Welcome to Black Hills State University. Whether you are a new student or a returning student, the faculty and staff at BHSU look forward to partnering with you on your academic journey. Ask questions; talk with faculty, staff, and other students.

Get to know us- we want to get to know you!

You will discover many services, events, and resources designed just for you. I invite you to become fully involved in university life by taking advantage of the multitude of opportunities inside and outside the classroom. This handbook contains basic information about offices and organizations on campus, as well as the policies regarding membership in an academic community and environment. It contains important information about living, studying, and succeeding as you make the most of your academic pursuits.

Best wishes for a great year and I hope to meet you soon!

Dr. Lois Flagstad
Vice President for Enrollment & Student Affairs.
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BHSU Value Statement

We, at Black Hills State University, are committed to:

Scholarship
We engage in the scholarship of research and creative activity to contribute knowledge and art to the community, the state, the region, the nation, and the world; we engage in the scholarship of teaching by using relevant and cutting edge practices to prepare students for the future; and, we engage in the scholarship of service by accepting leadership roles in society and making meaningful contributions to the profession and to the general public.

Student-Centeredness
We accept the responsibility of transforming student lives and treat each student with dignity and respect.

Educational Excellence and Life-Long Learning
We engage in doing quality work by reflecting on our performance, our creativity and ingenuity, and in continuously challenging ourselves to improve.

Integrity
We adhere to ethical standards of excellence and accept accountability for personal decisions and actions, which impact our reputation as a dynamic and resourceful institution of higher learning that places students front and center.

Diversity
We embrace the multi-dimensions of human differences by practicing inclusive education and unconditional positive regard, supporting multicultural learning experiences for all, and encouraging international exchange.

Innovation and Change
We anticipate future needs and use our imaginations to be responsive to unique opportunities for growth by encouraging respectful dialogue that encourages an open-minded exchange of ideas whereby active listening and critical thinking sustain a vibrant learning community for students, staff, faculty, administration, alumni, and the public.

Respect
We encourage everyone to take responsibility and ownership for a healthy and caring community. We do not stand for anything that promotes sexual violence, including crude comments toward both men and women. Together, we protect and support victims by saying NO MORE to sexual violence. We educate each other about campus and community resources and strive to listen and take action when necessary. United, we stand against sexual violence and take ownership for creating positive change on our campus.

Notice of Non-Discrimination
Black Hills State University affirms its commitment to non-discrimination in accordance with state and federal laws. BHSU prohibits discrimination on the basis of race, color, religion, creed, national origin, age, marital status, gender, sexual orientation, gender identity, veteran status, pregnancy or disability. Prohibited sex discrimination includes sexual harassment, including sexual violence, non-consensual sexual contact or non-consensual sexual intercourse (or attempts to commit same), and sexual exploitation.

BHSU Title IX Coordinator | Michael Isaacson | Michael.Isaacson@BHSU.edu | Woodburn Hall, room 125 | 605.642.6590
Register for classes

If you need assistance when registering for classes contact the Registrar’s Office at 605-642-6044 or visit their office in Woodburn Hall, room 104.

WebAdvisor  www.BHSU.edu/WebAdvisor

You will use WebAdvisor for doing business at BHSU. You’ll be able to:

- Register for classes (Search and Register for Class Sections)
- Pay your tuition bill (SDePay)
- View your grades (Grades)
- Evaluate your credit for your chosen major (Program evaluation)
- View financial aid information (SDePay)
- Sign up for direct deposit (SDePay)

User ID – your user ID will never change

You will receive your WebAdvisor user ID and password during New Student Registration. When changing your password remember that it must be 6-9 characters in length and include both letters and numbers. It is advisable but not required that you give yourself a hint.

My Registration Time
This feature allows you to check the date and time of your registration eligibility.

Times listed on WebAdvisor are for the central time zone. Spearfish is in the Mountain Time zone, so all WebAdvisor times listed are one hour later. (e.g. WebAdvisor time of 10 a.m. will actually be 9 a.m. in Spearfish)

My Restrictions
These are holds such as admissions, advising, general education, testing requirements, or unpaid fines that must be resolved before you can register.

My Class Schedule
This is a list of the courses for which you are currently registered.

Unofficial Transcript/Course History
This is a list of the classes you have completed.
Visit [www.BHSU.edu/WebAdvisor](http://www.BHSU.edu/WebAdvisor) or from the BHSU web page, choose the WebAdvisor link in the top right-hand corner.

- Log In
- Enter your WebAdvisor ID and Password (use lowercase)
- Choose the **Students** bar
- Under the **Registration** bar, choose **Search and Register for Class Sections**
- Choose **Search and Register for Class Sections** or **Express Registration**

**NOTE:** If you select “Search for Class Sections” you will only be able to search for sections and NOT register for them.

When registering for classes, keep in mind that an average of 15 credits each semester is required to complete a bachelor’s degree in four years. There is also a required number of credit hours needed to renew specific scholarships, please visit: [www.BHSU.edu/Scholarships](http://www.BHSU.edu/Scholarships) for more details.

**Search for class times/days using one of the following methods:**

1. **Search & Register for Class Sections** – Search online for the sections you wish to register for. From the **Search and Register for Class Sections** menu, choose **Search and Register for Class Sections**. Enter the following data:

   1. Select the term (required)
   2. Subject (e.g. ENGL) advisable, you can search for more than one subject at a time
   3. Course Number (e.g. 101) use with caution, wrong numbers will not return any classes
   4. University (choose BHSU) - advisable
   5. Location (choose SHMC-Spearfish Main Campus) - advisable, but this option will not include classes offered in Rapid City or online. You may choose multiple locations.
   6. Click Submit

**NOTE:** Other fields can be used to narrow your search but using additional fields will slow the processing time. Your search must have a minimum of three fields. Using “start on/after date”, “sections meeting after”, “course level”, “section”, or “clicking on specific days” has a tendency to create errors in your intended search. It is recommended
Your Preferred List

Both the Express Registration and Search and Register for Class Sections will create a preferred section list with the courses you selected.

Choose RG-Register under Action to register for the sections you want to take and click submit.  

(BHSU does not use the wait list option.)

The next screen will show you the classes for which you have been registered for and the reasons you could not be registered, if applicable. To search for additional classes, click Students and restart the process beginning with Search and Register for Class Sections. To drop a class, go to Students Menu, and choose Register and Drop Class Sections under the Registration bar. Check the box next to the course you wish to drop and click submit.

It is advisable to always check your registration or dropped sections by going to “My Class Schedule.”

To print your schedule, go to:

Students Menu
My Class Schedule (under the Academic Profile bar)
Choose the term
Submit
Print your schedule
Once finished - choose Log Out

Course Numbering System

Example: ENGL (subject) 101 (course number) B001 (section number)

Course Numbers
Below 100 – Remedial
100 – Freshman
200 – Sophomore
300 – Junior
400 – Senior

NOTE: Each course carries a three-digit number. The second and third digits are used within colleges in sequence. They indicate lab or lecture, area identification, and prerequisite courses. The first digit in the number indicates the college year that the course should be taken. Courses numbered in the 100s are normally taken by freshmen, 200s by sophomores, 300s by juniors, and 400s by seniors, 500s are taken by seniors with special approval and graduate students, and 600s and 700s are by graduate students only.

Section Numbers
BHSU sections start with a B (example, B001). Section designations are as follows:

H – Honors course (you must be enrolled in the BHSU Honors Program to take these courses)
L – Lab
200 – Taught in Rapid City
500 – DDN (Distance Learning)
600 – Internet

NOTE: MATH 095 and READ 041 have 300 sections but are NOT necessarily taught off campus.
Placement in English, Mathematics, and Reading
All entering students must provide valid ACT scores (within the last five years) or must take the ACCUPLACER examination in the areas of writing skills, mathematics, and reading to show evidence of their level of academic preparation prior to their enrollment into their initial mathematics, English, and reading courses. Pre-general education courses include ENGL 033, MATH 095, MATH 101, and READ 041.

English Composition & Reading Placement
Placement through ACT: Standardized test scores determine placement in English composition courses.
For students with valid ACT scores, the scale used for placement is:

**ACT English**
- 18 & above ENGL 101
- 1 - 17 ENGL 033* & ENGL 101C

**ACT Reading**
- 1-17 READ 041*
*These classes do not satisfy degree requirements.

Placement through COMPASS or College Board Accuplacer: All students who do not have ACT scores or who have ACT scores older than five (5) years must take the COMPASS or College Board Accuplacer Writing Placement Exam. Student should be directed to have the Center for Academic Success to take this exam. The scale used to determine placement with the exam is listed below:

**Writing Exam**
| COMPASS | 74+ | ENGL 101 |
| COMPASS | 1—73 | ENGL 038 & ENGL 101C |

**Sentence Skills**
| ACCUPLACER | 86—120 | ENGL 101 |
| ACCUPLACER | 0—85 | ENGL 033* & ENGL 101C |

**Reading Exam**
| COMPASS | 0-77 | READ 041* |
| ACCUPLACER | 0-85 | READ 041* |
*These classes do not satisfy degree requirements.

Math Placement Process**

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Math Index (MI)</th>
<th>Accuplacer Score</th>
<th>Smarter Balanced</th>
<th>Only if no HS GPA is available and thus no MI is available</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 095</td>
<td>0 or higher</td>
<td>Elem Algebra 0-75</td>
<td>0-2627</td>
<td>ACT MATH 1-17 SAT MATH 0-420</td>
</tr>
<tr>
<td>MATH 102 w/ 092L or MATH 103 w/093</td>
<td>950 or higher</td>
<td>Elem Algebra 44-75</td>
<td>2543—2627</td>
<td>ACT MATH 18-19 SAT MATH 421-470</td>
</tr>
<tr>
<td>MATH 102 or MATH 103</td>
<td>1150 or higher</td>
<td>Elem Algebra 76-120 College Level 0-50</td>
<td>2628 or higher</td>
<td>ACT MATH 20 or higher SAT MATH 471 or higher</td>
</tr>
<tr>
<td>MATH 115 or MATH 120 or MATH 121 or MATH 281</td>
<td>1300 or higher</td>
<td>College Level 51 or higher</td>
<td>NA</td>
<td>ACT MATH 25 or higher SAT MATH 570 or higher</td>
</tr>
<tr>
<td>MATH 123</td>
<td>1300 or higher AND Accuplacer Calculus 19 or higher</td>
<td>Accuplacer Calculus 19 or higher AND MI 1300 or higher</td>
<td>NA</td>
<td>ACT MATH 25 or higher AND Accuplacer Calculus 19 or higher</td>
</tr>
</tbody>
</table>

**Math Index (MI) = 250*HS.GPA = 17*Math.ACT**
The column that gives the highest placement should be used.
The fourth column is only to be used if no HS GPA is available.
Accuplacer can be used to challenge placement. Challenges start at the current level of placement. If no MATH ACT is available, a student will start at the Accuplacer Elem. Algebra level.
**Challenging Your Placement** - Students who place into English 033 but feel their ACT English sub-score or their ACCUPLACER writing exam score does not reflect their writing ability may challenge their placement by taking the ACT or ACCUPLACER writing exam. Challenging your placement is a one-time option and includes a fee of $17.

Students with an ACT score of 28 and above may challenge placement into ENGL 101 by taking the E-write Compass Exam to place into ENGL 201. Students who are placed in ENGL 201 are still required to take a total of six hours of English for the general education requirement. ENGL 401 can be used as their second university writing course, or students may opt to CLEP the ENGL 101 to satisfy those hours prior to taking ENGL 201.

**Pre-General Education Requirement**
Students placed in pre-general education courses must enroll in and successfully complete the course within the first 30 credit hours attempted (Math 095, 101 and ENGL 033).

**General Education Requirement**
Incoming freshmen must complete 30 credit hours of System General Education Requirements (BOR Policy 2:7) in their first 60 credit hours. The following 18 credit hours of the System General Education Requirements must be completed in the first 48 credit hours.

<table>
<thead>
<tr>
<th>Course Requirement Credit Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication (Goal #1)</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication (Goal #2)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (Goal #3)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities and Fine Arts (Goal #4)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics (Goal #5)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science (Goal #6 - six credits recommended)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 18**

**Required General Education Credit Hours**
Transfer students with more than 18 credit hours entering from outside the Regental system must complete the previous specified 18 credit hours of general education requirements within the first 30 credit hours taken at a South Dakota Regental institution.

**Immunizations**
In accordance with South Dakota State Law and BHSU admission requirements, you must provide proof of immunity to measles, mumps, and rubella, MMR. Other immunizations that are recommended, but not required, are Hepatitis B, Meningitis, and TDAP.

You have several options of how to provide the appropriate documentation to Student Health Services:

- You can provide proof of 2 MMRs;
- You can choose to obtain a medical laboratory report that verifies presence of disease-specific antibodies in the blood (i.e. positive blood titer); or
- You can provide medical documentation of the disease as diagnosed by a qualified physician.

For more information and/or to download the immunization form visit [www.BHSU.edu/StudentHealthServices](http://www.BHSU.edu/StudentHealthServices)
Billing and Payment

Tuition Payment and Confirmation
Student Financial Services, Woodburn Hall 114 | www.BHSU.edu/FinancialAid

You may access complete billing and payment information, including the BHSU Monthly Payment Plan, at www.BHSU.edu/PayForCollege.

Access your tuition and fees account to view your current bill and/or make a payment from the BHSU home page (www.BHSU.edu) by clicking on WebAdvisor in the quick links section, select “WebAdvisor for Students”, “SDePay”, and “View Account”.

You will not receive a paper bill. Your “eBill” is available to view or print from SDePay.

You may also visit with personnel in Student Financial Services (Woodburn Hall, room 114) on the Spearfish main campus, or at the BHSU-Rapid Center. Billing information is available approximately 30 days prior to the beginning of each semester and approximately May 1 for the summer semester.

Payment is due by the first business day after census of each semester. Past due accounts are subject to late charges and class cancellation. A financial aid deferment may be available by contacting Student Financial Services.

By making a timely payment and completing the electronic attendance confirmation, you will guarantee your 2016 class registration and expedite any financial aid refunds you may be expecting. If you have financial aid for the fall semester, complete the confirmation by September 1. All students should complete the Attendance Confirmation before the payment due date of each semester. If your plans change prior to the beginning of the semester, please notify BHSU immediately so that no financial obligation is incurred. Electronic attendance confirmation is available from the BHSU home page approximately 30 days prior to the beginning of each semester.

Financial Aid

If you haven’t already applied for financial aid, do so now. The first step in applying for aid is to complete the FAFSA (Free Application for Federal Student Aid). This must be completed annually to determine federal and state student aid eligibility. You can complete the FAFSA any time after January 1. It’s recommended that you do this as early as possible. Complete the FAFSA online at www.fafsa.gov.

• List BHSU as the school choice. BHSU’s school code is 003459.
Respond to requests for information/documents promptly, including your acceptance of aid. If you are borrowing a Direct Loan for the first time, you must sign a Master Promissory Note (MPN) and complete loan entrance. To complete these requirements, go to www.StudentLoans.gov.

If you are eligible for veterans’ educational benefits, contact Eileen Thomas, Veterans Affairs certifying official, at veterans@bhsu.edu or call 605-642-6415.

If you have been awarded federal work-study, you will be sent the paperwork needed for employment. After July 1, a listing of the current openings will be available. Visit www.BHSU.edu/Careers, select Jacket Job Link.

Upon accepting the Perkins Loan, you will need to sign a Promissory Note and Rights & Responsibilities. These forms will be sent to you after you accept the loan.

The Tuition Calculator on the website can give you an idea of what you will owe for the upcoming semester. To access the calculator, visit www.BHSU.edu/PayForCollege, Tuition and Fees, Tuition Calculator.

Recipients of outside scholarships need to complete the form located at www.BHSU.edu/FinancialAid, Forms tab. Student Financial Services asks that scholarship money be received by July 31 (December 31 for the spring semester) to allow for processing time.

Recipients who are receiving federal financial aid need to complete the Authorization to Pay Expenses, www.BHSU.edu/FinancialAid, Forms tab. e-Bills will be posted on SDePay approximately one month prior to the start of the semester. You will receive an e-mail at your official BHSU Yellow Jacket e-mail account when the bill is posted. You will also have a Current Activity (summary) available at all times after the initial billing date since your bill could change if you make revisions to your classes, room or meal plan. Make sure that you review your SDePay current activity carefully. Items to review for accuracy are: your class schedule, tuition, fees, room and dining charges, and financial aid. Remaining, estimated, or pending aid is different from aid paid or applied aid. Aid is applied to your bill approximately 8 days prior to the beginning of the semester if all paperwork is complete. If your aid has not been paid to your bill, make sure to contact Student Financial Services to see if you qualify for a deferment.

All students must pay their semester charges or make financial arrangements by the payment deadline each semester. Past due accounts are subject to late charges and de-registration.

Students at BHSU use a variety of financial options to help pay for their expenses. For more information, visit www.BHSU.edu/PayForCollege

Read everything carefully and ask questions. The Student Financial Services Office is here to help.
Campus Life

Student IDs

Buzz Card Office, Student Union, Room 106 | www.BHSU.edu/BuzzCard

The Buzz Card functions as a student ID, library card, meal card, debit card, printing card, and security card. A photo ID (driver’s license, passport, etc.) must be presented in order to obtain your Buzz Card.

- As a student ID, the Buzz Card provides access to student computer labs, the Young Center, health services, and student activities including athletic events, plays, and concerts.
- As a library card, you can utilize the resources in the library.
- As a meal-plan card, the Buzz Card is accepted at all on-campus food venues. Your purchases are deducted from your board plan as a meal swipe or from your dining dollars declining balance.
- As a debit card, your Buzz Card can be used at on-campus vending machines, the University Bookstore, at University Mail Services, copiers, and at off-campus vendors that accept Buzz Bucks. See participating vendors at www.BHSU.edu/BuzzCard
- As a pre-paid card, your Buzz Card is used for laundry services in the residence halls (see below)
- Finally, as a security card, your Buzz Card provides access to your residence hall.

Residence Halls

Residence Life, Student Affairs Suite, Woodburn Hall | www.BHSU.edu/ResidenceLife

Much more than a place to park your backpack, your residence hall is your new home, which includes a community of friends and fellow students. The Halls are a special community where you live, learn, and make life-long friends. Anything is possible with BHSU Residence Life.

Live-on requirement: All students within two years of their high school graduation date are required to live on campus. See the Residence Life staff for possible exceptions.

Internet connection in rooms: Each room is equipped with high speed internet. The Residence Life Network (BHSU-Secure) is an internet service that provides a reliable connection for students in the residence halls and campus suites. In order to connect to BHSU-Secure, users must meet minimum system requirements. Requirements and network access are enforced by a system called Safe Connect that checks for anti-virus, patches, and other security-related updates. All residence halls have wireless Internet access.

For more information visit: http://www.bhsu.edu/iits/Services/ResNet/tabid/9635/Default.aspx

Cable TV: Bring your own television to access extended basic cable that is available in each room at no additional charge.

Laundry: Each residence hall has washers and dryers available for students. You pay for laundry with your Buzz Card. You can use www.laundryview.com to check on the status of your laundry.

Kitchenettes: Every residence hall is equipped with a kitchenette area that includes a stove, refrigerator, microwave, and sink.

