

South Dakota State University Housing & Residential Life Student Handbook



SOUTH DAKOTA STATE UNIVERSITY
Housing and Residential Life

Housing & Residential Life Contact Information

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Welcome!

Living on campus at South Dakota State University offers you the opportunity to learn more about friendship, hone important life skills, compare and contrast personal perspectives with other students, and work with others to build a positive community. Living on campus is about learning and applying what you learn. The individual decisions you make will determine whether your residential experience is successful, memorable, and enjoyable. For the most part, policies, and procedures found in this handbook provide structure for how 4,000 students can share space effectively. Those who are mindful of how their decisions impact their neighbors generally have great and memorable experiences.

Included is the information that you might need as routine situations come up. For example, requesting a work order when something is broken in your room, getting help when you are under the weather, and finding student jobs openings are just a few of the informational items you will find in this document.

Regardless of whether you are brand new to SDSU or have lived on campus for multiple years, Housing and Residential Life is here for you. We hope your time as a resident is enjoyable and some of the best years of your life. We are very serious about our role in your success and providing a great student experience.

If we can do anything to help, please do not hesitate to let us know.

Welcome and Go Jacks!

Becky Peterson
Director of Housing & Residential Life



Table of Contents

Housing & Residential Life Staff	1	Safety and Security	19
Student Employees.....	2	Blue Light Emergency Phones.....	20
Central Office Staff.....	2	Doors	20
Community & Hall Living.....	3	Fire Safety Inspection	20
Life in the Residence Halls.....	4	Personal Property Loss or Damage.....	22
Roommates.....	4	Notice of Entry.....	22
Roommate(s) “Bill of Rights”	4	SDSU Police Department	23
Getting Involved.....	5	Weather	23
Hall Government	5	Snow Removal From Residence Hall Parking Lots.....	23
Programming and Events.....	6	Residential Procedures.....	25
Residence Hall Association (RHA)	6	Eligibility For Residence in Campus Housing	25
Residence Hall Programming Council (RHPC)	6	Housing Live-On Requirement	26
Student Employment.....	6	Contract Exemptions/Releases/Process - Housing	26
Living Learning Communities (LLC)	7	Contract Exemption/Process - Meal Plan	28
About Your Room.....	9	Schedule Of Charges.....	29
Appliances	10	Single Room Requests	30
Bathrooms.....	10	Room Consolidation	30
Beds & Lofting.....	10	Room Check-In/Out.....	30
Decorating.....	11	Room/Hall Changes	31
Floor Coverings	11	Break Housing	31
Floor Drain Traps.....	11	Hall Closing.....	31
Food Storage.....	11	Residential Policies	33
Heating & Cooling System.....	11	Abandoned Items	34
Internet Access & Use.....	12	Advertising & Publicity in the Halls.....	34
Linens	12	Alcohol	35
Room Outlets.....	12	Bicycles & Other Wheeled Devices	35
Window Coverings.....	13	Cohabitation	35
Hall Services	15	Courtesy/Quiet Hours	36
Communication	16	Damages/Excessive Messes.....	36
Designated Cooking Areas.....	16	Dirty/Unsanitary Residential Rooms.....	36
Desk Services	16	Emotional Support Animals (ESA) & Service Animals.....	37
Keys.....	16	Extended Absences	37
Laundry Facilities	16	Gasoline or Propane	37
Mail/Deliveries.....	17	Guests.....	37
Repairs/Work Orders	18	Needle/Sharps Disposal.....	37
Recycling.....	18	Pets.....	38
Trash Removal.....	18	Residence Hall Solicitation.....	38
Vending Machines.....	18	Roofs.....	38
		Screens & Windows	38
		Sports in the Halls.....	38
		Super Bunking.....	38
		Unauthorized Presence.....	38

University Policies 39

Academic Integrity40

Reporting Concerns40

Non-Discrimination.....40

Non-Retaliation/Disclosure of Information 41

Hazing & Initiation.....42

Harassment.....42

Sexual Assault and Rape.....43

Weapons.....45

Missing Persons45

Parental Notification of Drug/Alcohol Policy Violation46

Alcohol47

Drugs.....48

Tobacco Free Jacks49

Gambling.....49



**SOUTH DAKOTA
STATE UNIVERSITY**

Housing & Residential Life

Housing & Residential Life

- Community Assistants (CAs)
- Student Life Building Services
- Residence Hall Directors (RHDs)
- Central Office Staff

The Housing & Residential Life staff at SDSU assists students in a variety of ways, including helping students transition to campus, directing students to resources, and providing engagement opportunities that are meaningful, interactive, and fun! We encourage students to get to know the members of the Housing and Residential Life Staff and become involved in the many opportunities offered by living on campus!

SDSU Residence Halls

- Abbott
- Caldwell
- Mathews
- Spencer
- Ben Reifel
- Hansen
- Meadows
- Thorne
- Binnewies
- Honors
- Pierson
- Young
- Brown
- Hyde
- Schultz
- Waneta



Employees

Community Assistant (CA): Full-time students who live with residents to promote student success and help in their overall development. As members of the residence hall community, CAs assist residents in maintaining an active, cooperative atmosphere conducive to sleep and study throughout the hall. CAs are trained to help students strive toward academic and personal success. They also help connect students to important campus resources. Most importantly, CAs are willing and available to help and assist students whenever the need arises.

