



**DAKOTA STATE**  
RESIDENCE LIFE

Residence Life Handbook  
2024-2025 Academic Year

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# Welcome

Welcome to campus housing at Dakota State University!

Whether you are a new or a returning student, we look forward to providing you with more than just a place to lay your head at night. Our halls are where you will grow, learn, explore, and connect with fellow students from all walks of life. You will have the opportunity to hone your adulting skills, get involved in activities, and work together to build a positive community. This handbook, the policies and procedures found within, provides each of us with a structure and a guide to living in a campus environment. All residential students must know the information provided in this handbook and abide by established standards. Those who are mindful of how their decisions impact those around them generally have a good, memorable experience living in DSU housing.

Living in a residence hall will be one of the most dynamic experiences of your university career. You will be an integral part of a community made up of fellow students with different backgrounds, cultures, beliefs, and interests. And since you will likely spend more time in the halls than any other location on campus, the opportunity to learn from one another through respectful encounters will be numerous. The relationships you build with your peers will have a great influence on your life and a great influence on their lives, as well.

Residence Life staff, such as the professional Residence Hall Directors (RHD) and the student Resident Assistants (RA) will be available to assist you throughout the year. Our staff are trained to meet individual and community needs and are available to direct you to academic and personal resources. Do not hesitate to seek out hall staff when you encounter challenges in your day-to-day life in the halls and on campus. In addition, Residence Life will sponsor a variety of educational, social, and recreational activities to enhance your experience. I encourage you to get involved!

I hope you will create wonderful memories as you attend class, meet new friends, be safe, study hard, and as you simply live with us. Again, welcome to DSU and Go Trojans!

Nicolas Steilen  
Director of Residence Life and Student Union

## The Office of Residence Life

**The Office of Residence Life:** The Office of Residence Life is the central administrative and support center for all residence halls at Dakota State University. The Office of Residence Life is in the main Courtyard Hall lobby.

**Residence Hall Directors (RHD):** Residence Hall Directors are live-in professional staff who manage assigned communities and work to create a safe and positive experience for students living in those communities. The RHD oversees the Resident Assistants in the building, create educational opportunities for students, build relationships with students in the community, oversee facilities, and serve as a resource for students in the community.

**Resident Assistants (RA):** Resident Assistants are student-staff members who assist the RHDs to create a positive and safe community. The RAs work to build relationships with students living in their assigned community, create social opportunities for students, and to keep the halls safe.

Each community will have an RA who is assigned to the community. Students are encouraged to reach out to their RA if they have questions about different offices on campus or are looking for extra support.

**Custodial Staff:** All traditional halls have a full-time custodian assigned to it. They are an important member of the team who greatly influences the health and cleanliness standards within the hall. However, they do not replace the responsibility of each student. Students are expected to assist in maintaining cleanliness in the areas they use.

**Hall Duty Information:** Students who need assistance can contact a hall staff member 24 hours a day. Contact information is displayed in every hall and students should not hesitate to contact staff if a need or emergency arises. RAs are on duty when the Office of Residence Life is closed. RHDs are on-call 24/7. If a student needs to get in touch with a RHD after hours, they should contact their hall duty phone listed below.

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

## Student Housing & Meal Plan Requirements

**Board of Regents Policy:** Dakota State University follows South Dakota Board of Regents Policy (3.7.1) about Housing & Meal Plan Requirements. The housing requirement states:

“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.”

The meal plan requirement states:

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

The full Board of Regents policy may be found here: [SDBOR 3.7.1](#)

**Waivers to Housing Requirements:** Per the South Dakota Board of Regents Policy (3.7.1) about Housing Requirements, waiver exemptions will ordinarily be granted:

- To students who are married
- To students with dependent children who reside with them
- To students who reside full-time during the academic year at the primary residence of a parent(s) or legal guardian(s) within a designated radius determined by each institution
- To students who are non-degree seeking
- When residence hall occupancy exceeds manageable capacity
- To students who hold a currently valid written certification regarding the medical use of cannabis. For purpose of this section, a written certification is a document dated and signed by

an authorized practitioner, stating that in the practitioner's professional opinion the patient (student) is likely to receive therapeutic or palliative benefit from the medical use of cannabis to treat or alleviate the patient's debilitating medical condition or symptom associated with the debilitating medical condition

- At the discretion of the institution, after considering the individualized circumstances and determining that the circumstances merit a waiver

Students wishing to request a housing exemption must contact the Office of Residence Life to complete an Application to Live Off Campus Form. The full Board of Regents policy may be found here: [SDBOR 3.7.1](#).

**Housing Contract Termination:** Upon signing the housing contract/agreement, the student has committed to living in on-campus housing for the entirety of the academic year. The contractual agreement may be terminated at any point, by Residence Life or the student, in the current academic year if one or more of the following mitigating circumstances apply:

- Withdrawal from the University
- Taking less than six (6) credit hours on the main campus
- Student gets married
- Student resides with dependent children

*The student is responsible for notifying the Office of Residence Life as soon as possible if they are leaving due to one of the above mitigating circumstances.*

Students who graduated from high school for over two (2) years who accept their on-campus room key will be expected to remain on campus housing for that specific semester. Students meeting this criterion must inform the Office of 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 for housing on a semesterly basis directly to their student account. Students who terminate their housing contract may be entitled to a prorated refund up until the last day to withdrawal from a full semester course.