TV and VCR/DVD: A television and VCR/DVD is available for use in the lobby areas of each residence hall.
**Items to bring:**

- Linens - mattresses in the residence halls are extra long twin (visit [www.rhl.org/bhs](http://www.rhl.org/bhs) for linen options)
- Refrigerator - compact refrigerators no larger than 4.4 cubic feet may be used
- Microwaves - 1000 watt or less
- Power strip with surge protection
- Television, VCR, DVD player - make sure to talk to your roommate and decide prior to moving who will bring these items
- Personal decorations and mementos - avoid using duct tape, foam tape, or nails
- Laundry detergent and basket
- Toiletries
- Cooking and eating utensils
- Coffee pot

**Do not bring:**

- Extension cords
- Personal grills, such as the *George Foreman Grill*
- Hotplates
- Toasters and toaster ovens
- Candles or any open flame devices
- Contact paper
- Halogen lamps
- Hover boards

**Dining Services**

Student Union, main level | 605-642-6896 | [www.BHSU.edu/Dining](http://www.BHSU.edu/Dining)

BHSU operates several dining outlets on campus for students, faculty, staff, and community members:

- **The Hive** offers seven different stations including: PAO, our Mongolian BBQ; The Grille, traditional grilled items; Bravo, hearth-fired, house-made pizzas; Market Place, Midwestern home-style comfort food; Sweet Peppers Deli, made to order sandwiches and wraps; Field of Greens, classic salads and a variety of fresh food offerings; and the Bakery, a variety of sweet treats and ice cream.
- **The Buzz Shack**, located in the Student Union, offers locally roasted Dark Canyon coffee, lattes, cappuccinos, smoothies, Italian sodas, fresh fruit, pastries, breakfast burritos, wraps, hoagies, salads, and soups.
- **Einstein’s Bros. Bagels**, located in the E. Y. Berry Library-Learning Center, offers a variety of bagels and schmear, salads, sandwiches, and wraps for breakfast, lunch, and dinner. They also serve coffee, specialty coffee drinks, and frozen smoothies.
- **Dining Dollars**, associated with all meal plans, and Buzz Bucks can be used at any food service location on campus. Students living off campus may purchase a commuter or a resident hall meal plan, or use Buzz Bucks, cash, or credit card to purchase individual meals.
BHSU strives to offer great technology services to all students and patrons. Some of the technology resources offered by BHSU include: student computer labs, Microsoft Office Suite for current students, wireless Internet access, and ResNet access, which is a network that provides Internet connectivity to students living in the residence halls and in the campus suites.

Students are encouraged to bring a laptop of their own to campus. Owning a laptop gives students mobility with wireless Internet access available across the campus.

Technology is continually decreasing in price, and personal computers become more affordable with every passing year. It is now possible to purchase a computer at a cost of less than $1,000 which will remain functional for your entire university career. When shopping for a computer, keep in mind that any computer meeting the minimal configuration listed below will work well for both doing homework and accessing the Internet. Contact Network & Computer Services at 605-642-6580 if you have questions. They will be happy to discuss computing needs and current market pricing with you.

Computers that are connected to the BHSU network are required to have a licensed copy of Windows 7, Windows 8.1, Windows 10, or Mac OS X (10.9 - 10.11), with the latest operating system patches/service packs and up-to-date antivirus software.

Computers with the following operating systems are not allowed to connect to the network: Windows XP and earlier or Mac OS X 10.8 and earlier. Linux distributions are allowed with their latest patches, but may not be fully supported.

**Password Distribution System**

When properly registered, each student is provided usernames and passwords for accessing the various University systems. If a student ever loses or forgets their initial password or username information, it can be retrieved online at: [www.BHSU.edu/LoginHelp](http://www.BHSU.edu/LoginHelp). Before a student can access the University systems, they must change their initial password by logging into BHSU’s Password Reset Portal located at [https://account.bhsu.edu/](https://account.bhsu.edu/). The Password Reset Portal will require student to setup security questions, which allows forgotten password to be retrieved from the portal. Students are required to change their email password every 90 days and will receive daily email reminders two weeks prior to their password expiring. When a student is reach to change their password, they can long into [https://account.bhsu.edu/](https://account.bhsu.edu/) and select the “Change Password” option. If the student does not have access to the internet, a password distribution computer is located in front of the circulation desk on the main floor of the Library.

**BHSU Email**  
[mail@yellowjackets.BHSU.edu](mailto:mail@yellowjackets.BHSU.edu)

BHSU provides an e-mail address for all registered students through Microsoft’s Office 365 for Education Service. By using this service, BHSU ensures the account remains usable by the student even after graduation. Office 365 provides students with many resources:

- 25 GB inbox
- 1 TB of online storage via the OneDrive for Business
- Access to MS Office Web Apps and Desktop Applications

BHSU is also enrolled in the Microsoft Student Advantage program. This program provides current students with the ability to download and install the latest version of the Office suite on up to five personal computers—Mac or Windows—as well as utilize Office suite on a variety of mobile platforms, such as iPad, Windows Mobile, and Android. Additionally, your e-mail address can be used to gain access to discounted student pricing on a variety of products and services.

_E-mail has become a primary mode of communication across campus, students should check their e-mail at least once a week._
Privacy of Educational Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the eligible student when he or she reaches the age of 18.

Generally, schools must have written permission from the eligible student in order to release any information, including grade and financial aid information, from a student's education record. The ideal scenario is for students to share their educational record(s) openly with parents, but sometimes there are situations that make this inconvenient or non-practical. In order to allow parents (or any other third party) access to their eligible child’s educational record(s), the eligible child must fill out the FERPA Educational Records Release Form and return it to the Registrar’s Office, Woodburn Hall, room 104.

The regulations implementing FERPA permit the disclosure of directory information. BHSU may disclose, without consent, directory information such as name, hometown, dates of enrollment (start date and end date), academic level (undergraduate, graduate, professional), major field of study, date of graduation and degree awarded. Generally, this directory information is releasable to any requesting person or entity (such as newspapers to announce awards, etc.) unless the student has followed the procedure to withhold disclosure of directory information. To prevent the disclosure of a student’s directory information, the eligible student must fill out the Directory Information Opt-Out Form and return it to the Registrar’s Office, Woodburn Hall, room 104 by the 10th day of classes of the first semester during which the student is enrolled.

Student Consumer Information

The Student Consumer Information regulations of the United States Department of Education require universities to provide students access to certain information to which they are entitled as consumers. Information about financial aid, academics, campus safety and health, technology, university statistics, and enrollment is provided at www.BHSU.edu/StudentConsumerInformation.

Student Organizations

With more than 85 student organizations and clubs at BHSU, you will definitely find one that interests you. Watch for the biannual Student Organization Fair on the campus green and in the Student Union lobby areas at the beginning of each fall and spring semester. This is your opportunity to visit various organization booths, talk to current members, find out when and where the groups meet, what activities they plan, how they can be a benefit to you, and how you can be a benefit to them. Every student has something to offer and something special to leave behind when they graduate. Get involved!
Offices and Student Resources

**Academic Advising:** All degree-seeking students who are enrolled full time are assigned to an academic advisor. Advisor assignments and changes are made in the dean's office of your major. You can find your advisor’s name and contact information when you log on to WebAdvisor (choose My Profile under Academic Profile). Students taking classes in Rapid City should contact Katie Pavel at 605-718-4373.

**Any degree-seeking student with fewer than 60 completed credit hours is required to contact their advisor before registering for classes.** Remember that many times your advisor has connections that could lead to your future career. It is a good idea to work with your advisor for your entire college career.

Academic advising is an ongoing process in which faculty help students define an educational plan consistent with their life goals. Take the initiative to get to know your advisor by scheduling regular appointments. Prepare for advising by becoming familiar with your degree requirements and keeping track of courses you have completed. For more information go to [www.BHSU.edu/Advising](http://www.BHSU.edu/Advising).

**Academic Affairs:**

**Aquatics Center:** The Aquatics Center is located in the Young Center. Hours will be posted or call 605-642-6196. Swimming classes are available and are listed in the BHSU class schedule.

**Art Shows:** There are a variety of art shows featuring students, faculty, and regional artists that are held regularly in the Ruddell Gallery, located on the second level of the Student Union. Student artwork is also displayed throughout the campus.

**Athletic Program Support & Participation Rate:** For information on completion rates, transfer-out rates, and other statistics for students who receive athletically-related student aid, as well as information regarding institutional revenues and expenses attributable to intercollegiate activities contact Jhett Albers, director of Athletics, at 605-642-6885 or visit him at the Young Center, room 114. [www.BHSUAthletics.com](http://www.BHSUAthletics.com)

**ATM:** An ATM is located near the bookstore in the Student Union on the second level of the building.

**Bookstore:** The University Bookstore, located in the Student Union, provides an extensive selection of new and used books, textbook rentals, BHSU merchandise, and electronics. The store also features coffee, cappuccino, and a variety of snacks and drinks. Special orders for books and supplies are welcome. UPS shipping is also available. The Jacket Zone in downtown Spearfish and the Young Center also offer a full line of BHSU apparel, gifts and university events.

Save up to 80 percent off on fully-functional computer software, including the required MS Office Professional. Academic discounts are also available on Hewlett Packard and Apple computers. Book buyback is held at the end of each semester during finals week from 8 a.m. to 4 p.m. Visit [www.BHSUBookstore.com](http://www.BHSUBookstore.com) for up-to-date information and to shop online.

Store hours are Monday-Friday, 7:30 a.m. to 5 p.m. and Saturday, 11-2 p.m. during the academic year. The bookstore is closed on holidays. The BHSU Rapid City Campus Bookstore hours are Monday-Thursday, 8 a.m. to 8 p.m. and Friday, 8 a.m. to 12 p.m.

**Buzz Card Office:** Located in the Student Union, Room 106, the Buzz Card Office provides support for students, faculty, and staff with questions related to your Buzz Card or the online card office. This office also handles the production and the replacement of Buzz Cards. You (or your parents) may also make deposits to your Buzz Bucks account by visiting the Buzz Card Office. Contact 605-642-6513 or visit [www.BHSU.edu/BuzzCard](http://www.BHSU.edu/BuzzCard) for more information.

**Check Cashing:** With a current BHSU Buzz Card, students, staff, and faculty can cash checks up to $20 in the University Bookstore.

**Child Care:** The Little Jackets Learning Center provides child care for children of students, faculty, and staff on a space-available basis. The Center has a professionally trained staff of early childhood educators and is assisted by several part-time employees and work-study students. Visit [www.BHSU.edu/ChildCare](http://www.BHSU.edu/ChildCare) for more information.

**Computer Labs:** Desktop and laptop computers for student use are located on the second floor of Jonas Hall, at the Student Union Information Desk, and in the E.Y. Berry Library-Learning Center. These computers provide access to the campus...
network, e-mail, library resources, and the Internet. A network logon ID (username and password) is required to use the computers in these locations.

**Copy Machines and Printing:** Copy machines are located in the Library, the Student Union, and in Jonas Hall. Color copies and color transparencies can be made at Digital Media Resource Services on the main level of the Library. The University Printing Center provides services to students for school-related duplicating needs, such as research papers, resumes, class presentations, etc. The Printing Center is located in the basement level of Jonas Hall.

**Counseling:** The Counseling Center provides on-campus counseling to currently enrolled students. Services are provided by a licensed professional counselor who will assist students in a non-judgmental, objective, confidential setting with their day-to-day concerns, problems, thoughts, and feelings. Contact the Counseling Center at 605-642-6520 to schedule an appointment; there are no charges for counseling services for students currently registered at BHSU. Visit [StudentCounseling](http://www.BHSU.edu/StudentCounseling) for more information.

**Digital Media Resource Services:** Portfolio CDs and DVDs can be created and duplicated from computer files and video tapes at Digital Media Resource Services, which is located on the main floor of the Library. These portfolios can document events such as music recitals, theatrical productions, photo exhibits, and science research. They can also bind your reports, research, and special papers into booklets for a professional touch and to preserve your documents.

**Disability Services:** Accommodations for students who have documented disabilities can be arranged with the Disability Services liaison. The liaison will maintain current documentation and assist the student in arranging for accommodations both in and out of class. Students with disabilities may also benefit from the Student Support Services program, described on page 23. Contact the Disability Services Office at 605-642-6099 or visit [www.BHSU.edu/DisabilityServices](http://www.BHSU.edu/DisabilityServices) for more information.

**Drop/Add:** The drop/add period is the time period during which students may adjust their academic schedule for the term without financial or academic consequences. The last day of the drop/add period for a course is designated as the census date for that course and is the official date for enrollment reporting. The last day to drop a standard course without transcript entry is Census Date for each semester. The drop/add timeline for block courses will vary; contact the Registrar’s Office at (605) 605-642-6092 for specific deadlines. Student registrations can only be added to courses after the end of the drop and add period by approval of the instructor and academic dean.

**E.Y. Berry Library:** The E.Y. Berry Library-Learning Center strives to provide information and resources to support the curriculum of the University. These resources are available in various formats; the Library personnel will be happy to assist you. For more information and Library hours visit [http://iis.bhsu.edu/lis/](http://iis.bhsu.edu/lis/).

**Employment - On Campus/Work-study:** Work-study jobs provide a great opportunity to gain work experience and earn money without interfering with your classes. Students eligible for federal work study are encouraged to visit with Student Financial Services, located in Woodburn Hall, room 115 or call 605-642-6145. Apply early!

**Faxing:** The Student Union Information Center offers a fax service to students. The cost is $.50 per page to receive and $1.00 per page to send.

**Fitness:** The Donald E. Young Sports and Fitness Center is a 172,000+ square foot sports and fitness complex. All registered students are eligible to use the facilities at the Young Center, including the swimming pool, field house, track, gymnasium, and fitness center, at no additional cost. Your Buzz Card must be shown each time you use the facility. For hours of operation or more information call 605-642-6096 or visit [www.BHSU.edu/YoungCenter](http://www.BHSU.edu/YoungCenter).

**Grades:** Faculty will enter grades via WebAdvisor no later than the third working day following the last day of finals. The Registrar’s Office will verify grades no later than eight working days after the last day of final examinations for the term.

**Graduation:** Students must apply for graduation in the Registrar’s Office by the following deadlines: May graduates - Feb. 15; summer graduates - Feb. 15; and December graduates - Oct. 1. BHSU officially graduates students at the end of fall, spring, and summer terms. The University holds a commencement in May and December. All graduates are expected to be present for commencement. Summer candidates are invited to participate in the May commencement preceding the completion of their work.

**Graduate Programs:** Anyone interested in a graduate degree program or in taking graduate courses at BHSU should contact Academic Affairs at 605-642-6262.

**Health Services:** Student Health Services works with Queen City Regional Medical Clinic in Spearfish as a service provider. A nurse practitioner or physician's assistant is available from 8 a.m. - 5 p.m., Monday through Friday. For more information call 605-642-6520.

- Immunizations required: 2 MMR’s
• Immunizations recommended: Meningitis, Hepatitis B series, and TDAP
• For students 18 years old or younger, state immunizations are free
• For students 19 years old and older, immunization fee covers the serum cost
• Free services to students including physical exams

Honors Program: Dedicated to achievement, leadership, and community, the University Honors Program seeks to enrich its students' university experiences. The program is designed to provide the university’s top students with the support and individualized instruction they need to pursue their academic and professional goals. The University Honors Program adds tremendous value to a Black Hills State University education, including more academic resources and opportunities, individualized instruction and faculty mentorship, and a dynamic academic and social network. Students who graduate from Black Hills State as University Scholars get their money’s worth.

Involvement: Research and experience shows that students who become involved in their immediate community are more successful, enjoy their college experience, and learn essential leadership skills. Consider participating in one or all of our various events to learn more about leadership and develop your leadership skills at the same time. These events will also give you the opportunity to network with your fellow students and develop those connections that will assist you later in your careers. Once each semester, students will have an opportunity to attend a Leadership Retreat where session will be more specifically focused on developing various aspects of leadership. The Leadership Development Series was created as an opportunity for students to gain valuable training and skill development in a variety of leadership areas. Each workshop will focus on different aspects of leadership and personal development. Each student that completes the series receives a certificate of completion, leadership pin, a framed copy of their personal leadership credo and a letter of recommendation upon request. For more information, contact Erica.Whitiker@bhsu.edu.

International Relations & Global Engagement: The Office of International Relations & Global Engagement is the connection place for international students. It provides students opportunities for becoming familiar with their new academic setting, the Spearfish community, and the Black Hills. The office also coordinates study abroad and student exchange experiences for BHSU students; international experiences for BHSU faculty and students; international research and manuscript publishing; and international presentation opportunities with international and domestic universities. For more information visit www.BHSU.edu/International

Judicial Actions: BHSU students are compelled to uphold the Student Conduct Code governed by the South Dakota Board of Regents. Students who live on campus are also compelled to uphold the Standards for Residential Living.

Lost and Found: For lost, stolen, or found items contact Facility Services at 605-642-6560.

Mail: Post office boxes are located in the lower level of the Student Union. All residential student mail will be assigned a unit number to receive mail. University Mail Services, in the lower level of Student Union, provides postal services including postage stamp sales and mailing of letters and packages. Hours are from 8:30 a.m. to 3 p.m., Monday through Friday, or as posted.

Major: To declare or change a major, contact the Registrar's Office at 605-642-6092. Please contact the Recruitment and Retention Specialist for your college.

Math Assistance Center: If you need help in your BHSU math class, the Math Assistance Center (MAC) is the place you're looking for! Our goal at the MAC is to provide BHSU students with the support they need in order to succeed in math. You can simply drop in during regular MAC hours with your questions or the MAC is a great place to just work on your math so help is available. Students can also make an appointment for an individual tutoring session. We look forward to seeing you!

Meeting Rooms: Conference rooms are available for student organizations and campus entities in the Student Union. Reservations must be online at http://www.bhsu.edu/StudentLife/EventServices/RoomReservations/tabid/542/Default.aspx

Name/Address Changes: It is very important to report all name and address changes to the Office of Admissions located in Woodburn Hall, room 107 or update changes online using WebAdvisor.

Parking: Parking permits may be purchased online at www.BHSU.edu/Parking. All students who maintain a headquarters on campus and who park a vehicle in areas under the control of the University must purchase a permit. Hang your permit on the rearview mirror or place it in the lower left side of the windshield.
**Payment Plan:** BHSU offers an interest-free payment plan that allows students to pay for tuition, fees, and on-campus room and board in monthly payments each semester. This payment plan is available to all students regardless of income or credit history and may be used to supplement financial aid. For more information contact Student Financial Services at 605-642-6480.

**Posting Materials:** Please check with the Student Engagement & Leadership Center before posting or distributing materials on campus. In an effort to maximize space for advertising approved events, a policy is in effect regarding posting advertising materials on campus. The policy includes table tents, banners, lawn signs, flyers, posters, for sale signs, etc.

**Public Safety:** The Public Safety Office is located in the lower level of Woodburn Hall and can be reached at 605-641-6988 or 605-642-6297. In addition to regular patrol of campus, the department works for the prevention of crime and promotes safety strategies. Students observing unusual or suspicious behavior are asked to contact 641-6988 or the Spearfish Police at 605-642-1300 or 911.

**If students would like to have an officer accompany them to their vehicle or residence hall after 7 p.m. call 605-641-6988.**

BHSU supports the Jeanne Clery Disclosure of Campus Crimes Act of 1998 legislation, to give students a better picture of the environment on campus. Links to the crime statistics for the past three years are available in the annual BHSU Crime Report, in the Open Crime Log, and in the *Campus Security and Personal Safety* pamphlet. A complete report on campus crime and safety is available online and in print.

- On the BHSU web site visit: [www.BHSU.edu/Security](http://www.bhsu.edu/security)
  - Search for “Spearfish” then “Black Hills State University”
  - This takes you to the Institutional Detail page; select the information on criminal offenses, hate offenses, and/or arrests.

**BHSU Campus Safety and Alert Information:** Your safety and security is our top priority. We have implemented a Campus Alert System for all students, faculty, and staff. In the event of an emergency, you can have critical weather and other emergency-related alerts sent directly to your cell, home, and/or office phone or e-mail. You may choose the way(s) in which you will be notified (mobile phone, a second mobile phone, home phone, business phone, campus-assigned e-mail, secondary email, text message, or instant messaging).

