



Residence Life Handbook



2026-2027

Welcome to DSU Housing!



Hello and welcome to Dakota State University! We're thrilled to have you as part of our campus housing community. Whether you're a first-time resident or returning for another year, we're confident that your time in our campus housing will be filled with growth, discovery, and meaningful connections.

At DSU, your living experience is about much more than just studying and sleeping. It's a place where you'll learn valuable life skills, connect with students from all walks of life, and become part of a supportive, engaging community. From joining student organizations to navigating life on your own terms, your time here will help shape your personal and academic journey.

Living in campus housing will be one of the most transformative parts of your college experience. This handbook is your go-to guide for everything related to campus housing—it outlines important policies, procedures, and expectations to help you succeed and thrive in your new home. Think of it as your official Residence Life cheat sheet!

You'll meet peers from a variety of cultures, perspectives, and belief systems. Embracing respect and open-mindedness will go a long way in creating a positive living environment; and remember, our Residence Life team, including Residence Hall Directors (RHDs), Senior Resident Assistants (SRAs), and Resident Assistants (RAs) is always here to support you, answer questions, and connect you with helpful resources throughout the year.

We're so glad you're here to "Live with Us, Learn with Us"! Now it's time to make the most of every opportunity, support one another, and most importantly enjoy the journey ahead.

Welcome to your home away from home—and Go Trojans!

Nicolas Steilen

Nicolas Steilen
Director of Residence Life and Student Union

Residence Life Team

Residence Life: Residence Life is the central administrative and support center for all campus housing at Dakota State University. The Residence Life office is in the main Courtyard Hall lobby.

Residence Hall Directors (RHD): RHDs are live-in professionals who manage campus housing communities, supervise student staff, foster student relationships, create educational opportunities, oversee facilities, and serve as a resource for students.

Senior Resident Assistants (SRA): SRAs are experienced student leaders who support and mentor, assist with administrative responsibilities, and help maintain a safe and engaging living environment for all students.

Resident Assistants (RA): RAs are student staff who build positive communities, connect students to resources, plan events, and support safety. Each community has a designated RA who is available to provide support, answer questions, and connect students with campus resources.

Custodial Staff: Each traditional hall has a full-time custodian who plays a key role in maintaining health and cleanliness standards. However, this does not replace each student’s responsibility to keep shared spaces clean and cared for in the areas they use.



Hall Duty Numbers

Hall Duty Information: Hall staff are available 24/7 to assist students. Contact information is posted throughout each hall, and students should reach out anytime they need help or in an emergency. RAs are on duty when the Residence Life office is closed, and RHDs are always on call. To reach hall staff anytime, contact the appropriate duty phone listed below.

Courtyard Hall: (605) 270-0348	Residence Village: (605) 403-4042
Emry Hall: (605) 291-9213	Richardson Hall: (605) 291-9930
Higbie Hall: (605) 291-9602	Zimmermann Hall: (605) 291-9959
8-Plex/Van Eps/University Houses: (605) 291-9335	

Housing & Meal Plan Requirements

Dakota State University follows South Dakota Board of Regents (SDBOR) [Policy 3.7.1](#) about Housing & Meal Plan Requirements.

Housing Requirement:

“Students who are enrolled at a university for a minimum of six (6) on-campus credits are required to live in on-campus housing during the first two (2) years following their high school graduation. Institutions may grant waiver exceptions to the housing requirement based on the waiver exceptions.”

Meal Plan Requirement:

“All students living in on-campus housing are required to have a meal plan. Institutions may grant waiver exceptions to dine elsewhere based on documented need or individual circumstances”.

Waivers to Housing Requirement:

Students wishing to request a housing exemption must contact Residence Life to complete an application to [Live Off Campus Form](#). Waiver exemptions that will ordinarily be granted are outlined in [SDBOR 3.7.1](#).



Housing Contract Termination

Upon signing the housing contract, the student has committed to living in campus housing for the entirety of the academic year. The contract may be terminated at any point, by Residence Life or the student, if one or more of the following circumstances apply:

- *Student withdraws from the university*
- *Student takes less than six credits on the main campus*
- *Students are approved for an exemption as outlined in [SDBOR 3.7.1](#)*

The student is responsible for notifying Residence Life if they are leaving due to one of the above circumstances.

