper spray that includes the individual's name or initials.

Approved pepper spray (a/k/a oleoresin capsicum) will be typically in containers no larger than 2.5 ounces, with a concentration of oleoresin capsicum of no more than ten (10) percent for self-defense purposes. The Institute encourages anyone who carries pepper spray to learn how to use it, be aware of its limitations, and realize that it can be used against you in a physical confrontation.

If a faculty, staff, or student is in violation of this policy, disciplinary action will be taken. Because of the serious nature of this policy, action may be accelerated on a case-by-case basis. See the Student and Employee Handbooks. Weapons will be immediately confiscated and may not be returned, and local law enforcement may be called.

SAFETY REGULATIONS & PROCEDURES

This information is to assist all students, faculty, and staff in responding to different emergencies which may be encountered on campus. Please be familiar with this information and other safety information available on campus concerning emergency safety procedures. Knowledge of correct emergency procedures and the ability to act swiftly can mean the difference between life and death.

ACTIVE SHOOTER/VIOLENCE

1. Evacuate the premises if it is safe to do so. If not, secure the immediate area. Silence phones. Keep yourself out of sight.
2. Call 911 (8-911 from a campus phone)
3. Report your specific location, the number of people with you, and any injuries.
4. Give details of the assailant, if known.
5. If outside, run, crawl, hide, cover, and conceal.

BEHAVIORAL HEALTH EMERGENCIES

1. For non-life-threatening behavioral health emergencies, call Student Services at 424-2331/2380 or the counselors at IAIA at 424-5758 or 428-2336.
2. For behavioral health emergencies that require immediate medical attention, dial 911 (8-911 from a campus phone).
 - If safe to do so, stay with the person and keep them calm and as comfortable as possible until help arrives.
 - State the problem.
 - State the location where the emergency exists.
 - State the number you are calling from and, if possible, have someone stay close to the number until aid arrives.
 - Send someone to meet and guide emergency personnel.
3. Call Campus Security (505) 428-5800 or (505) 702-4274. Give your name, location, and telephone number.

BOMB THREAT

1. Take all threats seriously.
2. If you receive a bomb threat by phone, remain calm and attempt to obtain as much information as possible from the caller. Listen for unusual noises or voice characteristics.
3. Call 911 (8-911 from a campus phone)
4. Give your name, location, and telephone number. Inform them of the situation, including any information you may have as to the location of the bomb, the time it is set to explode, the time you received the call, and any distinguishing information about the caller.
5. Call Campus Security at (505) 428-5800 or (505) 702-4274. Give your name, location, and telephone number.
6. Inform Student Services at 424-2331 or Housing at (505) 424-2380.
7. Campus authorities will be responsible for building evacuation.
8. If you should spot a suspicious object, package, etc., report it to authorities, but under no circumstances should you touch it or move it in any way.
9. If instructed to evacuate, move a safe distance away from the building (a minimum of 100 yards).
10. Follow the instructions of security personnel and do not re-enter the building until instructed that it is safe to do so.

CRIMINAL ACTIVITY/CRIME IN PROGRESS

1. Report criminal or suspicious activity to Campus Security, (505) 702-4274. If the crime is serious, call 911 (8-911 from a campus phone). Give your name and location, report the situation, and remain where you are (if safe) until contacted by police.
2. Do not attempt to apprehend or interfere with the criminal except in the case of self-protection.

3. If it is safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and name if known. If the criminal is entering a vehicle, note the license plate number, make, model, color, and any other outstanding characteristics.
4. Do not interfere with those persons creating the disturbance or with law enforcement authorities on the scene.
5. In cases of theft, property damage, or minor injuries, contact Campus Security or the Housing Office to submit a report.

DISTURBANCE

1. If a student or person is causing a disturbance on campus, call Campus Security at (505) 428-5800 or (505) 702-4274. If this is a life-threatening emergency, dial 911. Then, call Campus Security and give your name, location, a brief description of the person(s), the nature of the disturbance, and whether or not the person(s) may have a weapon.
2. Wait for Security Personnel and be prepared to provide them with a statement.
3. When you believe a student has violated the conduct code, you should contact the Dean of Students at 424-2331.

FIRE

On Campus Buildings

1. Upon discovering a fire in a campus building, close the door to the room where the fire is located and contact staff immediately. Sound the building fire alarm.
2. Dial 911 (8-911 from campus phone)
 - State the problem
 - State where on campus and in which building the emergency exists.
 - Do not hang up the phone until the dispatcher tells you to do so.
3. Call Campus Security (505) 428-5800 or (505) 702-4274. Give your name and the location of the fire.
4. If the fire is small, you may wish to fight it with a fire extinguisher. Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, check the label on the extinguisher.
5. If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm may not sound continuously. If the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops.
6. Close the doors before leaving. Walk, do not run, to the nearest exit. If you have a mobility impairment, request assistance from those nearest you. In the event no one renders assistance, proceed to the nearest exit, shout for help, and wait there until help arrives.
7. Evacuate to the designated rendezvous place or a distance of at least 500 feet from the building and stay out of the way of emergency personnel. Do not return to the building until instructed to do so by public safety personnel.
8. Notify either public safety personnel or firefighters on the scene if you suspect someone may be trapped inside a building.

In the Residence Center

1. If you discover a fire in the Residence Center, close the door to the room where the fire is located and contact staff immediately. They will sound the building fire alarm.
2. Dial 911
 - State the problem
 - State where in the building the emergency exists.
 - Do not hang up the phone until the operator tells you to do so.
3. Call Campus Security (505) 428-5800 or (505) 702-4274. Give your name and the location of the fire.
4. If the fire is small, you may wish to fight it with a fire extinguisher found in each hallway and in each lounge next to the kitchen.
5. Inform Security immediately.

6. If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm may not sound continuously. If the alarm stops, continue to evacuate and warn others who may enter the building after the alarm stops.
7. Close doors before leaving. Walk, do not run, to the nearest exit. If you have a mobility impairment, request assistance from those nearest you. In the event no one renders assistance, proceed to the nearest stairwell exit, shout for help, and wait there until help arrives.
8. If you are in your room, evacuate to the stairwell and follow the sidewalk to the prearranged meeting place west of the Fitness and Wellness Center as outlined in the evacuation plan on the inside of your Residence Center room door. Do not return to the building until instructed to do so by public safety personnel.
9. If you are in the 2nd-floor lounge, evacuate to the 1st-floor vestibule using the stairway next to the elevator and evacuate out the front door. If you are in the first-floor lounge, evacuate out the front door to the prearranged meeting place west of the Fitness and Wellness Center as outlined in the evacuation plan on the inside of your Residence Center room door. Do not return to the building until instructed to do so by public safety personnel.
10. Notify either public safety personnel or firefighters on the scene if you suspect someone may be trapped inside a building.

FIRE SAFETY

The Student Services Division will provide mandatory training regarding fire safety and prevention in residential housing each semester for all residential students. In addition, fire drills will be conducted periodically in Student Housing and Family Housing.

Notices will be posted. If a fire alarm sounds, all residents must leave the Student Housing via the evacuation plan posted in the area they are occupying. A student not complying with the evacuation procedure may be subject to disciplinary sanctions because it is a violation of state law to remain in residential rooms/apartments after an alarm has been sounded. State Fire Marshall regulations state that it is unlawful for residents to store or hang anything within 18" of the ceiling that would impede or obstruct smoke detectors or sprinklers.

GAS LEAK

1. Call 911 or 8-911 from a campus phone.
2. Leave the area immediately without shutting the door.
3. Follow instructions from emergency personnel.
4. When it is safe, call Facilities at 424-2326.
5. Call Campus Security at (505) 428-5800 or (505) 702-4274.

HAZARDOUS MATERIALS

If a gas cylinder or other chemicals should begin leaking, and if, in the judgment of the persons responsible for such materials, the leak presents any danger to themselves or the building occupants, the following steps should be taken:

1. Confine the fumes or fire by shutting the room door.
2. Sound the building fire alarm so evacuation can begin.
3. Call 911 and Campus Security, giving your name, location, and nature of the emergency.
4. Evacuate to a safe area at least 500 feet away from the building. Do not return to the building until you are instructed that it is safe to do so.
5. Suspected gas leaks or suspicious odors should also be reported to Campus Security at (505) 428-5800 or (505) 702-4274 so appropriate action can be taken.

Some emergency procedure information is not yet available. The Campus Safety Committee is currently updating and revising this information, and any updates or changes will be posted as soon as they are available.

MEDICAL EMERGENCIES

1. Report minor emergencies to Student Services, 424-2331/5704, or the Housing office, 424-2380 or 428-5802.
2. If the person is seriously injured, do not move them unless there is a life-threatening danger (i.e., falling debris, fire, explosion).
3. Dial 911 (8-911 from a campus phone) for injuries requiring immediate medical attention.
 - State the problem.
 - State the location where the emergency exists.
 - State the number you are calling from and, if possible, have someone stay close to that number until aid arrives.
 - Send someone to meet and guide the emergency personnel.
4. Call Campus Security (505) 428-5800 or (505) 702-4274. Give your name, location, and telephone number. Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, if any aid is being given, etc.
5. Return to the victim. Administer First Aid. Keep the victim as calm and comfortable as possible. If needed, administer CPR if you are certified.
6. Avoid contact with blood and bodily fluids.
7. Remain with the victim until Campus Security or Emergency Personnel arrive.

SEVERE WEATHER/THUNDERSTORM/TORNADO

1. If you can hear thunder or see lightning, move indoors immediately. Do not take cover under trees.
2. A tornado watch means that tornadoes are possible in the local area.
3. A tornado warning means that a tornado has actually been sighted somewhere in the warning area.
4. If a tornado is sighted approaching the campus:
 - Move to the interior hallway on the lowest floor, or move to the inside wall of your room/office.
 - Avoid windows, auditoriums, or structures with wide free-span roofs.
 - Take shelter beneath a desk or heavy furniture.
 - Assume a curled position to protect your head and eyes.
 - Stay out of ditches & arroyos during storms.

IAIA RESPONSE TO REPORTS OF STUDENT SUICIDAL ATTEMPT OR IDEATION

Purpose

To inform administrators, faculty, staff, and students of their responsibility and duty when IAIA receives a report of a suicidal attempt or ideation by an IAIA student.

Policy

The stress of the college experience and the common developmental issues of adulthood place some students under emotional pressure. These pressures may result in a threat, or actual attempt, by the student to take their own life. The college will treat all suicidal threats or attempts as serious. Suicidal attempts or ideation may be related to an underlying mental illness. Suicidal ideation alone is not a justification for withdrawal. Each situation is assessed.

When a student threatens or attempts suicide, the college may place the student on a leave of absence or medical withdrawal from the college. A leave of absence or medical withdrawal is more likely if the student resides on campus. If a student is withdrawn from the college due to concerns over reports of suicidal attempts or ideation, a student may be required to provide documentation from a treating mental health practitioner or other appropriate medical provider that the student is not a risk to themselves or others. The college reserves the right to administratively withdraw or assist a student who has threatened or attempted suicide with a medical withdrawal.

If permitted to return to the college setting, the student may still be prohibited from living on campus until such time as the college deems appropriate. Decisions regarding a student's return to classes and/or living on campus will be based on a review by the Dean of Students or designee in consultation with the Behavioral Intervention Team.

Procedures to follow subsequent to a report to the administration of a suicidal attempt or ideation by a student:

1. Upon learning that a student has threatened or attempted suicide, staff and faculty are required to report this information immediately to the Dean of Students (or designee).
2. The Dean (or designee) will work with the Counseling Team and other appropriate staff to determine appropriate notification of:
 - Medical emergency personnel
 - College Counseling Services
 - To the Hospital
 - Law enforcement
 - Emergency contacts
 - Any other agencies or individuals deemed appropriate
3. If necessary, emergency medical services or local law enforcement will be called to transport the student to the hospital for evaluation and assessment.
4. A student who has attempted suicide may be required to withdraw from school and/or vacate student housing. Documentation from a treating physician or mental health professional may be required prior to a student's return to residing on campus after a suicide attempt.
5. If it is decided that the student should not be allowed to return to campus, the college will assist with a medical withdrawal from the college. If the "Incomplete Grade Policy" applies, the student will be assisted and advised.
6. Students who threaten or attempt suicide may be required to meet with the College Counselor. When the mental health needs of a student require a level of care that goes beyond the scope of the IAIA Counseling Services, including severe mental health challenges, the IAIA Counselors will provide referrals for treatment. Referrals may also be provided for a variety of social services available in the community if a student experiences challenges with basic needs, including financial assistance, housing, or childcare.
7. It is the responsibility of the student to follow up with referrals and assume financial responsibility for any services provided. IAIA is not financially responsible for any outside counseling, medical care, or transport required for a student who is reported to have suicidal ideation or attempts. Referrals for resources will be documented in the student's file.
8. Reasons for a leave of absence or medical withdrawal are confidential and should not be discussed with anyone who does not have a legitimate educational interest in knowing the information. IAIA will note "W" grades on the academic transcript. There is no differentiation of types of withdrawals, and all are noted as a "W" grade. Incompletes will be assigned as appropriate.

