



**DAKOTA WESLEYAN UNIVERSITY**

---

**Community  
Code  
Student Handbook**

*Learning, leadership, faith and service*

# Dakota Wesleyan University Community Code

The **Dakota Wesleyan University Community Code** contains information regarding activities, services, regulations and policies that are important to Dakota Wesleyan University students. The student handbook is not intended to cover every situation that could occur at Dakota Wesleyan University. Anything that is not covered will be dealt with on a case-by-case basis. Additional information is provided in the Dakota Wesleyan [University Catalog](#).

Policies contained within this book are reviewed each year at the conclusion of the academic year. Dakota Wesleyan University reserves the right to change policies, fees, schedules and other regulations affecting students when necessary. For more information, call student life at 605-995-2667 or e-mail [krehlebr@dwu.edu](mailto:krehlebr@dwu.edu).

DWU provides an environment that supports the teaching/learning mission of the university. Living and learning on our campus is designed to provide a combination of support and independence and a general education that helps to develop an understanding and appreciation of life in a democratic society. Campus living also promotes student development in cooperation, leadership and other personal attributes.

## **Why are you a DWU student?**

You will have your own answer to this question. Whether you hope to receive a stimulating academic challenge, find a career, meet new friends or enjoy the campus environment, it is important that you identify your goals and expectations in order to receive full benefit of your Wesleyan experience.

There are reasons for attending college that may not be clear to you until years after your graduation. Taking tests, meeting deadlines, solving roommate conflicts and making personal decisions are all routine aspects of student life. Your experience in each of these activities contributes to your overall ability to meet the progressive responsibilities and challenges of life beyond the campus. The sense of confidence that you build through your experiences may be nearly as significant to you in the future as your major and degree.

## **Building a Record**

Students often view their college years as a temporary "time out" from the "real world." In some ways a college community is a protected environment where there are many more support structures than are available outside the campus. However, the wise student will realize that they're building a reputation by their actions and achievements that will follow them the rest of their lives. In fact, student discipline records are kept on file for six years after graduation. It is not out of the ordinary for potential employers to inquire about the disciplinary history of students. Your record as a student will serve you best if it demonstrates qualities such as scholarship, responsibility, cooperation and leadership. Future employers will be impressed if your resume reflects an active campus life that includes positive attitudes and achievements. Most important of all, the record you build in college has a strong influence on the way you perceive your own abilities and self-respect.

## **Expectation**

Every community must have rules to protect the rights of its members and to facilitate the goals of the society. Dakota Wesleyan University is a distinct community where our focus is on education and we seek to increase development and integration of the intellectual, emotional, spiritual and physical aspects of life. As an educational community, we respect and encourage the development of individual virtues such as integrity, rationality, compassion, humility, self-discipline and personal responsibility. We place special emphasis upon certain community ideals such as tolerance, civility and respect for others. Such a community must depend on respect for certain principles and patterns of behavior by its members in order to function effectively. Students who join our community make an implicit commitment to live by these standards, whatever the difference in their backgrounds.

DWU is neither rigidly legalistic (having a rule to cover everything with prescribed penalty for each infraction), nor liberally individualistic (having each person determine what is right for him-herself). The community code is a document that articulates principles and guidelines for living, learning, growing, and participating at Dakota Wesleyan University. This code provides a set of minimal expectations that enable all faculty, staff, students and visitors to come together in a civic manner, but the aim of the code is to move beyond a mere listing of rules. This code also presents a set of principles that are intended to empower both individuals and the community to grow intellectually, socially and spiritually. Thus the code is both an educational and administrative document and, as such, DWU reserves the right to review and/or modify any information contained herein as it deems necessary and appropriate.

The overall philosophy of the governing structure of Dakota Wesleyan University is the premise that an academic community must have an atmosphere that is conducive with the educational and social missions of the university. It is the responsibility of all members of the Wesleyan community to meet the university's expectations for appropriate behavior and compliance with campus rules. As a student, it is important that you are aware of the standards of conduct that have been adopted by DWU. Each student will, therefore, be expected to:

- show respect and sensitivity for the needs of others;
- actively participate in program development;
- support open communication which enhances the living/learning atmosphere;
- provide positive empathy and support for the enforcement of DWU rules and regulations;
- help to sustain community pride and develop a sense of respect for the physical facilities; observe all local, state, and federal laws;
- respect the property of other individuals, organizations, and the university;
- uphold honesty in academic work and official college records; cheating, plagiarism and giving false information to the university are unacceptable; and
- meet all financial obligations.

As a student at Dakota Wesleyan University, you have the responsibility to be adequately acquainted with the university catalog, student handbook, and other official publications of the institution. You also have the responsibility of understanding that conduct and actions are measured on an adult level and that each student is responsible for the consequences of his/her behavior. The legal relationship between a student and Dakota Wesleyan University is one of contract and many of the dictates of due process do not "legally" apply. However, this contract does not mean that the student surrenders all rights when enrolled.

# Table of Contents

## Athletics

Athlete Health.....	5
Student Athlete Insurance Policy.....	5
NAIA/GPAC Sports Offered by DWU.....	5

## Campus Amenities and Privileges

Access to Higher Education.....	5
ARAMARK Campus Dining Service.....	6
Cable TV.....	6
Check Cashing.....	6
Christen Family Wellness/Recreation Center...6	
Diversity/Nondiscrimination.....	6
Identification Cards.....	6
Mail.....	6

## Student Life

Campus Ministry.....	7
Career Center.....	8
Counseling Services.....	8
Health Services.....	8
Immunization Policy.....	8
Insurance Policy.....	8
Student Organizations.....	9
Student Publications.....	9

## Community Expectations and Responsibilities

Authority.....	10
General Provisions.....	10
Academic Integrity Policy.....	11
General Expectations of Students.....	12
Off-Campus Freedom of Students.....	14
Parking.....	14
Personal Liability.....	14
Pet Policy.....	14
Private Property.....	15
Roller skates, Rollerblades, Skateboards and Bicycles.....	15
Rooftops.....	15
Solicitation and Advertising.....	15
University Disciplinary Sanctions.....	15
Disciplinary Procedure.....	16

## Drug-Free Schools

Prevention Updates.....	18
Rehabilitation.....	18
South Dakota legal consequences for alcohol-related violations.....	18
Dakota Wesleyan University consequences for Alcohol/Tobacco/Drug Violations.....	19
Alcohol/Drug Resources.....	19

## Emergency and Severe Weather Information

Bomb Threat.....	20
Class Cancellation Information.....	20
Fire Alarms/Fire Drills.....	20
Fire Doors.....	20
Fire Extinguishers.....	20
Campus Crime.....	20
Medical Emergencies.....	21
Tornado Sirens/Watches/Warnings.....	21
Winter Storm Information.....	21
Snow Removal.....	21

## Information Technology

Purpose.....	22
Tips and reminders about the system.....	22
Acceptable uses.....	22
Unacceptable uses.....	23

## Residence Life

Philosophy.....	24
Resident Rights and Responsibilities.....	24
Conduct Model.....	24
Tips, Suggestions, and Expectations.....	25
Residency Requirements.....	29
Residence Hall Room Assignment.....	29
Residence Halls and Contracts.....	29
Request for Residency/M Meal Plan Waiver.....	30
Right to Privacy Regarding Room Entry and Personal Property.....	30
Room Walk-Throughs.....	30
Room, Hall or Roommate Change.....	30
Single Rooms.....	31
Vacation Policy.....	31

## Athletics

### ATHLETE HEALTH

Dakota Wesleyan University is concerned about the health and safety of all our students, including our student athletes. We understand the variety of benefits achieved as a result of athletic participation and have several athletic opportunities available to accommodate a range of interests, skills, and abilities. Any student wishing to participate in a specific intercollegiate sport should contact the coaching staff to discuss the possibility, their requirements for participation, and information regarding practices and games. Understand that your desire to participate does not guarantee you a spot on an athletic team or financial assistance should you be placed on a team. Intramural activities are also available for those wishing to participate for exercise, enjoyment, stress relief, or as a matter of personal choice without the pressures that may accompany intercollegiate competition.

While we encourage those students who choose to participate in athletics, we also understand the inherent risks, both immediate and long range, which may be associated with that participation. For that purpose we have established additional health guidelines for our student athletes. All of our athletes are required to have a complete physical prior to participation. Should an injury occur, the coaching staff will refer the student to the appropriate medical personnel for assessment and/or treatment and will not knowingly allow an athlete to participate if he/she is in pain or injured without clearance from a physician or qualified medical provider.

### STUDENT ATHLETE INSURANCE POLICY

Dakota Wesleyan University requires that all student-athletes participating in intercollegiate sports maintain a permanent, private major medical insurance policy through parent(s), spouse, employee benefit or private policy. In the event of an injury, the private insurance company will be billed by the medical providers. **No short-term policies will be accepted.**

DWU also maintains an intercollegiate sports coverage policy through Student Assurance Services. This coverage is for recognized NAIA/GPAC intercollegiate sports, it DOES NOT cover intramural sports. This policy has a \$2,500 diminishing deductible for all student-athletes. This means the student-athlete will be responsible for the first \$2,500 of medical costs, which could either be paid by the athlete's private billable insurance (depending on the deductible of the private policy), or be an out-of-pocket expense for the student-athlete (the out-of-pocket expense would apply toward the private insurance deductible and the intercollegiate sport policy's diminishing deductible). After the intercollegiate deductible of \$2,500 has been satisfied, the sports coverage policy will be billed once the primary insurance has been processed. This will help defray the cost of medical attention needed due to an injury sustained while participating in intercollegiate athletics that is not covered by a student-athlete's primary coverage (i.e., deductibles, co-pays). The athletic policy provided by DWU through Student Assurance Services will only be billed after the athlete's primary insurance has been billed and an explanation of benefits has been received. It is the student-athlete's responsibility to inform his or her medical provider(s) of the intercollegiate coverage benefit provided by DWU and to initiate the claims process.

**\*\*If the student-athlete allows his or her primary insurance coverage to lapse during the school year, the student has broken policy and will be responsible for 100 percent of the incurred costs.**

### NAIA/GPAC SPORTS OFFERED BY DAKOTA WESLEYAN UNIVERSITY

[Baseball](#)  
[Men's Basketball](#)  
[Women's Basketball](#)  
[Cross Country](#)  
[Football](#)  
[Men's Golf](#)  
[Women's Golf](#)  
[Women's Soccer](#)  
[Men's Soccer](#)  
[Softball](#)  
[Track and Field](#)  
[Volleyball](#)  
[Wrestling](#)  
[Athletic Department](#)

## Campus Amenities and Privileges

### ACCESS TO HIGHER EDUCATION

The university selects as students those applicants who seem to be the best qualified to profit from the educational opportunities offered by its programs. In making its selection, the university considers academic ability and other factors such as character, promise of leadership, health and interests in harmony with the particular aims of the university. Such information is obtained from data submitted by the applicant, certified records from school authorities, letters from references named by the applicant, personal interviews with staff members and a health record from the applicant's physician. No applicant will be barred from admission because

of race, color, sex, creed, religion or physical handicap. Applications for readmission after academic or disciplinary suspension may be submitted after one semester (four months) has elapsed and will be considered on a professional basis with the welfare of the applicant and the university in mind.

The student life department of Dakota Wesleyan University is responsible for preserving the freedom of students. Dakota Wesleyan University strives to ensure all students receive equal educational opportunities. Students should contact the director student life or director of student support if they require accommodations for equal opportunities, including freedom of access.

#### **ARAMARK CAMPUS DINING SERVICE**

Food service at Dakota Wesleyan University is under the direction of ARAMARK Campus Services. All students living on campus are provided with three meal opportunities each day, except Sunday when no breakfast is served. Seconds are available at all meals, except on premium nights. Students must have their ID card with them to purchase their meal. The daily routine is varied with buffets, special meals and picnics. Students not on the meal plan who wish to eat in the dining hall may pay cash for their meals or may purchase a declining cash balance meal card through the food service director. Faculty, students and staff are encouraged to participate in Student Senate food service committee meetings. For additional information contact the food service director.

Meals are served from the first day of orientation to the evening meal on the last day of final exams, except during holidays and breaks. Special notices will announce the closing and opening times around these vacation periods. Students who have employment on or off campus should work their jobs around the meal hours.

#### **CABLE TV**

Cable TV is provided in the lounge areas of the buildings at the university and in each room of the residence halls. Movie channels are not available to lounges as the lounges are legally defined public viewing areas. Tampering with cable lines is against university, city and state ordinances. Violation will result in disciplinary action. Cable upgrades are available through MidContinent.

#### **CHECK CASHING**

Students may cash checks at the business office from 8:30 a.m. to 4 p.m. Monday through Friday. A maximum of \$20 per day will be allowed depending on availability of funds. Students are encouraged to explore local banking services.

