

THE  
DORM  
RULES

2007 – 2008

NATIONAL AMERICAN UNIVERSITY

Rapid City, SD

Welcome to National American University on-campus housing. The residence housing staff is looking forward to meeting and working with you over the coming year. We are here to help you become adjusted to college life and our housing facilities.

Residence hall living is a unique and valuable part of your educational experience. This is the place where you will develop some of the most important relationships of your college life. Many of these relationships can last a lifetime.

The residence life staff (resident assistants and residence life director) will help you expand your skills and knowledge through programs and will provide other services to enhance your stay in the residence hall. Living in the residence hall may also present challenges and problems, and the staff is available to help you resolve these difficulties.

Your responsibilities include the protection of the dignity, rights, feelings and property of yourself and fellow students. One of the unique and educationally valuable aspects of campus living is the necessity of shared responsibility for the entire community.

As is true in any community of people, guidelines facilitating interactions, learning, and respect for others are necessary. This guidebook provides housing standards and general guidelines relating to the residence hall. It is not a complete statement of all college policies pertaining to student life. For further information concerning student life, please consult the **National American University Student Handbook** (also known as “The Nobody Told Me Book”).

Read this guidebook carefully and refer to it often. You are responsible to know these rules. However, no guidebook can replace the personal contact you will have with the residence hall staff. As questions arise which are not fully answered within these pages, you are encouraged to seek additional information from the appropriate housing staff member.

Remember that the residence life staff is available to assist you in any way possible. How much or how little you grow will depend largely on yourself and your attitude toward your environment. Make a commitment now to succeed at the university. We will be there to help along the way.

Housing at the college is available to all students regardless of race, color, religion or national origin.

# Table of Contents

Residence Hall – The College Inn .....	3
Residence Hall Staff .....	3
Resident Assistants .....	3
Residence Life Director .....	3
Support Staff .....	3
Hall Government .....	4
Residents’ Rights And Responsibilities .....	5
Resident Bill Of Rights .....	5
Residents’ Responsibilities .....	6
Services To Residents.....	6
Cable Television .....	6
Cafeteria.....	6
Computers – Acceptable Use Policy.....	8
Counseling .....	10
Energy Conservation.....	10
Housekeeping.....	11
Insurance .....	11
Kitchen.....	11
Laundry .....	11
Lobby.....	12
Mail Service.....	12
Maintenance .....	12
Pool .....	12
Programs .....	13
Resources .....	13
Room Options.....	13
Storage.....	14
Telephone Long Distance Service .....	14
Television .....	14
Vehicle Parking.....	14
Standards Of Resident Behavior .....	14
Accident And Illness.....	15
Adhesives, Pins, And Tacks.....	15
Advertising/Soliciting .....	15
Alcohol .....	15
Appliances .....	20
Athletics In The Halls .....	21
Bicycles .....	21
Check-In/Check-Out .....	21
Damages, Public .....	22
Damages, Room.....	22
Disciplinary Procedures In Residence Halls .....	23
Drugs .....	23
Furniture And Hall Property .....	23
Gambling .....	23
Guest Policy - See Visitation .....	23
Identification .....	24
Musical Instruments .....	24

Pets .....	24
Quiet Hours .....	24
Residence Hall Contract .....	25
Residence Hall Meetings .....	26
Room Assignments.....	27
Room Decorations .....	27
Roommates .....	29
Smoking .....	29
Stereos, Tv's, And Radios .....	29
Traffic Signs And Other Non-Student Property .....	30
Vacation Periods .....	30
Visitation .....	30
Waterbeds .....	31
Window/Door Decorations .....	31
Safety And Security .....	31
Candles And Incense .....	34
Curtains .....	34
Fire .....	35
Holiday Decorations .....	39
Keys.....	39
Light Fixtures .....	40
Theft/Property Damage .....	40
Tornadoes .....	40
Weapons .....	40
Windows.....	41
Judicial Guidelines .....	41
Judicial Process .....	41
Index .....	44

## RESIDENCE HALL – THE COLLEGE INN

The residence hall consists of three living areas: east, central and west wings. The east and central wings have three floors each and the west wing has four floors. Each floor has 8-10 rooms. The main lobby consists of a lounge area with a large screen television and several computer work stations. A kitchenette, vending machines, and laundry facilities are also available.

## RESIDENCE HALL STAFF

The residence hall is staffed with well-qualified people whose primary purpose is to assist you in receiving the maximum benefit from your university experience. These individuals will facilitate your pursuit of education, your growth as an individual and your development as a member of the residence hall community. The staff is not present to act as a police force or as substitute parents, but to ensure the rights of all residents and the ability of everyone to coexist in the hall community.

### Resident Assistants

**Who are they:** The resident assistants (RAs) are older college students who serve as peer counselors.

**What do they do:** Their responsibilities include 1) assisting you in adjusting to college life, 2) planning programs and activities, 3) educating you regarding dorm rules and regulations. The RAs are among the first staff members you will meet when arriving on campus. Please feel free to talk with them about problems or questions you may have throughout the academic year.

**Where to find them:** Resident assistants are scheduled on a regular basis to be in the residence and available to students. Having academic responsibilities and social interests like any other student they will not be available at all times. Generally someone has desk duty in the evenings.

### Residence Life Director

The residence life director (RLD) is responsible for the total program in the residence hall, including training and supervision of staff, administration of the hall and advising the hall council. The primary focus is meeting students' needs, developing student responsibility, and the safety and welfare of the hall community. The RLD resides in the residence hall and is available to help you with personal and group problems as well as emergency situations.

## SUPPORT STAFF

Security officers are on duty at NAU during weekend evenings. NAU also employs a maintenance staff and housekeeping staff that will be seen frequently making rounds throughout the residence hall.

The function of the food service staff is to provide nutritious meals to the residents. You are encouraged to speak with them about any difficulty you might have with diet. All of the NAU staff work cooperatively to create an environment conducive to your personal and academic growth and development - custodians, maintenance, food service and security. Do not hesitate to call on any of us if you need assistance or information.

## HALL GOVERNMENT

The National American University residence life program operates on a principle of self-regulation. Although it is necessary to establish some regulations by which to ensure the rights and safety of the individual in a group-living situation and maintain the necessary environment for learning and growth, the responsibility for governance lies with the students.

Any student who wants to be involved at NAU's residence hall can be a member of Hall Council. Recommendations can be made for changes in the governance of the residence hall. If the suggested rules fall within university and residence hall policies, they may be implemented on the floor and administered by the floor community.

All residents are also encouraged to participate in the Hall Council. Membership is open to all students living in the hall and includes formal representatives elected by each floor. In recent years, the council has contributed widely to residence life decisions including a review of various hall policies and procedures. It also plans and implements programs (BBQ's, movie nights, etc.) for residence hall students.

Elections for dorm council officers and representatives will be held at the beginning of the academic year. Interested students must pick up applications at the residence life office. Campaign publicity is allowed for one week prior to voting. A simple majority will determine the winners. The election committee composed of two RAs, the residence life director, and two appointed students, supervise the election and count the ballots. The offices available are: president (runs the meetings and organizes committees), vice president (runs the meetings in the absence of the president and assists with committees), the secretary (takes minutes of meetings) and the treasurer (keeps the financial records).

Once selected, the dorm council chooses a chairperson for the activities, food service and fund raising committees. These individuals also serve on the Executive Committee, which is the governing board of the council. The advisor to the group is the residence life director, who also is responsible for supervising the committees. The dorm council receives a budget of \$1.00 per resident student per quarter. In addition, the monies from room lock-out fees and most fines are deposited in the Dorm Council treasury. The treasury is used to sponsor social and educational events for students in the hall. Meetings are held twice a month.

You may hear some students complain about certain aspects of residence hall life. Almost always, these residents have done nothing to try and change the situation or get more information on the basis for residence hall policies. Before you voice complaints about something you want to see

changed, bring your concerns to hall government and make a difference for everyone. Make a commitment to be involved and you will be able to see change.

## RESIDENTS' RIGHTS AND RESPONSIBILITIES

The residence life director has the authority and responsibility to guarantee that fair and clear standards of behavior are established, along with equitable procedures for adjudication in the application of these standards.

It is important that each resident becomes familiar with his/her rights and responsibilities and standards of behavior expressed herein, in order that the residence hall experience will be of the greatest benefit to all. These rights and responsibilities are intended to represent a balance between the student's need for self-governance and freedom and the institution's responsibility to create an environment conducive to accomplishing its educational mission.

Like all citizens, you enjoy the same constitutional rights and the same responsibilities to respect the rights of others.

Each member of the campus community has the right to organize his/her own personal life and behavior, so long as it does not violate the law or does not interfere with the rights of others or the educational process.

Because of the nature of the educational process, you also have specific rights and responsibilities as a member of the academic community. Students are expected to conduct themselves as mature members of the NAU community, respecting the rights of others, and making full use of their educational opportunities.

Mutual respect and consideration coupled with an awareness of and sensitivity to the needs of other individuals must be the standards for living in a residence hall. The following NAU bill of rights is intended to suggest minimum expectations of rights and responsibilities of hall residents. These rights carry with them a reciprocal responsibility on the part of the individual to insure those same rights of other residents.

### **Resident Bill of Rights**

1. The RIGHT to study free from undue interference in and around one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The RIGHT to sleep without disturbance from noise, guests, roommates, etc.
3. The RIGHT to security of personal belongings and respect for those belongings by others.
4. The RIGHT to a clean, safe environment in which to live.
5. The RIGHT to free access to one's room and facilities without pressure from a roommate.

6. The RIGHT to personal privacy.
7. The RIGHT to host guests with the expectation that guests respect the rights of the host's roommate and other hall residents.
8. The RIGHT to redress of grievances. The residence hall staff is available for assistance in settling conflicts.
9. The RIGHT to expect reasonable cooperation in the use of shared appliances (phone, refrigerator, etc.) and a commitment to honor all payment and use agreements.
10. The RIGHT to be free from fear of intimidation, physical and/or emotional harm.