Students who repeatedly violate or have severe violations of SDBOR 3.4.1 Student Code of Conduct policy, could have their housing contract terminated. If a housing contract is terminated in this matter, the student may have the following things occur:

- They would not be allowed to live in the residence halls for at least one year or longer as determined by the conduct process.
- They would be responsible for the remaining cost of their contract for the academic year.
- They would be restricted from entering the residence halls. Those restricted in the residence halls will be considered trespassing and police may be contacted.

## **Student Rights and Responsibilities**

**Student Rights:** While living in the hall, a student has the right to:

- live in a safe, clean, and well-maintained environment.

- be part of a quality living and learning community with an emphasis on academic and personal growth.
- enjoy the privacy of their assigned room and to have others respect their privacy.
- expect assistance from the hall staff when encountering living, learning, or personal issues.
- voice an opinion and engage in open dialog regarding community living issues.
- be free from fear of intimidation, physical, and/or emotional harm.
- host guests, with the expectation that guests are to respect the rights of the host's roommate(s).
- expect a roommate and others will respect your personal belongings.
- sleep without disturbance from noise created by guests and/or roommate(s)

**Student Responsibility:** While living in the hall, a student has the responsibility to:

- to read and understand information contained in the DSU Residence Life Handbook as well as the SDBOR Student Code of Conduct document, which can be found here: [SDBOR 3.4.1](#)
- to conduct themselves in a manner that does not infringe on the rights of others
- to keep your door and hall doors locked. Do not prop outside entry doors open or allow strangers or guests in without a student escort.
- to keep common areas neat, clean and damage free, and to straighten up common areas after use.
- to observe quiet hours. Keep stereo, television, other electronic equipment, and voice at a reasonable volume and remind others that you expect the same from them.
- to let your roommate know of your wishes and preference for hours of sleep, study, and visitation, and to work through any differences within the guidelines provided by Dakota State University.
- to support the educational purposes of Dakota State University and to sustain a safe and comfortable living community, to examine your own behavior when confronted by another and work toward resolving conflicts.
- to know and abide by the laws of the state of South Dakota, including those that pertain to alcoholic beverages and illegal drugs.

**Standard of Behavior:** Self-discipline and respect for the rights and privileges of others are essential to the educational process and good citizenship. Residence Life embraces these standards and reserves the right to engage in conversations and establish behavioral contracts with students in breach of behavioral expectations.

## **About Living in the Halls**

**Crime Reporting:** Victims of a crime that occurred in a residence hall should contact local law enforcement immediately. They should also contact Residence Life staff as soon as possible.

**Repairs/Work Orders:** All Residence Life professional staff members have the authority to submit repair requests on behalf of their students. Please do not hesitate to contact staff if you are experiencing any facility issues. Please be as specific as possible when explaining the problem(s). Maintenance personnel will enter your room if nobody is home to address concerns.

**Floor/Hall Meetings:** Staff will periodically call meetings as an effective way 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. Students not able to attend the floor/hall meetings should contact their RA or RHD to learn about what was covered.

**Hall Council (HC):** In the residence hall communities, students are members of their respective hall council. Each community elects' representatives to serve on the hall council.

Hall Councils plan activities and its members focus on recommendations facility improvements and representing students at the hall level. Hall councils are also available to bring student concerns to the Office of Residence Life.

Serving on the hall council will give students an opportunity to build individual skills in program development, peer-to-peer advocacy, holistic management, and leadership. While students can become involved in hall council at any time, individual hall councils are created early in the academic year. To become involved in the hall council, contact the RHD for your residence hall.

**Insurance:** The University does not carry insurance and assumes no responsibility for loss or damage to a student's personal property. Although Dakota State University makes every effort to ensure the safety and security of your residence hall room and personal items, it is suggested that each student obtain insurance to protect against fire and theft. Students should check with their parents or guardians prior to obtaining insurance as many homeowner's policies will cover their dependent's personal property.

**Notification of Medical Concern(s):** It is very helpful for Residence Life to have a record of individual medical issues in the event of an emergency. Residence Life fully respects your right to privacy regarding this information and you have full authority to determine what, if anything, you choose to document.

**Information disclosure is strictly voluntary.**

**Printers:** Many of our residence halls have printers available for student use. Please report any paper or ink shortages and issues to residence hall staff. Only print small, necessary jobs only on these printers. Unclaimed print jobs will be discarded. To connect to them wirelessly, follow the instructions on the DSU Support knowledge base using the following article: [Connect: Add a Campus Printer](#).

**Programming:** Residence hall communities offer a wide variety of activities. Programs are planned and implemented by hall staff and hall councils. Students are urged to become actively involved in planning and participating in events. Participation in these events is also a way to make new friends.

**Recycling:** Most of the residence halls have recycling bins for plastic and aluminum located in the main lobby. No paper products are to be placed in the recycling bins. Students are asked not to stack recyclables next to the bin.