#### **CHRISTEN FAMILY WELLNESS/RECREATION CENTER**

Faculty, staff and students are encouraged to use the Christen Family Wellness/Recreation Center during posted hours. Understand that intercollegiate athletic teams supervised by the coaching staff have priority usage of the facility. Every effort will be made to notify the DWU community regarding availability changes. Individuals/groups using the facilities during unauthorized hours will be asked to leave, be reported to local authorities and may face disciplinary action on and off campus.

#### **DIVERSITY/NONDISCRIMINATION**

Dakota Wesleyan University welcomes faculty, staff, students and visitors of all faiths and promotes a policy of nondiscrimination in all areas with respect to age, race, sex, creed, color, national and ethnic origins, religious preferences, disabilities, backgrounds, and lifestyle choices.

DWU is committed to strengthening the relationships and level of understanding among people by supporting them in learning about the diversity that exists and enriches our community. We encourage each person to see this as a lifelong learning process and journey in which he/she continues to develop the skill and attitudes necessary to be a positive and productive member of society.

#### **IDENTIFICATION CARDS**

During finalization, students receive permanent ID cards that are designed to be used while they are enrolled at Dakota Wesleyan University. These cards serve as a source of identification, a library card, a meal card for those students eating on campus, a pass into athletic/drama/music/student association events and a pass into the wellness center. The replacement fee for a lost ID card is \$5 for nonresidential students and \$10 for residential students. An access FOB replacement requires a fee of \$20. Residential ID cards and FOBs serve the dual purpose of allowing residents access to their living areas and preventing unauthorized access, which justifies the increased replacement cost. The ID card and FOB are property of DWU and MUST BE surrendered upon withdrawal or separation from the university.

#### **MAIL**

Mailboxes are assigned when students register for classes. A student will maintain the same mailbox throughout their enrollment at Dakota Wesleyan University. Mailboxes should be checked regularly. All mailboxes are located in the campus center. **This example should be followed when addressing mail to DWU students:**

John Doe--Campus Box # 000  
Dakota Wesleyan University  
1200 W. University Ave.  
Mitchell, SD 57301

## Student Life

The student life department of Dakota Wesleyan University serves as the center for student advocacy and is responsible for preserving the freedom of all students. Dakota Wesleyan University strives to ensure all students receive equal educational opportunities. Students should contact the director of student life or director of student support services if they require accommodations for equal opportunities, including freedom of access.

### CAMPUS MINISTRY

Campus ministry at DWU celebrates that we are all God's children and understands that an individual's faith journey is a critical part of college. Seeking spiritual growth, theological exploration, growth in expression of faith, and answers to faith and life questions are vital parts of that journey. Campus ministry seeks to create and nurture a Christian campus community, ecumenical in nature, while embracing the university's relationship with the United Methodist Church. The office of campus ministry is committed to:

- liberal arts education;
- the university's relationship with The United Methodist Church;
- diversity in an inclusive atmosphere;
- the dialogue between mind and soul;
- building relationships;
- developing whole persons;
- promoting service to God and humanity.

Campus ministry is open to all persons who desire to grow in their understanding and love of God, in relationship with one another and in service to the world. Campus ministry seeks to offer an ecumenical ministry by affirming the diversity of faith experiences, understandings and backgrounds while maintaining grounding in the biblical witness and heritage of the Christian faith. Diversity is affirmed and unity sought in the body of Christ through this ecumenical ministry. For more information, contact campus ministry at 605-995-2919 or visit the office in Rollins Campus Center.

Campus ministry seeks to create and nurture a Christian campus community, ecumenical in nature, while embracing the university's relationship with the United Methodist Church.

- **CAMPUS PASTOR**  
The campus pastor serves as the pastor to the university community and is charged with oversight of the university's ministry and religious life. Thus the campus pastor is the primary institutional liaison for all religious or ministry activity on campus. Individuals and groups seeking to engage in ongoing or new ministries, fellowships, small groups or worship services (including all weddings, funerals and memorial services) at DWU must consult with the campus pastor concerning procedure, policies and standards.
- **STUDENT MINISTRY COUNCIL**  
Student Ministry Council is a standing committee of the Student Association Senate which is student led and assists the campus ministry office in fulfilling its mission by offering ministries to bring people in, grow them in Christ, and sends them out into the world for the student body and entire campus community.
- **FELLOWSHIPS**  
Diversity of thought and tradition is vital in building unity in the body of Christ, however diversity to encourage division among the body is firmly rejected. Therefore, formation of individual religious organizations or clubs is discouraged. However, denominational sponsored ministry partnerships with campus ministry to provide student support and growth in particular traditions is encouraged to supplement DWU's campus ministry. This does not include par-church organizations or independent religious sects. Fellowships may gather for the abovementioned purpose under the following guidelines. Fellowships must be recognized by the DWU Office of Campus Ministry, have sponsoring church(es) or faith community(ies), have appointed staff/faculty advisor(s), and note campus ministry and partnership church on publicity.
- **SMALL GROUPS**  
Gathering in small groups for the purpose of growth in faith and discipleship are encouraged among students, faculty and staff. Groups may be formed around spiritual formation, topical study or common interest. Persons interested in forming small groups or joining a small group need to contact the campus pastor or student ministries council devotion coordinator.
- **LEADERSHIP OF FELLOWSHIPS, SMALL GROUPS AND STUDY GROUPS**  
To insure integrity of DWU's campus ministry and to create safe, hospitable and quality programming, all persons in leadership of fellowships, small groups and study groups must receive appropriate orientation/training before assuming leadership. Standards and methods of appropriate orientation/training are set by the campus pastor.
- **STANDARDS**
  - Leadership, advisors and participants of campus ministry events shall recognize that DWU seeks to promote a campus atmosphere in which a diversity of Christian traditions and other religious faiths and expressions of spiritual life are respected and productively engaged.

- While it is recognized that appropriate expressions of evangelism may be integral to some faith convictions and activities, out of respect of individual's privacy, the following are examples of unacceptable behaviors and actions (but is not exhaustive): organized door to door or other campaigns in the residence halls; individual visits that are unwanted; respect to those who refuse unsolicited phone calls or e-mails; visual displays or publicity in classroom space; literature or survey campaigns where individuals cannot easily or comfortably avoid being approached by those distributing the literature or surveys and respect of those who refuse; persistence in personal invitations of any kind to events after the invited has clearly indicated a desire not to participate. Off campus churches, groups or organizations must abide by the university's no solicitation policy and receive permission from the director of student life before publicizing or soliciting on campus and abide by the above expectations.
- Campus ministry publicity shall be clearly marked as such and purpose of events clearly stated.

### **CAREER CENTER**

The Career Center assists students at any point in the college years in appraising their interests and abilities, exploring careers of interest, making personal career decisions, and exploring graduate work or study. The Center helps students prepare for the transition from college to career by assisting with resume writing, interviewing, portfolio development, writing effective cover letters, job seeking and networking. For more information, contact the director of student life.

### **COUNSELING SERVICES**

At various times in a student's life, situations may occur where advice, counseling or a caring ear is needed. Confidential personal counseling services are available. The counselor provides help in coping with the pressures and problems of college life, group educational sessions and individual counseling. To make an appointment, call (605) 995-2667.

### **HEALTH SERVICES**

The student health services office is staffed by a registered nurse who provides services to all students Monday through Friday. The nurse will consult with students concerning health matters and render certain health services as needed. Limited dispensary services of over the counter medications are available under the direction of a local physician. Since the university does not maintain a staff physician, students are referred to local doctors when deemed necessary. Students needing a physician after student health services office hours may consult with the resident directors of the residence halls for a referral, or, in an emergency, use the Avera Queen of Peace Emergency Room of Avera Urgent Care. The student is responsible for all costs incurred. For more information or to make an appointment, contact the campus nurse at 605-995-2957.

### **IMMUNIZATION POLICY**

Dakota Wesleyan University requires all students who were born after 1956 to present written confirmation from their family physician that the student has one of the following:

1. documentation of two doses of MMR (Measles, Mumps and Rubella) vaccine or one dose of MMR plus a second dose of measles vaccine, separated by a minimum of 30 days; or
2. medical documentation of having had measles, mumps and rubella, or the presence of immune antibody titers; or
3. written notice from the student's health care provider that he/she should not receive an MMR immunization at this time.

Students born after 1956 who are unable to comply with one of the above must be re-immunized.

Dakota Wesleyan University also requires each student to have a documented TB (Tuberculosis) skin test done within the past year. If the student has had a positive TB skin test in the past, a copy of the most recent chest x-ray must be submitted with the physical.

Dakota Wesleyan University, in compliance with the American College Health Association and the South Dakota Department of Health, recommends that incoming students have the following vaccines:

1. The series of three [Hepatitis B](#) vaccines.
2. A [Meningococcal Meningitis](#) vaccine (for serogroups C, A, Y, and W-135).
3. A [Varicella \(chickenpox\)](#) vaccination series if a student does not have a reliable history of proof of chickenpox.
4. Immunization of [Tetanus/Diphtheria and Pertussis](#) (Tdap) booster every 10 years.

### **INSURANCE POLICY**

Dakota Wesleyan University requires that all full time students carrying **12** or more credit hours must have a **billable** major medical insurance policy. If you do not have your own private policy that will provide coverage in Mitchell, S.D., you **MUST** purchase a major medical policy from [Student Assurance Services](#), which is offered through the university. If you are a student athlete, you are **required** to carry private medical insurance.



## STUDENT ORGANIZATIONS

**A. Freedom of Association** Since students bring a variety of interests and develop many new interests as members of the academic community, students should be free to join campus organizations whose bylaws have been approved by the Student Association Senate. To view a list of student organizations, visit <http://www.dwu.edu/studentorgs/>.

1. The memberships, policies and actions of student organization will be determined by the vote of only those persons who hold official membership in the organization and are members of the university community. Officially recognized campus organizations are those approved by the Student Association Senate. Only officially recognized organizations may use the name of the university in its name and publicity. Honor societies are not recognized organizations and are recognized as such by individual academic departments and academic affairs.
2. The Student Association Senate, in consultation with their advisor, has the power to terminate an organization when an organization fails to follow its intent and purpose as stated in its bylaws. Approved student organizations wishing to carry out fundraising projects must obtain prior permission from the student senate vice president.
3. If the Student Association Senate financially supports an organization, that organization shall be responsible to the Senate for the funds provided by the Senate. The Senate will audit the expenditure of funds it provides.
4. Each organization shall choose a campus advisor from the university faculty/staff whose appointment is approved by the Student Senate Executive Committee and advisors in an advising capacity to Student Association Senate. Advisors should be elected and their names submitted for approval by the second meeting of each new Senate. In the event that an adviser cannot serve, the vacancy must be filled within two weeks.
5. A statement of purpose, criteria for membership, rules of procedures and a current list of officers for each organization should be placed on file with the Student Association Senate in the fall of every year.
6. Campus organizations will be open to all students without respect to race, creed, sex, national origin or physical handicaps.

## B. Freedom of Inquiry and Expression

1. Student organizations shall be free to examine and to discuss all questions of interest to them and express opinions publicly and privately by orderly means that do not disrupt the regular and essential operation of this university; students shall be free to support expressions and demonstrations.
2. Action by individuals or groups to prevent speakers invited to campus from speaking, to disrupt administrative operations of the institution or to obstruct and restrain other members of the academic community and campus visitors by physical force is disruptive to the pursuit of learning and of a free society. Therefore, any student interfering with individual or institutional rights of movement will be subject to disciplinary action.
3. Official student organizations shall be allowed to invite and hear guest speakers. For purposes of orderly scheduling of facilities and so that the occasion is conducted in a manner appropriate to an academic community, the student organization must clear such speakers with its adviser and the Student Association Senate, and schedule the event on the master calendar found on Tigemet and in Microsoft Outlook.
4. It must be made clear to the academic and larger community that sponsorship of the guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the university.

## C. Student Participation in Institutional Government

As constituents of the academic community, students have the privilege and responsibility, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The students at DWU have the right of petition, expression in student publications, and participation in certain institutional committees, such as the student life committee, which formulate and apply institutional policy affecting academic and student affairs.

## STUDENT PUBLICATIONS

Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on campus.

The institution bears the responsibility for the content of publication. The publications board, in consultation with students, faculty and administration, has responsibility for written clarification of the role of the student publications and the standards to be used in their operation. At the same time, the editorial freedom of student editors and managers entails corresponding responsibilities to be governed by the canons of responsible journalism such as the avoidance of libel, indecency, undocumented allegations and attacks on personal safeguards.

For the editorial freedom of student publications, the following provisions are necessary.

1. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administration or public disapproval of editorial policy of content.
2. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures.
3. All university published and financed student publications should explicitly state on the editorial page or title pages that the opinions therein expressed are not necessarily those of the university or student body.

## **Community Expectations and Responsibilities: Policies and Procedures**

It is the goal of the director of student life and his/her staff to be fair and consistent at all times. Though some offenses have disciplinary consequences, other sanctions will be determined at the discretion of the director and his/her staff. When such decisions are rendered, the following criteria will be taken into consideration: temperament, attitude, previous discipline history and specific circumstances. It is the university's desire that through this individualized approach to discipline, a student will benefit from the experience in a positive manner and it not be merely punitive. It should also be noted that the various appeal processes that are in place may at times overturn an original decision.

In all situations, accused students shall be informed of the nature of the alleged infractions, be given a fair opportunity to respond to the charges, and to request a review of any outcome and/or sanctions by the next level in the process. In some cases, the victim(s) may also be allowed to appear at the hearing, present information, and be informed of the outcome of the hearing. Students appearing before a hearing are permitted to bring a support person with him/her for advice and support but the student must speak for him/herself. If a student is facing one or more criminal proceedings off campus in connection with the same events, he/she may choose to bring an attorney with him/her to the hearing; however, the attorney is permitted to attend as a courtesy and is not authorized to speak for the student. The hearing officer reserves the option of asking any person to leave the proceedings at their discretion if it is deemed to be in the best interests of the student, the campus or the process, including but not limited to persons deemed to be disruptive, threatening or interfering with or obstructing the process.

### **AUTHORITY**

1. The university has established these community expectations in order to protect its educational mission, provide for the orderly conduct of its activities and safeguard the interests of the university community.
2. The regulations contained in the community expectations will apply to all matters affecting the university, including, but not limited to, events occurring during the time the university is in session, events occurring between academic terms, at university-sponsored off-campus events and any behavior by DWU students, on or off campus, that may adversely affect the university or the community.
3. Disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of these expectations if both violations result from the same factual situation, without regard to the pending of civil litigation in court or criminal arrest and prosecution. Proceedings under this code may be carried out before, simultaneously with or following civil or criminal proceeding off campus at the discretion of the university.
4. The director of student life retains ultimate responsibility for the administration of these expectations (policies, procedures, sanctions and processes). The director retains final authority to make determinations in cases where ambiguity exists and how violations of these expectations are to be adjudicated at the end of the academic year and during the summer sessions.

### **GENERAL PROVISIONS**

1. The university reserves the right to amend any provision herein at any time in accordance with established university procedures. Communication of any changes will be made to the university in an appropriate and timely fashion.
2. The code of community expectations and responsibilities shall apply to conduct that occurs on university property and elsewhere during the course of a university function. Actions not committed on university property may also be subject to judicial action if the offense adversely affects the university or the pursuit of its objectives.
3. The actions of a student organization are expected to be consistent with the code of community expectations and responsibilities. If members of a student organization or students representing the group violate DWU standards of conduct, disciplinary action may be taken against the group as a whole, its officers or individual members as deemed necessary and appropriate.

4. Students may be held accountable to civil authorities and to the university for acts that violate the law and university regulations.
5. Any behavior that has been influenced by a student's use of drugs or alcoholic beverages shall not limit the responsibility of the student for the consequences of his/her actions.
6. Where the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., no contest), the alleged facts that formed the basis of the criminal charges shall be deemed established for purposes of disciplinary proceedings.
7. Students are expected to know and abide by all policies. **If a student chooses not to familiarize themselves with the policies, he/she runs the risk of unintentionally violating these policies and may be assigned sanctions/consequences for these violations.**

#### **ACADEMIC INTEGRITY POLICY**

Dakota Wesleyan University is dedicated to the achievement of academic excellence, the building of character and to the pursuit of lifelong learning. To be successful in realizing these goals, honesty and integrity must be a part of every learning opportunity on campus. Academic dishonesty breaks the trust necessary for the building of community and the promotion of learning and spiritual values. All members of the institution, including faculty, staff and students, share the responsibility to report incidents of academic dishonesty.

Academic dishonesty includes, but is not limited to, any act of cheating, fabrication, plagiarism, abuse of resources, forgery of academic documents, dissimulation, sabotage and any act of facilitating or aiding any of the foregoing.

The following definitions are listed to clarify this policy, not to define all possible situations:

- Cheating is using or attempting to use unauthorized materials, electronic devices, information or study aids in any academic exercise.
  - Examples: copying homework, copying someone else's test, using unauthorized information such as a cheat sheet, using a cell phone during an exam.
- Fabrication is the falsification or invention of any information or citation in any academic exercise.
  - Examples: making up a source, giving an incorrect citation, misquoting a source.
- Plagiarism is the representation of the words and ideas of another as one's own in any academic exercise.
- Dissimulation is the disguising or altering of one's own actions so as to deceive another about the real nature of one's actions concerning an academic exercise.
  - Examples: fabricating excuses for such things as missing classes, postponing tests, handing in late papers; turning in a paper for one class that was originally written for another class (when original work is requested).
- Abuse of resources is the damaging of any resource material or inappropriate limiting of access to resource material necessary for academic work.
  - Examples: destroying or hiding library materials; removing noncirculating material from the library; hiding or stealing another person's textbook, notes or software; failure to return library materials when requested by the library.
- Forgery of academic documents is the unauthorized changing or construction of any academic document.
  - Examples: changing transcripts, changing grade books, changing grades on papers that have been returned, forging signatures.
- Aiding and abetting academic dishonesty is knowingly facilitating any of the facts described in this policy or any other incidents of academic dishonesty not specifically described.
- Signing other students in to class when they are not present.
- Instructors are encouraged to discuss this policy with their classes at the start of each term and to list the first paragraph of this policy in their syllabi, with references to the complete listing of the policy in this catalog and DWU Student Handbook.

### **Violations of Academic Integrity Policy**

Violations of this academic integrity policy will, at the discretion of the faculty member, result on the first offense with one of the following:

- a reprimand (written or verbal) for unintentional violations;
- a zero for the assignment (paper, exam or project) for intentional or flagrant violations; or
- a grade reduction or failing grade in the course for intentional or flagrant violations.

Unintentional infractions may be reported to the college dean at the discretion of the faculty member. All infractions deemed by the faculty to be intentional must be reported in writing to the college dean and the student will be notified. The college dean shall keep a record of reported infractions and sanctions in the office of the provost. At the dean's discretion, this information may be released to select faculty.

Any appeal of this decision will be reviewed by an academic integrity committee consisting of the department head, college dean, student life director and provost. Any subsequent violations will be reviewed by this committee to consider penalties in addition to those imposed by the instructor, including a failing grade for the course or possible suspension from the institution. Any student has the right to appeal the decision of the academic integrity committee, in writing, to the provost, whose decision is final.

The academic integrity policy is adapted from and used with permission from Southwestern College.

### **GENERAL EXPECTATIONS OF STUDENTS**

It is expected that students at Dakota Wesleyan University will act in mature, law-abiding and responsible ways. They are expected to obey national, state and local laws; to respect the rights and privileges of others; to be honest in social and academic relationships; and to conduct themselves in a manner that brings credit to themselves and to the university. In general, students are expected to obey specific college rules and regulations.

**A Dakota Wesleyan University student may be subject to the student judicial process sanctions up to, and including, dismissal for engaging in the following kinds of behavior.**

#### **ASSAULT**

Physical assault by any member of the DWU community against another person, on or off campus will NOT be tolerated. Persons initiating such violence may be subject to suspension, dismissal, other disciplinary action and/or criminal charges. Sexual assault, sexual abuse or other forms of coerced sexual activity are offenses committed when a student subjects another person to sexual contact without having first obtained explicit consent or when he/she knows or should have known the person was incapable of consent by reason of mental disorder, mental incapacitation, or physical helplessness, including but not limited to, intoxication; and when a reasonable person would know that such contact is likely to occur.

#### **HARASSMENT**

Behavior that psychologically or physically threatens any group or individual, including themselves, and/or causes any person to be placed in real or perceived danger is strictly prohibited. Stalking is defined as willfully, maliciously and repeatedly following, harassing, calling or contacting another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed or molested. Hazing is defined as physical or mental harassment, abuse, threats or intimidation, sexual harassment or action that intentionally and unreasonably subjects another person to public ridicule or harm. It shall not be an acceptable defense to a charge of hazing that members took part voluntarily, that they voluntarily assumed the risk/hardships of the activity or that no visible injury was suffered.

#### **PREJUDICE or HATE CRIMES**

Expression of hatred or prejudice based on differences in race, religion, gender, age, culture, physical ability, language, nationality or sexual preference is strictly prohibited.

#### **DISORDERLY CONDUCT**

Disorderly conduct by any student on campus or at a university sanctioned activity on or off campus by intentionally causing a breach of peace or committing lewd, indecent or obscene acts will result in disciplinary action.

#### **ALCOHOL**

The use or possession of alcoholic beverages on campus or at university sponsored events, possession of alcohol paraphernalia including, but not limited to, all alcoholic beverage containers, full or empty, or other containers used in the consumption of alcohol and signs or posters advertising alcohol, is strictly prohibited and will result in disciplinary action.

#### **DRUG USE**

Drug use, consumption, manufacturing, possession or distribution of illegal drugs is not only illegal, but also strictly prohibited on campus. Action will be taken if any drug paraphernalia is found to be present or if the university becomes aware of any drug activity on or off campus.

**IDENTIFICATION**

Falsification of institutional records or otherwise furnishing false information, including knowingly making false oral or written statements to any institutional official, faculty member or office personnel will result in disciplinary action. This includes neglecting to present proper identification when requested by an official of the university.

**INSUBORDINATION**

Failure to comply with directives from campus judicial proceedings, and/or institutional officials or law enforcement officials acting in the performance of their duties, and/or failure to identify one's self to these officials when requested to do so will result in disciplinary actions.

**JOINT RESPONSIBILITY**

Everyone present when a violation is occurring is choosing to remain there and is thus choosing to accept the consequences of that decision. Anyone who aids in the violation of university regulations or who encourages the violation of regulations may be deemed as responsible as the offender and may be subject to the same sanctions as the offender.

**DESTRUCTION OF UNIVERSITY PROPERTY**

Destruction of university property regardless of intent or cause will result in disciplinary action and the requirement to pay restitution for the damages.

**TRESSPASSING**

Students are not permitted in areas and rooms that are locked and/or for which they have not been assigned a key or where specifically prohibited. (i.e. mechanical rooms, storage and supply rooms, electrical rooms, tunnels, offices, attics or other resident hall rooms, roofs). Unauthorized presence in, use, or possession of keys for such areas is subject to judicial action.

**WINDOWS/SCREENS**

Windows should remain locked when not in use as an added safety measure. Windows and/or screens may not be altered, loosened or removed for any reason. Dropping, throwing or allowing objects (liquid or solid) to be brought into or out of windows in any manner in any university area is prohibited and will result in disciplinary action. Residents are responsible for any object transported into or out of the building via their room window, with or without their permission and for screens that are found unsecured, missing or damaged. Windows provide a secondary exit in the event of an emergency and thus nothing should be placed in such a manner as to block access to them.

**CANDLES AND INCENSE**

The burning of candles and incense is not permitted in any building including offices and student rooms due to safety concerns and direction of the fire marshal. Students found to be in violation will be subject to disciplinary sanctions. Candles will be confiscated.

**PORNOGRAPHY**

All pornographic materials are prohibited. These would include magazines, books, posters, photos, videos, CD ROM, computer games and Web sites. Students that are in violation of this policy will face disciplinary action. The university reserves the right to confiscate all such materials, including subscription materials. The university reserves the right to search personal computer files and Web sites should it be deemed necessary.

**BUSINESS**

Conducting a personal business out of any university building including offices and residence hall rooms or with institutional resources will result in disciplinary action.

**GAMBLING**

Gambling on campus or at university-sponsored events including, but not limited to, sporting events is strictly prohibited.

**TOBACCO**

The use of tobacco products, including chewing tobacco, cigars and cigarettes anywhere on campus property, other than inside personal vehicles is strictly prohibited.

**WATER FEATURES**

Swimming, wading or putting objects (such as fish, laundry detergent, or other harmful substances) in campus water features is prohibited.

**SPORTS ACTIVITIES**

Sports activities when played inside any building often result in damage to walls, ceilings, windows and furnishings and can easily set off the sprinkler system. Therefore, sports activities are not permitted in any building other than the Christen Family Recreation/Wellness Center.

## OFF-CAMPUS FREEDOM OF STUDENTS

### A. Exercise of Rights of Citizenship

As citizens, individual students have the right of freedom of speech, peaceful assembly and the right of petition. Students' rights are guaranteed with the understanding that they represent themselves, not the university, in public expression. Lawful conduct that does not interfere with the institution's operations is necessary.