*Note: You will be able to assign priorities to each of the above; your priority one device(s) will be notified first, followed by your second, and so on. Once you acknowledge the alert, further notifications will not be sent.*

In order to receive these important alerts, you must first register:

- Authorization codes are generated for all new students within the first four weeks of the semester and will be sent to your BHSU e-mail account.
- Go to the Everbridge Online Registration at www.everbridge.net and click on New Member Registration.
- Enter your authorization code and confirm that your member ID that is displayed on the next screen is correct.
- Select “No” when it asks you if you are an existing Everbridge member.
- Create a numeric password, between 6-10 digits long - be sure to write this down and keep in a secure location.
- Select a password reminder.
- Create an alias user ID and an alpha-numeric password - this alias user ID and alpha-numeric password combination can be used in place of your member ID number and numeric password to update your account.
- Verify the personal address information displayed.
- Confirm/add phone and e-mail contact information* using hyphens for phone numbers and entering your cell phone number again for the SMS/text message section (if chosen).
- Set the priority levels (the order in which you wish to be notified by device type) for both emergency and standard alerts - note all eight do not need to be selected, and that NA (not applicable) means that you will not receive an alert of that type.
- Retain a copy of your confirmation notice for your records so you can update your account anytime you have a change in personal contact information, switch cell phone providers, add an e-mail account, etc. - note that you are responsible for keeping your information up-to-date (to do so, go to www.everbridge.net and click “Log In”).
- Contact the BHSU Help Desk at BHSUHelpDesk@BHSU.edu or call 605-642-6580 if you have any questions or concerns after setting up your Everbridge account.

*This information will not be shared, sold, or used in any fashion other than for alerts to BHSU students, faculty, and staff.

**Emergency Preparedness:** Preparing for an emergency is everyone’s responsibility. Please read the following information carefully. Keep an emergency kit under or beside your desk or bed. It is recommended that your emergency kit contain enough supplies for a 72-hour period. The following list has essentials you will want to include.
• First aid kit and manual
• Critical medications, copies of prescriptions
• Bottled water
• Flashlight and spare batteries
• Sturdy shoes, rain gear, change of clothes, sweater or jacket
• Non-perishable foods (energy bars)
• Blanket or sleeping bag
• Personal hygiene items
• Sealable plastic bags (for waste and storage)
• Tissues, pre-moistened towelettes
• Out-of-area emergency contact telephone number

**RSVP:** BHSU has a chapter of the Retired Senior Volunteer Program (RSVP) on campus. Consider spending time helping with activities and meeting some interesting people. They are located in the small white house next to Humbert Residence Hall.

**Residence Life:** The Residence Life program is responsible for managing the on-campus residential facilities and living-learning communities within the residence halls. These environments are intended to facilitate the physical well-being of students and emphasize opportunities for personal and intellectual growth, self-governance, social and cultural programming, and independence and interaction with faculty members. All room assignments are facilitated through this office and it is also responsible for upholding the live-on residence requirement, which applies to all unmarried students with six or more credit hours. Contact the Residence Life office at 605-642-6464 or visit [www.BHSU.edu/ResidenceLife](http://www.BHSU.edu/ResidenceLife) for more information.

**Student Financial Services:** Student Financial Services, located in Woodburn Hall - room 115, encompasses financial aid, student accounts, and emergency loans. The staff can assist you with options for paying for college, including the monthly payment plan, loans, grants, work-study, scholarships, and veterans’ benefits. For more information visit [www.BHSU.edu/PayForCollege](http://www.BHSU.edu/PayForCollege)

**Student Senate:** Each student of BHSU is a member of the student association and is represented by the Student Senate in the campus decision making processes. Elected by the students, the student senators develop leadership skills through representation of the students on a state, local, and university level by addressing important student issues in higher education. If you would like to get involved or have feedback for the senate, call 605-642-6281 or stop by their office, located in the Student Engagement and Leadership Center in the Student Union, room 210.

**Student Support Services:** Student Support Services, located in the lower level of Woodburn Hall, is a federally-funded TRIO program designed to assist low income, first generation students, and students with disabilities to successfully complete a post-secondary education. Services include tutoring, counseling, advising, and/or support needed to achieve satisfactory progress. In order to participate in the program, the student must submit an application to the Student Support Services Office. For more information contact 605-642-6294 or visit [www.BHSU.edu/StudentSupportServices](http://www.BHSU.edu/StudentSupportServices)

**Student Union:** The David B. Miller Yellow Jacket Student Union is a student-centered organization that fosters leadership, campus and civic engagement, and life-long skill development. Our innovative services provide a venue for educational programs, social activities, and informal gatherings where diversity and exchanging of ideas sustain our commitment to transforming lives. The Student Union serves as an excellent place for relaxing, eating, meeting people, studying, getting “Buzz-wear” at the University Bookstore, playing pool or table tennis, or just hanging out. The Student Union staff members are readily available to answer questions and to direct guests to campus offices and events. For building hours visit [www.BHSU.edu/StudentUnion](http://www.BHSU.edu/StudentUnion).

**Testing Center:** The Testing Center, located in the lower level of the library (RM003), offers services to BHSU students enrolled in distance learning/online programs at other universities. It is also available for BHSU students needing accommodations for on-campus classes.

**Thompson Diversion Program:** The Thompson Diversion Program provides BHSU students the opportunity to correct a first-time offense in regard to drinking alcohol and poor decision making. Instead of having a minor consumption on their permanent record, potentially resulting in negative consequences later in life, this program ensures that students take responsibility for their actions. As approved by the State’s Attorney County Office, participants go through a hearing process led by their peers, which supports restorative justice, education, and accountability through appropriate sanctions.

**Transcripts:** Your transcript is your complete academic record; there are two types: official and unofficial. An official transcript, printed on security paper, displays the signature of the Registrar and is needed when applying to other academic institutions or for employment. Unofficial transcripts are primarily used for counseling and advising. Request forms are available at the Registrar's Office, located in Woodburn Hall, room 104 (bring your Buzz Card) or online at [www.BHSU.edu/Transcript](http://www.BHSU.edu/Transcript).
Veterans Affairs: The Veterans Affairs Office provides information on eligibility for Veterans Administration Educational Benefits. Contact their office at veterans@bhsu.edu or call 605-642-6415. Children of veterans who are deceased, totally disabled as a result of active duty, service persons missing in action, or service persons forcibly detained, should also contact the VA Office to obtain information on possible educational benefits eligibility.

Vice President for Enrollment and Student Affairs: The Vice President for Enrollment and Student Affairs is Dr. Lois Flagstad; she is available to work with you if you have issues related to your success as a BHSU student. She works with many departments on campus to coordinate services, programs, and opportunities to support your involvement in campus life.

Weather: School cancellations will be posted at www.BHSU.edu. You may also call 605-642-6059 for Spearfish classes and 605-718-4118 for Rapid City classes. Use discretion when traveling in winter conditions. Stay up-to-date on current road conditions at www.safetravelusa.com/sd/

Writing Assistance Center: The Writing Assistance Center is located on the first floor of the E.Y. Berry Library. Schedule an appointment online at https://bhsu.mywconline.com. Walk-ins are welcome as space allows. Consultants at the Writing Assistance Center offer collaborative feedback at any stage of the writing process, from brainstorming to revision, and we work with writers at all levels in all disciplines. If you have any questions, feel free to stop by, call 605-642-6922, or email WritingCenter@BHSU.edu today!

Frequently Asked Questions

Where can I put money on my Buzz Card? The Buzz Card Office located in the Student Union, room 106 or at the front desk of the Library. There are also BHSU Buzz Card Machines located on the first floor of Woodburn Hall, in the Student Union, at the Library, Jonas Hall, Meier Hall, the Young Center and in all residence halls. For more information contact the Buzz Card Office at 605-642-6513.

Where do I purchase a parking pass or pay a parking ticket? Pay a ticket or purchase your pass online at www.BHSU.edu/Parking. For more information call 605-642-6297.

What do I do if I have a refund? Direct deposit refunds are available. Log in to WebAdvisor and select “Direct Deposit Refunds” under Financial Information. Allow three-five days for requests to be effective. If you have not chosen direct deposit, your refund check will be mailed to your most current address on record. Be sure to do the electronic confirmation of your registration prior to the start of classes.

When is the Young Center open? Monday through Thursday, 5 a.m. – 9 p.m.; Friday, 5 a.m. – 8 p.m.; Weekends, 8 a.m. – 5 p.m. (hours are subject to change). For more information call 605-642-6096 or visit www.BHSU.edu/YoungCenter. Students have free access to all of the Young Center facilities.

Are postal services available on campus? Yes, University Mail Services is located in the lower level of the Student Union.

Where do I go if I’m sick? Student Health Services is located in the lower level of the Student Union, room 106 or call 605-642-6520 to make an appointment. They have a nurse practitioner or physician’s assistant on staff Monday through Friday from 8 a.m. - 5 p.m. (when classes are in session) to care for students’ medical needs.

Is there anywhere I can send or receive a fax on campus? The Student Union Information Center offers a fax service for students. The cost is $.50 per page to receive and $1.00 per page to send. You may use your Buzz Card to pay for this service.

How do I find out who my advisor is? Use WebAdvisor - choose Academic Profile, then My Profile.

When do I need to have my semester bill paid? Your semester charges must be paid by the first business day of census of each semester. Visit www.BHSU.edu/PayForCollege for additional information.
BHSU Fight Song
Here’s to you, Black Hills Jackets
and the colors green and gold.
You’re the pride of every student here.
We are behind you firm and bold.
And when we students get together,
there’s nothing that we cannot do
for Dear Old B-H-S-U.
Black Hills Jackets
Here’s to you! Here’s to you!
Chorus:
J-A-C-K-E-T-S Jackets
Go—Fight—Win Jackets
Go—Fight—Win Jackets
Go Beat (name of opponent)

Hymn to BHSU
We Honor you B.H.S.U.
Our Alma Mater true.
May we your sons and daughters be
Ordained to serve with you.
Your faith as firm as the pineclad hills endured and rises a new.
In lasting friendship reverence fills our hearts with love for you.

School Colors
Green & Gold
BHSU Emergency Procedures

Emergency: Sudden, unexpected, or impending situation that may cause injury, loss of life, damage to property, and/or interference with normal activities and which, therefore, requires immediate attention and remedial action.

Critical Emergency: BHSU Public Safety: BHSU Facilities Services:
From on-campus phone 9.911 From on-campus phone 9.641.6988 From on-campus phone 9.641.6988
From off-campus phone 9.911 From off-campus phone 9.641.6988 From off-campus phone 9.642.6244

BHSU Emergency Alert System
Please register for the BHSU emergency alert system. Authorization codes are generated for all new students within the first four weeks of the semester and will be sent to your BHSU Yellow Jacket e-mail account. After you receive your authorization code, access the website at www.everbridge.net to register for the BHSU emergency alert system. Once registered, you will receive alert messages in the event of an emergency and closures (weather or other).

Duty to Report
SDCL 22-11-12 Misprision of Felony—Misdemeanor. Any person who, having knowledge, which is not privileged, of the commission of a felony, conceals the felony, or does not immediately disclose the felony, including the name of the perpetrator, if known, and all other relevant known facts to the proper authorities, is guilty of misprision of a felony. Misprision of a felony is a Class 1 misdemeanor. There is no misprision of misdemeanors or petty offenses. This report must be made to BHSU Public Safety or Spearfish Police at 605.642.1305. Information should also be given to the VP for Student Affairs at 605.642.6244.

Fire
Call 911.
• Activate nearest fire alarm and evacuate.
• Do not use elevators.
• Do not attempt to retrieve valuables.
• Do not re-enter building until authorized by emergency personnel.

Threatening/Disruptive Behavior
Call BHSU Public Safety.
If immediate danger - call 911.
• Secure area by locking or barricading door using any means available.
• Stay behind solid objects away from door.
• Follow all directions of authorities.

Rape/Sexual Assault
If you are the victim of sexual assault, report incident immediately; call 911.
• Do not shower.
• Provide as much information as requested.
• Report assault to BHSU Public Safety; they will notify the Title IX coordinator.
• Complaints against a student, employee or non-student third party shall be reported in writing to the chief officer of Human Resources and to the Title IX coordinator.

Medical Emergency
Call 911 and provide as much information as requested.
• Do not move individual; keep victim still.
• Protect victim from any disturbances.
• Wait for emergency personnel to arrive.
• Do not leave victim alone, if possible.
• If trained, locate and use the nearest Automatic External Defibrillator (AED).

Hazardous Material Spill
Call BHSU Facilities Services.
• Be alert for further instructions.
• If hazardous material spill is in the Spearfish area, evacuation of the campus may be necessary.
• Follow directions of authorities.

Shooting
Call 911. Tell operator “This is an emergency.”
• Be assertive; escape if possible.
• Follow directions of authorities.
• DO NOT hang up until told unless immediate safety is threatened.
• Notify BHSU Public Safety.
• BHSU Public Safety will declare a partial or entire “lockdown.”
• During lockdown, remain in location until told.
• Barricade or lock doors if possible.
• instruct others to get on the floor away from windows and doors.
• Turn lights off; remain quiet.
• Remain in lockdown mode until “all clear” is given by officials.

Evacuation Information
• Follow directions of authorities.
• Secure hazardous materials or equipment.
• Take personal belongings (keys, purses, wallets, cell phones, etc.).
• Use nearest exit; if blocked use alternate exit.
• Do not use elevators.
• Assist persons with disabilities or special needs.
• Account for individuals.

Suspicious Person
• Do not let anyone into a locked building/office or allow anyone to “tailgate” into the building behind you.
• Do not confront the person or block the person’s exit.
• Call 911 and provide as much information as possible.

Suspicious Object
• Do not touch or disturb object.
• Call 911 and provide as much information as possible.
• Be prepared to evacuate.

Utility Problem
In case of water, power, heat or cooling outages, call BHSU Facilities Services.
• Remain alert for further instructions.

Tornado/Weather Response
Tornado Watch means conditions are right for tornado; remain alert to weather conditions.
Tornado Warning means a tornado has been sighted within a 25-mile radius; warnings are typically available 3-15 minutes in advance of a tornado.
In the Spearfish area Civil Defense Sirens will sound whenever there is a tornado warning.
• Go to internal, lowest area of safety: hallways or basement away from windows or glass.
• Do not use elevators during tornado warning. Persons with mobility concerns: go to a safe place during tornado watch; do not wait for warning.
• Close doors including main corridors.
• Crouch near floor or under heavy, well-supported objects; cover your head.
• If outside, lie down in a low area such as a ditch; cover your head.
• Be alert for fire; use fire plan as needed.

For detailed or preventive information visit: www.BHSU.edu/Safety

BHSU Public Safety offers a safe walk across campus to anyone who requests by calling 641-6988.
Campus Policies
South Dakota Board of Regents
Notification of Law Enforcement and Appropriate Persons that a Student is Missing

Reporting a Student as Missing

A. Any person may report a university student as missing by filing a report with the university’s chief student affairs officer or at the university’s campus security office. It is not necessary to wait until the student has been missing for twenty-four hours before making a report.

B. For purposes of this policy, a student is missing when the student’s whereabouts are unknown and unexplained for a period of time that would be regarded as highly unusual or suspicious by persons familiar with the student’s plans, habits or routines.

Institutional Response

A. Upon receipt of a missing student report, student affairs or campus security personnel will promptly attempt to locate the student on campus or at other sites controlled by the university.

1. Initial efforts to contact students will involve telephone or other electronic communications.

2. If unable to contact the students by electronic means, university personnel will attempt to contact the students at their lodgings on the campus or in the municipal limits of the city where the university is located.

3. If students who reside in university controlled residences do not respond to electronic contacts or to knocking on their doors, student affairs personnel may enter the students’ rooms in order to assess the condition of the room and to look for visible personal property (wallet, keys, cell phone or clothing) that might provide clues as to whether the student has taken an extended trip or other planned absence from the residence hall. If the initial investigation is being undertaken by campus security officers, they will either request that student affairs personnel enter student rooms or they will obtain search warrants.

4. University personnel may pursue such additional or other investigative activities as are reasonable under the circumstances.

B. If the university determines that the student has been missing for a period of twenty-four hours, or if it cannot locate the student and it determines that the student appears to be missing as per § 1(B), the university will immediately notify local law enforcement agencies that the student is missing.

C. When the university notifies local law enforcement agencies, it will also notify such persons as the student may have designated pursuant to § 4(A), below, that the student is missing.

1. In the case of unemancipated students under the age of 18, the university will notify the students’ custodial parents or legal guardians.

D. The university will determine whether circumstances suggest that others living, working or participating in activities at the university may be in danger, and if it determines that such a danger may exist, it will warn the campus.

Student Records and Student Directory Information Policy

Annual Notification

BHSU students are notified of their Family Educational Rights & Privacy Act (FERPA) rights annually in the University’s Student Handbook, produced by the Office of the Vice President for Enrollment and Student Affairs. The Student Handbook is available to all students electronically on the BHSU webpage, and is available in hard copy to all students who request it.

This policy is intended to implement the requirements of the FERPA, and to the extent that there is any dispute concerning the terms and conditions of the policy, provisions of FERPA will prevail in each instance, notwithstanding anything in the policy which seems to provide otherwise.

Definitions

For the purposes of this policy, BHSU uses the following definitions of terms.

Student: Any person who is registered for any class at Black Hills State University—Rapid City Campus, or through any distance education offered by BHSU. This policy does not apply to applicant files or to files of accepted applicants who do not matriculate.

Education Records: Any record (in any medium, including handwriting) maintained by Black Hills State University, a college of BHSU, or an agent of BHSU which is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker and is not accessible or revealed to any other person.

2. Records maintained by BHSU Public Safety, Student Health Services, Student Counseling Center, Career Center, TRIO Program, and Office of Disability Services, if the records are maintained solely for the purposes of that
department, are revealed only to the person within that department or to other authorized persons as provided by
FERPA, and those departments do not have access to education records maintained by BHSU
3. Alumni records which contain information about a student after s/he is no longer in attendance at BHSU and which do not
relate to the person as a student.

School Official: An official agent of the institution performing a business function or service on behalf of the institution.

Legitimate educational interest: A school official is determined to have legitimate educational interest if the information requested
is necessary for that official to:
• perform appropriate tasks that are relevant and necessary to the accomplishment of an employment responsibility of the
inquirer; perform a task related to a student’s education; perform a task related to the discipline of a student; provide a
service or benefit relating to the student or student’s family, such as health care, counseling, job placement, or financial aid.

Note: Access to information under this definition does not constitute authorization to share information with a third party without
the student’s written permission.

Questions regarding “legitimate educational interest” should be referred to the Vice President of Academic Affairs, Vice President
for Enrollment and Student Affairs, Associate Vice President of Academic Affairs, Registrar, Dean of Students, or the Dean of the
college in which the student is enrolled. Instances of dispute regarding “legitimate educational interest” will be resolved by the
University Registrar.

Parent: A student’s birth or adoptive parent, guardian, or an individual acting as a parent in the absence of a parent or guardian.

Procedure to Inspect Educational Records
Students may inspect and review their education records upon written request to the office of the Dean of the college in which the
student is enrolled, the Office of the University Registrar, or the custodian of the record. The written request must identify as
precisely as possible the record or records the student wishes to inspect. Copies of all written requests are to be maintained in the
student file in which the requested educational record is maintained. The custodian of the record(s) requested will make the
necessary arrangements for access as promptly as possible, but no later than 45 days from the receipt of the request, and notify the
student of the time and place that the records may be inspected. When a record contains information about more than one student,
the student may inspect and review only the records which relate to him/her, or a record that has been redacted to protect the privacy
of other students.