The IAIA administration reserves the right to modify or deviate from these procedures at their discretion and based on particular circumstances, particularly where a student's conduct is deemed to pose a substantial risk of harm to themselves or others.

1. Approximately 75% of individuals living with mental illness experience onset by age 24, the age of traditional college students. Students with a qualifying condition under ADA/Section 504 and requiring reasonable academic accommodation for a mental health condition should contact ada.office@iaia.edu.
2. FERPA permits communication about a specific student with any school employees with a legitimate education need to know.

RESIDENTIAL LIVING

RESIDENTIAL STAFF

Residential Operations and Conferences Coordinator

Under the general direction of the Director of Housing, the Residential Coordinator provides direct supervision to the Residence Assistants in the areas of training, programming, office procedures, and scheduling, and he has the authority to take necessary and appropriate action in dealing with students and situations which impact the general welfare of the residents. The Residential Coordinator is also responsible for coordination of Residence Center services during summer conferences.

Area Coordinators

The Area Coordinators of the Residence Center are under the direct supervision of the Director of Housing and have the authority to take necessary and appropriate action in dealing with students and situations that affect the general welfare of the housing residents. They are responsible for housing assignments, maintaining a safe living environment, assisting resident students, and submitting housing and janitorial maintenance work orders.

Residence Assistants

The Residence Center employs five student Residence Assistants (RA's). These student leaders are responsible for the students in their respective housing areas and in family housing and report directly to the Director of Housing and work closely with the Area Coordinator. They are responsible for the overall welfare of their residents. They report any damage to their immediate supervisors. Periodically, they will call wing, floor, or area meetings to relay information from the Director of Housing and housing staff. They are responsive to the residents' needs and are willing to help in every possible way. Feel free to seek their guidance and friendship. The Residence Assistants are qualified to meet their responsibilities and are trained to handle emergencies and other problems.

R.A. Hiring Procedure

Residence Assistants are student workers hired at the end of each semester for the following semester. Announcements of RA position openings are posted throughout the housing area during April, May, November, and December. If a student is interested in applying for the position, they may fill out the online application, which can be found on the Student Employment page of the IAIA website. The RA Policies and Procedures Manual, listing qualifications, job description, and daily duties, are available in the Housing Office for review.

RESPONSIBILITY AS A HOUSING COMMUNITY MEMBER

Living in student housing at IAIA means living in a community. This community is a dynamic place of diverse people, values, cultures, lifestyles, and attitudes. As a housing resident, you must strive to understand the individuality and life choices of others and learn from an atmosphere of positive encouragement, mutual respect, and tolerance. Residents who enter this community are considered mature adults who are expected to conduct themselves as adults and will be held responsible for their behaviors and actions.

Your responsibilities as a housing community member are:

- To consider the needs of other residents and balance them with your own needs.
- To promote care of the physical facilities, equipment, furniture, and services.
- To communicate with other residents and staff members.
- To let other residents know when they are disturbing you.
- To demonstrate a commitment to the community by getting involved.
- To promote campus and individual safety.
- To demonstrate dignity and respect for all individuals.

HOUSING CONTRACT TERMS AND CONDITIONS

Eligibility

To be eligible for on-campus housing, a degree-seeking student must have on file a Housing Contract for the current school year and must be enrolled for and maintain a minimum of 12 semester hours at IAIA. If a resident falls below the 12-credit requirement after mid-terms, a written request to remain in housing must be submitted to the Dean of Students for approval. The terms and conditions set forth in the housing contract are incorporated into this manual. To be eligible for a family housing apartment assignment, the completed application packet and deposit must be received by the Director of Housing 45 days prior to the beginning of the semester. As demand for on-campus housing is high, both continuing and new students are assigned rooms based on the date the completed application is received and depending on the availability of space.

Background Check

All first-time applications for campus housing will include a \$50 non-refundable background check fee for residential housing. For Family Housing applications, see the Administrative Fee in the Family Housing Handbook. Applicants with felony convictions must have been released from incarceration for at least one year and have completed probation and/or parole one year prior to applying for housing. Applicants with juvenile convictions must have been released from state custody and/or probation for one year prior to applying for housing. In these cases, approval for housing requires a letter from the student explaining the circumstances of the conviction, the date of occurrence, letters of recommendation from Probation and/or Parole Officers, as well as community members who can vouch for the student's character since release from custody, and a personal interview. Approval is provisional. IAIA reserves the right to deny housing to convicted felons and will consider each application on a case-by-case basis, with special attention given to those convicted of sexual and violent crimes. Upon reapplication, students will need to submit a new background check.

Satisfactory Academic Progress Requirement

During the academic year, continuing students must maintain Satisfactory Academic Progress (most recent IAIA semester GPA above 2.0, successful completion of 67% of attempted credits). Students must meet these requirements each semester to remain eligible for housing. Students falling below the satisfactory academic progress requirement will be placed on institutional probation for the following semester, and their application will be provisional, pending space availability. A second consecutive semester of non-satisfactory progress will result in ineligibility to reapply to Residence Life Halls OR eviction from Family Housing Units.

Students with families living in family housing units who maintain satisfactory academic progress are eligible to renew their application for the following academic year. They will remain in their assigned unit through the summer provided they are registered for the fall semester, current on their rent, and in good standing.

Students with families living in family housing units will be allowed to live in family housing for a maximum of three years for students pursuing an Associate's degree and an additional three years for students pursuing a Bachelor's degree. Students must maintain satisfactory academic progress, be current on their rent, and be in good standing to remain eligible.

In addition, priority for housing assignments follows the criteria listed below, in order:

- Minor freshman students (under 21), single without dependents, who are enrolled full-time.
- Returning students in good academic standing with a 2.00 GPA and no infractions from the previous semester
- Date of completed application submission

Students who have accumulated over 144 credit hours are not eligible to live in on-campus housing. One-time exceptions to this policy may be made for students who are in their final semester toward graduation. Appeals may be considered on a case-by-case basis.

Behavioral Good Standing

Priority in housing assignments will be given to students who are in behavioral good standing. Behavioral good standing includes but is not limited to, adherence to the Student Code of Conduct and all policies detailed in the Student Handbook. Students residing in the Residence Center or Family Housing who were/are removed for violence or other serious policy violations that pose an undue burden to the Housing Program or threaten the peace and safety of the on-campus community can be restricted from the Residence Center and or Family Housing on the discretion of the Dean of Students or Director of Housing or their designee.

Ceremonial Items Pouch

IAIA honors and respects Indigenous Traditions and kindly asks that upon check-in every semester with the Housing Director, students declare/report these items to the Housing Director via the declaration form. Ceremonial items are held in high regard, and housing and security will treat these items with the utmost respect, but in the event that illegal drugs or substances are suspected or found during a room search, the owner of the ceremonial items will be required to open/show their items. The housing/security team will attempt to notify a student if they are not present before a room search, but they may be obligated to check those items during an emergency situation. Undeclared ceremonial items are subject to being searched/confiscated—it is encouraged that you declare your items to avoid mishandling. Please be reminded weapons and illegal substances are not allowed in Housing or the IAIA campus, and appropriate disciplinary action will be enforced.

Housing Deposit

Applicants will be charged \$250 for the housing deposit. Residence Center deposits are refundable except for the background check fee. Family housing students are charged a one-time, non-refundable \$250 fee when the unit is assigned.

Only complete applications will be considered. To complete the application, students should visit <https://iaia.edu/student-life/housing/> and follow the instructions.

The Area Coordinators, through regular health and safety inspections, will ascertain and assess charges for damages caused by neglect or vandalism. Students are responsible for locking their doors and windows when leaving their rooms and are responsible for any damages to the room if the door is left unlocked. Damages to individual rooms will be assessed to the student or students who contracted the room, and all or any portion of the housing deposit may be used for repairs. Damages to furnishings will be assessed to the responsible student or may be pro-rated among the occupants of a Residence Center room.

Key Deposit

There is a \$20 key deposit to cover the Residence Center key card and the room key. The key deposit must be paid when the student is assigned to a room. No keys will be given until the key deposit is paid. Lost keys must be reported immediately to residential staff. The key deposit will be charged to replace lost keys, and a new \$20 key deposit will be assessed. Students who fail to return door keys when checking out of housing will be assessed a fee of \$50 for a new lock. Students who request entry into their rooms because of forgotten keys must produce the key when the room is unlocked for them. If the student cannot produce the misplaced room key after three lockouts, the student will be charged for a lock change.

Key Transfer Policy

Students shall not transfer issued keys or proximity cards. Anyone found in possession of another's keys or proxy card shall have the keys or card confiscated by IAIA Housing Staff. Return of the keys or card to the owner will be at the discretion of the Housing Office. Individuals violating the policy on the loaning of keys will be fined \$50 on the first offense and \$100 on the second offense, and if a third offense should occur, the student will be subject to disciplinary action, which could result in possible termination of the housing contract.

Financial Responsibility

Students in the Residence Center are financially responsible for any damage or repair that has occurred during the occupancy and must make payment by the end of the semester. IAIA will bill the occupant(s) for damage assessed to the room in excess of the housing deposit. Failure to pay will result in non-acceptance for housing the following semester. Until damage assessments are paid, IAIA will withhold transcripts from a student who is not returning or will deny re-enrollment to a returning student. Housing deposit refunds, or the balance thereof, will be mailed to students approximately two weeks after the rooms have been vacated.

Time of Contract

The Residence Center officially opens for new student orientation the Sunday before orientation begins, and it opens for returning students on Thursday before classes begin. The contract period continues through the entire academic year, except during winter break, at which time the Residence Center closes at noon on Saturday following the last day of the fall semester. At the end of the spring semester, students must vacate their rooms by noon the day following Commencement. The Residence Center doors will be locked at noon; students will be charged \$50 per hour should they fail to completely check out of their room by the noon deadline. In the event that belongings are not collected within five days, the belongings will be confiscated and donated to charity.

The term of the family housing lease is for one year from the date of occupancy and does not close during holidays or summer breaks. Each lease will be subject to renewal on a yearly basis.

Termination of Agreement

IAIA may terminate the Housing Contract or Family Housing Lease Agreement and take possession of any CLE-Residence Center room or family housing apartment for a violation of IAIA's policies, rules, and regulations as provided in the contract and lease agreement.

Room and Board Refund

To receive a refund, a student who voluntarily withdraws from IAIA must complete a withdrawal form. This form is available from the IAIA Registrar. The date on the completed form is the official withdrawal date. Any money owed to IAIA is payable on the day of withdrawal. Refunds will not be made to students who are dismissed for disciplinary reasons or who, for academic reasons, are not eligible for refunds on room and board.

Subject to the above policy, any refund the student is due will be calculated as follows: If a student withdraws prior to moving into the dorm, room and board will be refunded 100%. Otherwise, dorm room and meal plan refunds will be pro-rated based on the number of weeks the student has stayed in the dorm. Any room damage will be deductible.

HOUSING POLICIES

Freshmen Housing

IAIA requires minor freshmen students under 21, single without dependents, who are enrolled full-time at IAIA, to live in the CLE Residence Center. Individual requests for exceptions to this policy are to be addressed in writing to the Dean of Students.

Returning Student Housing

All returning (non-freshmen) students must have a current Housing Contract that is renewed for each Academic year. Students who do not complete disciplinary probation requirements from the previous semester are not eligible for on-campus housing until those requirements are completed.

Food Service

All students living in the Residence Center must purchase either a 19 or 14-meal plan; there are no exceptions or cancellations to a meal plan. If there are dietary restrictions, the café will individually cater to the dietary needs of the student. Students can apply with the ADA Office to document their dietary restrictions. Students with Meal plans include meals during spring break.

