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Welcome

Welcome to campus housing at Dakota State University!

Whether you are a new student or a returning student, we look forward to providing you 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, and 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 are expected to know the information provided in this handbook and to abide by the standards that have been established. 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 diverse 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 is trained to meet individual and community needs and are available to direct you to academic and personal resources, as needed. 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 residential 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!

Wendi Carlson-Kenley
Director of Residence Life and Student Union

Residence Life Staff

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 RDs 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 a 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:** Each hall has a fulltime custodian assigned to it. They are a vitally 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.

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<tr>
<td>Higbie Hall</td>
<td>(605) 291-9602</td>
</tr>
<tr>
<td>Richardson Hall</td>
<td>(605) 291-9930</td>
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<tr>
<td>Zimmermann Hall</td>
<td>(605) 291-9959</td>
</tr>
<tr>
<td>8-Plex/Van Eps/University Houses</td>
<td>(605) 291-9335</td>
</tr>
<tr>
<td>Courtyard Hall</td>
<td>(605) 270-0348</td>
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<td>Residence Village</td>
<td>(605) 403-4042</td>
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**Student Housing Requirements**

**Board of Regents Policy:** Dakota State University follows South Dakota Board of Regents Policy (3:6) about Housing Requirements. The policy states the following:

“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 full Board of Regents policy may be found at [https://www.sdbor.edu/policy/documents/3-6.pdf](https://www.sdbor.edu/policy/documents/3-6.pdf).

**Waivers to Housing Requirements:** Per the South Dakota Board of Regents Policy (3:6) about Housing Requirements, waiver expectations 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 the 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 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

The full Board of Regents policy may be found at [https://www.sdbor.edu/policy/documents/3-6.pdf](https://www.sdbor.edu/policy/documents/3-6.pdf).

**Housing Contract Termination**: Upon accepting the room key, 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 in the current academic year if one or more of the following mitigating circumstances apply:

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

*It is the responsibility of the student to notify Student Services as soon as possible if they are leaving due to one of the above mitigating circumstances.*

Residents who have been graduated from high school for more than two years who accept their on-campus room key will be expected to remain in on-campus housing for that specific semester. Students meeting this criterion must inform Student Services 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 appropriately.

Residents who repeatedly violate or have severe violations of SD BOR 3:4- Student Code of Conduct policy, could have their housing contract terminated. If a housing contract is terminated in this matter, the resident will have the following things occur:

- They would not be allowed to live in the residence halls for a minimum of 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 who are restricted that are found in the residence halls will be considered to be trespassing and police may be contacted.

**Group Housing Expectations**: Students who sign their agreement and are assigned to The Courtyard suites, the 8-Plex Apartments, or Residence Village are expected to remain in their assigned space for the entirety of the academic year unless one of the mitigating circumstances described above applies.

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

Student Responsibility: While living in the hall a student has the responsibility...

• to read and understand information contained in the DSU Residence Life Handbook as well as the SDBOR Student Code of Conduct document (found at https://www.sdbor.edu/policy/Documents/3-4.pdf)
• 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 to prop outside entry doors open or allow in strangers or guests without a resident 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 to remind others that you expect the same of 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 to 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.

Damage Repairs: All Residence Life staff members have the authority to submit repair requests on behalf of their residents. 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 damage concerns.

Floor/Hall Meetings: Staff will periodically call meetings as an effective way to share important information with residents. Residents 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.

**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 Issues:** It is very helpful for the Residence Life office to have a record of individual medical issues in the event of an emergency. Residents are encouraged to provide us helpful medical information when filling out the student information sheet at registration days or at the outset of the fall semester. The department of 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. Report paper or ink shortages and issues to residence hall staff. 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 article at [https://support.dsu.edu/TDClient/1796/Portal/KB/ArticleDet?ID=42739](https://support.dsu.edu/TDClient/1796/Portal/KB/ArticleDet?ID=42739).

**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. Residents are asked not to stack recyclables next to the bin.

**Room Condition Report:** Residence Life staff will complete a Room Condition Report for each student room prior to your arrival. Each student will have the opportunity to review the documentation and add any other damage found in their space within the first seven days of moving in the room. Residents may be charged for anything not detailed on the form or for damages that occur during occupancy. The RA will return to fill out the condition upon leaving portion of the form once the resident has moved all personal items out of the room. The RA will review the contents of the form with the resident and ask them to sign and date it if they agree with the summary.

**Roommate Agreement:** In the first three weeks of the fall semester the hall staff will ask roommates to complete this agreement. The contents of the agreement require roommates to talk through and reach agreements about day to day 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 within vending machines can be directed to the Residence Hall Director, Card Services, or our Food Service Provider (using the contact information on the machine). Refunds can be addressed in the Residence Life office.