**Room Condition Report:** Residence Life staff will complete a Room Condition Report (RCR) for each student room prior to their arrival. Each student will have the opportunity to review the documentation and add any other damage found in their space within the first seven (7) days of moving into the room.

Students may be charged for anything not detailed on the form or for damage that occurs during occupancy. The RA will return to fill out the RCR upon checkout once the student has moved all personal items out of the room. The RA will review the contents of the form with the student at time of checkout.

**Roommate Agreement:** In the first three (3) weeks of the fall semester the hall staff will ask roommates to complete this agreement. The agreement's contents require roommates to talk through and reach compromises about daily living situations.

**Storage:** Storage of personal items over the summer months is not available in the residence halls.

**Vending Machines:** Vending machines are available in many campus residence halls. Each accepts cash, credit/debit cards, Trojan Silver, and Flex Dollars. Any issues with vending machines can be directed to Card Services or Sodexo using the contact information on the machine. Refunds can be addressed through the Card Services office.

## Residence Life Policies

**3D Printers:** 3D printers that use resin (SLA models) are prohibited. 3D printers that use ABS filament (FFF/FDM models) are allowed. Other filament types are allowed if users are following manufacturer and safety instructions with room ventilation.

**Alcohol/Other Drugs:** South Dakota Board of Regents Policy 3.4.1 states under section 2 Prohibited Conduct “The unauthorized manufacture, sale, possession, use, or consumption of alcohol, marijuana (including cannabis used or possessed for medical purposes), or controlled substances by students.” Students and/or guests found in violation of this policy are subject to DSU Code of Conduct and/or police involvement.

Alcohol/Other drug paraphernalia (beer cans and bottles, wine bottles, whiskey bottles, and all similar containers) are prohibited in campus housing. This includes containers that may be considered decorations.

Students are responsible for what occurs in their assigned campus housing space. Room owners are subject to DSU Code of Conduct for violations of alcohol/other drug policies that occur in their assigned campus housing space, even if they are not partaking.

Students may be held responsible if they are found in a space where they have knowledge and/or access to alcohol/other drugs. Students who find themselves in a space where alcohol/other drug policies are being violated, are encouraged to remove themselves from the situation immediately.

**Alcohol Amnesty:** Residence Life adheres to and supports South Dakota Board of Regents Policy 3.4.1 covering situations where students are provided alcohol amnesty. While Residence Life does not condone violations of policy and/or underage consumption, Residence Life does encourage students who choose to consume alcohol to do so responsibly. SDBOR provides the following guidance:

“1.4.1, A student who seeks emergency medical attention (or who has emergency medical attention sought on his/her behalf) for alcohol-related consumption, will not be sanctioned for violating alcohol consumption prohibitions found in the Student Code related to that incident, as long as the student completes the following requirements:

- Participates in an initial meeting with the Senior Student Affairs Officer; and
- Completes all recommendations from the Senior Student Affairs Officer; and
- Submits proof of completion of all recommendations, within the time frame designated by the Senior Student Affairs Officer at the initial meeting.

1.4.2, A bystander student who has engaged in alcohol consumption and who seeks emergency medical attention for someone else or tries to actively engage in assistance for someone else for that person’s alcohol-related consumption, will not be sanctioned for violating alcohol consumption prohibitions found in the Student Code related to his/her own consumption but will be invited to meet with the Senior Student Affairs Officer.

1.4.3, The institution will not pursue any disciplinary action related to any alcohol or drug consumption against any student who has been sexually assaulted or sexually harassed, for his/her use of alcohol or drugs at the time of the sexual assault or sexual harassment.”

Students are encouraged to review the full policy here: [SDBOR 3.4.1](#)

**Animals in the Halls:** Only Residence Life approved animals are allowed in the residence halls. Students may contact Residence Life to inquire about the approval process to have an approved animal in the residence halls.

No animal is allowed in any on campus buildings if not approved through university procedure. An exception is made for non-dangerous fully aquatic animals who can successfully live underwater in a tank that holds 10 gallons of water or less.

**Athletics in the Halls:** Horseplay, skateboarding, skating, rollerblading, hover boarding, and throwing projectiles in residence halls is inconsiderate of the safety of others and is not allowed. Also, outdoor sports such as golf, baseball, football, lacrosse, hockey, soccer, etc. are not allowed in residence halls.

**Automobiles & Parking:** The use and/or storage of any automobiles, or related vehicles, in the residence halls is prohibited.

Students are able to get a campus parking pass through Facilities Management. Parking policy may be found here: [DSU Parking Rules & Regulations](#).

**Babysitting:** Students are not allowed to maintain a babysitting service in the residence halls. Babysitting is defined as any situation where an infant or child is found to be in the residence hall 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 for every room, if available. These kits include wooden bed posts, a stabilizer bar, a safety rail, and a steel bed frame, which allow students to set their bed mattress at whatever height they choose. Personal loft kits or homemade kits are not allowed.

Students who choose to loft their bed do so at their own risk and assume all liability associated with that decision. Students who loft their bed are highly encouraged to use the safety rail provided with each kit to reduce the possibility of injury. Residents who wish to adjust their lofted beds should contact hall staff for a rubber mallet.

