



BHSU Student Handbook



2007-2008

Black Hills State University will be recognized as an innovative, high-quality university in the Black Hills region, the state, the nation, and the world.





2007–2008 Student Handbook

Welcome to the academic year 2007-2008 at Black Hills State University. We are very excited that you have chosen BHSU and look forward to working with you. As you get to know BHSU, 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 opportunities outlined in this handbook. The Student Code of Conduct is included. It contains important information about living, studying and succeeding in the BHSU community.

We are here to help you succeed! Ask questions; talk with faculty, staff and other students. Get to know us – we want to get to know you!

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

A handwritten signature in black ink that reads "Lois Flagstad". The signature is written in a cursive, flowing style.

*Dr. Lois Flagstad
Vice President for Student Life*

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.

2007-2008 Academic Calendar

Fall Semester 2007

8/27 - 8/31	Faculty Welcome Week
Monday - 9/03	LABOR DAY – Staff Holiday
Tuesday - 9/04	Registration/Orientation - All classes starting at 4 p.m. or later will begin
Wednesday - 9/05	All classes begin
Thursday - 9/13	Census Date, Last day to add or drop a standard course without transcript entry
Monday - 10/08	NATIVE AMERICAN DAY - No Classes
Friday - 10/26	Midterm Date
Friday - 11/02	Midterm deficient grades due on WebAdvisor
10/29 - 11/16	Pre-registration for spring
Saturday - 11/3	Regents Rising Junior Examination – Rapid City (8 a.m.)
Monday - 11/5	Regents Rising Junior Examination (8 a.m. to 5 p.m.)
Tuesday - 11/6	Regents Rising Junior Examination (8 a.m. to 5 p.m.)
Wednesday - 11/7	Regents Rising Junior Examination (8 a.m. to 5 p.m.)
Monday - 11/12	VETERANS DAY HOLIDAY - No Classes
Monday - 11/19	Last Day to drop a class with an automatic “W”
11-22 - 11/25	THANKSGIVING HOLIDAY - No Classes
Saturday - 12/15	Commencement
12/17 - 12/21	Final Examination Days
Thursday - 12/27	Final grades due on WebAdvisor

Spring Semester 2008

Wednesday - 1/16	Registration/ Orientation - All classes starting at 4 p.m. or later will begin
Thursday - 1/17	All Classes Begin
Monday - 1/21	MARTIN LUTHER KING, JR. DAY – No Classes
Friday - 1/25	Census Date, Last day to add or drop a standard course without transcript entry
Monday - 2/18	PRESIDENT’S DAY - No Classes
03/15 - 03/24	SPRING BREAK & EASTER BREAK
Tuesday - 3/25	Regents Rising Junior Examination (8 a.m. to 5 p.m.)
Wednesday - 3/26	Regents Rising Junior Examination (8 a.m. to 5 p.m.)
Thursday - 3/27	Regents Rising Junior Examination (8 a.m. to 5 p.m.)
Saturday - 3/29	Regents Rising Junior Examination – Rapid City (8 a.m.)
04/07 - 04/25	Pre-registration for summer and fall
Thursday - 4/10	Last Day to drop a class with an automatic “W”
05/05- 05/09	Final Examination Days
Saturday - 5/10	Commencement
Wednesday - 5/14	Final grades due on WebAdvisor

(This calendar is subject to change without prior notice)

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)

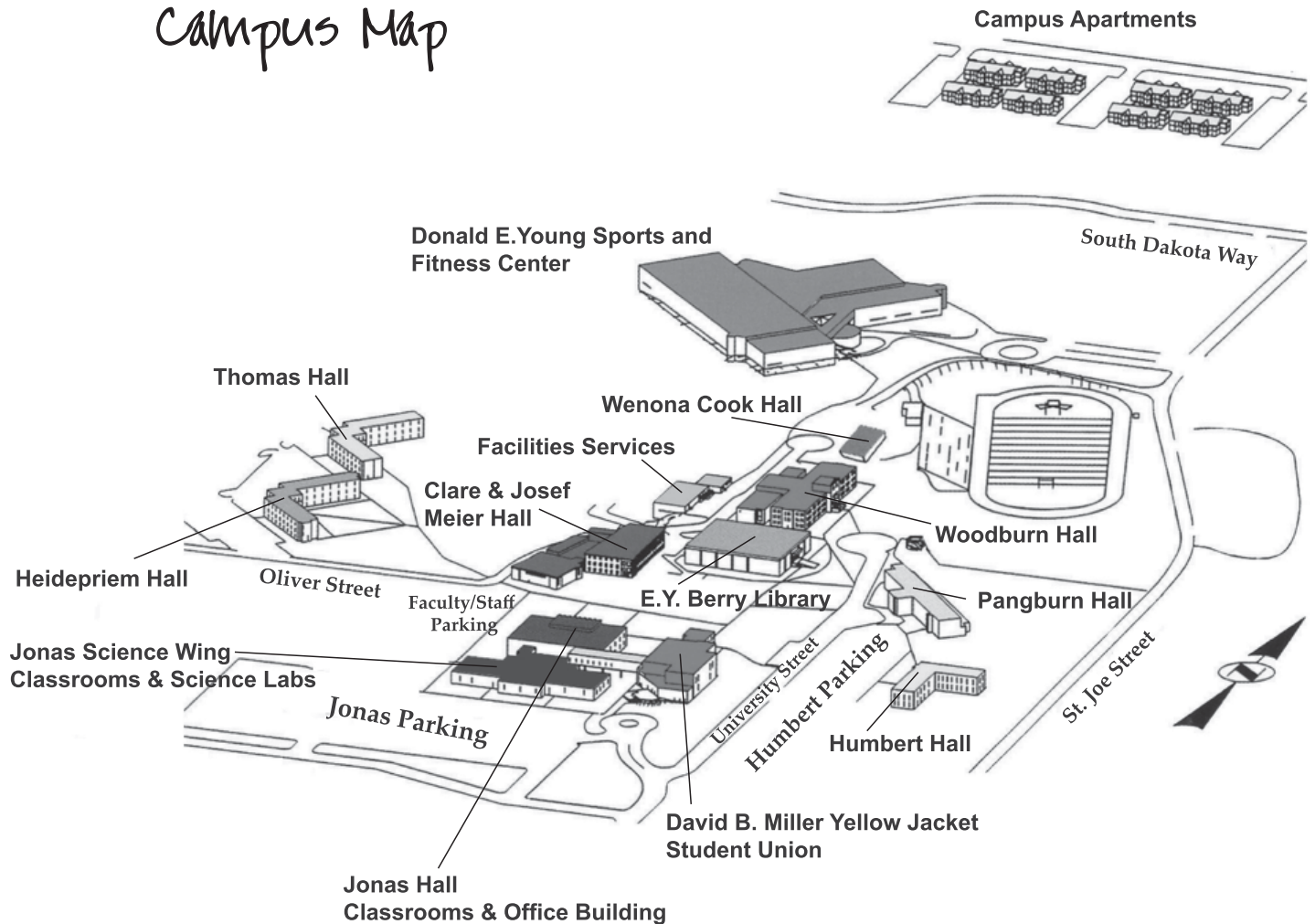
School Colors
Green & Gold

Building Abbreviations

These abbreviations are used in class schedules.

- SW = Jonas Skywalk
- JS= Jonas Science
- JA= Jonas Academic
- SU= Student Union
- TH= Thomas Hall
- HE= Heidepriem Hall
- PA= Pangburn Hall
- HU= Humbert Hall
- LL= E.Y. Berry Library-Learning Center
- WB= Woodburn Hall
- FS= Facility Services
- WC= Wenona Cook
- YC = Donald E. Young Center
- APTS= Campus Apartments
- STAD = Lyle Hare Stadium
- MH= Clare and Josef Meier Hall

Campus Map



Campus Directory

Academic Affairs	642-6262	Woodburn 216
BUZZ Card Office	642-6513	Woodburn 214
Admissions Office	642- 6742	Woodburn 101
Adventure Center	642-6103	Student Union 011
Aquatic Center	642-6196	Young Center 236
Arts and Sciences, College of	642-6420	Jonas 108
Athletics	642-6882	Young Center 115
Bookstore	642-6636	Student Union 004
Business & Technology, College of	642-6212	Jonas 208
Business Office	642-6511	Woodburn 205
Career Center	642-6277	Student Union 023
Child Care Center	642-6322	West Oliver Street
Computer Center	642-6846	Library 003
Dining Services	642-6292	Pangburn Lower Level
Disability Services	642-6099	Student Union 023
Education, College of	642-6550	Jonas 203
Educational Outreach	642-6258	Woodburn 211
Field Experience	642-6642	Jonas 203D
Financial Aid	642-6145	Woodburn 115
Graphics & Media	642-6242	Library 101
Health Services	642-6520	Young Center 222
Heidepriem Hall Office	642-6436	Heidepriem Lobby
Humbert Hall Office	642-6555	Humbert Hall Lobby
Information Center	642-6062	Student Union 117
KBHU-FM	642-6265	Library 010
KBHU-TV	642-6141	Library 013
Library	642-6834	E.Y. Berry Library
Mail Services	642-6396	Student Union 015
Pangburn Hall Office	642-6727	Pangburn Hall Lobby
Records and Registration	642-6092	Woodburn 104
Recreational Sports	642-6103	Student Union 012
Residence Life	642-6464	Humbert Hall
Retention Center	642-6106	Student Union 021
Safety & Security	642-6297	Facilities Services
Student Assistance Center	642-6259	Student Union 021A
Student Employment Services	642-6113	Woodburn 115
Student Affairs Vice President	642-6313	Woodburn 210
Student Senate	642-6281	Student Union 124
Student Support Services	642-6294	Wenona Cook 6
University Printing Center	642-6739	Jonas 005
Thomas Hall Office	642-6164	Thomas Hall Lobby
Today Newspaper	642-6389	Jonas 006

Programs of Study

College of Arts and Sciences

Majors

American Indian Studies
Art
Biology
Chemistry
Communication Arts
English
Environmental Physical Science
History
Human Services, emphasis in:
 Community Services
 Gerontology
 Probation & Law
Mass Communication, emphasis in:
 Computer Publishing
 Journalism
 Multi Media
 Photography
 Public Relations
 Telecommunications
Mathematics
Math & Science Education
Music
Political Science
Psychology
Science Education
Social Science
Sociology
Spanish
Speech Communication, emphasis in:
 Communication
 Theatre

Minors

American Indian Studies
Art
Biology
Chemistry
Commercial Arts
Earth Science
English
Geography
History
International Studies
Mass Communications
Mathematics
Music
Philosophy
Physics

Political Science
Psychology
Research
Sociology
Spanish
Speech
Writing

Certificates

Graphic Design
Guitar Performance
Photography
Piano Pedagogy
Theatre Production

College of Business and Technology

Majors

Business Administration, Specializations in:
 Accounting
 Entrepreneurial Studies
 Health Services Administration
 Human Resource Management
 Management
 Marketing
 Tourism and Hospitality

Minors

Business Administration
Drafting
Economics
Electronics
Management Information Systems
Military Science

College of Education

Majors

Early Childhood/Special Ed
Elementary Education
K-12 Special Education
Physical Education
Outdoor Education
Wellness Management

Certification

Secondary Education

Minors

Athletic Coaching
Early Childhood Education
Library Media
Middle School
Physical Education
Reading

Associate Degrees

Associate of Arts

General Studies

Associate of Science

K-12 Paraprofessional

Minors

American Indian Studies
Art
Athletic Coaching
Biology
Business Administration
Chemistry
Commercial Art
Early Childhood
Earth Science
Economics
English
Entrepreneurial Studies
Geography
History
International Studies
Library Media
Management Information Systems
Mass Communications
Mathematics
Middle School
Military Science
Music
Philosophy
Physical Education
Physics
Political Science
Psychology
Reading
Research
Sociology
Spanish
Speech
Writing

Pre-Professional Preparation

Agriculture
Chiropractic Medicine
Dental Hygiene
Dentistry
Law
Medical Technology
Medicine
Mortuary Science
Nursing
Occupational Therapy
Optometry
Osteopathic
Pharmacy
Physical Therapy
Physicians Assistant
Podiatric Medicine
Renewable Resources Management
 Pre-Fisheries Biology
 Pre-Forestry
 Pre-Range Management
 Pre-Wildlife Management
Respiratory Therapy
Veterinary Medicine

Graduate Studies

Masters Programs

Integrative Genomics
Business Services Management
Curriculum and Instruction, Specializations in:
 Educational Technology
 Math Education
 Reading
 Science Education

Certificates

K-12 Mathematics Education
K-12 Science Education

Endorsements

Early Childhood, Special Education
Middle School
Pre-Kindergarten
Special Education
K-12 Mathematics Specialists

Student Organizations

Detailed descriptions at: www.BHSU.edu/StudentOrgs

Academic & Departmental

Alpha Kappa Delta

Also referred to as AKD, Alpha Kappa Delta is an International Sociology Honor Society.