To be a mature adult is to accept responsibility for the welfare of others. Only you can assure that you and your roommates and other residents enjoy these rights, which imply certain responsibilities:

### **Residents' Responsibilities**

1. The RESPONSIBILITY to control noise and other distractions that inhibit the right of others to study and sleep.
2. The RESPONSIBILITY to respect the personal privacy of roommates and others.
3. The RESPONSIBILITY not to infringe on the rights of others and to initiate action to prevent the infringement of rights by another.
4. The RESPONSIBILITY to be active in the process of self-governance through hall council and voicing one's opinions or ideas.
5. The RESPONSIBILITY to know the policies of the residence hall and to not violate these policies.

## SERVICES TO RESIDENTS

### **Cable Television**

The residence hall has been wired for cable service to provide better reception and increased programming for television. Anyone pirating cable signals or contributing to such will be dealt with severely by both civil and university officials.

### **Cafeteria**

The university's cafeteria, located on the main floor of the residence hall, offers complete meal service for fall, winter and spring quarters. Summer service is reduced. **All students residing**

**in on-campus housing are required to accept one of the food service contract options (12-, 15- or 17-meal plans).**

Sick trays are also available for the students upon request through the cafeteria. Special diets can be arranged if a physician sends a description of diet requirements and a written notice that the student is under his/her care.

You are welcome to eat all you want while in the cafeteria (except on special meal nights) or when ordering ala carte items.

All students using the cafeteria will be required to follow these rules and guidelines:

- Shoes and shirt must be worn at all times.
- If you are not working in the kitchen, do not enter the kitchen.
- You are the only person who can eat on your meal ticket. If someone else uses your ticket, it will be confiscated and you will have to purchase another.
- If you want a sack lunch or hot plate, please sign up by noon of the day you want it. There is a limit of two (2) sack lunches or hot plates per day/per person plus your meal ticket must be punched.
- Do not take food, plates, bowls or silverware out of the cafeteria. Any food taken (fruit, ice cream, beverages) will be considered a meal.
- No outside containers are allowed inside (i.e. water bottles, jugs, canisters, plastic containers, etc.)
- Keep your area clean and return your tray to the kitchen when finished.
- Please be prepared to show photo identification with your meal ticket.
- Any disrespect shown to food service staff could result in the loss of meal privileges for up to one week.

***Meal times:***

**Monday through Friday**

Breakfast	6:30 a.m. – 8:00 a.m.
Lunch	11:45 a.m. – 12:45 p.m.
Dinner	4:45 p.m. – 5:45 p.m.

**Saturday and Sunday**

Brunch	11:45 a.m. – 12:45 p.m.
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**Casual rates for meals**

Breakfast	\$5.00
Lunch	\$6.00
Dinner	\$7.00

A copy of the food service agreement is located in the appendix at the back of this book.

### **Computers – acceptable use policy**

In addition to other campus computers, students living in the residence hall have access to the computers in the resident hall lobby (coursework takes precedence over leisure use). A student may bring his/her own personal computer into the residence hall and will have access to wireless Internet for a monthly fee.

Anyone wishing to utilize campus computers and networks must abide by the following policy:

Open access through computers, networks and the Internet is a privilege. National American University's goal in providing this service to our students, faculty and staff is to promote educational excellence by facilitating resource sharing, innovation and communication.

National American University's e-mail and Internet resources are provided for the sole use of NAU students, faculty, staff and administration. E-mail and Internet records are subject to all existing laws (federal, state and local) as well as the university policies and procedures.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources.

If a National American University user violates any of these provisions, his/her account may be terminated and future access could be denied. Depending upon the severity of the situation, abuse of NAU's e-mail, network, or Internet systems may also result in disciplinary action including dismissal from the university or termination of employment (NAU employees).

#### ***Responsibilities***

- Students are responsible for having current, active virus protection software on their computer(s).
- Students must safeguard their logon ID and password. Students are responsible for all activity on their computer and must report any known or suspected compromise of their account to rchelpdesk@rc.national.edu and to the resident hall director if living in the residence hall.

#### ***Prohibited Use***

The following types of activities are specifically prohibited and may result in administrative action:

- Unauthorized use of any computer account.

- Unauthorized transfer of or entry into a file.
- Using NAU's network to gain unauthorized access into any computer system.
- Attempting to circumvent data protection schemes, uncover security loopholes, or decrypt secure data.
- Masking the identity of an account or machine.
- Theft, misuse or abuse of computing or networking resources.
- Performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- Violating terms of applicable software licensing agreements or copyright laws (may also result in civil damages and criminal penalties).
- Installing or running a server or any machine connected to the NAU network for the purpose of distributing copyright material of any form. Some examples – programs that are not shareware or demos; copyrighted movies or music files taken from copyrighted sources (i.e., CD-ROM, movie soundtrack); serial number lists (i.e., serial numbers for copyrighted materials).
- Using electronic mail, chat, or other computer-mediated communication system to harass others.
- Using the university's network to access pornography or obscene material and sites displaying the same.
- Activities for the purpose of personal or commercial financial gain including chain letters, solicitation of business or services, sales of personal property, etc.
- Storing, processing or displaying racially offensive, gender offensive or obscene material.
- Using another individual's account or identity to send or receive e-mail.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.
- Posting materials on electronic bulletin boards, which violate existing laws or NAU policies or codes of conduct.
- Posting of NAU confidential materials, records, policies or procedures or transmitting the same to unauthorized personnel.
- Sharing of passwords with others.
- Uploading or downloading large files that place excessive load on the network.

- Deliberately wasting computer resources.

Activities will not be considered misuse when authorized by NAU information rechnology services for security or performance testing.

### ***Vandalism***

Vandalism is defined as intentional or negligent damage to computer equipment, software and systems of the university or harming or destroying data or another user, Internet, or other networks. It includes, but is not limited to, the intentional uploading or creation of computer viruses. Vandalism will result in the cancellation of your privileges and may result in suspension from the University or termination of employment (NAU employees).

### ***Service Problems***

Report service problems to **rchelpdesk@rc.national.edu** OR go to **http://rchelpdesk.national.edu** and complete the form.

### **Counseling**

Limited counseling is available free of charge to all enrolled students at the Rapid City campus. If you are having difficulty coping and feel unsure how to handle certain situations, counseling can provide help and understanding in a safe and confidential setting. You can explore possible solutions to your problems and discover more effective ways of coping. Counseling services are confidential. See the dean of student success or the RLD for information about counseling services. They and other members of the student success staff have counseling experience and can help offer direction and insight as a first resource.

### **Energy Conservation**

Each year, NAU's residence hall is more costly to operate. So that these costs may be held down as much as possible, the following energy conservation ideas should be followed.

#### ***Conserve electricity:***

Turn off stereos and television when you're not in the room.  
Turn off lights when they are not needed.

#### ***Conserve water:***

Take shorter showers.  
Turn off faucets completely.  
Report faucets with leaks or drips and toilets that run.  
Turn down the water volume in faucets when brushing your teeth or showering.

### ***Conserve heat:***

- Report heating problems and air drafts.
- Close windows. If your room is too hot, open your door to heat the hallway.
- Do not block the heating fixture in your room.
- Open your curtains when the window is receiving direct sunlight.

### **Housekeeping**

The bathrooms in east and central wings will be cleaned daily, while those in west wing will be cleaned monthly. All room carpets in the west wing will be vacuumed once each month, provided that all of your belongings are picked up off the floor and you are awake and out of bed when housekeeping comes to your room. A cleaning schedule will be posted for each floor of the west wing so that you can plan accordingly. Announced inspections will occur at least once each quarter. Residents will be fined for poorly-kept rooms.

Trash will be removed from west wing each morning if it is bagged and placed inside the available trash can on your floor. Please do not set out trash in the afternoon or evening. East and central Wing residents are responsible for emptying their own garbage into the large bathroom container. If trash containers are full please keep trash in your room or dispose of it yourself in the dumpsters located behind the residence hall.

### **Insurance**

The university has health insurance available. You may obtain an application in the student success office or the student account office. The university does not have insurance for students' personal property. Students should check to see if their parents' insurance coverage includes the student's belongings, and if not, you should contact an insurance agent to obtain renter's insurance on personal property. The university is not responsible for students' lost or stolen personal property.

### **Kitchen**

Since cooking is not permitted in student rooms, a kitchen is provided in the West Wing of the residence hall for individual or group use. The kitchen will be available from 10 a.m. until 10 p.m. each day. Cleanliness of the kitchen is the responsibility of the people using it. Failure to clean the kitchen may result in the loss of its use. When using the refrigerator please mark the food with your name and the expiration date so we can throw away any unused or bad food.

### **Laundry**

The laundry room is located on the 1st floor west wing. Machines are coin-operated.

The laundry room is open 24 hours a day. The cost per load is one dollar to wash and one dollar to dry. Do not leave your laundry unattended or overload the machines. Students must provide their own iron and ironing board.

Please do not take others laundry out to use the machines. Also please do not leave your laundry unattended for long periods of time. Results may be confiscation of your laundry by an RA or RLD.

### **Lobby**

The main lobby is for the exclusive use of the hall's residents and their guests. It is located between the east and central wings. The RLD must approve any organized events held in the lobby. The main lobby is open to non-residents in the mornings when the card-key control system allows entry during business hours. The main lobby will close for non-residents at 12:00 midnight Sunday through Thursday and at 2:00 a.m. Friday and Saturday nights. Residents may enter at any time with the proper combination code and security key-card.

### **Mail Service**

The U.S. Mail is delivered directly to the residence hall, Monday through Saturday. Each resident will be assigned a mailbox, located in the main lobby. Out-going mail service is also available from the residence hall by means of a basket in the RLD's office. Information from the RLD is often disseminated through the mailboxes, so residents are encouraged to check them daily.