Students who have been graduated from high school two or more years who accept their campus room key will be expected to remain in campus housing for that specific semester. Students meeting this criterion must inform Residence Life if it is their intent to leave on campus housing at the end of the current semester. Failure to do so will result in being placed in on campus housing and billed accordingly.

Students are billed directly to their student account each semester. Students who terminate their contract may be entitled to a prorated refund up until the last day to withdraw from a full semester course.

Repeated or severe violations of [SDBOR 3.4.1](#) Student Code of Conduct policy may result in the student’s contract being terminated. If a contract is terminated in this manner, the following may occur:

- *The student is not allowed to live in campus housing for at least one year or longer as determined through the conduct process.*
- *The student is responsible for the remaining cost of their contract for the academic year.*
- *The student is restricted from on campus housing. Failing to follow the restriction may be considered trespassing and police may be contacted.*

About Living in the Halls

To support a positive and engaging living experience, all students are encouraged to actively participate in their hall community and utilize available resources in the campus housing

Hall Council: Some campus housing locations have a Hall Council made up of student representatives elected by the community. Hall Councils help plan community events, recommend facility improvements, and share student feedback with Residence Life. All students are encouraged to participate, and students interested in serving should contact their RHD or SRA early in the academic year.

Hall/Floor Meetings: Staff will periodically call meetings to share important information with students. Students should make every effort to attend these meetings. Students who do not attend meetings are responsible for knowing the information presented there and should contact hall staff to learn about what was covered.

Insurance: DSU does not provide insurance for personal belongings and assumes no responsibility for loss or damage. While every effort is made to ensure safety and security, students are strongly encouraged to obtain personal property insurance. Many homeowner insurance policies extend coverage to dependents in college housing, so students should check with their parents or guardians before purchasing separate coverage.

Printers: Some campus housing locations have printers for small, essential print jobs. Unclaimed jobs will be discarded, and large or unnecessary printing is discouraged. Report paper or ink issues to hall staff. For wireless setup, see the DSU Support article "[Connect: Add a Campus Printer](#)".

Recycling: Most halls have recycling bins for plastic and aluminum in the main lobby. Do not place paper products in these bins or stack items beside them to maintain cleanliness and safety.

Resident Assistant (RA) Events: Throughout the course of the academic year, the RA of the community will offer social events to their community. These programs will take form in events occurring in the halls, attending DSU events as a group, hosting meals with other students, and more. Students are encouraged to talk with their RA about events taking place on their floor and to attend to get to know others in the community.

Educational Events: RHDs and SRAs who oversee the buildings will host educational events throughout the year based on community needs. First-year students will participate in the [First-Year Residential Experience \(FYRE\)](#), which includes programs on time management, relationships, campus resources, and more. Students are encouraged to attend educational events to develop life skills, expand their knowledge, and engage with their residential community.

Roommate Agreement: In the first four weeks of the fall semester, the hall staff will ask roommates to complete this agreement. This agreement helps roommates discuss and establish mutual expectations around daily living habits, shared space, and communication. It's a proactive tool to support a respectful and comfortable living environment.

Storage: Storage of personal items is not available in campus housing during the academic year or over the summer. Students must plan to take all belongings with them at the end of the academic year.

Vending Machines: Many campus housing locations have vending machines offering snacks and beverages. These machines accept cash, credit/debit cards, Trojan Silver, and Flex Dollars. If you experience any issues, contact the information listed on the machine. Refunds are handled through the Card Services office.

Residence Life Policies

Students are responsible for knowing and following the policies and expectations in this handbook. Applicable SDBOR policies, the Dakota State University Student Handbook, and other University policies also apply. If any part of this handbook is found to be invalid or unenforceable, the remaining provisions will remain in effect.

3D Printers: Resin-based (SLA/MSLA) 3D printers are prohibited in campus housing. FFF/FDM 3D printers using PLA or other Residence Life-approved filaments are permitted when operated according to manufacturer safety guidelines and with adequate ventilation. ABS filament is prohibited in campus housing and may only be used in approved campus 3D printing facilities.

Advertising in the Halls: Bulletin boards and posters in campus housing are managed by hall staff and may not be altered or vandalized; violations will be addressed through the Student Code of Conduct. Residence Life reserves the right to post in common areas, including hallways, doors, lounges, kitchens, bathrooms, and public-facing windows.

Students who wish to post materials must follow the [DSU Campus-Wide Posting Policy](#). For approval and distribution, students should bring materials to Residence Life.

