

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>NMSU/Florida Tech Affiliate Procedure</b>		<b>SOP #: SA.012.05</b>
Effective Date	02.01.2018	
Last Revision/Review	09.05.2024	

### 1. Purpose/Introduction

To outline and define the processes and contacts at NMSU and Florida Tech concerning student life, housing and other relevant resources.

### 2. Related Policy/Authority

### 3. Faculty/Staff Responsibilities

### 4. Definitions/Abbreviations

Florida Tech- Florida Institute of Technology

NMSU- New Mexico State University

### 5. Procedural Steps

1.1 The Director of Student Life will serve as the Burrell College of Osteopathic Medicine (BCOM) Liaison to NMSU for services available to Burrell Students through the NMSU Affiliation Agreement

1.1.1 Burrell has a partnership with New Mexico State University (NMSU) which allows Burrell students to utilize a series of student resources on the NMSU campus. To access some of the resources, requires the possession of a 9-digit NMSU Identification Number. Each student is given this ID by NMSU when they matriculate to Burrell. The NMSU ID can be found in CAMS under Admissions->Student->Change Student. On "Student Admissions Page 1," the NMSU ID is located in the "Alternate ID" box.

1.1.2 NMSU Housing: Student may fill out the NMSU Housing Application and submit to The NMSU Housing Office, [housing@nmsu.edu](mailto:housing@nmsu.edu). The NMSU Housing Office will also collect the deposit. Once a housing application is submitted and deposit is paid, the NMSU housing office will inform the Executive Director of Student Affairs. The Director of Student Life will mark housing approved students as authorized in CAMS, the BCOM student information system. More->User Defined->Housing Start Date->Housing End Date->Check Mark Housing Authorized

1.1.2.1 Termination by Affiliate Request: If terminating before the end of the contract period, Affiliate shall provide notification, to the Housing and Residential Life Office, of intent to vacate or to renew including desired term (ten or twelve months). Affiliate may petition to terminate this Agreement by submitting a request in writing to NMSU ([housing@nmsu.edu](mailto:housing@nmsu.edu)) if a) Marriage or Domestic Partnership or birth of a child: Agreement termination due to marriage, domestic partnership, or birth of a child will be approved no sooner than two weeks prior to the date of the official ceremony (or birth) with supporting documentation. For purposes of the Agreement, Housing and Residential Life defines and qualifies domestic partnerships under the same guidelines as defined by NMSU for benefits. Please refer to the NMSU Benefits Services web page [benefits.nmsu.edu](http://benefits.nmsu.edu) for information on domestic partnership qualifications or b)

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- Extenuating Circumstance: Affiliates requesting termination, based on an extenuating circumstance must provide documentation to verify the claim, demonstrate a significant change in circumstance, and demonstrate that Housing and Residential Life is unable to provide any accommodation on campus that will meet their needs. Extenuating health concerns and medical emergencies are examples of situations that may be included under these conditions. Affiliate will be required to submit official documentation in support of request and will comply with all check-out policies.
- 1.1.3 NMSU Meal Plan: A BCOM student may fill out the NMSU Meal Plan Application and submit to NMSU ID Card services [chbarela@nmsu.edu](mailto:chbarela@nmsu.edu). NMSU ID Card Services will also collect the deposit. Once a meal plan application is submitted and deposit is paid, NMSU ID Card Services will inform the Executive Director of Student Affairs. The Director of Student Life will mark a meal plan approved students as authorized in CAMS, the student information system. More->User Defined->Meal Plan Start Date-> Check Mark Meal Plan Authorized
  - 1.1.4 The Director of Student Life will contact the following department on NMSU's campus should any student inquiries arise:
    - NMSU Housing: Rachel Thomas-Chappell [racheltc@nmsu.edu](mailto:racheltc@nmsu.edu) 575-646-5103
    - NMSU Meal Plan, ID Card, Parking Pass, and Transportation: Chel-Marie Barela [chbarela@nmsu.edu](mailto:chbarela@nmsu.edu) 575-646-5950
    - NMSU Activity Center and Aquatic Center: Amanda Blair [agalliva@nmsu.edu](mailto:agalliva@nmsu.edu) 575-646-4045
    - NMSU Health and Wellness: Amanda Blair [agalliva@nmsu.edu](mailto:agalliva@nmsu.edu) 575-646-8306
    - NMSU Student Activities: Dr. Sarah Edwards [sarahed@nmsu.edu](mailto:sarahed@nmsu.edu) 575-646-3200
  - 1.2 The Director of Student Life will serve as the Burrell College of Osteopathic Medicine (BCOM) Liaison to Florida Tech for services available to Burrell Students through the Florida Tech Affiliation Agreement
    - 1.2.1 Burrell has a partnership with Florida Tech that allows Burrell students to utilize a series of student resources on the Florida Tech campus. To access some of the resources requires the possession of a Florida Tech Identification Number. Each student is given this ID by Florida Tech when they matriculate to Burrell. The Florida Tech ID can be found in CAMS under Admissions->Student->Change Student. On "Student Admissions Page 1," the Florida Tech ID is located in the "Alternate ID" box.
    - 1.2.2 Florida Tech Housing: The Office of Student Affairs works closely with Florida Tech to support students in their search for on and off campus housing options near the Burrell Campus. Contingent upon availability, Burrell Students may have the option to live in Florida Tech's student housing. Additionally, Florida Tech has resources to assist students in locating off campus housing options. Students may reach out Florida Tech Housing: [housing@fit.edu](mailto:housing@fit.edu) (321) 674-8076 or Burrell's Office of Student Affairs [studentaffairs@burrell.edu](mailto:studentaffairs@burrell.edu) 575-674-2225 for assistance.
    - 1.2.3 Florida Tech Meal Plan: A Burrell Student is eligible to purchase a Florida Tech Meal Plan, students may call the Campus Dining Administrative Office at 321-674-8125 to sign up for the plan.
    - 1.2.4 The Director of Student Life will contact the following department on Florida Tech's campus should any student inquiries arise:
      - Florida Tech Student Services Questions: Dr. Tristian Fiedler [fiedler@fit.edu](mailto:fiedler@fit.edu) 321-674-7723
      - Florida Tech Housing: Dr. Gregory Connell [gconnell@fit.edu](mailto:gconnell@fit.edu) 321-674-8095

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Florida Tech Meal Plan: Tom Stewart [tstewart@fit.edu](mailto:tstewart@fit.edu) 321-674-8125

### 6. Reports/Charts/Forms/Attachments/Cross References

Identify if any reports are required to include data elements.

### 7. Maintenance

Identify if the organizational unit/staff who developed the procedure; when it will be reviewed and updated.

### 8. Signature

Approved by	9.5.2024
Department Head of Student Affairs	Date

### 9. Distribution List

Internal/External

### 10. Revision History

Revision Date	Subsection #	Summary of Changes	Approval Date
05.11.2023	All	Changed Burrell to BCOM	05.11.2023
05.11.2023	All	Changed Director of Student Life to Executive Director of Student Affairs	05.11.2023
09.07.2023	All	Added Florida Tech information	09.07.2023
09.05.2024	All	Updated Executive Director of Student Affairs to Director of Student Life	10.16.2024