Meal plan students must present their student I.D. at each meal. Payment is made through Student Accounts in the Student Success Center. Students not living in campus housing may purchase meal plans in varying amounts through Student Accounts. Students who voluntarily withdraw from school may have their meal plan refunded on a pro-rated weekly basis.

Café Bon Appetit Hours

(Hours may vary with holidays and class schedules.)

Monday–Friday:

- Breakfast: 7:45 am–9:15 am
- Lunch: 11:45 am–1:15 pm
- Dinner: 5:00 pm–6:00 pm

Saturday and Sunday:

- Brunch: 11:30 am–1:00 pm
- Dinner: 5:00 pm–6:00 pm

Guests are responsible for their own meals and cannot obtain a meal from a student’s meal plan.

Single Room Policy

Single rooms are only available if the Residence Center is not fully occupied. Students may request a single room, and a waiting list will be maintained. The cost for a single room will be charged to the resident at a rate of an extra \$750 per semester, which will be pro-rated if applicable.

Consolidation

During the semester, if a resident moves out of a double room and the remaining resident is not assigned a roommate, the remaining resident may be asked to select one of the following options:

- Elect to pay the single room rate and retain the room privately. This option is available only when space is available. Single room rates will be calculated on a pro-rated basis.
- Choose to move into another half-filled room in the community.
- Find another resident in a half-filled room who is willing to move into the current resident’s room.
- Be prepared to accept a new roommate at any time by:
 - Keeping the unoccupied half of the room in such a condition that would allow someone to move into the room on short notice.
 - Agreeing that the room may be shown to prospective occupants without prior notification and in his/her absence.
 - Displaying an attitude of cooperation and acceptance toward any resident who may examine the room while considering occupancy.
 - Agreeing to accept a roommate assigned by the Director of Housing.

Electing not to follow any of the above by claiming the other side of the room as an unapproved single room will result in being charged for the time in which your room was considered “without a roommate.” Afterward, you will be required to reset the room to prepare to accept a roommate at any time.

This consolidation policy does not require an individual to move out of his/her community but rather could require residents to pay for a single room or consolidate with another individual who is living singly in a double occupancy room. If more than one

resident in the same community is without a roommate, the individual who paid his or her housing contract last may be the one to move.

Harboring Restricted Students

Students are prohibited from harboring restricted students in their on-campus room or apartment at any time. Violations will result in disciplinary action, which may include housing suspension.

Structural Changes

No nails, glue, or any fastening device other than tacks may be used to attach any items to walls. Students are not allowed to paint walls or furniture, use spray paint inside the Residence Center rooms or family housing apartments, or dismantle the furniture. Violations will result in a \$50 fine. Damage will be assessed and added to the financial account immediately, and any additional amount owed will be deducted from the Institute deposit. Change of locks is not allowed and is considered a safety hazard. In addition to the possible imposition of other sanctions, a fine of \$100 will be assessed. Beds that are dismantled by the student must be reassembled before checkout to avoid additional fines.

No Storage

Once the student has checked out, no personal belongings will be stored at IAIA. IAIA is not responsible for theft, loss, or damage to abandoned personal items in the Residence Center. Any personal belongings left will be donated to charity.

Insurance

IAIA is not responsible for theft, loss, or damage to any individual's personal property from any cause whatsoever. It is recommended that students obtain private insurance for their personal possessions. It is recommended that all personal property be appropriately labeled to prevent loss or theft.

HOUSING PROCEDURES

Check-In Procedure

Students must report directly to the Residence Center, where they will complete all necessary housing forms. They will then be escorted to their assigned room or apartment, where a room inspection by the student will be conducted, and the condition of the room will be noted on the Check In/Check Out Form. Upon receipt of the Check In/Check Out Form, housing staff will issue keys to the student, which signifies the student's residence into on-campus housing and responsibility for the room assigned.

Check-Out Procedure

At check-out, the same inspection will be completed by the RA or housing staff and the student, and all damages will be noted on the Check In/Check Out Form. Rooms will be evaluated for any damage not noted on the Check In form and for cleanliness. The rooms and furniture must be left in the same condition and state of cleanliness as at the time of initial occupancy, with the exception of normal wear. All furniture must be returned to its original room arrangement in the unit. After the room has been assessed at check-out, any damage or repair will be automatically deducted from the housing deposit. Damage charges will be assessed according to IAIA rates for maintenance and repair, listed on the back of the room assessment form. Prices can also be obtained from the Area Coordinators. Anything left in the rooms after the official closing of the facility will be considered abandoned and will be discarded, including artwork. Students who do not check out properly by having their room inspected and turning in their keys to housing staff will be charged \$100 for improper checkout.

After the Check In/Check Out Form has been completed, students will return all keys to the housing staff and are no longer considered residents of the facility. Whether or not the keys have been properly surrendered at the end of the term or when the College is closed during scheduled breaks, the student shall not be permitted in the Residence Center rooms or family housing apartments.

Physical Exam and Immunization Requirements

The State of New Mexico encourages prospective college students to consult their college about their specific immunization requirements. IAIA strongly supports the use of immunizations to protect the health of students, and it is important for all students to keep a record of all previous vaccinations. On-campus students and family housing residents are required to have their immunization records on file. All students who apply for on-campus housing must submit an up-to-date immunization record and a physical completed by a healthcare facility in order to be admitted into on-campus housing, whether in the Residence Center or the family housing apartments. All students and family members who reside in family housing apartments must provide the same medical information.

Room Changes

All requests to change rooms may be made in the second week of classes by completing a Request to Change Room form, which requires the signatures of all affected parties, and submitting it to housing staff. Any requests beyond the second week must be made directly to the Director of Housing, who will approve or deny the request. All requests are at the discretion of the Director of Housing, and all room changes must go through the check-in/check-out procedure for damages and cleanliness.

Health and Safety Inspections

IAIA will maintain the Residence Center and family housing apartments in a reasonable state of repair and, for this purpose, will conduct regular inspections for health and safety reasons, as well as to enforce regulations developed for the common good, safety, and health of all the occupants of on-campus housing. These inspections will normally be announced 48 hours in advance and may be conducted without the student present. Cleanliness of the residence center room is the responsibility of both residents, as agreed upon in the Roommate Agreement on file.

Under no circumstances may a student block a door to a room for health and safety inspections. Violation may result in a breach of contract and appropriate discipline. Generally, failure to pass the Health and Safety inspections, which are cumulative, will result in:

- 1st violation: the room or apartment will be rechecked in 48 hours;
- 2nd violation: the resident(s) will be charged \$50;
- 3rd violation: will result in termination of the housing contract.

Unauthorized Entry

The residential staff cannot admit a student into a room/apartment other than his/her own room/apartment. If a student needs something from another student's room, only the other student can let him/her in. Entering another's room or restricted area without the permission of the person responsible for that area is prohibited.

Winter Break

Prior to leaving for Winter Break, students must do the following:

- Remove all trash and food from the room;
- Clean personal refrigerators in the rooms;
- Set up and clean the rooms for a roommate;
- Unplug all electrical appliances before leaving (e.g., stereo, clocks, TV, etc.).

IAIA is not responsible for the theft, loss, or damage to personal items left in the Residence Center during winter break.

No students are allowed to stay in the Residence Center over the winter break. Students may return to the Residence Center no earlier than the Friday before spring classes begin.

Students with account holds at the end of the fall semester and/or not registered for spring classes will be required to remove their belongings and go through the checkout process.

Student workers whose duties require them to be present prior to the return date may schedule their return in advance but must have express written permission from the Director of Housing. In addition, the student will be billed an established rate for each night prior to the official return date for all other students. No accommodations will be made for students with non-institutional employment.

Housing Break Policy

The Residence Center is closed during Winter and Summer Breaks; however, IAIA recognizes that some students may need housing accommodations during the closure due to extenuating circumstances that they believe necessitate their stay. As such, Housing has prepared a process to meet this need. Students should be aware that if approved, they will be asked to relocate to another on-campus space for the duration of the break.

Students must submit the completed REQUEST for WINTER or SUMMER HOUSING form by the deadline to be considered, along with a detailed personal statement regarding the circumstances related to their request. Students must be registered full-time (for the following semester) degree-seeking undergraduates in good academic standing with at least a 2.0 CGPA to be considered. Please see the Housing Director for details on applying.

Students submitting a request for break housing must meet the following qualifications:

- Must have on-campus employment necessitating them to work during the break period. Verification of employment will be required. Additionally, students making this request must meet at least one of the following qualifications:
 - Must reside out of state. (Winter only)
 - Students experiencing housing insecurity or are homeless.

Students who are eligible for break housing must have no record of serious conduct violations (i.e., alcohol or substance abuse, housing or conduct violations, security or safety violations, etc.) Such violations will result in the immediate denial of your application, regardless of the reason for applying.

All requests that qualify will be reviewed on an individual case-by-case basis. Requests will be reviewed by a staff committee chaired by the Housing Director and will include representatives from Counseling (1) and Student Services (1) Facilities (1). Approval should not be assumed and is not guaranteed. Students who received permission in previous years are not guaranteed to be approved again. Students should plan accordingly in case their request is not approved. Due to severe space limitations, we will only honor select requests.

IAIA reserves the right to limit the amount of break housing requests an individual student can make throughout their IAIA tenure. The Residence Center is a temporary and limited housing option to support students; it is not considered permanent long-term housing. Limitations on the availability of on-campus housing over breaks (especially Summer) may result in fewer to no spaces being available, regardless of the qualifications of applying students.

During the Breaks, those students who have been approved to stay and have on-campus employment will be provided housing as space allows. Students will be charged a fee that will be applied toward the student account. Students will be charged a set rate consistent with the cost of a month's rent for a Family Housing Casita unit. Students will be responsible for procuring their own groceries during the break period, as staff may be severely limited or unavailable to provide transportation during breaks.

Any resident violating an IAIA Policy during the Winter/Summer Break period will have their extension immediately revoked and face disciplinary sanctions. Additionally, any policy violations that may occur during the break period may result in disciplinary sanctions up to and including immediate removal from campus housing, regardless of the reason for applying. Any disciplinary sanctions incurred during break periods may negatively impact the student's qualification status for on-campus housing in the

upcoming academic term. IAIA reserves the right for immediate housing closures due to unforeseen emergency crises outside of IAIA's control.

Living with Roommates

Roommate assignments are made using information collected from the Residential Life Survey and the Roommate Agreement. When applicable, returning students are encouraged to complete a Roommate Request form before they leave at the close of the spring semester. The Housing office will not grant roommate requests for students who are involved in intimate relationships.

Sharing a room with other individuals requires adjustments on the part of each person. Learning to accept differences is a valuable part of your college education and student housing experience. Your roommates are individuals with personal likes and dislikes, which should be respected the same as yours.

Roommate Bill of Rights

- The right to an alcohol and drug-free environment
- The right to read and study free from undue interference in one's room; unreasonable noise and other distractions inhibit the exercise of this right
- The right to sleep without disturbance from noise, roommates, guests, etc.
- The right to a clean environment in which to live
- The right to free access to one's room and facilities without pressure from a roommate
- The right to privacy
- The right to host guests who will respect the rights of the host's roommates and other housing residents
- The right to redress a grievance
- The right to be free from fear of intimidation, physical, and/or emotional harm
- The right to expect reasonable cooperation in the use of "room shared" appliances, such as telephones, and a commitment to honor agreed-upon payment procedures

Continued disregard for any of these rights may result in disciplinary action up to and including housing suspension.

Roommate Agreement

All roommates will be expected to complete a Roommate Agreement at the beginning of each semester in order to assist in the development of communication and to identify potential problem areas. This process will be facilitated by a Resident Assistant assigned to each room.

During orientation week, RAs meet with new students in each room to process the Roommate Agreements previously submitted and establish a list of guidelines for each room.

Returning students meet with RAs during the first week of school to process the Roommate Agreement previously submitted and establish guidelines for each room.

Roommate Conflict Resolution

Roommate Agreements are developed to establish the guidelines for roommates in Residence Center rooms. If a conflict arises between roommates, it is important that the roommates attempt to discuss their concerns and reach a mutual agreement or solution. The following steps should be taken when dealing with roommate conflicts:

- Roommates should refer to their agreement, discuss their differences, and attempt to work out a solution.
- If a solution cannot be reached, roommates should notify the RA who facilitated the agreement for assistance in revising their roommate agreement.
- If a solution is still not reached, RAs should contact the Director of Housing for assistance and/or referral to mediation.