Alcohol Amnesty: Residence Life supports the [SDBOR Policy 3.4.1](#) and [3.5.3 Alcohol Amnesty](#). While we do not condone underage drinking, illegal drug use, or other policy violations, we encourage students to prioritize safety and seek emergency medical attention when alcohol or drug consumption poses a risk to themselves or others.

Students who seek medical assistance for themselves or others during an alcohol- or drug-related emergency may be eligible for amnesty under the SDBOR Policy. Students who report sexual assault or sexual harassment will not be subject to disciplinary action for alcohol or drug use occurring at the time of the incident.

Alcohol/Other Drugs: [SDBOR Policy 3.4.1](#) states, the unauthorized manufacture, sale, possession, use, distribution, or consumption of alcohol, tobacco, marijuana (including cannabis used or possessed for medical purposes, or controlled substances is prohibited. Violations may result in Student Code of Conduct action and/or police involvement.

Alcohol and drug paraphernalia (e.g., beer cans, wine or liquor bottles), even as decorations, are not allowed in campus housing.

Students are accountable for any violations that occur in their assigned space, regardless of their direct involvement. If policies are being violated, students are strongly encouraged to follow the Complicity Policy.

Animals in the Halls: Only animals approved through Dakota State University's Disability Services Office accommodation process are permitted in campus housing. Students requesting accommodation for animals must follow the procedures established by [DSU Disability Services](#).

Animals not approved through this process are prohibited in all campus buildings, except for non-dangerous, fully aquatic pets kept in tanks of 10 gallons or less.

Appliances: Students may use only Underwriters Laboratories (UL)-approved power strips with built-in surge protection. Power strips must be plugged directly into a wall outlet and may not be connected to another power strip. Outlet splitters and multiplug adapters are prohibited.

Students may bring one (1) refrigerator (up to 4.6 cubic feet) and one (1) microwave (1000 watts or less) per bedroom. In apartments and suites, students may have one additional refrigerator and one additional microwave in the shared common area.

Freezers, washers, dryers, portable air conditioners, space heaters, non-cooking heat producing items, humidifiers and similar items (including compact or portable versions) beyond those provided by the university are prohibited.

Cooking appliances and any appliance that produces heat must be attended while in use. Appliances with exposed heating elements, including toasters, toaster ovens, hot plates, air fryers, rice cookers, and crockpots, may only be used in designated community kitchens or apartment kitchens where available.

Students with questions regarding approved appliances or electrical devices should contact Residence Life before bringing the item to campus.

Athletics in the Halls: Activities including, but not limited to, horseplay, running, football, frisbee, skateboarding, other activities where projectiles are thrown, and other related activities are not permitted in campus housing.

Babysitting: Students are not allowed to maintain a babysitting service in campus housing. Babysitting is defined as any situation where an infant or child is found to be in campus housing and it is determined that the stay goes beyond a short-term casual visit, and it is clear the child is under your supervision without a parent or legal guardian presence.

Bed Lofting: Residence Life provides loft kits (posts, stabilizer, safety rail) when available. Personal or homemade kits are not allowed. Students loft beds at their own risk and should always use the safety rail. For adjustments, students should not work alone and should ask hall staff for assistance. A limited number of rubber mallets are available for temporary use through Residence Life and must be returned immediately after use.



Bicycles & Other Wheeled Devices: Bicycles, skateboards, rollerblades, scooters, electric scooters, electric bicycles, and similar wheeled devices may not be operated inside campus housing.

Non-powered items may be stored in a student's room with the approval of all roommates or outside in designated bicycle racks, but may not be stored in hallways, stairwells, lounges, common areas, or other shared spaces. Students are responsible for any damage, stains, or obstructions resulting from the storage of these items.

The use, storage, or charging of any street-legal vehicle or motorized, electric, or battery-powered transportation device inside campus housing is prohibited. This includes, but is not limited to, automobiles, motorcycles, mopeds, electric scooters, electric bicycles, and similar devices. Connecting any such vehicle or its battery to the building's electrical system is prohibited.

Students who have a medical need for wheelchairs, mobility scooters, knee scooters, and other accessibility devices may use and store items in campus housing.

Bicycles and other wheeled devices left on campus after the academic year or otherwise deemed abandoned by the University may be removed and disposed of in accordance with university procedures. Students may obtain a campus parking permit through Facilities Management and should refer to the [DSU Parking](#) for information regarding vehicle registration and parking requirements.