**Bicycles:** Bicycles must be placed in provided racks outside or may be placed in the student's room if agreed upon by all roommates. Students are held responsible for damage and stains that may result from bikes. Bikes must never be placed or stored anywhere else in the residence hall. Any bike left unattended on campus at the end of each academic year will be collected by the University.

**Bulletin Boards/Posters:** Residence Hall bulletin boards/posters are organized by hall staff and used to communicate with students. Materials on the bulletin boards may not be altered in any way or vandalized. Any vandalism will be taken through the code of conduct process. University Posting Policy: [Campus Wide Posting](#)

**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.

**Complicity:** Complicity is supporting, encouraging, and/or participating in an act prohibited by SDBOR, University, or Residence Life policy. To avoid being complicit students are expected to do one or more of the following:

- Confront those involved and stop the violation, except in cases of violence or where the student's safety would be in question
- Bring the violation to the awareness of an appropriate DSU staff member in a timely manner
- Leave the scene of the violation

If the violation is occurring in the student's room, they must stop the violation or notify appropriate DSU staff in a timely manner to not be complicit.

**Cooking & Kitchen Usage:** Each residence hall includes at least one kitchen for community use. All cooking, other than microwave cooking, is to be done in these kitchen areas.

Cooking in your room with any appliance that has an open heating element (such as hotplates, air fryers, slow cookers, Insta-pot, toasters, etc.) is strictly prohibited, however, you may store these appliances in your room and use them within the kitchen spaces. The University reserves the right to remove cooking appliances left within the kitchen space.

It is up to students who use the kitchens to clean up after each use of the kitchen. This includes wiping down surfaces, rinsing out the sink, taking out full trash bins, cleaning any messes made, and washing and removing dishes from the kitchen.

Any dishes left unattended in the kitchen will be removed by hall staff. Please review the Abandoned Dishes Procedure for more information.

**Courtesy & Quiet Hours:** Quiet Hours are from 10:00pm to 10:00am daily. All other hours are considered courtesy hours. Students are expected to be respectful to their peers if a fellow student makes a request of someone to reduce the noise level associated with their activities.

Failure to comply with these hours could result in a meeting with Residence Life staff and/or a conduct action.

**Explosives/Flammable Materials:** The use or storage of any explosive/flammable materials (fireworks, charcoal, gasoline, propane, etc.) in the residence halls is strictly prohibited.

**Fire Alarms:** Students are expected to leave the building in a safe manner when the fire alarms sound. Residence Life will conduct at least one fire alarm drill within the first two weeks of each semester in each residence hall. All students and guests are expected to fully cooperate with staff and evacuate the hall if the fire alarms sound.

**Fire Safety Equipment:** Fire alarm pulls, fire extinguishers, and smoke detectors are located strategically throughout each hall. This equipment is not to be tampered with. Students will face the code of conduct if found responsible for tampering with fire safety equipment. Please do not hesitate to pull an alarm and/or use the extinguishers if a fire threat is evident or probable.

**Food Storage:** Most of the residence halls include refrigerators and/or freezers that are placed in a public kitchen and are available for all students to use.

Students must be good community members and only help themselves to the food items they purchased or received permission from the purchaser to use.

Students are expected to label all items they place in community refrigerators and/or freezer. Students are asked to manage their food items with care and remove outdated inventory or any inventory that may create a health issue. Staff reserves the right to remove items if there is a health concern.

**Guests & Cohabitation:** Students are allowed to host guests within the residence halls. Guests are permitted in common spaces at any time of day. Upon arrival, students must meet their guests in the lobby and always accompany them while they are in the building.

For overnight stays, students must obtain approval from their roommates beforehand. Overnight guests are limited to staying no more than three nights within any seven-day period and no more than eight nights per month.

Unlimited access to rooms is restricted to the students assigned to them. Hall staff may discuss concerns with students who allow individuals to spend extended periods in their rooms, prioritizing the rights and comfort of roommates and other members of the residence hall community. During breaks and specified periods, guest policies may be further restricted.

Students are responsible for ensuring that their guests are aware of, and adhere to, all DSU policies. The student hosting a guest may be held accountable for any misconduct or violations committed by their guest while in the residence hall.

Cohabitation, defined as a guest having a regular or steady presence in a room, suite, or apartment, is strictly prohibited in university-owned or controlled facilities, even those with 24-hour guest visitation privileges. Activities such as receiving mail, maintaining clothing changes, keeping personal belongings, or using bathroom facilities for more than three consecutive nights may prompt an investigation, potentially resulting in code of conduct action.

**Hallways:** Students are not permitted to leave personal property that impedes the movement of individuals walking the hallways and/or interferes with custodial staff tasks. Property found in the halls may be removed by staff and are 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 residence halls due to safety, damage, and fire hazard concerns.

**Inappropriate Behavior:** The following behaviors are considered inappropriate conduct in the residence hall 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/defecation, or public exposure of private body parts.
- Conduct that is violent, abusive, profane, boisterous, unreasonably loud, or otherwise disorderly.
- Horseplay, pranks, the making of unnecessary messes, or any other action which damages property or unreasonably disturbs others.

**Internet Use and Equipment:** Each residence hall 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 and policies set forth by the SDBOR Student Code of Conduct 2.3.7 under [SDBOR 3.4.1](#).