### B. Institutional and Civil Penalties

Students, on occasion, violate civil law. Students who violate the law may incur penalties prescribed by civil authorities. Students, as representatives of the university, are expected to represent the values of the university in the outside community. A student who violates the law is also violating the Dakota Wesleyan University community code of ethics, therefore may be disciplined by the university officials. These disciplinary actions will be determined on a case-by-case basis and may include any of the university disciplinary sanctions. In addition, students who participate in co-curricular activities, such as athletics or campus clubs and organizations, may be subject to discipline based on team, club or organization rules. Students are strongly encouraged to report such violations to the director of student life so that proper action can be taken in support of the well-being of students and the campus community.

If a student fails to report a violation, the student will be subject to further disciplinary actions when the violation is discovered.

## PARKING

Motor vehicles operated or parked by employees and students may be parked anywhere around campus. Any designated parking space (Resident Director, Resident Assistant, Handicap, etc.) is off limits. Students may not park in the LB Williams parking lot (the south lot on campus). Streets adjacent to campus areas will be clearly marked to designate no parking areas. These areas will be clearly marked with yellow paint. All other areas are considered open parking if not otherwise prohibited. Students, faculty, and staff are asked not to park in the designated visitor's parking space and the Rollins lot during regular business hours. Students, faculty, and staff are required to register their vehicles with the university. In order to register a vehicle online, please follow these steps:

1. Log on to TigerNet
2. Click on the Student Life tab
3. Scroll Down and Click on 'View your vehicle information'
4. Click on Add Vehicle
5. Enter information into the boxes provided and Save

Your vehicle identification tag will be delivered through campus mail shortly after you have completed this process.

## PERSONAL LIABILITY

While we sympathize with any loss that may occur, DWU is not responsible for loss or damage to the personal property of residents, faculty, staff or guests from any cause. Therefore, all individuals are encouraged to insure their own personal belongings, take valuables home with them over vacation periods and lock their room/office doors at all times. Students are encouraged to check with parents' homeowners policy or arrange to purchase renters' insurance in order to protect their personal property. Residents are advised to report any losses to their resident assistant or resident director. Faculty, staff and nonresidential students are encouraged to contact the Campus Life office. Individuals are encouraged to keep a record, including make, model, and serial numbers of their personal property. Pictures of your property can also be extremely helpful in the unfortunate event that the property is stolen or damaged and you need to file a police report or a claim with your insurance company.

## PET POLICY

We know that students may be leaving pets behind when they come to campus. Please remind family and friends not to bring pets with them when they come to visit you. Pets have the potential to challenge the safety and physical condition of the campus and facilities as well as the potential for causing allergic reactions and increased noise. We understand your desire for them to "visit" you, but for safety and sanitation purposes fish are the only pets allowed in campus buildings, including the residence halls. The following guidelines must be adhered to:

- Aquarium can be no larger than 10-gallon capacity.
- Proper upkeep of aquariums and fish must be maintained at all times.
- Marbles must be used instead of colored rocks or sand to cover the bottom of the aquarium.  
Piranha and game fish are not permitted.
- Residents must make appropriate care/feeding arrangements for their fish during break periods.

If the above guidelines are not followed, the resident director or residence life staff will authorize the removal of aquariums and/or unauthorized pets.

Your pet (and the DWU community) will be happier and healthier if it is allowed to stay home. But if it does come to visit, the following guidelines are expected:

- Visiting animals must be kept outside and leashed.
- Any domestic animal on University grounds must be in the control of its owner.
- Under no circumstances should animals be allowed to run loose or be tied to buildings, trees, bicycles racks, or other objects.
- Animals should not be left in vehicles for extended amounts of time.
- Individuals will be asked to remove all unauthorized pets and are responsible for all damage and costs incurred as a result of their visit.

#### **PRIVATE PROPERTY**

The DWU campus and grounds, including residence halls and parking lots, are considered private property. DWU reserves the right to prohibit unauthorized individuals on the grounds if deemed to be in the best interest of the university, students, faculty and staff.

#### **ROLLERSKATES, ROLLERBLADES, SKATEBOARDS AND BICYCLES**

These items may not be used within any campus building. Students are encouraged to put skates/blades on in the lobby of each building and NOT to wear them while walking up or down stairs. Students are not permitted to use these items on any university ramps or railings. While bicycles are an excellent form of transportation, they are not to be used inside any campus building. Riders are asked to secure their bicycle to the racks located adjacent to campus buildings. If you must bring your bicycle into the building, you are expected to carry it in such a manner as to not inhibit others and to store it in your room, apartment or office. Bicycles are not permitted to be left or stored in hallways, stairwells, or other public areas of any building for any reason.

#### **ROOFTOPS**

We value the safety of all members of the DWU community and thus only authorized individuals are permitted on rooftops. Any unauthorized person found to be on a roof is subject to disciplinary action. Additionally, any person using the roof to enter or leave a building will also be subject to disciplinary action.

#### **SOLICITATION AND ADVERTISING**

No commercial or nonprofit solicitation, (including but not limited to door-to-door sales/endorsements of products or services) or advertising originating off campus is permitted in residence halls, Rollins Campus Center or other campus locations. In some cases, advertising may be permitted with prior approval obtained from the director of student life. Unapproved advertising will be removed, and solicitors will be asked to leave campus. The marketing of alcoholic beverages and or events that promote the use of alcohol on the campus of DWU is strictly prohibited. The director of student life must approve all campus surveys.

**Any other conduct which, in the judgment of the university, is undesirable or detrimental to the function of the institution will be subject to disciplinary action.**

#### **UNIVERSITY DISCIPLINARY SANCTIONS**

Pending action on suspected violations, the student's right to be on campus and attend classes, except for reasons relating to personal safety or the university community, will not be compromised. The director of student life reserves the option to impose restriction(s) on a student or student organization pending outcome of judicial proceedings on and off campus.

There is no set sanction for any given violation. Every violation will be heard on a case-by-case basis in which the appropriate disciplinary sanctions will be assessed. The University reserves the right to apply any sanction it deems necessary given the situation.

In a manner consistent with Dakota Wesleyan University's goal of strengthening responsible self-direction through attention to each student's individual circumstances, a student in violation of the university's rules and regulations may be subject to one or more of the following sanctions:

1. Admonition - An oral or written statement to the student that he/she is violating or has violated college rules and that further instances of unsatisfactory conduct may be cause for more severe disciplinary sanction.
2. Restitution - A full and complete reimbursement for damages to, destruction of, or misappropriation of the property of the university or others. In the case of university property this may take the form of appropriate service or other compensation.
3. Letter of Apology - A formally written letter of apology, either private or public, to an individual, an outside agency or the university.
4. Work Hours - Work hours may be assigned after an assessment of the disciplinary proceedings. Work hours will be supervised by a professional or paraprofessional staff member of the institution and will be appropriate to the violation.
5. Monetary Fines - Monetary fines may be issued in more severe cases on top of other sanctions.
6. Disciplinary Probation - A written notice placing conditions upon the student's continued attendance at Dakota Wesleyan University. Disciplinary probation also shall serve to give the student notice that further misconduct while a student at Dakota Wesleyan University may result in immediate dismissal.

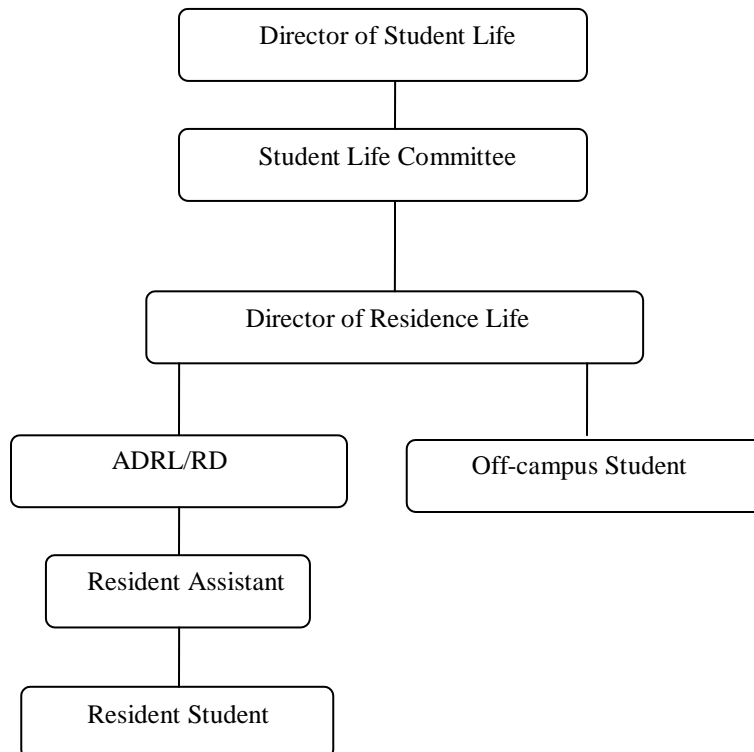
The director of residence life only can issue disciplinary probation. He/she shall specify the conditions and the period of time of the disciplinary probation. He/she reserves the option to review, modify or extend disciplinary probation as deemed necessary and appropriate. The conditions shall include, but are not limited to, any of the following:

- a) Removal from and/or restriction of access to specified campus facilities.
  - b) Loss of privileges such as: (1) to be an active participant in, and /or to be in attendance at any or all public events, (2) to represent the college in specified manners, or (3) to hold office in any or all college-approved organizations;
  - c) Required attendance at meetings and/or completion of projects;
  - d) Required participation in certain groups and/or programs.
7. Developmental Discipline - Fulfillment of behavioral contracts and/or other educational sanctions.
  8. Counseling – In some cases, meeting with a counselor might be the best thing for the student. In these cases, a set number of sessions will be allotted as a sanction and signed off on by the campus counselor.
  9. Chemical Dependency Assessment, including but not limited to drug screening.
  10. Suspension - Temporary termination of student status and exclusion from enrollment. The director of residence life can recommend suspension. The provost will make all final decisions concerning suspension.
  11. Dismissal - Permanent termination of student status and exclusion from further enrollment at Dakota Wesleyan University. The director of residence life or the Student Life Committee can recommend dismissal. The provost may consider recommendations by other administrators of the university. The provost in consultation with the president will make all final decisions concerning dismissal.

#### **DISCIPLINARY PROCEDURE**

In dealing with unacceptable behavior, every effort is made to demonstrate concern for the student and the quality of campus life. The following model is designed to provide the student with opportunities for behavioral changes as well as assuring them of due process:

#### **Chart of Discipline Process**





1. It is hoped that most disciplinary problems will be handled through positive peer to peer influence, counseling, guidance, admonition and example. In the case of residence halls, it is hoped that peers and resident assistants will handle these problems through floor meetings or informal counseling/confronting.

Serious infractions of local, state or federal law will be referred to appropriate authorities. Serious infractions of laws or policies of Dakota Wesleyan University can be adjudicated immediately by the director of student life.

2. If a problem is chronic or serious in nature, any person can bring a formal complaint against the person(s) involved. A formal complaint should be in written form and presented to the director of residence life or director of student life.

A. Issues of discipline problems of all students will be processed through the residence life office.

- 1) Resident directors and resident assistants are the primary individuals involved with confronting incidents and filing reports of alleged misconduct within the residence halls.
- 2) Students will be contacted by the director of residence life or other hearing officer to plan a meeting to discuss the initial incident report. In this meeting the preferred method of resolution is one of working to find an acceptable solution through mutual problem solving. Students will receive written notification of decisions in all cases.
- 3) A student may choose to accept responsibility for the violation(s) described in the incident report. In this case the student and hearing officer will identify the sanctions to be taken and in some cases may negotiate a contractual agreement. If a contractual agreement is reached and compliance to it is not achieved, ongoing discipline will be determined by the director of residence life.

In the event that a student does not admit responsibility, the hearing officer will consider information from all sources and make a determination regarding responsibility for each person accused.

In the event that a student chooses to miss the hearing, a decision will be made in the student's absence.

B. Options for the Accused: Students will be afforded the following options during judicial proceedings:

1. Hearings will be closed.
2. A student shall receive a clear written statement of the charges.
3. A student shall have the option to provide witness statements in his/her behalf.
4. A student shall have access to evidence considered by the hearing officer or committee.
5. A student shall receive written notification of the decision regarding his/her case.
6. A student shall be presumed not responsible unless proven otherwise.