Bullying/Harassment: Behaviors with the purpose to bully, intimidate, harass, and/or physically harm any member of the university community either in person, verbally, or through electronic mediums (including, but not limited to, social media websites, text messages, or emails) is not permitted.

Community Kitchens: Campus housing includes designated kitchen spaces for community use. Unless a kitchen is provided in the student's assigned housing placement, all cooking, other than microwave cooking, must take place in these kitchen areas.

Students are responsible for cleaning the kitchen after each use. This includes wiping down surfaces, cleaning the sink, disposing of trash, removing personal items, and washing and putting away dishes. Community kitchen trash bins are for kitchen related waste only and may not be used for personal room trash.



Community refrigerators are available for student use. Students are expected to label, properly store, and regularly monitor their food and personal items. Students should remove expired or spoiled items and maintain their belongings in a sanitary condition.

Students may not use, consume, remove, relocate, or dispose of another person's food, dishes, cookware, or personal property without the owner's permission.

Residence Life reserves the right to remove items that pose a health or safety concern. Unattended dishes or personal items may be removed by hall staff. Please refer to the Abandoned Dishes Procedure for additional information.

Complicity: Complicity is supporting, encouraging, participating in, or knowingly being present during an act prohibited by SDBOR, University, or Residence Life policy. Presence in a location where a policy violation is occurring may be considered acceptance of the behavior and is prohibited.

To avoid being complicit, students are expected to take one or more of the following actions:

- Confront those involved and stop the violation, except in situations involving violence or where personal safety may be at risk.
- Report the violation to an appropriate DSU staff member in a timely manner.
- Leave the area where the violation is occurring, if it is safe to do so.

If a policy violation is occurring within a student's assigned room, the student is expected to stop the violation or notify an appropriate DSU staff member in a timely manner.

Courtesy & Quiet Hours: Quiet Hours are from 10:00pm to 9:00am Sunday through Thursday, and 12:00am to 9:00am Friday and Saturday. All hours outside of designated Quiet Hours are considered Courtesy Hours. Students are expected to be respectful of others in the community and make reasonable efforts to reduce noise levels when requested. Excessive noise, even outside of Quiet Hours, may be considered a Courtesy Hours violation. Failure to comply may result in a meeting with Residence Life staff and/or conduct action.

Fire Safety: Students should not hesitate to activate a fire alarm or use a fire extinguisher when a fire or other imminent safety threat is evident or reasonably believed to exist. Fire alarm pull stations, fire extinguishers, smoke detectors, heat sensors, sprinkler systems, emergency exit signs, fire doors, and other fire and life safety

equipment are located throughout campus housing and may not be tampered with, disabled, obstructed, misused, or damaged.

All students and guests must immediately evacuate the building when a fire alarm sounds and comply with directions from Residence Life staff, fire department personnel, and other emergency responders. Residence Life will conduct at least one fire alarm drill within the first two weeks of each semester in each residence hall.

The possession, use, or storage of fireworks, explosives, dangerous chemicals, gasoline, propane, charcoal, candles, candle warmers, incense, or other flammable or combustible materials is prohibited in campus housing.



Tampering with fire or life safety equipment, failing to evacuate during a fire alarm, possessing prohibited materials, or failing to comply with emergency personnel may result in disciplinary action under SDBOR Policy 3.4.1. Depending on the circumstances, students may also be referred to law enforcement and held financially responsible for any associated damages or emergency response costs.

Guest & Cohabitation: Students may have guests in their assigned campus housing, but guests must follow all SDBOR, DSU, and Residence Life policies. Students are responsible for informing their guests of the rules and may be held accountable for any policy violations committed by their guests. Guests must always be escorted by their host at all times. Guests must not interfere with the rights of roommates or other students.

Per South Dakota law, individuals of the opposite birth sex may not be present in the room if anyone is in a state of undress or sleeping. Individuals of the opposite birth sex may enter a student's room with permission so long as the occupants affirmatively verify, they are not in a state of undress or sleeping.

Guest stays are limited to 3 nights in a 7-day period or 8 nights per month. Residence Life may address concerns if a guest exceeds these limits or appears to be cohabiting. Additional restrictions may apply during break periods or specific dates.

Hallways: Students may not leave personal property in hallways, including but not limited to floor mats, shoes, decorations, furniture, or other personal items. Hallways must remain clear at all times to support safety, emergency evacuation, and custodial operations. Property found in hallways may be removed by Residence Life and subject to the Abandoned Property procedure.