For connection help, refer to the DSU Help Desk, available connection information, or ask a residence hall staff member. For issues with wireless access points in residence hall rooms, contact the DSU Help Desk and/or [submit a ticket](#). For issues in public spaces, contact Residence Hall Staff.

**Keys and Access:** Each student will be provided access to their assigned space through their DSU credentials and issued keys from Residence Life. Students are responsible for the security of their DSU credentials/keys and should never share their access with other individuals. Students who let others use their access jeopardize hall safety and security and may face code of conduct.

If your ID or electronic access is lost or misplaced, contact Card Services to request a replacement and turn off your card by using [eAccounts](#), or eAccounts app to reduce the risk of fraudulent use. If your room key is lost, contact the Office of Residence Life to have the lock changed and to receive new keys. The student responsible for the lost key is charged a fee for the lock replacement.

The exterior and entrance doors of the residence halls are locked for the personal safety and the security of all residents and their property. Residents should carry their keys and identification with them every time they leave their room. Tampering with and/or propping locked doors endangers residents and property of the entire residence hall community and is a violation of policy.

In case of a lockout to your room or residence hall, please call the Duty Number posted in the hall to reach a staff member. An ongoing need for staff assistance could result in a meeting with Residence Life staff and/or a conduct violation.

**Laundry Room Usage:** Each residence hall includes at least one laundry facility for community use. Students are responsible for cleaning lint traps, wiping up excess laundry detergent, and any other messes associated with use of the laundry machines.

For assistance in reporting issues with laundry machines-, students should contact their RHD and/or the Office of Residence Life during business hours. To report any issues after hours, students should contact their halls duty number.

Students are also expected to remove laundry from the machines promptly. Failure to remove laundry items will result in Residence Life staff removing the offending items(s). Please review the Abandoned Laundry Procedure for more information.

**Lounges:** Public lounges are available for use by hall students and their guests for study, social, and recreational uses. Users need to recognize that noise, time of day, size of group, activities of the group, etc. all might influence the larger floor community. Lounge users must always treat the area and

furnishings with respect. Furniture from the lounges is not permitted to leave its assigned space at any time or for any reason.

**Noise Restrictions:** It is recommended that students not bring sub-woofers to their residence hall room. Sub-woofer amplification commonly generates a higher noise level which can be disruptive to the general community. Residence Life staff reserves the right to ask a student to permanently disconnect and/or remove sub-woofer units if on-going community disruption issues exist.

**Nerf Guns and Recreational/Toy Weapons:** Recreational/toy weapons including nerf guns, water guns, dart guns, or other toys replicating weapons in any way are not permitted to be used in the residence halls. Recreational/toy weapons must be easily recognizable and must not have the appearance of an authentic weapon. Students may store recreational/toy weapons in their rooms.

**Posting in the Residence Halls:** Residence Life staff reserves the right to post promotional material in common spaces in the residence halls. Common spaces include hallway walls, public side of room entrance doors, kitchens, lounges, bathrooms, and the public side of windows. Students wishing to post in the residence halls should review and follow the [DSU Posting Policy](#).

**Restrooms/Showers:** Gender specific restrooms are to only be used by people that identify as that gender. Students are responsible for asking their guests to use public restroom facilities commonly located in lobby of each hall or make arrangements to utilize facilities on another floor/hall that are gender identification compatible. Courtyard, Van Eps, Residence Village, and Zimmermann contain gender neutral restrooms that can be used by students or guests regardless of gender.

Restroom stalls, both shower and toilet, may only be occupied by one (1) person at a time unless there is a medical need or an emergency.

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

**Roof Climbing:** Being on a residence hall roof is strictly prohibited. Only authorized DSU personnel or other individuals approved by the Director of the Physical Plant, or their designees, are allowed on any residence hall roof.

**Room Appliances:** Students are allowed to bring one (1) minifridge per room that does not exceed 4.6 cubic feet and one (1) microwave per room.

Students are not allowed to bring full size refrigerators, freezers, laundry machines, or other appliances into their room. This includes compact, portable, or other smaller versions of the appliances.

If a student has questions about what is allowed, they should contact their RHD or the Office of Residence Life.

**Room Cleanliness:** Residence Life expects students to maintain a neat and sanitary space. All students need to be concerned about health hazards related to community living. Therefore, Residence Life reserves the right to meet with students to discuss corrective actions to maintain a clean space. Students who do not comply are subject to a code of conduct action.

Expectations include cleaning bed linens and clothes, cleaning and dusting, and emptying wastebaskets regularly to reduce fire hazards and rodent/bug infestation. Vacuums and limited cleaning supplies are available in each residence hall upon request; other supplies are to be purchased by students. Students in apartments are responsible for maintaining their living spaces, including bathroom and kitchen areas.

Health and safety checks are conducted three times an academic year by Residence Life staff.

**Room Decorating Guidelines:** Students are encouraged to personalize their room in ways that are mutually agreed upon by roommates. Posters, personal pictures, and decorations must be hung up so that they can be removed without damage to the walls or paint. Residence Life recommends blue painters' tape to avoid damage.