C. Options for the Victim: Students will be afforded the following options during judicial proceedings:

1. A victim shall have the option to appear at the hearing.
2. Hearings will be closed.
3. A victim shall have the option to present witness statements or information in his/her behalf.
4. A victim shall have the option to address the hearing officer and question the evidence presented.
5. Victims of violence or nonconsensual sexual acts have the opportunity to request information about the outcome of these proceedings and have the right to press criminal charges.

D. Judicial Review Procedure

If the decision of the hearing officer is unacceptable to the student or complaint source, the review process begins with the submission of a written request to the Student Life Committee. The student has three class days from the date of the written notification in which to submit a written letter of review. The basis for a review must be a claim of insufficient evidence, procedural error or too severe and unjust a penalty.

If the decision of the Student Life Committee is unacceptable, the review process continues with the submission of a written review to the director of student life. The student has three class days from the date of the notification from the Student Life Committee in which to submit a written letter of review. The basis for this review must be a claim of procedural error. The decision of the director of student life shall be final.

## Drug Free Schools

### Federal Penalties and Associated Health Risks

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education (IHE), state education agency (SEA), or local educational agency (LEA) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

#### **PREVENTION UPDATES**

A student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

#### **Student ineligibility for grants, loans, or work assistance**

For possession of a controlled substance, ineligibility period is:  First conviction, one year Second conviction, two years Third conviction, indefinite	For sale of a controlled substance, ineligibility period is:  First conviction, two years Second conviction, indefinite
--	--

#### **REHABILITATION**

A student whose eligibility has been suspended under paragraph one may resume eligibility before the end of the ineligibility period determined under such paragraph if:

1. The student satisfactorily completes a drug rehabilitation program that
  - (a) complies with such criteria as a secretary shall proscribe in regulations for purposes of this paragraph; and
  - (b) includes two unannounced drug tests; or
2. The conviction is reversed, set aside or otherwise rendered null and void.

#### **SOUTH DAKOTA LEGAL CONSEQUENCES FOR ALCOHOL-RELATED VIOLATIONS**

If you are under 21 and you have alcohol in your possession or consume alcohol, you risk:	<ul style="list-style-type: none"> <li>• Fines up to \$500</li> <li>• Possible 30-day jail sentence</li> <li>• Legal fees and court costs</li> <li>• Possible loss of drivers license</li> </ul>
If you are under 21 and possess/consume any alcohol while driving a motor vehicle, this may result in:	<ul style="list-style-type: none"> <li>• Drivers license suspension of six months or more.</li> <li>• License reinstatement fee of \$50</li> <li>• Court costs and legal fees</li> </ul>
If you really want to gamble with your future or someone else's and decide to drink and drive, consider the costs of a DUI:	<ul style="list-style-type: none"> <li>• Fines up to \$1000</li> <li>• Possible 30-day jail sentence, maybe even prison</li> <li>• Court costs and legal fees</li> <li>• Insurance goes up dramatically. For example a 17-year-old male in South Dakota pays approximately \$800 a year in liability insurance; after DUI conviction he will pay about \$1600 a year for three to five years. Many insurers will not even give him coverage.</li> </ul>

**DAKOTA WESLEYAN CONSEQUENCES FOR ALCOHOL/TOBACCO/DRUG VIOLATION**

<b>Alcohol</b>	DWU understands that students occasionally use alcohol and/or other drugs and are concerned about the overall effects on each student. Every effort is made to assign sanctions which are designed to address the behaviors and to provide an educational component in order to help the student make more informed choices in the future. Successive violations may indicate an immediate concern or potential development of a long-range problem and therefore all alcohol/drug violations are cumulative throughout a student’s academic career/enrollment at DWU instead of one academic year. If a student should receive a third alcohol/drug violation over the course of their career, they are subject to probation, removal from the residence halls, and/or suspension; to be assigned at the discretion of the director of residence life and director of student life. Sanctions for alcohol violations will be determined on a case-by-case basis. Social media websites displaying photos or videos of students consuming alcohol on campus will be considered a violation.
<b>Tobacco</b>	DWU is a tobacco-free campus. No forms of tobacco or products intended to mimic a tobacco product are allowed anywhere on campus. Prohibited items and activities include but are not limited to cigarettes, cigars, pipes, hookah, all forms of smokeless tobacco, and all forms of electronic cigarettes. Sanctions for tobacco violations will be determined on a case-by-case basis. For support in quitting your tobacco use visit <a href="http://www.sdquitline.com">www.sdquitline.com</a> or call 1-866-SD-QUITS.
<b>Drug Violation</b>	As a drug free campus, DWU will take all drug offenses seriously. The use of drugs on campus will not be tolerated. Though each case will be heard individually, punitive or criminal action may be taken in any case of drug use, including immediate dismissal from campus.

Students are encouraged to discuss off-campus alcohol/drug violations with the director of residence life before court appearances, but must do so if he/she pled guilty to or was found guilty of alcohol/drug legal violations(s).

**Alcohol/Drug Resources**

<p><b>Aspire Counseling</b> 317 W. Havens Mitchell, SD 57301 996-2070</p> <p><b>Donna Gerlach R.N.</b> Campus Nurse Rollins Campus Center, DWU 995-2957</p> <p><b>Stepping Stones</b> 901 S. Miller Mitchell, SD 57301 995-8180</p> <p><b>AA (Alcoholics Anonymous)</b> 424 E. 9th St Mitchell, SD 57301 996-8264</p>	<p><b>Dakota Counseling Institute</b> 910 W. Havens Mitchell, SD 57301 996-9686</p> <p><b>Lutheran Social Services</b> 411 N. Duff Mitchell, SD 57301 1-800-568-2401</p> <p><b>Women's Health Services</b> 909 S. Miller Mitchell, SD 57301 995-8600</p> <p><b>Linda Cimpl</b> Campus Counselor Rollins Campus Center, DWU 995-2896</p>
---	---

## **EMERGENCY and SEVERE WEATHER INFORMATION**

**PLEASE NOTE THAT RESIDENCE LIFE SHOULD BE CONTACTED IN ANY EMERGENCY SITUATION. RESIDENCE LIFE CAN BE REACHED DURING BUSINESS HOURS AT 605-995-2942 OR 24/7 AT 605-770-1593.**

### **BOMB THREAT**

In the event of a bomb threat, the campus or specific building will be evacuated and searched. When the building is being cleared, you will be given instructions regarding where to go and what to do. You should follow these instructions and proceed in an orderly fashion to the designated area. After the building/campus has been checked, you will be allowed to reenter the building. Your cooperation during such an event will make things go much more smoothly and will speed your return to your room.

### **CLASS CANCELLATION INFORMATION**

When and if the university makes a decision to delay class start times and/or cancel classes, this information will be immediately transmitted to the following news media: KORN AM 1490, KQRN FM 107.3, KMIT FM 105.9 radio, and KELO-TV, KDLT-TV and KSFY-TV, and via text messages and email. You may also call 995-2123 for class cancellation information.

**Regardless of what decisions are made concerning class schedules before or during weather-related storms and unusual conditions, there needs to be a very clear understanding that each individual is best able to judge her or his circumstances and make appropriate decisions. The university does not encourage anyone to place themselves in life-threatening situations.**

### **FIRE ALARMS/FIRE DRILLS**

When a fire alarm sounds everyone is required to evacuate the building. Everyone is responsible for familiarizing themselves with fire exits and escape routes. When an alarm sounds:

1. Close all windows and doors.
2. Walk-DO NOT RUN-to the nearest exit. Exit routes are posted in each area.
3. Move to designated evacuation area or at least 250 feet away from the building.
4. Stay outside until a clearance signal is given.
5. If you notice a fire in the building,
  - a) activate the fire alarm
  - b) **call 911**
  - c) notify residence life at extension 2942 or 605-770-1593 with the location of the fire.
6. Do not use elevators.

DWU policy and federal law prohibit false fire alarms. Fire detectors are mandated by state law and must be in working condition at all times.

Anyone failing to evacuate, activating a false fire alarm (intentionally or accidentally) or disabling a smoke alarm may be subject to disciplinary action and/or criminal charges.

### **FIRE DOORS**

Internal fire doors are located in various buildings on campus and throughout each residence hall. These doors are designed to slow the spread of a fire. Each door is to remain shut at all times, unless magnetically or electronically controlled. All interior fire doors are appropriately labeled and identified.

### **FIRE EXTINGUISHERS**

Fire extinguishers are readily available on all floors of all buildings at Dakota Wesleyan University. These extinguishers are clearly marked and are usually at the end of the halls. If needed, use the instructions printed on the extinguisher. The tampering or destruction of fire fighting or detection equipment is a violation of Dakota Wesleyan policy and a federal offense. If a suspect cannot be apprehended for the incident, the floor/building will be assessed a fine in addition to replacement cost of the equipment.

### **INFORMATION ABOUT CRIME ON CAMPUS**

Title II of Public Law 101-542 requires that the university prepare, publish and distribute information on campus crime to all current students and employees and to any applicant for enrollment or employment. [Click HERE for a current report of campus crime.](#) These statistics were compiled from July 2010 to June 2012. Additional statistics will be made available as they occur after publication date.

**Reporting of Violent and Non-violent Crimes** The campus life department is responsible for responding to and recording all crimes in a centralized system. An agreement with local, state and federal law enforcement was implemented Aug. 15 1991, to clarify processing of all criminal activities. A statistical report is available, provided by Dakota Wesleyan University as required by the law.

**Crime Stoppers** [www.mitchellcrimestoppers.org](http://www.mitchellcrimestoppers.org) "Get involved without getting involved." Too often people with vital information about crimes fail to contact police because they fear retaliation or because they don't want to testify in court. As a result, many dangerous criminals who should be in jail are still walking the streets, free to commit more crimes. Crime Stoppers enables anyone to enlist in the war on crime simply by making an anonymous call to Crime Stoppers at 996-1700 with information that could lead to the arrest of criminals.

Mitchell Area Crime Stoppers is an anticrime program run by a citizens' board of directors in cooperation with the Mitchell Police Department and Davison County Sheriff's Department. The money used by Crime Stoppers to pay a reward does not come from any governmental body. Citizens, groups, organizations and businesses throughout the Mitchell area donate all the reward money. Crime Stoppers is a way to participate in the fight against crime through your participation or contributions.

#### **WHAT YOU CAN DO TO REDUCE CRIME**

This is your opportunity to stop crime in the Mitchell area by connecting with Crime Stoppers.

- 1) If you have information about a crime, call Crime Stoppers at 996-1700, 24 hours a day, seven days a week.
- 2) Tell Crime Stoppers that you know something about a crime and you want a code number for identification purposes.
- 3) If the information that you give Crime Stoppers leads to an arrest, you're eligible for a reward. You can then arrange to have your cash reward dropped at a place known only to you and Crime Stoppers. **YOU WILL NEVER HAVE TO MAKE YOUR IDENTITY KNOWN.**

#### **MEDICAL EMERGENCIES**

If you or a guest require medical assistance, contact a faculty/staff member in academic buildings, RA/RD in residence halls, or the campus nurse at extension 2957 (M-F, 8 a.m.-5 p.m.). If it is an emergency, call 9-1-1 with your location and the nature of the emergency. DWU reserves the right to request medical assistance for any faculty, staff, student or guest on our campus, up to and including an ambulance, if deemed necessary and appropriate. Costs for any medical treatment are the responsibility of the person receiving such assistance.

#### **TORNADO SIRENS/WATCHES/WARNINGS**

A tornado watch means that conditions are favorable for a tornado to develop. Basically a tornado watch advises you to watch/listen for indications that a more serious condition, such as a tornado, has developed and be prepared to seek shelter.

A tornado warning means that a tornado or one/more funnel clouds have been spotted and/or is moving into your area. All individuals should listen for and recognize the tornado warning siren. If and when the city of Mitchell chooses to activate the tornado siren, you will hear a pulsating sound. If the siren you hear sounds steady, that means the members of the Mitchell Fire Department are requested for an emergency. You will generally not need to do anything when the fire siren is activated. If the tornado siren sounds, calmly move to a solid structure or designated tornado shelter (basement or interior room without windows in buildings without basements). If you are outside or in your car and unable to safely reach a designated location, lie flat in the nearest depression, ditch, or a ravine. Grab a blanket or pillow if possible to cover your head, if nothing is available use your arms/hands to cover your head to protect it as much as possible from flying debris. Residential life staff will make every effort to alert residents/guests within the residence halls and help them move to the designated locations. Be prepared to stay where you are until the danger passes or you are notified that it is safe to leave and/or resume your activities. All individuals are instructed NOT to go outside in the event of a tornado warning.

#### **WINTER STORM INFORMATION**

On any given day on which classes are scheduled, the majority of students are on campus in residence halls or living in close proximity to the campus. Only in the most serious of blizzards would it be impossible for these students to attend classes and use the library and other campus facilities.