Hammocks: Hammocks may be stored in rooms but are not allowed to be hung from the loft kits, in a room, or any space in the campus housing due to safety, damage, and fire hazard concerns.

Inappropriate Behavior: The following behaviors are considered inappropriate conduct within the campus housing community and are prohibited:

- Conduct that disrupts or interferes with the performance of duties by university personnel.
- Behavior that is obscene, lewd, or indecent, including but not limited to voyeurism, public urination or defecation, or the public exposure of private body parts.
- Conduct that is violent, abusive, threatening, harassing, boisterous, unreasonably loud, or otherwise disorderly.
- Horseplay, pranks, unnecessary messes, or other actions that damage property, create safety concerns, or unreasonably disturb others.

Internet Use and Equipment: Each campus housing room, and many public spaces, are equipped with wireless and/or wired internet access. Students and guests are expected to follow the technology use guidelines set by DSU. In addition to the policies set forth in [SDBOR Policy 3.4.1](#), students are subject to [SDBOR Policy 2.3.7](#).

For connection assistance, visit the DSU Help Desk, review available connection resources, or ask for a Residence Life staff member. Submit a [IT Quick Support Ticket](#) to make a general IT request or incident support.

Keys and Access: Students receive access to their assigned space through their DSU credentials and/or a physical room key. Sharing credentials or keys is prohibited and may result in conduct action. If DSU credentials are lost or compromised, students must immediately disable access through the [eAccounts app](#) and contact Card Services. Lost room keys must be reported to Residence Life, and a lock change fee will apply.

Exterior campus housing doors remain locked for community safety. Students must carry their room key and DSU access credentials at all times. Tampering with, disabling, or propping open doors is prohibited.

For lockouts, contact the Duty Number posted in your campus housing assignment. An ongoing need for staff assistance could result in a meeting with Residence Life staff and/or a conduct violation.

Laundry Room Usage: Each campus housing location has at least one shared laundry room. Students are responsible for cleaning lint traps, wiping up spills, and any other messes associated with the use of the laundry machines.

Laundry must be removed promptly. Students should not remove, handle, or relocate another student's laundry. If laundry has been left unattended for an extended period, students should contact a Residence Life staff member for assistance. Only Residence Life staff may remove unattended laundry. See the Abandoned Laundry Procedure for additional information.

To report machine issues, scan the QR on the machine or report to a Residence Life staff member.

Lounges: Lounges are available for study, socializing, and recreation. Students and their guests should be mindful of noise, group size, and time of day, respecting the broader community. Lounge furniture must remain in its assigned space and be treated with care. Damages or missing property may result in charges to the responsible individual(s) or, when responsibility cannot be determined, to the applicable floor, or building in accordance with the Common Area Damage and Missing Property Procedure.



Noise Restrictions: Sound amplification items are permitted in campus housing as long as they do not disrupt the community or violate the Courtesy & Quiet Hours policy. Residence Life staff reserves the right to request that a student remove amplification equipment if ongoing disruption to the community occurs.

Recreational/Toy Weapons: Use of recreational or toy weapons (e.g., Nerf guns, water guns, dart guns, paintball markers, and airsoft guns) is not permitted in campus housing. Recreational or toy weapons must be readily identifiable as non-authentic and may not closely resemble or be mistaken for a real firearm or weapon.

Restricted Areas: Access to campus housing roofs is strictly prohibited. Only authorized DSU personnel or individuals approved by the Director of the Physical Plant, or their designee, may access a campus housing roof.

Students may not enter or remain in campus housing basements, mechanical rooms, maintenance areas, utility spaces, or other restricted areas within campus housing except when directed by university staff during inclement weather procedures or other emergency situations.

Restrooms & Showers: Restrooms are to be used as signed and in accordance with birth sex per South Dakota law. Students are responsible for informing their guests of locations of the restroom that aligns with their birth sex. Courtyard, Van Eps, Residence Village and Zimmermann Halls contain gender neutral restrooms that can be used by a single individual regardless of gender.

Restrooms stalls, both shower and toilet, may only be occupied by one person at a time unless there is an approved medical accommodation or an emergency.

Restrooms will have signs posted on doors stating the cleaning time. Students are not permitted to be in the restroom during the posted cleaning times.

Room Cleanliness: Students must keep their living spaces clean and sanitary. Residence Life may meet with students to address issues, and failure to comply can lead to conduct action.