Nothing may be attached to or hung from the ceiling. No holes in doors are allowed. No holiday lights or other lights designed for outside use may be used in a room. Students must use Underwriter Laboratory (UL) approved lights. No contact paper of any kind is allowed. Students are not allowed to paint their rooms. Residence Life staff reserves the right to ask that fire hazard decorations be removed.

Any damage found upon checkout will result in the student being charged.

**Room Furnishings:** No furnishings provided in the room/unit may be removed without the specific approval from Residence Life staff.

**Sales/Solicitation:** Solicitation is defined as any advertisement or promotional attempt, through any means of communication or sale of tickets, products, services, and giveaways.

Students are not permitted to run businesses, conduct business enterprises, or conduct the business of an independent contractor within the residence halls. Information will not be distributed through inter-campus mail for any individual or organization not directly connected with the University. No promotional material may be placed upon or slid under students' doors.

**Smoking, Vaping, and Tobacco Use:** Dakota State University is committed to ensuring the health, safety and comfort of its students, employees, and visitors. It is the policy of the university that smoking, and tobacco use is prohibited on campus and in the residence halls. This includes, but is not limited to, chew, snuff, e-cigarettes, and vaporizers.

**Trash Removal:** Students are responsible for removing all personal trash. Dumpsters are conveniently located close to each residence hall. Students may not dispose of furniture or appliances in the dumpsters located on campus and must make their own arrangements for disposal.

Personal garbage is not to be disposed of in the public areas of the hall such as kitchen areas, laundry areas, lounges, and restrooms. Students must provide their own garbage bags. Students are highly encouraged to make trash management a priority to maintain sanitary conditions in their room and minimize health risks to the students of the hall community.

**Weapons and Gun Storage:** Weapons of any kind are strictly forbidden in the residence halls. SDBOR policy defines a weapon as "any firearm, knife or device, instrument, material, or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or serious bodily harm.

Owners of weapons may store them in the trunk of their vehicle or gun owners may have them stored in a secure gun cabinet located in the Tyrrell Physical Plant. Students choosing to store their guns at the Physical Plant are subject to the policies set forth by Physical Plant management for delivery and removal of these weapons. Students are not allowed to have non-kitchen knives or other blades that are longer than 3 inches in the residence halls. Residence Life reserves the right to ask students to remove any knife or blade that violates this policy.



**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 that are left in the kitchen for two business days will be removed by staff. It is the student's responsibility to contact hall staff about any personal dishes removed after two business days. Items may be considered abandoned property and may be disposed of by Residence Life staff 30 days after the item was removed.

Staff will not clean any dishes left in the kitchens before or after removal. Any dishes that could cause a health hazard will be immediately thrown away at the owner's expense.

**Abandoned Property:** All students are expected to remove all personal belongings by the last day of their residency in the hall, unless they have contacted Residence Life for an extension based on extenuating circumstances. Remaining property may be considered abandoned and may be disposed of by Residence Life staff 30 days after the student's departure. The student may be subject to an excessive cleaning charge for the removal of property.

**Abandoned Laundry:** Any laundry items that are left in the laundry room for an extended period of time and/or prevents the use of the laundry facilities by other students will be removed by staff. It is the student's responsibility to contact hall staff about any items that are removed. Items may be considered abandoned property and may be disposed of by Residence Life staff 30 days after the item was removed.

Staff will not wash or dry any items left in the machines. Any items left that could cause a health hazard will be immediately thrown away at the owner's expense.

**Accommodations and Exemptions:** While DSU and the South Dakota Board of Regents require all unmarried students taking six (6) credit hours or more to live on campus during the first two years following high school graduation, some students may have circumstances that call for an exemption to that requirement or require accommodations based on medical needs. Students can apply for such exemptions and accommodations.

There are two types of housing exemptions – medical and financial. Please see below for information on each option. All requests require signed and verified documentation that can take time to gather. Be sure to allow yourself enough time to complete and submit your application and documents prior to the appropriate deadline. The deadline for fall semester is June 21 and the deadline for spring semester is November 21.

- **Financial Exemption Requests:** Students requesting a release from the housing requirement based on verifiable extenuating financial circumstances must complete a Housing Contract Exemption & Appeal Form and return it to the Office of Residence Life.

Releases are not based on the assertion that living off-campus may be cheaper. A release will be considered when 1) the applicant has a significant verified need for financial aid as defined by the DSU Financial Aid office, 2) that need is not fully funded by university financial aid, or 3) when

financial circumstances over which the applicant has no control creates a financial hardship (such as a loss of parental support due to death, divorce, loss of employment, catastrophic health issues, bankruptcy).

The Financial Need Verification Form can be found [here](#) or by contacting Residence Life.

- **Medical Exemption & Accommodation Requests:** Students who need to submit a medical exemption, or accommodation request, are usually looking to:
  - Live off of campus
  - Be placed in single occupancy on-campus housing
  - Have an approved assistance animal in on-campus housing
  - Placement in a specific location

Medical-need requests work with Disability Services throughout the application process. An application, as well as a link to Disability Services, has been provided below for your convenience.