- If the issue remains unresolved, the Director of Housing or his/her designee may request a room change or possible termination of housing contracts.

IAIA may terminate the housing contract and take possession of a room for violation of an IAIA policy, rule, or regulation.

GENERAL HOUSING INFORMATION

As responsible members of a learning community, the following guidelines have been established to maintain harmony, respect, and order:

Art Safety in Student Housing

Because the use of a variety of art media has resulted in health hazards due to lack of adequate ventilation and contact with harmful substances and skin irritants, the use of any potentially harmful substances is prohibited in the CLE Residence Center. These include painting of any kind, sculpting, jewelry making, and any other art forms that emit toxic fumes, harmful dust or particles, or require cleaning with hazardous solvents. The studios in the Academic Building are available for student use regularly and are equipped with proper safety gear, appropriate ventilation, and areas for responding to an accident.

It is recommended that students consult the Health and Safety in the Arts binder located in the housing office for information regarding hazards associated with all art media and necessary precautions for use.

BBQ Grills

Barbeque grills are allowed only in the family housing area. There is a grill available for use by student clubs and organizations who obtain permission from the Dean of Students.

Cohabitation

IAIA does not allow the cohabitation of couples in intimate relationships in the Residence Center rooms and/or student overflow in Family Housing.

Computers

Computers are available in the lounges on each floor of the Residence Center and are provided on a first-come, first-serve basis. For repair, maintenance, or supplies, contact the Housing staff.

Conserving Energy & Water

We ask for your cooperation in conserving energy and water whenever possible. Turn off lights when not in use, as well as other items which use electricity. Keep the heat between 68°–70°. Santa Fe is considered a high desert and a drought area, which makes water conservation essential. Take shorter showers, brush your teeth with a cup of water instead of running water, and report water leaks to housing staff immediately.

Crime Reporting

Students, faculty, and staff are encouraged to report criminal activity. IAIA, by federal law, cannot guarantee complete confidentiality. Faculty and Staff members who become aware of a crime are obligated by federal and state laws to file appropriate reports. If you have been a victim of a crime, you may report it to IAIA Security, the Director of Housing, the Dean of Students, or call the Santa Fe County Sheriff's Department.

Gender Inclusive

The IAIA Residence Center is a gender-inclusive facility. We strive to ensure that all members of our community are comfortable in their home away from home while they pursue their academic goals. Residents are encouraged to self-identify concerning any gender assignment during the housing application process and to inform staff if they feel they have been misgendered.

Housekeeping

The Facilities Department and housing staff work hard to make your stay in student housing a comfortable, safe, and clean experience. But staff is not responsible for cleaning messes made by residents. Residents are expected to clean up after themselves in the laundry rooms and common areas of the Residence Center and in the common areas of the Student Union Building, and also to clean and maintain their own living areas for health and safety.

Elevator

The elevator in the Residence Center is for student use. Improper use of the elevator or tampering with controls is prohibited.

Kitchens—Family Housing

The family housing apartments have a small kitchen, which includes cabinets, a stove, a sink, and a refrigerator. Please take care of these conveniences by cleaning them regularly and operating them in a safe, useful manner.

Kitchen—Residence Center

The Kitchen areas on each floor of the Residence Center are for the use and enjoyment of all students living in the residence center and are open from 7:00 am–10:00 pm.

- The privilege of kitchen use is directly related to the responsibility of cleaning all dishes, utensils, pots, pans, and glassware used, as well as cleaning the oven, microwave counters, and sinks after use.
- Students are required to complete the sign in/out sheet in the kitchens. Cleaning products will be provided.
- Students who do not uphold their responsibility to clean up after themselves the first time will be given a verbal warning, the second time will be fined \$25, and the third time will result in loss of kitchen privileges.
- Cooking and Storage of food is permitted only in the Residence Center kitchen areas.

The common area kitchens are the responsibility of the entire residence center community. If the kitchen areas are left in an unclean state, Housing reserves the right to close up these areas and prohibit usage of them until the department decides otherwise.

Laundry Facilities

Laundry facilities are available 24 hours a day in the Student Union Building and on each floor of the Residence Center. These laundry facilities are a courtesy for students' use, with students expected to keep the facility clean and trash-free. Contact your Resident Assistant or the housing office if there are any problems with this facility. Laundry carts are to be immediately returned to the laundry room after use. Failure will result first in a warning and a \$25 fine each time thereafter.

Maintenance Requests

Work orders for maintenance issues may be sent to workorders@iaia.edu by the student (with a "cc" to the Director of Housing for follow-up), or the Residence Assistants will complete one and process it through the housing office for the student. Be aware that filling out a maintenance work order form does not absolve the student of any charges for the repair if the repairs needed were caused by the student.

If the repair is not addressed in a timely manner, contact the housing office at (505) 428-5802 or the Director of Housing at (505) 424-2380.

Motorcycles & Scooters

Parking motorcycles or scooters inside any building is prohibited. Motorcycles and scooters found in any of the housing areas will be impounded without further notice. Any damage to IAIA property or necessary cleaning will be charged to the student. Motorcycles and motorbikes should be parked in designated parking areas on campus.

Open Flame Products & Incense

Open flame products (e.g., candles, oil lamps, jewelry torches, wax burners, wood burning tools, etc.) are prohibited in Student Residence Center rooms and Family Housing due to their potential fire danger and smoke inhalation-related injury. Decorative candles must have non-burned, clipped wicks, or be wickless. A fine of \$50 will be charged for violations, with additional sanctions assessed for repeat violations.

Smudging and/or incense for ceremonial cleansing and purification are allowed in the Residence Center and Family Housing if a non-flammable container is used and prior notification is made by the student to housing staff. Students are required to notify Housing Staff prior to smudging and/or burning ceremonial incense by completing the online form at <https://airtable.com/shr9yNBjfuMPNqCkt>.

Be sure to include:

- The date, time, and room number (or Family Housing Unit number) where the smudging will take place;
- The type of materials to be smudged (i.e., cedar, sage, sweetgrass, etc.);
- Acknowledgment of the associated risks and responsibilities of smudging and/or burning incense indoors for ceremonial and purification purposes.

Students must practice proper ventilation techniques and be considerate of their roommates and neighbors by reducing the amount of smoke produced while smudging or using incense for ceremonial purposes. Smoke inhalation can cause physical injury and may trigger medical emergencies. The IAIA Residence Center smoke detectors are very sensitive, and if triggered, the student is fully responsible for the costs and fees of the Santa Fe County Fire Department. Students will accept full responsibility in the event of a fire and/or damage to IAIA property and should never leave unattended any lit or smoking smudging materials or incense. Housing Staff will investigate any reports of smoke or strong odors in the Residence Center and Family Housing, including instances in which smudging or the burning of incense has not been previously reported to Housing Staff as required.

Patios

Family housing patios must be kept clean and clear of weights, old furniture, cigarette butts, bottles, and trash. Patio furniture is allowed. Residents are responsible for keeping the patio area in front of their apartment clean. Patios are included in the health and safety inspections. Residents with dirty and unsafe patios will be fined \$50.

Preventing Theft

Few thefts occur in student housing when students take proper precautions. Residents are advised to protect their belongings by keeping doors and furniture locked at all times and are encouraged to carry student or renter's insurance coverage.

Reporting Theft

If you find something missing from your room or unit, notify the housing staff immediately and complete an incident report. Students may also contact IAIA Security or the Santa Fe County Sheriff's Department.

Student Union Building and Residence Center Lounges

Hours for the Student Union Building are 9:00 am–10:00 pm, 7 days a week, unless a special event is scheduled.

Priority use of the Student Union Building is for ASG and student club meetings and activities. Food and drink are allowed, but if left dirty or any item is missing (i.e., remote control, pool sticks, furniture), the recreation center will be closed for an unspecified amount of time. Art materials that are hazardous, impair, discolor, or ruin the furniture, carpet, walls, windows, or tabletops will not be allowed.

The Residence Center is open from 8:00 am–10:00 pm. Each lounge is open to those residing on those floors 24 hours per day, 7 days per week, with consideration of quiet hours.

Quiet Hours

It is expected that each student will maintain reasonable quiet. Consideration should be given to those who are studying or sleeping. Quiet hours for the Residence Center are:

- Sunday–Thursday: 9:00 pm–9:00 am
- Friday–Saturday: 12:00 am (midnight)–9:00 am

Room Decoration

You are encouraged to make your room as comfortable as you like. However, your decorations may not cause damage to the room or create a health, safety, or fire hazard. Decorations are subject to approval by your roommates. Pornography and alcoholic beverage signs are not allowed as window or door decorations. Empty alcohol containers are also not permitted in student housing. If anyone in the Residence Center reasonably objects to a picture, poster, or sign, it must be removed immediately.

Telephones

Telephones are available in each family housing apartment and Residence Center room for local/on-campus calls. Maintenance on malfunctioning phones may be made through the work order process. E-mail to workorders@iaia.edu (with a “cc” to the Director of Housing for follow-up), or the Residence Assistants will complete one and process it through the housing office for the student.

Vending Machines

Vending machines are located in the Laundry room in the Family Housing Complex and in both lounges of the Residence Center and are run by an independent business. Proceeds from these machines go to the Associated Student Government (ASG).

IAIA is not liable to refund lost money. Students may contact the independent business at the phone number on the machine.

Visitors & Visiting Hours

All visitors must report to security between the hours of 7:00 pm–8:00 am or the Residence Center housing office from 8:00 am to 7:00 pm. Any individual visiting the Residence Center, either invited or uninvited, is responsible for his/her actions and is required to abide by all IAIA policies. All visitors are expected to inform security or the housing office when they leave campus. If a visitor to the Residence Center has not checked out by 12:00 midnight, housing staff and/or security may check the room to ensure the visitor has left campus.

- Visiting Hours are from 8:00 a.m. to 12:00 midnight.

Overnight Visitors

A student in the Residence Center desiring to have an overnight visitor must submit a Guest Request form with a signature of approval from his/her roommate to the Director of Housing for approval at least 48 hours in advance of the stay. If the host/hostess does not have a roommate, a Guest Request form must also be completed and approved by the Director of Housing at least 48 hours in advance. The visitors may stay for no longer than three (3) nights and are required to abide by all IAIA rules/policies, and the resident/host will also be held accountable. Intimate partner cohabitation is not allowed for overnight visitors, and requests for overnight visitors will be denied at the discretion of the Director of Housing or their designee. Overnight visitors with vehicles must provide security or the housing office with their license plate number. Approval is at the discretion of the Director of Housing. Failure to get prior approval will result in asking visitors to leave at 12:00 midnight as well as the imposition of other sanctions. Overnight underage visitors in the Residence Center must be accompanied by their parent or legal guardian.

Family housing students wishing to have overnight visitors must submit a written request for approval to the Director of Housing at least 48 hours in advance of the stay. The visitors may stay for no longer than 2 weeks within a semester, and a request must be submitted for each stay.

Windows

Throwing objects from windows, removing screens, passing items through windows, and entering or exiting rooms via windows are prohibited and may result in the cost of screen or window repair, a \$25 fine, and/or other sanctions. Entering or exiting rooms via windows is also a security risk. Students who violate this policy will be placed on disciplinary probation with appropriate sanctions after the first violation and may be suspended from on-campus housing upon the second violation.

MFA Low-Residency Housing

The IAIA Masters of Fine Arts programs host Winter and Summer Residencies on the IAIA campus. On-campus housing is available in the Residence Center for MFA students during the Summer term. Family Housing is currently unavailable for the MFA residency. On-campus housing spaces in the Residence Center are not intended to house students bringing family members, including partner/spouse, children, or any other family members or additional non-student occupants. Housing is not available for MFA Residencies during the Fall and Spring terms.

All MFA students seeking to stay on-campus for their respective residency week must complete the following to qualify for on-campus housing:

- MFA Low-Residency Housing Application
- Background Check Request
- \$250 housing deposit (refundable)

The Housing Office must receive the MFA Low-Residency Housing Application and all additional requirements at least five weekdays prior to the check-in date for each respective residency. Late applications may not be accepted at the discretion of the Housing Director or their designee.