Regular cleaning of linens, dusting, and trash removal is required to prevent fire hazards and pests. Vacuums and limited supplies are available; students must provide additional cleaning items. Apartment and suite students are responsible for all areas, including bathrooms and kitchens.

Health and safety checks are conducted four times each academic year. Students will receive advance notice, and hall staff will inspect rooms for safety concerns, cleanliness, maintenance issues, and prohibited items.



Room Decorating: Students are encouraged to personalize their rooms with the agreement of all roommates. Posters, personal pictures, and decorations must be hung in a way that allows removal without damaging walls or paint. Residence Life recommends using blue painter tape to reduce the risk of damage.

No items may be attached to or hung from the ceiling. No more than 25% of any door may be covered at any time. Holes in doors are prohibited. Lights designed for outdoor use are not allowed. Only UL-approved lights may be used. Use of contact paper or painting rooms is strictly prohibited. Residence Life staff reserves the right to require removal of any decorations that pose a fire hazard.

Any damage noted during checkout will result in charges to the student responsible.

Room Furnishings: No furnishings provided in the room/unit may be removed without the specific approval from Residence Life staff. Any items provided not in the student's space at the time of the checkout may be charged.

Sales/Solicitation: [SDBOR Policy 3.2.3](#) states commercial solicitation or sale of goods or services to students on institutional campuses is prohibited. Solicitation includes any advertisement or promotional attempt, by any means, to sell tickets, products, services, or giveaways.

Students are not permitted to operate businesses, conduct business enterprises, or work as independent contractors within campus housing. Additionally, gambling activities are prohibited in campus housing.

University inter-campus mail will not distribute materials for individuals or organizations not officially affiliated with the university. Promotional materials may not be posted on or slid under students' doors.

Smoking, Vaping, & Tobacco Use: Smoking, vaping, and the use of tobacco or nicotine products, including electronic smoking devices, are prohibited on university property. Such products may not be improperly discarded on university property.

The possession of tobacco and nicotine related products must comply with all applicable laws and university policies.

Trash Removal: Students must remove all personal trash and use dumpsters near each residence hall. Furniture and appliances cannot be thrown in campus dumpsters, and students must make their own arrangements for disposal.

Personal trash is not allowed in common areas, and students must provide their own garbage bags. Proper trash management helps keep the community clean and healthy.

Weapons: Weapons are prohibited in campus housing except as expressly permitted by [SDBOR Policy 1.4.5](#). Definitions of weapons and prohibited items are governed by [SDBOR Policies 1.4.5](#) and [3.4.1](#).

Individuals who intend to possess or carry a concealed pistol, stun gun, or mace/pepper spray as permitted by [SDBOR Policy 1.4.5](#) must meet the following requirements:

- For possession of a concealed pistol, the individual must possess the applicable permit (an enhanced restricted permit, temporary enhanced restricted permit, or reciprocal permit) as required by South Dakota law.
- The individual must store the pistol, stun gun, or mace/pepper spray in a locked case or safe when the item is not being carried or otherwise in the individual's possession.
- DSU does not provide cases or safes in campus housing. Individuals are responsible for obtaining and using appropriate storage facilities.

Students wishing to store firearms not permitted under [SDBOR Policy 1.4.5](#) may do so in accordance with University and Facilities Management procedures.

Failure to follow SDBOR policy as outlined could result in discipline up to and including removal from campus housing or expulsion.

Windows/Screens: Students are not allowed to remove or tamper with any part of the window assembly including screens. Students are not allowed to enter or exit the building through any of the windows.



Residence Life Procedures

The following is a list of common procedures conducted by Residence Life. It is not an all-inclusive list, and other procedures may be presented throughout the year to students.

Abandoned Dishes: Any dishes left in the community kitchens that are not properly stored and clearly labeled with the owner's name for more than two business days may be removed by hall staff. It is the student's responsibility to contact hall staff about any personal dishes removed by staff. Items may be considered abandoned property and disposed of by Residence Life staff 30 days after removal.

Staff will not clean any dishes left in the kitchen before or after removal. Items that create a health or safety hazard may be immediately disposed of at the owner's expense.

Abandoned Laundry: Any laundry items left in the laundry room for an extended period or that prevents other students from using the laundry facilities may be removed by staff. It is the student's responsibility to contact hall staff regarding any items removed by staff. Items may be considered abandoned property and disposed of by Residence Life staff 30 days after removal.