US Postal Service packages are delivered to the residence hall. A notice is placed in the resident's mailbox and the package will be retrieved for the resident by an RA or the RLD. Packages sent by means of the United Parcel Service are delivered to the university mailroom in the administration building. Residents are also notified in the residence hall if they have such a package and are responsible to pick it up themselves.

Incoming mail should be addressed as follows:

Student's Name  
National American University  
121 Kansas City St., # (room number)  
Rapid City SD 57701

### **Maintenance**

If you need room maintenance (i.e., light bulb, clogged sink, etc.), complete a maintenance request form at the RA desk located in the lobby. Maintenance staff will respond promptly.

### **Pool**

The swimming pool is open from 10 a.m. to 10 p.m. during the warmer months of the year. Students are reminded to observe traditional water safety rules when using the facilities, such as never swimming alone or running on the deck, no horseplay, and no swimming during thunderstorms. There is no lifeguard on duty, so remember that you swim at your own risk. Swimwear must be worn at all times. Please shower before entering the pool.

## **Programs**

A wide variety of social, educational, cultural and personal enrichment programs are offered throughout the academic year. Residents are encouraged to participate in as many of these as their academic schedule permits in order to obtain the total university experience. Watch bulletin boards and check with the residence hall staff for information about upcoming programs and special events that you may find of interest. NAU is dedicated to the total development of a students educational and social experience.

## **Resources**

Alcoholics Anonymous .....	605-342-9808
Alano Society.....	605-342-9808
Al-Anon Family Group.....	605-342-9808
Alcohol/Drug Line.....	1-800-821-4357
Crisis Intervention Shelter Service Meade County .....	605-347-0050
Pennington County Receiving Center (Detox) .....	605-394-6128
South Dakota Department of Health, Office of Disease Prevention. ....	605-394-2370
Southern Hills Alcohol and Drug Center.....	605-745-6300
Wellspring—Family Counseling .....	605-342-0345
YFS Western Prevention Resource Center.....	605-342-1593
Youth and Family Services (24 hour crisis hotline) .....	605-342-4303

***e-CHUG*** (Check-Up to Go) is a brief assessment of feedback tool designed to motivate individuals to reduce their consumption using personalized information about their own drinking and risk factors. This website automatically calculates feedback. It also allows an individual to be assessed on multiple occasions to track changes in drinking and risk behavior. Any NAU – Rapid City campus student can assess his/her own use and receive feedback. To use e-CHUG, go to [www.national.edu/rc/nau-e-chug.html](http://www.national.edu/rc/nau-e-chug.html).

***Counseling*** is also available. If you are having difficulty coping and feel unsure how to handle certain situations, professional counseling can provide help and understanding in a safe and confidential setting. You can explore possible solutions to your problems and discover more effective ways of coping. Three hours of professional counseling is available free of charge to all Rapid City campus students enrolled in eight or more credit hours. Please contact Peggy Schlechter or Rae Getz in the student success center (A-111/112) for more information.

## **Room Options**

### ***Women’s West Wing***

Quads: these rooms accommodate up to four women and have a private bathroom.

### ***Men's West Wing***

Quads: these rooms accommodate up to four men and have a private bathroom.

### ***Central Wing***

These wings will be in use for SDSM&T and WDT students beginning the fall quarter.

### ***East Wing***

The East wing is a non-traditional student wing made up of mostly single rooms. In addition we are planning for its own non-traditional student lounge.

## **Storage**

If residents leave the residence hall temporarily during the academic year they are expected to find their own storage facility for their belongings. Belongings left by a resident become the property of National American University and will be disposed of at the discretion of the university. No storage is available in the residence hall for students' personal belongings.

## **Telephone Long Distance Service**

The university does not supply long distance telephone service. If you need to make long distance calls, the phones accept 1-800 numbers and phone cards.

## **Television**

A limited number of televisions are available for rental on a first-come, first-served basis. A monthly rental fee of \$25 per **roommate** is required.

## **Vehicle Parking**

Parking is limited in the lots adjacent to the residence hall and the street parking areas. Parking is free, but all residents parking in NAU lots are required to display a valid parking permit. Permits may be acquired at the student accounts office.

## **STANDARDS OF RESIDENT BEHAVIOR**

Living in a residence hall is a community-living experience where all members have certain rights and responsibilities. The following standards of behavior are designed to maximize the positive aspects of the residence hall by specifically stating behavioral expectations.

You are expected to know and abide by the National American University policies and regulations. Violations of these are handled through the disciplinary procedures of National American University.

**You may not always believe that a specific rule is a good one. However, this is not justification for violating it or refusing to enforce it. Democratic procedures exist for changing undesirable legislation.**

By assuming joint responsibility for these regulations and policies, we will be able to work together as a community of individuals whose common goal is the personal and academic growth and development of each student.

### **Accident and Illness**

Any accident or illness should be reported to an RA or the RLD immediately.

### **Adhesives, Pins, and Tacks**

Students are encouraged to use good judgment in attaching materials to walls and doors. The student assumes full responsibility for removing all marks left by adhesives and for the repair of any damage that may result. If damage is left, all roommates will be charged for the repairs upon checkout.

### **Advertising/Soliciting**

Residents may advertise products they wish to sell to other students only on their own door, or on the bulletin board in the main lobby with the approval of the RLD. Tacks or pins should not be used on doors. Soliciting for the sale or distribution of information, services or products is not permitted in the residence halls without proper authorization from the residence life director. No one may sell or distribute door to door. Any activity of this kind should be reported immediately to an RA or the RLD.

### **Alcohol**

National American University, in keeping with its institutional commitment to provide a quality educational experience for its students, discourages high-risk behavior with regard to the use of alcohol and other drugs.

National American University prohibits the possession of alcohol on university property or at student sponsored events. Furthermore, National American University cannot and will not tolerate the use, possession, manufacture, or distribution of illegal drugs on university property or as part of any university activities.

National American University recognizes explicitly that students are adults, which means they are expected to obey the law and take personal responsibility for their conduct.

Individuals make the choice to use, or not use, alcohol and other drugs, but group dynamics and group influences play a particularly important role in the university setting. Throughout the United States, both long-standing traditions and current attitudes create the potential for the

abuse of alcohol and other drugs. National American University is therefore committed to supporting and encouraging the development of positive activities for all students.

The Alcohol and Drug Policy of National American University is established to help ensure the health and safety of all members of the University community, and should be applied in such manner and spirit. It is not the intention of National American University to use this or any other policy to regulate the personal affairs of any individual or group of individuals.

The Campuses Community Prevention Coalition (CCPC) comprises people from the community and these post-secondary institutions: National American University, South Dakota School of Mines and Technology, Western Dakota Tech and Oglala Lakota College. The mission of the CCPC is to promote healthy choices by young adults (ages 18 to 24).

Twice a year, many students answer the *CORE Alcohol and Drug Survey*. We are happy to report that NAU students indicated lower consumption rates than the national reference group of over 67,000 students.

According to the CORE Alcohol and Drug Survey (this survey was taken by NAU Rapid City Campus Students in 2006):

- Most of us at NAU (over 90%) prefer **not** to have drugs at parties.
- Most of us at NAU (over 90%) feel our friends would disapprove if we used drugs.
- Most of us at NAU (over 80%) feel our friends would disapprove if we drank four to five drinks nearly every day.
- Most of us at NAU (over 60%) do not use tobacco products.
- Most of us at NAU do not drink and drive. (female, about 70%, male about 60%)
- Most of us at NAU (over 95%) have never been arrested for a DUI (Driving Under the Influence).
- Most of us at NAU (over 77%) do not binge drink.
- Most of us at NAU with higher grade point averages drink less alcohol.
- Most of us at NAU (about 77%) either do not drink, or drink 4 drinks or less when we do drink alcohol.

### ***NAU (Rapid City Campus) Alcohol Education Plan***

In an effort to promote healthy attitudes towards drinking, National American University provides alcohol education upon request, as well as to students who violate NAU alcohol policies and South Dakota laws. As a career college, we focus on helping our students develop the skills and knowledge needed to reach career goals. Alcohol abuse is career destructive.

Because National American University is a drug free campus, no alcohol or other drugs are allowed at on-campus or off-campus NAU sponsored functions. This includes functions sponsored by NAU student organizations.

Listed below are components of NAU's alcohol education plan.

1. CHOICES

CHOICES is a brief alcohol abuse prevention and harm reduction program. Participants are led by a facilitator through an interactive session that provides them with normative, psychological and biological education about alcohol consumption as well as strategies for harm reduction. Through the journaling process, students reflect upon the content, considering how alcohol has or could touch their lives and how they might implement effective coping strategies to avoid abuse or harm in the future. During the CHOICES program; each participant will receive a CHOICES journal.

NAU students who live in the residence hall and/or complete in athletics will participate in a mandatory group CHOICES program. Student groups or organizations may participate in the CHOICES program as a group, upon request.

2. Bystander Training

Bystander training first looks at why people “stand by” and do nothing when they witness something wrong (such as bullying, drinking too much, drinking and driving, depression and suicide feelings). The program helps people empower themselves as responsible citizens to intervene and to learn a variety of intervention techniques and services available. Students learn specific techniques to use according to the situation.

NAU students who live in the residence hall will participate in a mandatory group Bystander program. Student groups or organizations may participate in the Bystander program as a group, upon request.

3. Times Have Changed

Frequently, students and parents do not realize how times have changed.

- Technology now allows easy retrieval of personal information.
- More employers are doing background checks.
- There are stricter national alcohol laws. The consequences of getting a criminal record are serious.

The “Times Have Changed” program reviews how getting into trouble may affect future jobs, licensure, scholarships, loans and certification.