Junior Building Maintenance Worker (JBMW): Members of the community who work with the Student Life Building Services staff to complete maintenance requests and keep the residence hall communities running. These staff members gain experience working with HVAC systems, plumbing, electrical, and other facility areas.

Housing Program Assistant (HPA): Full-time students who live on campus during the Summer to aid with the preparation of arrival and stay of camps and conferences that stay on campus over the Summer. HPAs also help prepare the residence halls for the Fall term at the end of the Summer term.

Graduate Assistants (GA): Graduate degree seeking students that hold employment within our department. These live-in staff members serve in a variety of capacities supporting residential education, leadership, operational, and occupancy needs with Housing and Residential Life.

Residence Hall Directors (RHD): Full-time professional staff members who live in the residence halls. RHDs have previous residence hall/student life experience and help students benefit from their college experience. The RHDs are primarily responsible for supervising the Community Assistants, communicating with the Central Office and Student Life Building Services Staff, advising hall government, and the overall management of their respective residence hall's programming and administrative processes.

Student Life Building Services (SLBS): The Department of Housing and Residential Life employs its own facilities staff. The facilities staff in each hall maintains the appearance and makes necessary repairs to the residence halls. The maintenance staff receives work orders on a daily basis and either completes the work or forwards the work order to the appropriate campus Facilities and Services department. Each hall has a custodial staff that cleans the bathrooms and common living spaces regularly.

Central Office Staff

The Housing and Residential Life Office is located in Caldwell Hall Suite 167 and houses offices for departmental leadership and other support staff including: the Director, Associate Director of Residential Life, Assistant Director for Student Leadership & Learning, Associate Director for Operations, and Assistant Director for University Apartments & Guest Services. The central staff provides management and administrative support necessary to assist residents, parents, guests, and department/campus staff.

**The Central Office phone number is:
(605) 688-5148**

Community & Hall Living

- Life in the Residence Halls
- Roommates
- Roommate(s) “Bill of Rights”
- Community Spaces
- Kitchens
- Furniture
- Desk Services

Residence halls at SDSU provide environments that complement the teaching and learning mission of the University.

Living in a community setting promotes the development of young adults and offers growth opportunities not offered in a single-family unit or apartment.

To accomplish an atmosphere of cooperation, respect, and open communication, residents are encouraged to:

- Show respect and appreciation for others
- Be an active member of their community
- Know, understand, and observe SDSU and Housing & Residential Life policies
- Maintain and respect the physical environments of the campus



Life in the Residence Halls

The University may be a big place, but each floor shrinks campus life to a close community. Floor communities grow by sharing common spaces, attending floor meetings, engaging with hall government, and participating in other programs such as intramural athletics. There will be opportunities to express and share individual ideas, opinions, concerns and lifestyle differences.

Roommates

Roommates and floormates are not always alike, do not always share the same outlooks on life, and may have differing interests. Given the chance, however, roommates and floormates can become life-long friends. One of the most rewarding experiences of college life is getting to know many different kinds of people. Learning to accept the differences of those on your floor is a vital part of your overall education. First, remember that every person is a unique individual with likes and dislikes that should be respected, the same as your own. Second, talk about your concerns. Conversations may be awkward, but conversation now can save a lot of time and avoid hurt feelings later. Third, approach disagreements with the goal to resolve differences. Finally, discuss impasses with your CA. Sometimes a neutral third party can help arrive at a reasonable solution.

Roommate(s) “Bill of Rights”

This agreement is a reminder to you of your responsibility to your roommate(s) and others living in your floor, hall, and campus as a whole. Your happiness while living in a residence hall community will depend, largely, on consideration you demonstrate to each other. The following list is a reminder of what your rights and responsibilities are as a roommate. These basic rights are:

- The right to read and study free from undue interference in one’s room. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep without undue disturbance from your roommate, guests of roommate, and others.
- The right to expect roommate(s) and their guests will respect personal belongings.
- The right to a clean living environment.
- The right to free access to one’s room and facilities without pressure from roommate(s) and floor mates.
- The right to personal privacy.
- The right to host guests with the expectation that guests will respect the rights of other hall residents.
- The right to voice concerns and to have residence hall staff assist in mediation.
- The right to be free from physical harm, threats of physical harm, stalking, hazing, and harassment.
- The right to expect reasonable cooperation in the use of shared items. Sharing a room can be a new experience full of opportunities and challenges.

Getting to know roommates and understanding their preferences early in the semester is crucial. SDSU Housing & Residential Life is committed to assisting in this process to help roommates develop strong relationships creating a stronger experience living on campus. Conflicts or misunderstandings are inevitable but a willingness to communicate with honesty and respect can further develop your roommate relationship.

All residents are required to complete a Roommate Agreement during the first few weeks of classes. CAs in the residence halls will assist with facilitating this process through programs, guided discussions, and more. The agreement itself is made available via an online link sent by the RHD. Through this process, roommates are encouraged to communicate openly regarding factors that impact sharing space (e.g., safety concerns, sharing of personal belongings, cleanliness, guests, sleep habits, etc.). Completing this process will allow roommates to start with a strong foundation and have a plan for what to do when conflict arises.

Getting Involved

- Programming and Events
- Student Employment
- Learning Living Communities

There are many different ways residents can get involved with Housing and Residential Life during their time at SDSU. Students can get involved by attending one of their many floor programs organized by their Community Assistant or take on a leadership role within their Hall Government. Whatever your comfort level, you can get involved and meet others during your time in the residence halls.