American Association on Mental Retardation/Student Council for Exceptional Children

A multi-disciplinary organization which promotes the well-being of individuals with mental retardation.

AISES - American Indian Science and Engineering Society

Student Chapter formed to advance the objectives of the Society in its own geographical location.

American Marketing Association

Collegiate Chapter -Increase the awareness of marketing on campus by providing students with correct ways to network, complete a resume, and use marketing tactics.

Art Club

Is designed for anyone and everyone remotely interested in art, and those who don't know if they are until they are exposed to it.

BHAEYC - Black Hills Association for the Education of Young Children

Serves and acts on behalf of the needs and rights of young children, with primary focus on the provision of educational services and resources.

COLP - Collegiate Outdoor Leadership Program

Educates individuals about outdoor programming and leadership opportunities within the community.

English Club

An educational and social organization which promotes the study of literature.

Fantastic Phalanges Club

A sign language club designed to help people/students better understand the deaf culture and language.

HSSO - Health Sciences Student Organization

Support students interested in studying various medical fields.

History Association

Promotes interest in history as a field of study.

Honors Program Student Organization

Enhances the image of the Black Hills State University Honors Program to prospective students, their families and the general public.

Jacket Investment Club

The JIC was founded to enhance student learning and engagement in the financial market.

Japanese & American Students Society

Assist both Japanese speakers in learning English and the American culture and English speakers in Japanese language and culture.

Kappa Delta Pi

An honor organization which promotes excellence and recognizes outstanding contributions to the field of education.

Math Club

Develops competent, aggressive mathematical leaders.

MENC - Music Educators National Conference

Open to students who are music majors and minors. The professional and social organization of students who plan to teach in any area of music.

NSTA - National Science Teacher Association

Student chapter, designed to acquaint pre-service teachers of science with the support resources available from NSTA.

Phi Beta Lambda

Provide opportunities for students to develop vocational competencies for business, office occupations, and business teacher educations.

Pre-Law Association

Establish and create a commitment to professionalism in its members - future attorneys and those interested in related careers in law.

Props and Liners

An advanced theatre group that promotes further understanding of the theatre through trips and other activities. Must be a sophomore to be a member.

Psychology Club and Psi Chi

A national honor society that promotes interest and education of the field of psychology.

Reading Council

Provides professional development opportunities for individuals interested in issues about reading and literacy.

Scientia

Serves as a "home base" for students from all areas of scientific pursuit.

Sigma Beta Delta

Encourages and recognizes scholarship and accomplishment among students of business, management, and administration.

Society for Human Resources Management

SHRM is a professional student organization consisting of students majoring in Human Resources.

Sociology/Human Services Club

Educates students about the social processes and offers professional development opportunities to students interested in Sociology and Human Resources.

SIFE - Students in Free Enterprise

Teaches the free enterprise system to others on campus and throughout the Black Hills.

Theater Society

Encourages participation in the theatrical activities on campus.

Travel and Tourism Club

Gathers students who are interested in pursuing a career in the travel and hospitality industries.

Today Newspaper

Published seven times each semester by BHSU student staff from all majors on campus. The newspaper is the University's official publication.

Governing / Political

College Democrats**College Republicans****Student Senate**

The student governing body which develops leadership skills through representation of the students on a state, local and university level by addressing important issues.

Social & Special Interest

Circle K Club

To meet the personal needs of the collegian through the qualities of leadership, the rewards of service, and the spirit of friendship. The Kiwanis Club of Spearfish sponsors the organization.

GLBTAA - Gay, Lesbian, Bisexual, Transgender, Ally Alliance

To promote awareness and understanding on campus and in the surrounding communities.

KBHU-FM 89.1 - Campus Radio Station

Provides opportunities for students to volunteer their time and hear their voice over the airwaves!

KBHU-TV

Provides opportunities to experience television broadcasting by servicing the campus with informational and entertaining programs.

Habitat for Humanity

Building and resorting homes for families in need; educating the campus and community about poverty and substandard housing in our area; raising funds for club projects.

Lakota Omniciye

Seeks to bridge the cultural gaps between non-Indian and Indian students and to provide educational assistance to its members.

La Masa Spanish Club

Multi-Cultural association encourages the study of Spanish as a second language and fosters international relations.

Mountain Rangers

An organization closely related to the ROTC department. Activities include physical fitness training, first aid, land navigation, and the discussion/practice of small unit tactics relating to ground warfare.

NOW - National Organization for Women

Spearfish Task Force - Now's purpose is to bring women into full participation in the mainstream of American society.

Shutterbuzz

BHSU's photography club which encourages fun and creativity in all aspects of photography.

Student Ambassadors

Assist students with pre-college counseling and represent the university positively to prospective students, their families, and the general public.

Student Support Services Organization (SSSO)

To support and promote the Student Support Services program and our fellow students, peers, campus and the Northern Hills community.

Swarm Days Homecoming Committee

Plans and implements all of the homecoming programs and activities. BHSU homecoming is held every fall semester in late September or early October.

UP Team - University Programming Team

Members develop educational, cultural, recreational and social programs for the campus.

Wildlife Club

The Wildlife Club helps BHSU students learn more about wildlife, how it is managed and conserved.

Yellow Jackets for Life

A non-profit, not-sectarian, non-partisan, voluntary educational organization that shall look at any issue of attack against the dignity of a human person.

Religious

Alpha Chi

Known as the Baptist Collegiate Ministries, this organization helps students on campus grow spiritually.

Campus Ventures

Offers opportunities to help students know and love God, and be equipped to disciple others so as to impact future generations for Jesus Christ.

Fellowship of Christian Athletes

Students meet weekly in an interdenominational setting.

Hope for the Future

Meets regularly to offer Christian fellowship to young adults by offering Bible studies, community service and recreation.

LDSSA - Latter-Day Saints Student Association

Established to assist students in balancing their academic, social, cultural and religious education.

Newman Club

A member of the National Catholic Ministry Association. Their purpose is to nurture the spiritual growth and personal development of interested students.

OASIS

People of different faiths learning more about other alternative spiritualities by discussion and information on each religion or belief system.

United Ministries In Higher Education

Serves the campus by providing an interdenominational atmosphere for students.

Recreational

BHSU Cheerleaders

To support and motivate Black Hills State University athletics.

Checkmates Chess Club

Established to stimulate the art of the game and help the members further their sense of fair play.

Gold Rush Dance Team

Provide entertainment at events such as football and basketball games and to enhance the crowd's morale.

Intramural Sports

Organizes various athletic competitions. For event schedules, visit the Rec. Sports Office in the Student Union Recreation Center.

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 office of the Dean of your major. You can find your advisor's name and contact information when you log on to WebAdvisor.

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 the catalog and keeping track of courses you have completed.

BUZZ Card

The BUZZ card functions as a student ID, library card, meal card, debit card, printing card and security card.

- As a student ID, the BUZZ provides access to the student computer labs, the Donald E. Young Sports and Fitness Center, and Health Services.
- As a library card, you can utilize the resources in the library including the microfiche printer, Search Bank, and the Proquest system.
- As a meal-plan card, just present it at a food location and deduct your purchases from your BUZZ BUCKS account.
- As a debit card, your BUZZ card can be used on campus in vending machines, the University Bookstore, and University Mail Services.
- As a printing card, your BUZZ card has an \$18 credit for printing per semester that allows printing from computers in the library and computer labs that are part of the Pharos/Uniprint system at six cents per copy. Once the \$18 credit limit has been expended, BUZZ BUCKS will be charged for printing at the six cents per copy rate. Uniprint can only be used for printing from lab computers.
- Finally, as a security card, you are provided access to your residence hall and student activities, including athletic events, plays, and concerts.

You receive one permanent BUZZ Card when you start school. Replacement cards are available at University Support Services (Woodburn Room 214) for a \$5 fee if broken; \$10 fee if lost/stolen. Call 642-6299 for problems, questions, or to report a lost/stolen card.

Adventure Center

Located in the lower level of the Student Union, the Adventure Center is a convenient place for students, faculty, and staff to take a break and enjoy a game of pool, ping-pong, foosball, or air hockey. Comfortable couches and seating areas allow for a place to study, watch television, eat a snack, play a board game, or just take a few minutes to relax.

There is a variety of outdoor equipment for rent at a minimal cost. Throughout the fall and spring semesters, the Adventure Center offers indoor and outdoor excursions and events. Join friends and fellow students on a weekend camping trip or on a hike in the Black Hills. In the winter months, go on a winter snow-shoe or cross-country skiing excursion. Join a billiards league, enter a table tennis tournament, or try your luck at turkey or bunny bingo night. For information on upcoming events or equipment rentals, call 642-6103 or stop by. The Adventure Center is open year-round.

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 Bob DiBonto, fitness director, at 642-6314 or stop by and visit with him in the Young Center, Room 113.

Aquatics Center

The Aquatics Center is located in the Young Center and is available for student use by showing your BUZZ Card. Hours are posted outside the Aquatics Center or call 642-6196. Swimming classes are also 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 in the Student Union on the skywalk level. Call 642-6062 to check for scheduled shows.

Bookstore

The University Bookstore, located in the lower level of the Student Union, provides a complete selection of textbooks and school supplies. Other items include BHSU apparel, gifts, snacks, pop, and personal care products. The store also offers UPS shipping, check cashing, and postage stamps. Special orders for books and supplies are also welcome, as well as textbook reservation. Book-Buy-Back is held at the end of each semester during finals week, 8:00am-4:00pm. Discounts on computer software are often available for students.

Career Center

The Career Center is dedicated to assisting you in obtaining any type of job from part-time student employment to obtaining an internship, or securing a full-time professional position upon completion of your degree. The Career Center can help you prepare for the competitive job market, from resume and cover letter writing to interview skills. Check out our web page at www.BHSU.edu/Careers, or stop by the Career Center in the upper level of the Student Union.

Center for Academic Success

The Center for Academic Success, located in the lower level of the Student Union, is a student-centered, service-oriented office focused on ensuring student success. The center provides assistance and information to students, faculty, and staff in an effort to facilitate academic success, student persistence, and student satisfaction with the university experience.

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 BHSU Child Care Center is 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 workstudy students. A preschool program is offered to children ages 3-6 years. The curriculum emphasizes the physical, intellectual, emotional, and social development of children four weeks to six years. Hot meals are provided daily by BHSU Dining Services. For information about contracts, fees, and available space, call 642-6322.

CLEP

It is possible to obtain credit for a limited number of classes by taking a College Level Examination Program (CLEP) subject examination. For information about CLEP opportunities and guidelines, stop by the Center for Academic Success in the lower level of the Student Union, or call 642-6259.

Commuters

The Student Union Information Center maintains information on students who wish to carpool from towns in the area.

Computer Labs

Computer labs and pods are located on the second floor of Jonas Hall, in the Student Union, and in the E.Y. Berry Library. These labs provide students with access to the campus network, email, library resources, and the Internet. Windows computers are available for student use in all of these locations. Macintosh computers are available in the Mac Lab located in Jonas Hall. Each student is issued a network logon ID and email account at no additional cost. Your network logon ID is required to use the computers in these locations.

Copy Machines

Copy machines are located in the library, the Student Union, and in Jonas Hall. Color copies and color transparencies can be made at Graphics and Media on the main level of the library.

Counseling

Black Hills State University Counseling Center provides confidential counseling services to currently enrolled BHSU students. What you can expect:

- Counseling in a non-judgmental, objective, confidential setting
- Counseling that addresses day-to-day concerns and problems

Students have the opportunity to discuss thoughts, feelings and concerns about their personal and academic lives with a licensed professional counselor. Call 642-6270 to schedule an appointment.

