



DICKINSON  
STATE UNIVERSITY

## **Guide to Residence Life 2023-2024**

Updated July 2023

# Welcome to DSU!

The Office of Campus Life is happy to welcome you to the DSU Residence Life community. Whether new or returning to our community, we are eager to help you get involved in programs, activities, and community life within your hall and on-campus community.

As a member of The Blue Hawk family, you will be a part of an on-campus community that is culturally diverse. You will be living among students from different parts of North Dakota, the United States, and the world. You will get to know students who grew up on farms, ranches, in small towns, and in large cities; and you will have the opportunity to become friends with athletes, musicians, student leaders, and other students. Some will have decided on a major and career goals while others are still deciding.

Community living creates a feeling of fellowship with others living in the same place. Through living with and getting to know people different from you, you have the opportunity to further develop a sense of self, common goals, shared interests and respect for diversity. We invite you to strive to be the first to show respect for others who are members of your community, and join us in being part of the effort to make sure students in your hall feel welcomed. Start by introducing yourself to others and inviting them to join you at meals, events, or a study session. We encourage you to make a commitment to get to know the name of each resident in your suite and/or on your floor.

Hall programming and campus events provide great opportunities to participate in campus life. Throughout the year, your Residence Hall, Campus Activities Board (CAB), and various clubs and organizations will be offering a variety of programs and activities to help:

- Meet and get to know other students,
- Learn how to get involved within your residence hall and student-led activities,
- Become familiar with the many student services, clubs, and organizations available to help you succeed,
- Practice the university's mission and values,
- Learn about campus policies and procedures, and
- Have fun!

In addition to providing in-hall activities, the Residence Life staff that live in your hall are there to answer questions, respond to concerns, and assist in the transition to campus living. We are all eager to help you have a great housing experience.



Mackenzie Hicks  
Director of Campus Life

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## Guide to Campus Life

The Dickinson State University (DSU) Guide to Residence Life serves as the university's official source of information about housing policies and procedures you will need to know as a member of the DSU Residence Community. The Guide to Residence Life is part of your housing contract, so you will be responsible for its content. Your understanding and cooperation with these policies and procedures is critical to your success as a residential student. Some key points to keep in mind:

1. All students participating in university housing, including visitors or those otherwise present in any university housing facility, are responsible to be familiar with and comply with the policies and procedures described in the Guide to Housing & Dining. Failure to comply with DSU policy may result in a Student Code of Conduct violation and/or penalty. Please take time to review the policies and procedures for which you will be responsible. If you have questions, please contact your Resident Assistant (RA), Housing Operations Coordinator (HOC), Director of Campus Life, or Dean of Students for clarification.
2. The Guide to Residence Life supplements information available through the DSU Student Handbook (available online). The Student Handbook also contains important information about policies that apply to all students, including those who are participating in housing. In particular, the Student Handbook includes the DSU Student Code of Conduct, including the process as it applies to Student Code of Conduct violations. The Student Handbook can be found at <https://dickinsonstate.edu/Assets/uploads/files/students/2021-2022%20Student%20Handbook.pdf>
3. Students who need a copy of the DSU Guide to Residence Life in an alternative format should contact the Office of Campus Life at [dsu.housing@dickinsonstate.edu](mailto:dsu.housing@dickinsonstate.edu) or stop by the Student Center, Room 113.

DSU reserves the right to revise the Guide to Residence Life on the date the changes become effective. When changes are made, students will be advised via their DSU email and by notifications posted in housing & dining facilities.

## About Residence Life

Fundamental to the mission of DSU is the right and responsibility to uphold the university's mission and vision. It is DSU's priority to establish and maintain a culture of learning within our housing facilities that are consistent with the mission and goals. Housing facilities are designed to provide residents with comfortable, attractive, and dynamic places to live and learn. For this reason, DSU's Office of Campus Life has been designed to be a co-curricular student learning opportunity. A variety of educational, cultural, social, and recreational programs are present to enhance the housing experience. Campus Life staff will work with residents to create an environment which facilitates personal growth, provides a sense of community, and encourages academic excellence.

## **Campus Life Mission Statement**

The mission of Dickinson State University Office of Campus Life is to provide quality housing & dining services for undergraduate students in an educational living/learning environment. We are committed to the development of a residential community which embraces diversity and promotes academic success.

## **Staff**

DSU employs a variety of staff to welcome and assist students who participate in campus housing. Together they make up the Housing staff, consisting of:

### *Dean of Students*

The Dean of Students oversees housing facilities, staff, budget, and the overall needs of the Office of Campus Life. In collaboration with the Director of Campus Life and Head of Facility Operations, the Dean of Students oversees the daily operations of our residence halls, while providing out-of-class living and learning opportunities for residential students.