Hall Government

Students can get involved and advance their leadership skills by running for their Residence Hall Government. Each community elects representatives and officers to serve the hall government. Hall governments plan activities and its members focus on recommending facility improvements and representing residents at the hall level. Hall governments are also available to bring students' concerns to the professional residential staff in the building. Serving on hall government will give students an opportunity to build individual skills in program development, peer-to-peer advocacy, holistic management, and leadership. While students can become involved in hall government at any time, the individual hall governments are created early in the school year. **To become involved in hall government, contact the Residence Hall Director (RHD) of your building.**



Programming and Events

Residential communities offer a wide variety of activities for students. Programs are planned and implemented by Housing & Residential Life staff, Residence Hall Association (RHA), and hall governments. Students are encouraged to become actively involved in planning and participating in events. The leadership skills students will gain can help them develop abilities and insights that may contribute significantly to the quality of their SDSU experience. Participation in these events is also a way to make new friends. Sponsored social activities include picnics, movies, ice cream socials, and other opportunities to interact with their peers.

Residence Hall Association (RHA)

Every student who lives on campus is a member of the Residence Hall Association. As such, students are encouraged to become actively involved in RHA by attending meetings, expressing opinions, and participating in this national student leadership movement on the local, regional, and/or national level. RHA sponsors annual events, develops residential initiatives, and advises departmental leadership on what is on the minds of residential students.

RHA is the voice for all residents. As a member of the National Association of College and University Residence Halls (NACURH), your RHA joins schools from across the country in developing leadership skills, advocating for residents' issues and needs, and serving residents through sponsorship and presentation of educational and social programs on their respective campuses. Each year SDSU's RHA sends residents to leadership conferences and workshops to develop and hone their leadership skills.

RHA works directly with the building hall governments. The leadership conference hosted by RHA will help hall government leaders learn more about their positions while at the same time showing them what they can do in their buildings to get students more involved. One of RHA's primary goals is to build strong and lasting relationships with the hall governments. RHA wants to co-sponsor programs that will benefit our students with organizations across campus.

RHA's office is located in the Spencer Hall main corridor. **Residents are welcome to attend the weekly general assembly meetings, run for the RHA Representative position on their hall government, and get involved.**

Residence Hall Programming Council (RHPC)

The Residence Hall Programming Committee (RHPC) develops and facilitates educational and social programs to support the mission of the Department of Housing and Residential Life. Whereas Community Assistants plan programs for their floors or buildings, RHPC executes large-scale events to benefit the residential students at large. Events have included comedians, coffee houses, stress breaks, educational bulletin boards, karaoke contests, winter carnivals, and other fun contests. For the past several years, RHPC has facilitated Hobo Night Live, a program aimed at alcohol diversion allowing students to attend hypnotist and comedy shows, virtual-reality gaming, and a dance. This safe alternative is enjoyed by hundreds of students on the evening of Hobo Day. **If you are interested in becoming a part of RHPC or have a program idea, contact the Housing & Residential Life Office.**

Student Employment

Housing & Residential Life employs over 200 students who work throughout the residence halls performing various tasks and responsibilities. Housing and Residential Life has summer employment opportunities for summer camps and conferences, maintenance, and facility services. **For information about employment with Housing & Residential Life, visit the Central Office located in Caldwell Hall or check out current job postings on Handshake.**

Living Learning Communities (LLC)

LLCs are communities where students with similar academic or personal interests can reside together. SDSU Houses 13 different Living-Learning Communities within the residence halls.

Name of LLC	Location	Description
College of Agriculture, Food and Environmental Sciences	Pierson Hall 2nd Floors	The focus of the Agriculture, Food and Environmental Sciences LLC is to connect students' academic and residential experiences, with the goal of fostering a sense of belonging at SDSU and ultimately leading to academic success.
Allied For Acceptance	Caldwell Hall 3rd Floor	A community for students who place a high value on belonging for people of all identities.
Engineering	Mathews Hall 2nd & 3rd Floors	The Engineering LLC is a place for students majoring in Agriculture & Bio-systems, Mechanical, Civil, or Electrical Engineering, Computer Science, Electronics Technology, Construction Management, Operations Management, or Math to thrive at SDSU. Here, you will live and learn with other students majoring in these fields.
Wellness	Honors Hall 3rd Floor	A partnership with the Miller Wellness Center to explore health, wellness, fitness, and sport opportunities on and off campus to promote lifelong healthy behaviors. Open to all students.
Health Professionals	Mathews Hall 2nd & 3rd Floor	The Health Professionals LLC is open to any full-time, first or second-year student who is pursuing a health-related major (Pre-Nursing, Pre-Pharmacy, pre-health professional [PA, PT/OT, Medicine, Dental, Optometry, Chiropractic, Veterinary Medicine, etc.], Exercise Science, Health Education, Athletic Training, Medical Lab Science, Nutrition, or Dietetics).
Honors College	Honors Hall	The Honors College LLC is open to any full-time student who intends to pursue graduation with Honors College distinction. The HCLLC, located in the new Honors Hall, includes offices for the Fishback Honors College Dean and administrative staff, in addition to the Fishback Honors College classroom.

Find more information related to [Learning Living Communities](#).