**THEREFORE, WHEN WINTER STORMS OCCUR, IT IS THE NORMAL PRACTICE OF THE UNIVERSITY TO REMAIN OPEN AND TO OFFER CLASSES AS SCHEDULED.**

#### **SNOW REMOVAL**

In the event of any snowfall:

- All vehicles should be moved off the street (i.e., McGovern Ave. and West University Ave.) and into DWU parking lots when the snow depth reaches two inches.
- If snow fall results in over two inches and parking lot snow removal is necessary, the maintenance department will notify the DWU community by posting clearing instructions 24 hours in advance of planned removal. Vehicles parked in DWU lots will then have to be moved to the already cleared streets.
- Failure to move a vehicle will result in towing. If a student plans to be off campus for more than three consecutive days, he/she must notify the maintenance department. It is the student's responsibility to leave an extra set of keys with someone for vehicle movement. The maintenance department will not assume responsibility for any vehicle that has not been registered at the physical plant office and does not have a valid DWU parking sticker.

## **Information Technology**

### Dakota Wesleyan University Network Services and Acceptable Use Policy

#### **PURPOSE**

Information Technology at Dakota Wesleyan University exists to support the campus mission and administrative, educational and research activities of the institution and all community members. Access to the campus network is provided as a privilege to faculty, staff, students and visitors to our campus. All users are expected to act in a responsible, ethical and legal manner in regards to our system, including respecting the rights of all computer users and honoring all campus licenses and contractual agreements. Network services personnel are authorized to investigate inappropriate uses and take the necessary actions to prevent further misuse and/or illegal activity to protect the integrity of the system and those relying on it for legitimate uses.

#### **TIPS AND REMINDERS ABOUT OUR SYSTEM**

- All faculty, staff and students have an e-mail account. Information on how to set up and use your e-mail account is available through Information Technology.
- Always log on with your own account. If someone else forgot to log off, please log him/her off as a courtesy and as a safety feature before you log yourself on. Remember to log off when you are finished.
- Students with homework/academic requirements always have priority over those using the computers for games, Web browsing, and/or other personal uses.
- University computers and resources are reserved for faculty, staff and students in all buildings. Guests and non-DWU personnel are welcome to use the computers and access network services in the McGovern Library.
- Everyone is encouraged to save their work/data on their "H" drive, flash drives, or the skydrive and to keep a backup copy of all materials. We request that users refrain from storing material on the "C" drive of any university computer to maximize available campus memory space.
- Check your e-mail regularly and delete excessive or outdated materials. We realize that community members may have more than one e-mail account and respect their choice in that matter. DWU personnel may periodically send campus announcements and other important information to you via your campus e-mail account and this is one opportunity for you to stay up-to-date and informed.
- Information Technology personnel will supply the necessary toner cartridges to university-owned computers. Do not remove or tamper with these cartridges.
- Users are encouraged to notify information technology or designated personnel regarding any problems or maintenance requests in a timely manner. Do not attempt to fix problems, including paper jams, on your own as these efforts may damage the computer.
- Popular sites including but not limited Facebook have the potential to put users at risk by encouraging participants to disclose too much personal information and to post pictures of themselves in others involved in illegal or dangerous activities. While we certainly understand the positive effects these sites may have to and for those who use them, we are concerned about the potential negative consequences that users may or may not be aware of. These sites are not as private as some would like to believe, even if you "restrict" your site. They can be viewed by future employers, stalkers, and possibly even your parents/grandparents, among others. We strongly discourage users from posting anything that might be evidence of a crime/policy violation or might cause embarrassment to themselves or others in the future. Any information, including pictures, posted on these sites which indicate crimes and/or DWU policy violations may be investigated by the appropriate personnel and violators may be subject to disciplinary action and/or criminal prosecution.

#### **ACCEPTABLE USES OF OUR NETWORK INCLUDE BUT ARE NOT LIMITED TO:**

- Central computing facilities
- Local-area networks
- E-mail
- Access to Internet
- Download items that relate to specific coursework or academic assignments
- Academic assignments and related activities

**UNACCEPTABLE USES OF OUR NETWORK INCLUDE BUT ARE NOT LIMITED TO:**

- Sending or forwarding chain letters or other non-essential messages to all campus users (including jokes, "spam", etc.).
- Hacking or attempting to hack into systems and programs that you are not authorized to view, use, or modify
- Sending or implanting viruses, Trojan horses, worms
- Sending unsubstantiated rumors about viruses (network services will notify the campus of any legitimate threats to our system)
- Using your e-mail account to threaten, harass, intimidate, or stalk others
- Running an independent business using our network and/or campus resources
- Loading personal or unauthorized software of any kind on university computers
- Illegal activities (i.e., downloading pirated movies or music)
- Downloading child or adult pornography in any form. Child pornography is illegal and both types violate DWU's policy and mission.
- Sending anonymous e-mails or using software to disguise identity of sender
- Using another person's account without their permission and knowledge
- Changing system configurations or screen savers on any campus computer, including those in labs and residence halls/apartments.

**Illegal File sharing policy****Definitions:**

*File sharing* – File Sharing is defined as the illegal download or host for download of media, application, or document files without proper licensing. Examples of this are downloading music or movie files without paying fees to an authorized distributor.

*File sharing software* – Software used to host for download or download illegal unlicensed media or application files. Examples include, but are not limited to: LimeWire, FrostWire, Kazaa, Ares, BearShare, Morpheus, eDonkey, eMule, Shareaza, WinMX, and other BitTorrent, Gnuetella, or other file sharing network clients.

**Prohibited actions:**

It is prohibited to install or operate file sharing software on any computer system connected to the DWU network. It is prohibited to download or host for download any unlicensed media, application, or document files using file sharing software. Measures are in place to restrict the execution of file sharing software. Any attempt to circumvent these measures is strictly prohibited.

Any of the above are considered a punishable offence and will be subject to the disciplinary procedures listed below.

**Disciplinary procedures:**

1<sup>st</sup> offense: Network access will be disabled until users computer is inspected and cleaned by IT and student has met with Student Life.

2<sup>nd</sup> offense: Loss of Internet connectivity on offending computer system for the remainder of the academic year.

**Required Actions:**

Students must remove all file sharing software from any personal computer system connected to the DWU network and must not install or operate file sharing software on any DWU owned computer system or their personal system while it is connected to the DWU network.

We appreciate your cooperation in keeping our network functioning at the high level that you've come to expect. While occasional computer glitches do occur, network services personnel are committed to minimizing these occurrences and resolving them as efficiently as possible. If you have problems setting up or using your e-mail account or with any university-owned computer, call extension 2697. We will do our best to respond in a timely manner.

## Residence Life

### PHILOSOPHY

Research has shown that students who live on campus are more likely to get higher GPAs, be more involved in campus life, and to stay in school and/or graduate. The residence halls become an extension of your classroom. You will learn skills here that will benefit you throughout your life, regardless of your chosen career. You will have the opportunity to learn or improve communication skills, the art of negotiation, the importance of compromise, appreciation and/or tolerance for different lifestyles and opinions in addition to potentially forming lifelong friendships. The DWU residence halls and apartments are more than a place to sleep, they teach invaluable life lessons that can't be measured in terms of cost. Remember, though, you will get out of this experience what you put into it. We welcome you to the DWU residence halls.

### RESIDENT RIGHTS AND RESPONSIBILITIES

As a member of DWU's residence hall community, you are afforded certain individual rights that your roommate(s) and those living around you should respect. However, these rights carry with them a reciprocal responsibility for you. Your responsibilities ensure that your roommate(s), suite/apartment mates, floor mates, and other residents are afforded the same rights regardless of their gender, race, creed, religion, sexual orientation, cultural background, beliefs, values or attitudes. When you meet your responsibilities, you will be helping to make the university and residence halls a great place to live and work.

You share the responsibility. You can help ensure that these rights will be honored through thoughtful discussion and open communication with roommates, suite/apartment mates, floor mates, and other residents.

The residence life staff is committed to offering you an inclusive environment that will allow you to take healthy risks, grow and participate in enriching and challenging activities. The choice is yours: you can choose to passively exist or to take full advantage of your living environment by participating in activities, standing up for yourself and others and speaking up for what you believe has value.

These rights and responsibilities are not legally binding, but they are meant to positively impact your residential experiences. You have the right to a safe and secure residence hall living environment. You have the responsibility to keep your room door, hall doors, and windows locked, and to not prop them open or allow in strangers. You also have a responsibility to uphold all security policies and procedures and to close propped exterior doors if you encounter them. Violations of these security policies and procedures put you and others at risk. You have the right to a reasonably peaceful and quiet space in which you can sleep, study, and live. You have the responsibility to observe quiet hours, to keep your stereo, television, computer and your voice at a reasonable volume in your room and on your floor, and to remind your guests and others that you expect the same of them. You have the right to privacy and to the proportionate use of your room, both in terms of space and time, and the right to be free of unwanted guests in your room. You have the responsibility to let your roommate know of your wishes and preference for hours of sleep, study, and visitation, and to work through any difference you may have in a peaceful manner. You also have a responsibility to make sure your guests do not violate your roommate's rights or interfere with his/her use of your room. You have the responsibility to confront another person's behavior when it infringes on your rights and to examine your own behavior when confronted by another and to work toward resolving conflicts. You have the responsibility to notify a staff person of your problem and request assistance in a timely manner, and to cooperate with those involved as they work with everyone to solve the problem(s). The sooner you report the problem, the sooner it can be addressed to reach a solution. You have the responsibility to adhere to the policies in this handbook and the right to an educational environment that fosters personal growth and wellness when you have a lapse in judgment. The conduct model employed by DWU Residence Life is outlined below.

To a significant extent, your success will depend on your ability to understand and balance the rights and responsibilities aspects of your college experience. The university staff does not assume the role of campus parent, and you will seldom be told what to do or what not to do with regard to your personal behavior. The obvious exception, as with society at large, is when individual behavior threatens the health and safety of others or the community or begins to disrupt the legitimate pursuits of others within the residence halls.

### CONDUCT MODEL

The residence life department has the responsibility to uphold the community code as found within this Student Handbook. Those who violate that code are subject to sanctions as determined by the residence life department. The sanctions within this restorative justice conduct model are determined not only to deter behavior that violates community code, but also to enlighten students about how to positively impact themselves and their communities and to enrich their college experience. While sanctions are determined on a case-by-case basis, the individual who violated the code will likely be required to demonstrate the four core values of the university: Learning, Leadership, Faith, and Service. How those values will be demonstrated will be at the discretion of the Director (DRL) and/or Assistant Director of Residence Life (ADRL).



At the time a student is violating the policy, he or she will be confronted by a resident assistant (RA) who will encourage the behavior to cease and document the situation in a professional and courteous manner. Within the week following the documentation, the student in question and the RA(s) who documented the situation will meet with the DRL and/or ADRL for a formal conduct meeting. The purpose of the meeting is to find out what happened from all perspectives and determine if the events that occurred were a violation of the community code.

If it is determined that the student is in violation of the community code, appropriate sanctions will be determined by the DRL and/or ADRL. The student will have two weeks from the date of the conduct meeting to complete the requirements. An example of sanctions for a first alcohol violation is as follows:

**Learning:** Research the South Dakota laws for minor in consumptions, how alcohol affects academic performance (and athletic performance, for student-athletes), and how alcohol abuse can affect the people around you. In two pages, reflect on your findings and appropriately cite your sources in APA format.

**Leadership:** Develop an educational program to educate your peers on the appropriate use of alcohol. In two pages, reflect on the success of your program, the feedback you received from fellow students, and what you learned in the process of developing and executing the plan.

**Faith:** Attend a chapel service or a bible study session. In two pages, reflect on the sermon or lesson for the day and what it meant to you.

**Service:** Improve your campus community for two hours with the resident assistant(s) who documented the situation in which you were involved. In two pages, reflect on the work that you did, how you positively impacted your community, what you learned about your RA, and how this entire process affected you.

All writing is expected to be college level material and will be returned to you for resubmittal if it is not up to those standards. A follow-up meeting and a survey regarding your experience after the conduct violation will also be required.

The consequences for each type of violation will vary, but will follow similar guidelines to the example above. Consequences will increase incrementally for repeat offenders and upperclassmen will be held to higher standards than underclassmen. Therefore, a first violation for a senior will reap more severe consequences than a first violation for a sophomore.

Students' progress throughout the entire conduct process will be tracked on Tigernet. This is where papers will be submitted and where students will find the resources necessary to complete their requirements. Students will be 'enrolled' in this private course by the DRL or ADRL.

If the requirements are not completed within the amount of time allotted, the student will be subject to further sanctions by the residence life department and/or any co-curricular advisor or coach who supervises the student.