### *Director of Campus Life*

Our Director of Campus Life assists in promoting the success and well-being of residents and achieving the goals and objectives of Student Affairs. The Director of Campus Life is comprehensively involved in the community development of residence buildings, and serves as communication between residents, the Office of Campus Life, and the Division of Student Affairs.

### *Housing Operations Coordinator*

Our Housing Operations Coordinator (HOC) is responsible for promoting the success and well-being of residents and achieving the goals and objective of housing facilities, dining services, campus life, and student affairs. They are involved in community development of the residence halls; assisting residents with a full array of personal development and academic and residency issues.

### *Resident Assistants*

Resident Assistants (RAs) carry out a wide variety of functions that benefit residents and the overall living community. RAs are student leaders employed by DSU who live in our housing facilities among the students they serve. RAs serve as peer mentors and programmers for their building. The RA provides academic information, makes appropriate referrals, initiates social and educational programs, and keeps residents informed about university programs, services, activities, and notifications. RAs are talented and motivated student leaders who are selected because of their interpersonal, academic and leadership skills, and genuine commitment to helping others. If you have a concern or want to find out how to get involved, your RA is a valuable resource.

### *Facilities*

The maintenance, cleaning and repair of campus housing is a huge task. While our residents are responsible for the conditions of the room and common areas, DSU Facilities staff complete the regular cleaning and routine repairs. Much of the quality of life that develops within campus housing is due to the efforts of these hard-working professionals. Residents should be respectful and helpful to these professionals.

## Notice of Non-Discrimination

Dickinson State University is an equal opportunity and affirmative action institution that does not discriminate on the basis of race, color, sex, sexual orientation, gender, national origin, age, religion, gender identity, creed, marital status, veteran's status, political belief or affiliation, information protected by the Genetic Information Nondiscrimination Act ("GINA") or disability in its admissions, student aid, employment practices, educational programs or other related activities. Pursuant to Title IX of the Education Amendments of 1972, Dickinson State University does not discriminate on the basis of sex in its educational programs, activities, or employment opportunities as required by Title IX. Dickinson State University complies with the provisions of the North Dakota Human Rights Act.

Inquiries concerning Title VI, VII, ADA, ADEA, Title IX, and Section 504 may be referred to either the:

Title IX Coordinator, Dr. Kathleen Geisen,  
Dickinson State University  
291 Campus Drive  
Dickinson, ND 58601  
[701-502-2081](tel:701-502-2081)  
[dsu.titleix@dickinsonstate.edu](mailto:dsu.titleix@dickinsonstate.edu)

Affirmative Action Officer, Krissy Kilwein,  
Dickinson State University  
291 Campus Drive  
May Hall Room 309  
Dickinson, ND 58601  
[701-502-4304](tel:701-502-4304)  
[dsu.aao@dickinsonstate.edu](mailto:dsu.aao@dickinsonstate.edu)

The Office for Civil Rights-Chicago  
U.S. Department of Education, Citigroup Center  
500 W Madison Street, Suite 1475, Chicago, IL 60661  
Telephone: 312-730-1560  
Fax: 312-730-1576  
TDD: 1-800-877-8339  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)  
Website: [www.ed.gov/ocr](http://www.ed.gov/ocr)

U.S. Equal Employment Opportunity Commission  
300 South Second Ave, Suite 720, Minneapolis, MN 55401  
Telephone: 1-800-669-4000  
Fax: 612-335-4044  
TTY: 1-800-669-6820  
Website: [www.eeoc.gov](http://www.eeoc.gov)

For more information visit the [Inclusion and Equity](#) webpage on the DSU website

## The DSU Room and Board Contract

When offered placement into DSU Campus Housing, you will be required to sign a legally binding “Room and Board Contract” with DSU before occupying your student residence. By signing the contract, you agree to abide by the terms and conditions of the contract and you agree to comply with the DSU Student Code of Conduct, as well as the DSU Office of Campus Life policies and procedures.

You should be aware that the DSU Room and Board Contract creates a privilege for you to use DSU on-campus housing facilities subject to the conditions of the contract and according to DSU regulations. It is a license to participate in Campus Life and is not a lease for housing between a landlord and a tenant.

It is the practice of DSU Residence Life to assign student rooms by gender. Students of opposite sex will not be assigned to the same room, unless assigned to Married Family Housing in Main Campus Apartments.

## Meal Plan Requirements in Housing Facilities

All students who reside on-campus are required to purchase and choose one of the Perch Resident Dining Plans. Students living on-campus have access to the Perch Dining Commons 7 days a week. Information about meal plans and dining are available in the Office of Campus Life and online at [Homepage \(sodexomyway.com\)](http://sodexomyway.com)

## Accommodations for Students with Disabilities

The DSU Office of Campus Life is committed to providing equal access to its housing for all students, regardless of the student’s status with regard to disability. Consistent with the requirements under the Americans with Disabilities Act, its amendments, and related statutes, DSU will make reasonable accommodations to its facilities and policies. Students who are in need of accommodations are responsible for contacting the Office of Accessibility Services to request services and complete documentation. The Office of Accessibility Services is located in May Hall, Room 209B. Requests for accommodations should be made as soon as a student with a disability becomes aware that accommodations may be necessary. Please keep in mind that some accommodations may require time to implement, and accommodations are not retroactive.