For the 2023–2024 academic year, there is an optional \$225 meal plan offered for the residency. Single-occupancy rooms will be assigned only as available and when the Residence Center is not at full capacity. Applicants may be assigned a double-occupancy room at the discretion of the Housing Director.

Room fees for the MFA residency are as follows:

- Single room: \$700
- Shared room: \$350

POLICY VIOLATION PROCEDURES

Violations of an IAIA Policy, Procedure, or Regulation may result in penalties, including but not limited to immediate suspension or expulsion from the residential hall and/or the IAIA program. All students and employees are expected to report infractions as they occur.

STANDARD PROCEDURES

- A. Violations of any IAIA Policy, procedure, or regulation should first be reported to IAIA staff and faculty or IAIA Security.
 1. Exceptions:
 - a. Violations of the IAIA Sexual Harassment Policy must be reported and will be investigated and sanctioned under the provisions of the IAIA Sexual Harassment Policy;
 - b. Reports of rape should be made first to a Counselor, who will then refer the matter to the Dean of Students and the Title IX Coordinator for processing under the Emergencies/Immediate Suspension Procedure set forth. School officials shall retain the discretion to file a police report if any circumstances where it is deemed warranted. In case of sexual assault, contact the 24-hour Crisis Advocacy Hotline at Solace Sexual Assault Services at 1.800.721.7273.
- B. The Director of Housing, their designee, or the Dean of Students will then review the report and has the authority to hear and decide the matter and establish immediate sanctions.

SANCTIONS

Behavior that threatens the health and safety of students or that may harm the IAIA community will not be tolerated. Violation of any IAIA policy, procedure, rule, or regulation will be dealt with by IAIA in a manner that it, in its sole discretion, believes necessary to maintain a healthy and safe environment conducive to learning. Circumstances may sometimes warrant immediate suspension or expulsion from IAIA housing or the IAIA program. Disciplinary action which IAIA may take includes but is not limited to the following:

- A. *Verbal Warning*: A verbal warning is given for less serious offenses without the initiation of formal procedures. Offenses referred to the Director of Housing or Dean of Students or their designee may be disposed of by mutual consent of the Director and the students involved. The accused shall regard the case closed and not appealable. If consensus is not reached, the Director may impose other sanctions.
- B. *Written Warning*: A written warning is given to a student that their behavior is unacceptable by IAIA standards, and any repeated violations will warrant further sanctions, which may include, but are not limited to, any of the sanctions listed in this section.
- C. *Compensation*: A student whose actions damage, deface, or destroy any on-campus property may be required to restore the property by replacement or by monetary reimbursement. Compensation may be in addition to other sanctions imposed by the Director of Housing, the Dean of Students, or their designee.
- D. *Referral to Counseling Services*: The Dean of Students, Director of Housing, or their designee may recommend counseling services. The student will be directed to attend a prescribed number of counseling sessions based on an initial assessment and recommendation of the counseling. The Dean or Director may inquire only into whether the student has attended the prescribed number of sessions and cooperated with counseling efforts.
- E. *Community Service*: A student may be required to perform a designated number of hours of community service in addition to other sanctions or as a single penalty for a policy violation. The number of hours will be determined on an individual basis relative to the type and severity of the infraction.
- F. *Institute Probation*: A written statement is given to a student that their actions have placed them on probation with the IAIA for a specified period of time. Because of the probationary status, any of the following will be imposed:

1. Restriction from representing the Institute in any public performance, competition, or committee, or from holding any Associated Student Government office, any office in any recognized student organization, or any other position.
 2. Any other restrictions deemed appropriate by the Dean of Students or their designee may be imposed.
- G. *Disciplinary Probation*: Disciplinary probation places a student on probation for a specified period of time. Any significant violation of IAIA rules or policies thereafter is cause to remove the student from the residence hall and/or IAIA. This type of probation is generally imposed for repeated violations of the same policy or for serious infractions. When disciplinary probation is instituted, an underage student's parents may be informed by the Dean of Students. In addition, any of the above restrictions described in the Institute probation may be imposed.
- H. *Residential Suspension*: A written statement is generally given to a student that their behavior is of such a nature as to result in their removal from the resident hall and/or the IAIA community. This action is generally taken when a student's conduct is deemed unmanageable or a potential threat to the residential community, the student is a repeat offender of the IAIA rules and policies, or when such action seems most appropriate to the violation. A suspension from residential housing places a student on restricted status Persona Non Grata (PNG) from the housing area. Individuals with PNG status may not enter the residential units or housing areas for any reason. Students found on the premises risk being arrested for trespassing. Students who are suspended from housing are not eligible for a pro-rated housing refund or housing deposit refund.
- I. *Institute Suspension*: The Dean of Students may require the separation of a student from IAIA for a specified length of time and may reconsider return upon reapplication. Institute suspension is generally imposed when a student's misconduct is of a very serious nature.
- J. *Restricted Status (P.N.G.)*: There are two types of restricted status for both students and non-students.
1. Campus Restriction: Individuals of this status may not be present on campus for any reason. This includes IAIA activities on and off campus.
 2. Student Housing Restriction: Individuals on this status may not enter the residential housing area for any reason. Students are prohibited from harboring restricted students in their on-campus rooms or apartments.
- K. *Expulsion*: Removal of a student for an extensive period of time or indefinitely due to severe offenses.
- L. *Parent/Legal Guardian Notification*: The Director of Housing or Dean of Students may notify the parents or legal guardian of underage students of decisions involving any second offense which would constitute a disciplinary probation or a greater disciplinary action.
- M. *Assigned Projects*: A special educational project designed to assist the student to better understand the impact of his/her misconduct may be assigned.
- N. *Relocation*: A student may be removed from their present Residence Center room for a specified period of time. Students may also be removed from the Residence Center completely.
- O. *Fines*: Fines, when deemed appropriate, may be assigned by the Director of Housing, Dean of Students, or the Appeal Committee.

EMERGENCY OR IMMEDIATE SUSPENSION

1. In the case of reports of incidents involving serious threats to an individual or community, sexual offense, distribution of controlled or illegal substances, contribution to a minor, destruction of property, lewd conduct, violence, or discrimination, the Dean of Students or their designee will establish and impose sanctions accordingly, but not limited to, immediate suspension/expulsion from the on-campus housing or the total IAIA program. Reports to law enforcement authorities for investigation shall be made as necessary and appropriate.
2. A decision by the Dean of Students or their designee pursuant to this procedure may be appealed to the IAIA Provost. The appeal must be in writing and received by the Provost within three calendar days of the decision of the Dean of Students/designee. The President may affirm, reverse, or modify the decision of the Dean of Students/designee. The decision of the President will be final.

NOTICE: The Institute of American Indian Arts reserves the right to remove any student from the Institute, reserves the right to remove or restrict any student from on-campus housing, and reserves the right to prohibit any non-student from campus for any appropriate reason.

STUDENT LIFE APPEAL & STUDENT COMPLAINT PROCEDURES

STUDENT HEARING AND REVIEW PANEL

The purpose of the Student Hearing and Review Panel is to uphold, modify, or overturn Student Life decisions that are being appealed, ensuring due process, equal and unbiased application of IAIA policies, and compliance with all relevant rules and regulations. The Student Hearing and Review Panel will also hear complaints that cannot be resolved through an informal process.

Student Hearing and Review Panel Responsibilities

The Panel will hear appeals, review and summarize the appeal process, and advise the Student Life Standing Committee of the necessary changes, revisions, or additions to the current appeal policy or Institute policies as deemed appropriate based on its case reviews. All members of the Panel are bound to keep in confidence adjudicatory proceedings and committee findings and recommendations of all student hearings.

Composition

- One ASG member plus one alternate
- One student and alternate who have completed two years of study without any incidents.
- Two staff or faculty plus alternates
- One Director/Manager plus one alternate

The positions will be recommended by the Student Success Committee with approval from the individuals' supervisors and the Advisory Board. All five members or their alternates must be present for the Panel to conduct an appeal hearing.

Chairperson and Meeting Times

All five members or their alternates must be present for the Panel to conduct an appeal hearing. The Panel shall meet weekly, on a day and time set by the Panel in August. If there are no cases to hear, the Panel may choose not to meet. The Chairperson shall be selected by the Panel and shall serve for the year. The Chairperson will call meetings, determine the date and time of each hearing based on the Panel members' availability, and rotate the responsibility of summarizing the outcome in writing to the Dean of Students.

Administrative Supervision of Records

The Student Services Coordinator or their designee will maintain all records and files produced by the Panel.

Administrative Supervision of Decisions

The Dean of Students, in conjunction with the Panel, will oversee the students' compliance with Panel decisions and report this to the Panel at regular meetings as deemed necessary.

Hearing Procedures

1. The Panel will hear the testimony of the student involved and may hear from his/her witnesses (who can present testimony relevant to the issues).
2. The Panel will deliberate in closed session and make a decision by majority vote.
3. The Panel will present its decision in writing to the Dean of Students or their designee, who will carry out the decision within three working days of the hearing unless the decision is duly appealed to the Final Disposition Committee, as set out below.
4. Appeal records are maintained and secured in the office of the Dean of Students. These records are accessible to the student making the appeal.

HOUSING SUSPENSION DURING THE APPEAL PROCESS

With the exception of infractions warranting an immediate suspension, students facing a possible housing suspension will be allowed to stay in housing until their appeal is complete.

INTERFERING WITH THE APPEAL PROCESS

Interfering with the appeal process or outcomes includes, but is not limited to, falsification, distortion, or misrepresentation of information before the Student Hearing and Review Panel, Final Disposition Committee, or their designees, knowingly instituting a complaint without cause, harassment and/or intimidation of any witness or member of the Panel or Committee before, during or after a proceeding, or failure to comply with the sanction imposed by the Panel, Final Disposition Committee, or their designees. Such interference may result in disciplinary action and dismissal of an appeal.

RECORDS

- The audiotape of any formal hearing will be destroyed or erased thirty days after a final decision.
- The appeal file will be maintained for two years.
- A summary of the appeal case will be maintained for an additional five years in accordance with the State Records Act.

Nothing in the above procedures for dealing with appeals may be construed to abridge or modify any rights and privileges granted to students in the Student Handbook.

STUDENT RESPONSIBILITIES

It is the student's responsibility to check their campus email and mail daily for information regarding their appeal. Students who choose to be represented by an advocate from the campus community may bring him/her to the hearing.

STUDENT LIFE APPEAL PROCEDURE

Student Life Appeal

A student aggrieved by a decision of the Director of Housing or Dean of Students or their designee may appeal the decision to the Student Hearing and Review Panel. The appeal must be submitted on a Student Appeal form and must be received by e-mail or hard copy by the Student Service Coordinator or her designee within 24 hours of the student's receipt of the Dean's decision. The student will be informed in writing of this right to appeal at the time of the disputed decision. This process does not apply to verbal warnings, written warnings, decisions regarding psychological assessments, or those rendered under the emergency or immediate suspension provision.

STEP 1: Initial Review

- The student must submit or email a completed Student Appeal Form to the Assistant to the Dean of Students or her designee within 24 hours of receipt of the written decision. The form is available online or from the Assistant to the Dean of Students.
- The form must be completed in its entirety, including a description of all pieces of evidence not presented or anticipated witness testimony not available during the disciplinary meeting with the Dean of Students, Director of Housing, or their designee. The Panel will not review incomplete request forms.

STEP 2: Formal Hearing

- The Student Hearing and Review Panel will schedule the hearing to be held within five business days of receipt of the Request Form. The student shall be notified in writing and/or by e-mail of the determination and the scheduled time and place of the hearing. The student **MUST** be available to meet with the Appeal Panel at that time.
- At the hearing, the student must present previously unavailable evidence, and those witnesses listed on the appeal form may be questioned by the Panel members. The Panel may also request testimony from the Director of Housing,

Dean of Students, or their designee or call others to testify, such as Area Coordinators, Residence Assistants, the Residential Coordinator, or Security. Only evidence presented at the hearing will be considered in the final decision.

- The Panel will deliberate in closed session and make a decision by majority vote.
- The Panel will present its decision in writing to the Dean of Students or his/her designee, who will carry out the decision within three (3) working days of the hearing.