More information about Disability Services can be found here: [Disability Services](#)

The Medical Exemption Accommodation Form can be found here: [Medical Exemption Accommodation Form](#)

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

To apply for an Alcohol-Permitted Room, students of the room must contact their Residence Hall Director to schedule a meeting. The Residence Hall Director will verify that the students in the unit are 21 years of age or older at the time of applying and complete the Alcohol-Permitted Room Agreement with all the students in the unit.

If approved, all students in the unit will need to agree to abide by the Alcohol-Permitted Room Agreement. Failure to do so will result in the immediate loss of approval for an Alcohol-Permitted Room and may result in conduct violations.

Alcohol-Permitted Rooms must reapply each academic year for approval. When a student vacates a unit with an Alcohol-Permitted Room and no reassignment has been made, the Alcohol-Permitted status of the room remains unchanged. Upon the assignment of a new student aged 21 or older to the unit, an application for the Alcohol-Permitted status must be resubmitted. If the new student is under 21 years of age, the Alcohol-Permitted status is revoked, and all alcohol must be removed from the unit to avoid potential conduct violations.

**Athletes in the Halls:** Residence Life recognizes that in season athletes will need access to the halls during times not covered by the housing contract. Athletes will be allowed to stay in the hall at no cost during these times if the following criteria is met:

1. It is determined that the sport has a need to be in the residence hall (currently in season only).
2. The coach has contacted Residence Life to notify them that an athlete needs to stay in the residence halls.
3. The player has completed the break housing form/contract by the assigned deadline.

Players not verified by their coaches of needing to stay in the halls or who do not complete the break housing form by the deadline will be subject to break housing fees. Fees include break housing cost and/or administrative fees for forms submitted past the deadline.

**Break Housing:** The housing contract does not cover two breaks during the traditional academic year, Winter Break and Spring Break. Students who need to stay in the halls during these times will need to complete a break housing form that will be communicated with students via their DSU email.

Prior to the breaks, students will receive communication to their DSU email account along with advertisement posted in the halls of deadline dates and cost.

Only students who have paid the appropriate break housing fee and have been approved to stay will continue to have access to their campus housing. All others will lose access on the date and time advertised by the Office of Residence Life. In season athletes are subject to the Athletes in the Halls procedure listed in this handbook.

**Code of Conduct:** The University reserves the right to take appropriate disciplinary action as outlined by 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 to them throughout all aspects of their campus life, whether in the classroom, the residence hall, or engaged in a university-related activity.

Students charged with a violation of federal, state, or local laws may be subject to conduct sanction where the conduct would fall within the outline set forth in SDBOR policy or institutional regulations.

Where the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt, (no contest or nolo contendere) the alleged facts that formed the basis of the criminal charges shall be deemed established for purposes of conduct proceedings.

**The Student Code of Conduct Coordinator will initiate one of two possible actions once it is determined allegations against a student have merit:**

1. Work with the student to see if an agreement can be reached via mutual consent. Mutual consent implies that the student agrees with the allegations against them and agrees to the sanctions recommended by the code of conduct Coordinator or their designee. The student waives their right to a formal hearing and no appeal opportunity exists.
2. Initiate a formal hearing conducted by the code of conduct Coordinator or their designee where a limited number of other campus resource individuals may be involved. The Dakota State University Code of Conduct document may be found in the Trojan Handbook or online: [SDBOR 3.4.1](#).

Students found responsible for a code violation will have one of the following recorded in their code of conduct file:

- **Written Warning** – issued for minor infractions of the code in a given academic year.
- **Letter of Reprimand** – issued if a student has already received a Written Warning in the given academic year or the code infraction rises above the level of a minor infraction.
- **Extended Letter of Reprimand** – issued if a student has already received a Letter of Reprimand in during the academic year but circumstances do not suggest that actions be considered at the Code of Conduct Panel level.

- **Code of Conduct Panel** – used when the alleged facts against a student are of a more severe nature or the student has already received a Letter of Reprimand and/or an Extended Letter of Reprimand already recorded in their file in a given year.

**Common Area Damages/Missing Property:** Common area damages/missing property will be charged to the students of a floor/hall/unit/building if not paid for by the person(s) responsible. Damages/missing property which are going to be charged to the students of a floor will be handled in the following manner:

1. The nature of the damage/missing property will be communicated to the students who would be charged, along with a date no less than five (5) business days from communication, a request for information about the damages/missing property and the person(s) responsible, and the estimated cost to repair/replace the property.
2. Prior to the deadline, hall staff will work to collect evidence regarding the damage/missing property and the person(s) responsible.
3. If the deadline passes and no person(s) is verified as the responsible party, the cost of the repair/replacement will be communicated and added to the billing statement of each student of the appropriate floor/hall/unit/building.

**Entry/Search-Seizure:** The rights of students to be secure in their person, living quarters, papers and possessions against unreasonable entry, searches and seizures shall be assured. Entry, search and seizure by civil officers upon warrant shall be governed by civil law. Institutions are delegated authority and responsibility to establish and publish reasonable administrative entry, search and seizure procedures necessary for the enforcement of institutional regulations, to protect and to maintain institutional property, and to aid in the basic responsibility of the university regarding discipline and maintenance of an educational atmosphere.