4. e-CHUG (Check-Up to Go)

The Check-Up to Go (CHUG) is a brief assessment of feedback tool designed to motivate students to reduce their consumption using personalized information about their own drinking and risk factors. This website automatically calculates feedback for students. It also allows a student to be assessed on multiple occasions to track changes in drinking and risk behavior.

Any NAU – Rapid City campus student can assess his/her own use and receive feedback. It may also be used as a part of alcohol awareness campaigns, assessment and intervention, campus judicial referral, or as an outreach tool as requested by student groups or organizations.

e-CHUG can also be accessed from our NAU campus web site [www.rapid.national.edu](http://www.rapid.national.edu). Click on student life, then student services and finally the link e-CHUG.

NAU students who are enrolled in Strategies for Success will learn about this resource.

5. Alcohol 101

Alcohol 101+ is a CD Rom program aimed at helping students make safe and responsible decisions on college campuses. Set on a “virtual campus” the program addresses problems encountered by first year students, athletes and others. The program discusses peer pressure and the challenges of going to a drinking party and other situations. Each segment highlights specific issues and provides students with practical help. Student may use the CD at their own time and place. Individual and group discussions are held upon viewing.

6. Prime for Life

Prime for Life is an extensive program that helps people learn how to reduce their risk of alcohol related problems throughout their life. Participants learn about the risks we can and cannot change and lifestyle related health problems. Adoption studies are discussed that relate to alcoholism and drug addiction. The program teaches students how to look at choices and psychological and social influences.

Prime for Life teaches low risk and no risk drinking guidelines and the four phases of the addiction process. It helps people understand where they are in their drinking patterns and how to change. The program concludes with strategies to protect values and to plan for the future.

7. BASICS (Brief Alcohol Screening and Intervention for College Students)

BASICS seeks to reduce harm that may come from drinking by identifying people who may have had those experiences in the past and then offering counseling on how to avoid them in the future. It achieves this in a very individual manner. The e-CHUG feedback tool and other self-monitoring tools will be used.

BASICS will be provided on request to any NAU – Rapid City campus student requesting this program. It may also be used for assessment and intervention, and campus judicial referral.

8. Personal Intervention

While many students are involved in at least one of the above programs, the Campuses Community Prevention Coalition also provides individual help that may include writing letters to judges, going to court with a student, arranging community service and working for the CCPC program.

Any NAU staff person or any law enforcement personnel may report students who violate policies to the student success and/or residence hall staff.

NAU students who are caught abusing alcohol, violating NAU’s alcohol policies, or breaking the law will take part in an alcohol education program. The alcohol education

program selected will depend on the seriousness of the offence, the number of offences and the appropriateness of the program to the offense.

***Consequences for violating NAU's alcohol policy or breaking the law include:***

1. Participation in a program(s) offered as part of NAU's alcohol education plan.
2. Parent notification for students under the age of 21.

(The Higher Education Amendments of 1998 added an exception to FERPA that allows institutions of higher education to disclose to a parent or legal guardian information regarding a student's violation of any law or institutional rule or policy governing the use or possession of alcohol or a controlled substance if the student is under 21 and the institution determines that the student has committed a disciplinary violation with respect to the use or possession.)

3. Payment of a Program Fee

1<sup>st</sup> offense – \$40-60 Program Fee  
2<sup>nd</sup> offense – \$80-120 Program Fee  
3<sup>rd</sup> offense – \$80-120 Program Fee

Program fees help cover the cost of alcohol education at NAU.

Additional consequences may include referral to counseling with NAU's counseling provider or referral for an alcohol evaluation, and potential referral to NAU's Student Conduct Committee, which can lead to probation, suspension or dismissal from NAU for up to one year.

Consequences may include dismissal from residence hall, which applies to residents of NAU's residence hall only. If you are dismissed from the residence hall because of violations of this policy or other conduct issues, but still are obligated to live in the residence hall according to your contract, you will not be dismissed from the financial obligations you have to live in the residence hall.

Athletes may have sanctions in addition to those listed about, as determined by the coach and/or student conduct committee. These sanctions may include loss of scholarship and removal from the team.

Students will not be allowed to attend classes the term following the violation until such time that the student has completed an alcohol/drug education class and has satisfactorily met the requirements of NAU.

***South Dakota State Laws Regarding Alcohol Violations***

Operating a motor vehicle while under the influence of an alcoholic beverage, any controlled drug or substance, marijuana, or a combination thereof, without design to effect death and thereby causes the death of another person, including an unborn child, is guilty of vehicular homicide: Class 3

felony, punishable by fifteen years imprisonment in the state penitentiary and a fine of \$25,000, and revocation of driver's license. SDCL §§ 22-6-1 and 22-16-41.

Operating a motor vehicle while under the influence of an alcoholic beverage, first offense: Class 1 misdemeanor and driving privileges revoked for not less than 30 days. SDCL §§ 32-23-1, 32-23-2.

Refusal to give an alcohol test: driver's license shall be revoked for one year, unless one pleads guilty to the violation of driving under the influence of an alcoholic beverage prior to a revocation order being issued. SDCL 32-23-10.

Possession or purchase of alcohol by persons under 21: Class 2 misdemeanor. SDCL 35-9-2.

Furnishing alcohol to persons under the age of 21, but over the age of 18: Class 2 misdemeanor. SDCL 35-9-1.1.

Use of false ID for alcohol purchase: Class 2 misdemeanor. SDCL 35-9-2.

Class 1 Misdemeanor: One-year imprisonment in a county jail or \$1000 fine, or both. SDCL 22-6-2(2).

Class 2 Misdemeanor: Thirty days imprisonment in a county jail or two hundred dollars fine, or both. SDCL 22-6-2(2).

This is only a brief summary of laws regarding alcohol and drug abuse. Laws often change. This information should not be considered legal advice and is not a substitute for reviewing the actual federal and state statutes. If you have questions regarding these or other laws, you should discuss them with an attorney.

Resources for substance abuse include:

Alcohol/Drug Helpline .....	800-821-4357
Alcoholics Anonymous .....	605-394-9808
Alano Society.....	605-342-9808
Crisis Intervention Shelter Service Meade County .....	605-347-0050
Pennington County Receiving Center (Detox) .....	605-394-6128
Southern Hills Alcohol and Drug Center.....	605-745-6300
Wellspring—Family Counseling .....	605-342-0345
YFS Western Prevention Resource Center.....	605-342-1593
Youth & Family Services (24 hour crisis hotline).....	605-342-4303

**Appliances**

The fire marshal has ruled that hot plates, halogen lamps, free-standing air conditioners, electric skillets, grills, space heaters, electric blankets, toasters and toaster ovens are fire hazards and may not be used. Improper appliances will be removed from your room and stored until you leave the residence hall. You may use in your room a television, electric clock, shaver, hair-dryer, coffee maker, microwave, and a crock-pot. Wiring needed to improve television

reception may not extend outside student rooms. If an electrical circuit is overloaded, the resident should inform the residence life office and our staff will be responsible for notifying the maintenance department.

Residents may have only one refrigerator in their room (maximum capacity 4.0 cubic feet). Extension cords may not be used to operate these units. Standards of National American University regarding use and possession of alcoholic beverages will apply to these units. NAU will not be responsible for any damage or spoilage to the refrigerator or its contents because of electrical power failure, etc.

### **Athletics in the Halls**

Skateboarding, rollerblading, skating, and throwing Frisbees or other projectiles in residence halls is inconsiderate of the safety of others and is not allowed. Also, outdoor sports such as golf, lacrosse, baseball, hockey, soccer, football, etc., are not allowed in residence halls. Students are part of the campus wide intramural sports program and can participate in flag football, basketball, volleyball and other seasonal sports.

### **Bicycles**

Bicycles can be stored in the bike racks located between west and central wings. Lock your bike and register it with the Rapid City Police Department. Bikes must be taken home when you leave for the summer. Do not leave bicycles in the hallways, stairwells or other common areas. Bikes in these areas will be confiscated. They may be redeemed for \$25.

### **Check-in/Check-out**

At the time of check-in, you will be given a check-in form. Be certain your check-in form is accurate and complete. From this form, room damages will be assessed when you check out. Permanently attached furniture in student rooms must not be moved or disassembled.

When you check out of your room, it will be examined in detail by the residence life staff for damages. You and your roommate(s) are responsible for any damages to your room that is not the result of normal usage.

When a resident moves out of a room, even if just moving down the hallway, the resident must obtain permission from the RLD. To prepare your room for check-out:

- Place all furniture back in its original location and condition.
- Remove all decorations, posters, markings, tape, etc. from all surfaces, including walls, floors, windows and both sides of the door.
- Remove all trash. Do not sweep trash into hallway.
- Clean the room. Cleaning includes vacuuming, mopping, and removing all non-NAU property. If the room is not sufficiently cleaned, the resident(s) will be billed for cleaning.

- No personal items may be left in the room. Any item left will be disposed of immediately.
- Complete the check-out form with the RA after all your belongings have been removed from the room.
- Review the completed form and ask about anything you don't understand.
- Turn in keys.
- Sign and date the check-out form.

A final room inventory will be completed immediately following the close of the quarter. Residents will be billed for any damages found and/or missing furniture or fixtures.

Failure to follow check-out procedures will result in a \$100 administrative fee and denial of rights to appeal damage charges, as appropriate. The RLD may also levy fines to cover the cost of cleaning the room and/or the cost of moving the resident's belongings.

A copy of the Resident Hall Room Inspection Form to be used at check in and at check out is located in the appendix as the back of this book.

### **Damages, Public**

The NAU Public Area Damage Policy is one that stresses student responsibility. The living units in the residence hall are part of your community and you are expected to take responsibility for those areas. The residence life staff exists to enable your community to function effectively, but a cooperative effort from everyone is needed to ensure maintenance of community areas.