FINAL DISPOSITION COMMITTEE

- The decision of the Student Hearing and Review Panel may be appealed to the Final Disposition Committee. An appeal must be based upon one or more of the following grounds:
 - The appellant can present new relevant evidence that was not reasonably possible to obtain at the time of the hearing.
 - The appellant can set forth facts to support the allegation that the decision of the Student Hearing and Review Panel and/or the resolution recommended were not consistent with the evidence presented.
 - The appellant can demonstrate that procedures used during the investigation and/or hearing substantially prejudiced the decision.
- If the Student Hearing and Review Panel refuses to hear the appeal for any reason, the appeal does not qualify to go on the Final Disposition Committee.
- Such an appeal must be in written form and be received by the Assistant to the Dean of Students or her designee within two (2) business days of the date of the Panel's decision.
- The appeals hearing must be held within five (5) business days of the Final Disposition Committee's receipt of the written petition.
- The Final Disposition Committee may make one of the following decisions as a result of an appeal.
 - The appeal may be denied, in which case the decision of the Student Hearing and Review Panel will stand.
 - The original Student Hearing and Review Panel decision may be altered.
 - The original Student Hearing and Review Panel decision is upheld.

STUDENT COMPLAINT PROCEDURE

The Student Hearing and Review Panel will hear complaints concerning individual students of IAIA and, when appropriate, facilitate the resolution of such complaints. A complaint under this procedure results when a student alleges an unauthorized or unjustified act or decision by a member of the IAIA community that in any way adversely affects the status, rights, or privileges of any student. The Student Complaint procedure is to be followed for all such complaints, with the exception of the following:

STEP 1: Seek Informal Resolution

- An attempt at an equitable solution to the problem is required through discussion with the person directly involved and is encouraged at all stages of the process.
- If a problem still exists after discussion, the student should bring the complaint to the attention of the appropriate department chairperson, administrative officer, or staff supervisor.

STEP 2: Initial Review

- When informal recourse fails, the student may submit or e-mail a completed Student Complaint form to the Assistant to the Dean of Students within three (3) business days of the final attempt to resolve the issue informally (Step 1). The form is available online or from the Assistant to the Dean of Students. The Complaint form must be completed in its entirety.
- In the initial review, the Student Hearing and Review Panel will determine from the Complaint form and evidence submitted whether or not the case merits investigation. If not, the appeal is denied at that point, and the complainant is so notified. The student will be notified of the determination and the reason within three (3) business days of the filing of the formal complaint.

STEP 3: Formal Hearing

- If the Student Hearing and Review Panel determines there is evidence for a formal hearing, it will be scheduled to be held within five (5) business days of the date of their determination. All of the parties involved shall be notified in writing of the time and place of the formal hearing.
- The respondent shall receive a copy of the complaint form with the reason for the formal hearing and the scheduled time, and they will be informed that they can provide witness statements and evidence for the hearing.
- Either party may, for cause, request that any member(s) of the Panel be excluded from consideration of the case. The members of the Panel will decide on such a request. Panel members may also disqualify themselves for any reason.
- Should a disqualification occur, that Panel member's alternate will replace him/her for the remainder of the hearing.
- At the hearing, the parties directly involved and witnesses listed on the Complaint Form may be questioned by the Panel members. Each party may present evidence, including witness statements. Only evidence presented at the hearing will be considered in the final decision.
- After the hearing, the Panel may deny the appeal or provide the formal resolution. The parties involved shall be notified in writing of the decision and the reasons for that decision.

FINAL DISPOSITION COMMITTEE

- The decision of the Student Hearing and Review Panel may be appealed to the Final Disposition Committee. An appeal must be based upon one or more of the following grounds:
 - The appellant can present new relevant evidence that was not reasonably possible to obtain at the time of the hearing.
 - The appellant can set forth facts to support the allegation that the decision of the Student Hearing and Review Panel and/or the resolution recommended were not consistent with the evidence presented.
 - The appellant can demonstrate that procedures used during the investigation and/or hearing substantially prejudiced the decision.
- If the Student Hearing and Review Panel refuses to hear the appeal for any reason, the appeal does not qualify to go on to the Final Disposition Committee.
- Such an appeal must be in written form and be received by the Assistant to the Dean of Students or her designee within two (2) business days of the date of the Panel's decision.
- The appeals hearing must be held within five (5) business days of the Final Disposition Committee's receipt of the written petition.
- The Final Disposition Committee may make one of the following decisions as a result of an appeal.
 - The appeal may be denied, in which case the decision of the Student Hearing and Review Panel will stand.
 - The original Student Hearing and Review Panel decision may be altered.
 - The original Student Hearing and Review Panel decision is upheld.

APPENDIX

ASSOCIATED STUDENT GOVERNMENT CONSTITUTION (RATIFIED SEPTEMBER 1989)

Preamble

We, the students of the Institute of American Indian Arts, viewing our primary goal as the pursuit of education, do hereby establish this association of students to provide a forum for student representation in matters of concern to the Institute of American Indian Arts. This document is, therefore, created in the spirit of improving student educational, cultural, social, and physical welfare through advancing student involvement in the formulation of those policies which guide our institute's community and we do hereby ordain and adopt this constitution.

Article I: Name and Responsibility

Section 1. This organization shall be known as the Associated Student Government of The Institute of American Indian Arts (ASG/IAIA)

Section 2. The Associated Student Government shall be responsible for the effective function of student life within the framework of established policy as determined by the Institute of American Indian Arts governing board and shall be advised by the Dean of Students and two community sponsors.

Article II: Membership

Section 1. All students registered in any semester for credit shall be members of the Associated Student Government during that semester.

Section 2. Members of the ASG shall be entitled to all rights and privileges granted in this constitution. The responsibility of membership involves the support of said constitution and voluntary participation in the affairs and activities of the ASG.

Article III: Officers

- A. Associated Student Officers are:
 - 1. Associated Student Government President
 - 2. Associated Student Government Vice-President
 - 3. Associated Student Government Secretary
 - 4. Associated Student Government Treasurer
- B. Associated Student Government Public Relations Officer
- C. Qualifications and Requirements
 - 1. Officers must be enrolled at the Institute of American Indian Arts as a full-time student during the Fall and Spring semesters during their term.
 - 2. Upon entering ASG, students must have and maintain a cumulative GPA and a semester GPA of 2.50 or better; failure to fulfill this requirement during term of office will result in probation with a possibility of termination.
 - 3. Each member is required to attend all scheduled business meetings.
 - a. An unexcused absence of three or more business meetings will result in termination of membership.
 - b. Excused absences are as defined: work related, school related, other IAIA activities or a family emergency.
 - c. For an absence to be excused, the president or advisor must be notified prior to the meeting. If prior notice is not possible, verbal or written excuses are due no later than twenty-four (24) hours after the said meeting.

4. Each officer is required to provide a minimum of five (5) hours of services to the organization per week. Regularly scheduled meetings, committee meetings and administration meetings are inclusive.
5. Each officer shall be compensated \$600.00 per semester for council meetings and manning the ASG Office.

Article IV: Student Body Representatives

Student Body Representatives are considered voting members of the ASG.

- A. The student body representatives shall be comprised of the following members:
 1. One representative from each Major;
 2. One representative from each class (Freshman, Sophomore, Junior, Senior)
 3. Additional representative positions may be opened by the newly elected officers and before mentioned representatives, who may choose the following procedures to fill these positions.
 - a. Representatives for these positions may be appointed by the voting members of the ASG.
 - b. These positions may be opened to the student body for elections.
 4. Student body Representatives qualifications and requirements:
 5. Shall serve as the student's primary student ambassador representing IAIA as a whole.
 6. Shall be responsible for:
 - a. Reporting matters of concern from one's representative group to ASG.
 - b. Reporting ASG proceedings back to one's representative group.
 - c. Representatives must maintain a cumulative GPA of 2.50 or better. Failure to fulfill this requirement will result in probation with possibility of impeachment.
 - d. Each representative is required to attend meetings as designated in Article III, Section B, Part 3.

Article V: Duties Of Officers

- A. PRESIDENT
 1. Shall meet with Academic Dean, Dean of Students, and President of the College once a month.
 2. Shall preside and maintain general supervision over all business meetings and activities of the organization.
 3. Shall be the official representative and spokesperson for the ASG of IAIA and be able to appoint an officer to replace him/ her at any Board of Trustees meeting.
 4. Supervise other officers in the performance of their duties.
 5. Shall serve on at least one Institutional Committee
 6. Appoint and establish any necessary committees.
 7. May vote only in the event of a tie.
 8. Shall establish communication with faculty, staff and the Board of Trustees.
 9. Shall be a non-voting member of the Board of Trustees and be present at all board meetings.
 10. Appoint interim officers as required to temporarily fill vacancies of elected officers until the Election committee conducts an election to fill the vacancy.
 11. Upon resignation from his or her position, notify appropriate authorities and student government in writing.
- B. VICE-PRESIDENT
 1. Share all responsibilities of the ASG President, but only as delegated to him/her by the President of ASG.
 2. Shall serve on at least one Institutional Committee
 3. Succeed to the office of Interim President of the ASG upon the resignation or disqualification of the President, until such time as an election can be had for a new President.
 4. Shall act as the Student Liaison when the need arises, and will be regulated by the Student Life Confidentiality Contract by signing and abiding by this contract.
 5. Upon the resignation from his/her position, notify the Election Committee and the President in writing, requesting that an election be held to fulfill the vacancy.
- C. SECRETARY

1. Shall assist in the preparation of the agenda of the ASG.
 2. Shall record the minutes of the ASG meetings and see that copies of all minutes are sent to required parties.
 3. Shall organize, maintain and supervise ASG files and materials.
 4. Shall assist the ASG officers in communication areas and handle all official ASG correspondence.
 5. Shall serve on at least one Institutional Committee
 6. Shall succeed to office of Vice-President upon the vacancy of that position.
- D. TREASURER
1. Keep and maintain all records of financial activity of the Institute of American Indian Arts ASG.
 2. Maintain a set of books for regular and special accounts, which shall be audited by the officers and advisors before the office is relinquished.
 3. Present a report of finances at each business meeting.
 4. Monitor financial expenditures in accordance with the IAIA requirements on purchasing policies and procedures.
 5. Shall countersign all vouchers and requisitions in coordination with the ASG President. In the absence of the President the Vice-President may sign.
 6. Prepare with the ASG President a budget for approval by the ASG.
 7. Shall serve on at least one Institutional Committee
 8. Succeed to the office of Interim Secretary upon the vacancy of that position.
 9. Must sit on the Proposal Advisory Committee.
- E. PUBLIC RELATIONS OFFICER
1. Provide press releases and develop and post any promotional material concerning ASG activities and events with the approval of the Institute's Communications and Marketing Director.
 2. Maintain the ASG website and be responsible for electronic correspondence.
 3. Announce and post all ASG meetings in accordance with Article IV.
 4. Shall have a working relationship with the Development Officer for fundraising purposes.
 5. Will monitor all posting locations on campus for only approved material.
 6. Shall serve on at least one Institutional Committee
 7. Succeed to the office of Interim Treasurer upon the vacancy of that position.

Article VI: Meetings

- A. The Associated Student Government of IAIA shall meet once a week while classes are in session during Fall and Spring semesters.
 1. Notice of scheduled meetings must be posted 48 hours in advance.
- B. ASG officers may choose to hold additional closed meetings.
- C. All matters being voted on, requires a minimum quorum and a majority vote.
 1. A quorum shall consist of a simple majority of ASG members.
- D. All meetings shall be governed by a rule of order as determined by newly elected ASG members.
- E. An ASG Advisor is required to be present in order for a meeting to be official.
- F. Committees formed by the ASG of IAIA may schedule meetings at the convenience of the committee members.

Article VII: Election Procedures

- A. All candidates meeting eligibility requirements set forth in this constitution shall declare in accordance with the regulations established and approved by the IAIA/ASG.
- B. Nominations for all elective officers shall be made in the form of a Declaration of Candidacy.
- C. The election for the ASG of IAIA offices shall be held after the second week of April.
- D. Special elections may be called by the President for emergency situations.
- E. All elections shall be conducted by secret ballot. Voting shall be by preferential voting.
- F. The location of elections polls shall be determined by the ASG of IAIA Advisor.

- G. The counting of ballots shall take place no more than twelve (12) hours after the polls close.
- H. The terms of an officer shall consist of one (1) academic year, June to May. I. Officers may be required to work a predetermined amount of time during the Summer.