Staff will not wash or dry items left in machines. Items that create a health or safety hazard may be immediately disposed of at the owner's expense.

Abandoned Property: Students are expected to remove all personal belongings by the last day of their residency in campus housing unless an extension has been approved by Residence Life due to extenuating circumstances.

Any property remaining after a student's departure may be considered abandoned and may be disposed of by Residence Life staff 30 days after the student's departure. Students may be assessed for an excessive cleaning charge for the removal of any property left behind.

Alcohol-Permitted Units: Dakota State University may designate residential units in the 3-Plex Apartments, 8-Plex Apartments and Residence Village where alcohol is permitted when all students and guest(s) are 21 years of age or older.

Students requesting Alcohol-Permitted Unit status must contact their Residence Hall Director to begin the application process. Residence Life will verify eligibility and review the request. Approval is not guaranteed.

If approved, all assigned students must sign and comply with the Alcohol-Permitted Unit Agreement and all applicable South Dakota Board of Regents and university policies. Violations of the agreement or alcohol-related policy violations may result in the immediate revocation of Alcohol-Permitted Unit status and may be addressed through the student conduct process pursuant to [SDBOR Policy 3.4.1](#). Residence Life reserves the right to revoke Alcohol-Permitted Unit status at any time for policy violations, safety concerns, community impact concerns, or other reasons defined by Residence Life.

Alcohol-Permitted Unit approval is valid for one academic semester and must be renewed each semester. If a new student is assigned to an approved unit, eligibility will be reviewed and a new agreement may be required. If any assigned student is under 21 years of age, the unit is no longer eligible for Alcohol-Permitted status, and all alcohol must be removed from the unit.

Code of Conduct: Dakota State University reserves the right to take appropriate disciplinary action as outlined in [SDBOR Policy 3.4.1](#) to protect the safety and well-being of members of the campus community and the integrity of

the academic process. Regulations affecting students as members of the University community apply throughout all aspects of campus life, whether in the classroom, campus housing, or while engaged in a university-related activity.

Common Area Damages/Missing Property: When responsibility for damage to or missing property from a common area cannot be determined, the cost of repair or replacement may be assessed to the students of the applicable floor, hall, unit, or building. Before any charges are assessed, Residence Life will:

- Notify affected students of the damage or missing property, the estimated cost of repair or replacement, and the area subject to potential charges.
- Provide students with at least five (5) business days to submit information regarding the incident or the person(s) responsible.
- Review available information and investigate to identify the responsible individual(s).

If, after the investigation and notice period, the responsible individual(s) cannot be identified, the cost of repair or replacement may be divided among and charged to the students of the applicable floor, hall, unit, or building.

Entry/Search-Seizure: Students have the right to be secure in their assigned living space, personal property, papers, and possessions against unreasonable entry, search, and seizure. Entry, search, and seizure by law enforcement officers acting under legal authority shall be governed by applicable law and [SDBOR Policy 3.4.4](#).

Authorized University personnel may enter student rooms or apartments in the following circumstances:

- To perform maintenance or repairs requested by the occupant(s),
- To conduct routine health, safety, and maintenance or repairs, provided at least twenty-four (24) hours written or posted notice has been given,
- When there is imminent danger to health, safety, or property of occupant(s) or DSU,
- When conduct or conditions within the residence immediately and seriously disrupt the residential community or educational environment,
- When entry is authorized through an administrative entry/search permit issued in accordance with [SDBOR Policy 3.4.4](#).

University personnel may also enter a room when invited by a resident, or when addressing an emergency requiring immediate action with or without the student being present.

Fire Alarm Evacuation Procedures: All fire alarms must be treated as emergencies. Students and their guests are required to immediately evacuate the building and remain outside until Residence Life staff, emergency personnel, or another authorized university official gives the all-clear. Failure to evacuate or delayed evacuation may result in student conduct action.

Residence Life will conduct a fire drill and safety meeting at the beginning of each semester. Additional emergency procedures are posted in each residential room.

In the event of a fire:

- Stay low to the ground if smoke is present.
- Check doors for heat before opening them.
- Evacuate using the nearest safe exit.

If you cannot safely evacuate:

- Place towels or other materials under the door to help prevent smoke from entering.
- Hang a visible item from the window to signal your location to emergency responders.
- Call 911, if possible, and provide your location.
- Do not jump from the window unless directed by emergency personnel.