Students are responsible for any loss of or damage to the furniture, furnishings, equipment, buildings or grounds of National American University whether caused by the student or that student's personal guests through their careless, accidental or intentional conduct. The loss or damage indicated above includes corridor, bathroom and lounge areas in the residence hall in which the student lives. When the loss or damage cannot be clearly identified as the responsibility of any individual or specific group of individuals, the assessed charges for this loss or damage will be charged to the residents of a hall/floor/wing or to the hall council funds, if decided by the hall council by majority vote.

### **Damages, Room**

Residents are responsible for their rooms and furnishings and are financially accountable for damages beyond normal and reasonable wear and tear. Malicious damage will result in disciplinary action.

Each resident should be certain his/her check-in form is completed fully and accurately. It is from this form that room damages are assessed at the end of occupancy.

Residents are urged to report any damage in the common areas of the buildings to their RA immediately.

Charges for damages: Items damaged beyond normal wear and tear are assessed against the individual(s) responsible. See the RLD for a list of estimated costs of furnishings and repairs.

### **Disciplinary Procedures in Residence Halls**

The intent in working with students in residence halls is to enhance their growth in various areas including developing responsibility for their own discipline and behavior. Accordingly, each student will be treated as an individual, with formal disciplinary procedures instituted only as it becomes apparent that informal procedures are not producing desired changes in behavior. When formal procedures are initiated, due process appropriate to the situation will be followed. Additional information is provided in the judicial procedures section near the end of this handbook. A resident may be asked to leave the residence hall if deemed a threat of causing harm to others while awaiting the judicial process. Such a resident must still honor his/her dorm contract.

### **Drugs**

Federal and state laws and university policy forbid the sale and use of drugs that are not prescribed by a physician or available on the legal open market. NAU complies with the provisions of the Drug Free Schools and Communities Act.

Any student known to be in possession of, using or distributing such drugs and/or illegal paraphernalia is subject to disciplinary action and possible arrest, imprisonment or fine according to law. If NAU personnel suspect illegal drugs are being used on campus or in the residence hall, the Rapid City Police Department will be called to investigate. The use or storage of controlled illegal substances in the residence hall will result in immediate disciplinary action, which will include dismissal from the residence hall and may include expulsion from NAU. NAU would prefer to prevent, educate and rehabilitate rather than punish. Counseling and referral services are available.

### **Furniture and Hall Property**

Furniture may not be removed from its designated space to another area of the hall or from room to room.

### **Gambling**

Gambling is not permitted.

### **Guest Policy - See Visitation**

## **Identification**

All students are issued an identification card that entitles them to certain privileges on campus. Students are required to have their ID card in their possession while on campus and must surrender that card to the RLD or the RA staff when asked to do so.

## **Musical Instruments**

Musical instruments may be played quietly in the room except during courtesy/quiet hours. However, at any time such activity results in a complaint, residents are expected to stop playing.

## **Pets**

Pets, except fish, are not permitted anywhere in the residence hall at any time except in the lobby common area during regular visitation hours. Harmless fish in a reasonably-sized, well maintained aquarium are allowed. The university assumes no responsibility for harm or loss to an aquarium or its occupants. Violation of this policy will result in fines to the pet owner. Repeated offenses may result in the removal of the pet to the nearest animal shelter for adoption.

## **Quiet Hours**

All residents share the need and responsibility for creating and maintaining a community environment conducive to serious study and sleep. Therefore, every day between 10 p.m. and 10 a.m. is designated as quiet hours.

Residents are responsible for regulation of these quiet hours by:

- Respectfully confronting those who violate the hours.
- Honoring requests to discontinue disturbing noise.

If you encounter a noise problem, ask the offenders to be quiet. If they persist, contact an RA or the RLD.

The purpose of quiet hours is to provide study conditions supportive of NAU residents' academic pursuits. For many students, particularly those new to National American University, development of the effective study habits essential to academic success is difficult. This problem, coupled with the high-density nature of residence hall life, makes this quiet time essential for the success of all residents.

Twenty-four hour quiet hours will take effect during finals week beginning at 9:00 a.m. the day before the first exam and continuing until the last exam is over.

At certain times during the year, a specific room may be designated as a study area. Strict 24-hr quiet hours will be enforced around this area, and all residents may use this space to study.

## **Residence Hall Contract**

The residence hall application/agreement applies to all housing facilities provided by the university. It is assumed that you have read the contract carefully and are acquainted with the terms. Students are reminded that the housing contract is for the entire academic career – and that moving out of the residence hall before the end of the time period stipulated on the contract (except for summer quarter) is a violation of that contract.

Residents not obligated to live in the residence hall may buy out their housing contract by paying one-half of the remaining cost of the current quarter.

A separate contract option with an increased cost permits quarter-by-quarter occupancy. Only students who are not obligated to live in the residence hall may exercise this contract option. A \$70 application fee is charged to students when they apply for on-campus housing. Forty dollars of that fee applies to a damage deposit, which is refunded when the resident leaves on-campus housing. Any damages that have occurred on the floor or in the student's rooms will be deducted. The deposit will be mailed to your new address. Thirty dollars of the fee is a non-refundable reservation fee.

NAU's policy requires that all freshman and sophomore students live in the NAU residence hall during the standard academic year (fall, winter, spring quarters) unless they are 21 by the first day of the quarter, married, living with a parent within 50 miles of campus, or two years beyond the date of high school graduation. Students not obligated to live in the residence hall have opportunity to reside in the residence hall on a space available basis.

### ***Purpose of Residence Halls***

Although the need to house students is an important function of residence halls, it is not the most important reason for investing institutional resources in these facilities. If the only purpose of residence halls was to house students, off-campus apartment owners could do it equally well.

The residential learning environment is an important vehicle for student learning. It focuses the students' time and energy on college, increases informal interaction with other students, and offers multiple opportunities for students to explore values, lifestyles, and interests in a supportive environment under administrators trained in the experiential education of students. Research has clearly demonstrated that living in a college residence hall adds significantly to a student's likelihood of remaining in college and graduating.

Many research studies show that living on campus contributes to the academic success of students. This can be related to a number of reasons including the close proximity to classes, the availability of resources, and the sense of belonging that comes from involvement in college life. Students who live in residence halls tend to make more friends, attain higher GPA's, gain leadership experience, and manage their time more effectively than those who do not live in residence halls.

Compared with students who live at home, students who live in residence halls have more interaction with faculty, participate in more campus activities, have a higher aspiration for

graduate education, are more satisfied with college, and generally move beyond their peers who have not lived in residence halls in a range of psychosocial development areas. Research on residence halls shows that students living in conventional residence halls have an advantage over students who are living at home with parents. These advantages include greater psychosocial development, higher retention and graduation rates, greater satisfaction, greater educational aspiration, and similar positive outcomes associated with student learning.

Living off campus usually results in a multitude of bills students on campus never need to worry about. Students off campus should be prepared to have someone pay monthly bills for rent, cable TV, electric or fuel oil, water and sewer, phone service, internet access, and maybe even trash pick-up. In the residence halls all the services are wrapped up in one payment, once a quarter.

If given a choice, young adults may choose not to live in the residence hall even that may not be the best choice for them. There is the obvious give-and-take between roommates and among neighbors. However, the advantages far outweigh the compromises and it is a once-in-a-lifetime opportunity to make the college years much more memorable.

**Helpful tips:** Come with an open mind and positive attitude! Roommates or fellow residence hall students may be from other states or other countries and therefore contribute to the college experience by exposing you to different ideas and culture. In this environment, you can practice dealing with conflict/concerns in a proactive manner by forming relationships with others so that you can talk through differences of opinion rather than letting things build up. You can learn how to have effective boundaries and communication skills – a success strategy you will use throughout life.

**What to expect:** You can expect to find a caring, helpful, residence hall community where you can form new friendships, get involved, and often find help with studies from upperclassmen. We have educational and social programming in the residence hall on an ongoing basis. In addition, we echo the same message from the rest of the campus that we are here to help you succeed at NAU! We encourage you to take ownership for your experience here, in and out of the classroom experience. If you have questions, challenges, issues, please bring them to the resident life director. It is hard to help you work through challenges if we do not know those challenges exist.

A copy of the residence hall application is located in the appendix as the back of this book.

## **Residence Hall Meetings**

Periodically the dorm council and/or the residence life director may call a hall meeting. Generally, ample notice will be provided so that residents can adjust their schedules accordingly. These meetings are important ones at which information of interest to all hall residents is discussed. It is essential that you attend these meetings if you want to remain informed about life in the hall and have a voice in determining some of the hall policies and procedures.

Likewise, floor representatives and/or resident assistants will hold floor meetings periodically. These meetings are usually for purposes of planning floor activities, deciding floor policies and discussing floor problems. You will be held responsible for any information that is given at these meetings.

### **Room Assignments**

All students enrolled at NAU must live in the residence hall unless they meet one of the requirements to live off campus listed on the residence hall contract.

Room assignments are made on a yearly basis. Roommate requests will be honored as much as possible.

After a two-week “freeze” at the beginning of the fall quarter, residents may apply for room changes. Changes before that time will not be allowed as we try to stabilize the population in the residence hall. Do not move unless you have approval from the RLD. Students are asked to make an honest effort at learning to live with their roommate(s). Living in residence halls can be a rewarding experience and learning to adjust to the habits and lifestyles of others is part of that learning experience.

**Sometimes, because of no-shows or attrition, a student may be left without a roommate. If this happens the student(s) must 1) accept a new roommate, 2) move to another room, or 3) if space is available, pay an increased rate. The student is expected to work with the residence life director to make the change as smooth as possible.**

Only you and your roommate(s) may occupy your room. You may not sublet to another person.

During the spring quarter, each resident is given an opportunity to make space requests for the following year. Present occupants of a room will have first priority in reassignment to that room provided housing contracts are submitted by the deadlines set by the office of residence life.