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 later in this listing. Visit the Disability Services office in the lower level of the Student Union, or call 642-6099 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 end of the drop and add period for standard and non-standard courses offered in a semester shall be the date the first 10 percent of the term ends or the day following the first class meeting, whichever is later. When calculating ten percent of the term, breaks of five or more days are not included when counting the total number of days but Saturdays, Sundays, and holidays are. Student registrations can only be added to courses after the end of the drop and add period by approval of the instructor and academic college dean.

Educational Outreach

The Educational Outreach office offers flexible, independent learning options at off-campus sites and via online, correspondence, and videoconference.

- ***Online*** - Combining technology and convenience into one learning experience
- ***Correspondence*** - Choose a pace that fits your schedule and other commitments
- ***Videoconference*** - Connecting learning communities
- ***Lifelong Learning*** - Informative and fun way to build basic and advanced skills
- ***Other Distance Education Courses*** - Providing a single point of contact for information and access to distance education available from the six South Dakota public universities
- ***Totally Online Masters of Science in Curriculum and Instruction (MSCI) Degree*** - Plans of study can lead to advanced certification as Reading Specialists, Educational Technology Specialists, or Math Specialists. Core courses for the math specialization are online. All courses for the reading and educational technology specializations are online, making it possible to serve local, regional, national, and international students.

Employment - Off Campus

Students looking for part-time or full-time employment off campus should visit the Career Center in the lower level of the Student Union, or visit their website at: www.BHSU.edu/Careers and check out the Jacket Job Link. They also have a listing of jobs from the South Dakota One-Stop Career Center available.

Employment - On Campus/Workstudy

Work study jobs provide a great opportunity to gain work experience and earn money without interfering with your class schedule. Students eligible for federal work study are encouraged to visit with the financial aid representative in Student Financial Services, located in Woodburn Hall, room 115 or call 642-6145. Apply early before the funding is gone!

Entertainment

The Adventure Center provides many opportunities for students who are looking for some fun (see Adventure Center). Recreational Sports, located in the Adventure Center, offers a diversified schedule in team and individual sports to meet the needs of students, faculty, and staff.

Various student organizations and the University Programming (UP) Team also offer activities to all students throughout the semester including speakers, fine arts events, musicians, student talent shows, comedians, and other novelty interactive programs.

Sporting events such as football, volleyball, basketball, and track and cross country, give you a chance to show your BHSU spirit.

To enhance your cultural side, BHSU offers art shows in the Ruddell Gallery and theatre productions and concerts. For more information on any of these events, please contact the Student Union Information Center at 642-6062.

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.

Finals Schedule

The finals schedule for the fall and spring semesters can be found at www.BHSU.edu/Academics/Finals.

Fitness

The Donald E. Young Sports and Fitness Center is a 172,000+ square foot sports and fitness complex. The Young Center accommodates simultaneous use of its recreational and educational components by students, university personnel, and the public. All registered students are eligible to use the facilities at the Donald E. Young Sports and Fitness Center, including the swimming pool, tennis courts, 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 call 642-6096.

Food

Dining Services operates several food outlets on campus. The cafeteria, located in the lower level of Pangburn Hall, offers a wide variety of food daily for meal participants and cash customers during posted serving hours. In addition to full course breakfasts, lunches, and dinners, they offer a daily salad bar, sandwich bar, waffles, and soft-serve ice cream.

The Market Place, located in the Student Union, provides a variety of food choices from burgers and fries, pizza and pasta to a fresh lettuce salad.

Jacket Java is located in the Library Learning Center where you can obtain gourmet coffee, lattes, or an Italian soda, plus a wide variety of coffee shop items.

For more information on meal plan options, please consult the Academic Catalog or contact Dining Services at 642-6292. Your BUZZ Card food dollars can also be used to purchase food at the Market Place, concessions stands, Jacket Java, and the cafeteria.

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 - February 15

Summer Graduates - February 15

December Graduates - October 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.

With the exception of summer graduates, students will not participate in the graduation ceremony unless all course work will be completed by the commencement date. Graduates, who wish to graduate in absentia, must make written application and permission must be received from the Vice President for Academic Affairs at least one month prior to commencement.

Graduate Programs

Anyone interested in a graduate degree program or in taking graduate courses at BHSU should contact the Associate Vice President of Academic Affairs, Dr. Kristi Pearce, at 642-6093.

Health Services

BHSU Student Health Services works with Queen City Medical Center in Spearfish as a service provider. A nurse practitioner or physician assistant is available from 8 a.m. - 4 p.m., Monday through Friday. To make an appointment or for more information call 642-6520.

- Immunizations needed: 2 MMR's
- Immunizations suggested: Meningitis and Hepatitis B series
- 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
- Student health insurance is offered through the state of South Dakota, information is available at Student Health Services, located in the Young Center, room 222.

Honors Designation at Graduation

The institution granting the degree determines the Honors Designation for its graduates. Honors for "commencement participation" are determined at the end of the semester prior to graduation. Honors for "transcript entry" are determined at the end of the final semester.

Baccalaureate Degree

To earn an Honors Designation at graduation the undergraduate student must complete a minimum of 64 institutional credit hours and must meet both the following cumulative and institutional grade point averages:
Summa Cum Laude equal to or greater than 3.9
Magna Cum Laude equal to or greater than 3.7 and less than 3.9
Cum Laude equal to or greater than 3.5 and less than 3.7

Associate Degree

To earn an Honors Designation at graduation, an associate-level graduate must complete a minimum of 32 institutional credit hours and must meet both the following cumulative and institutional grade point averages:
With highest honor equal to or greater than 3.9
With high honor equal to or greater than 3.7 and less than 3.9
With honor equal to or greater than 3.5 and less than 3.7

Courses that are part of a formal collaborative agreement among Regental universities are considered to be earned from the institution granting the degree. (Also refer to BOR Policy 2:29.)

SOURCE: BOR, May 1996; BOR, December 1998; BOR, March 2002; BOR, June 2002; BOR, August 2002; BOR, October 2002, BOR, June 2003; BOR, October 2003; BOR, March 2004; BOR, May 2004; BOR, October 2004; BOR, March 2005; BOR, May 2005; BOR, June 2005; BOR, August 2005; BOR, October 2005; BOR, August 2006; BOR, October 2006.

ID/BUZZ Card

The BUZZ Card functions as your student ID. See BUZZ Card.

Involvement

Research and common sense dictate that students who become involved in their immediate community are more successful, enjoy their college experience, and have a potentially stronger resume to show to prospective employers. BHSU has a Student Engagement & Programming Coordinator who will help you select from the many student organizations that BHSU has to offer. We want you to get involved on campus and take a lead in making decisions that impact our university.

Immunity

Be sure you have proof of immunity to measles, mumps, and rubella on file at Student Health Services. Do not compromise your health and progress to your degree with missing documentation. Call 642-6520 to check your records or email Penney Williams, senior secretary at Student Health Services, at PenneyWilliams@BHSU.edu.

Internships

The Career Center strongly encourages all students to participate in several internships and/or significant summer work experiences during their years at BHSU. One experience is good, two is better, three or more is outstanding. Employers and graduate schools give great weight to your communication skills, your GPA/test scores, and the quality of your work experiences.

The word internship is used to describe a variety of experiences. Some internship programs are in highly structured corporate environments. Others may be found in the nonprofit sector or overseas. They all have one thing in common: an educational opportunity where one can gain career-related experience. There are paid and unpaid, full-time and part-time internships. Some are offered for academic credit. Speak to the Career Center or your advisor about an internship in your major.

Judicial Actions

BHSU is bound by the Student Conduct Code, a set of standards that are uniform for all Universities governed by the Board of Regents. The Coordinator for Judicial Affairs is available to answer any questions you may have and can be reached at 642-6464 or in Humbert Hall. Read the Student Conduct Code and, if you are a residential student, the Standards for Residential Living. Both are found in this site after the alphabetical listing of services and points of interest.

KBHU-RADIO and KBHU-TV

BHSU's radio station, KBHU (89.1 FM), reaches students on campus and the local listening area. Programming includes upcoming events; campus, state, and national news; public service announcements; and specialty programs relating to campus activities and concerns. The request line number is 642-6737. If you would like to become involved with KBHU, stop by the office in the lower level of the library.

KBHU-TV is a co-curricular lab for television production. Student-produced weekly taped programs are broadcast on public access TV. KBHU-TV presents news and entertainment shows written, produced, and hosted by communication students.

Leadership Training

BHSU has several student leadership training opportunities. Among them is Emerging Leaders, a program for new freshmen students, which focuses on campus involvement and leadership development for new students. Through creative and interactive group exercises and discussions, participants will identify their individual strengths and skills as leaders, develop new skills and learn how to utilize those skills effectively. For student organization leaders and volunteers, there are four leadership workshops also known as *ITOLD* (Individuals Training for Organizational and Leadership Development). These workshops offer student leaders the chance to explore various leadership topics and campus issues. It provides a forum for collaboration among student leaders on campus. Talk to the Student Engagement & Programming Coordinator in the Student Union for more information.

Library

The mission of the E.Y. Berry Library-Learning Center is to support the learning, teaching, and research needs of BHSU students and faculty. The Library houses approximately 365,000 cataloged items, including 150,000 book titles, and serves nearly 7500 patrons. The library holdings are searchable through the online catalog from the library homepage (iis.BHSU.edu/lis). The library materials can be checked out using the student's BUZZ Card. The library also provides more than 15,000 electronic books and 82 research databases that offer peer-reviewed journal articles from nearly every discipline, all accessible through the library homepage.

Within the library, students will find desktop computers and wireless laptops for their use, quiet study areas, space for group work and discussion, and areas for reading and relaxation. Librarians are available to help with research questions and assist with using the library resources. The library also offers free interlibrary loan services to assist students, faculty, and staff in finding resources not held locally. The special collections area of the library is home to the Case Library for Western Historical Studies and the Black Hills State University archives.

Lost and Found

For lost or found items, contact the Student Union Information Center at 642-6062. Report stolen items to Campus Security at 642-6297.

Mail

Post office boxes are located in each of the Residence Halls for residential student mail. University Mail Services, in the lower level of the Student Union, provides postal services including postage stamp sales, and mailing of letters and packages. Hours are from 7:30 a.m. to 4:00 p.m., Monday through Friday, or as posted.

Major

To declare or change a major, go to the Dean's office of the college which offers the major you wish to pursue. Inform your current academic advisor of your intentions. If you need assistance in choosing a major or career, please visit the Career Center in the upper level of the Student Union or call 642-6277.

Meeting Rooms

Conference rooms are available in the Student Union for small group meetings. Reservations must be made in advance through the Student Union Information Center at 642-6062.

Name/Address Changes

It is very important to report all name and address changes to the Records Office. To make a change stop by the Records Office Woodburn Hall, or update online using Web Advisor.

Network/Email Accounts

All registered students are assigned an official BHSU e-mail address and should *check it at least weekly*. To check your BHSU email, please visit <https://mail.BHSU.edu>.

Student login help is available at: <https://iis.BHSU.edu/studentlogin>.

Newspaper

BHSU's student produced *Today* newspaper is distributed bi-weekly across campus and in the Spearfish community. If you would like to become part of this award winning newspaper, call the office at 642-6389.

Parking

Parking Permits may be purchased at the Traffic Control Office in the Facilities Services Building. All students who maintain a headquarters on the campus and who park a vehicle in areas under the control of the university must purchase a permit, hang it on the rearview mirror, or place it in the lower left side of the windshield.

Payment Plan

The BHSU Foundation offers an interest-free payment plan that allows students to spread tuition, fees, room and board payment over the semester. This payment plan is available to all students regardless of income or credit history and may be used to supplement all other forms of financial aid. For more information, contact Student Financial Services in Woodburn Hall, room 115.

Posting Materials

Please check with the Student Union Information Center before posting or distributing materials on campus. In an effort to maximize space to advertise 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. The policy is available at the Student Union Information Center.

Powwow

Each spring a powwow is held on the campus of BHSU. The student organization Lakota Omniciye hosts the event for the university, attracting guests, dancers, and musicians from the Black Hills region and beyond. Don't miss the annual event and volunteer to help if you can.