## TIPS, SUGGESTIONS, AND EXPECTATIONS FOR RESIDENTIAL STUDENTS

### BUNK BEDS AND LOFTS

Many students find that they can increase the living space of their rooms if they bunk or loft their beds. Residents of Dayton Hall may choose to create bunk beds using materials provided. Metal lofts may be used in the women's wing of Dayton Hall and are available for rent. Contact the director of residential life for more information. Wooden lofts and platforms are not permitted due to safety concerns.

### CHECK-IN

During the summer, students will receive notification of their assigned room/apartment with details about moving in. In order to provide the best service possible to all residents, please plan to arrive and/or move in only during assigned dates and times. If you are with a group, such as certain athletic teams, which requires additional dates/time, your coach will coordinate those arrangements with the residence life staff and contact you regarding these arrangements. Students should contact their resident assistant or resident director for details regarding check-in, keys, mailboxes, etc. Students are responsible for inspecting their rooms, apartments, or suite before signing the check-in sheet.

### CHECKOUT

Students should arrange a checkout time with a resident assistant. The RA will check the student's room, apartment, or suite using the Room Inventory & Condition Form that each student signed when he or she moved in. Residents will be assessed for damages above normal wear and tear and for common hall share charges. It is important for students to remember to return the room/area to its original condition before checkout. Each room must contain all the furniture that was originally in there upon check-in. Students should not leave lumber, construction materials, bricks, blocks or personal furnishings in rooms, lounges or hallways. Hall rooms and apartments should be clean at the time of the student's checkout. If a student's room/apartment requires extra cleaning, he or she will be assessed labor costs.

**Students will continue to incur room and board costs until properly checked out and will be assessed a \$50 fine for failure to check out properly.** Dakota Wesleyan University reserves the option to dispose of any property not removed within two weeks following separation from the university or conclusion of the current academic session without prior notification.

#### **CHECKOUT CHECKLIST**

Students failing to check out properly risk losing/forfeiting their housing deposit. In order to have your deposit returned in a timely manner, you should do the following:

1. sign up for checkout with residence life staff member
2. remove all personal items from your room
3. return all original room furniture to original condition
4. clean the room (sweep, mop, empty trash)
5. close all windows
6. sign the check out sheet after RA's inspection
7. lock room door
8. turn in room key
9. leave forwarding address with DWU Central Services

#### **COMMON HALL SHARE (CHS) CHARGES**

As in any community there are instances when damages or vandalism may occur. When these damages occur in the residence halls, the staff will make every effort to identify the individual or group responsible. When they are unable to identify the person or group responsible the costs of repair/replacement are divided equally among the floor/building where the damage occurred. These charges are known as common hall share charges (CHS) and will be deducted from each resident's housing deposit at the end of each semester. Charges in excess of this deposit will be billed to the student and must be paid prior to the start of the next semester. We would rather work with the student or group responsible than to bill everyone but when that isn't possible, we have to bill everyone on the floor or in the building, depending on the location and extent of the damage. You can reduce these charges by being proactive, being aware of your surroundings and reporting those individuals that you observe damaging your living area.

#### **COOKING**

Students are welcome to cook in designated kitchens in each residence hall. It is the student's responsibility to clean the area when finished. Limited cooking may be done in the rooms with appliances that are permitted by the South Dakota State Fire Marshal. Appliances with open elements are prohibited, including but not limited to "fifth" burners, toaster ovens, toasters, electric woks/skillets/grills, etc. The only appliances allowed in the rooms are popcorn poppers, coffeepots, microwaves and micro-fridges except in the campus apartments where toaster ovens, toasters, and electric grills are permitted.

#### **DAMAGE DEPOSIT**

Residential students pay a \$50 deposit prior to being assigned a room and/or being allowed to move into residence halls and a housing deposit of \$100 for students moving into the apartments. Each room, apartment and suite is inspected before occupancy to insure that it is in adequate condition and contains a full complement of furnishings. At that time, existing damages are noted so that the new occupant is not held accountable. When vacated, the room is checked a second time and all damages occurring during the intervening period are charged against the housing deposit. After all charges have been calculated, a refund of the student's housing deposit will be applied to any outstanding university balance. If there is no balance, the deposit will be returned to the student by the business office.

Students need to know that failure to check out of their living area properly may result in forfeiture of their housing deposit. Check with the residence life staff or the director of residence life for additional information.

#### **DECORATING**

Students should feel free to decorate their rooms, suites, and apartments according to their personal interests and needs. You may find it helpful to discuss and/or coordinate your decorating ideas with your roommate(s). Regardless of how you decide to decorate, all students are asked to use good judgment and caution. The residence halls and apartments do not have elevators and the stairs may be an important factor in deciding which items to bring and which ones to leave at home. Be especially careful not to overload existing outlets. We know that students tend to bring more electrical items now than in the past and recognize the limited number of outlets available in each living area. To accommodate your electrical needs and for the safety of all our residents, we require students to use power strips with built-in circuit breakers instead of extension cords. Again we advise students to use both caution and common sense when using the power strips. Do not plug one power strip into another as that may defeat the built-in safety features and could compromise the entire electrical system.

Students are encouraged to hang posters and other items on their walls with masking tape or removable poster putty. Nails, double-stick tape, duct/packaging tape, and other adhesives will damage the walls and doors and result in charges. Decoration of public access areas (e.g. outside room doors, hallways, lounges) shall be left to the discretion of the resident director. Items considered offensive, harassing or pornographic are not permitted and will be removed.

We encourage students to express their religious/personal beliefs and to decorate accordingly. No live trees are permitted in the residence halls or apartments by order of the Fire Marshall. Residents are asked to unplug all seasonal lights when leaving the room or sleeping. Students are expected to remove all holiday decorations before leaving for semester break. While we understand that some people prefer to display holiday decorations year round these items may be damaged or fall during the break as a result of building temperature fluctuations that may occur during these times.

The following items are not permitted in the residence halls or apartments. Students possessing these items will face disciplinary action:

- air conditioners, including both window and portable room units (electrical requirements tend to result in overloaded circuits and buildings are not equipped for these items)
- linoleum or foam-backed carpeting (adhesive residue results in charges, foam is a potential fire hazard)
- waterbeds (weight of beds may challenge structure of building and potential water damage to several rooms if punctured)
- electric heaters/blankets (potential fire hazards with this many people/units in one place)
- halogen lights (have been linked to numerous fires across the country)
- traffic/construction signs (possession of these items may also result in criminal charges)

#### **EXTERIOR DOORS**

For the protection of our residents, the residence hall doors will remain locked 24 hours a day. Residents will need to use their key card or fob to gain entrance to the residence halls. Emergency exits are alarmed and will remain locked 24 hours a day. Unauthorized use will activate the alarm and may result in disciplinary action.

#### **FURNISHINGS**

Each room is equipped with a basic complement of furniture, which normally includes a desk, desk chair, bed frame, mattress, closet and drawers for each student. Students will be billed for items that were present at check-in but are not upon check out. To prevent damage to the furnishings and charges for missing items, **no furniture, including bed frames and springs, may be removed from students' rooms/apartments.** Additional furniture or furnishings placed in an assigned room/apartment by the resident is subject to the approval of the resident director for health and safety control. Built-in furniture may not be dismantled or moved. Lounge, classroom and other university furniture are not to be moved to student rooms/apartments for private use.

Students have expressed a desire to personalize the apartments according to their needs and interests and thus these units are largely unfurnished. We provide a bed frame and a mattress per resident and encourage residents to coordinate additional furnishings with their roommate(s). Residents are reminded to use common sense when choosing their furnishings and consider apartment size as well as the physical design of the building. Items that look fantastic in the store may not fit around corners or through doorways and unless you are fortunate enough to be assigned to the first floor, you will have to haul everything upstairs.

#### **GUESTS**

We encourage guests to visit their family and friends living in the residence halls. We ask that guests abide by the guidelines we have established in order to protect the rights and privacy of our residents. Nonresidents may visit residents in the residence halls during open visitation hours, 10 a.m. to 12 a.m. Sunday through Thursday; 10 a.m. to 2 a.m. Friday and Saturday.

All nonresidents must sign in and out at the Dayton Hall front desk from 7 p.m. to 12 a.m. Sunday through Thursday and 7 p.m. to 2 a.m. Friday and Saturday. Nonresidents are expected to leave by 12 a.m. Sunday through Thursday and by 2 a.m. on Friday and Saturday. Guests must legibly write their first and last name and that of the resident they are visiting in addition to his/her room number. Non-DWU students must be escorted at all times within the hall. Visitors may be asked to leave ID before entry. Minors must leave photo ID, get permission from residence life staff to enter and/or visit residents, and be escorted by a resident while in the building unless accompanied by a parent or guardian. Residents are responsible for any visitors signed into their room.

Students in Dayton Hall will be found to be in violation of the DWU visitation policy if they have a visitor of the opposite sex in their room or are present in a room where visitation is being violated.

Allen Hall and Apartment residents have the privilege of 24 hour visitation for guests of the same gender as the room occupants. Normal visitation hours apply for the opposite gender. Guests may not spend more than three consecutive nights in the same room. Violations and abuses of this policy can and will result in the privilege being revoked.

Guests planning to stay overnight must sign in and out. Guests who choose to stay overnight must be the same gender as the room occupants and may not stay more than two consecutive nights without permission from the director of residence life. For the safety and comfort of all residents and guests a maximum of three guests per room may stay overnight. Minors are not allowed in the residence hall overnight without permission from parents and the director of residence life. Each resident is expected to limit overnight guests to six stays per semester. Students with exceptional circumstances must contact the director of residence life. Guests are expected to use gender specific restrooms.

Students who entertain guests in their residence hall have full responsibility for themselves, as well as for their guests, and for any damages and/or violations that may occur. It is expected that in regulating your visitation hours you will recognize that everyone deserves consideration. Your nonresident guests are welcome in the residence hall provided they adhere to university policies during their visit. If a guest is disruptive and/or fails to adhere to university policies, they may be asked to leave. Rights of residents supersede those of guests within individual residence hall rooms.

### **KEYS**

Safety and security measures for the entire campus, including the residence halls and apartments are only as effective as the people who use them. Each resident is provided with a room key which will open the interior door of their room or apartment. Your ID card or fob will provide access to locked residence hall exterior doors. Lost keys undermine the safety of all residents of a particular room or apartment and residents are encouraged to take all reasonable steps to safeguard any keys assigned to them to minimize the likelihood of loss or theft. If a key is lost or damaged beyond use, please notify your resident assistant or resident director immediately to make arrangements for a replacement. We suggest that you notify your roommate(s) about the lost key as a courtesy and to allow them to protect any items that might be at risk in the event that the lost key ends up in the wrong hands. There is a standard charge of \$50 for each lost room key to cover replacement costs. Additional charges may be assessed if the lock needs to be re-cored for any reason. Since your ID card provides access to exterior doors, the cost for this replacement is \$10 for a new ID card. Charges for lost keys are nonrefundable even if the key or ID is later found or returned. **Residents are prohibited from giving their room key or ID to anyone under any circumstances.** Note: It is unlawful to duplicate or attempt to duplicate university keys including residence keys.

### **LAUNDRY ROOMS**

Laundry rooms are located in the basements of Allen and Dayton Halls and are provided for resident students only. The cost is 75 cents per load to wash and 50 cents per load to dry. Overloading dryers will result in higher dryer time and cost. If you have never done laundry before or are unsure how to do it, you might find it helpful to get some pointers before you do your first load or you may end up with an odd assortment of colors and/or combinations.

A washer and dryer are provided in each of the campus houses.

### **MAINTENANCE AND REPAIR REQUESTS**

DWU personnel make every effort to repair or replace damaged or malfunctioning equipment and furnishings as quickly and as efficiently as possible. In the event that you discover an item which requires repair or replacement, fill out a work order request on the residence life web page as soon as possible to report the problem. Physical plant will make arrangements to repair or replace the item as soon as practical. When a problem is reported promptly the chances are better that the staff may be able to fix it before it gets more serious and/or takes longer to repair. Request for maintenance gives consent for university personnel to enter room.

If you encounter or observe a serious maintenance situation, such as water overflowing from a sink, toilet, or broken pipe, contact the resident assistant or director immediately to minimize injuries and irreparable damage to personal items and/or the facility. If you are not sure whether or not a problem is serious, notify the residence life staff and they will determine the immediacy of the problem. Your help can prevent minor problems from becoming serious and will create a safer and more comfortable environment for everyone.

### **NOISE**

The most common complaint from residents tends to deal with noise, including amount, type, or frequency. Noise is defined as any sound that can be heard outside the confines of a room/apartment. As a general guideline, if any sound can be heard two rooms away it is too noisy and should be adjusted accordingly. Students are expected to be considerate of other residents at all times. This means respecting another's right to sleep, study or not to be disturbed. Effort should be made to keep the sound level confined to the individual's room/apartment. Each resident is expected to initially address any noise problem that is of concern to him/her and to call upon an RA if assistance is needed.