### **Room Decorations**

Room decorations should be nonflammable and nondestructive to walls and furniture. Decorations which hinder egress are prohibited.

Rugs and carpeting are permitted but must not be rubber-backed.

Students who wish to personalize their rooms must follow these guidelines, which have been established for the safety of residence hall students:

- Paneling and/or carpeting of walls and ceiling and rewiring lights and sockets is prohibited.
- Inordinate amounts of burnable material should not be kept in a room.
- Construction, decoration or arrangement of furnishings in a manner that hinders easy exit from a room shall not be permitted. They shall not prevent a door from opening

wide. The arrangement of the room should not require residents and/or guests to climb over or circumvent an obstacle in order to exit a room.

- Open-flame decorations (i.e. candles, oil lamps) and open-coil appliances (i.e. toasters) are prohibited.
- Use of multiple-socket plugs without a circuit breaker, running extension cords under carpeting, and direct splicing in the electrical outlet is prohibited.

### **Room Entry and Search**

The rights of students to be secure in their personal living quarters, papers, and possessions against unreasonable entry, searches and seizures are assured. Residence hall staff may not enter your room without your consent except for reasonable cause in the following cases:

1. for routine and scheduled inspections of rooms for safety, health and general upkeep purposes or maintenance performed upon institutional initiative.
2. when there is imminent danger to safety, health, or property of occupant(s) or to institutional property.
3. when there is a clear and present indication that a crime is being committed.
4. when there is a clear and present indication that National American University regulations are being violated.
5. when room maintenance has been requested.

Residence hall students should also be aware that the residence hall staff may occasionally have to enter students' rooms on matters relating to the comfort or safety of fellow hall residents; for example, to turn off an alarm clock, close a window, etc. A hall staff member will perform a security/safety check of each room prior to each hall closing for vacation periods. Violations observed during entry for these purposes will be followed up with disciplinary actions.

Search by institutional staff may also be conducted pursuant to an administrative search/seizure permit issued by the RLD or the dean of student success. The permit must include:

1. the room(s) to be searched,
2. the regulation(s) allegedly being violated,
3. the item(s) being sought (if applicable), and
4. the names of those authorized to search.

If, during the authorized search, violations of National American University policies other than those for which the search is authorized are observed, appropriate disciplinary reports and action will be filed.

## **Roommates**

A good relationship with your roommate doesn't just happen; you have to work at it. Sharing a room with someone else can sometimes have its problems. However, it can be a lot of fun and a great experience. Here are a few hints to help you along. Remember: every relationship is a two-way street and requires some give and take.

- You and your roommate don't have to be the best of friends. It's nice if you can share a few common interests, but you don't need to have all the same likes and dislikes. You will have disagreements. Learn to talk through them. Communication is the key to relationships!
- Because you and your roommate live in the same room does not mean that everything is owned communally. Decide early on what you are willing to have used by your roommate and what should be "hands off." Your roommate should do the same. The residence life office has copies of a roommate contract for your use.
- Cleaning your room will be up to you and your roommate.
- All people have pet peeves. Before you let your roommate's habits get the better of you, talk to him/her. Maybe he/she wants to talk about some of your annoying habits, too. If, after discussing a roommate dispute with your RA and the RLD, it is evident that you and your roommate cannot live together, the staff will assist you in securing a room change.

**You must follow the necessary room change procedures and get official permission BEFORE you move.**

## **Smoking**

Because of the high risk of fire, smoking is not allowed in the residence hall. The residence hall is a tobacco-free environment. Designated smoking areas are located outside the main lobby door and outside the west wing door. Smoking while sitting in your windowsill does not comply with the guidelines.

## **Stereos, TV's, and Radios**

Residents with stereos, TV's and radios should remember to be courteous to all their neighbors. The volume level should never be so high that it could disturb other members of the community. Speakers must not be placed in windows or doorways at any time, as the sound will carry into other areas of the community. Outside antennae and aerials are not permitted.

## **Tobacco**

Campus facilities are designated as tobacco-free (both smoking and chewing).

## **Traffic Signs and Other Non-student Property**

Such objects found in the residence hall will be taken to the residence life office by the RAs for return to the proper owners. Fines will be levied at the discretion of the RLD.

## **Vacation Periods**

The residence hall will close during Christmas vacation and during quarter breaks preceding the summer and fall quarters. These closures will begin the evening of the last class/exam day before the scheduled break. The exact time will be posted in the residence hall. Food service is not available or is limited at these times as well as during other quarter breaks. Staffing of the front desk is also not available or very limited. Continued occupancy during the periods between quarters is permitted to residents at no cost.

When the residence halls are closed, residents are advised to:

- Unplug all electrical appliances (except refrigerators)
- Close and lock windows
- Empty trash
- Turn off all lights
- Lock doors
- Clean refrigerators
- Remove plants due to lower temperatures

Compliance with this procedure assures the safety and security of the student's living area and is each person's responsibility. Hall staff will check each room to make sure proper procedures have been followed and rooms have been vacated.

## **Visitation**

A visitor is a non-resident in the residence hall. Visitors are expected to follow all policies of National American University. It is the responsibility of the host resident to inform the visitor of these policies.

Visitors are subject to disciplinary action for violation of residence hall policies, including having their access to the residence hall restricted or denied. Host residents are responsible for their visitors and may be subject to disciplinary action as a result of their behavior. Visitors may be required to leave the hall at the discretion of the RLD. Visitors are a privilege. Roommate(s) have the right to refuse any visitor. If someone enters the residence hall without following residence hall policy, they may be banned or arrested for trespassing. Residents are responsible for the behavior of people using their room and may not host a visitor *in absentia*.

Visitation hours are:       9:00 a.m. – 12:00 a.m. (midnight), Sunday – Thursday  
                                      9:00 a.m. – 2:00 a.m. Friday and Saturday

Those under 18 years old may visit until 10 p.m. every night.

After 6 p.m. visitors may enter the residence hall only through the main lobby entrance. They must give photo identification to the RA on duty and state which resident they have come to visit. The RA will then contact the host resident. Upon leaving the residence hall, the visitor must pick up his/her identification. Failure to do so will result in a \$5 fine.

No one, whether non-resident **or resident**, may be in a room that is not theirs past midnight Sunday night through Thursday night, or 2 a.m. Friday and Saturday nights.

Overnight guests are allowed in the residence hall. However, advance notice of at least 24 hours must be given to the RLD, who will decide whether the guest may stay in the resident's room or pay \$16/night to use one of the hospitality rooms provided. Guests may stay in the residence hall a maximum of three consecutive nights.

### **Waterbeds**

Waterbeds are not allowed in the residence hall.

### **Window/Door Decorations**

Window/Door decorations may be permitted if they are within the boundaries of good taste. The decorations must be approved by the RLD.

## **SAFETY AND SECURITY**

Your personal safety is one of the primary goals of the residence hall staff. National American University firmly believes that personal safety practices are the foundation of a safe campus community. The university's security report can be viewed at <http://www.national.edu/crimereport.html>

All students have a responsibility to help prevent crime. One way of doing this is by being careful and following the tips listed below:

### **Personal Safety Recommendations**

1. You can protect yourself by being aware of your surroundings and taking appropriate steps to prevent crime.
2. Protect your room by locking your door (even if you are only going out for a short time or only going a short distance). According to crime studies, it only takes eight seconds to walk into your open room and steal your valuables. Never open exterior doors of the residence hall for strangers or non-residents. Always escort your guests to and from the building. Do

not lend your room key to anyone, even a classmate or a friend. They may not be careful with your keys and may misplace them. Do not leave your keys lying around in public places or in your jacket pocket when you are not wearing it. Do not put your name or address on key rings as they may be used to steal your property.

3. Do not prop open locked exterior building doors. These doors are locked for your protection and for the protection of others. **A minimum \$10 fine will be applied for improper propping open of outside doors.**

### **Protect Your Property**

1. Personal property. Purses, briefcases, calculators, computers, etc. should never be left unattended.
2. Do not leave valuables in plain view.
3. Open a savings account rather than allowing large sums of money to accumulate in your room.
4. Keep your windows shut and locked at night and when you leave your room.
5. Protect your property by engraving your driver's license number on it. You may register your valuables with the residence life director.
6. Register your bicycle with Rapid City Police Department.
7. Lock your bicycle to a bicycle rack with a case-hardened chain and lock.

### **Protect Your Automobile**

1. Always lock your car doors and never leave your keys in the vehicle.
2. Try to park your car in a well-lit area.
3. Avoid leaving property where it is visible.

### **Protect Yourself at Night**

1. If you arrive or leave late at night, use extra caution when walking to or from your vehicle. It is preferable to walk to or from the parking lot with others if at all possible.
2. Avoid walking alone at night.
3. Do not take shortcuts; walk where there is plenty of light and traffic.

4. Be alert to your surroundings. If you suspect you are being followed, go quickly to a lighted, populated area and yell for help

### **Help NAU Protect You**

1. If you see any suspicious behavior on or near campus, call the local police department (9-911). Suspicious behavior might include someone loitering at unusual hours and locations, running (especially if something valuable is being carried), unusual mental or physical symptoms such as a person talking to himself/herself or going room to room trying door handles. Do not assume that what you observe is an innocent activity or that it has already been reported.
2. Do not assume a stranger on campus is a legitimate visitor or university staff member.
3. Report all thefts and property loss immediately to the local police and the campus security authority.
4. Be security-conscious at all times.
5. All students must realize that they are primarily responsible for their own self-protection and the protection of their property. **Do not give the residence hall security code and your key card to anyone!**

### **Security Considerations of Campus Facilities**

1. All National American University campus facilities are for the use of the students, faculty, staff and their guests and those on official business with National American University. All others are subject to being charged with trespassing.
2. Access to campus buildings is limited to normal business hours.
3. Students, faculty, staff and visitors are encouraged to report needed repairs to National American University staff.