Printing

The University Printing Center provides services to students for school-related duplicating needs, such as research papers, resumes, class presentations, etc., at a reasonable cost. Students may use their BUZZ Card to pay for printing charges. The Printing Center is located in the basement level of Jonas Hall.

Privacy of Information

A student roster is printed at the beginning of each semester and distributed to a limited number of offices on and off campus. If you would like your name to be omitted from this list, you must notify the Records Office in person within the first 10 days of classes each semester.

RSVP

We have a chapter of the Retired Senior Volunteer Program (RSVP) on our campus. They are always looking for students to help with their projects. Consider spending time helping with activities and meeting some interesting people. They are located in the small white house next to Humbert Residence Hall.

Recreational Sports

Recreational Sports offers a diversified program in team and individual sporting events to meet the needs of BHSU students. They currently offer events in softball, flag football, bowling, basketball, volleyball, wrestling, floor hockey, and disc golf. The program is funded by the general activity fee and is open to all students. Additional nominal charges may apply to certain activities. For more information, schedules, and activities, contact the Recreational Sports office in the Adventure Center in the lower level of the Student Union at 642-6103.

Residence Halls

There are five residence halls and 64 two-bedroom apartment/suite units on campus. All students within two years of their high school graduation date who are not living with their parents are required to live in a residence hall. Each residence hall is staffed with a hall director as well as resident assistants in each hall wing. The Residence Life office is located in Humbert 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, independence and interaction with faculty members.

ResNet

This is a network that provides Internet connectivity to those students living in the campus residence halls and the campus suites. For assistance please email bhsuhelpdesk@BHSU.edu or call 642-6768.

Retention Office

The BHSU Retention Office serves all student populations to provide advisement, counseling, and other services to enhance academic success and satisfaction. The retention staff are available to assist students with academic goals and problem-solving. The office is located in the lower level of the Student Union. Students may e-mail Joe Valades, Retention Director, at JoeValades@BHSU.edu or call him at 642-6107 for more information.

Safety and Security

The Campus Security department is located in the Facilities Services building and can be reached by campus phone at 641-6988 or 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 Campus Security at 641-6988 or the Spearfish Police at 9-642-1300 or (9-911).

If students would like to have an officer accompany them to their vehicle or residence hall after 7:00 p.m., call 641-6988.

Safety on Campus

Legislation known as the Jeanne Clery Disclosure of Campus Crimes Act of 1998 requires us to report crimes and arrests. Specific crimes occurring on property that belongs to the university or lying adjacent to the university is reported. BHSU supports this legislation, as it gives students a better picture of the environment at Black Hills State University.

Links to the crime statistics for the past three years are also available in the annual BHSU Crime Report, in the Open Crime Log, and in the "Safety and Security on Campus" pamphlet distributed to faculty, staff, students, visitors, and prospective students and employees. A complete report on campus crime and safety is available on the web and in print.

- On the Black Hills State University web site:
www.BHSU.edu/StudentLife/SafetySecurityParking/Security/CrimeStatistics/tabid/500/Default.aspx
- On the U.S. Department of Education web site: <http://ope.ed.gov/security/search.asp>
 1. Input "Spearfish" in the box under "City" or "Black Hills State University" in the box under "Name of institution."
 2. Click the "Search" button at the bottom of the page.
 3. On the next page click "Black Hills State University."
 4. This will take you to the Institutional Detail page from which you may select the information on Criminal Offenses, Hate Offenses, and/or Arrests.

BHSU is committed to providing a safe and secure place to study, learn, and live. Every year we improve security and never stop our process of educating students to use common sense in matters of personal and property security.

Student Government

Each student of BHSU is a member of the student association. You are represented in campus decision making by the Student Senate. Representatives are elected by the students, while administrative seats are filled by appointment of the senate president.

Student Organizations

Student Senate, honor societies, clubs associated with majors, organizations that provide programs & activities, and special interest groups are among the more than 60 organizations from which students can choose to enhance their out-of-class experience. Student organizations are listed at the beginning of this handbook. Visit the Student Union Information Center for more information on how to get involved.

Student Senate

The senate is made up of three representatives from each college, two freshman representatives, a ROTC representative, two RHA representatives, and a part-time student representative. They are led by a group of executive officers who are elected by the student body and the senate. If you would like to get involved or have a concern you would like to express, call a senate member at 642-6281 or stop by their office in the Student Union.

Student Support Services

Student Support Services is a federally-funded TRIO program designed to assist low income, first generation, and students with disabilities to successfully complete a post-secondary education. Supportive services may include tutoring, counseling, advising and/or other services as 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 visit the office in the lower level of Wenona Cook Hall or call 642-6294.

Student Union

The David B. Miller Yellow Jacket Student Union is a 52,000 square foot facility that features a food court, a complete patio and performance stage, and small and large conference rooms for meetings and events. The Union is a central meeting place for students and serves as a gathering place for the entire campus community. For specific information, contact the Information Center or call 642-6062.

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. Official transcripts are \$5 for the first copy and \$2.50 for each additional copy requested at the same time. Official transcripts are used when applying to other academic institutions or for employment. Request forms are available at the Registrar's Office in Woodburn Hall, room 104. Unofficial transcripts are also available at the Registrar's Office and are primarily used for counseling and advising by campus offices. Please bring your BUZZ Card with you when requesting a transcript.

UP Team

The University Programming (UP) Team is responsible for planning and organizing numerous events and activities that occur on the campus of Black Hills State University. The UP Team consists of five committees: Concert & Variety Entertainment (C.A.V.E), Fine Arts, Kaleidoscope, Special Events, and Hot Topics. Members develop many valuable skills for their futures through participation in the program. The programs of the UP Team are funded through the student activity fee.

Veterans Affairs

The Veteran's Affairs Office provides information on eligibility for Veterans Administration Educational Benefits. Contact their office at 642-6291. 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 Student Life

The Vice President for Student Life is Dr. Lois Flagstad. Her office is located in Woodburn Hall, room 210. Dr. Flagstad is available to work with you if you have issues related to your success as a BHSU student. She will work with you to address questions or issues. Dr. Flagstad works with many departments on campus to coordinate services, programs, and opportunities to support your involvement in campus life.

VISTA Volunteer Center

BHSU has a VISTA program and has sponsored a Volunteer Clearinghouse. Located on the upper level of the Student Union, the Volunteer Clearinghouse provides students with a myriad of opportunities for community service projects, connections with community members, and fun. Visit them for more information and involvement in upcoming programs.

Weather

School cancellations can be checked by calling 642-6059 or checking the BHSU home page.

Workshops

A variety of student and personal development topics are addressed throughout the year through on-campus workshops. The topics range from time and money management, study skills, choosing a major, taking effective notes, exam preparation, writing an effective resume and cover letter, and preparing for graduate school. Watch the bulletin boards for topics and dates.

BHSU Student Conduct Code

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 also contains the Residential Standards of Living which are the rules, regulations, and policies governing the BHSU residential facilities. It is the responsibility of all students as individuals and as organization members to know this information.

South Dakota Board of Regents Student Conduct Code 3:4

1. Definitions

The following terms have the stated meanings in this code:

- A. 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.
- B. The term *“system”* means the system of post-secondary institutions under the control of the South Dakota Board of Regents.
- C. 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.
- D. The phrase *“faculty member”* means any person hired by the institution to conduct classroom or other academic activities.
- E. The phrase *“institutional official”* includes any person employed by the institution, performing assigned administrative or professional responsibilities.
- F. The phrase *“senior student affairs officer”* means that institutional official exercising primary authority over institutional student affairs programs and operations.
- G. The phrase *“member of the institutional community”* includes any person who is a student, faculty member, institutional official, any person employed by the institution, volunteer or guest. A person’s status in a particular situation shall be determined by the senior student affairs officer.
- H. 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.
- I. The term *“organization”* means any number of persons who have been granted institutional registration or recognition.
- J. The phrase *“student conduct body”* means any person or persons authorized by the senior student affairs officer to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
- K. The phrase *“student conduct officer”* means any institutional officer authorized on a case-by-case basis by the senior student affairs officer to impose sanctions upon students found to have violated the Student Code. The senior student affairs officer may authorize a student conduct officer to serve as one of the members of a student conduct body, to determine the facts and to impose a sanction without the assistance of a student conduct body or to receive and consider the findings and recommendations of a student conduct body. Nothing shall prevent the senior student affairs officer from authorizing the same student conduct officer to impose sanctions in all cases.
- L. The term *“respondent”* means a student, group of students or student organization against whom conduct charges have been brought.
- M. The term *“complainant”* means a member of the university community who has brought charges under this code against any student, group of students or student organization.
- N. The phrase *“appellate board”* means any person or persons authorized by the institutional chief executive officer to consider an appeal from a student conduct body’s determination that a student has or has not violated the Student Code or from the sanctions imposed by the student conduct officer.
- O. The term *“shall”* is used in the imperative sense.
- P. The term *“may”* is used in the permissive sense.
- Q. The term *“policy”* includes the provisions of this policy as supplemented by consistent written regulations of the institution found in the Student Code, Residence Life Handbook, and Graduate or Undergraduate Catalogs or other official publications.
- R. The term *“dishonesty”* includes any action taken in order to deceive or to assist another to deceive the institution or any of its representatives. The motive for the action, e.g., personal advantage, interference with another’s prospective advantage or interference with institutional operations, shall not be considered. Dishonesty is established where it is shown that
 1. An action, either directly or indirectly, shall affect the information or apparent facts upon which the institution relies in discharging its academic or administrative functions;

2. The natural and reasonably expected consequences of relying upon such information includes the drawing of an inaccurate assessment of the true facts; and
 3. The actor knew or should have known that the action would probably mislead the institution.
- S. The term “*obscenity*” means that
1. To the average person the dominant theme of the material taken as a whole appeals to prurient interest;
 2. The material is patently offensive under contemporary community standards; and
 3. The material is utterly without redeeming social value. (SDCL § 22-24-27)
- T. The term “*crime of violence*” means an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense. It includes, but is not limited to, the following offenses: criminal homicide, forcible sex offense, robbery, aggravated assault, and arson, as these terms are defined in 1999 Appendix E to 34 CFR part 668, which is attached hereto as an appendix, as well as burglary of an occupied structure or dwelling and kidnapping

¹ Appendix E to Part 668--Crime Definitions in Accordance with the Federal Bureau of Investigation’s Uniform Crime Reporting Program

The following definitions are to be used for reporting the crimes listed in Sec. 668.47, in accordance with the Federal Bureau of Investigation’s Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and nonforcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

Crime Definitions

Murder: The willful (nonnegligent) killing of one human being by another.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned--including joyriding.)

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, benzedrine).

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

Sex Offenses Definitions

Sex Offenses—Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- A. **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- B. **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- C. **Sexual Assault With An Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- D. **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses—Nonforcible: Unlawful, nonforcible sexual intercourse.

- A. **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- B. **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent.

59 FR 22320, Apr. 29, 1994

2. Proscribed Conduct

A. Jurisdiction of the Institution

1. The institution shall have authority over its students and recognized student organizations.
 - a. For purposes of the policy, the institution in which the majority of a student's credits are offered during an enrollment period shall have jurisdiction over the student for conduct purposes.
 - b. Where students are also employees, they may be subject to concurrent authority. Conduct proceedings under this code may be initiated irrespective of any action taken by the institutional employer, except that, if an individual has been subject to conduct hearings as an employee, and if those hearings afforded notice and an opportunity to be heard that are substantially equivalent to those provided herein, the facts found through that process, insofar as they are relevant to infractions of this code, shall be given effect hereunder.
2. Conduct proceedings may be initiated in response to conduct that occurs on institutional premises or at events officially sponsored by the institution, conduct that arises out of membership in the institutional community or conduct elsewhere, otherwise proscribable under this code, that adversely affects the institution, its affiliated organizations, or members of the institutional community or their pursuit of its objectives.

B. Conduct – Rules and Regulations

Members of the institutional community reasonably expect that they shall be able to live, study, work and relax in a safe and orderly environment that is conducive to achievement of the educational, scholarly and public service missions of the institution. The following regulations, while not all-inclusive, identify forms of conduct that infringe upon those expectations, disrupt the orderly progress of institutional activities and, so, expose the actors to conduct sanctions.