## Eligibility for Housing

### **General Eligibility**

DSU reserves the right to limit placement in housing to those students who meet its eligibility requirements. DSU also reserves the right to review your status with regard to its eligibility requirements at any time. Failure to maintain eligibility provides DSU the right to take appropriate action, which may include: re-assignment to another hall, suspension or dismissal from housing.

To be eligible for placement into DSU Housing during the academic year, students must be:



- Enrolled at DSU full-time. For the purpose of this policy, full-time status is a minimum of 12 undergraduate DSU semester credits. Any student dropping below full-time status during the course of a semester must receive written permission from the Director of Campus Life to continue to live on campus for the remainder of the semester.
- Current with student account at DSU both at the time of application and at the time of placement.

## **Summer Housing**

Summer housing is an option for students who want to live on campus through the summer semester. Contact the Director of Campus Life for more information on summer housing at [dsu.housing@dickinsonstate.edu](mailto:dsu.housing@dickinsonstate.edu).

## **Criminal History**

Any student who has a criminal history must make a full disclosure to DSU at the time of the housing application. Failure to do so may result in DSU withdrawing the student's offer of placement. DSU reserves the right to require the student to undergo a criminal background check as a condition at any time.

DSU reserves the right to refuse placement to or remove any student when it has reasonable cause to believe the student is dangerous or otherwise unsuitable for housing.

# Application for Housing

## **New Students**

Upon acceptance to DSU, the Office of Admissions provides new students with information on how to access DSU's online housing application.

## **Current Students**

Each Spring, currently enrolled students begin the housing application process for the next academic year by participating in room re-assignment. Students will be provided information about accessing the DSU online housing application process at this time.

## **Housing Pre-payment**

A housing pre-payment is required at the time of application. Your application will not be processed until payment is received. All students living on campus pay a \$25.00 non-refundable housing application and a \$175.00 pre-payment.

## Placement in Housing

We will make every effort to honor student preferences regarding residence hall and roommate preference(s) when making placement decisions within the following parameters:

- Students must meet the eligibility requirements of the residence hall they request.
- DSU will give students required to live on-campus priority for assignment to available spaces when space is limited.
- First-time freshmen are assigned to a residence hall.
- Students who request placement for the calendar year or entire academic year have priority before students who request placement of a single semester.
- DSU has a limited inventory of single rooms. There are additional fees for single rooms.
- All roommate and suitemate preferences must be expressed in writing by ALL parties.
- DSU reserves the right to make the final determination with regard to all housing assignments based on what it feels is in the best interests of all involved.

## Occupancy in Housing

The official occupancy of each student's residence is determined by DSU and serves as the basis for determining housing fees. The official occupancy of a room does not change when the number of students living in a residence changes during the course of the year. In other words, a double room will not become a single room when a student moves out; it remains a double room. DSU has a limited number of rooms designated as single rooms.

You may request single occupancy of a room designated as a double at the single room rate. However, DSU reserves the right to approve all such requests based on its ability to meet the overall demand for placement in housing. Request for a single room can be made to [dsu.housing@dickinsonstat.edu](mailto:dsu.housing@dickinsonstat.edu).

### **Vacancies**

When a vacancy exists in the residence halls, DSU reserves the right to assign another student to fill the vacancy. The student(s) who remain in a student residence with a vacancy are responsible for maintaining the vacated space in move-in condition in anticipation of the arrival of another student. There is no right on the part of the remaining student(s) to refuse to accept a new roommate. Any student who refuses a new roommate or otherwise acts in a manner to cause a new roommate to feel unwelcome is subject to Student Code of Conduct action.

In order to manage vacancies in housing in the most efficient manner possible, the Office of Campus Life may consolidate placements and assignments in facilities where vacancies exist at midterm of

each semester and also at the start of the spring semester. If you live in a room or suite where a vacancy exists, you may choose from the following options:

- Invite another eligible student from another under-occupied residence to fill the vacancy.
- Relocate to another room or suite with a vacancy.
- Request a move to a room officially designated as single room (dependent upon eligibility and availability).
- Request to remain in the current residence with existing vacancies for the remainder of the semester by agreeing to pay the single room fee. Approval of all such requests is dependent on availability in relation to overall housing.