### **Policies and Procedures for Safe Access to Buildings**

1. Keys and key-cards are issued to authorized faculty, staff and students only.
2. Exterior building doors should not be propped open when the doors are locked.
3. Building evacuation is mandatory for all fire alarms.

### **Assault, Physical, Verbal and Sexual**

The office of residence life does not allow physical, verbal or sexual assault to exist at the residence hall. Any such behavior can result in dismissal from the hall and/or imprisonment.

Residence life staff is required to report to the residence life director all crimes including physical and sexual assault. In addition, they are required to share any information relating to the crime with the RLD, including any names of suspects. He/She will then follow-up with the victim.

Many victims of sexual assault don't know where to turn for help or what to do after an assault. They may be hesitant to talk to anyone or they may try to act as if nothing has happened. The following steps should serve as a guide.

1. Get help quickly.
2. Call Rapid City Police Department at 9-911 to report the assault.
3. Call a close friend or relative for support.
4. Do not bathe or change clothes until you have talked with the police. You may destroy valuable evidence needed by the police. Place all clothing in a paper bag.

### ***Medical Advice Related to Sexual Assault***

A person who is assaulted needs medical attention. The best judge of injuries is a doctor. Sexual assaults can leave the victim exposed to sexually transmitted diseases and/or pregnancy.

- Even if you don't intend to report the assault, it is still important to be examined.
- If you are going to have a medical/legal evaluation, you should do it as soon as possible. Do not wait.
- Acquaintance rape is the most common form of rape on college campuses and is defined as forced, manipulated or coerced sexual intercourse by a "friend" or acquaintance. This behavior is unacceptable and harmful to both the perpetrator and the victim. The perpetrator will be held accountable for these actions. NAU strives to provide a safe campus for all students and employees.

Physical and sexual assault are grounds for immediate dismissal from the residence hall.

### **Candles and Incense**

Burning candles or incense is not permitted in student rooms due to the danger of fire caused by the open flame.

### **Curtains**

Curtains are provided in each room. These are fire-retardant and are to remain in the window.

## Fire

### *Equipment Misuse*

Tampering with the fire alarm system, the fire equipment, or the escape doors can cause injury or death to you and other residents. Residents tampering with fire equipment or setting off a false alarm (a felony offense) will be subject to serious disciplinary action including, but not limited to, expulsion from the residence hall. Residents expelled from the residence hall must still honor their residence hall agreement.

The alarm is connected to a central monitoring station and simultaneously sounds at the residence hall.

### *City and State Codes*

National Fire Protection Association Fire Prevention Code: 3-1.1.14: “Interference with Fire Protection Equipment. No person shall render any portable or fixed fire extinguishing system or device or any fire warning system inoperative or inaccessible except as may be necessary during emergencies, maintenance, drills or prescribed testing.”

### *Alarms and Evacuation Procedures*

For your protection and with the cooperation and encouragement of the Rapid City Fire Department, fire drills are held periodically throughout the year. Rooms will be checked to assure that all students have vacated.

When the fire alarm sounds in your building you must vacate the building at once. If you are not in your room when the alarm sounds, proceed directly to the nearest exit. **DO NOT RETURN TO YOUR ROOM. Failure to leave during a fire alarm will result in a fine of no less than \$25.** Every alarm must be considered an actual fire, and the entire building is to be evacuated. Everyone in the residence hall at the time of the alarm must stay out until the RLD or other officials in charge re-open the building. Go to the parking lot behind the animal health building or the parking lot across the street from the west wing. If you notice that someone is missing, report his/her absence to a staff member or to the Rapid City Fire Department.

### *Extinguishers*

Fire alarm boxes and extinguishers are located on each floor in each wing. There is also a fire extinguisher in the laundry room. Please become familiar with their locations. You may also report a fire by calling 9-911.

## Harassment, Sexual

The following is the sexual harassment policy from the National American University Student Handbook:

- A. National American University affirms its commitment to maintaining an environment for all students and employees which is fair, humane and respectful; and free of objectionable and disrespectful conduct and communication of a sexual nature.
- B. Sexual harassment by a student, faculty or staff member of any other student, faculty or staff member, or visitor to the university, constitutes a violation of this policy, whether occurring on university property, at university-sponsored events, or otherwise.
- C. Sexual harassment consists of unwelcome conduct of a sexual nature.

1. Conduct of a Sexual Nature

Conduct of a sexual nature may include, but is not limited to:

- a. verbal or physical sexual advances, including subtle pressure for sexual activity;
- b. repeated or persistent requests for dates, meetings, and other social interactions;
- c. sexually oriented touching, pinching, patting, staring, pulling at clothing or intentionally brushing against another;
- d. showing or giving sexual pictures, photographs, cartoons, messages or notes;
- e. writing graffiti of a sexual nature on school property;
- f. comments or name-calling to or about a person regarding physical or personal characteristics of a sexual nature;
- g. sexually-oriented kidding, teasing, double-entendres and jokes;
- h. sexually suggestive or sexually oriented gestures;
- i. threats, violence or assault of a sexual nature; and
- j. any harassing conduct to which a person would not be subjected but for their sex.

2. Unwelcome Conduct of a Sexual Nature

- a. Conduct of a sexual nature may constitute sexual harassment when the allegedly harassed person has indicated, by his or her conduct, that the conduct is unwelcome, or where the conduct by its nature is inherently unwelcome.
- b. A person who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome, in order for any subsequent conduct to be deemed unwelcome.

3. Unwelcome sexual advances or requests for sexual favors, and any other unwelcome conduct of a sexual nature, constitutes sexual harassment if:
  - a. submission to the conduct is made an explicit or implicit condition of employment or, in the case of a student, award of grades, academic advancement, or other measures of student achievement;
  - b. submission to, or rejection of, the conduct is used as a basis for an employment decision affecting the harassed employee, or a decision affecting a student's educational progress; or
  - c. the conduct substantially interferes with an individual's work or academic performance, or creates an intimidating, hostile or offensive work or academic environment.
4. It is the expressed policy of the university to encourage victims of sexual harassment to come forward with such claims. In addition to the procedures set forth in this policy, complaints may be pursued through the university's applicable grievance procedure, by invoking federal and state anti-discrimination laws or, where the seriousness of the events warrants it, by contacting law enforcement agencies.
5. A complaint of sexual harassment may be made by students, faculty or staff to the vice president, academic dean or director of student services on the particular campus; to the director of human resources for the university's central management in Rapid City, South Dakota; or to the president of the university in Rapid City, South Dakota. If one of these administrators is the offender, the report should be made to another of the designated administrators or, in the case of the president of the university, to the chairman of the board of governors. Complaints of sexual harassment may be made orally or in writing. A person complaining of sexual harassment may involve a friend, parent, attorney or other representative.
6. Administrators or deans who become aware that a staff person, faculty member or student, subject to their supervision is engaging in sexual harassment, are obliged to report it to one of the designated administrators and take action to stop it.
7. Reports of sexual harassment will be appropriately and promptly investigated by the administrator receiving the complaint, or a designee. In determining whether alleged conduct constitutes sexual harassment, the nature of the conduct, the context in which it allegedly occurred and the totality of the circumstances will be considered.
8. The wishes of the complainant in regard to proceeding with the investigation will be respected to the extent possible, recognizing that some complaints are sufficiently serious as to require the university to pursue them in any event. Requests by complainants for transfers, counseling or other means of protection or relief will be reasonably considered by the university.

9. Any administrator, staff person, faculty member or student found to have committed sexual harassment will be subject to sanctions including, but not limited to, warning or reprimand, suspension, termination or expulsion (in the case of a student), subject to any applicable procedural requirements.
10. In order to assist all members of the university community in recognizing and preventing sexual harassment, National American University will provide appropriate audio and/or visual training materials, publications and/or workshops on campus for students, faculty and staff.

#### D. Consensual Relationships

##### 1. Students

Requests for dates and some other expressions of interest or affection may not constitute sexual harassment unless the student to whom requests or expressions are directed has reasonably indicated that they are unwelcome. At that point, continued requests or expressions of interest can constitute sexual harassment.

##### 2. Administrators, Faculty and Staff

Romantic or sexual relationships between administrators, deans or department heads and subordinate staff or faculty over whom they have supervisory control (for example, hiring, assignments, evaluations or salary recommendations) are prohibited, except in extraordinary circumstances, whether mutually consensual or not.

##### 3. Romantic or sexual relationships between deans, faculty, counselors or other academic personnel and students over whom they have supervisory or academic control (for example, supervisor of work-study student, classroom teacher, academic advisor, dean of academic affairs) are prohibited, except in extraordinary circumstances, whether mutually consensual or not.

##### 4. The described administrators, deans, faculty and other staff are expected to consult with their supervisors if they are unsure about the application of this policy to their circumstances.

#### E. Retaliation or reprisals against any person reporting sexual harassment or participating in any investigation of sexual harassment in good faith are prohibited.

#### F. The university revokes all prior sexual harassment policies including those relating to investigation procedures.

## **Holiday Decorations**

Natural holiday trees will be permitted in the main lobby only. You may have an artificial tree in your room. Such trees must be flame retardant.

Strings of lights may be displayed around windows and doorways. Exercise caution with window drapes and paper decorations near these lights. Be sure that the lights do not touch any flammable objects or materials. Only miniature lights may be used as they produce less heat and consume less electricity than the large bulbs. Extension cords without circuit breakers are prohibited. All lights and cords must be UL approved.

Do not leave holiday lights unattended. When you leave your room, unplug the lights.

Other guidelines which must be followed are:

1. All materials used must be flame resistant.
2. No painting is allowed directly on walls, floors or ceiling surfaces.
3. Fire alarm boxes, heat detectors, fire extinguishers and cabinets, and exit lights must not be covered and exits must not be blocked.
4. All decorations are to be removed before the halls close for any break.
5. No candles or any open flame devices may be used in any floor or room decorations.