Right to Refuse Access
Black Hills State University reserves the right to refuse to a student permission to inspect the
following records:
  1. Letters and statements of recommendation for which the student waived his/her right of access.
  2. Records connected with an application to another unit of Black Hills State University, if that application was denied.
  3. Those records which are excluded from the definition of education records (above).
  4. Under compelling circumstances…the financial statement of the student’s parents.

Refusal to Provide Copies
Black Hills State University reserves the right to deny copies of education records if it would create an unreasonable burden to
Black Hills State University. In that case the student retains the right to review the records personally or through an agent.

Fees for Copies of Records
The fee for copies is $.25 per page, and may also include the hourly rate of the employee processing the request.

Disclosure of Educational Records
Black Hills State University will disclose information from a student’s education records only with the written consent of the
student, except:

  1. To school officials who have a legitimate educational interest in the records. School officials may not release any
information to a third party without the written consent of the student, except as specified below.
  2. Letters of recommendation which are made from the recommender’s personal observation or knowledge do not require a
written release from the student who is the subject of the recommendation. However, if the student wishes the recommender
to include personally identifiable information from a student’s education record (such as grades, GPA, etc.), the student must
provide the school official with a signed release (reference this form: Request, Authorization and Consent to the Release of
Educational Records by Black Hills State University). The signed release is to be placed in the student file which holds the
education record.
  3. To officials of another school, upon request, in which a student seeks or intends to enroll. Black Hills State University will
make a reasonable attempt to inform the student prior to the disclosure, unless the request was initiated by the student.
4. To certain officials of the U.S. Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities, in connection with certain state or federally supported education programs.

5. To persons or organizations providing financial aid to students or determining financial aid decisions, on the condition that the information is necessary to:
   a) determine eligibility for the aid;
   b) determine the amount of the aid;
   c) determine the conditions for the aid; or
   d) enforce the terms and conditions of the aid.

6. If required by state law requiring disclosure that was adopted before November 19, 1974.

7. To organizations conducting certain studies for or on behalf of Black Hills State University or any of the colleges of Black Hills State University to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction.

8. To accrediting organizations to carry out their functions.

9. **Under compelling circumstances...to the parent(s) of an eligible student who claimed the student as a dependent on their most recent income tax return**, provided the parent(s) provide adequate documentation of the dependent status, in writing. Disclosure may not be made without such written documentation.

10. To comply with a judicial order or a lawfully issued subpoena. Black Hills State University will make a reasonable attempt to inform the student prior to the disclosure, unless ordered not to do so by the subpoena.

11. To appropriate parties in a health or safety emergency.

12. To a victim of an alleged act of violence, including a non-forcible sex offense, who requests the final results of any institutional disciplinary proceeding against the alleged perpetrator of the incident with respect to that allegation.

13. To parents regarding the student’s violation of any federal, state, or local law, or of any institutional policy or rule governing the use of alcohol or a controlled substance, if: a) the student is under the age of 21 and unemancipated at the time of disclosure; and b) the institution has determined that the student committed a disciplinary violation with respect to that use or possession.

14. To Veterans Administration officials, the Bureau of Citizenship and Immigration Services, the Federal Bureau of Investigation, military recruiters, or the Internal Revenue Service, under certain state or federal laws.

15. To the parent or guardian, an appointee of the parent or guardian, the next of kin, or a personal representative of the student’s estate of a student who is officially declared a missing person by state or federal authorities. This exception applies only if the person is thought by the administration to be reasonably conducting business on behalf of the student. Black Hills State University reserves the right to limit or deny access.

A student’s consent to release information from his/her education record to a third party, when required, must be submitted in writing to the custodian of the record (typically the office of the Dean of the college in which the student is enrolled, to the Dean of Students, or to the University Registrar. Such written consent must: a) specify the records to be released; b) state the purpose of the disclosure; c) identify the party or class of parties to whom disclosure may be made; and d) be signed and dated by the student. The eligible student must fill out the **FERPA Educational Records Release Form** and return it to the Registrar’s Office.

When a student authorizes the release of information, as described above, Black Hills State University will notify the third party that they are not permitted to disclose the information to others without additional written consent of the student. Names of any other student(s) involved, including a victim or witness, may not be disclosed with written consent of the other student(s).

**Records of deceased students**: From the date of death of a student or former student, records previously available only to that student or with the student’s consent may, within the first 25 years following the student’s death, be released to: a) the personal representative of the student’s estate; b) the parents or next of kin of the student; or c) upon the closing of the student’s probate estate or two years after the student’s death, if no probate estate has been opened, the student’s next of kin or the takers of the student’s residuary estate under his or her last will or will equivalent.

Following the 25th anniversary of the student’s death, the records of a student may be released upon good cause shown, in the sole discretion of the school administration.

Any written statement by the student prior to death or in the student’s last will to the contrary may supersede the above rules.

At the discretion of the administration, the University may release records 75 years following the creation of the record, if there exists a reasonable presumption of the death of the student. The administration is required to exercise reasonable caution to avoid releasing records of living persons. The administration will redact social security number, and reserves the right to redact any other information.
Record of Request for Disclosure
When information is requested or released from a file without student consent, a Record of Request for Disclosure of Student Information is maintained in the file in which the student education records are maintained. Such record is not required when: a) the information is released to a school official, to the student, or with the consent of the student; b) for the release of student directory information, as specified below; or, c) when required by law not to record the request or disclosure. The record will indicate the name and address of the party making the request and the legitimate interest the party had in requesting or obtaining the information. Records of disclosure and requests for disclosures are considered part of the student’s educational records; therefore, they are retained as long as the educational records to which they refer are retained by BHSU or any of its colleges or agents.

Student Directory Information
BHSU maintains two levels of Student Directory Information: (1) Publicly Available Information; and (2) Non-Public Information.

Black Hills State University defines the following items as Publicly Available Student Directory Information:
- Name
- Dates of enrollment (start and end date)
- Academic level (undergraduate or graduate)
- Major field of study
- Date of graduation and degree awarded
- Hometown
Black Hills State University may disclose any of these information items without prior written consent, unless notification to the contrary is given in writing by the student to the Registrar by the 10th day of classes of the first semester during which the student is enrolled (reference this form: Directory Information Opt-Out Form). Nondisclosure stipulations remain in effect until removed in writing by the student, even if the student has withdrawn or graduated.

Non-Public Information: Black Hills State University defines the following items as Non-Public Student Directory Information:
- All publicly available information (listed above)
- Black Hills State University e-mail address
Black Hills State University makes these information items available to other students, institutional personnel, or parents in the case of children under age 18 unless notification to the contrary is given in writing by the student to the Registrar by the 10th day of classes of the first semester during which the student is enrolled (reference this form: Directory Information Opt-Out Form). Nondisclosure stipulations remain in effect until removed in writing by the student, even if the student has withdrawn or graduated.

Correction of Educational Records
Students and parents of dependent students, who have been granted access to student educational records, have the right to request corrections be made to records that they believe are inaccurate, misleading, or in violation of their privacy rights. (Note: The right to request the correction of a student’s education record does not include the right to contest a grade received in a course. Grade grievances are addressed by the policy of the Board of Regents). The procedure for the correction of records is as follows:

1. A student must submit a written request to amend a record to the custodian of the record, the office of the dean of the school in which s/he is enrolled or, in the case of an unclassified student, to the university registrar. The request must identify the part of the record s/he requests changed and specify why s/he believes it is inaccurate, misleading, or in violation of his/her privacy or other rights.

2. Acting on behalf of BHSU, the record custodian, the Dean of the school in which the student is enrolled, or the University Registrar may comply with or deny the request. If the request is denied, the office making the determination of denial will notify the student of the decision and advise him/her of his/her right to a hearing and to challenge the decision.

Students may challenge the denial using the Academic Appeals policy (for academic matters) or the Student Code of Conduct Appeal Policy (for non-academic matters) found in the Student Handbook. The student may be assisted in the grievance process by another person, including an attorney, at the student’s expense. Students who have ceased attendance or graduated retain the right to a hearing.
3. If BHSU determines that the challenged information is not inaccurate, misleading, or in violation of the student’s right to privacy, it will notify the student that s/he has a right to place in his/her educational record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

4. The statement submitted by the student shall be maintained as part of the student’s education record as long as the contested portion is maintained. If Black Hills State University discloses the contested portion of the record, it must also disclose the student’s statement.

5. If BHSU determines that the information is inaccurate, misleading, or in violation of the student’s right of privacy, it will correct the record and notify the student, in writing, that the record has been corrected.

Types, Locations, and Custodians of Educational Records
Many University offices, including each Dean’s office, college, Office of the Registrar, department offices, as well as others, maintain educational records. Students should contact the appropriate location for access to their records.

Summary of Rights under the Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the Registrar, Dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC  20202-5901
The right to withhold disclosure of directory information. To prevent the disclosure of a student’s directory information, the eligible student must fill out the Directory Information Opt-Out Form and return it to the Registrar’s Office, (Woodburn 104) by the 10th day of classes of the first semester during which the student is enrolled.

Please Note: The regulations implementing FERPA permit the disclosure of directory information. Unless the student has followed the procedure to withhold disclosure of directory information, BHSU may disclose, without consent, directory information such as name, dates of enrollment (start date and end date), academic level (undergraduate, graduate, professional), major field of study, date of graduation and degree awarded.

BHSU Sexual Assault Policy and Procedures
BHSU as an institution recognizes that sex offenses are a serious issue. The University will not tolerate acts of sexual misconduct. All reported instances of sexual misconduct will be investigated and appropriate disciplinary, criminal, and/or legal action will be taken, with consent of the victim. Appropriate support services will be made available to victims of sexual misconduct. The University strongly encourages all members of the campus community to report any incident of sexual misconduct to the BHSU Public Safety Office.

Students who are alleged to have committed sex offenses (including but not limited to rape, sodomy, forcible & non-forcible sexual contact, indecent exposure, simple and aggravated assault) against members of the BHSU community will be subject to investigation and disciplinary measures as outlined in the Board of Regents Policy Student Conduct Code 3:4 (reference specific sections 2.B:4-5).

1. Procedures to follow if a sex offense occurs:
   A. A student should contact a BHSU Public Safety officer or a Spearfish Police Department officer. Authorities will describe the importance of preserving evidence as may be necessary to the proof of criminal sexual assault.
   B. A student desiring additional support should contact the:
      1) Hall Director, or
      2) Director of Counseling Services,
      3) The Dean of Students, or
      4) Vice President for Enrollment and Student Affairs, or
      5) Title IX Coordinator or Deputy Coordinator

2. Sanctions for sex offenses as described above will be determined on a case by case basis following an on-campus disciplinary procedure, which may include, but will not be limited to expulsion. Discipline for aggressive conduct shall be subject to the following conditions.
   A. Discipline on the first occasion may include expulsion where appropriate, given the nature of the aggressive conduct or harassment.
   B. If there is a second occurrence of an infraction of the same nature at any time during the student’s career in South Dakota public higher education, expulsion will be mandatory.
   C. Where the aggressive conduct would constitute a criminal offense under South Dakota Law, the matter will be reported promptly to local police authorities. In the case of a sex offense, the victim will be encouraged to report the offense to the appropriate law enforcement authority, but reporting will not necessarily be required.
   D. In disciplinary proceedings involving aggressive conduct, or harassment, a student’s actions while under the influence of alcohol, marijuana, or other illegal controlled substance will be presumed not to be considered a mitigating factor.
   E. Intoxication may be considered an aggravating factor in proceedings involving aggressive conduct or harassment, and it will be so considered where the student has a history of prior violations of alcohol, marijuana, or other illegal controlled substance regulations.

3. On-campus disciplinary action in cases of alleged sexual assault will follow the aggressive conduct or harassment proceeding with the additional proviso that the accuser and accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings brought alleging sexual assault.

4. Students have the option to be assisted by the Vice President for Enrollment and Student Affairs and/or the Dean of Students office in notifying the police if the student chooses to do so.

5. Educational and Counseling Support:
   A. A sexual assault training program is given annually to resident assistants and hall directors. Educational programs are also offered to the campus community. These educational programs cover areas such as promotion of awareness of rape, acquaintance rape, and other sex offenses.
   B. The BHSU Counseling Center is available for assistance as are local counseling agencies.
   C. The Vice President for Enrollment and Student Affairs and/or the Dean of Students office will assist the victim in changing academic and living arrangements if requested by the victim and if these changes are reasonably available.
BHSU Campus Tobacco Policy

BHSU collaborates with the S.D. Department of Health, Tobacco Control Program to reduce tobacco use and encourage cessation from tobacco use. Tobacco use is allowed in parking lot areas on the perimeter of campus. Tobacco use of any kind is prohibited anywhere within the campus buildings, including residence halls. If you need help quitting, you can receive free counseling and tobacco replacement products by calling the South Dakota Quit Line at 1-866-737-8487 or call BHSU Health Services at 605-642-6520.

Title IX and Non-Discrimination Notice

Title IX
Title IX prohibits sex discrimination in educational institutions. All males and females are protected from other students, staff faculty and third parties from these defined categories of Title IX policy violations.

Non-Discrimination Notice
Black Hills State University is committed to providing a safe and nondiscriminatory environment for our students, staff, and faculty. To this end, the University takes seriously allegations of sexual violence, including sexual harassment, sexual assault and other forms of interpersonal violence including stalking, domestic violence and dating violence. Black Hills State University seeks to keep all students, staff and faculty informed of the resources available to them to help prevent or, if the situation warrants, report and respond to an incident of sexual violence.

Prohibition of Retaliation
Persons who bring complaints of discrimination, harassment or sexual violence to the attention of University officials and persons who participate in the investigation and resolution of such complaints will not be subject to harassment, interference, intimidation, or retaliation based on their participation in the investigation.

Reporting Options
Individuals who experience harassment, discrimination, sexual assault, or other equal opportunity (EO) concerns have many options regarding who to tell, if anyone. All BHSU employees, except professional counselors and licensed medical professionals, are required to forward such reports to the Title IX/EO Office; which is obligated to investigate or respond to all such reports.

BHSU employees include, but are not limited to: RAs, hall directors, faculty members, academic advisors, coaches and administrators. In addition, the following employees have specialized training to provide individuals with resources and protective measures. These employees include:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Dr. Mike Isaacson</th>
<th>Woodburn 214</th>
<th>642-6590</th>
<th><a href="mailto:Michael.Isaacson@bhsu.edu">Michael.Isaacson@bhsu.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title IX Investigator</td>
<td>Roxanne Lewis</td>
<td>Facilities Bldg 202</td>
<td>642-6244</td>
<td><a href="mailto:Roxanne.Lewis@bhsu.edu">Roxanne.Lewis@bhsu.edu</a></td>
</tr>
<tr>
<td>Title IX Liaison</td>
<td>Colleen Mischke</td>
<td>Young Center 114</td>
<td>642-6259</td>
<td><a href="mailto:Colleen.Mischke@bhsu.edu">Colleen.Mischke@bhsu.edu</a></td>
</tr>
<tr>
<td>Director of Human Resources</td>
<td>Nick Oaks</td>
<td>Woodburn 202</td>
<td>642-6877</td>
<td><a href="mailto:Nicholas.Oaks@bhsu.edu">Nicholas.Oaks@bhsu.edu</a></td>
</tr>
<tr>
<td>Dean of Students</td>
<td>Dr. Jane Klug</td>
<td>Student Union 105E</td>
<td>642-6080</td>
<td><a href="mailto:Jane.Klug@bhsu.edu">Jane.Klug@bhsu.edu</a></td>
</tr>
<tr>
<td>Campus Safety &amp; Security</td>
<td></td>
<td>Woodburn 126</td>
<td>641-6988</td>
<td></td>
</tr>
</tbody>
</table>

Campus Directory

Visit www.BHSU.edu/Phone for a complete list of campus telephone numbers.

Academic Affairs Office 642-6262
Admissions Office 642-6343
Aquatics Center (pool) 642-6196
Athletics Office 642-6882
Bookstore 642-6636
BHSU Theatre 642-6268
Buzz Card Office 642-6513
Center for American Indian Studies 642-6578
Dining Services (A’viands) 642-6896
Disability Services 642-6099
Educational Outreach 642-6258
Facilities Services 642-6244
Graduate School/Assessment 642-6262
Health Services & Counseling 642-6520
Human Resources 642-6549
International Relations 642-6942
Jacket Journal Newspaper 642-6389
KBHU-FM 642-6265
Library-Learning Center 642-6834
Little Jackets Learning Center 642-6322
Mail Services 642-6396
Marketing & Communications 642-6215
Network & Computer Services 642-6580
President’s Office 642-6111
Printing Center 642-6861
Public Safety 642-6297
Recreational Sports 642-6103
Registrar’s Office 642-6092
Residence Life Office 642-6464
  • West Complex
    Thomas Hall 641-0161
    Heidepriem Hall 641.3561
    Crow Peak Hall 641-3550
  • East Complex
    Wennona Cook Hall 641-6228
    Humbert Hall 641-3552
    Apartments 641-3549

ROTC/Military Science 642-6122
RSVP 642-5198
Student Financial Services
  • Cashier 642-6531
  • Financial Aid 642-6145
  • Payment Plan/Perkins Loans 642-6480
  • Student Accounts/Tuition Billing 642-6527
  • Student Employment 642-6113
  • 1098T Information 642-6512

Student Affairs Office 642-6599
Student Senate 642-6281
Student Support Services 642-6294
Student Union Information Center 642-6062
Testing Center 642-6908
BHSU-Rapid City Campus 642-6415
Veterans Affairs 642-6599
Vice President for Student Affairs 642-6599
Weather Line
  • Spearfish campus 642-6059
  • Rapid City campus 718-4118

Young Center Information 642-6096
The BHSU experience goes beyond the classroom. The scenic Black Hills that surround our 123-acre campus not only offer endless options for **recreation**, they are also host to many unique **research opportunities** and a **vibrant and welcoming community** that invites students to get involved.

**Spearfish**
Located on Interstate-90

**Population**
Approximately 11,107 (2013 census)

**Elevation**
3,640 feet above sea level

**Climate**
Average Summer Temperature: 65.1°F
(Average Daily High 78°F)
Average Winter Temperature: 29°F
(Average Daily High 40°F)
Average Annual Precipitation: 22”
Average Annual Snowfall 40” in town; 70” in Spearfish Canyon

**Recreation**
BHSU Fitness Center and Indoor Pool
Tubing in Spearfish Creek
Wildlife Sanctuary
D.C. Booth Fish Hatchery
Spearfish Arts Center
Termesphere Gallery
1 Waterpark
17 City Parks
14 Tennis Courts
8 Ball Fields
1 Skateboard/Bike Park
4 Running/Walking tracks (2 indoor)
1 Bike/Walking Path (7.75 Miles)
10 Outside Basketball Hoops
2 Public golf courses (1 9-hole; 1 18-hole)
2 Disc Golf Courses
2 Bike Shops
1 Bowling Alley & Mini Golf
9 Football/Soccer fields
1 outdoor Ice Rink
20 Horseshoe Courts
6 Campgrounds
7 Banks
5 Coffee Shops
26 Hotel & Lodges
15 Houses of Worship
1 Movie Theater—6 Cinemas
7 Pizza Places
40 restaurants
10 salons & spas
31 specialty shops

**Spearfish Canyon**
Hiking
Biking
Rock Climbing
Snowmobiling
Fishing
Golfing
Waterfalls

**Black Hills Region**
Rapid City—second largest city in South Dakota
Mount Rushmore
Crazy Horse Memorial
Custer State Park
Devil’s Tower
The Badlands
Deadwood
Lead
Two ski resorts/many ski trails
100+ mile Centennial and Mickelson Hiking Trails
Student Code of Conduct

This publication provides the BHSU Community with the South Dakota Board of Regents proscribed conduct for students and recognized student organizations (reference SD BOR Policy Manual Section 3:4). It is the responsibility of all students as individuals and as organization members to know this information. Policies herein are subject to change, the electronic version at www.bhsu.edu/StudentHandbook contains the institution’s most current policy information. Review the entire South Dakota Board of Regents Policy at www.sdbor.edu/policies.