Name of LLC	Location	Description
Military Affiliated Community	Brown Hall 1st Floor	The Military Affiliated LLC is a partnership among the SDSU Veterans Affairs Resource Center, as well as Army and Air Force ROTC, committed to creating a community that promotes success and growth among military affiliated students. Within the LLC, Veterans, service members, cadets, and dependents can participate in programs and events that allow for peer learning and connection with other military affiliated students within the residence hall.
Outdoor Experience	Pierson Hall 1st Floor	Designed to strengthen the community and partnering with students and faculty within the Department of Natural Resource Management (NRM), this LLC connects academic and residential experiences around the topics of managing, conserving, and/or preserving natural resources. Open to all students.
Oyate Yuwitaya Tipi ("The Tribes/People Live Together")	Matthews 1st Floor	The Oyate Yuwitaya Tipi (OYT) is a community of Native and non-Native peoples who will be provided with opportunities to enhance their understandings of the histories, contexts, cultures, and experiences of American Indian and Alaskan Native peoples.
Performing Arts	Schultz Hall 2nd Floor	The Performing Arts Living LLC is focused on like-minded individuals who love the performing arts, whether that is music, theatre and/or dance.
Quiet Lifestyles	Abbott Hall 4th Floor	This themed community provides a quiet environment for students wanting an atmosphere that is conducive to studying and sleep. Quiet hours begin at 9:00 p.m. Sunday through Thursday and at 10:00 p.m. Friday and Saturday nights. There is also a heightened awareness of courtesy hours to not engage in "loud" activities that can interrupt your neighbors' right to sleep, study and not be disturbed.
Transfer Student	Spencer Hall 4th Floor	This is an excellent opportunity for students who transfer to SDSU to connect with other transfer students and ease their transition to SDSU. Focused opportunities to learn about resources, traditions, connecting with academic staff, and more will be priorities for programs and other opportunities for transfer students living in this community.

About Your Room

- Appliances
- Bathrooms
- Beds & Lofting
- Cable TV
- Decorating
- Floor Covering
- Food Storage
- Heating & Cooling System
- Internet Access
- Linens
- Room Outlets
- Window Coverings
- Winter Weather Precautions

Rooms come furnished with extra-long (80" x 36"), loft-able twin beds, mattresses, desks, chairs, dressers, and a wastebasket. Rented or homemade lofts are not permitted. All University property must remain in the room and features of the room may not be altered including:

- Making changes to light fixtures or bulbs
- Removing ceiling tiles
- Removing light shields
- Illegally obtaining cable TV,

Residents may bring extra furnishings from home with the exception of hide-a-bed sofas or waterbeds. Residents may arrange their room as they wish, provided they have nothing within 24 inches of the smoke/heat detector(s), or block access needed by maintenance staff. The University routinely inspects rooms to ensure that the preceding safety standards are being followed. Generally, 24-hour notice is given prior to inspection. **Note: Only University provided air conditioners are permitted in residence rooms.**

- We recommend no furniture over 67"
- Recommend not blocking window with bed



Appliances

Electrical systems capacity in the residence halls is limited. Overloading these systems can present fire and safety hazards. Use of extension cords to obtain a greater number of outlets is prohibited. If students want to increase the number of outlets in their room, they are required to use only UL approved power strips, which contain an independent circuit breaker or fuse. Power strips and any other electrical cords may not run under carpets, between bedsprings and frames, hang from or run above ceilings, and cords must be designed for use with the type of device being used. Damage caused by running electrical cords or cables where they should not be run will be assessed to the residents.

Radios, stereos, desk lamps, small televisions, and other small appliances are permitted, provided the equipment is kept in safe operating condition. The only cooking equipment permitted in student rooms are appliances made of solid-state construction with thermostats, no open coils, and automatic shutoffs (e.g., crock pots, coffee pots, toasters, and popcorn poppers). Overuse of these items may result in tripped circuit breakers.

Two refrigerators per room are permitted. However, each refrigerator must not exceed 5.0 cubic feet. Stand alone freezers are not allowed (e.g., chest freezers, etc.).

One microwave oven per room is permitted but must not exceed 700 watts. Microwaves and refrigerators must be plugged directly into the wall outlet.

The following items are NOT permitted in University residence halls or apartments:

- Open element appliances, such as space heaters, immersion or kerosene heaters, hot plates, broilers, ovens, or electric skillet/fry pans, pizza ovens, Sun lamps, halogen lamps, lava lamps, and neon signs
- Personal In room air-conditioning units or space heaters
- 3D Printers
- Outside antennae/satellite dishes or any item that would modify the exterior of the building.
- Potpourri pots (candles and electric), candle warmers, fragrance pots, wick-less candles, and incense (Information regarding ceremonial burning processes can be found by contacting the American Indian Student Center)

Microwave/Fridge Rental Program

Students wishing to rent a combination microwave and refrigerator/freezer can through our partnership with My College Fridge and BedLoft. The units comply with all parameters listed above.

MicroFridges are delivered to student rooms in advance of hall opening and are picked up after hall closing. Additional information and MicroFridge sign up is available by visiting www.mycollegefridge.com.

Bathrooms

In suite and apartment spaces, there are private, single-use bathrooms that are not to be used by more than one individual at a time. These bathrooms are to be cleaned by the occupants of the room. Please DO NOT flush disposable wipes or feminine hygiene products down suite/apartment bathrooms or community toilets.

In buildings with communal restrooms these are signed “male” and “female”. Individuals must use restrooms as signed and in accordance with biological sex per South Dakota law.

Beds & Lofting

Residents each have a loft-able bed. Residents who wish to adjust their lofted beds should borrow a rubber mallet from their hall desk. The top of the mattress must be at least 20 inches from the ceiling, and beds cannot be placed in front of the window or door. Rooms are not permitted to triple bunk beds.