### **Requests to Change Rooms or Roommate**

For a variety of reasons, you may want to move to another room or housing facility. Your request will be considered according to the following parameters:

- At the beginning of fall semester, DSU will not process requests to move until the second week of the semester unless circumstances are extenuating and there is availability. This is to ensure that everyone who has applied for housing has been assigned. It also provides time for you to get to know your roommate and suitemates before requesting a change.
- DSU will not consider a request to remove a roommate or suitemate. The principle is that the student who wants a change is the student who should ask to be moved out of the residence.
- Circumstances in which DSU will remove a roommate include:
  - a student engages in an activity that is illegal,
  - a student endangers the safety or well-being of others, or
  - a student blatantly disregards DSU's policies and/or the rights of other student residents.

In such circumstances, the other resident(s) of the room have a right to report such information to DSU for investigation. Such a report will be handled with as much confidentiality and sensitivity as possible and those who make the report have protection under the DSU anti-retaliation policy. If information provided in the report is confirmed by DSU, then the other student(s) living in the residence have the right to ask for the student to be removed from the residence.

## **Important Dates**

It is important for you to know the dates of when you are eligible to occupy your student residence. Moving in before your scheduled move-in date (even if a roommate is already occupying the residence) may result in additional fees and/or penalties. To avoid fees and/or penalties you will want to make

sure you know when your residence closes for winter break, and the date it reopens for the start of spring semester. You will also want to know the date you need to move out your residence at the end of the year. If you have questions, be sure to contact the Dean of Students, Director of Campus Life, Housing Operations Coordinator, or a Resident Assistant.

## **Start of Each Semester**

In order to provide you with a prompt and efficient check-in, you must adhere to the check-in times established for you. If you are required to return to campus early because of participation in a required activity, there will be a separate check-in time for your particular group or team. Information about all check-in times will be available at the Office of Campus Life. Please email [dsu.housing@dickinsonstate.edu](mailto:dsu.housing@dickinsonstate.edu) for more information.

You are responsible for this information. If you arrive on campus before your scheduled check-in time, DSU is not required to provide accommodations for you. You may make prior arrangements with the Director of Campus Life for an early arrival at least one week in advance. Your request for early arrival will be considered on a case-by-case basis. A late request fee of \$50, plus \$17/day shall apply to any request submitted with less than a week's notice. Requests for early arrival are approved when accompanied by a valid rationale. If a request is approved, you will be responsible for a daily housing fee in the amount of \$17/day.

## **Winter Break**

Housing is not provided during winter break as part of your DSU Room and Board Contract. You are required to check out of your residence no later than 24 hours after your last scheduled semester exam (final). If you are participating in graduation, you have until noon the day of graduation to check out of your assignment. If you have a DSU Room and Board Contract for the fall and spring semesters, you may leave your personal belongings in your assigned space during the break period. If you are required to return to campus early during Winter Break because of a DSU sponsored activity, you will be provided a specific check-in time.

In the event you request campus housing over winter break, DSU reserves the right to provide accommodations to you in the facility of its choosing at a fee of \$17/night. Requests for housing over Winter Break are due the Wednesday after the Thanksgiving Holiday. After the deadline has passed, a late application fee of \$50 will apply. DSU reserves the right to consider all such requests on a case-by-case basis. Payment for Winter Break housing is due in advance. A student who otherwise stays in their residence without approval will be subject to the Student Code of Conduct action and the daily housing fee for each day stayed.

## Checking In and Checking Out of Housing

### **Checking In to Student Residence**

Each student is assigned a specific time to check into their residence. Because of the number of students who need to move into housing, it is important for all students to comply with their assigned move-in time. If there are special circumstances that make this impossible, it is important for the student make arrangements in advance for a special check-in time. Students needing to move into their residence

early are subject to an early arrival fee in the amount of \$17/day. Students who do not comply with their scheduled check-in time and who fail to make prior arrangements will be assessed additional fees and may be subject to penalties.

All students must be checked into their residence by a member of the Campus Life staff. You are expressly prohibited from moving into your residences without being checked in by an authorized member of the Campus Life staff – even if your roommate(s) have already moved in.

At the time of check-in, you will be issued card access to your residence building and a key to your room. You will be asked to review, make necessary changes, and sign your Room Condition Report (RCR) that describes the condition of our residence on the day you move in. When you move out, the report will be used to determine if you are responsible for any damages to your residence that occurred during the time you lived in the residence.

If you fail to comply with DSU's check-in procedure, you will be subject to an improper check-in fee of \$50. Moving into your residence without being checked in by an authorized member of our Campus Life staff will result in additional penalties and fees. You can avoid these fees and penalties by checking in at your assigned time and by following the proper check-in procedure.