SOUTH DAKOTA BOARD OF REGENTS
Policy Manual

SUBJECT: Student Code of Conduct
NUMBER: 3:4

1. Introduction

The Board of Regents and its Institutions are committed to creating and maintaining a productive living-and-learning community that fosters the intellectual, personal, cultural, and ethical development of its Students. Self-discipline and respect for the rights and privileges of others are essential to the educational process and to good citizenship.

A. Purpose of the Student Code of Conduct

The purpose of the Student Code is to educate Students about their civic and social responsibilities as members of the Institutional community. The primary focus of the Student conduct process is on educational and corrective outcomes; however, conduct sanctions such as suspension or expulsion from an Institution may be necessary to uphold community standards and to protect the campus community. Extensive, organized, serious, or repeated violations of this Student Code are taken into account when determining conduct sanctions.

B. Standards of Behavior

Attendance at an Institution is optional and voluntary. When Students enroll at an Institution, they voluntarily accept obligations of performance and behavior that are consistent with the Institution’s lawful mission, processes, and functions. In general, these obligations are considered much higher than the obligations imposed by civil and criminal law for all citizens.

By enrolling at an Institution, Students voluntarily accept responsibility for compliance with all Board of Regents and Institutional Policies, including but not limited to this Student Code.

C. Authority of an Institution over its Students and Organizations

1. Student conduct proceedings may be initiated in response to conduct prohibited by the Student Code:

   a. That occurs on Institutional Premises;
   b. That occurs at events officially sponsored by an Institution;
   c. That arises out of membership in the Institutional community; or
   d. That occurs elsewhere and that adversely affects an Institution, any Organizations, members of the Institutional community, or the pursuit of their lawful objectives.
2. Notwithstanding this Student Code, an Institution reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. The Institution also reserves the right to extend any deadline contained in this Student Code.

3. For purposes of the Student Code, the default authority over the Student for Student conduct purposes will be determined as follows:

   a. For alleged misconduct that occurs on Institutional Premises, the Institution where the alleged misconduct occurred;

   b. For alleged misconduct that occurs at events officially sponsored by an Institution, the Institution that sponsored the event;

   c. For alleged misconduct that occurs elsewhere and that adversely affects an Institution, the Institution adversely affected;

   d. For alleged instances of Academic Misconduct, the Institution that offered the course;

4. For instances where multiple Institutions have a reasonable claim to authority over the Student for Student conduct purposes, the Senior Student Affairs Officer at the Institutions with a reasonable claim to authority shall determine the appropriate Institution to proceed with the Student conduct process. The decision should consider the location of the alleged incident, Complainant, Respondent, witnesses, and the practicality of conducting the Student conduct process at the different Institutions having a reasonable claim to authority. If the Senior Student Affairs Officers cannot agree, the System Director of Student Affairs will make a final decision.

5. Where Students are also employees, they may be subject to concurrent authority. Student conduct proceedings under this Student Code may be initiated irrespective of any action taken by an Institutional employer. However, when the Student employee has been subject to conduct proceedings as an employee, the findings that resulted from such proceedings will be considered in the Student conduct process as long as the standard used in such proceedings was preponderance of the evidence or higher.

D. Alcohol Amnesty

   This section aims to remove the barriers that may prevent any Student from seeking emergency medical attention by providing an opportunity for the Institution to intervene in a caring and non-punitive manner. The goal is to reduce the potential risk of alcohol-related injuries or deaths, and increase the likelihood that Students will seek medical attention in crisis situations.

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

       a. Participates in an initial meeting with the Senior Student Affairs Officer; and

       b. Completes all recommendations from the Senior Student Affairs Officer; and

       c. Submits proof of completion of all recommendations, within the time frame designated by the Senior Student Affairs Officer at the initial meeting.
2. A bystander Student who has engaged in alcohol consumption and who seeks emergency medical attention for someone else or tries to actively engage in assistance for someone else for that person’s alcohol-related consumption, will not be sanctioned for violating alcohol consumption prohibitions found in the Student Code related to his/her own consumption but will be invited to meet with the Senior Student Affairs Officer.

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

4. Subsections D-1 and D-2 of this section will only apply to a Student who seeks emergency medical attention before police or Institutional employees or agents take any official action or intervention related to the alcohol consumption.

5. Alcohol amnesty does not preclude disciplinary action regarding other violations of the Student Code.

6. Alcohol amnesty only applies to the Institution’s Student conduct process. It does not apply to any criminal, civil or other legal consequence for violations under Federal, State or local law.

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

E. Relationship Between the Student Conduct Process and the Criminal Law Process

1. The Student conduct process is independent of any criminal or civil process. Therefore, a Student alleged to have engaged in conduct that would be a violation of this Student Code (whether such conduct could also be a violation of criminal or civil law) may face Student disciplinary action regardless of any criminal or civil process or their outcomes.

2. When the alleged misconduct includes allegations of Human Rights Violations, the disciplinary process will not be delayed except when law enforcement requests a delay to conduct the fact-finding portion of its investigation.

3. Determinations made or conduct sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of this Student Code were dismissed, reduced, or resolved in favor of, or against, the criminal law defendant.

4. When a Student is charged by federal, state, or local authorities with a violation of law, the Institution will not request or agree to special consideration for that Student because of his or her status as a Student.

5. If the alleged violation of law also gives rise to Student disciplinary action under this Student Code, the Institution may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled under the Student Code.

6. The Institution will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law and in the conditions imposed by criminal courts for the rehabilitation of Student violators provided that the conditions do not conflict with any conduct
sanctions imposed as a result of the Student conduct process, this Student Code, or Institutional Policies.

7. 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” or “nolo contendere”), the alleged facts that formed the basis of the criminal charges shall be deemed established for purposes of any Student conduct process.

8. Individual Students and other members of the Institutional community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

9. When an employee of the Institution knows that a felony was committed and that knowledge is not privileged, such employee shall report the known facts and circumstances to law enforcement officials who have jurisdiction over the matter.

F. Interpretation and Revision

1. No provision of this Student Code shall be interpreted to deprive Students of rights guaranteed them under state or federal law.

2. Any question of interpretation regarding the Student Code shall be referred to the Senior Student Affairs Officer for final determination.

3. The Student Code should be reviewed periodically under the direction of the Senior Student Affairs Officers.

   a. If the review leads to a recommendation that Board Policy be modified, that recommendation and its supporting rationale shall be provided to the Institutional presidents and, if approved, forwarded to the Executive Director.

G. Institutions may choose to adopt Institutional Policies that are consistent with this Student Code.

2. Definitions

The following terms have the stated meanings in this Student Code, and are identified throughout the Student Code through the use of capitalization:

A. The term “Advisor” means a person of the Student’s choosing who has agreed to advise a Student throughout the Student conduct process. The Advisor may be a Faculty Member, staff member, Student, attorney, family member, or anyone else. The Advisor is limited to advising the Student directly, and is not permitted to speak to anyone else, or participate directly, in any hearing. Students should choose an Advisor who is available to attend any scheduled meetings or hearings because Advisor availability is not considered in scheduling meetings or hearings.

B. The phrase “Appellate Board” means any person or persons authorized by the Institutional president to consider an appeal from the Chair’s determination that a Respondent has or has not violated the Student Code or from the conduct sanctions imposed by the Student Conduct Officer.

C. The phrase “Board Policy” means the written policies of the South Dakota Board of Regents contained in the policy manual.

D. The term “Chair” means the Student Conduct Officer or the Senior Student Affairs Officer who:

   1. Is a member of the Student Conduct Panel;
   2. Is responsible for the proper operation of the hearing; and
3. Has sole discretion to determine whether a Respondent has violated the Student Code, and if so, to impose appropriate sanctions.

E. The term “Complainant” means an individual who was allegedly injured by an alleged violation of the Student Code by a Respondent.

F. The term “Day” means Monday through Friday, except for holidays and other times when the Institution’s administrative offices are closed.

G. The phrase “Faculty Member” means any person hired by the Institution to conduct classroom or other academic activities.


J. The term “Institution” means Black Hills State University, Dakota State University, Northern State University, South Dakota School of Mines and Technology, South Dakota State University, and University of South Dakota.

K. The phrase “Institutional Official” includes any person employed by the Institution, performing assigned administrative or professional responsibilities.

L. The phrase “Institutional Premises” includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by, the Institution, including adjacent streets and sidewalks.

M. The phrase “Member of the Institutional Community” includes any person who is a Student, Faculty Member, Institutional Official, any person employed by the Institution, a volunteer, or guest. A person’s status in a particular situation shall be determined by the Senior Student Affairs Officer.

N. “Notice” required by this Student Code shall be provided in writing via email to the Student’s official Institutional email account. Notice is deemed received the Day after it is sent by email.

O. The term “Organization” means any Student group that has been granted Institutional registration or recognition.

P. The term “Policy” means the written regulations of the Institution as found in, but not limited to, this Student Code, the Residence Life Handbook, the Graduate and Undergraduate Catalogs, and other official publications.

Q. The term “Reasonable Person” means a reasonable person under similar circumstances and with similar identities as the Complainant.

R. The term “Respondent” means a Student or Organization that is alleged to have violated the Student Code.

S. The phrase “Senior Student Affairs Officer” means that Institutional Official exercising primary authority over Institutional student affairs programs and operations, or designee.
T. The term “Student” includes all persons taking courses from the Institution, both full-time and part-time, enrolled in undergraduate, graduate, professional or special topic courses, whether credit-bearing or not.


V. The phrase “Student Conduct Panel” means the panel that hears formal hearings.

1. This panel can take the following forms:
   a. Option 1 – only the Student Conduct Officer;
   b. Option 2 – the Student Conduct Officer and any Institutional employee or employees or independent contractor authorized by the Senior Student Affairs Officer to determine whether a Student has violated the Student Code and to recommend imposition of conduct sanctions;

2. For matters involving allegations of Academic Misconduct, the Student Conduct Panel must include at least one Faculty Member or academic administrator appointed by the Provost in the form described in Option 2 above.

W. The phrase “Student Conduct Officer” means any Institutional Official authorized by the Senior Student Affairs Officer to:

1. Informally resolve an allegation by determining the facts and, if a violation is found, imposing a conduct sanction without the assistance of a Student Conduct Panel;

   OR

2. Serve as Chair of the Student Conduct Panel;

3. Receive and consider the findings and recommendations of a Student Conduct Panel; and

4. Determine whether a Respondent has violated the Student Code, and if so, to impose appropriate sanctions.

3. Prohibited Conduct

The following list describes actions that detract from the effectiveness of an Institution’s productive living-and-learning community. Any Student found to have engaged, attempted to engage, or allowed or assisted another in engaging, in the following prohibited conduct is subject to the Student conduct process and conduct sanctions outlined in this Student Code. In instances where prohibited conduct contained in this policy is defined differently in another Board Policy or Institutional Policy, the definition contained in this policy shall be used to address prohibited conduct by a Student.

A. Acts of Academic Misconduct or Dishonesty

Honesty and integrity are core values at all Institutions. Faculty Members and Students are jointly responsible for maintaining academic standards and integrity in Institutional courses. In addition to any conduct sanctions imposed under this Student Code, academic consequences for academic misconduct may be imposed by the Faculty Member, including issuing a failing grade in the
course. Any grade issued by the Faculty Member, whether as a result of academic misconduct or not, constitutes an academic evaluation and is not a conduct sanction imposed under this Student Code. All Faculty Members should report incidents of Academic Misconduct to the Student Conduct Officer.

1. Engaging in acts of Academic Misconduct, which means Cheating or Plagiarism.

   a. Cheating includes, but is not limited to, the following:

      i. Using any unauthorized assistance in, or having unauthorized materials while, taking quizzes, tests, examinations or other assignments, including copying from another’s quiz, test, examination, or other assignment or allowing another to copy from one’s own quiz, test, examination, or other assignment;

      ii. Using sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;

      iii. Acquiring, without permission, tests or other academic material belonging to the instructor or another member of the Institutional faculty or staff;

      iv. Engaging in any behavior prohibited by the instructor in the course syllabus or in class discussion;

      v. Falsifying or misrepresenting data or results from a laboratory or experiment; or

      vi. Engaging in other behavior that a Reasonable Person would consider to be cheating.

   b. Plagiarism includes, but is not limited to, the following:

      i. Using, by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgment;

      ii. Using materials prepared by another person or agency engaged in the selling of term papers or other academic materials without prior authorization by the instructor; or

      iii. Engaging in other behavior that a Reasonable Person would consider plagiarism.

2. Engaging in other conduct that a Reasonable Person would consider dishonesty relating to academic achievement, research results or academically related public service.

3. Furnishing false information or false representations to any Institutional Official, instructor, or office. Submission of false information or withholding information at the time of admission or readmission may make an individual ineligible for admission to, or continuation at, an Institution.

4. Forging, fabricating, altering, misrepresenting, or misusing any document, record, or identification, including misrepresentations of degrees awarded or honors received.

5. Tampering with the election of any Organization.

6. Claiming to represent, or act on behalf of, the Institution when not authorized to do so.
B. Disruption, Obstruction, or Interference with Institutional Activities

1. Disrupting or obstructing Institutional activities.

2. Classroom disruption, which is behavior that a Reasonable Person would view as significantly or repeatedly interfering with the instructor’s ability to teach the class or the ability of other Students to benefit from the instructional program.

3. Failure to comply with directions of Institutional, law enforcement, fire department, public safety contractors, or other government officials acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

4. Obstruction of the free flow of pedestrian or vehicular traffic.

5. Abuse of the Student conduct process, which includes, but is not limited to, any of the following:

D. Misuse of Institutional Resources or Property, or Personal Property of Others

1. Tampering with fire and life safety equipment including, without limitation, fire alarms, sprinkler systems, first aid equipment, and laboratory safety apparatus.

2. Unauthorized taking of, damage to, or possession of property belonging to the Institution, another Member of the Institutional Community, or another person.

3. Unauthorized possession, duplication, or use of keys, access cards, or access codes to any Institutional Premises.

4. Unauthorized entry into, or use of, Institutional Premises.

5. Unauthorized possession, entry into, or use of Institutional equipment, software systems, or information.

6. Possession of firearms, stun guns, tasers, BB guns, switchblade knives, fixed-blade knives with a blade length of five (5) inches or greater, or any item that is designed or used to injure or harm another person, fireworks, explosives, or dangerous chemicals on Institutional Premises or at Institutional events, except as explicitly permitted by a Board Policy or an Institutional Policy;

7. Unauthorized use or abuse of technology, including, but not limited to:

   a. Unauthorized entry into a file or program to use, copy, read, delete, or change the contents, or for any other purpose;

   b. Unauthorized transfer of a file;

   c. Unauthorized use of another individual’s identification or account;

   d. Use of technology to interfere with the work of another Student, Faculty Member, or Institutional Official;

   e. Use of technology to send Harassing or abusive messages;
f. Use of technology to engage in unlawful activities, including those involving uses that infringe intellectual property rights;

g. Use of technology to interfere with normal operation of an Institution’s technology or other system;

h. Making, acquiring, or using unauthorized copies of computer files, violating terms of applicable software license agreements, or using the Institution’s technology network or system to download files in violation of copyright laws;

i. Attempting to circumvent data protection schemes or tampering with security;

j. Violating Institutional or Board computer use or internet policies.

D. Threat of Harm or Actual Harm to a Person’s Physical or Mental Health or Safety

1. Violence, which includes, but is not limited to, using or threatening to use physical force on or towards another person without that person’s permission, except in reasonable self-defense. The use of physical force includes both using one’s own body parts as well as using other items.

2. Brandishing, pointing, or using a knife, gun, or other weapon towards another person, except in reasonable self-defense.

3. Restraining or transporting another person without that person’s permission.


5. Harassment, which includes, but is not limited to,:

   a. Conduct towards another person that has the purpose or effect of creating an objectively and subjectively intimidating, hostile, or demeaning environment that substantially interferes with the individual’s ability to participate in or to realize the intended benefits of an Institutional activity or resource; and

   b. Other conduct that is extreme and outrageous exceeding all bounds usually tolerated by polite society and that has the purpose or the substantial likelihood of interfering with another person’s ability to participate in or to realize the intended benefits of an Institutional activity or resource.

6. Sexual Harassment, which is subjecting another person to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

   a. Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual’s participation in, or use of, an Institutionally-sponsored or approved activity or resource; or

   b. Submission to or rejection of such conduct by an individual is used as the basis for educational or similar decisions affecting an individual’s ability to participate in or use an Institutionally-sponsored or approved activity or resource.
7. Stalking, which is engaging in a course of conduct directed at a specific person that would cause a Reasonable Person to fear for the person’s safety or the safety of others, or suffer substantial emotional distress.

   a. “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

   b. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

8. Hazing, which includes, but is not limited to, an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or as a condition for continued membership in a group or an Organization:

   a. Is likely to, or would be perceived by a Reasonable Person as likely to, endanger the physical health of an individual or cause psychological discomfort or distress through treatment that a Reasonable Person would consider to be humiliating, intimidating, or demeaning;

   b. Destroys or removes public or private property;

   c. Involves the consumption of alcohol or other substances to excess; or

   d. Violates any Board Policy or Institutional Policy.

   The express or implied permission of the individual being hazed does not make the behavior acceptable. It is also a violation of this provision to solicit, aid, or attempt to aid another person in planning or committing Hazing.

9. Sexual Misconduct, which is any contact of a sexual nature with another person without that person’s consent.

   Contact of a sexual nature includes, but is not limited to:

   a. Touching the intimate parts of another person;

   b. Touching another person with one’s own intimate parts;

   c. Forcing another person to touch one’s own intimate parts; and

   d. Exposing one’s own intimate parts to another person;

   Intimate parts include, but is not limited to, genitalia, groin, breast, buttocks, mouth, or clothing covering the same.

   Consent is defined as informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. If coercion, intimidation, threats and/or physical force are used, there is no consent. If a person is mentally or physically incapacitated or impaired so that the person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug
consumption or being asleep or unconscious. If a person is fifteen (15) years old or younger, there is no consent. Whether one has taken advantage of a position of influence over another may be a factor in determining consent. Consent to any one form of sexual activity does not imply consent to any other form of sexual activity. Consent to one sexual encounter does not imply consent to another sexual encounter. Consent may be revoked at any time.

10. Voyeurism includes, but is not limited to, any use of electronic or other devices to make an audio, video, or photographic record of another person without that person’s prior knowledge and without that person’s prior authorization when such a recording is likely to cause that person or a Reasonable Person injury or distress, or involves that person’s intimate parts or sexual conduct involving that person.

11. Invasion of Privacy occurs when:

a. An individual views another person, without that person’s prior knowledge and permission, under circumstances in which the other person has a reasonable expectation of privacy; or

b. An individual uses an audio recording device to record another person, without that person’s prior knowledge and permission, under circumstances in which the other person has a reasonable expectation of privacy.

E. Discrimination and Retaliation

1. Discrimination is excluding from, or treating another person differently than others in, Institutional activities on the basis of sex, race, color, creed, religion, national origin, ancestry, gender, gender identity, transgender, sexual orientation, age, disability, genetic information, or veteran status. However, social fraternities and sororities that are exempt from taxation under federal law may maintain single-sex membership practices without violating antidiscrimination policies, as recognized by 20 U.S.C. 1681(a)(6), and the enforcement of such single-sex membership practices by Students does not violate this provision.