Any student, group of students or student organization found to have committed the following misconduct is subject to the conduct sanctions outlined in Section 3, Student Conduct Policies.

1. Acts of dishonesty, including, but not limited to, the following:
 - a. Cheating, which is defined as, but not limited to, the following:
 - i. use or giving of any unauthorized assistance in taking quizzes, tests, or examinations;
 - ii. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
 - iii. acquisition, without permission, of tests or other academic material belonging to a member of the institutional faculty or staff.

- b. Plagiarism, which is defined as, but is not limited to, the following:
 - i. the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement consistent with accepted practices of the discipline;
 - ii. the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
 - c. Other forms of dishonesty relating to academic achievement, research results or academically related public service;
 - d. Furnishing information known or believed to be false to any institutional official, faculty member or office;
 - e. Forgery, fabrication, alteration, misrepresentation or misuse of any document, record, or instrument of identification, including misrepresentations of degrees awarded or honors received;
 - f. Tampering with the election of any institutionally-recognized student organization;
 - g. Claiming to represent or act in behalf of the institution when not authorized to so represent or so act.
2. Disruption or obstruction of teaching, research, administration, conduct proceedings, other institutional activities, including its public service functions on or off campus, appearances by speakers or presenters, whether invited by the institution, by recognized organizations or by authorized facility users, or other authorized non-institutional activities.
 3. Disruption of or interference with the activities of persons who are studying, sleeping, or otherwise engaging in activities that are consistent with the normal and expected uses of institutional facilities, or of student residential facilities, whether institutionally controlled or not.
 4. Acts of aggression including threats, intimidation, coercion or other conduct that threatens or endangers the health or safety of any person.
 - a. Tampering with fire and life safety equipment including, without limitation, fire alarms, sprinkler systems, first aid equipment, and laboratory safety apparatus;
 - b. Conduct that threatens or endangers a student's own health or safety may also violate this section;
 - c. "Aggression" means not only intentional infliction of harm, but also conduct that intentionally subjects another to unwelcome, offensive, physical contact or that puts another person in reasonable fear that the actor intends immediately to subject person to intentional injury or unwelcome, offensive touching.
 5. Subjection of another person to any sexual act against that person's will or without consent, including any conduct that would constitute a sex offense, whether forcible or non-forcible, under SDCL §§ 22-22-1 through 22-22-7.2, 22-22-19.1 or 22-24.1.
 - a. Persons who are under the influence of alcohol, marijuana or other illegal controlled substances at the time that they are subjected to the sexual act shall be presumed incapable of effective consent.
 6. Discriminatory conduct proscribed under Board Policies 4:6 1:17 and 1:18 includes sexual harassment, racial harassment, harassment on other grounds identified in Board Policy 1:17, or harassment on any other grounds, directed against individuals.
 - a. Harassment may be established by showing
 - i. Conduct toward another person that has the purpose of creating an intimidating, hostile or demeaning environment and that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.
 - ii. Conduct toward another person that has the effect of creating an intimidating, hostile or demeaning environment and that adversely interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.
 - a) Harassment consists, in most cases, of more than casual or isolated incidents.
 - (1) Consideration should be given to the context, nature, scope, frequency, duration and location of the incidents, whether they are physically threatening or humiliating as opposed to merely offensive utterances, as well as to the identity, number and relationships of the persons involved.
 - b) Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive or persistent or severe that a reasonable person with the same characteristics of the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.
 - (1) The reasonable person standard includes consideration of the perspective of persons of the alleged victim's race, gender or other circumstances that relate to the purpose for which he or she has become the object of allegedly harassing conduct.

- a) If the victim does not subjectively perceive the environment to be hostile, the conduct has not actually altered the conditions of participation and there shall be no violation of this policy.
 - (2) It is not necessary to show psychological harm to the victim to establish that the conduct would interfere with the person's ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.
 - iii. 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, employment or resource;
 - b. Sexual harassment through the creation of an intimidating, hostile or demeaning environment may be established under section (a) above. Sexual harassment may also be established by showing that an individual has been subjected to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 - i. Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's participation or use of an institutionally sponsored or approved activity, employment or resource; or
 - ii. Submission to or rejection of such conduct by an individual is used as the basis for educational, employment or similar decisions affecting an individual's ability to participate in or use an institutionally sponsored or approved activity, employment or resource.
7. Attempted or actual theft of services or property, including intellectual properties, of the institution or property of a member of the institutional community or other personal or public property;
 8. Attempted or actual damage to property, including intellectual properties, of the institution or property of a member of the institutional community or other personal or public property;
 9. Possession of stolen property on institutional property or at an institutionally sponsored activity, where the property is known to be stolen;
 10. Participation in hazing. Hazing includes any activity intended to test another person's willingness or readiness to join a group (or to maintain full status in a group) by subjecting that person to humiliation, degradation or other risks of emotional or physical harm; willing participation in a hazing exercise by the person being hazed does not excuse hazing;
 11. Failure to comply with directions of institutional officials or law enforcement officers acting in performance of their duties or failure to identify oneself to these persons when requested to do so;
 12. Unauthorized possession, duplication or use of keys to any institutional premises, unauthorized entry to or use of institutional premises or unauthorized possession, entry into or use of institutional equipment, data processing systems or information management or storage materials, facilities or systems;
 13. Violation of published Board or institutional policies, rules or regulations;
 14. Violation of federal, state, or local law on institutional premises or at institutionally-sponsored or -supervised activities;
 15. Making bomb threats;
 16. The manufacture, sale, possession, use or consumption of alcohol, marijuana or controlled substances by students on any property controlled by the Board of Regents or used in connection with any institutionally sponsored activity; except that alcohol may be served at social activities held in other locations subject to the restrictions set out in this article;
 17. Illegal or unauthorized possession of firearms, other items defined as dangerous weapons in SDCL § 22-1-2(10), fireworks, explosives, tasers, BB guns, or dangerous chemicals on institutional premises;
 18. Participation in a campus demonstration which disrupts the normal operations of the institution and infringes on the rights of other members of the institutional community; leading or inciting others to disrupt schedules or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus;
 19. Obstruction of the free flow of pedestrian or vehicular traffic on institutional premises or at institutionally-sponsored or supervised functions;
 20. Conduct classified under state law or local ordinance as disorderly, lewd, indecent or a breach of peace;
 21. Aiding, abetting, inviting or procuring another person to breach the peace or to violate the Student Conduct Code;
 22. Theft of computer time or other abuse of computer access, including, but not limited to:
 - a. Unauthorized entry into a file 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 computing facilities to interfere with the work of another student, faculty member or institutional official;
 - e. Use of computing facilities to send obscene or abusive messages or to engage in unlawful activities, including those involving uses that infringe intellectual properties;
 - f. Use of computing facilities to interfere with normal operation of the institutional computing system;
 - g. Making, acquiring or using unauthorized copies of computer software, or violating terms of applicable software license agreements;
 - h. Attempting to circumvent data protection schemes or tampering with security;
 - i. Violating institutional or Board internet policies.
23. Abuse of the Judicial System, including but not limited to:
- a. Failure to obey the summons of a student conduct body or institutional official;
 - b. Falsification, distortion, or misrepresentation of information before a student conduct body;
 - c. Disruption or interference with the orderly conduct of a judicial proceeding;
 - d. Initiation of a judicial proceeding knowingly without cause;
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system, including retaliation against persons who brought charges or gave testimony;
 - f. Attempting to influence the impartiality of a member of a student conduct body prior to, or during the course of, the judicial proceeding;
 - g. Harassment (verbal or physical) or intimidation of a member of a student conduct body prior to, during, or after a judicial proceeding;
 - h. Failure to comply with the sanction(s) imposed under the Student Code;
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.
24. Invasion of Privacy: No person may use a concealed camcorder, motion picture camera, or photographic camera of any type, to secretly videotape, film, photograph, or record by electronic means, any other person without clothing, or any other person under or through the clothing being worn by that other person, for the purpose of viewing the body of, or the undergarments worn by, that other person, without the consent or knowledge of that other person, with the intent to arouse, appeal to, or gratify the lust, passions, or sexual desires of that person, and invade the privacy of that other person, under circumstances in which the other person has a reasonable expectation of privacy. Nor may a person use an audio recording device for use of unauthorized eavesdropping when another person or persons has a reasonable expectation of privacy.

C. Other Conduct

Conduct not expressly proscribed may also subject students, groups of students or student organizations to a conduct sanction where it has the purpose and effect of infringing interests protected by the rules set out in section 2(B) of this article, other provisions of Board or institutional policy or comparable regulations duly established by other educational institutions or public or private authorities; or where it demonstrates that an individual disregards the need to conform to reasonable rules and regulations intended to protect the health and safety of others and to assure their orderly access to and beneficial use of institutional resources and facilities.

D. Student Organizations

Student 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 code shall be subject to conduct sanction.

1. The privileges of official recognition by South Dakota public institutions may be extended to student 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 possession, use or dispensing of alcoholic beverages at organizational functions or in the organizational residence by persons under the age of 21 and the provision of alcoholic beverages to persons under the age of 21;
 - b. Prohibit the manufacture, possession, use or dispensing of marijuana or illegal controlled substances at organizational functions or in the organizational residence;
 - c. Prohibit the expenditure of organizational funds on alcoholic beverages, marijuana, or illegal controlled substances;
 - d. Prohibit the informal collection from the members or residence of monies to be spent on alcoholic beverages, marijuana or illegal controlled substances;
 - e. Require that whenever this section permits consumption of alcoholic beverages at organizational functions or in the organizational residence, the function must adhere to the Board guidelines for alcohol usage set out in Board Policy 4:27(E) at page 5 of 6;
 - f. Establish conduct policies and sanctions regarding violations by individual members or residents no less stringent than those set forth under Board policies, except that limited use of alcoholic beverages is permissible as set out above, and except that, in lieu of suspension or expulsion, the organization shall suspend or revoke the privileges of membership, including residence privileges;

- g. Require that a report be filed with the senior student affairs officer each semester identifying all actions taken pursuant to the conduct policies required in this code;
 - h. Institutions may impose additional or more restrictive conditions on official recognition.
2. Student organizations are subject to the Board's antidiscrimination policies set forth in Board Policy 1:18.

E. No provision of this Code shall be interpreted to deprive students of rights guaranteed them under state or federal law.

F. Violation of Law and Institutional Conduct Sanctions

1. Students charged with a violation of federal, state, or local laws may be subject to conduct sanction where the conduct would fall within the proscriptions set out in this code or institutional regulations. Where the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (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 conduct proceedings.
2. Conduct proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the status of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. When a student is charged by federal, state, or local authorities with a violation of law, the institution shall not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a student conduct body under the Student Code, however, the institution may advise off-campus authorities of the existence of the Student Code and of how such matters shall be handled internally within the institutional community. The institution shall cooperate fully with law enforcement or other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
4. When the senior student affairs officer receives a report of student misconduct that may constitute a felony offense under state or federal law, that official shall report the known facts and circumstances to law enforcement officials who have jurisdiction over the matter.

3. Judicial Policies

A. Allegations and Hearings

1. Written allegations of misconduct may be filed against any student by any member of the institutional community. Allegations shall be directed to the student conduct officer responsible for the administration of the institutional judicial system. The complaint shall state the specific facts that form the basis for the allegation, as well as the identities of any other witnesses and the location of any physical evidence of the misconduct. Allegations must be signed by the complainant. Any allegation should be submitted as soon as possible after the event takes place or after the complainant discovers the identity of the alleged perpetrator.
2. In cases in which a faculty member raises allegations of academic misconduct, the written allegation shall contain specific details of the alleged violation and include a recommendation in regard to conduct sanctions.
3. Allegations arising under the human relations policy shall be handled as provided in Board Policy 1:18.
4. The student conduct officer shall make an initial determination whether the allegations were timely brought, taking into account the seriousness of the incident and the degree to which delay may have impaired access to evidence. The student conduct officer shall determine if the allegations have merit, including, as to off-campus conduct, whether the incident sufficiently affects institutional interest to warrant further proceedings.
5. If the student conduct officer determines that the allegations have merit, the officer shall next determine whether they can be disposed of by mutual consent of the parties involved on a basis acceptable to the student conduct officer or by waiver of formal hearing where the student charged admits to the misconduct and accepts the proposed punishment.
 - a. Informal disposition shall be final and there shall be no subsequent proceedings. If the allegations cannot be disposed of informally, the student conduct officer may later serve in the same matter as the student conduct body or a member thereof.
6. Within fifteen working days of the filed complaint, the student conduct officer shall present all allegations to the student charged in written form and shall identify with specificity each section of the conduct code under which allegations are brought, the faculty allegations that support the allegations and those persons whose testimony shall be used to establish the allegations. A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student has been notified. The minimum time limits may be waived by the party charged. Maximum time limits for scheduling of hearings may be extended at the discretion of the student conduct officer.
7. Hearings shall be conducted by a student conduct body or student conduct officer according to the following guidelines:
 - a. Hearings shall be conducted in private.