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**Residence Life Policies**

**Alcohol/Other Drugs:** The South Dakota Board of Regents strictly prohibits the unlawful manufacture, possession, use, or distribution of alcohol, marijuana, or controlled substances by its students. Any student in violation is subject to code of conduct action and/or police involvement. Also, the possession or display of empty alcohol containers is prohibited in residence hall rooms and subjects students to code of conduct action. Some group housing spaces may be eligible to apply for an alcohol agreement.
within their unit. A copy of the alcohol agreement and the requirements may be obtained at the Office of Residence Life.

**Students returning to the residence hall who significantly disrupt any aspect of the residential community and require staff time or other student monitoring because of alcohol or controlled substance use serving as an aggravating factor, can be held accountable through the code of conduct process.**

- **Possession:** The University considers students in possession of prohibited items that are located within their assigned residence hall room or personal property where the student has knowledge of the presence and/or access to use the product.
- **Knowledge and/or Access:** Students may be held responsible if they have made the choice to be in a residence hall room or common space where they have knowledge and/or access to prohibited substances. Students are cautioned that the possession of prohibited substances can be constructive. Constructive possession exists if students have knowledge and access to substances found in rooms or common spaces and there is enough product open for them to consume. A one-to-one ratio of open product to student serves as a guide but is not a set standard for determining constructive possession. Students entering a room or common space where prohibited substance policies are being violated or suspected of being violated are encouraged to remove themselves from the premises immediately.
- **Social Hosting:** Students responsible for an assigned residence hall space may be found accountable for social hosting when more than the assigned residents of the room are present and knowledge and/or access to prohibited substances is clear and evident. Any full, partially full, or empty alcohol container along with any drug paraphernalia or illegal substance visible or known to be in the room may subject room occupants and their guests to code of conduct action.
- **Alcohol Amnesty:** 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.

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.

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 at the time of the sexual assault or sexual harassment.

Amnesty as described above (sexual assault or sexually harassed excluded) will only apply to a student who seeks emergency medical attention before police, institutional employees, or agents take any official action or intervention related to the alcohol consumption.
Alcohol amnesty does not preclude disciplinary action regarding other violations of the Student Code. Alcohol amnesty only applies to the institution’s student conduct process. It does not apply to any criminal, civil, or other legal consequence for violations under Federal, State or local law.

Alcohol amnesty is not designed to protect or shield those students who repeatedly violate the Student Code. The Senior Student Affairs Officer may assess each situation on a case-by-case basis, denying the safeguards of alcohol amnesty if serious or repeated incidents prompt a higher degree of concern or response, which may include disciplinary action under this Student Code.

**Animals in the Halls**: Only Residence Life-approved service or emotional support animals are allowed in the residence halls. Students may contact Residence Life to inquire about the approval process to have a service animal or emotional support 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.

**Autos/Motorcycles/Scooters**: All residence hall students are responsible for knowing campus parking policy. Parking policy may be found at: https://portal.sdbor.edu/dsu-student/campus-community/parking/Documents/Policy%2003-30-00.pdf.

**Babysitting**: Students are not allowed to maintain a babysitting service in the residence halls. Babysitting is defined as any situation where an infant or young 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 allow students to set their bed mattress at whatever height they choose. Students who choose to loft their bed do so at their own risk and assume all liability associated with that decision. Residents lofting their bed are highly encouraged to use the safety rail provided for each kit to reduce the possibility of injury. Personal loft kits or homemade kits are not allowed at Dakota State University.

**Bicycles**: Residence Hall students may bring a bike. Bikes must be placed in provided racks or may be placed in the student’s room if agreed upon by roommates. Residents are held responsible for damage and stains that may result from bikes. Bikes must never be placed/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 residents. Materials on the bulletin boards may not be altered in any way or vandalized. Any student who chooses to do so will be taken through the code of conduct process. University Posting policy: https://dsu.edu/policy/campus-wide-posting.html

**Cleaning Rooms**: Residence Life expects residents to maintain a neat and sanitary space. All residents 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 changing/cleaning bed linens/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 residents. Residents in apartments are responsible for maintaining their living spaces, including bathroom and kitchen areas. Health and safety checks are conducted three times a semester by Residence Life staff.

**Cooking:** 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.

**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 violation.

**Decorating Guidelines:** Residents 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.

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. No contact paper of any kind is allowed. Residents 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.

**Explosives/Fireworks:** Strictly prohibited in all residence halls. This includes entry with, storing, and/or use within the residence halls.

**Fire Alarms:** Residents are expected to leave the building in a safe manner when the fire alarms sound. Residence Life will conduct a minimum of one fire alarm drill within the first two weeks of each semester in each of the residence halls. All residents and guests are expected to fully cooperate with staff and evacuate the hall during these drills.