University personnel are authorized to enter rooms for routine safety checks, or to determine the general condition of the room. Students will be given at least 24 hours advance notice before such action is implemented. University personnel are authorized to enter rooms without notice to initiate requested repairs. However, where feasible, personnel will attempt to provide advance notice.

Staff will announce their presence and request to enter when there is reason to believe that an occupant or property may be endangered, or a university policy is being violated. Students are expected to cooperate and allow entrance upon staff request.

Staff will contact the appropriate University official to implement search and seizure protocol as defined in [SDBOR 3.4.4](#) to gain access or search and seize material that violates the Student Code of Conduct if room occupants are not present and circumstances warrant such action or room students are present but do not choose to voluntarily produce items sought. Searching is defined as looking into or under anything within the domain.

**Staff reserves the right to enter rooms without permission and/or the student's presence if an emergency of any kind is suspected.**

**Fire Alarm Evacuation Procedures:** All fire alarms are to be taken seriously. All students and their guests must immediately vacate their hall and remain outside of the building until hall staff announces, "all clear". Students who do not evacuate or do not do so in a timely fashion are subject to code of conduct action.

Generally, students should take the following steps in the event of an actual fire:

- Move as close to the floor as possible when there is smoke.
- Check doors to see if they are hot before proceeding.
- Students who are unable to evacuate their rooms should:
  - Stuff towels under the door.
  - Hang a sheet from their window as this indicates to fire fighters someone is trapped in the room.
  - DO NOT JUMP.

At the beginning of each semester Residence Life will perform a fire alarm drill and conduct a general safety meeting. More information can be found on the emergency plan located in the room.

**Hostile Person(s) & Active Shooter Procedures:** Depending on the situation you find yourself in If any person is actively causing deadly harm or the imminent threat of deadly harm within the residence hall or apartments, here are options for your consideration, in no particular order:

- If you think you can safely make it out of the building by running, do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Once outside, do not run in a straight line.
- If communication is available, call 9-911 (campus phone) or 911 (non-campus phone).
- Stay connected with the internet, if available for situation updates (ensure the light from the monitor is not visible to the outside of the room).
- Barricade yourself in your room with desks, beds, or anything you can push against the door.
- Lock your window and close blinds or curtains. Depending on the hostile person(s) location, consideration may be made to exit through window openings. Have someone watch as you get as many students out of the windows (ground level) as calmly and as quietly as possible.
- If away from your room, join others in a room that can be locked. If the door has no lock and the door opens in, a good heavy door wedge can be kept on hand and driven in as hard as you can. Otherwise, look for heavy furniture to barricade the door.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and place them in potential harm as they attempt to exit.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.
- You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder roams through the building looking for more victims.
- If the person(s) is causing death or serious physical injury to others and you are unable to run or move, you may choose to play dead if other victims are around you.
- If you are caught by the intruder and are not going to fight back, obey all commands and do not do anything to provoke the intruder.
- Once the police arrive, obey all commands. This may involve your being made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give further directions to follow.
- Engage the shooter/hostile person and fight with every ounce of energy you can generate to save your life.

**These safety tips and guidelines are not all inclusive, but if understood they may increase your chances of surviving an active shooter or hostile person(s) incident.**

**Moving Out/Checking Out:** A student checking out of their assigned housing space is required to follow the procedures outlined by Residence Life. Failure to properly check out will result in the student being assessed an improper checkout fee. At the time of the checkout, students must return any assigned keys. Failure to return assigned keys will result in the student being assessed a lock change fee.

**Notification of Student that is Missing:** It is not necessary to wait until a student has been missing for 24 hours before making a report. Any person may report a student as missing by filling a report with the Vice President of Student Affairs or any campus security authority which includes: the Director of Residence Life, Assistant Director of Residence Life, or Residence Hall Director.

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

**Room/Roommate(s) Change:** Students wishing to change room/roommate(s) during the academic year must request a change through their Residence Hall Director. Students must receive approval from their Residence Hall Director, or another professional staff member in the Office of Residence Life, prior to moving.

Failing to receive proper approval prior to moving would result in the student receiving an improper checkout, may cause the student to be returned to the originally assigned room, and the student may forfeit any approved room changes in the future.

Room/roommate(s) changes are primarily considered when it is determined that issues between existing roommates cannot be resolved, and a change is warranted. All changes are subject to the current occupancy of campus housing.

**Room Consolidation/Move:** Room consolidation typically occurs when individuals paying for a double room lose their roommate or their assigned roommate does not ultimately come to the university. Students in this situation will be expected to move together.

When necessary, the Office of Residence Life may reassign individuals when such reassignments are deemed necessary for occupancy needs or needs of the community. If asked to move, students are expected to follow the checkout instructions given by the Office of Residence Life.

**Room Damages:** Students may be held responsible for any damage, loss, or custodial or maintenance work to their assigned space or its furnishings that is above normal wear. All repairs and maintenance will be made only by the University through authorized personnel.

Assessment of damages may be completed during the school year or at the time of checkout. All common area/item damages are split between all occupants. The only way the charge would not be split is if an individual(s) takes responsibility for the damage at which point the charge would be adjusted. All charges would be applied to the students DSU billing account.