Article VIII: Removal Of Officer/Or Representative

A. REASON FOR REMOVAL OF OFFICER

- 1. An Officer/Representative of the ASG may be removed from office for seriously violating the ASG Constitution, a law duly passed by the ASG, the IAIA Student Code of Conduct, or the Institute's Policies and Regulations.
- 2. Person guilty of violation of any of the above, as left to a petition of at least twenty five (25%) percent of Student Body for removal, will result in suspension with the possibility impeachment.
- 3. If an occupied representative position is to be removed, and the representative is in good standing with the ASG, an officer majority may decide to place that representative in another available ASG position.

B. IMPEACHMENT

If an officer fails to fulfill the duties of office, they may be removed from that office as follows:

- 1. A special meeting of the organization, with the approval of the advisor, in order to present evidence for impeachment and to initiate impeachment proceedings.
- 2. The officer/representative in question will receive written notification within five days(5) academic days of impeachment proceedings.
- 3. The officer/representative in question has the right to have non-legal council of his choice to advise the officer/ representative at the proceedings.
- 4. An impeached officer/representative may submit a written appeal to the Dean of Students in five (5) academic days of notification of impeachment.
- 5. A simple majority vote of the total votes cast is required to remove an officer from his elected office.
- 6. The officer/representative in question shall receive written notification of impeachment results within seventy-two (72) hours after the proceedings.
- 7. If an officer/representative is impeached or resigns during impeachment, he/she will never hold office on the ASG again.
- 8. Voting during impeachment proceedings will be done by ballot and the officer/representative in question cannot be present or vote.

C. THE COURT OF IMPEACHMENT

The Court of Impeachment shall consist of the following:

- 1. The ASG including the member in question until the time of voting.
- 2. Advisor (non-voting).
- 3. Three (3) additional members of Administration (non-voting).

Article IX: Amendments

Section 1. Amendments herein will be defined as a legal revision or addition to this Constitution. Any student may propose an amendment.

- A. An amendment to this constitution can be proposed by the ASG officer/representative or a petition with at least ten (10%) percent of the IAIA enrollment.
- B. The proposed amendment shall pass by two-thirds (2/3) majority vote in referendum by ASG officers.
- C. All proposed amendments and revisions shall be published by the Public Relations Officer at least two (2) weeks prior to ASG voting and approval.
- D. Student body representatives positions may be added or removed at the discretion of current ASG officers and advisors. If the representative position to be removed is occupied, the representative must go through

impeachment procedures. If a position is added, officers may decide to open an election or appoint a representative to fill that position.

Article X: Clubs And Organizations

- A. To obtain official recognition, clubs and organizations must present application for club recognition, which is reviewed and approved by the officers, representatives, advisors and the Dean of Students.
- B. In order to be recognized as an official club/organization, one representative must attend an ASG sponsored meeting and receive a Club Financial Account and Requisition Procedure Packet.
- C. Approved IAIA clubs and organizations will elect one representative to the ASG who attends the meetings of the student government. The representative cannot vote on issues of the ASG unless the representative is already a voting member of the ASG.
- D. All treasurers of IAIA clubs and organizations must report financial statements to The ASG Treasurer.
- E. Approval of IAIA clubs and organizations will receive initial funding of \$200 by the ASG. After this initial funding, clubs and organizations will be self-sustaining.
- F. No student can be excluded from joining a student club or organization.
- G. Student removal from a club is contingent upon ASG review. Unruly or disruptive behavior may be basis for removal.

Article XI: Club Funding

All student organizations borrowing funds from the ASG are required to reimburse ASG before the semester ends or forfeit the remainder of the account balance.

1. Club must present to ASG a report of what the club accomplished, in both written and oral form. The written report should also be accompanied by an expense breakdown. A simple spreadsheet with dates, amounts, and purpose.
2. ALL clubs are required to appoint a Treasurer as a single point of contact for financial matters, before any funds are disbursed.
3. A \$500.00 ceiling will be implemented for club proposals for the first semester of an active club, with a graduated system of an additional \$500.00 per semester up to \$1,500.00 total, if the club is in good standing and fulfills the proposal policies.
4. Any club not fulfilling the requirements set forth by the ASG would automatically become ineligible for funds for the next semester. Beyond that, it is required that the club write a corrective action plan, before being considered for funding again. If this plan satisfies the ASG, then they could be funded again, at the low, first year rate of \$500.00.
5. A club can be dissolved at any point if ASG deems necessary.

Article XII Ratification

- A. To be effective, this constitution must conform to administration policy as defined in the Student Handbook.
- B. This constitution supersedes all previous constitutions and by-laws.
- C. Any changes in the ASG Constitution must be ratified by the simple majority vote of the members of the association in an open election before the new constitution can be put into force.
- D. This Constitution will be effective until superseded by the ratification of new constitution.

Article XIII: ASG Proposal Advisory Committee

- A. This organization shall be known as the ASG Proposal Advisory Committee of The Institute of American Indian Arts (IAIA). This Committee shall be responsible for the effective Proposal function of ASG within the

framework of established by ASG. The committee shall oversee and advise on ALL proposals given to ASG. ASG will utilize the advice and suggestions and may choose to adjust, approve, or deny any and all Proposal Advisory Committee suggestions. The Committee shall be composed of the Dean of Students, Financial Aid Director, ASG treasurer, and a student representative.

Amendment I: Budget

ASG shall operate on a budget from the previous semester's student fees. This budget shall be reported weekly to the students present at the weekly ASG meeting.

The budget is percentage based since the total income from the student fees varies from semester to semester.

45% - ASG Promotions: events or services provided by ASG to promote itself or IAIA

12% - Financial Services Emergency Fund: aid for students in emergency situations, dispersed by Financial Services.

10% - Clubs: startup and incentive monies for student clubs or organizations.

10% - AIHEC or Student Conferences sponsored by Student Life

10% - Savings: to ensure financial stability for future ASG administrators.

10% - Discretionary: provide spending leeway for ASG

3% - ASG Office: upkeep and food.

Amendment II: Summer Session

- A. The ASG will hold at least three (3) conference calls during the summer to stay in contact and be prepared for the coming Fall semester.
- B. The Summer Semester, having a smaller student body population than the Fall or Spring semesters, will have a total spending budget of no more than 15% of the previous semester's incoming student fees.


FIGURE 1: IAIA DRUG & ALCOHOL POLICY

IAIA Drug & Alcohol Policy: Two Offenses

we are a dry campus -
no alcohol or substances on premises

1st Offense

student is found in the possession of drug paraphernalia, using, under the influence of, or in the presence of drugs or alcohol on the IAIA campus




consequence

disciplinary probation
participate in Community Connectors Program
complete 10 hours of Community Service
complete counseling assessment and recommended sessions
if counseling and community connectors meetings is not set up in 5 days student will face possible suspension or expulsion from the entire IAIA program.



2nd Offense

student is found in the possession of drug paraphernalia, using, under the influence of, or in the presence of drugs or alcohol on the IAIA campus for the second time in one academic year.



consequence

suspended from housing for at least 1 semester after 2nd offense
complete an additional 10 hours of Community Service
complete counseling assessment and recommended sessions
possible suspension or expulsion from the entire IAIA program.
must complete all community service and recommended counseling in order to return to housing



special note

The two-offense policy will not apply if, in addition to violating policy, the student has engaged in any of the violations addressed in the immediate suspension clause found under POLICY VIOLATION PROCEDURE in the Student Handbook.



appeal through Student Hearing & Review Panel

Please review your Student Handbook for the complete process.
3 days within notice of 2nd offense
In writing presenting new evidence
May get help through community connectors or counselors
Submit in writing to Assistant to Dean of Students



Learn more at www.iaia.edu Student Handbook


FIGURE 2: THE HIGH COST OF DWI IN NEW MEXICO
 (Visit www.endwi.com/laws-penalties for more information)

THE HIGH COST OF DWI IN NEW MEXICO

ENDWI

DWI Offense	Jail ¹	Fines & Fees ²	License Revocation	Other
<p>1st MISDEMEANOR</p>	Maximum: 90 days, 66-8-102E Aggravated DWI ³ , Mandatory: Minimum sentence: 48 hours if convicted of aggravated DWI, 66-8-102D & E Probation Violations: 48 hours (mandatory) if offender fails to comply with any condition of probation, 66-8-102E	Maximum Fine: \$500, 66-8-102E Mandatory Fees: Crime Lab Fee: \$95, 31-12-7A Community Fee: \$75, 31-12-7B Corrections Fee: \$10-20, 35-6-1D(1) Court Automation Fee: \$10, 35-6-1D(2) Traffic Safety Fee: \$3, 35-6-1D(3) Judicial Ed. Fee: \$3, 35-6-1D(4) Jury/Witness Fee: \$5, 35-6-1D(5) Brain Injury Fee: \$5, 35-6-1D(6) Court Facilities Fee: \$10-24, 35-6-1D(7) Juvenile Adjudication Fee: \$1, 66-8-116.3F	Administrative Revocation ⁴ : Under 21: 1 year, 02+ BAC, 66-8-111C(2) Age 21+: 6 months, 08+ BAC OR 04+ BAC for a CDL, 66-8-111C Any Refusal: 1 year (66-8-111B) Ignition interlock license available 66-5-503 ⁷ Revocation After Criminal Conviction ⁸ : Upon Conviction: 1 year 66-5-29A(2) and 66-5-29C(1) Ignition interlock license required, 1 year, 66-8-102C(1) ⁹	Mandatory: Alcohol Screening, 66-8-102E & L, DWI School, 66-8-102E, Community Service, minimum 24 hours, 66-8-102E. Court Discretion: Treatment, 66-8-102E & L, Probation, up to 1 year, 66-8-102E) Other Costs ¹⁰ : Mandatory Alcohol Screening: \$100-200 License Reinstatement Fee: \$25 Driving on revoked/suspended, \$100 revoked for DWI, 66-5-33.1(A) (B); Interlock License Fees: \$113, 66-5-35, 66-5-44, DWI School: up to \$150 Cost of Interlock: \$960/year or more, Santa Fe (City): Possible forfeiture of vehicle in civil action
<p>2nd MISDEMEANOR</p>	Maximum: 364 days, 66-8-102F Mandatory: 96 hours, 66-8-102F(1) Failure to Comply: mandatory extra 7 days for failure to comply with sentence, 66-8-102F(1) Aggravated DWI ³ , Mandatory: Additional 96 hours jail if convicted of aggravated DWI, 66-8-102D & F(1)	Maximum Fine: \$1,000 66-8-102F Mandatory Fine: \$500 66-8-102F(1) All other fines and fees same as first offense	Administrative Revocation ⁴ : 02+ BAC (under 21) OR 04+ BAC (Commercial DL) OR 08+ BAC OR any refusal; All 1 year revocation due to prior offense or prior revocation 66-8-111B and 66-8-111C, Ignition interlock license available 66-5-503 ⁷ Revocation After Criminal Conviction ⁸ : 2 years, 66-5-29A(3), and 66-5-29C(2)(e), Ignition interlock license required, 2 years, 66-8-102C(2) ⁹	Mandatory: Treatment: 66-8-102M ⁶ Screening, 66-8-102L, Community Service, minimum 48 hrs, 66-8-102F(1) Palm Print ¹¹ : required 29-3-8 Court Discretion: Probation, up to 5 years, 66-8-102F ¹ All other costs same as first offense, Albuquerque, Bernalillo County, Doña Ana County, Las Cruces, Rio Rancho, Santa Fe (City and County), and Torrance County: Forfeiture of vehicle in civil action
<p>3rd MISDEMEANOR</p>	Maximum: 364 days, 66-8-102F Mandatory: 30 days, 66-8-102F(2) Failure to Comply: Mandatory 60 days for failure to comply with sentence, 66-8-102F(2) Aggravated DWI ³ , Mandatory: Additional 60 consecutive days if convicted of aggravated DWI, 66-8-102D & F(2)	Maximum Fine: \$1,000 66-8-102F Mandatory Fine: \$750 66-8-102F(2) All other fines and fees same as first offense	Administrative Revocation ⁴ : Same as second offense Revocation After Criminal Conviction ⁸ : 3 years, 66-5-29A(3) and 66-5-29C(2)(b), Ignition interlock license required, 3 years, 66-8-102C(3) ⁹	Mandatory: Treatment: 66-8-102M ⁶ Screening, 66-8-102L, Community Service, minimum 96 hours, 66-8-102F(2) Palm Print ¹¹ : required 29-3-8 Court Discretion: Probation, up to 5 years, 66-8-102F ¹ All other costs same as first offense, Albuquerque, Bernalillo County, Doña Ana County, Las Cruces, Rio Rancho, Santa Fe (City and County) and Torrance County: Forfeiture of vehicle in civil action
<p>4th 4TH DEGREE FELONY</p>	Maximum: 18 months, 66-8-102G Mandatory: 6 months, 66-8-102G	Maximum Fine: \$5,000 31-18-15E(11)	Administrative Revocation ⁴ : Same as second offense Revocation After Criminal Conviction ⁸ : The remainder of the offender's life, Ignition interlock license required, 66-5-29A(3) & 66-5-29C(3)(c), 66-8-102C(4), may apply to district court for restoration of license after five years if not subsequently convicted of DWI, 66-5-5D, 66-8-102P	Mandatory: Treatment: 66-8-102M ⁶ , Screening, 66-8-102L, Ignition interlock for life (66-8-102C(4) ⁹ ; may apply to district court for restoration of license after 5 years if not subsequently convicted of DWI, 66-5-5D, 66-8-102P; Palm Print and DNA¹¹ ; collection required 29-3-8 All other costs same as first offense, Albuquerque, Bernalillo County, Doña Ana County, Las Cruces, Rio Rancho, Santa Fe (City and County) and Torrance County: Forfeiture of vehicle in civil action
<p>5th 5TH DEGREE FELONY</p>	Maximum: 2 years, 66-8-102H Mandatory: 1 year, 66-8-102H	Maximum Fine: \$5,000 31-18-15E(11)	Administrative Revocation ⁴ : Same as second offense Revocation After Criminal Conviction ⁸ : Same as fourth offense	Same as fourth offense
<p>6th 6TH DEGREE FELONY</p>	Maximum: 30 months, 66-8-102I Mandatory: 18 months, 66-8-102I	Maximum Fine: \$5,000 31-18-15E(11)	Administrative Revocation ⁴ : Same as second offense Revocation After Criminal Conviction ⁸ : Same as fourth offense	Same as fourth offense
<p>7th 7TH DEGREE FELONY</p>	Maximum: 3 years 66-8-102J Mandatory: 2 years 66-8-102J	Maximum Fine: \$5,000 31-18-15E(11)	Administrative Revocation ⁴ : Same as second offense Revocation After Criminal Conviction ⁸ : Same as fourth offense	Same as fourth offense
<p>8th OR 8th DEGREE FELONY</p>	Maximum: 12 years 66-8-102K Mandatory: 10 years 66-8-102K	Maximum Fine: \$10,000 31-18-15E(7)	Administrative Revocation ⁴ : Same as second offense Revocation After Criminal Conviction ⁸ : Same as fourth offense	Same as fourth offense
<p>DRIVING WHILE REVOKED MISDEMEANOR</p>	Maximum: 364 days, 66-5-39.1A Mandatory: 7 days, 66-5-39.1B	Maximum Fine: \$1,000 66-5-39.1B Mandatory Fine: \$300 66-5-39.1B	Administrative Revocation ⁴ : There is no administrative license sanction for driving while revoked for DWI. Revocation After Criminal Conviction ⁸ : 1 year added to current revocation period, 66-5-39.1D	Mandatory: 30 days immobilization of vehicle driven by offender, 66-5-39.1C Albuquerque, Bernalillo County, Doña Ana County, Las Cruces, Rio Rancho, Santa Fe (City and County) and Torrance County: Forfeiture of vehicle in civil action
<p>DWI VEHICULAR HOMICIDE* 2ND DEGREE FELONY</p>	Maximum: 15 years, 31-18-15A(4) Second Degree Felony: 66-8-101(C)	Maximum Fine: \$12,500 31-18-15E(4)	Administrative Revocation ⁴ : Up to 1 year, no limited license or interlock licenses permitted, 66-5-35A(5) and 66-5-503C Revocation After Criminal Conviction ⁸ : 1 year, no limited license or ignition interlock license permitted, 66-5-29A(4) and B.	Mandatory: 4 years extra jail time added for every prior DWI conviction within the last 10 years, 66-8-101F, including tribal convictions, 66-8-101G(2) Palm Print and DNA ¹¹ ; collection required 29-3-8, 29-3-10.