- b. the chair of the student conduct body or the student conduct officer shall have the power to exclude from the hearing any person whose conduct interferes with the hearing.
- c. In hearings involving more than one accused student, the student conduct body or student conduct officer may permit the hearings concerning each student to be conducted separately or jointly.
- d. 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 one advisor judicial for each student shall be permitted. The advisor may be a faculty member, staff member, student, attorney, or family member. The complainant and the respondent are responsible for presenting their own cases, and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a body or student conduct officer, except that the senior student affairs officer shall assume that responsibility under Board Policy 1:18 for the presentation of evidence in matters involving discrimination complaints against students.
- e. The complainant, the respondent, and the student conduct body shall have the privilege of presenting witnesses, subject to the right of cross examination. Witnesses may only be present during the hearing while testifying.
- f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a student conduct body or student conduct officer at the discretion of the chairperson or the student conduct officer.
- g. All procedural questions are subject to the final decision of the chairperson of the student conduct body or the student conduct officer.
- h. At the hearing, the student conduct body or student conduct officer shall determine (by majority vote if the student conduct body consists of more than one person) whether the student has violated each section of the Student Code which the student is charged with violating.
- i. The student conduct body's or student conduct officer's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
- j. The fact that a student acted while under the influence of alcohol, marijuana or an illegal controlled substance shall not be considered a mitigating factor.
- k. Intoxication may be considered an aggravating factor, and it shall be so considered where the student has a history of prior violations of alcohol, marijuana, or controlled substance regulations.
- l. The student conduct body shall prepare written findings to support its determination. These shall include:
 - i. Concise statements of each factual finding.
 - ii. Brief explanations of whether the factual findings justify a conclusion that the conduct violated the code;
 - a) These must address each factual element that must be satisfied to establish that conduct has violated the code.
 - iii. Recommendations concerning appropriate sanctions;
 - a) These must explain why the sanctions recommended are appropriate in view of the seriousness of the conduct and in consideration of the need to assure that the violation shall not recur.
- m. If a student conduct body prepares recommended sanctions, these shall be forwarded, together with the other findings and conclusions, to the student conduct officer who may adopt or reject the recommended sanctions.
 - i. If the findings, conclusions, or recommended sanctions are rejected, the student conduct officer shall impose appropriate sanctions, or take such other action as deemed necessary, and provide the student conduct body with a written explanation for this action.
 - ii. The student conduct officer shall determine the effective date of any sanctions imposed.
- n. The approved written findings and conclusions and sanctions, if any, shall be provided to a complainant entitled to receive such information under section B, below, and to the respondent.
- o. There shall be a single verbatim record of all formal evidentiary hearings before a student conduct body. The record shall be the property of the institution.
 - i. The record and its contents shall be held in confidence and may be used solely for purposes of appeal. Any person who unnecessarily discloses the contents of the record to parties not involved in the appeal shall be subject to conduct sanction.
 - ii. In the event of an appeal, the respondent shall be given access to the record for purposes of preparing the appeal. Access shall be provided at such places and times as the senior student affairs officer may direct.
 - iii. Except as required by the Americans with Disabilities Act, the institution shall not be required to change the form in which the record is maintained.

- p. No student may be found to have violated the Student Code solely because the student failed to appear before a student conduct body, unless the student has allegedly failed to obey the direction of a duly empowered student conduct body, student conduct officer or other institutional officer to appear. In all cases, the evidence in support of the allegations shall be presented and considered.

B. Sanctions

In each case in which a student conduct body determines that a student has violated the institutional Student Code, the sanction(s) shall be determined and imposed by the student conduct officer. Where a violation of Board Policy is established, and where a sanction is mandated under Board Policy, that sanction shall be imposed. In cases in which persons other than or in addition to the student conduct officer have been authorized to serve as the student conduct body, the recommendation of all members of the student conduct body shall be considered by the student conduct officer. The judicial student conduct officer is not limited to sanctions recommended by members of the student conduct body. Following the hearing, the student conduct body and the student conduct officer shall provide the accused in writing of the findings of fact, conclusions and recommendations, if any, reached by the student conduct body or student conduct officer and of the sanction(s) imposed, if any.

1. Complainants shall be informed of any sanctions imposed in the following circumstances:
 - a. When the sanction involves remedial action that directly relates to the complainant (for example, an order requiring the student harasser not to have contact with the complainant);
 - b. Where the allegations against the accused would constitute a crime of violence as defined in section 1(T), above, and committed a violation of the institution's rules or policies with respect to that crime.
2. Institutions may disclose the final results of a conduct proceeding when, at their discretion, they conclude that disclosure will serve a legitimate educational interest and determine through a conduct proceeding conducted under its student conduct code that the alleged student perpetrator committed a crime of violence or a nonforcible sexual offense that is a violation of the university's rules or policies with respect to such crime or offense. For purposes of this subsection, "final results" means the name of the student perpetrator, the violation committed, and any sanction imposed by the university on that student. Names of other students involved in the violation, such as a victim or witness, will be released only with the written consent of that other student or students.
3. Institutions may inform the parents or legal guardians of students under twenty-one years of age that the students have violated institutional policies concerning the use or possession of alcohol or controlled substances as follows:
 - a. When the infraction occurs under circumstances that suggest that the student suffers from a serious substance abuse problem or shows little regard for his or her own health or safety or that of others; or
 - b. When the student is found to have committed a second violation.
4. The following sanctions may be imposed upon any student found to have violated the institutional Student Code:
 - a. Warning – A conduct notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. Censure – A written censure for violation of specified regulations.
 - c. Probation – Probation is for a designated period of time and includes the probability of more severe conduct sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - d. Loss of Privileges – Denial of specified privileges for a designated period of time.
 - e. Fines – Previously established and published fines may be imposed.
 - f. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.
 - g. Discretionary Sanction – work assignments, service to the institution or other related discretionary assignments.
 - h. Residence Suspension – Separation of the student from residence facilities for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - i. Residence Expulsion – Permanent separation of the student from residence facilities.
 - j. Suspension – Separation of the student from the institution for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. A student who has been suspended from one Board institution may not be enrolled at another.
 - k. Expulsion – Mandatory separation of the student from the institution for a period of no less than six years. A student who has been expelled from one Board institution may not be enrolled at another until the period of expulsion has expired.
 - l. The privileges of continued participation in institutional activities, access to institutional facilities or residences may be conditioned upon participation in or completion of counseling, substance abuse, or comparable programs, at the student's expense.
 - m. More than one of the sanctions listed above may be imposed for any single violation.
 - n. Imposition of a sanction may be delayed, suspended, or held in abeyance on such conditions as the student conduct officer may prescribe.

5. The following sanctions are mandated for violation of Board policies:
 - a. Conduct sanction for acts of aggression, sex offenses, or harassment shall be subject to the following conditions:
 - i. Conduct sanction on the first occasion may include expulsion, where appropriate, given the nature of the act of aggression, sex offense, or harassment;
 - ii. 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 shall be mandatory.
 - b. Persons who make bomb threats or who aid or abet their making shall be expelled. Additionally, they shall be required to pay restitution to the institution for all direct and indirect expenses incurred as a result of the threat or threats.
 - c. Conduct sanctions for infractions of alcohol, marijuana, and controlled substances regulations:
 - i. Conduct sanction for the initial infraction shall be determined under local regulations which may provide for mandatory substance abuse assessment.
 - ii. If, at any time during their enrollment within the system, students commit a second offense under the alcohol, marijuana, and controlled substances policy, they shall be fined \$100.00 and placed on conduct probation.
 - iii. If, at any time during their enrollment within the system, students commit a third alcohol, marijuana or controlled substances offense, they shall either be suspended for one semester or, in compelling circumstances, be permitted to continue attendance subject to conduct probation while participating in an approved substance abuse treatment program at their own expense.
 - iv. The foregoing sanctions, together with such actions as may be imposed pursuant to local regulations for initial infractions, are minimum sanctions. The reference to them does not preclude the institution from imposing more severe sanctions at any level, including expulsion, where the facts and circumstances of the infraction warrant such action.
 - v. Where an infraction of Board alcohol, marijuana, or controlled substances policies appears also to constitute a criminal offense under South Dakota or federal law, the institution may refer the matter to law enforcement authorities. Where the facts suggest a felony offense, such referral shall be mandatory. Referral of a matter to law enforcement authorities shall not require suspension of conduct proceedings nor delay imposition of discipline.
 - d. The following sanctions may be imposed upon groups or organizations:
 - i. Those sanctions listed above in Section 3(B)(3)(a)-(g) and (l)-(n).
 - ii. Loss of all privileges, including institutional recognition, for a specified period of time.
 - iii. when an officially recognized student organization has violated any of the conditions of the recognition established under the alcohol, marijuana, and controlled substances policy, it shall be sanctioned as follows:
 - a) On the first offense the organization shall be required to forego the use of alcohol at any of its functions, to remove all alcohol from the residence or both for one calendar year from the date on which this conduct sanction is imposed. Additionally, the organization may lose the right to conduct social functions for a like period of time or, at the discretion of local officials, may incur additional sanctions including the loss of recognition.
 - b) A second offense within four years against any of the conditions of recognition or a violation of a sanction imposed following a first infraction shall result in the suspension of the privilege to solicit and to accept new members for one calendar year from the time the sanction is imposed and may result in the loss of recognition.
 - c) A third offense shall result in the loss of recognition.

C. Interim Suspension

In certain circumstances, the senior student affairs officer, or a designee, may impose an institutional or residence suspension prior to the hearing before a student conduct body.

1. 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 a definite threat of disruption of or interference with the normal operations of the institution.
2. During the interim suspension, students shall be denied access to residence facilities or to the campus (including classes) or all other institutional activities or privileges, in any combination or all together, for which the student might otherwise be eligible, as the senior student affairs officer or the student conduct officer may determine to be appropriate.

3. Except in circumstances presenting an immediate threat to the safety and well-being of members of the institutional community, including the affected student, or in circumstances presenting an immediate threat of serious damage to institutional property or other property located on premises controlled by the institution, interim suspension may not be imposed until the student is afforded a reasonable opportunity to meet informally with the senior student affairs officer, or a designee, to learn the basis for the action and to raise any objections or to request leniency. The student should be notified beforehand of the purpose of the meeting. A student who fails to respond to the notice shall be deemed to have waived the right to such a meeting.

D. Conduct Sanctions

Conduct sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Sanctions that would be considered in the course of administering progressive conduct sanctions under section 3(B)(2) above shall be disclosed to another institution within the system if a student transfers to that institution or is required to appear there to respond to conduct allegations. Upon graduation, the student's confidential record may be expunged of conduct actions other than residence expulsion, institutional suspension or institutional expulsion.

Cases involving the imposition of sanctions other than residence expulsion, institutional suspension or institutional expulsion shall be expunged from the student's confidential record six years after final disposition of the case or such other time as the student conduct officer may prescribe at the time of the expulsion. Where restitution is required of a student, the institution reserves the right to disclose all material portions of the confidential file as may be necessary to obtain a judgment in a court of competent jurisdiction. Such files as relate to matters involving restitutionary sanctions shall be preserved at least until all necessary sums have been paid.

Students enrolled in a Board institution shall be held accountable for their conduct while visiting other Board institutions. Students may be required, as a condition of continued enrollment, to report at their own expense to another campus to appear before a conduct hearing and to answer allegations based on their conduct while at that campus.