2. Retaliation is conduct that would make a Reasonable Person feel intimidated, or that interferes with, threatens, coerces, or otherwise discriminates against any individual because that individual reports or files a complaint alleging a violation of law, Board Policy, or Institutional Policy, or participates in any process in which the individual has a right to participate.

F. Housing and Living Groups

Violations of any rules imposed by Institutional housing or living groups are also violations of this Student Code.

G. Use and Misuse of Substances

1. The unauthorized manufacture, sale, possession, use, or consumption of alcohol, marijuana, or controlled substances by Students.

   However, possession, use, or distribution of alcohol, marijuana, or controlled substances is permitted on premises controlled by the Board of Regents when:

   a. Needed in conjunction with approved research activities;
b. Alcohol is possessed, used, or distributed in a lawful manner inside a designated residence hall facility occupied exclusively by upper-division and/or non-traditional Students who are at least twenty-one (21) years of age;

c. Alcohol is possessed, used, or distributed in a lawful manner on premises controlled by the Board of Regents that have been designated by the Institution’s president as places where such possession, use, and distribution may be permitted, subject to such conditions as the Institution’s president may also prescribe, provided that a notice of such designation and conditions have been filed previously with the executive director of the Board of Regents; or

d. The possession, use, or distribution of the controlled substance is prescribed by a licensed health care professional authorized to prescribe such substances.

e. Alcohol is possessed, used, or distributed in a manner that is expressly approved by a Board Policy.

2. The unauthorized possession of any drug paraphernalia.

H. Violation of Policy or Laws

1. Violation of published Board of Regents or Institutional Policies, rules, or regulations.

2. Violation of federal, state, or local law.

I. Other Conduct

Conduct not expressly prohibited may also subject Students or Organizations to conduct sanctions where such conduct has the purpose and effect of infringing interests protected by this Student Code or other provisions of Board Policy or Institutional Policy.

J. Conduct by Organizations

1. Organizations that, formally or informally through repeated practice, initiate, encourage, support, or tolerate conduct by members, associates, or invitees that violates the provisions of this Student Code shall be subject to conduct sanctions.

2. The privileges of official recognition by an Institution may be extended to Organizations, including those that maintain residences for their members, only if such Organizations agree to adopt and to enforce policies that, at minimum:

a. Prohibit the manufacture, possession, use, dispensing, or provisions of alcoholic beverages at organizational functions or in the organizational residence by persons under the age of 21;

b. Prohibit the manufacture, possession, use, or dispensing of marijuana or unauthorized controlled substances at organizational functions or in the organizational residence;

c. Prohibit the expenditure of organizational funds on alcoholic beverages, marijuana, or controlled substances;

d. Prohibit the informal collection of monies from members, associates, or invitees to be spent on alcoholic beverages, marijuana, or controlled substances;
e. Prohibit the possession, use, or distribution of alcohol, marijuana, or controlled substances on premises controlled by the Board of Regents, except as explicitly permitted by Section 3.G.1 of this Student Code;

f. Establish conduct policies and sanctions regarding violations by individual members no less stringent than those set forth under Board Policies, except that limited use of alcoholic beverages is permissible as set out above; and

g. Require that a report be filed with the Senior Student Affairs Officer each semester identifying all actions taken pursuant to the Student conduct policies required in this Student Code;

3. Institutions may impose additional or more restrictive conditions on official recognition.

4. Organizations are also subject to the Board of Regents’ antidiscrimination policies set forth in Board Policy 1:18. However, social fraternities and sororities that are exempt from taxation under federal law may maintain single-sex membership practices without violating antidiscrimination policies, as recognized by 20 U.S.C. 1681(a)(6).

4. Student Conduct Process

A. Allegations

1. Allegations of misconduct may be reported against any Student by anyone. Allegations shall be directed to the Student Conduct Officer in the Office of the Dean of Students. The reporting party will disclose the facts that form the basis for the allegation, the identities of any other witnesses, and any other relevant information regarding the alleged misconduct.

   a. Allegations of Academic Misconduct will be reported to the Student Conduct Officer but are initially addressed through Board Policy 2:33.


2. The Student Conduct Officer shall make an initial determination whether the allegations, if true, would violate the Student Code. If the Student Conduct Officer determines that the allegations, if true, would violate the Student Code, the Student Conduct Officer shall conduct an informal preliminary investigation to determine whether the allegations are credible. This process may include speaking with witnesses and reviewing any documentation.

   a. As to off-campus conduct, the Student Conduct Officer shall determine whether the incident adversely affects the Institution, any Organizations, members of the Institutional community, or the pursuit of their lawful objectives.

   b. Allegations of Academic Misconduct that are not informally resolved pursuant to Board Policy 2:33 will enter the Student conduct process here.

   c. Allegations of Human Rights Violations that are not informally resolved pursuant to Board Policy 1:18 will enter the Student conduct process here.
3. If the Student Conduct Officer determines that either (i) the allegations, if true, would not violate the Student Code or (ii) that the allegations are not credible, then the Student Conduct Officer should inform the Complainant of this determination and inform the Complainant that the allegations may be re-submitted should additional information become available.

4. If the Student Conduct Officer determines that the allegations, if true, would violate the Student Code and determines that the allegations are credible, the Student Conduct Officer shall provide written Notice to the Respondent within fifteen (15) Days of receiving the report of alleged misconduct or notification from the Faculty Member of the need to address alleged Academic Misconduct through the Student Code.

5. The written Notice to the Respondent must include the following:

   a. The alleged behavior that would be a violation of the Student Code;
   b. The section(s) of the Student Code alleged to have been violated;
   c. The name of the Complainant;
   d. A time to meet with the Student Conduct Officer to provide the Respondent with the opportunity to give his/her account of the incident leading to the allegation of misconduct;
   e. Information about the right to have an Advisor present throughout the Student conduct process;
   f. Information about both the informal and formal resolution processes;
   g. A time for a hearing to occur no earlier than ten (10), and no later than twenty (20), Days after this written Notice is deemed received to address any alleged violations that are not informally resolved;
      i. The minimum time limit may be waived by the Respondent.
      ii. The maximum time limit may be extended at the discretion of the Student Conduct Officer.

B. Interim Measures

In certain circumstances, the Senior Student Affairs Officer, or a designee, may impose interim measures that go into effect immediately, prior to a hearing before a Student Conduct Panel, and remain in effect until no longer needed.

1. Interim measures are intended to protect the interests of both the Complainant and the Respondent prior to a hearing. Interim measures may be both remedial (designed to address a Complainant’s safety and well-being and continued access to educational opportunities) or protective (involving action towards a Respondent). Interim Measures may include, but are not limited to, no-contact directives, residence modifications, academic modifications and support, Institutional work schedule modifications, interim residence suspension, or interim suspension. Written Notice of Interim Measures shall be provided to the party to whom the interim measures are directed.
2. Interim suspension may be imposed only for one or more of the following purposes:
   a. To ensure the safety and well-being of members of the Institutional community or
      preservation of Institutional property or other property located on premises controlled by the
      Institution;
   b. To ensure a Student’s own physical or emotional safety and well-being; or
   c. To ensure the normal operations of the Institution where a Student poses an ongoing threat
      of disruption of, or interference with, the normal operations of the Institution.

3. During the interim suspension, the Student may be denied access to residence facilities, the
   campus (including classes), and all other Institutional activities or privileges.

4. A Student placed on interim suspension shall be given written Notice of Interim Measures, which
   shall include:
      a. The reasons for the interim suspension;
      b. The parameters of the interim suspension; and
      c. Information concerning the right to appeal the interim suspension.

5. Interim Suspension Appeal Process
   a. The Student must submit a written request for a meeting to the Senior Student Affairs
      Officer.
   b. The Senior Student Affairs Officer will schedule a meeting with the Student as soon as
      practical and no later than three (3) Days after receiving the written request. At this meeting,
      the Student is provided the opportunity to raise any objections to the interim suspension or
      to request alternative interim measures.
   c. The Senior Student Affairs Officer has sole discretion regarding interim measures.

C. Informal Resolution

1. The Student Conduct Officer may speak separately and individually with the Complainant and
   the Respondent to determine whether the alleged misconduct can be resolved through informal
   resolution.
      a. In matters involving allegations of Human Rights Violations, informal resolution may not
         take the form of having the Complainant and the Respondent be in the same room at the
         same time.
      b. In matters involving allegations of Human Rights Violations, the Student Conduct Officer
         should consider whether the informal resolution is equitable and will end the misconduct,
         prevent its recurrence, and address its effects.

2. Informal resolution may be reached where:
   a. The parties involved mutually agree to a full resolution of the alleged misconduct that is
      acceptable to the Student Conduct Officer.
i. This must be documented in writing and signed by the Complainant, Respondent, and Student Conduct Officer.

b. The Respondent waives a formal hearing by admitting to the misconduct and accepting the proposed conduct sanctions.

   i. This must be documented in writing and signed by the Respondent and the Student Conduct Officer.

   ii. This type of informal resolution is not available in matters involving allegations of Human Rights Violations.

3. Partial informal resolution may be reached where the Respondent admits to the misconduct but does not accept the proposed conduct sanctions. When this occurs, the process moves to formal resolution with the hearing being limited to the question of appropriate conduct sanctions.

   a. This must be documented in writing and signed by the Respondent and the Student Conduct Officer.

   b. In matters involving allegations of Human Rights Violations, the Complainant must also agree in writing to this partial informal resolution.

4. Informal resolution shall be final and the parties who agreed in writing to informal resolution waive any right to appeal.

5. The Student Conduct Officer’s involvement in attempting to informally resolve the allegation of misconduct does not impact the Student Conduct Officer’s ability to later serve as the Student Conduct Panel or a member thereof in the formal resolution process.

6. Informal resolution may be reached at any time before the Chair issues any findings, conclusions, and, when a violation is found, conduct sanctions it determines to be appropriate through the Formal Resolution process.

D. Formal Resolution

1. If the alleged misconduct is not fully resolved through informal resolution, any unresolved matter proceeds to a hearing.

2. The composition of the Student Conduct Panel shall be determined as follows:

   a. For matters where the Student Conduct Officer serves as Chair of the Student Conduct Panel, the Student Conduct Officer shall have sole discretion regarding whether the Student Conduct Panel includes:

      i. Option 1 – only the Student Conduct Officer; or

      ii. Option 2 – the Student Conduct Officer and any Institutional employee or employees or independent contractor authorized by the Senior Student Affairs Officer to determine whether a Student has violated the Student Code and to recommend imposition of conduct sanctions,
b. For matters involving allegations of Academic Misconduct, the Student Conduct Panel must include at least one Faculty Member or academic administrator appointed by the Provost in the form described in Option 2 above.

c. Both the Complainant and the Respondent will be provided Notice of the identity of the member(s) of the Student Conduct Panel. Both parties may request in writing (and must include supporting information) that (i) the Student Conduct Panel include additional members (Option 2), and/or (ii) a Student Conduct Panel member be replaced due to an actual conflict of interest. Such requests must be submitted, in writing to the Senior Student Affairs Officer no later than twenty-four (24) hours after the Notice is provided to the party. The Senior Student Affairs Officer shall make a final decision as to these requests and will provide Notice to both parties of the decision.

3. Hearings shall be conducted by a Student Conduct Panel according to the following guidelines:

   a. Hearings shall be conducted in private. Witnesses other than the Complainant and the Respondent may only be present during the hearing while presenting their information.

   b. The Chair shall have sole discretion and final decision-making authority over the following:

      i. Whether an individual’s conduct interferes with the hearing and requires that individual’s removal;

      ii. Whether written information, materials, documents, and statements submitted are relevant and will be accepted for consideration by the Student Conduct Panel;

      iii. All questions about the interpretation of the Student conduct process; and

      iv. Whether to have separate or joint hearings when a hearing would involve more than one Respondent;

4. Neither the Complainant nor the Respondent are required to attend or participate in the hearing, and such decision will have no bearing on the question of whether the Respondent violated the Student Code.

5. The Respondent has no obligation to provide any information, materials, documents, or witnesses, or answer any questions and is presumed to not have violated the Student Code.

6. If the Complainant or Respondent wants the Student Conduct Panel to review any materials or documents or wants to present any witnesses at the hearing, such materials and documents and/or witness lists must be submitted to the Chair by the following deadlines in order to be considered:

   a. In matters alleging Human Rights Violations, all materials and documents and/or witness lists must be submitted at least seventy-two (72) hours before the hearing. Additionally, a copy of the final report prepared by the Title IX investigator(s) will be provided to the Complainant, Respondent, and the Student Conduct Panel members.

   b. For all other matters, all materials and documents and/or witness lists must be submitted at least twenty-four (24) hours before the hearing.

   The Chair will promptly provide the other party and the Student Conduct Panel members a copy of any materials, documents, and witness lists submitted.
7. The Complainant and the Respondent have the right to be assisted by an Advisor of their choice, at their own expense. Ordinarily, no more than two Advisors for each Student shall be permitted. The Advisor is limited to advising the Student directly, and is not permitted to speak to anyone else, or participate directly, in any hearing.

8. The Student Conduct Officer shall record the audio of the hearing.

9. Generally, the hearing will be conducted in the following order:

   a. The Chair will ask each individual present at the hearing to identify him/herself by providing his/her name and role at the hearing (e.g., Complainant, Respondent, Member of the Student Conduct Panel, etc.).

   b. The Chair will remind the Respondent:

      i. Of the materials that the Student Conduct Panel received prior to the hearing;

      ii. Of the right to have an Advisor present;

      iii. Of the right to refuse to speak as a witness against him/herself;

      iv. That the refusal to speak as a witness against him/herself will have no bearing on the question of whether the Respondent violated the Student Code;

      v. Of the alleged behavior that would be a violation of the Student Code; and

      vi. Of the section(s) of the Student Code alleged to have been violated.

   c. The Chair will provide the Complainant with the opportunity to engage in the hearing. If the Complainant agrees to engage, then:

      i. The Chair will provide the Complainant the opportunity to provide any additional relevant factual details that were not previously provided. The Complainant may choose to do so or may decline and maintain the right to not provide information, materials, documents, or answer questions. The Complainant may decline but still present witnesses.

      ii. The Chair will ask the Complainant to present any witnesses, who will be brought to the hearing one at a time, and ask questions of the witness.

      iii. The Student Conduct Panel will then ask questions of the witness.

      iv. The Chair will ask the Respondent for any questions for the witness. The Respondent will provide the Chair any questions in writing.

      v. The Chair will ask the witness any questions provided by the Respondent that the Chair determines to be relevant.

      vi. The Chair will ask the Complainant to present the next witness. The process described above shall repeat for each witness until the Complainant has presented all of its witnesses.
d. The Chair will provide the Respondent the opportunity to engage in the hearing. If the Respondent agrees to engage, then:

i. The Chair will provide the Respondent the opportunity to provide any additional relevant factual details that were not previously provided. The Respondent may choose to do so or may decline and maintain the right to not provide information, materials, documents, or answer questions. The Respondent may decline but still present witnesses.

ii. The Chair will ask the Respondent to present any witnesses, who will be brought to the hearing one at a time, and ask questions of the witness.

iii. The Student Conduct Panel will then ask questions of the witness.

iv. The Chair will ask the Complainant for any questions for the witness. The Complainant will provide the Chair any questions in writing.

v. The Chair will ask the witness any questions provided by the Complainant that the Chair determines to be relevant.

vi. The Chair will ask the Respondent to present the next witness. The process described above shall repeat for each witness until the Respondent has presented all of its witnesses.

e. The Student Conduct Panel may ask the Complainant and/or the Respondent whether s/he agrees to answer questions. The Student Conduct Panel may then ask questions of either or both parties who agree to answer questions.

f. The Student Conduct Panel will meet in a closed session to discuss and make its recommendation, which closed session shall not be audio recorded.

10. The Student Conduct Panel shall review all information and materials presented to it and shall decide by majority vote whether the Respondent violated the Student Code by a preponderance of the evidence (i.e., more likely than not).

11. The Student Conduct Panel shall prepare written findings to support its determination. These shall include:

a. Concise statements of each factual finding;

b. Brief explanations of whether and why the factual findings support a conclusion that the conduct either violated or did not violate the Student Code; and

i. These must address each factual element that must be satisfied to establish that conduct has violated the Student Code.

c. If a violation is found, recommendations of appropriate conduct sanctions and any supporting rationale;
12. The Student Conduct Panel shall forward its written findings, conclusions, and any recommended conduct sanctions to the Chair. The Chair has sole discretion to adopt or reject the findings, conclusions, and any recommended conduct sanctions.

   a. If the findings, conclusions, or recommended conduct sanctions are rejected, the Chair shall issue any findings, conclusions, and, when a violation is found, any conduct sanctions it determines to be appropriate, and will provide the Student Conduct Panel with an explanation for its decision.

   b. The Chair shall determine the effective date of any conduct sanctions imposed, which effective date should be on or after the exhaustion of the appeal as a matter of right. However, interim measures may remain in place, or be instituted, until the effective date of any conduct sanctions.

13. The Chair’s written findings, conclusions, and any conduct sanctions shall be provided to the Respondent. When FERPA allows or the Clery Act requires, the Complainant will receive the permitted information simultaneously. See Section E.1 below for more information.

   a. In matters involving allegations of Academic Misconduct, the Chair’s written findings, conclusions, and any conduct sanctions shall also be provided to the Faculty Member.

14. The audio record of the hearing shall be the property of the Institution and shall be maintained by the Student Conduct Officer. No other person may record the hearing.

   a. The audio record and its contents shall be confidential and may only be used for purposes of any appeals. Any person who discloses the contents of the audio record to parties not involved in the appeal shall be subject to conduct sanction.

   b. In the event of an appeal, the Respondent shall be given access to the audio record for purposes of preparing an appeal. When the alleged misconduct involves allegations of Human Rights Violations, the Complainant shall be given access to the audio record for purposes of preparing an appeal. Access shall be provided at such places and times as the Senior Student Affairs Officer may direct.

   c. Except as required by law, the Institution shall not be required to change the form in which the record is maintained.