**Fire Fighting Equipment:** Fire alarm pulls, fire extinguishers, and smoke detectors are located strategically throughout each hall. This equipment is not to be tampered with. Students face severe code of conduct action 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 fridges and/or freezers that are placed in a public kitchen and are available for all residents 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. Residents 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:** Students are permitted to host guests within the residence halls. Residents are allowed to have guests in common spaces any time of the day. The resident must meet their guest in the lobby and escort them while in the building. Residents are allowed to have to have overnight guests with prior roommate approval. Overnight guests are allowed to stay up to three nights within a seven-day period.
Residents are expected to monitor and inform their guest of any DSU policy, which they and their guest are expected to follow. The resident may be held liable for any actions that their guest takes while in the residence hall.

Only those students assigned to a room have unlimited access to that room. Hall staff reserve the right to discuss concerns with residents who they feel are allowing individuals to be in their room for extended periods of time. The rights of roommates and other hall community members is the staff’s primary concern. During breaks and other specified periods, the guest policy may be limited further.

**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. Residents and guests are expected to follow the technology use guidelines set by DSU and policies set forth by the South Dakota Board of Regents (see SDBOR Student Code of Conduct 2.3.7: [https://www.sdbor.edu/policy/documents/3-4.pdf](https://www.sdbor.edu/policy/documents/3-4.pdf)) 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 submit a ticket([https://support.dsu.edu/TDClient/1796/Portal/Home/](https://support.dsu.edu/TDClient/1796/Portal/Home/)). For issues in public spaces, contact Residence Hall Staff.

**Keys and Card Access**: Each resident’s DSU identification card will provide them access to their specific residence hall. All residents will be issued a key which will provide them access and security control of their assigned room. In Residence Village, students will have card access to the hall, assigned apartment, and room.

It is essential that keys and identification cards always stay in the possession of their owner. Students who allow others to use these items jeopardize hall safety and security and may face code of conduct action.

If your ID is lost or misplaced, contact Card Services to request a replacement and turn off your card by using the eAccounts ([https://support.dsu.edu/TDClient/1796/Portal/Requests/ServiceDet?ID=50287](https://support.dsu.edu/TDClient/1796/Portal/Requests/ServiceDet?ID=50287)) or 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 resident responsible for the lost key is charged a fee for the lock replacement.

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

Custodial clean common areas, including public kitchens, in the buildings on a regular basis. However, it is up to residents who use the kitchens to clean up after each use of the kitchen. This includes but is not limited to wiping down surfaces, rinsing out the sink, taking out full trash, cleaning of any messes made, and washing and removing dishes from the kitchen.

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

Lounges: Public lounges are located on every residence hall floor. These lounges are available for use by hall residents and their guests for study, social and recreational uses. Users need to recognize that noise, time of day, size of groups, 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.

Meal Plan Requirement: All students living in DSU owned residential facilities are required to have a meal plan.

Music Amplification 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. Residents may store recreational/toy weapons in their rooms.


Restrooms/Showers: Restrooms/showers are gender identification specific on each floor. Students are responsible for asking their guests to use public restroom facilities commonly located in the main lounge in each hall or make arrangements to utilize facilities on another floor or in another hall that are gender identification compatible. However, The Courtyard, Van Eps Place, and Residence Village contain facilities that have been identified as gender inclusive. Each residence hall has at least one gender neutral bathroom available.

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

Sales/Solicitation: Solicitation shall be 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 out of 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 residents' 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:** Residents are responsible for removing all personal trash. Trash bins are conveniently located close to each residence hall. Personal garbage is not to be disposed of in the public areas of the hall such as kitchen areas, laundry areas, lounges, and restrooms. Residents must provide their own garbage bags. Residents are highly encouraged to make trash management a priority to maintain sanitary conditions in their room and minimize health risks to the residents 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 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. Residents 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:** Residents are not allowed to remove or tamper with any part of the window assembly including screens. Residents are not allowed to enter or exit the building through any of the windows. Violators are subject to code of conduct action.

### 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 residents.

**Abandoned Dishes:** Any dishes that are left in the kitchen for two business days will be removed by staff. It is the resident’s responsibility to contact hall staff about any personal dishes removed after two business days. At the end of each semester, any dishes not retrieved at the end of the semester will be donated/thrown away by hall staff.

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 Items:** All residents 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 items 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 the items.
Accommodations and Exemptions: While DSU and the South Dakota Board of Regents require all unmarried students taking six credit hours or more to live on campus during the first two years of school, some students may have circumstances that call for an exemption to that requirement or some students may require accommodations to their residence hall experience 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 July 14 and the deadline for spring semester is December 3.