### **Checking Out of Student Residence**

The procedures to follow are stipulated by the DSU Room and Board Contract. You must follow these procedures for checking out of your residence. In advance of moving out, you are responsible to arrange a check out appointment with a member of the Campus Life staff by contacting your RA at least 24 hours before your intended check-out time. If you do not follow proper check out procedures as described in the DSU Room and Board Contract you will be subject to an improper checkout fee of \$200. If you fail to turn in DSU issued keys at the time of check-out, you will be subject to a replacement fee for each key not returned. In addition, if DSU determines it necessary because of security concerns to change locks as the result of missing keys, you will be responsible for associated costs.

### **Graduating Students**

Students who are graduating from DSU are responsible to vacate the student residence by NOON on the day following graduation.

### **Students Who Withdraw**

Students who withdraw from DSU are required to vacate their residence within 12 hours of the time they withdraw. Effective immediately upon withdrawal, the student who withdraws is not eligible to be the overnight guest of other students residing on-campus.

### **Suspension or Expulsion**

Students who are suspended or expelled from DSU Residence Life or from the university will be required to vacate their residence at a time stipulated by university officials. Effective immediately upon suspension or expulsion, the student who is suspended or expelled is prohibited from being present in any on-campus residence for any reason.

Students who have withdrawn from DSU or those who have been suspended or expelled become ineligible to reside in housing. Former students who stay in housing without proper authorization are subject to prosecution for trespassing.

## Unauthorized Occupancy

Someone staying in your residence without authorization from DSU is a serious offense. You may not sublease your student residence to any other individual, nor may you permit any individual who is not specifically authorized by the Director of Campus Life to reside in the residence. Students who permit persons not authorized by DSU to stay in a residence are subject to a fine in the amount of \$75 plus a daily Housing & Dining fee in the amount of \$17/day for each day accommodations were provided, along with Student Code of Conduct action.

## Visitation

In order to maintain a housing culture that supports an environment within each facility conducive to studying, sleeping, and socializing DSU has established visitation procedures when guests are present in housing facilities. Visitation procedures apply equally to family members of students as well as visitors who are not related.

DSU Campus Life reminds students that visitation is a privilege and requires hosts and visitors to be mindful of visitation procedures, respecting the privacy and comfort of others. The right of any resident to sleep, study or simply enjoy privacy should be considered over the privilege to host a visitor in the residence. A roommate should not be compelled to leave the room in order to accommodate a visitor, nor should they be placed in a situation that causes embarrassment. The host is responsible to ensure that visitors are informed of policies for the community life, and they are responsible to ensure that all guests treat other residents with dignity, and are respectful of DSU's property and of the personal property of all residents. Visitors that stay too frequently for an excessive duration abuse the hospitality of others and show a lack of respect for the privacy and comfort of roommates. Therefore, hosts are responsible to practice moderation with regard to the frequency and duration of visits.

## Overnight Guests

To provide student residents with guidance in maintaining a balance between personal freedom and responsibility to others, DSU has established the following procedure regarding overnight guests:

- Students who would like to host any overnight guests must have prior approval from all roommates and they must register their guest with the Office of Campus Life. To register a guest, the host must complete a Guest Registration Form (GRF) by contacting their RA 48 hours before the guest arrives. The GRF requires the following information: DSU host's name, residence, phone number, EMPLID, roommate(s) approval, guest's name, guest's home address, guest's birthday, arrival date/time, departure date/time, and emergency contact information. The guest will receive a copy of the form and is expected to keep it in

their possession for the duration of their visit and must present it when requested by a DSU official or personnel.

- Roommates should not be compelled to give up their room to accommodate overnight guests, nor should a guest be invited to stay when a roommate is absent unless the roommate has consented in advance. Roommates have the right to say no to the presence of overnight guests in the residence.
- Students who host an overnight guest are limited to:
  - hosting no more than one guest per night and for no more than three nights in a row.

## Roommate Conflicts

It is the hope of DSU that students participating in Residence Life will have a positive experience with roommates and other students with whom they may share living space.

Each student is responsible to do their best to get along with and resolve conflicts with roommates and those whom they share living space. DSU provides students participating in housing with agreements designed to facilitate a candid discussion among all the parties involved about expectations. Students may ask for assistance from the RA if any member of the residence refuses to participate or if those involved need help.

For a variety of reasons, conflict between roommates does occur. DSU's protocol for resolving conflicts includes the following:

- Each student that is part of the conflict is responsible for trying to resolve the conflict in a mature and respectful manner. Talking negatively about others, posting negative comments on social media, etc. is neither mature nor respectful for students and should be avoided. While it may be helpful for students to ask parents for advice and support, it remains the student's responsibility to engage in the process of resolving the matter and working with DSU officials when assistance is needed.
  - The students involved should find a time to discuss the matter when all involved are able to do so in a calm and respectful manner. It may be helpful to refer to the roommate agreement. If one or more refuses to participate or if students are not able to resolve the conflict, then the Office of Campus Life should be notified to mediate the process.
- The Office of Campus Life will meet with all students involved for the purpose of understanding the conflict. The roommate agreement will be used in the process. The Office of Campus Life will mediate the conflict in hopes of finding a successful resolution. Among options considered at this level will be voluntary re-assignment of one or more students to another on-campus residence of DSU's choosing. In the case where a successful resolution is not found, then the Dean of Students will be asked to assist.