Hostile Person(s) & Active Shooter Procedures: In the event of an active shooter or hostile person incident, your actions should be guided by the circumstances and your ability to safely respond.

- Run: If it is safe to do so, evacuate the building immediately and move away from the area.
- Hide: If you cannot safely leave, secure yourself in a room. Lock and barricade doors, close and lock windows, shut blinds, turn off lights, and remain quiet.
- Call 911: When safe, call 9-911 from a campus phone or 911 from a non-campus phone and provide available information.
- Stay Informed: Monitor official emergency communications if possible.
- Fight: As a last resort, if your life is in immediate danger and escape is not possible, defend yourself using any available means.

Do not activate the fire alarm unless there is an actual fire, as doing so may place others at greater risk.

When law enforcement arrives, remain calm, keep your hands visible, and follow all instructions immediately.

Every emergency is different. Understanding these response options may improve your ability to protect yourself and others during an active shooter or hostile person incident.

Housing Accommodations: Students seeking housing accommodations should follow the outlined procedures set by [Disability Services](#).

Students who need to submit accommodation requests are usually looking to:

- Live off campus
- Be placed in single occupancy on-campus housing
- Have an approved emotional support animal in on-campus housing

Students are responsible for making appropriate accommodation requests in a timely manner.

Housing Exemptions: [SDBOR Policy 3.7.1](#) requires students enrolled in six or more on-campus credit hours to live in on-campus housing during the first two years following high school graduation, unless they qualify for an approved waiver or accommodation.

Students who believe they qualify for a housing waiver or require a housing accommodation may submit a request for review. Requests may be considered for reasons outlined in [SDBOR Policy 3.7.1](#).

All requests require supporting documentation and are reviewed in accordance with institutional procedures and [SDBOR Policy 3.7.1](#). Because documentation may take time to obtain and verify, students are encouraged to begin the process early. Contact Residence Life for questions.

Institutional Break Housing: Students living in campus housing may remain in their assigned campus housing during official institutional breaks, excluding summer break, in accordance with [SDBOR Policy 3.7.1](#).

Residence Life will communicate applicable deadlines to the students' DSU email accounts. Students who fail to provide notice by the stated deadline may experience interruption or unavailability of access to their assigned campus housing during the break.

Students wishing to stay over institutional breaks should be aware that services and staffing will be severely limited (Dining, Student Health, Counseling Services, etc.).

Students approved to remain in campus housing during an institutional break must comply with all Residence Life policies and directions from university staff. Failure to do so may result in student conduct action.

Moving Out/Checking Out: A student checking out of their assigned housing space is required to follow the checkout procedures outlined by Residence Life. Checkout instructions will be provided to the student's DSU email and posted on the student's room door prior to checkout. Failure to properly check out will result in the student being assessed for an improper checkout fee. At the time of checkout, students must return any assigned keys. Failure to return assigned keys will result in the student being assessed for a lock change fee.

Students are responsible for the condition of their assigned housing space at the time of checkout. Room Condition Reports (RCRs) are conducted prior to moving in and at the time of checkout. Students are responsible for accepting the condition of their RCR within two weeks of moving into their assigned housing space. Residence Life will send instructions for completing the RCR to the student's DSU email. The space must be left in the same condition as it was at move-in, excluding normal wear and tear. Students may be assessed for charges for cleaning, damages, missing furniture, abandoned property, or other conditions that exceed normal wear and tear.

Notification of Missing Student: It is not necessary to wait 24 hours before reporting a student as missing. Any person may report a student as missing by contacting any Campus Security Authority, including the Director of Residence Life, Assistant Director of Residence Life, or a RHD, or the Vice President of Student Affairs.

A student may be considered missing when their whereabouts are unknown and unexplained for a period of time that would be regarded as highly unusual or suspicious by individuals familiar with the student's plans, habits, or routines.

Room/Roommate(s) Change: Students wishing to change rooms or roommate(s) during the academic year must submit a request through their RHD or SRA. Students must receive approval from their RHD or another professional staff member in Residence Life prior to moving.

Failure to obtain approval before moving may result in an improper checkout charge, reassignment to the student's original room, and the forfeiture of future room change opportunities.

Room and roommate changes are primarily considered when issues between roommates cannot be resolved through reasonable efforts, and a change is determined to be appropriate. All room and roommate changes are subject to the availability and occupancy of campus housing.