- **Financial Exemption Requests**: Students requesting a release from the housing requirement based on verifiable extenuating financial circumstances must complete a Financial Need Verification 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 at: [https://dsu.edu/student-life/files/financial-need-exemption-form.pdf](https://dsu.edu/student-life/files/financial-need-exemption-form.pdf)

- **Medical Exemption & Accommodations Requests**: Students who need to submit a medical exemption or accommodation request are usually looking to:
  - Live off-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 at: [https://dsu.edu/student-life/disability-services/index.html](https://dsu.edu/student-life/disability-services/index.html)

  The Medical Exemption Accommodation Form can be found at: [https://dsu.edu/student-life/files/ada-housing-exemption-accommodation-form.pdf](https://dsu.edu/student-life/files/ada-housing-exemption-accommodation-form.pdf)

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

To apply for an Alcohol-Permitted Room, residents of the room must contact their Residence Hall Director to schedule a meeting. The Residence Hall Director will verify that the residents 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 residents in the unit.
If approved, all residents 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.

**Athletes in the Halls:** Residence Life recognizes that in season athletes will need access to the halls during breaks not covered by the housing contract (Winter Break and Spring Break). 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 by the particular sport has a need to be in the hall (currently in season only)
2. The coach has contact Residence Life to notify them the athlete needs to stay in the halls
3. The player has completed the break housing form by the assigned deadline

Players who are not verified by their coaches of needing to stay in the halls or who do not complete the break housing form by the assigned 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. Residents who need to stay in the halls during these times will need to complete a break housing form available at the Residence Life Office.

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

Only residents who have paid the appropriate break housing fee and have been approved to stay will continue to have access to their university housing. All others will lose access on the date and time advertised by 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 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.

Conduct proceedings may be initiated in response to conduct that occurs on institutional premises or at events officially sponsored by the institution. Conduct that arises out of membership in the institutional community or conduct elsewhere, otherwise proscribe able under this code, that adversely affects the institution, its affiliated organizations, or members of the institutional community or their pursuit of its objectives will be subject to the code of conduct. The student conduct officer shall determine if the allegations have merit, including off-campus conduct and determine if the incident sufficiently affects institutional interest to warrant further proceedings.

Students charged with a violation of federal, state, or local laws may be subject to conduct sanction where the conduct would fall within the proscriptions set out in this code 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 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 conduct hearing conducted by the code of conduct Coordinator or his 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 students may go on-line to: https://www.sdbor.edu/policy/Documents/3-4.pdf.

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 a 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 each 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:** Common areas damages will be charged to the residents of a floor/hall/unit/building if not paid for by the person(s) responsible. Damages which are going to be charged to the residents of a floor will be handled in the following manner:

1. The nature of the damage will be communicated to the residents who would be charged, along with a date no less than 5 business days from communication, a request for information about the damages and the person(s) responsible, and the estimated cost to repair/replace the damage object(s).

2. Prior to the deadline, hall staff will work to collect evidence regarding the damage 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 building statement of each student in 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 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. Residents 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 SD Board of Regents policy 3:17 https://www.sdbor.edu/policy/Documents/3-17.pdf, 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 residents 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 resident’s presence if an emergency of any kind is suspected.**

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

As a general rule, residents 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.
- Residents 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 begging 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:** 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, depending on the situation you find yourself in:

- Engage the shooter/hostile person and fight with every ounce of energy you can generate to save your life.
- 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.
- Lock yourself in your room.
- If communication is available, call 9-911 (campus phone) or 911 (non-campus phone).
- Stay in contact with the internet, if available for situation updates (ensure the light from the monitor is not visible to the outside of the room).
- 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.
• 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.
• Stay away from the window if consideration to exit through the window is dismissed.
• 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.

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: Students moving out of their residence hall room must remove all items from the space, clean their space, and then contact their floor resident assistant (RA). The RA and the student must work together to determine a date/time when the RA can check over the room and compare present condition to the condition of the room when the student moved in. The student leaving must sign their Room Condition Report after final inspection and return their room key to the floor RA. Failure to have the RA check the room will result in a $50.00 fine. Failure to return a room key will result in an additional $25.00 fine.

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 a Residence Hall Director.

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

The foundation for this procedure is the SD BOR policy 3:21 found at: https://www.sdbor.edu/policy/Documents/3-21.pdf#search=missing%20person.

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

Failing to receive properly approval prior to moving would result in the student receiving an improper checkout, may cause the resident 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 on 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. Residents in this situation will be expected to move together.

When necessary, Residence Life may reassign individuals when such reassignment is necessary to promote a positive living/learning environment. If asked to move, residents are expected to follow the checkout instructions given by Residence Life.

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

Assessments 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 account.