- It should be understood that unless there are circumstances that warrant otherwise, when DSU becomes involved with assisting students resolving a conflict DSU's first goal will be to find a resolution that will allow students to continue to live together. For many students, learning to compromise and finding that it is possible to continue to live with someone whom you have had conflict with may strengthen a friendship that would otherwise end. It is important to thoroughly explore all possibilities before making a decision to separate students.
- Re-assignment of one or more students to another residence is not an option the first week of the fall semester. This is because DSU must make sure everyone who applied for housing, including those who submitted late applications, have been placed in housing.
- Cases where conflict continues despite mediation from professional staff will result in the Dean of Students reviewing the matter and determining a resolution that will be binding for all students involved. Among options considered at this level will be voluntary or mandatory re-assignment of one or more students to another residence of DSU's choosing.

## Policy on Entry into Student Residences

DSU reserves the right to enter student residences at any time regardless of whether the student is present in the following circumstances:

- Health, life or property is jeopardized by circumstances such as, but not limited to: fire, plumbing or drainage problems, mechanical failure, medical emergency, or any other type of emergency situation;
- Reasonable cause to believe that a serious violation of DSU policy has occurred or is occurring, including but not limited to: violations involving disruptive behavior, violations of visitation hours, inappropriate behavior, alcohol, drugs, weapons, hazardous materials and burning candles or incense.
- Inspection of the premises for routine maintenance and safety concerns, to show vacancies to prospective students, to prepare for the arrival of a new resident, or to make repairs to the premise or other legitimate purposes with the job responsibilities of the staff.
- As a result of violations of DSU policy on the part of residents, a Student Code of Conduct sanction stipulates future random inspections of the residence as part of the sanctioning process. In non-emergency situations DSU personnel will knock before entering and announce the intent to enter.

### Search of Residences

DSU reserves the right to conduct administrative searches of student residences and all property contained in them when:

- There is danger to the life or safety of any member of the DSU community;



- When facilities or property are endangered; and/or
- When there is reasonable cause to believe there has been a violation of DSU policy.

DSU reserves the right to inform law enforcement officials of an administrative search and anything illegal that is discovered during the search. Law enforcement officials may, under certain conditions, search the on-campus residence of a student with or without a warrant as allowed by the law. It is the policy of DSU to cooperate with any investigation of search conducted by law enforcement officials. DSU reserves the right to pursue independent student conduct action against any student determined to be involved in illegal activity or activity contrary to DSU policy as a result of a search by law enforcement officials. In the event where local, state, or federal law enforcement agencies present a valid search warrant and in instances where a legal search by law enforcement may be made without a search warrant, it is DSU's policy to not interfere with law enforcement officials. DSU reserves the right to pursue independent student conduct action against any student based on findings of a search conducted by law enforcement officials. In this case, the conduct officer shall determine a student conduct level appropriate for the violation.

In the case where a violation of DSU policy has occurred in plain view or is known to a DSU official or member of the Campus Life staff, the DSU official or Campus Life staff member is authorized to immediately enter the residence to investigate and conduct a search. Plain view includes instances where inappropriate behavior is observed in public areas and the person(s) responsible attempt to avoid responsibility by hiding in a residence; instances where inappropriate behavior is observed through an open door, instances where inappropriate behavior is observed through a window and when noise is heard from a residence indicating the inappropriate activity is occurring in the residence.

### **Scheduled Inspections**

For the purposes of maintenance, safety, and security inspections of student residences are conducted at various times during the academic year and break (vacation) periods. Notices of these inspections will be posted in the residence buildings in advance, whenever feasible. Staff members doing the inspections will knock before entering and announce their intention to enter if no one responds. When a staff member enters a residence where no one is present, there will always be at least two staff members present. During these inspections the residences will be checked for maintenance and safety concerns. The staff is authorized to turn off any appliances and confiscate any prohibited appliances or equipment that pose danger to safety. Staff are also authorized to confiscate any alcohol or illegal substances and cite residences for any policy violations. A receipt will be left informing residents of the time, date and confiscated items or policy violations.

### **Maintenance Concerns**

Members of the maintenance staff are authorized to enter residences to complete maintenance requests made by students. It may be necessary to enter residences for various maintenance or installation projects. To the extent possible, Campus Life staff will notify students when projects are in progress. All persons who enter student residences in this manner are required to knock on the residence and announce their intention to enter before letting themselves in a residence.

## Medical Emergencies and Student Illnesses

If you experience a medical emergency while in a residence hall, contact 911 immediately for assistance. Once emergency authorities have been notified, DSU Campus Safety should also be notified at 701-290-1068 (24/7). If able, please notify your RA, or the professional duty phone that emergency authorities have been notified.