Decorating

Decorating is encouraged, as long as it does not create health or fire hazards or cause damage to the room, building, or University furnishings. No decorations on ceiling or within 2 ft. of smoke detectors. No permanent alterations to student rooms are permitted; this includes, but is not limited to, painting or construction.

Nothing may be permanently affixed to any surface. Residents are not permitted to use any hardware that may puncture the walls (i.e., nails, screws, thumb tacks, etc.) or duct tape to attach or hang items. Residents should use tacky poster hanging material or 3M approved products to hang pictures and posters. Damage or marks on any surface could be cause for damage charges. Questions regarding decorating should be directed to residence hall staff.

Residents are encouraged to decorate their rooms to celebrate holidays. Artificial materials are acceptable, but living or formerly living trees, garland, etc., are not allowed. Residents must use Underwriter Laboratory (UL) approved lights, but devices should be turned off whenever the area is unoccupied. No more than 20% of a room door can be covered by decorations and no cords may extend through or under door openings.

**Students are strongly encouraged to use discretion in the posting of displays that may be offensive to their roommates, visitors, and, if visible outside the dorm room, to the general public. Obscene decorations or decorations used to harass or haze a member of the university community shall be prohibited.*

Floor Coverings

Residence hall rooms in Ben Reifel, Brown, Honors, Hyde, Mathews and Schultz halls have carpet in the rooms. In rooms not carpeted, students are welcome to provide their own floor coverings using area rugs rather than wall-to-wall carpet. Floor coverings cannot be affixed to the floor or affect the operation of the room door opening and closing properly. Foam backing, kanga backing, or other soft materials may not be placed under carpets or area rugs.

Floor Drain Traps

Our buildings are equipped with auxiliary floor drains in restrooms to collect large amounts of water that could accumulate on the floors surface. These drains need to have about a 1/2 gallon of water poured in them occasionally to prevent sewer odors from entering the room. This is normal and can easily be done with a small pitcher or bucket.

Food Storage

Residents are welcome to store food in their rooms and are encouraged to keep items in sealable containers to ensure freshness and to prevent pest concerns. Any food stored in a community kitchen will be thrown away if it is deemed unsanitary or unsafe by hall staff. Food items stored in community kitchens should be labeled with student's name and room number.

Heating & Cooling System

Your residence hall room is equipped with an air conditioning (AC) unit. These units are traditionally run during the warmer months; however, we understand that residents often utilize them in shoulder months (fluctuations of 20+ degrees between night and day) and when their room feels warm. We are in that time of year when temperatures drop significantly at night, but the days warm up above 70 degrees. Running a window air conditioner when it's cold outside can be problematic and potentially damaging to the unit. It's generally not recommended to run an AC in cold weather, especially below 60°F (15°C), as it can lead to frozen coils, reduced efficiency, and even system damage. You can open your window to allow cooler air into your room or run your AC on fan mode instead.

In winter, we ask you not to open your lower window pane to reduce the chances of freezing and bursting pipes. Discontinue use of window AC from November 1 through April 15. Please unplug your unit, tuck the cord by the unit, unhook your window exhaust panel, and close your window. If you need assistance with closing your window, please reach out to your hall staff. Additionally, these units do collect dirt and debris from the outside. If you notice that your filter is needing attention you can run it under warm water to clean it. You can access the filter by gently opening the front screen panel. The exterior of the units can be wiped down with a non-ammonia/abrasive surface cleaner. If you are having issues with your unit or have concerns about your unit, please reach out to the Housing and Residential Life office by calling 605-688-5148. Please contact your CA or Residence Hall Director for specific information on the system in your building.

Internet Access & Use

Residence hall rooms feature data ports for direct, hard-wired access to the University's network and internet. There is one data port per bed. All residence hall rooms have wireless internet access. There is no additional charge for internet access for residence hall students. Students can access a free ethernet cord from their hall desk.

Network links are PC or Apple compatible. For more information or help, contact the IT Support Desk at (605) 688-6776.

Federal law prohibits the duplication or distribution of copyrighted material. Students should not distribute unauthorized copyrighted material through the SDSU network. Furthermore, illegal reproduction of multimedia

protected by U.S. Copyright law is subject to civil damages and criminal penalties including fines and imprisonment.

The Vice President of Technology and Security and Housing and Residential Life encourage students to use computer resources responsibly to avoid possible disciplinary actions from SDSU, civil, and criminal judicial systems.

The computer resources are provided to students for the primary purpose of education, thus, at high usage times the amount of bandwidth available for online gaming may be reduced.

Linens

Students are expected to provide their own towels and bed linens. Mattresses are 36 inches X 80 inches (extra-long twin) in all halls.

Room Outlets

The number of electrical outlets per room varies. Residents may use power strips with at least a 15-amp breaker for additional outlets.

If students want to increase the number of outlets in their room for use with computers and small electronic devices, they are required to use only UL approved power strips, which contain an independent circuit breaker or fuse. Power strips and any other electrical cords may not run under carpets, between bedsprings and frames, hang from or run above ceilings and must be designed for use with the type of device being used. Damage caused by running electrical cords or cables where they should not be run will be assessed to the residents. Appliances from the approved appliance list must be plugged directly into the wall receptacles and should never be used with an extension cord.