## **Keys**

All residents are provided with keys to access their room. It is your responsibility to carry your key with you. Lock your room at all times.

If keys are lost or stolen, it is your responsibility to obtain a lock re-core by notifying the RLD immediately. Failure to do so may result in theft of personal property if someone finds your keys. The cost of a lock re-core is \$50.00. This includes a new key core and one room key per resident.

If you lock your key in your room, the RLD or the RA on duty will unlock your door for you. This service carries a cost of \$1.00. If no RA is on duty and you must find an off-duty RA to unlock your door, the cost is \$2.00. This money goes directly into the Dorm Council treasury.

All residence hall keys must be returned to the appropriate hall staff whenever you move or check out of your room. Failure to do so will also result in a \$50 fine.

## **Light Fixtures**

The use of acetate, cellophane, tissue paper, or other combustible materials over or in the light fixtures is forbidden by fire regulations.

## **Smoking**

Because of the high risk of fire, smoking is prohibited in the residence hall. The residence hall is a smoke-free environment. Designated smoking areas are located outside the front lobby door and outside the west wing door.

## **Theft/Property Damage**

National American University does not accept liability for the damage, theft, or loss of personal property or for the loss of money. Please be sure that you lock your room door when you leave for even a short time and when you retire for the night. This is the best guard against property loss. In the event that property is lost or stolen, notify the RLD or security personnel immediately. Only the victim of theft or property damage may file a complaint with the police.

It is recommended that students either carry their own personal property insurance or determine if property loss is covered by their parents' insurance policy.

Large sums of money and other valuables should not be kept in your room, particularly during vacation periods.

## **Tornadoes**

There are two commonly accepted terms for tracking tornado-type weather. These terms need to be understood and followed.

Tornado Watch: There is a possibility of one or more tornadoes in the area. Continue normal activity but watch for tornadoes.

Tornado Warning: A tornado has been sighted or detected by radar and may be approaching. Seek shelter immediately!

When the Pennington County courthouse tornado siren sounds, it means that a tornado has been sighted and that you should leave your room immediately. Go to the basements of east and/or central wings or the laundry room, whichever is closest. Stay away from windows.

## **Weapons**

Weapons are not allowed in the residence hall. Weapons include but are not limited to the following: handguns, gas guns, metal knuckles, gravity knives, switch blade knives, firearm silencers, machine guns, rifles, and shotguns. Blowguns, bow and arrows, slingshots, BB guns, pellet guns, stun guns, paint guns, and fireworks are also not permitted in the residence halls.

Ammunition is not permitted in the residence hall. Violations of this nature may result in dismissal from the residence hall. Judgments concerning weapons are left to the discretion of the RLD.

## **Windows**

Windows without screens are fitted with a security feature designed to limit the extent to which they will open. This measure prevents both accidental exit and intentional entry. Any tampering with this security feature will result in a fine. A resident who allows a visitor to enter the residence hall through his/her window will be fined a minimum of \$25 and the visitor will be banned from the residence hall for a minimum of one academic quarter.

## **JUDICIAL GUIDELINES**

The central purpose of the National American University Judicial Procedures is to maintain a living/learning environment for all students. Only through the delicate balance of rights and responsibilities can the order of a residence hall be maintained in such a way as to promote its purpose. These judicial procedures provide for a decision-making and conflict-resolution process that will insure maximum freedom and necessary order. Actions are taken in a manner to promote student growth and understanding and not primarily to penalize students for misconduct.

The judicial procedures of NAU are a part of the educational process and are designed to help students practice behavior that is appropriate in this community. The procedures do not require the sophistication of civil law, but do provide students with basic civil rights including a fair hearing. Appropriate due process safeguards have been incorporated including appeal procedures.

### **Judicial Process**

Any member of the National American University community (staff, student or faculty) may file a complaint against a resident based on violations of a residence hall or university policy, regulation or exhibiting behavior inappropriate for this community. The complaint should be filed with the RLD who will take one of the following actions depending on the nature of the complaint and the history of the individual in question. Complaints must be filed within five (5) days of the alleged violation, unless there are extenuating circumstances. The validity of such circumstances will be determined by the RLD.

Depending on the nature of the violation or inappropriate behavior, the complainant may attempt to work with the offending student(s) in order to terminate the inappropriate behavior, prior to the initiation of disciplinary procedures. As mentioned previously, these actions are taken to promote student growth and understanding and to develop behavior that is appropriate to this community. If this action is not successful, then the staff member/student should use the disciplinary process.

The disciplinary process consists of four tiers:

1. Verbal warning
2. Written warning
3. Referral to residence life director
4. Referral to dean of student success

A student has the right to appeal. Appeals from Steps 1 and 2 are submitted to the RLD. Step 3 appeals are submitted to the dean of student success. The accused student must make all appeals in writing within five (5) class days of receipt of notification of action. Students may be removed from the residence hall while awaiting appeal based upon circumstances that may appear harmful or dangerous to others.

### ***Step 1: Verbal Warning***

The RA or RLD may issue the student a verbal warning if a student violates a residence hall policy or regulation; or exhibits inappropriate behavior; if the violation/behavior is not of a serious nature (serious violations include but are not limited to: drugs, assault, thefts, arson, tampering with fire equipment, physical and verbal abuse, etc.). Although this warning will be documented, and becomes a part of the resident's file for the remainder of the academic year, no formal actions will be taken. The offending resident will be informed in writing that they have received a verbal warning.

### ***Step 2: Written Warning***

The RA or RLD may issue the student a written warning if a student violates a residence hall policy or regulation; or exhibits inappropriate behavior; if the violation/behavior is not of a serious nature; or if the student has been previously issued a verbal warning for the same offense.

The purpose of the warning is simply to explain the violation or inappropriate behavior and to inform the student of the probable consequences that may result from future violations or inappropriate behavior. No further action is taken although the warning becomes a part of the student's disciplinary record. The resident has the right to appeal the warning to the RLD. The resident will receive a copy of the written warning.

### ***Step 3: Referral to the Residence Life Director***

If a student is involved in additional violations of university policies/regulations or inappropriate behavior or if the incident is of a serious nature, the resident assistant will refer the student to the RLD. The RLD will judge the case and either dismiss it or assign sanctions. Sanctions may involve one or more of the following or others not listed:

- a. Restriction of privileges

- b. Restitution
- c. Special action
- d. Monetary fines
- e. Change of hall/room assignment
- f. Dismissal from the residence hall. In such a case, the resident would be required to honor his/her residence hall contract.
- g. Warning Conduct Probation. Any student on probation who is found guilty of violating the terms of the probation may be suspended.
- h. Conduct Probation - indicates further violations may result in suspension or expulsion. Conduct probation may not be imposed for more than one calendar year.
- i. Suspension/expulsion.

The student has the right to appeal the decision of the RLD to the dean of student success.

***Step 4: Referral to the Dean of Student Success***

If a student violates a residence hall or university policy or regulation or exhibits inappropriate behavior of a serious enough nature, the residence life director will refer the student to the dean of student success, who will determine appropriate actions, per NAU policy.

# Index

Accident and Illness .....	13	Men's West Wing .....	12
Adhesives, Pins, and Tacks .....	13	Musical Instruments .....	22
Advertising/Soliciting .....	13	Pets .....	22
Alarms and Evacuation Procedures .....	33	Pool .....	10
Alcohol .....	13	Programs .....	11
Appliances .....	18	Quiet Hours .....	22
Assault, Physical, Verbal and Sexual .....	31	Referral to the Dean of Students .....	41
Athletics in the Halls .....	19	Referral to the Residence Life Director .....	40
Bicycles .....	19	Residence Hall .....	1
Cable Television .....	4	Residence Hall Meetings .....	24
Cafeteria .....	4	Residence Hall Staff .....	1
Candles and Incense .....	32	Residence Life Director .....	1
Check-In/Check-Out .....	19	Resident Assistants .....	1
City and State Codes .....	33	Resident Bill of Rights .....	3
Computers .....	6	Residents' Rights and Responsibilities .....	3
Counseling .....	8	Room Assignments .....	25
Curtains .....	32	Room Decorations .....	25
Damages, Public .....	20	Room Options .....	11
Damages, Room .....	20	Roommates .....	27
Disciplinary Procedures in Residence Halls .....	21	Safety and Security .....	29
Dorm Contract .....	23	Sanctions .....	40
Drugs .....	21	Search .....	26
Energy Conservation .....	8	Services to Residents .....	4
Equipment Misuse .....	33	Smoking .....	27
Extinguishers .....	33	Standards of Resident Behavior .....	12
Fire .....	33	Stereos, Tv's, and Radios .....	27
Furniture and Hall Property .....	21	Storage .....	12
Gambling .....	21	Support Staff .....	1
Guest Policy - See Visitation .....	21	Telephone Long Distance Service .....	12
Hall Government .....	2	Television .....	12
Holiday Decorations .....	37	Theft/Property Damage .....	38
Housekeeping .....	9	Tornadoes .....	38
Identification .....	22	Traffic Signs and Other Objects Obviously not Property of Students .....	28
Insurance .....	9	Vacation Periods .....	28
Judicial Guidelines .....	39	Vehicle Parking .....	12
Judicial Process .....	39	Verbal Warning .....	40
Keys .....	37	Visitation .....	28
Kitchen .....	9	Waterbeds .....	29
Laundry .....	9	Weapons .....	38
Light Fixtures .....	38	Window/Door Decorations .....	29
Lobby .....	10	Windows .....	39
Mail Service .....	10	Women's West Wing .....	11
Maintenance .....	10	Written Warning .....	40
Meal Times .....	5		
Medical Advice Related to Sexual Assault .....	32		