When a student becomes ill, the student should go to DSU Health Services (Lower Level, Stickney Hall; 701-502-4413). Their hours are Monday – Friday, 8:00AM – 12:00PM.

## Responsibility for Damages to University Property

Students share responsibility for stewardship of DSU's property and facilities. You may not remove furniture belonging to DSU from the student residences without permission of the Director of Campus Life. Students are prohibited from removing DSU furniture or fixtures from public areas as well. When DSU property in a residence building is damaged or stolen, the residents living in the residence building are responsible for all costs associated with repair or replacement. Residents are responsible for damage of theft caused by guests. In the event there is evidence that students other than the residence of a building are responsible for the damage or theft, DSU reserves the right to hold these students responsible for damages in addition to or instead of the residents. When responsibility for the theft of damage cannot be determined, DSU reserves the right to hold all residents of a room or suite equally responsible for costs associated with repair and replacement. When responsibility for damages of theft in the common areas of a residence building cannot be determined, DSU reserves the right to hold all residents of the building equally responsible for the costs associated with repair and replacement. Students who cause intentional damage to DSU property, cause damage by negligence, or steal DSU property are subject to Student Code of Conduct action.

## Cleaning and Maintenance in Housing

Students are responsible for keeping their residence clean and disposing of waste in a proper manner. Garbage should be properly bagged, tied, and disposed of in the dumpsters located near each facility. Students are expected to leave the public areas (community showers, bathrooms, laundry, lounges, and kitchen) clean and ready for others to use. Students are responsible for providing their own cleaning supplies for their room and public areas.

DSU personnel maintain the public areas of each housing facility including the physical structure, mechanical and heating systems, elevators, laundry, lounges, and kitchenettes. When there are maintenance issues in a housing facility requiring the attention of Facility Operations, students are asked to exercise their urgency of a problem and report to their RA in an appropriate timeframe. Non-emergency requests made after business hours will be handled within 48 hours (e.g. lightbulb, washer/dryer not operational, etc.) Urgent problems will be addressed as soon as possible after they are reported.

## Safety and Security

Student safety is a high priority at DSU. Campus Life works closely with other departments, including the Office of Campus Safety and Emergency Management and Facilities Operation to promote a safe and secure living experience.

### **Office of Campus Safety and Emergency Management**

Located on the Main Level of the Student Center, the Office of Campus Safety and Emergency Management is available 24/7 at 701-290-1068. Students may call the above number to request an escort after hours. In the event of an emergency, students should first call 911 and then call Campus Safety.

Officers of the Dickinson Police Department and Stark County Sheriff's Office are welcome on campus property and in any housing facilities while discharging their official duties. All students are responsible for treating them in a respectful and cooperative manner. Law enforcement officials may be asked by DSU to assist with security and safety concerns and law enforcement issues. Campus Safety Officers with or hired by DSU are also authorized to be present on the campus and may enter any student residence building as part of carrying out their assigned duties. All students are responsible for treating them in a respectful and cooperative manner. Campus Safety personnel are authorized to assist Campus Life with policy enforcement and may refer students who violate policies for Student Code of Conduct action.

The Office of Campus Safety and Emergency Management and Campus Life collaborate to conduct safety training and fire drills. All students are expected to participate as instructed and failure to comply may result in Student Code of Conduct action.

### **Facilities**

In order to provide a safe and clean campus, DSU Facility Operations maintains DSU's facilities including the residence buildings. Members of the custodial staff keep the public areas of residence buildings clean, and a member of facilities keep the mechanical systems and fixtures in good working condition. Students are expected to be good stewards of DSU's facilities, and they are expected to dispose of waste as directed and clean up after themselves when using public areas of the building. Students who fail to do so may be subject to fees and the Student Code of Conduct actions.

## Insurance/Responsibility of Loss

DSU's insurance carrier DOES NOT cover losses for theft and losses of personal property. For this reason, insurance for loss involving personal property is the responsibility of the student. Students may have coverage under their parents' homeowner's policy. Check with your parents' insurance carrier to see if your property is covered under their policy. If you are not covered under your parent's policy, it is your responsibility to purchase an insurance policy to cover loss for theft of damage to your personal property. Most insurance carriers offer such policies.

## Quiet Hours and Noise

Residents and visitors to housing facilities are expected to respect the right of others to have an environment free from excessive noise and disruptive behavior. Quiet hours for housing facilities on campus are 10pm – 8am. Building RAs have the authority to establish and post different quiet hours and quiet hours are subject to change during mid-term and final exam periods. All students should be advised that those times outside of quiet hours do not constitute free license in regard to noise. In general, students and guests should be respectful of the fact that students have varying schedules. Students who work at night may need to sleep or study during the time others want to socialize. Students are expected to respond to the concerns of other residents in a respectful and considerate manner.