Window Coverings

Student rooms in all halls have window blinds provided. Residents who wish to bring their own drapes or curtains can use a spring tension rod, but nothing can be screwed, nailed, or attached to the walls or windows.

Winter Weather Precautions - Apartments

To prevent pipes from freezing, bursting, and flooding your unit, please make sure that your heat is on and can maintain heat of 64 degrees or more. Make sure your windows and exterior doors are securely closed. If you have a garage door, make sure that it is closed properly when departing or arriving home. During cold temperatures like these, we also suggest that you leave cabinet doors open under kitchen or bathroom sinks (if they are located against an outside wall) to allow warmer room air to circulate around pipes.

If you have any concerns, please report them immediately!

- Monday - Friday from 8a.m.-5p.m. call 605.688.5148
- After Hours call 605.690.2666

We have already seen a few pipes burst due to the extreme temperatures. We remind tenants that housing and maintenance staff may enter units in emergency situations to protect the health and welfare of residents and to make repairs to prevent damage to property of residents or the University. This could include things like ensuring

Winter Weather Precautions - Residence Halls

Please be certain that you have completely closed your exterior windows. Windows left open risk lowering room temperatures to the point where pipes may freeze. Please also check now to ensure that your heating unit is fully functional (you should be able to sustain a minimum of 65-68 degrees in your room) – if you have a question, call and let's get it checked out to prevent a major issue. If you have any concerns about your heating unit, contact your Community Assistant or your residence hall director as soon as possible. Finally, it is especially important to ensure external doors close securely and are never propped ajar.

We have seen a few pipes burst due to the extreme temperatures. We remind students that housing and maintenance staff may enter rooms in emergency situations to protect the health and welfare of residents and to make repairs to prevent damage to property of residents or the University. This could include things like ensuring windows are closed or making sure that burst pipes do not flood student rooms.

Many of our students are familiar with colder temperatures. However, we remind students to bundle up, wear layers, walk carefully on icy patches, and pay attention to signs of hypothermia in yourself and others. If you must travel, make sure you have emergency supplies in your vehicle and that you are checking road conditions in advance. Some quick general safety tips include:

- Wear layered clothing and cover ALL exposed skin.
- Ensure that someone knows you are departing, knows your intended destination, and that you contact them when you reach the destination.
- Do not go out in the cold alone; always remain with a buddy or a group.

When we anticipate snow accumulation. Please note that our University Grounds and Facility staff work tirelessly to clear sidewalks and roads. Staff prioritize key sidewalks to building entrances and dining facilities - attached is the priority snow removal map. They then clear all other sidewalks.

- Please check your email regularly to get important University alerts and updates regarding storms.
- Essential sidewalks/paths will be cleared (i.e., paths near doors, main travel paths, etc.). With this said, please use caution when traveling.
- Information regarding moving vehicles and parking will also come via email. We thank you in advance for your patience with snow removal throughout the storm.

Hall Services

- Communication
- Designated Cooking Areas
- Desk Services
- Keys
- Laundry
- Mail/ Deliveries
- Repairs/Work Orders
- Recycling
- Vending Machines

While living in the residence halls students have access to different hall services. Each residence hall has a designated cooking area, access to a hall front desk, laundry, mail, vending machines and other amenities.

No one may remove furniture, equipment, or any other items from community areas without permission of Housing & Residential Life. Contact the Housing and Residential Life Central Office for more information.

Housing and Residential Life reserves the right to close down any common space in the residence halls (bathrooms, kitchens, common spaces, etc.) due to improper behavior from the residents.



Communication

Each student has a “Jacks” email account. Housing & Residential Life uses this account to communicate with students. Students should check their “Jacks” account frequently.

Designated Cooking Areas

Designated cooking facilities are available in all halls for residents to use to prepare meals and snacks. Residents who use these areas share the responsibility of keeping it clean. Some cooking utensils are available to be checked out at the hall desk. Should the kitchen area not be kept clean, staff may make the decision to close the space temporarily.

Desk Services

As a resource, each residence hall has a hall desk where residents can check out equipment and get assistance. Items vary between halls, so it is best to stop by the desk to determine what is available. This is also where students can make appointments with the residence hall staff and get assistance if locked out of their room. Some desks have elected to expand services and offer athletic equipment and other select services supported by the hall governments.

Keys

Each resident is given room and mailbox keys at check-in. All keys remain the property of South Dakota State University and may not be duplicated. In some cases, a student ID can serve as a key.

A lost key can result in a serious security problem for residents. When a resident reports they have lost a room key, a work order is generated to change the locks and replace keys for all residents of the room. The responsible resident is charged a fee for the replacement. The fee assessed covers the replacement cost of the lock for the room door, mailbox, labor, and new keys. Charges range from \$102-\$250.

If residents find a key or key ring, they should turn it in at their hall desk or the Housing & Residential Life office in Caldwell Hall as quickly as possible. This simple act could save a fellow resident unneeded expense. Unauthorized possession or use of a University key is a serious offense and could lead to suspension or expulsion. **It is not permitted to loan your room key or student ID out to another individual.** Lending keys is a serious policy violation, which could result in a student conduct sanction.

Residents locked out of their room may contact hall staff to open their door. Residents are provided three (3) complimentary lockout requests. Additional lockout requests will result in a \$10.00 charge added to your University account per check out. Students are also permitted one (1) 24-hour spare key check out. Additional time with a spare key may be granted by the Residence Hall Director.