1. Any conduct sanction imposed in response to campus or Board regulations shall be given system wide effect. A student suspended at one institution shall not be able to enroll in the meantime at another. A student who has been expelled from one Board institution may not be enrolled at another.
2. When a student is brought forward on conduct allegations by an institution, sanction shall be determined under local standards. This punishment/sanction may, at the discretion of local authorities and pursuant to local procedural regulations, include sanctions more severe than the minimum sanctions set forth in system wide policy; except that no discretionary recommendation for suspension or expulsion may be imposed without the concurrence of the senior student affairs officer from the student's home campus.

F. Appeals

1. A decision reached by the student conduct body or a sanction imposed by the student conduct officer pursuant to § 3:4(3)(A)(7) may be appealed by accused students or complainants entitled to receive information concerning conduct sanctions under section (B) above, to an appellate board of the institution within five (5) week days, exclusive of holidays, after notice of the decision is sent. Such appeals shall be in writing and shall be delivered to the student conduct officer or his or her designee.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the original hearing was conducted fairly in light of the allegations and evidence presented, and in conformity with prescribed procedures;
 - b. To determine whether the facts in the case were sufficient to establish that violation(s) of the Student Code occurred;
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
3. An appeal may request consideration of new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, where such evidence or facts were not known to the person appealing at the time of the original hearing.
4. If an appeal is upheld by the appellate board, the matter shall be remanded to the original student conduct body and student conduct officer for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s).
5. In cases involving appeals by students accused of violating the Student Code, review of the sanction by the appellate board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the senior student affairs officer may, upon review of the case, reduce, but not increase, the sanction(s) imposed by the student conduct officer.
6. Where complainants entitled to receive information concerning conduct sanctions under section (B) above appeal from the decision, the senior student affairs officer may, upon review of the case, reduce or increase the sanction(s) imposed by the student conduct officer or remand the case to the original student conduct body and student conduct officer.

4. Administrative Review

As provided in Board Policy No. 1:6(4), the Board or a President may review a finding or a sanction of an official or body exercising the powers delegated through this policy.

- A. Except on the affirmative vote of two-thirds of the members of the Board, a notice of review must be given to the complainant and respondent within ninety calendar days of a final decision by the official or body exercising delegated authority.

5. Interpretation and Revision

- A. Any question of interpretation regarding the Student Code shall be referred to the senior student affairs officer or his or her designee for final determination.
- B. The Student Code shall be reviewed every four years under the direction of the student conduct officer.
 1. If the review leads to a recommendation that Board policy be modified, that recommendation and its supporting rationale shall be provided to the institutional president and, if approved, forwarded to the Executive Director.

6. Institutions may adopt consistent local regulations to implement this code.

SOURCE: BOR, February 1969; RR, 12:06, 1977; BOR, 1980; BOR, April 1987; BOR, June 1990; BOR, December 1994; BOR, October 1996; BOR, December 1999; BOR, March 2006; BOR, December 2006.

BHSU Alcohol and Drug Policy

BHSU and the South Dakota Board of Regents (4:27 Drug Free Environment) are committed to providing a drug free environment. The manufacture, distribution, dispensing, sale, possession, procurement, contributing to a minor, and/or consumption/use of alcohol, marijuana and/or controlled substances on any property controlled by BHSU and/or in connection with any institutionally sponsored activity is strictly prohibited. BHSU students, employees, and visitors are expected to abide by all state liquor laws while on any property controlled by BHSU and/or in connection with any institutionally sponsored activity (e.g. possession by consumption for students under 21 years of age will be enforced). Furthermore, BHSU prohibits the possession of bottles, cans, wine boxes, or other containers that originally contained alcoholic beverages on campus—including the residential facilities.

BOR alcohol and other drug policy violations are cumulative throughout a student's enrollment at all South Dakota Board of Regents institutions (they stay on the student's discipline record and are transferable).

Recognized student organizations are expected to report underage drinking at their sponsored events or on their property to the student conduct administrator. Failure to report via the campus student conduct process may result in action being taken against the student organization.

At a minimum, students who violate the alcohol/drug policy will be sanctioned as follows:

1st Violation

- \$75 fine
- Referral to the BHSU alcohol/drug abuse prevention program
- One-semester disciplinary probation period

2nd Violation

- \$100 fine
- Referral to an in-depth alcohol/drug evaluation whereby a formal chemical dependency assessment may ensue; if indicated student must fulfill any recommended consequences from the assessment
- One-year disciplinary probation
- Parental notification

3rd Violation

- Probable suspension for at least one full semester; in extenuating circumstances, student may stay enrolled but must complete an approved treatment program
- Parental notification

Note: this section does not replace nor restrict the student code of conduct as established by the South Dakota Board of Regents (3.4.2.B.16).

Summary of How the Conduct System Works at BHSU

STEP ONE: Filing a Complaint

Anyone may submit a formal complaint about a currently enrolled University student. Complaints should describe in detail what behaviors occurred. Care should be given that all information being filed is factual in nature and that no false information is submitted. Filing a formal complaint will begin Student Code of Conduct proceedings.

1. Pick up an Information Report at the Student Life Office or online at www.BHSU.edu/studentlife/residencelife/handbook/InformationReport.pdf, or write a letter.
2. Submit your completed report or letter describing your complaint to the Student Code of Conduct Administrator (for residential students, you may submit your completed report to your hall director, he/she will then forward it to the Student Code of Conduct Administrator).
 - Do this yourself. No one can do this on your behalf.
 - Be timely– submit your complaint in a timely matter.
 - Be factual– this is very important.
 - Sign your statement– be aware that the person(s) about whom you are complaining has a right to a copy of this document.

STEP TWO: Investigation and Informal Hearings

The Student Code of Conduct Administrator reviews the complaint and determines if the complaint proceeds to a Hearing Officer* or is dismissed. The reporting person, the alleged offender(s), and any supporting personnel the Student Code of Conduct Administrator believes he/she needs to speak with may be called in at this point.

* The Student Code of Conduct Administrator may also act as the Hearing Officer

1. If the complaint proceeds to a Hearing Officer for an Informal Hearing, the alleged offender(s) will receive a “Notice to Appear at an Informal Hearing” from the Hearing Officer (usually within 5 calendar days of the filed complaint). The “Notice to Appear at an Informal Hearing” will inform the alleged offender(s) of the policy and date of the alleged offense. It will also specify the exact date, time, and location that the alleged offender(s) is to appear. Normally, a time shall be set for an Informal Hearing not less than 5 nor more than 10 calendar days after the student has been notified. If the person(s) named in the complaint agree to the Hearing Officer’s findings and (if applicable) recommended sanctions, an informal resolution may be negotiated at this point. The alleged offender(s) will be asked to submit a claim: “Responsible” or “Not Responsible.” If “Responsible” is submitted, sanctions will be assigned and the case is concluded.
2. If a resolution is not obtained, then a claim of “Not Responsible” is submitted and the Hearing Officer will refer the case for formal resolution. At this point, the alleged offender(s) may request that the Formal Hearing is heard by either a Formal Hearing Administrative Review or a Formal Hearing Body Review. Formal Hearing Body Reviews are typically not an option for Formal Hearings during the last 14 days of a semester.

STEP THREE: Resolution via Formal Hearing

Formal Hearings are typically heard by a Formal Hearing Administrative Review. When practical, a different person will act as the Hearing Officer for the Formal Hearing Administrative Review (different from the one who heard the Informal Hearing). Under special circumstances, a panel of faculty, staff and students may be called to hear the case (Hearing Body Review). The university reserves the right to contract with outside parties to manage the resolution processes.

1. A letter called “Notice to Appear at a Formal Hearing” will be sent to the alleged offender(s), usually within 15 calendar days of the filed complaint. The “Notice to Appear at a Formal Hearing” will inform the alleged offender(s) of the policy and date of the alleged offense. It will also specify the exact date, time, and location that the alleged offender(s) is to appear.
2. A time shall be set for a Formal Hearing not less than 5, nor more than 15 calendar days after the student has been notified. The party charged may waive the minimum time frame. Maximum time limits for the scheduled hearing may be extended at the discretion of the University.
3. The alleged offender(s) once again have access to all materials and information presented.
4. The alleged offender(s) may respond to the allegations, report other information relevant to the allegation(s) and question those testifying at the hearing.
5. The alleged offender(s) may have an advisor present, although that advisor may not directly participate in the hearing. Advisors may be, but are not limited to, faculty, staff, attorneys, etc. All hearings are closed to the public.

STEP FOUR: The Decision

The Decision is based on “preponderance of evidence”. This means the person making the decision must be at least 51% assured of the alleged offender(s) being either responsible or not responsible. For Administrative Reviews, the decision is made by the Hearing Officer upon support by the Vice President of Student Life. For Hearing Body Reviews, recommended findings are forwarded to Vice President of Student Life whereby he/she makes the decision.

1. Decisions will be communicated to the alleged offender(s) and the complaining student.
2. Decisions will include the rationale and any sanctions imposed, along with specific deadlines.
3. Written decisions will be mailed from the office of the Student Code of Conduct Administrator.
4. The report of the Student Code of Conduct Administrator will be considered the hearing's written record and will be kept on file.
5. Conduct proceedings and outcomes are private and require a written release from the student to be released to any person or entity that does not qualify for this information, as noted in the Buckley Amendment.

STEP FIVE: The Appeal Option

You may appeal to the Vice President of Student Life (located in the Student Union). Appeals must be made by the person receiving the decision. No one may appeal a decision on behalf of another individual. Appeals must be submitted in writing within five (5) week days (exclusive of holidays) after the notice of The Decision is sent. Appeals must be submitted (please note APPEAL on the envelope) to: Vice President of Student Life, 1200 University Unit 9000, Spearfish, SD 57799-9000.

Residents' Rights and Responsibilities

You have the right . . .

- To a safe, clean and well-maintained residence hall space;
- To a quality learning environment conducive to your academic and social pursuits;
- To 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;
- To choose your means of recreation and relaxation;
- To confront another's behavior that infringes on your rights;
- To the assistance of your RA or HD when you need help with a problem;
- To make adult choices as a member of the Black Hills State University residence hall community.

You have the responsibility . . .

- To keep your door and hall doors locked, and not to prop them open or 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 that you expect the same of them;
- To let your roommate know of your wishes and preference for hours of sleep, study and visitation, and to work through any 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. You have the responsibility to follow the rules and regulations as stated by the South Dakota Board of Regents and the Black Hills State University;
- To support the educational purposes of Black Hills State University and to sustain a 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.

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 University visitors are obligated to honor the Residential Standards of Living (including Residence Life Policies and Procedures). 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. Additionally, residential students may be responsible for offenses that occur in their room whether or not they were present at the time of the offense.

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):
 - Open flame devices, including candles and incense.
 - Negligent cooking includes cooking that is left without supervision and/or is the cause of a fire alarm.

- Negligent cooking may include supervised cooking yet the cooking/food causes/triggers a fire alarm.
 - Halogen Lamps.
 - 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:
 - 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.
 - 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 Black Hills State grounds and/or in any residence hall. Activities involving the use of chemicals/explosives/fire works 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.
 - 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 Black Hills State University, may be imposed for violation of these procedures. Additionally criminal prosecution is possible for pulling fire alarms or unauthorized use of fire fighting equipment.
 - Tampering/abuse of fire equipment, false alarms, and arson are serious crimes are treated accordingly.

2. Personal Safety

- Weapons are prohibited on campus. Weapons include, but are not limited to the following: hand guns, 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 of Living risk suspension from the University. Ammunition is not permitted in the residence halls.
- 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.
- Any behavior that serves to jeopardize one's own personal safety or the safety of others is a violation of University policy.

3. Pets

- No pets (animals and/or reptiles) are allowed except for fish. Aquariums must not exceed 10 gallons.

4. Quiet Hours and Courtesy Hours

- Quiet hours are from 10:00 p.m. to 10:00 a.m. Sunday through Thursday, and 12:00 a.m. through 10:00 a.m. on Friday and Saturday. Extreme quietness during Quiet Hours is expected.
- 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.

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

Aiding and Abetting Ordinance

This ordinance is used by the police to discourage/prevent and control disorderly/bothersome conduct. Please know that such conduct is often associated with the consumption &/or possession of alcohol/drugs. Among other things, the ordinance allows law enforcement officers to arrest and incarcerate those who use alcohol delinquently and/or act disorderly. You are hereby forewarned that this ordinance applies (and will be enforced) to residents of the BHSU residential facilities.