## Key and Lockout Policy

All students are responsible for their DSU issued keys. If room keys are lost or stolen, the student is responsible for contacting a member of the Campus Life staff to get a key replaced. If an ID card is lost or stolen, the student is responsible for contacting the Office of Campus Safety and Emergency Management for a replacement. The student is responsible for the fee(s) associated with replacing keys and IDs. Please refer to your DSU Room and Board Contract for a list of associated fees. If a student is locked out of their residence, they may contact the on-call RA or professional staff. The housing staff member can only grant access to spaces that the student is allowed (e.g. student's residence). If it is determined that the student no longer possesses keys the housing staff member will make arrangements to have the room rekeyed and new keys will be issued to the student. Fees will apply for this service as indicated above. In the event the student was locked out inadvertently or for other oversight, the Campus Life staff member will assess a lockout fee for opening the student's residence.

## Laundry Facilities

Laundry facilities are located in each residence on campus. Students who are not current residents in DSU housing ARE NOT eligible to use the laundry facilities. Violators are subject to Student Code of Conduct action. At this time, washers and dryers are free to residents in housing facilities.

## Animals and Pets

Because of safety concerns, allergies and the potential for damage to DSU facilities and property, DSU does not permit pets or animals in student residences except for a fish in a fish bowl. Accommodations regarding this policy will be considered if you have a documented need. Please contact the Office of Accessibility Services in May Hall, Room 209B for additional information. The Office of Accessibility Services will coordinate necessary documentation, making a request to the Office of Campus Life on the student's behalf.

DSU does not permit the cleaning of hunting and/or fishing carcasses in student residences.

## Commercial Activity

Residents on the campus of DSU are prohibited from conducting any type of business out of a student residence or anywhere on DSU property without the permission of the Dean of Students or their designee.

## Storing Personal Property

DSU DOES NOT provide storage for personal belongings in advance of your scheduled check-in date or after you have vacated your residence. Commercial storage facilities are available in the Dickinson community for this purpose. DSU assumes no responsibility for your personal belongings that are stored or left behind on campus. Any property belonging to you on DSU property will be considered abandoned and will be disposed of accordingly.

## Conduct Sanctions for Residents

At the discretion of a DSU Student Code of Conduct officer (including but not limited to: Director of Campus Life, Dean of Students, Title IX Coordinator, and Provost) conduct sanctions on a group basis in instances where a significant number of residents are responsible for policy violations and/or when there are repeated policy violations in a particular location. Sanctions and/or loss of privileges may be applied to an entire residence facility, a floor, a portion of a floor, or any combination of rooms and/or suites. Sanctions to be applied include, but are not limited to: restriction of visitation hours, expanded quiet hours, curfews and/or requirements for community service. The officer will determine an appropriate conduct level for each individual involved consistent with the violation.

## Residence Life Violations

Dickinson State university reserves the right to fine students for non-compliance with the Room and Board Contract and campus policies. Below is a listing of possible fines. This list is intended to be a guide for the Campus Life Staff assessing fines for violation of the Room and Board Contract. It does not preclude the right of the institution to give greater or lesser fines for violations or for violations not listed when it is deemed appropriate. All fines are added to the student's account upon violation. Additionally, this list is not all inclusive and additional fines will be determined at the discretion of the Director of Campus Life. Requests for appeals of these fines will be accepted. Please contact the Office of Campus Life for more information.

### Residential Fines

loss of key	\$25
noise	\$25
open Windows in freezing condition	\$50
removal/relocation of furniture	\$25/item
failure to comply	\$50
improper check-in	\$50
evacuation – failure to comply	\$50
misuse of elevator	\$75 + repairs
graffiti in elevator	\$75 + repairs
misuse of washer	\$75 + repairs
misuse of dryer	\$75 + repairs
failure to comply	\$75
alcohol/drug paraphernalia	\$100/ can or bottle
damage university property	\$100 + repairs
unauthorized room change	\$100/night
unsanitary living conditions	\$100/day
propping outside door	\$150
personal Trash	\$25 (first offense) \$50 (second offense) \$100 + code of conduct (third offense)
improper check-out	\$200
animal/pet in or outside of a residence hall	\$250

### Fire Code Violations

extension cords	\$25
hot/open surfaces	\$25/each
unauthorized appliances	\$25/each
candles	\$50
incense	\$50
extinguishers	\$100
detectors	\$100
sprinkler heads	\$100
fire suppression piping	\$\$\$ + repairs
fire suppression heads	\$\$\$ + repairs

## References

"Community Living." *Merriam-Webster.com*. Merriam-Webster, n.d. Web. 15 Feb. 2016.

University of Mary, ND Residence Life Handbook

North Dakota State University, ND Guide to Residence Life