In University Apartments, residents are provided three (3) complimentary lockout requests. Additional lockout requests will result in a \$10.00 charge to you. Excessive lockouts could result in conduct action. Lockouts that occur between 12AM and 8AM will be charged \$25.00.

Laundry Facilities

All residence halls have washers and dryers which can be operated with Hobo Dough. Residents must supply their own detergent, bleach, fabric softener, etc. Residents are encouraged to monitor their laundry in the laundry room.

This avoids having belongings in a machine after it has completed its cycle and prevents laundry room theft. We encourage students to load machines only to capacity to avoid damage caused by overloading. Keep at least a 5 inch clearance at the top of the washers.

Mail/Deliveries

Each residence hall or complex has post office boxes provided for residents' use. Residents' room keys will open designated mailboxes. U.S. mail is delivered to the residence halls once daily by University personnel Monday-Friday. Mail is not delivered during breaks, three-day weekends, or on national holidays.

To facilitate quick mail service, please have your mail addressed completely. Your mail should include your full legal name (not just a first name and not a sender's name). The standard zip code for the entire SDSU campus is 57007. Mail should be addressed:

The box numbers for each hall is below:

- Abbott Hall 2702
- Ben Reifel Hall 2703
- Binnewies Hall 2805
- Brown Hall 2801
- Caldwell Hall 2810
- Hansen Hall 670
- Honors Hall 2705
- Hyde Hall 2704
- Mathews Hall 2801
- Pierson Hall 2804
- Schultz Hall 2706
- Spencer Hall 2700
- Thorne Hall 2701
- Young Hall 2807
- Waneta 509
- Meadows N
- Meadows S

Mail should be addressed:

(Your Name)
SDSU
Your Room Number & Hall
Your Hall Box Number
Brookings, SD 57007

Example:

John Doe
SDSU
Hyde Hall #555
#2704
Brookings, SD 57007

Mass mailings from off-campus organizations, vendors, and/or businesses must be sent through the U.S. Postal Service.

Campus mail is a service provided for University offices and approved student organizations. Students can also contact or use this service for class related communications, such as sending letters and information to instructors/professors.

Hall Information: Authorized notes may be put in residence hall mailboxes by staff members approved by Housing and Residential Life or if an emergency message is left at the hall desk. University information may be put into the hall mailboxes.

Deliveries

Packages are delivered to four (4) locations on campus; for students on the east side of campus, packages and deliveries arrive to the Larson Commons for Ben Reifel, Hyde, Brown, Binnewies, and Young halls, Caldwell Hall for Caldwell, Pierson, Schultz and Honors halls, and Spencer Hall for Spencer, Thorne, Abbott, and Mathews halls. Deliveries for students on the west side of campus (Meadows North and South Apartments and Hansen) will be delivered to Hansen Hall.

All packages will generate a package notice to your Jacks email address. You must produce your ID when claiming a package at the front desk. For perishable items, desk staff will attempt to call the phone number on file in addition

to sending a package notice. Residents are responsible for the perishable items they receive. Students are encouraged to check their Jacks email account often.

Please note that all deliveries are initially delivered to a central campus location and will take 1-2 business days to be delivered to mail rooms for pick up.

Repairs/Work Orders

Students are expected to submit a work order for needed repairs using the SDSU website. In the event of an emergency, you should call Housing & Residential Life personnel at (605) 688-5148 during normal business hours or contact the CA on call after hours.

To submit a work order follow these directions:

- Log into [MyState online](#).
- Click on “Dashboard”
- Search Forms section for “Student Work Order”
- Sign in with student credentials

Students may also report maintenance problems and/or needed repairs to Housing & Residential Life personnel at (605) 688- 5148 when the student cannot access the work order website. Routine maintenance and repairs will be completed during normal working hours (Monday-Friday, 8:00 a.m.-5:00 p.m.). In some cases, parts need to be ordered or a higher priority task may delay the staff’s response, but most repairs are completed within five (5) working days of receipt of work order. If you have an emergency after hours and no staff can be reached, you may call the University Police Department at (605) 688-5117.

When students request repair work, they automatically give authorization for University personnel to enter their room and complete the repairs. When University personnel need to enter a room other than to make repairs initiated by a student, an attempt will be made to give the student notice prior to entry. In emergency situations, University personnel may enter without notice.

Recycling

Recycling is available in all residence halls. Look for receptacles placed in your room. Dumpsters designated for recycling near each hall can take large quantities of recyclables. We encourage residents to review the recycling guide on the SDSU Sustainability website to ensure they are within recycling compliance. Please Note: Plastic bags cannot be recycled in the single stream recycling dumpster. A container located next to the dumpster is provide to recycle plastic bags.

Trash Removal

Residents are responsible for removing their own trash from the building. Dumpsters are available outside each building for trash. Common area trash cans such as those located in bathrooms and in lobbies are not to be used for trash from residents’ rooms, including pizza or other food boxes. Trash not properly disposed of may be treated as “excessive messes” and a removal charge may be assessed to the individual(s) deemed responsible.

Vending Machines

Items such as snacks and soft drinks are available through vending machines in all of the residence halls. Most machines are designed to take coins, single dollars, Hobo Dough, or credit card. Problems with machines should be reported by calling Card Services at (605) 688-6943.