1. Appliances

- Compact refrigerators no larger than 3.6 cubic feet may be used. Refrigerator rentals are available from the RHA office.
- Microwaves, must be UL600 or less and possess a smoke-sensing shut-down device.
- Toaster ovens, toasters, hot plates, halogen lamps and any appliance with an open heating coil are not allowed.
- Personal room air-conditioners are not permitted.

2. Check-in/Check-out Process

- Before your arrival, a Residence Life staff member who noted the condition of the room on a *Room Inventory Form* inspected your room.
- 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.
- Residents should follow proper check-out procedures when moving out of their room or moving to another room on campus.
- 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.
- 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. A hold will be placed on the student's records for unpaid damages/fines.
- 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".
- The *Room Inventory Form* and an inspection by a residence hall staff member will serve as the basis for check-out charges, if assessed.

3. Conservation

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.

- **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.
- **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.
- **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, open your curtains when the window is receiving direct sunlight.

4. 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.

5. Decorating

- To help you have a comfortable stay at BHSU, we encourage you to decorate and personalize your room. Avoid using nails, duck 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.

- Holiday decorations are allowed but must comply with 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.

6. Fire Safety Guidelines Regarding Decorations

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

7. Electrical Fixtures

- 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. Home made light fixtures, extension cords, combustible lamp shades and combustible decoration on light fixtures are all fire hazards.
- 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.

8. 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.

9. 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.

10. Furniture-Beds

- Your 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). Then reposition the bedspring to the desired height and firmly press the bedspring so it latches onto a metal pin.
- 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. Questions? ASK for help.
- 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 Hall Director. ASK if you need help.
- You are not allowed to loft your beds. Your beds are not designed for lofting purposes (lofting means bunking one bed on top of another without having a metal bed spring attached to each bed).

11. Housekeeping

- Keep your room clean. Failure to maintain a clean room may pose a health hazard, and therefore, be considered a justifiable reason for having the room cleaned by BHSU custodial staff at your expense.
- 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/bug infestation.
- 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.

12. Internet Access

- Residence hall rooms are wired for Internet access. ResNet is an Internet service that provides a reliable connection for students in the campus halls and suites. To connect to ResNet, users must meet minimum system requirements. For more information, visit iis.BHSU.edu/tss/departments/resnet/ or contact Amy Nicholas at 642-6768 or email her at AmyNicholas@BHSU.edu.
- Contact the ResNet help desk if you are having problems connecting to ResNet at <https://iis.BHSU.edu/tss/departments/resnet/helpdesk.cfm>

13. 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 called "Who to Call for Help"). 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.

14. Keys and Room Security

- Keys are obtained when you check into your residence hall room. It will cost \$30.00 to replace your key.
- Lock your door whenever you leave. For your own safety, do not lend your room key to another person.
- Duplication of room keys violates occupants' rights to safety, and will result in a charge for a lock change and possible disciplinary action.
- Report problems with locks/keys to an RA immediately.
- Intentional jamming of doors and locks may result in disciplinary action and payment for damages.
- The University is not liable for personal property loss or damage.

15. Mail

- Each resident is assigned his/her own personal campus mailbox. Mail is delivered Monday through Friday, excluding federal and state holidays. If a package, certified or registered mail is received, a notice will be placed in your mailbox. Personal mailbox keys are issued upon check-in. Replacement keys are available upon request for \$5.

16. Orange Power Receptacles (Outlets)

- You will notice orange-colored power receptacles in the Humbert, Pangburn, 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.

17. Quiet Hours and Courtesy Hours

- Quiet hours are from 10:00 p.m. to 10:00 a.m. Sunday through Thursday, and 12:00 a.m. through 10:00 a.m. on Friday and Saturday. Extreme quiet during Quiet Hours is expected.
- 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.
- Radio, television, or stereo sets 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 Hall Director. Stereos may not be played through open windows; they may disrupt other resident students and faculty in academic buildings.
- A City of Spearfish noise permit must accompany amplified music in or around the residence halls.

18. 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 Hall Director or Resident Assistant. Urgent needs should be quickly brought to the attention of your RA, your HD, or the staff member On-Duty or the staff member On-Call.

19. Room Changes

- Room changes are not allowed during the first two weeks of each semester.
- Room changes must be authorized by your Hall Director-you must have his/her written approval before moving. The hall director of the building you want to move to handles moves between halls.
- A room change form must be filled out when you change rooms.

20. Room Consolidation

- 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.
- 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.
- 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.
- 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.
- 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.
- Residents failing to cooperate with the Consolidation policy can be assessed the DAS pro-rated charge without their consent.

21. 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.

22. Room Entry

- 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 that 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.

Here are some examples of necessary maintenance/housekeeping:

- To inspect for cleanliness and safety; ensure that health standards are maintained;
- To determine the condition of University property;
- To perform maintenance as required and/or requested;
- To conduct preventative maintenance during break periods; and
- 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 Residence Life-be returned.

23. Room Search

- 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, etc.) anything within the domain.
- Administrative Search Permits will stipulate who can conduct a search, typically this will be security personnel.
- Search by institutional staff may be conducted pursuant to an Administrative Search Permit issued by the Vice President for Student Affairs. 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 that this is an Administrative Search-not a Police/Court-Ordered Search.
- 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.
 - Items noticed in your room that are suspected to be in violation of local, state or federal laws will be confiscated and will be reported to the appropriate law enforcement agency. Confiscated items may or may not-at the discretion of law enforcement-be returned.
 - Alternatively, you should know that 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.

24. Smoking

- Smoking is not allowed in any residence hall, suite/apartments including the resident rooms.
- University policy stipulates that smoking on campus is permitted only in designated smoking areas.

25. Students Carrying Less Than 6 Hours

- Students whose course load falls below 6 hours need special permission to remain in the residence hall. This permission is obtained by the Director of Residence Life.

26. Theft and Loss

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

27. 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 \$25.00 minimum charge per person /screen involved. Attempting to gain entrance or exit through a window is strictly prohibited and is a violation of the Student Code of Conduct.

Policies and Procedures—Your Hall

1. Bicycles

- Bicycle racks are available outside each residence hall.
- Bicycles must never be stored in the hallway, lobby, or common areas.
- Bicycles should not be hung from ceilings or attached to walls or furniture.
- Riding of bicycles in the Residence Halls is strictly prohibited.

2. Building Security

- Entry doors for the residence halls are locked 24 hours per day. Your student ID (BUZZ card) when swiped will unlock the entry doors to your assigned hall.
- 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.
- A \$50 fine and residence hall probation will be levied against anyone apprehended propping entrance doors open or entering without authorization.
- 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.
- A \$100 fine and residence hall probation will be levied against any improper or unauthorized use of the fire exit doors.

3. Community Damages

- Damage/vandalism which occurs in a community space and which 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 Hall Director. Students associated with the Hall Government will assist in assigning community damage charges.

4. Computer Labs

- Computers and printers for student use are located in the computer labs of Jonas, the Library, and the Student Union. You may send print jobs from your computer in the residence halls to printers in the Jonas computer labs.

5. Contract Term Dates and Vacation Periods

- The contract term begins for all residence hall and suite students as of 8:00 a.m. on September 3, 2007.
- Residence Halls are closed (suites excepted) during Christmas Break (as of 6:00 p.m. on December 21, 2007 through 7:00 a.m. on January 16, 2008); and Spring Break (as of 4:00 p.m. on March 14 through 1:00 p.m. on March 23, 2008)
- 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 (6464).

- The contract term ends for all residence hall and suite students as of noon on May 10, 2008.

6. Dining Service

- The cafeteria is located in the basement of Pangburn Hall.
- All residence hall students are required to board with BHSU Dining Service.
- Meal plans may be changed during the first week of school.
- You must present your BUZZ Card at every meal.
- To listen to the daily menu call 6292, other Dining questions, call 6060.

7. 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.

8. Hall Government

- The Hall Government is a student organization run by the students of each hall to help the staff guide the community. The Hall Government 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.
- Hall Government is funded by a voluntary activity fee collected at check-in.
- Each floor has a wing representative who is responsible for bringing information to you from the Hall Government. If you are interested in the leadership opportunity of a wing rep, let your RA or HD know.

9. Hall Programming and Activities

- During check-in a non-refundable voluntary activity fee may be given for programs and activities. Each Residence Hall strives to provide various programs and activities to enhance the living experience.
- TV facilities are available for your use and are located in each residence hall.
- A variety of equipment (from game boards to sports equipment) is available from the hall office; check with an RA.

10. Illness and Injury

- If you are too ill to get to the cafeteria, call Dining Services and order a sick meal. Then, have a friend pick up your meal.
- We recommend that you also call/visit Student Health Services, located in the YC, room 222-phone number is 6520 or 6406.

11. Kitchen Facilities

- Kitchenettes are available in each residence hall.
- It is the residents' responsibility to keep these facilities clean.
- 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.

12. Laundry Facilities

- Washers and dryers are available in each residence hall. Utilize these facilities during non-quiet hours.
- Do not leave your clothes unattended. The University is not liable for lost or damaged items.

13. Parking

- Parking permits are required for all vehicles and can be purchased during registration or from the Parking Office in the Facility Services building. Guest parking passes are available at the Parking Office.
- Park only in designated areas. Tickets are issued for illegally parked vehicles.

14. Residence Hall Association

- This organization is the leadership board of the combined Hall Governments. RHA provides guidance and leadership resources to each Hall Government to promote the residence hall experience (i.e. policy development, leadership, and programming opportunities). The RHA office is located with the Residence Life office in Humbert Hall.

15. 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 restrooms nor showers...we recommend the use of slip-resistant shower slippers.

16. Sales and Solicitations

- 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.
- Advertising in Residential student mailboxes is limited to BHSU recognized clubs, organizations, sponsored and co-sponsored events, and/or departments.
- Public Display Areas (board and/or table) are available in each residence hall. University policy prohibits any advertising/promoting of alcohol. For access to the public display areas, please contact the Residence Life office.
- Those who are interested in posting information in the Public Display Areas should submit their information to the Residence Life Office whereby a posting stamp can be obtained. Residence Life staff will distribute/post all stamped information. Information that does not possess a posting stamp is not permitted in the Public Display Areas.
- Solicitors are hereby reminded that only registered residents, their invited 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.
- 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 (Sales and Solicitations) requests to Residence Life at least one week in advance.

17. 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.

18. Visitors and Overnight Guests

- Visitation Hours: 9 a.m. to 2 a.m. the following morning.
- Visitors are defined as individuals who are not assigned to live in the hall they are visiting; and are not registered as overnight guests. Residents may host opposite-gender visitors during visitation hours. At the end of visitation hours, visitors must leave the building. Only residents and their registered overnight guests may remain in the building after visitation hours. Overnight guests are defined as family members or friends who are hosted by a resident, who are not assigned to the building in which the resident lives, and who are requesting overnight accommodations in the residence hall. Overnight guest stay is limited to two consecutive nights per week. Overnight guests of the same gender may be registered and hosted by a resident of the building (female-only overnight guests hosted by Humbert residents, male-only overnight guest hosted by Wenona-Cook residents). Sleeping accommodations for overnight guests who are family members aged less than 18 years may be in the hosting student's room-regardless of gender. Overnight guests are required to register in the Hall office by 11:00 p.m. and follow the same conduct policies (University Policies/Residence Life Standards of Living) as residents. Overnight guests must carry their copy of their registration form at all times. Each coed hall has gender-specific sleeping rooms for registered overnight guests. Rooms are furnished and are provided at no charge. See Residence Hall staff for more information.
- During the first two weeks of Fall semester...students living in the coed halls must understand that opposite gender residents may not be on a opposite gender wing after visitation hours. Your Hall Government may change this policy if an affirmative majority vote (with at least 70% of the residents voting) is obtained.

To review the entire South Dakota Board of Regent Policy Manual, visit www.ris.sdbor.edu/policy/policy.htm

To review BHSU policies, visit www.BHSU.edu

Notification of Rights under FERPA for Postsecondary Institutions

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

(1) 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.

(2) The right to request the 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.

(3) 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 or 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 Trustees; 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.

[Optional] Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) 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