E. Sanctions

1. Individual Conduct Sanctions

   a. In each case in which the Chair determines that a Respondent has violated the Student Code, the Chair shall determine and impose appropriate conduct sanction(s). Where a violation of Board Policy is established, and where a conduct sanction is mandated under Board Policy, that conduct sanction shall be imposed.

   b. In matters involving allegations of Academic Misconduct that are informally resolved pursuant to Board Policy 2:33, the Student Conduct Officer will receive the information from the Faculty Member and shall determine and impose appropriate conduct sanction(s).

   c. Complainants shall be informed in writing and at the same time as the Respondent of any outcome and conduct sanctions imposed in the following circumstances:
i. When the conduct sanction involves remedial action that directly relates to the Complainant (e.g., a directive requiring the Respondent to not have contact with the Complainant);

ii. Where the allegations against the Respondent would also constitute a crime of violence or non-forcible sex offense as defined by FERPA; or

iii. Where the allegations against the Respondent would also constitute Human Rights Violations. In this circumstance, the rationale for the result must also be included.

d. FERPA allows Institutions to disclose the final results of a conduct proceeding when the Chair determines that the Respondent violated the Student Code and that violation falls within the definition of a crime of violence or a non-forcible sex offense as defined by FERPA. For purposes of this subsection, “final results” means the name of the Respondent, the violation committed, and any conduct sanction(s) imposed by the Institution.

e. FERPA allows Institutions to inform the parents or legal guardians of a Respondent younger than twenty-one (21) years of age that the Respondent has violated Institutional Policies concerning the use or possession of alcohol or controlled substances.

f. The following conduct sanctions may be imposed upon any Respondent found to have violated the Student Code. More than one of the conduct sanctions listed below may be imposed for any single violation. Imposition of a conduct sanction may be delayed or suspended on such conditions as the Student Conduct Officer may prescribe.

i. Warning – A statement to the Respondent that the Respondent has violated the Student Code of Conduct.

ii. Probation – Probation is for a designated period of time and includes the probability of more severe conduct sanctions if the Respondent is later found to have engaged in any additional violation(s) the Student Code during the probationary period.

iii. Loss of Privileges – Denial of specified privileges for a designated period of time. The privileges of continued participation in Institutional activities, access to Institutional facilities or residences may be conditioned upon participation in or completion of educational programming at the Student’s expense.

iv. Fines – Monetary payments.

v. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service, money, or material replacement.

vi. Educational Sanction – work assignments, essays, service to the Institution, community service, workshops, or other related educational activities.

vii. Residence Suspension – Separation of the Respondent from the Institution’s residence facilities for a definite period of time, after which the Respondent is eligible to return. Conditions for return to the residence facilities may be specified.
viii. Residence Expulsion – Permanent separation of the Respondent from the Institution’s residence facilities. A sanction of residence expulsion will take the form of residence suspension pending completion of the appeals process.

ix. Suspension – Separation of the Respondent from the Institution for a definite period of time, after which the Respondent is eligible to return. Conditions for return may be specified. A Respondent who has been suspended from one Institution may not enroll at another Institution until the period of suspension has ended.

x. Expulsion – Permanent separation of the Respondent from the Institution. A Respondent who has been expelled from one Institution may not enroll at another Institution. A sanction of expulsion will take the form of suspension pending completion of the appeals process.

xi. Withholding Degree – the Institution may withhold awarding a degree otherwise earned until the completion of the Student conduct process or the completion of all conduct sanctions imposed.

xii. Revoking Admission and/or Degree – the Institution may revoke admission to, or a degree awarded from, the Institution for violation of Institutional standards for obtaining admission or the degree, or for other serious violations of the Student Code committed by the Respondent prior to graduation.

g. Conduct sanctions shall not be made part of the Respondent’s permanent academic record, but shall become part of the Respondent’s conduct record. The Respondent’s conduct record containing conduct sanctions other than suspension, expulsion, revoking admission and/or a degree, will be expunged seven (7) years after the date of the original finding of a violation of the Student Code. The Respondent’s conduct record containing any of the four conduct sanctions above shall be maintained permanently. Where restitution is required of a Respondent, the Institution reserves the right to disclose all portions of the conduct file as may be necessary to obtain a judgment in a court of competent jurisdiction. Such files shall be preserved at least until all necessary compensation has been obtained.

h. Students enrolled in one Institution shall be held accountable for their conduct while visiting all other Institutions. Students may be required, as a condition of continued enrollment, to appear at the Institution where the alleged misconduct took place, at their own expense, for a conduct hearing and to answer allegations based on their conduct while at that Institution.

i. Any conduct sanction imposed by one Institution shall be effective at all other Institutions. A Respondent suspended at one Institution shall not be able to enroll at another Institution until the period of suspension has ended. A Respondent who has been expelled from one Institution may not enroll at another Institution.

ii. When a Respondent is brought forward on allegations of misconduct by another Institution, any conduct sanction issued after a finding of a violation shall be determined by the Institution that brought forward the allegations of misconduct. Suspension or expulsion may only be imposed after first consulting with the Senior Student Affairs Officer from the Institution where the Respondent is enrolled.
2. Organizational Conduct Sanctions
   
a. The following conduct sanctions may be imposed upon Organizations:
   
i. Those conduct sanctions listed above in Section 4.E.1.

F. Appeals
   
1. Appeal as a Matter of Right
   
a. The Respondent may appeal a decision reached by the Chair. In matters involving allegations of Human Rights Violations, the Complainant may also appeal a decision reached by the Chair. The appeal must be in writing and must be submitted to the Senior Student Affairs Officer no later than five (5) Days after Notice of the Chair’s decision is deemed received.

b. The written appeal must cite at least one (1) of the following reasons for review and must include supporting arguments and documentation as to why an appeal should be granted on those grounds.
   
i. The original hearing was conducted unfairly to the point that it substantially and materially affected the outcome;
   
ii. Using the facts found by the Chair, the conclusion regarding whether there was a violation(s) of the Student Code was incorrect;
   
iii. The conduct sanction(s) imposed were not appropriate for the violation of the Student Code that the Respondent was found to have committed; and/or
   
iv. New information that was unavailable at the time of the hearing has been discovered and could substantially and materially affect the outcome.

c. An appeal shall be limited to a review of:
   
i. The verbatim record of the initial hearing;
   
ii. Supporting documents submitted as part of the initial hearing; and
   
iii. Supporting documents submitted in support of the appeal reason(s)

d. The Senior Student Affairs Officer will provide the other party a copy of the appeal and a reasonable amount of time to submit any materials to be considered.

e. The Senior Student Affairs Officer will provide the Appellate Board with the materials submitted. The Appellate Board will review the materials submitted and provide a written recommendation to the Senior Student Affairs Officer as soon as practicable. The Senior Student Affairs Officer has sole discretion to adopt or reject the recommendation.
   
i. If the recommendation is rejected, the Senior Student Affairs Officer will provide the Appellate Board with a written explanation for his/her decision.
ii. The Senior Student Affairs Officer shall determine the effective date of any conduct sanctions imposed. The effective date of any conduct sanctions shall not be delayed pending any further appeals.

f. The Senior Student Affairs Officer’s written decision shall be provided to the parties, along with the Appellate Board’s recommendation and, if rejected, the Senior Student Affairs Officer’s written explanation.

2. Appeal to the President of the Institution

a. The Respondent may appeal a decision reached by the Senior Student Affairs Officer. In matters involving allegations of Human Rights Violations, the Complainant may also appeal a decision reached by the Senior Student Affairs Officer.

b. The appeal must be in writing and must be submitted to the President’s Office no later than five (5) Days after Notice of the Senior Student Affairs Officer’s decision is deemed received.

c. The written appeal must cite at least one (1) of the following reasons for review and must include supporting arguments and documentation as to why an appeal should be granted on those grounds.

i. The original hearing was conducted unfairly to the point that it substantially and materially affected the outcome;

ii. Using the facts found by the Chair, the conclusion regarding whether there was a violation(s) of the Student Code was incorrect;

iii. The conduct sanction(s) imposed were not appropriate for the violation of the Student Code that the Respondent was found to have committed; and/or

iv. New information that was unavailable at the time of the hearing has been discovered and could substantially and materially affect the outcome.

d. The President has sole and complete discretion as to whether to agree to review an appeal, including what materials to consider. However, the President will not consider any reasons for review that were not previously raised in the appeal to the Appellate Board.

e. If the President agrees to review an appeal, the President will provide the other party/parties a copy of the appeal and a reasonable amount of time to submit any materials to be considered.

f. The President will provide a written decision to the parties, and to the Senior Student Affairs Officer. The decision may be a substantive one, or may merely indicate that the President has declined to review the appeal.

3. Appeal to the Board of Regents

a. After exercising and exhausting all appeals available at the Institutional level, the Respondent may appeal a decision reached by the President. In matters involving allegations of Human Rights Violations, the Complainant may also appeal a decision
reached by the President after exercising and exhausting all appeals available at the Institutional level.

b. The appeal must be in writing and must be submitted to the Executive Director of the Board of Regents no later than thirty (30) Days after Notice of the President’s decision is deemed received. The appeal must include the following:

i. Supporting arguments and documentation;

ii. All documentation provided by the Institution, including, at a minimum, the President’s decision, the Senior Student Affairs Officer’s decision, and the Chair’s decision.

c. Written appeals that fail to include supporting arguments and documents, and the documentation provided by the Institution will be rejected.

d. An appeal submitted to the Executive Director that is not covered by subsection e) below may be considered by the Executive Director. In these instances, the Executive Director has sole and complete discretion as to whether to agree to review an appeal, including what materials to consider.

i. If the Executive Director agrees to review an appeal, the Executive Director will provide the other party a copy of the appeal and a reasonable amount of time to submit any materials to be considered.

ii. The Executive Director will provide a written decision to the parties, and to the President.

e. An appeal submitted to the Executive Director must be considered by the Board of Regents where a Student has been expelled or suspended based upon alleged violations of Board Policy 3:4; or a disciplinary action allegedly deprived the Student of a right or privilege protected by a specific term or provision of Board Policy or state or federal constitution, law, or regulation.

i. The Executive Director will have fifteen (15) working days within which to attempt, at his discretion, a resolution through informal means.

ii. If no informal resolution has been effected within the fifteen (15) working days, the Executive Director will refer the matter to a hearing examiner for reconsideration pursuant to SDCL § 1-26 using the contested case proceedings. At the conclusion of the contested case proceedings, the hearing examiner will provide a recommendation to the Executive Director for the disposition of the matter by the Board.

iii. Contested case proceedings may be conducted under protective orders entered pursuant to SDCL §§ 1-26-19 and 15-6-26(c).

RESIDENTIAL STANDARDS OF LIVING

The University's Student Code of Conduct applies to all students of South Dakota Board of Regent-controlled schools. Additionally, all such students and visitors are obligated to comply with the Residential Standards of Living (including Residence Life Policies and Procedures listed herein). Under the concept of Joint Responsibility, all individuals who are present in a residential room, apartment and/or suite where/when University policies are violated are subject to documentation and Student Code of Conduct action. Residential students are responsible for offenses that may occur in their room...whether or not present at the time.

RESIDENTS’ EXPECTATIONS AND RESPONSIBILITIES

As a residential student, it is reasonable for you to expect:

- A relatively safe, clean and well-maintained residence hall space;
- A quality learning environment conducive to your academic and social pursuits;
- Privacy and 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;
- Recreation and relaxation; and
- The assistance of your Resident Assistant (RA) or Complex Director (CD) when you need help with a problem.

As a residential student, you have the responsibility:

- To confront another’s behavior that infringes on your rights;
- To keep your door and hall doors locked, and not to prop them open, allow in strangers, or guests without a resident escort/registration;
- To keep common areas neat, clean and damage free, and to straighten up common areas after use;
- To observe quiet/courtesy hours, keep your stereo, television, other electronic equipment and your voice at a reasonable volume in the residence hall and to remind others you expect the same of them;
- To let your roommate know of your wishes and preference for hours of sleep, study and visitation, and to work through any difference you may have in a peaceful manner, within the guidelines provided by Black Hills State University;
- To know and abide by the laws of the state of South Dakota, including those that pertain to alcoholic beverages and illegal drugs;
- To follow the rules and regulations as stated by the South Dakota Board of Regents and Black Hills State University;
- To support the educational purposes of Black Hills State University and to sustain comfortable living community in the hall; to examine your own behavior when confronted by another and work toward resolving conflicts. You also have the responsibility to confront others in a non-aggressive and non-threatening manner;
- To notify a staff person of your problem in a timely manner and to cooperate with them as they work with you to resolve the problem;
- To read information provided for you by Black Hills State University and Residence Life staff, especially the Residence Life Standards of Living/Policies and Procedures and the Student Code of Conduct.
- To participate in wing and hall meetings and share responsibility for adhering to and enforcing community policies and guidelines.
1) Fire Safety

Minimally, a $50 fine will be issued for a first-offense violation of the following Fire Safety Violations (second offenses doubled, etc.):

a. Open flame devices including candles, incense and smoking;
   b. Open coil appliances such as hot plates and space heaters;
   c. Negligent cooking includes cooking that is left without supervision and/or is the cause of a fire alarm;
   d. Negligent cooking may include supervised cooking even though the cooking/food causes or triggers a fire alarm;
   e. Halogen lamps; and
   f. Extension cords.

Minimally, a $250 fine will be issued for a first-offense violation of the following Fire Safety Violations, additionally, criminal prosecution is possible:

   g. Any prank or activity involving fire extinguishers (the removal and/or discharge of), fireworks, flammable material, liquids, explosives, dangerous chemicals and noxious or harmful materials/objects on BHSU grounds or in the residence halls.
   h. All types of fireworks are prohibited by the City of Spearfish. The Spearfish Municipal Fire Code makes it a violation for anyone to possess, store, sell, use or explode any type of fireworks. Offenders may be subject to fines and imprisonment. Due to the physical danger to residents and the possibility of fire, any prank or activity involving fireworks, flammable material, liquids, explosives, dangerous chemicals and noxious or harmful materials/objects WILL NOT be tolerated on BHSU grounds and/or in any residence hall. Activities involving the use of chemicals/explosives/fireworks may result in severe disciplinary sanctions issued as well as prosecution under applicable criminal codes. All chemicals/explosives/fireworks found in any residence hall room are subject to immediate seizure by any staff member.
   i. Failure to evacuate during a fire alarm or hindering the evacuation of other occupants during a fire alarm is prohibited. Severe disciplinary action, including possible dismissal from BHSU, may be imposed for violation of these procedures. Additionally, criminal prosecution is possible for pulling fire alarms or unauthorized use of firefighting equipment.
   j. Tampering/abuse of fire equipment and/or any life/safety equipment.
   k. False reporting to authorities—knowingly making a report or intentionally causing a false fire or other emergency alarm to be transmitted to, or within, any fire department, ambulance service, or other government agency which deals with emergencies involving danger to life or property.
   l. Intentionally starting a fire or causing an explosion that places another person in danger of death or serious bodily injury.

2) Personal Safety

a. Weapons are prohibited in the residence halls. Weapons include, but are not limited to the following: handguns, gas guns, metal knuckles, gravity knives, knives with blades longer than 2 inches, any switch blade knives, firearm silencers, machine guns, short rifles, short shotguns, blow guns, bow and arrows, sling shots, B.B. guns, pellet guns, air guns, stun guns, and paint guns. Students offending this standard risk suspension from the University. Ammunition is not permitted in the residence halls.

b. Sport activities such as golf, football, soccer, water fights, basketball, hackey-sack, skate boards, bicycles, roller blades, general horseplay, etc., are not to be played inside residence halls. Sports in the halls endanger the safety of residents, could result in damage to the hall and/or residents, and may disturb students' study and rest.

c. Any behavior that serves to jeopardize one's own personal safety or the safety of others is a violation of
3) **Pets**

No pets (animals and/or reptiles) are allowed except for fish. Aquariums must not exceed 10 gallons. See item 53 for BHSU Residence Life’s Service or Assistance Animals.

4) **Quiet Hours and Courtesy Hours**

a. Quiet Hours are from 10 p.m. to 10 a.m. Sunday through Thursday, and 12 a.m. through 10 a.m. on Friday and Saturday. Quiet Hours are also in effect 24/7 during final exam week (one day prior to the first week of finals). Extreme quietness during Quiet Hours is expected.

b. All other hours are consideredCourtesy Hours. Noise volume during Courtesy Hours should not exceed a level that would likely interfere with others who are sleeping, studying, or otherwise using the facility for its intended purposes.

5) **Unauthorized Entry**

Unauthorized entry into or use of Residence Hall facilities (such as a residential room/apartment(suite, common area, lounge, or computer lab) is strictly prohibited. Only registered residents (of their assigned building), their invited guests, people directly connected with approved hall programs/events, and authorized personnel are permitted entry into the residential facilities.

**POLICIES AND PROCEDURES - YOUR ROOM**

6) **Appliances**

a. Compact refrigerators no larger than 4.4 cubic feet may be used.

b. Microwave ovens must be UL1000 or less.

c. Toaster ovens, toasters, hot plates, halogen lamps, and any appliance with an open heating coil are not allowed.

b. Personal room air-conditioners are not permitted.

7) **Beds**

a. Each bed is adjustable to 10 different heights. No tools are necessary to change your bed height. Simply lift up on one end of your metal bed springs causing it to release its hold on the metal pin (inside the groove of your bed post). Reposition the bedspring to the desired height and firmly press the bedspring so it latches onto a metal pin.

b. Your furniture is designed so that the 3-drawer dresser will fit under your bed if your bed is set on its highest position. DO NOT place your dresser or desk under your bed unless your bed is set at its highest position. Severe and costly damage (for which you are responsible) will occur (from the bed springs) to the furniture tops if you place furniture under your bed and if your bed is set in anything but its highest position.

c. You may bunk your beds if you desire to do so. If you do bunk your beds you agree to assume all liability related to injuries resulting from falls. Also, you must use 4 metal bunking pins, which can be obtained at no charge from your RA or HD. Ask if you need help.

d. You are not allowed to raise or loft your beds (lofting means bunking one bed on top of another without having a metal bed spring or university-approved lofting device attached to each bed, raising means heightening your bed by placing your bed posts on blocks or raisers).

8) **Check-in/Check-out Process**

a. Before your arrival, a Residence Life staff member who noted the condition of the room on a Room Inventory Form inspected your room.

b. Residents are asked to sign the Room Inventory Form once they are sure the information on the form is accurate and complete. It is very important that you make certain that all information on
this. Form is correct since you will be held financially responsible for any room/furniture damages that occur under your tenancy.
c. Residents should follow proper check-out procedures when moving out of their room or moving to another room on campus.
d. Proper check-out includes removing all personal belongings, removing all waste, cleaning the room and returning the room to the condition at check-in. Residents must schedule a check-out time with a residence hall staff member. All keys must be turned in at check-out.
e. At the time of check-out, staff will again fully inspect the room. Should anything be broken, damaged, unaccounted for, or in need of cleaning, the student(s) responsible will be required to pay those charges. These include damage to a room not considered normal wear and tear. The occupants of the room and/or the responsible resident(s) must pay these charges.
f. Residents who do not follow proper check-out procedures assume financial responsibility for any repairs/replacements cleaning necessary upon departure. It is unacceptable to depart your unkempt room assuming somebody else (i.e. your roommate) will “clean/fix/take care of things.”
g. The Room Inventory Form and an inspection by a residence hall staff member will serve as the basis for check-out charges, if assessed.
h. Conservation
i. Each year, our residence halls are more costly to operate. So that these costs may be held down as much as possible, the following energy conservation ideas will assist us in this effort.
j. Conserve electricity: turn off stereos and televisions when you’re not in the room, turn off lights when they’re not needed, unplug the refrigerator when it's not being used.
k. Save water: take shorter showers, turn off faucets completely, report faucets with leaks or drips and toilets that run on, turn down the water volume in faucets when brushing your teeth or showering.
l. Don't waste heat: report heating problems and air drafts, close windows-if your room is too hot, open door to the hallway, don't block the room's heating fixture, and open your curtains when the window is receiving direct sunlight.

9) Cooking/Food Preparation
Cooking in your room with any appliance that has an open heating element (such as hotplates and toasters) is strictly prohibited. Additionally, the use of electric (or flame) grills and/or pizza ovens is prohibited (these items have proved to be problematic in the past). Microwave ovens are allowed (only for simple convenience foods) but must be used responsibly. Coffee makers are also permitted. All appliances must be Underwriter Laboratories (UL) approved. The University reserves the right to remove cooking appliances. Negligent Cooking is prohibited (Refer to section 44b and 44c for status of negligent cooking).

10) Decorating
a. To help you have a comfortable stay at BHSU, we encourage you to decorate and personalize your room. Avoid using nails, duct tape, or foam tape; it's not worth the time or cost to remove these at the end of the year. DO NOT use contact paper on any walls, doors, fixtures, shelves, desks/dressers, or any other room furnishings.
b. Holiday decorations are allowed, but must comply will all aspects described in this handbook. Natural holiday trees are NOT permitted. You may have an artificial tree in your room. Such trees must be flame retardant.