1. **Mandatory jail time** must be consecutively served. 2. **Fines and fees** do not include increased insurance costs, treatment, lost wages, towing and storage, victim impact panels and attorney fees. 3. **Administrative Revocation:** Licenses are administratively revoked for driving with .08 BAC or higher (21 and older), .02 BAC or higher (under 21), .04 or higher (commercial driver's license) and any refusal. There are violations of 66-8-102C(4). Note that a violation of the implied Consent Act is not part of the criminal sentence. 4. **Chemical test** must be given within 3 hours of driving and must measure alcohol consumed before or while driving. The results of a chemical test given more than 3 hours after driving may be introduced as evidence of the BAC in the driver's blood or breath at the time of the test (not the time of driving) and the judge or jury will determine how much weight to give the evidence. 66-8-110E. 5. **Aggravated DWI** consists of: (1) Refusal to take a BAC test at time of arrest for DWI OR (2) Testing at a BAC of .16 or higher within 3 hours of driving when the BAC is from alcohol consumed before or while driving OR (3) Causing bodily injury to a human being while driving under the influence of alcohol or other drugs, 66-8-102D. See 66-8-102(F) for "bodily injury". 6. **Criminal Ignition Interlock provisions:** Interlock must be installed on all vehicles driven by the offender AND the offender must obtain ignition interlock license. 7. **An ignition interlock license** allows drivers to drive without fines and plate restrictions and is available to every revoked driver except those who have committed vehicular homicide or great bodily injury by vehicle while under the influence of intoxicating liquor or drugs. Reinstatement of unrestricted license: The Motor Vehicle Division will not reinstate an unrestricted driver's license after a DWI conviction or administrative revocation unless a driver has had a minimum of six months of driving with an ignition interlock license with no attempts to tamper with the device. 29-3-8.14(A). An interlock is defined as a device, approved by the Traffic Safety Division, that prevents the operation of a motor vehicle by an intoxicated or impaired person. 66-5-502(d). Out of state drivers convicted of DWI on or after June 17, 2005 who apply for a NM license are eligible ONLY for an interlock license, according to the same schedule as NM offenders, 66-5-50E. The penalty for driving without an interlock when it's required by license is the same as driving while revoked for DWI, 66-5-50A, 66-5-39.1B. The penalty for tampering or interfering or causing someone else to tamper or interfere with an ignition interlock device, when it is required under an ignition interlock license, is the same as driving while revoked for DWI, 66-5-50B and 50C. Licenses remain revoked until offenders apply to reinstate them. For NM/DND from different jurisdictions, license up to 100-mile test results for reinstatement governed by 66-5-50E. 8. **Treatment** is mandatory as follows, for a second or third conviction: not less than a 28-day inpatient residential or in-outpatient substance abuse treatment program approved by the court, not less than a 90 day outpatient treatment program approved by the court, a drug court program approved by the court, OR any other substance abuse treatment program approved by the court. For any felony conviction, the Corrections Department is required to provide substance abuse counseling and treatment to the offender, while the offender is in custody and on probation or parole. 9. **Probation violations:** On any offense, if the offender violates probation under a suspended or deferred sentence, the judge may impose any sentences originally available and credit shall not be given for time served by the offender on probation, 66-8-102U. 10. **Palm Prints** are required from anyone committing a felony, facing 6 months in jail or arrested for violating Section 66-8-102-29-3-8 A.B.C. (2011). DNA is required from anyone arrested for a felony, 29-3-10 (2011).



New Mexico Department of Transportation Traffic Safety Division and Safer New Mexico Now. REV: NOV 2016
 For additional copies, contact Safer New Mexico Now at (800) 231-6145 or visit www.safernm.org.

FIGURE 3: FEDERAL TRAFFICKING PENALTIES

Offense	Penalty	Incarceration	Max. Fine
POSSESSION			
Up to 2 oz	None	None	\$ 0
More than 2 oz and up to 8 oz	Misdemeanor	1 year	\$ 1,000
8 oz or more	Felony	1.5 years	\$ 5,000
DISTRIBUTION			
100 lbs or less (first offense)	Felony	1.5 years	\$ 5,000
Less than 100 lbs or less (second offense)	Felony	3 years	\$ 5,000
100 lbs or more (first offense)	Felony	3 years	\$ 5,000
100 lbs or more (second offense)	Felony	9 years	\$ 10,000
To a minor (first offense)	Felony	3 years	\$ 5,000
To a minor (second offense)	Felony	9 years	\$ 10,000
Within a drug-free school zone	Felony	18 years	\$ 15,000
Includes possession with the intent to distribute			
If no payment, exchange of small amount of marijuana is treated as possession only.			
CULTIVATION			
Up to 6 mature plants	None	None	\$ 0
More than 6 plants (first offense)	Felony	9 years	\$ 10,000
More than 6 plants (second offense)	Felony	18 years	\$ 15,000
Within a drug-free school zone	Felony	18 years	\$ 15,000
HASH & CONCENTRATES			

Possession up to 16 grams of extract, 800 mg infused edibles	None	None	\$ 0
Possession of more than 16 grams of extract, 800 mg infused edibles	Misdemeanor	1 year	\$ 1,000
Distributing or possessing with intent to distribute	Felony	3 years	\$ 5,000
Subsequent convictions or within 1,000 feet of non-secondary school carries increased incarceration and fines.			
PARAPHERNALIA			
Possession of paraphernalia	None	None	\$ 50
Distribution of paraphernalia to a minor	Felony	1.5 years	\$ 5,000
MISCELLANEOUS			
If a person who is 15 years or older is found delinquent of violating the Controlled Substances Act, their license may revoked.			

IMPORTANT PHONE NUMBERS

IAIA NUMBERS

Inclement Weather Message ▶ (505) 424-2363
Counselor ▶ (505) 424-5758 / (505) 424-2336
Student Life, Dean of Students ▶ (505) 424-2331
Director of Housing ▶ (505) 424-2380
IAIA Security Office ▶ (505) 428-5800
 Cell Number ▶ (505) 702-4274
Student Success Center ▶ (505) 424-2352
Residential Office (Housing staff) ▶ (505) 428-5802

EMERGENCY NUMBERS

Santa Fe Police/Ambulance/Fire Emergency ▶ 911
Christus St. Vincent's Hospital ▶ (505) 913-3361
Presbyterian Medical Center ▶ (505) 772-1234
Entrada Contenta Urgent Care ▶ 913-4180
Crisis Response of Santa Fe ▶ (505) 820-6333 or 1-888-820-6333
New Mexico State Police ▶ (505) 827-9300
Santa Fe County Sheriff's Office ▶ (505) 428-3720
Santa Fe Indian Health Service ▶ (505) 946-9283
Solace Crisis Treatment Center ▶ (505) 986-9111
Santa Fe City Police ▶ (505) 428-3710
Poison Control ▶ 1-800-432-6866

CRISIS SUPPORT

For crisis support 24/7, you can call:

NM Crisis Line ▶ 1-855-662-7474
National Suicide Prevention Line ▶ 1-800-273-8255
NM Peer to Peer Warmline ▶ 1-855-466-7100
Crisis Response Santa Fe ▶ (505) 820-6333
LGBTQ Trevor Lifeline ▶ 1-866-488-7386
Trans Life Line ▶ 1-877-565-8860 (9 am–3 am MT)
24 Hour Sexual Assault Nurse Examiners (SANE) Hotline ▶ (505) 989-5952
Solace Crisis Center in Santa Fe 24-hour line ▶ 1-800-721-7273

OFF-CAMPUS NUMBERS

Road Conditions

NM State Police ▶ 827-9126 or 1-800-432-4269
Airport Shuttle Sandia Shuttle Service ▶ 474-5696
Park & Ride Santa Fe ▶ 827-5100

Train

Railrunner Express ▶ 505-245-7245
Amtrak ▶ 466-4511

Public Transit

Santa Fe Trails ▶ 955-2001

Parcel Service

UPS (United Parcel Service) ▶ 474-4477
Federal Express ▶ 1-800-463-3339
Western Union ▶ 1-800-325-6000

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