Quiet hours extend from 10 p.m. to 10 a.m. Residents are expected to turn down volume on televisions, stereos and computer games and to refrain from loud talking and other noises during these hours.

## RESIDENCY REQUIREMENTS

Residence halls at Dakota Wesleyan provide students with a living/learning environment that is an integral part of the total educational purpose of the university. The residence halls provide educational support services to the university by creating and maintaining a guided, group living experience for the personal, scholastic and social improvement of the individual resident. Students with circumstances requiring additional consideration or accommodations should contact the director of residential life.

It is the policy of Dakota Wesleyan University that all students live on campus unless one of the following applies to you by the first day of the semester.

- You are under the age of 18.
- You are 21 years of age or older by the first day of the semester. You are married.
- You have dependent children living with you.
- You have been disciplinarily dismissed or banned from the residence halls.
- You will be living with parent(s) or legal guardian within 40 miles of the campus. This must be substantiated by parent's signature on housing form.
- You are enrolled as a part-time student (less than 12 credits).
- Additionally, any student receiving over \$11,000 in institutional aid is required to live on campus, regardless of meeting other criteria, or they risk losing institutional aid.

Students who do not meet the above criteria are required to live on campus. If a student's living arrangements are in violation of the residency policy, the student may either move into the residence halls immediately or "buy out" the room portion of the housing contract at the full semester rate of a double room and a 10 meal plan.

## RESIDENCE HALL ROOM ASSIGNMENT

Resident directors and/or the director of residence life will assign a room for each new student after the student has submitted the housing intention form and has paid the \$50 room reservation deposit. The housing process will take place in the spring semester of each academic year. The following is a general layout of the process.

### Squatter's Rights

All students who live in Allen Hall or the Apartments have an opportunity to squat their current room. In order to squat, the squatters must consist of at least 50% of the current residents and the room must be completely occupied (i.e. to squat a pod of six, at least three of the current residents of that pod must squat along with enough others to fill that pod up to six). If the current residents cannot agree on who will get to squat the room, squatting rights will be forfeited.

### Displaced Student Housing

All students being removed from their current room by administration may claim a residency. Displaced students may squat any room, but it must be completely occupied. This **may** apply to students in special housing situations imposed by administration. This right does not apply to Dayton Hall residents.

The process in which returning students receive housing assignments will be reviewed on a yearly basis to best serve the students' needs.

## Residence Halls and Contracts

\*Two-semester contracts: Any new, current or transfer student who does not meet the criteria to live off campus and/or commute **MUST** sign a two-semester contract.

\*Fall semester contracts: Students who will be eligible to move off campus spring semester (i.e., turning 21, student teaching, graduating, etc.) or who wish to retain the option of moving home (with parents/legal guardian within 40 miles of DWU) at the semester break, may sign a fall semester contract. Note that any change in housing arrangements must comply with DWU housing policy. Students may choose to extend fall contract through spring semester by contacting the director of residence life. Students failing to properly check out of the halls prior to the first day of classes spring semester give implied consent to renew and extend their contract for spring semester and agree to the terms listed previously.

\*Spring semester contracts: Any new, current or transfer student who wishes accommodations for spring semester only.

Students may cancel fall and two-semester contracts in **writing** without penalty up to August 1. Spring semester contracts may be canceled in **writing** without penalty up to January 10 for new spring students.

## Campus Apartments

All campus apartment contracts are two-semester contracts including fall and spring semesters of one academic year. Students must sign a new contract for each successive academic year that they wish to live in the campus apartments. Returning students may cancel the apartment contract, without penalty, if **written** notification is received by **May 15. Written notification must include acknowledgement from the other roommates.**

### **REQUEST FOR RESIDENCY/MEAL PLAN WAIVER**

Dakota Wesleyan University strongly believes in and supports the residential experience. Therefore, there are specific criteria that must be met in order for the student life committee to grant a waiver of the residency requirement. Students must possess a solid record of academic achievement, demonstrate extraordinary circumstances and be in good standing with the university.

Current students must file all residency and meal plan exemption requests by March 1 for the following academic year. Requests filed after that deadline may not be considered. Appeal applications are available from the director of residence life or from enrollment services. All appeals must be submitted by March 1 for current students, June 15 for students entering in the fall, and December 1 for students entering in the spring. Granted appeals are valid for current academic year only. Students must file a new appeal annually until they meet one or more criteria to legitimately live off campus.

### **RIGHT TO PRIVACY REGARDING ROOM ENTRY AND PERSONAL PROPERTY**

The right to privacy is of paramount importance and should not be violated. However, the entry into, and/or search of university owned/controlled facilities, including residence hall rooms, apartments, and offices; or private property may be conducted by the following people for the purposes and under the procedures detailed below.

1. By civil law enforcement officers in the performance of statutory duties in accordance with legally defined procedures governing search and seizure.
2. By university officials in the performance of judicial duties and in accord with DWU student code procedures governing search and seizure and/or with reason to believe that violation of city, state, federal law or DWU policy is occurring within university-owned and/or controlled property, including residence hall rooms and apartments.
3. During vacations by authorized university personnel to insure that health, fire and safety regulations are maintained.
4. By authorized university personnel or agents to make improvement and repairs, to provide routine maintenance services, and for fire, life safety and damage inspections. The university shall give at least 24 hours notice of such entry. When a student requests maintenance or repairs, no notice is necessary and university staff reserves the right to report policy violations.
5. By authorized university personnel in emergencies to protect the health and welfare of the occupants, or to make emergency repairs to prevent damages to the property of the student or the university.
6. Out of consideration for neighboring residents/offices when an unattended, persistent, annoying noise is occurring within the room.
7. During fire alarms all rooms will be entered and checked thoroughly, including closets, for occupants.
8. When a staff member knocks and is invited in.
9. When the door/curtains are open and a violation of university policies is in plain view.
10. In cases where university officials have reason to believe that prohibited items are being transported or stored on university property, they may search the area. Individuals found to have prohibited items may be subject to disciplinary action on and/or off campus. This policy includes, but is not limited to, backpacks, bulky packages, coolers, laundry baskets and vehicles on university property or at university-sponsored events.

### **ROOM WALK-THROUGHS**

Room walk-throughs, as a health and safety precaution, will be conducted during breaks throughout the year. Students will be given notice of upcoming breaks and walk-throughs. Violations of university policies will result in disciplinary action. If a walk through is warranted for reasons other than health and safety at times other than breaks, residents will be notified. Residence life staff may obtain a search authorization if necessary.

### **ROOM, HALL, or ROOMMATE CHANGE**

During the academic year, students wishing to change rooms/halls may do so by making arrangements through the director of residence life. First impressions may not always be accurate and we will not consider room or hall changes during the first two weeks of any semester to allow students an opportunity to get to know their new roommate(s) before requesting a change. This time frame also allows us to verify occupancy and determine where spaces may/may not exist prior to any move. We hope that roommate differences and disagreements may be resolved through mediation and compromise. Resident assistants are available to help with this process if students choose to attempt to resolve their differences instead of moving. If all attempts to resolve the conflict fail and/or the student is determined to change rooms, hall or roommates, he/she is required to follow the established procedures. From this point, students may request room changes up to two weeks prior to final exams. During this period, no room changes may occur. Again, this allows us to verify occupancy and prepare for students transferring into DWU.

Before moving, a student must:

1. Complete the necessary forms with the resident assistant.
2. Obtain the director of residence life's signature before any move.
3. Check into new room according to procedures.
4. Check out of previous room according to procedures.

Failure to follow the established procedures may result in a \$25 charge for unauthorized room change and/or disciplinary action.

**DEFAULT SINGLE** If the resident's assigned roommate never checked in or moved out during the academic year leaving one person in a designated double room this is called a default single. You end up with a single but are paying the double rate. To remedy this situation, the remaining resident has three options:

1. The student may elect to pay the single room rate that will be adjusted accordingly from the date of change.
2. The student may choose to consolidate by moving to another vacant space in his/her residence hall or have another student move into his/her room in order to maintain the existing room rate.
3. If no consolidation occurs, student must accept any new roommate assigned by the director of residence life with little or no advanced notice.

### **SINGLE ROOMS**

We believe that living with one or more roommates is essential to the residence life experience and maximizes the educational opportunities available within the residence halls and thus only a limited number of students will be permitted to live alone in a double room and only **when space is available**. Students assigned to a single room understand that this privilege will result in higher room charges than those assigned one or more roommates. In the event that the institution must assign one or more roommates to those previously granted a single, we will notify you as soon as possible of this change. Students who are assigned roommates will be billed at the double rate until such time as it may become possible to grant their request for a single. We realize that we may have more requests for single rooms than we can accommodate. We have created the following list regarding who has priority for single rooms.

Single rooms are granted in the following order:

1. Resident assistants
2. Seniors according to the number of achieved credits
3. Juniors according to the number of achieved credits
4. Sophomores according to the number of achieved credits
5. Freshmen according to the number of achieved credits

Once all single rooms have been assigned, students may request that their name be added to a waiting list in the event that a room becomes available. Available spaces are assigned according to the same priority list regardless of whether you are the first or last name on the list. In the event that we need to eliminate singles, they will be eliminated in reverse order when possible.

Students with documented medical or physical special needs requiring a single room may contact the director of residence life for information and additional consideration.

### **VACATION POLICY**

Students must refer to the information listed below for specific requirements of each vacation or break period. Halls are closed during Christmas break and all students must secure alternative housing arrangements. Step-down status will be in effect on campus during fall break, Thanksgiving, Easter and spring break, and during summer classes. During step-down status, services provided to students are limited (i.e., limited residence hall staffing and no food service). All university rules and policies are in effect. Students will be advised of any policy changes that will be effect during posted breaks.

When residence halls close for the semester and breaks, residents must complete the following checklist before departure:

- Ensure the smoke detector works. Empty the garbage.
- Turn heater to low setting (not off).
- Unplug all appliances except aquariums and refrigerators (at semester break everything must be unplugged except refrigerators in the apartments.)
- Close and lock the window and shut the drapes. Lock the door.

Students are encouraged to follow these guidelines whenever they leave for extended time periods. Heaters are required to be left on because frozen pipes break and can cause extensive water damage.

Repair and damage costs are the responsibility of residents who fail to keep their windows closed and heaters on during cold weather and vacation periods.

Students are encouraged to defrost their refrigerators regularly or at least once a year (i.e., before leaving for semester break). When you defrost your fridge, we recommend that you empty water trays, remove wet towels and prop fridge door open prior to leaving for the break. Water and wet towels left in a closed fridge may result in odor and mold upon your return as well as possible damage to the floor or furnishings from water leakage.

Residence life staff members will enter all student rooms when the halls close for breaks to make safety and security inspections and to complete work orders without additional notification.

Residents should also arrange for the care of plants and fish when the halls are closed since residence hall staff members are not responsible for upkeep.

Breaks are designed to give faculty, staff, and students a chance to relax and return refreshed and for these reasons all students are expected to leave for each designated break. With permission from the resident director, an exception may be granted if:

1. A student is required by the university to stay;
2. A student lives more than 400 miles from campus; or
3. A student has extraordinary circumstances deeming it necessary to remain in the halls.

Students wanting to remain in the halls must contact their RD a minimum of two weeks prior to the break. There will be an additional charge of \$10/night for those individuals staying over vacation periods since room and board costs do not include break periods. We reserve the option of determining which rooms will be used for vacation housing. Any student violating policies during these times will be subjected to double sanctions and required to find alternative housing for the remainder of the break. Students choosing to stay should seek alternative meal arrangements. Campus food services are not available during break periods.

**THANKSGIVING BREAK** The residence halls are closed during Thanksgiving break. Students are expected to leave the residence halls by 10pm on Friday at the beginning of break. The residence halls will open at noon on the Sunday before classes resume.

**CHRISTMAS/SEMESTER BREAK** Christmas break officially begins after a resident's final exams are completed. All residents are expected to be out of the residence halls 24 hours after their last exam. Halls will reopen at noon the day before classes resume.

**SPRING BREAK** The residence halls are closed during spring break. Students are expected to leave the residence halls by 10pm on Friday at the beginning of break. The residence halls will open at noon on the Sunday before classes resume.

**EASTER BREAK** The residence halls are not closed during Easter, however step-down status will be in effect during this time. No meal service is available and visitation is not permitted during this time.

**SUMMER BREAK** Residents are expected to be out of the residence halls 24 hours after their last final exam or by 5 p.m. the day after graduation. Residents needing to stay beyond that time must have permission from the director of residence life