11) Fire Safety Guidelines Regarding Decorations
a. All materials used (i.e. paper, foil) must be flame resistant.
b. No painting is allowed directly on walls, floors or ceiling surfaces.
c. Fire alarm boxes, heat detectors, fire extinguishers and cabinets, bedframes and exit lights must not be covered and exits must not be blocked.
d. All decorations are to be removed before the halls close for semester break.
e. No candles (containing a wick) or any open flame devices may be used as decorations.
f. Keep in mind anything creating an egress hazard will not be permitted.

12) Electrical Fixtures
   a. Electrical light fixtures are provided in your room and are not to be modified in any way. Your
      room light fixtures are equipped with special energy efficient bulbs DO NOT INCREASE the bulb
      size or wattage. Provide your own study or table lamp if more light is desired. However, you may
      not use a HALOGEN LAMP because they produce a large amount of heat and have proved to be
      unsafe. Electric light bulbs should be recognized as heat producing devices and should not be near
      any combustible surface. Homemade light fixtures, extension cords, combustible lamp shades and
      combustible decoration on light fixtures are all fire hazards.
   b. Electrical extension cords are not permitted. If additional extension outlets are needed, special
      multiple outlet boxes with a built-in breaker can be purchased at various local retail stores.
      Residence Life suggests the purchase and use of power strips for safer use of power.

13) Fire Safety Inspections
    Fire Safety Inspections of your room will occur periodically. Notice of actual inspections will be posted
    in your residence hall a few days prior to the actual inspections. You will be given written notice of
    results once your room has been inspected. Such results will include date and time of entry, findings,
    fire safety violations if any, and the name of staff that conducted the inspection. Items noticed in your
    room (in plain view sight) that are in violation of University policy will be confiscated and at the
    discretion of the Director of Residence Life may or may not be returned to you.

14) Furniture
    Furniture is not to be removed or exchanged from rooms, lounge, or lobbies. Students will be
    held accountable for any abuse of University property--furniture included.

15) Housekeeping
    a. Keep your room clean. Failure to maintain a clean room may pose a health hazard, and therefore,
       be considered a justifiable reason for corrective actions via administrative and/or disciplinary
       procedures.
    b. Cleaning that is expected: changing/cleaning bed linen/clothes, cleaning and dusting,
       cleaning the sink, and emptying the wastebaskets on a regular basis to reduce fire
       hazards and rodent/buginfestation.
    c. Residents are expected to take their trash to the parking lot dumpster. Leaving personal trash in
       the common areas of the building is not permitted. Vacuums and cleaning supplies are available
       in each residence hall.

16) Internet Access
    Each residence hall room has Internet access via a wireless network, as well as, one hard-wired
    port. This network is an Internet service that provides a reliable connection for students in the
    campus halls and suites. To connect to the network, users must meet minimum system
    requirements. For assistance with connection and internet access contact the HELP Desk at 605-
    642-6580 or at BHSUHelpDesk@bhsu.edu.

17) Key/Lock-Out
    If you lock yourself out of your room, a residential staff member or security member can help you
    get in any time-day or night (see the schedule posted in your hall). Rooms may only be unlocked for
    the resident of their own room, in their presence. Rooms may not be unlocked for friends of the
    resident, even with the resident’s permission.
18) Keys and Room Security
   a. Keys are obtained when you check into your residence hall room. It will cost $75 to replace your key.
   b. Lock your door whenever you leave. For your own safety, do not lend your room key to another person.
   c. Duplication of room keys violates occupants' rights to safety, and will result in a charge for a lock change and possible disciplinary action.
   d. Report problems with locks/keys to an RA immediately.
   e. Intentional jamming of doors and locks may result in disciplinary action and payment for damages.
   f. The University is not liable for personal property loss or damage.

19) Mail
   Each resident is assigned his/her own personal campus mailbox, located in the lower level of the Student Union. Mail is delivered Monday through Friday, excluding federal and state holidays. If a package, certified or registered mail is received, a notice will be e-mailed to your via your student account (@yellowjackets.bhsu.edu) informing you how to pick up your package. Personal mailbox keys are issued upon check-in. Replacement keys are available upon request for $25.

20) Orange Power Receptacles (Outlets)
    You will notice orange-colored power receptacles in the Humbert, and Wenona-Cook rooms. The receptacles are special circuits (dedicated neutral-fault) designed to better-protect your data equipment. We recommend these orange-colored receptacles be used only for your computers or other data-related equipment.

21) Quiet Hours and Courtesy Hours
    a. Quiet hours are from 10 p.m.-10 a.m. Sunday through Thursday and 12 a.m.-10 a.m. on Friday and Saturday. Quiet hours are also in effect 24/7 during final exam week (beginning the day prior to the first day of final exams). Extreme quietness during quiet hours is expected.
    b. All other hours are considered courtesy hours. Noise volume during courtesy hours should not exceed a level that would likely interfere with others who are sleeping, studying, or otherwise using the facility for its intended purposes.
    c. Radios, televisions, or stereos should be turned down so they are not heard outside of your room. Stereos that disturb residents of the hall or room may be detained in storage for a length of time to be determined by the CD. Stereos may not be played through open windows; they may disrupt other residents and faculty in academic buildings.
    d. A City of Spearfish noise permit must accompany amplified music in or around the residence halls.

22) Repairs and Maintenance
    Repairs and maintenance needs, including broken items, malfunctioning equipment and fixtures, leaks, burned out bulbs, and any other matter requiring attention should be reported to your complex/assistant complex director or resident assistant. Urgent needs should be quickly brought to the attention of your RA, your CD, or the staff member on-duty or the staff member on-call.

23) Residence Hall Lockdown
    The concept of a building lockdown involves a “no one in, no one out” scenario as a temporary security measure. During a lockdown, people are not permitted to leave, nor enter the building. Doors are locked and people must ascribe to the directives of school personnel or law enforcement. As per police recommendations, the following procedures will be implemented for a residence hall lockdown: Staff will lock doors and post lockdown sign Residents, staff, and visitors should immediately secure themselves in a non-ground-floor lockable room. Lock your door and close your window blind. Open areas such as lobbies, hallways, kitchens, bathrooms, and laundry rooms should
be avoided. If possible, an emergency message will be sent via the BHSU Campus Alert System explaining the circumstance. Lockdown will continue until the school receives an “all clear” signal from emergency personnel.

24) Room Changes
   a. Student-initiated room changes are not allowed during the first two weeks of each semester.
   b. Room changes must be authorized by your complex/assistant complex director—you must have his/her written approval before moving. The CD of the building you want to move to handles moves between halls.
   c. A room change form must be filled out when you change rooms.

25) Room Consolidation
   a. In order to be fair, cost effective and meet the needs of a variety of students, the University may request residents to change room or hall assignments or to assign roommates to consolidate vacancies.
   b. Vacancies are consolidated by having a resident move from a double room with only one occupant, to another double room which only has a single occupant to create a room with double occupancy.
   c. Before consolidation, if space is available, a resident may occupy his/her room as a paid double as single. See Residence Life for the pro-rated charges.
   d. Before requiring residents to consolidate, Residence Life will allow residents to find a new roommate of his/her choice who currently lives in the system.
   e. Remember, three choices exist regarding consolidations: 1) you may remain in your room without a roommate, but must pay extra; 2) you may find another person to be your roommate; or 3) Residence Life will find another person to be your roommate or you may be asked to be another person’s roommate.
   f. Residents failing to cooperate with the consolidation policy can be assessed the Double As a Single (DAS) pro-rated charge without their consent.

26) Room Contract
   The room and board contract, from the beginning date of the contract period, binds the resident student for the full academic year, excluding summer sessions. If a contract is entered into at the start of fall semester the contract will be binding until the final day of spring semester.

27) Room Entry
   a. Staff may enter a student’s room if they have the permission (of the student of that room) to do so. However, if permission is not granted, authorized staff may enter a student’s room under the following conditions: 1) if there is reason to believe a personal safety risk and/or life-threatening situation exist; 2) to investigate an infraction of University policies; 3) to conduct a room search with a properly executed Administrative Search Permit; and 4) to perform necessary maintenance or housekeeping work.
   b. Here are some examples of necessary maintenance/housekeeping:
      i. To inspect for cleanliness and safety; ensure health standards are maintained;
      ii. To determine the condition of University property;
      iii. To perform maintenance as required and/or requested;
      iv. To conduct preventative maintenance during break periods; and
      v. To conduct fire safety inspections of your room. Student rooms will be entered and the students’ privacy protected in accordance with state law.
   Should staff observe property or conditions which violates the law or University rules and regulations, these suspected/observed violations will be reported to law enforcement &/or other appropriate authority. Confiscated items may or may not-at the discretion of the director of
28) Room Search
   a. The University may search a student's room without their permission if an Administrative Search Permit has been properly executed. Searching is defined as looking into or under anything within the domain.
   b. Administrative Search Permits will stipulate who can conduct a search, typically security personnel.
   c. Search by institutional staff may be conducted pursuant to an Administrative Search Permit issued by the Vice President for Enrollment and Student Affairs (or their designee). The permit will include the following information: the room(s) to be searched, the regulation(s) allegedly being violated, the basis for the search, the item(s) being sought (if applicable), and the names of those authorized to search. Under these conditions, you should understand this is an Administrative Search—not a Police/Court-Ordered Search.
   d. Items noticed in your room that are in violation of University policy will be confiscated and, at the discretion of the director of Residence Life, may or may not be returned to you.
   e. Alternatively, you should know police can search you, your room, and/or your car through a Court-Ordered Search Warrant. In such cases, the police—not the University—control the search process.

29) Smoking
   Smoking is not allowed in any residence hall, suite/apartments including the resident rooms. Smoking is only allowed in the parking lots, making the entire interior of the campus smoke free (e-cigarettes, etc. included).

30) Students Carrying Less Than Six Hours
   Students whose course load falls below six hours need special permission to remain in the residence hall. This permission is obtained by the director of Residence Life.

31) Theft and Loss
   a. Lock your room whenever you are away.
   b. It is recommended you record a complete description, including model and serial numbers of property, such as stereos, televisions, computers, etc.
   c. For your protection, secure your valuables.
   d. Know your family's insurance coverage (it may cover personal property) and invest in adequate personal property/renters insurance.
   e. The University does not accept liability for personal property loss, theft or damage.

32) Weapons
   a. Weapons are prohibited in the residence halls. Weapons include, but are not limited to, the following: handguns, gas guns, metal knuckles, gravity knives, knives with blades longer than two inches, any switch blade knives, firearm silencers, machine guns, short rifles, short shotguns, blowguns, bow and arrows, sling shots, B.B. guns, pellet guns, air guns (Nerf, Airsoft, etc.), stun guns, and paint guns.
   b. Ammunition is not permitted in the residence halls.
   c. Hunters are encouraged to store their firearms (free of charge) in the firearm storage facility controlled by the Public Safety Office.

33) Window Screens
   Window screens should not be removed or tampered with, nor may windows be utilized to enter or leave buildings. Students who damage or remove their window screens will be assessed a $25
minimum charge per person/screen involved. Attempting to gain entrance or exit through a window is strictly prohibited and could be viewed as non-compliance with a school official.

34) Wireless Internet Equipment
Wireless antennas servicing the residence hall students are located in student rooms throughout the residence halls. This equipment is very expensive and is University property. As such any tampering or abuse of this equipment is prohibited. Anyone found responsible for damaging and/or tampering with university property is subject to discipline as stipulated in the Student Code of Conduct.

Policies and Procedures - Your Hall

35) Bicycles
a. Bicycle racks are available outside each residence hall.
   b. Bicycles must never be stored in the hallway, lobby, or common areas.
   c. Bicycles should not be hung from ceilings or attached to walls or furniture.
   d. Riding of bicycles in the residence halls is strictly prohibited.

36) Building Security
a. Entry doors for the residence halls are locked 24 hours a day. Your student ID (Buzz Card) when swiped will unlock the entry doors to your assigned hall.
   b. The “panic bars” on the Buzz doors are “skin sensitive.” Doors will not open from the inside if you are wearing heavy gloves or if you use your arm to push on the bar.
   c. A $50 fine and residence hall probation will be levied against anyone apprehended propping entrance doors open or entering without authorization.
   d. A $50 fine will be assessed to any resident who loans his or her Buzz Card to someone else for the purpose of gaining entrance to the residence hall.
   e. A $100 fine and residence hall probation will be levied against any improper or unauthorized use the fire exit doors.

37) Community Damages
Damage/vandalism which occurs in a community space and cannot be attributed to an individual may be billed to the students residing in the community. Students are encouraged to report individuals responsible for damage or vandalism to their RA or CD.

38) Contract Term Dates and Vacation Periods
a. The contract term begins for all residence hall and suite students as of 8 a.m. on Aug. 18, 2017.
   b. Residence Halls are closed (suites excepted) during Christmas Break (as of 6 p.m. on Dec. 13, 2017 through 8 a.m. on Jan. 7, 2018); and Spring Break (as of 6 p.m. on March 2, 2018 through 8 a.m. on March 11, 2018).
   c. During these times residents may leave belongings in their room (except summer break). Should you have no alternative than to stay in Spearfish during these breaks, limited guest housing is available; arrangements can be obtained by contacting the Residence Life Office at 605-642-6464.
   d. The contract term ends for all residence hall and suite students as of 6 p.m. on May 4, 2018.

39) Dining Service
a. The cafeteria (The Hive) is located in the Student Union.
   b. All residence hall students are required to board with BHSU Dining Services.
   c. Meal plans may be changed during the first week of school.
   d. You must present your Buzz Card at every meal.
   e. To view the daily menu visit www.BHSU.edu/Dining.
   f. Students who have special meal needs should contact Director of Dining Services at 605-642-6060.
40) Grills/Outdoor Cooking
Propane gas grills may be used outside your hall/building. For safety reasons, grills must be positioned at least 100 feet from your hall/building. The use and/or possession of non-propane grills (such as charcoal or wood fueled) or flammable starter materials are strictly prohibited. The University reserves the right to remove/dispose of prohibited items on school property.

41) Community Council
a. The Community Council is a student organization run by the students of each hall to help the staff guide the community. The Community Council empowers student ownership of their community by providing a forum for students to help craft policies, procedures, and the Student Code of Conduct in hall related concerns.
b. If you are interested in a Community Council leadership opportunity, let your RA or CD know.

42) Hall Programming and Activities
a. Funded mostly through vending proceeds, each Residence Hall strives to provide various programs and activities to enhance the living experience.
b. TV facilities are available for your use and are located in each residence hall.
c. A variety of equipment (from game boards to sports equipment) is available from the hall office; check with an RA.

43) Illness and Injury
We recommend that you call/visit Student Health Services, located in the lower level of the Student Union; their contact number is (605) 605-642-6520.

44) Kitchen Facilities
a. Kitchenettes are available in each residence hall.
b. It is the residents' responsibility to keep these facilities clean.
c. To reduce the risk of fire, do not leave your cooking unattended. Unattended cooking-or other forms of negligent cooking-often activates the fire alarm system which automatically summons the fire department. In such cases, a $50 fine could be imposed upon the negligent cooking.

45) Laundry Facilities
Each residence hall has dedicated laundry facilities, students must utilize their Buzz Card to operate university owned machines.

a. Washers and dryers are available in each residence hall.
b. Do not leave your clothes unattended. The University is not liable for lost items.
c. Wash/dry clothes at your own risk. The University is not liable for damaged items.

46) Parking
Parking permits are required for all vehicles and can be purchased during registration, online, or from the Parking & Public Safety Office in Woodburn Hall. Guest parking passes are available at the Parking & Public Safety Office. Parking is only permitted in designated areas. Tickets are issued for illegally parked vehicles.

47) Residence Hall Association (RHA)
This organization is the leadership board of the combined Community Councils. RHA provides guidance and leadership resources to each Community Council to promote the residence hall experience (i.e. policy development, leadership, and programming opportunities). The RHA office is located in the Student Engagement and Leadership Suite in the upper level of Student Union.
48) Restrooms/Showers
Residents and guests are required to use a gender-appropriate restroom/shower. Offenders face subjection to the Student Discipline System for potential Acts of Aggression, Sexual Offenses, Unauthorized Entry, and/or other appropriate Code violations. Restrooms are subject to periodic security inspections. For sanitary safety reasons, do not walk barefooted in the rest rooms nor showers...we recommend the use of slip-resistant shower slippers.

49) Sales and Solicitations
a. The Office of Residence Life reserves the right to limit sales and solicitations in the residential facilities in order to prevent disruption and to protect the personal privacy of students.
b. Advertising in residential student mailboxes is limited to 3 times per year by BHSU recognized clubs, organizations, sponsored and co-sponsored events, and/or departments.
c. University policy prohibits any advertising or promoting of alcohol, drugs or tobacco.
d. Those who are interested in posting information in the residence halls should contact the Student Engagement and Leadership Center. Their staff will distribute/post all stamped information. Information that does not possess a posting stamp is not permitted.
e. Any residential students wishing to submit a complaint regarding offensive or hostile postings shall contact Residence Life to submit a removal request.
f. Solicitors are hereby reminded only registered residents, their registered guests, and authorized University personnel are allowed to enter the residential facilities. Furthermore, the host resident is expected to accompany their guest at all times. Anyone violating this policy is subject to trespass charges, which will be enforced by the Spearfish Police Department.
g. Student election campaign efforts are usually welcomed in the residence halls However, campaigning in the residence hall public areas is contingent upon approval. Please submit your campaign requests to Residence Life at least one week in advance.

50) Terror Alerts
The University works closely with local and state officials regarding appropriate responses to terror alerts. If/when terror alerts change, residents are notified what security measures/procedures are in effect. Notifications are made through flyers, bulletin board postings, hall meetings, and public address announcements. The residence halls are equipped with remote-controlled public address systems-University officials use these systems during urgent situations to communicate essential emergency information.

51) Visitors
a. Visitors are defined as individuals who are not an officially assigned resident of a particular residence hall.
b. Visitors must be 18 years of age or older and have a valid form of identification. Guests under the age of 18 may be permitted provided they present approval from a legal parent/guardian.
c. Residents may host visitors in their rooms at any time during their contract period, unless the privileges have been revoked via a judicial sanction.
d. No more than 8 people are permitted in each room/apartment at a time. Exceptions can be made with the approval of the CD.
e. The resident must register (via a registration log) each visitor with the hall’s RA or night assistant on duty (during the hall coverage hours of 8 p.m.-5 a.m.) and specify the anticipated check out time.
f. The Resident must accompany their visitor in the residence hall at all times visitors are not permitted to roam the hall unescorted.
g. Cohabitation and/or squatting is not permitted and will be determined and dealt with on a case by case basis, by the CD.
h. Visitors are required to follow the same conduct policies of the University/Residence Life Living
Standards as residents.

i. It is important residents receive approval from their roommate(s) for any visitation.

j. Residents are responsible for the actions of their guests.

52) Ceremonial Burning

Ceremonial burnings are permitted in the Residence Halls, provided the request is submitted properly and can be accommodated.

53) Service or Assistance Animal

A student requesting permission to have a service or assistance animal must take the following steps to be fully compliant:

a. The request must be approved by Disability Services prior to having the animal in the halls.

b. Disability Services will conduct an intake evaluation of the request and determine if an accommodation is reasonable.

c. Upon approval, Disability Services will contact Residence Life to give notice of the accommodation.

d. Upon receipt of notice from Disability Services, Residence Life will assign and notify the student of a space on campus that meets the requirements, if the student does not already have assigned housing.

e. Residence Life will notify the necessary residential building staff.

f. Residence Life will notify the student’s roommate(s) or suitemate(s) to solicit their acknowledgement of the approval, and notify them the approved animal will be residing their shared living space, if necessary.