Safety and Security

- Blue Light Emergency Phones
- Doors
- Fire Information
- Personal Property Loss or Damage
- Notice of Entry
- SDSU Police Department
- Weather

Students' personal safety and the security of their belongings are of the utmost importance to us. Housing and Residential Life facilities, staff, and policies are all designed to protect and promote each individual's wellbeing. Residents are also responsible for their security and that of their fellow on campus residents. Students are encouraged to practice safety procedures in their daily habits, including locking room doors, not propping open security doors, and reporting suspicious behavior. The positive actions of residents can make a difference in the safety of their living environment.

Residence hall staff are on duty weekdays from 8:00pm - 8:00am and 24/7 on the weekends, holidays, or when the main office is closed to assist residents. Your hall's duty number is posted in a central location near the hall desk.



Blue Light Emergency Phones

Blue Light emergency telephones are in various places throughout the campus. Residents are encouraged to note where they are and use them if they feel threatened or see suspicious activity. These phones will connect students to the SDSU Police Department and inform the dispatcher of the caller's location.

Doors

External Doors

All external 1st floor doors (lobby, fire tower, etc.) are locked 24 hours a day, 7 days a week.

Office/Classroom Doors

The lobby doors in Caldwell Hall are unlocked from 8:00 am – 5:00 pm on regular business days for access to the Housing & Residential Life office.

The lobby doors in Hansen Hall are unlocked during the CStore hours of operation

The lobby doors in Honors Hall are unlocked from 8:00 am - 5:00 pm on regular class days for access to the Honors College offices and the classroom located on the first floor.

Security Doors

Doors are locked for the personal safety and the security of all residents and their property. Residents should carry their keys and identification with them every time they leave their room. Tampering with and/or propping locked doors endangers residents and property of the entire residence hall community and is a violation of policy.

Exterior Security Doors

Students may not prop or hold these doors open for others. Exterior doors are secured for the protection of residents and the community. These doors must remain closed and locked at all times. Residents are expected to carry their ID/key for building access. If locked out, contact the appropriate staff or campus security for assistance.

Interior Fire Doors

Students may not tamper with, disable, or prop fire doors open at any time. Fire doors are critical safety features designed to slow the spread of fire and smoke. These doors are located in hallways, stairwells, and other internal sections of the building. Tampering with or disabling fire safety equipment, including fire doors, may also be subject to fines or referral to campus conduct processes.

Fire Safety Equipment

Fire alarms, firefighting and detection equipment installed in the halls are for the safety of the residents. Every residence hall room contains a smoke alarm and heat sensor. Residents are expected to become familiar with their location and operation. In case of a fire, residents should activate the nearest alarm station.

If a room alarm is accidentally activated an alert will automatically send to the University Police Department and hall staff will be notified. Residents must provide an explanation as to what set off the alarm and are encourage to open a window to dissipate any smoke or fumes. If the alarm does not automatically silence itself and hall staff is not present, students should contact the halls duty phone or the University Police Department. If the room alarms trigger a building-wide alarm, students must identify themselves to hall staff or the University Police Department.

Fire Safety Inspection

Room inspections ensure the health and safety of not only the room's residents, but other individuals who live in the community. Authorized Housing and Residential Life staff may inspect a resident's room to ensure the room is free of fire, health, and safety threats. Housing and Residential Life will give notice to residents except in cases authorized by the Director of Housing and Residential Life to check on an imminent danger or need. Inspections are completed during fall and spring semester breaks.

Fire Alarm Evacuation

Everyone is required to leave the building immediately when the fire alarm sounds and to remain outside until authorized to reenter by the residence hall staff or SDSU PD. The primary intention of an alarm is to clear the building and save lives. For more information, please consult [University Policy 10:9](#).

Hall staff will conduct general safety meetings at the beginning of each semester on all emergencies. As a general rule, in the event of an actual fire:

- Move as close to the floor as possible when there is smoke.
- Check doors to see if they are hot before proceeding.

Residents who are unable to evacuate their rooms should:

- Stuff towels under the door.
- Hang a sheet from their window as this indicates to fire fighters someone is trapped in the room.
- DO NOT JUMP.



False Alarms

False fire alarms are not only illegal but are also dangerous. Every time a building is evacuated there is the possibility of injury. Frequent false alarms tend to create a feeling of false security and lead to difficulty with evacuating the building. In the event of an actual fire, this could lead to serious consequences.

For these reasons, all residents are required to evacuate immediately every time the alarm rings. Students who do not evacuate the hall during a fire alarm may face student conduct action. Any student found responsible for causing a false fire alarm or fire will be subject to suspension or expulsion, arrest, and fines.

Fire Hazards

To guard against fire danger, the following regulations apply. Please note that for the safety and protection of life and property, violation of these regulations will be grounds for immediate confiscation and possible disposal of the prohibited item(s):

- Use of candles with a wick, candle warming plates, or use of any other item that has an open flame or burning embers is prohibited. Decorative candles with the wick(s) removed or cut off are not allowed.
- The use of incense that must be ignited is prohibited. Spray scents are allowed.
- Only Underwriter Laboratory (UL) approved multiple outlet power strips can be used and must be plugged directly into wall outlets. All power strips and UL cords must be in good condition. (See About Your Room section for more detail on the appliance policy.)
- Heat sensors and/or smoke detectors shall not have anything attached to or within two feet (24 inches) of them. It is a violation of fire code to cover, tamper with, or tape over a smoke or heat sensor.
- No items may be hung from light fixtures, fire detectors/sprinklers, or ceilings. No flammable items may be stored, hung, or placed in these spaces. In addition, these spaces must be kept free of any item that may obstruct clear and safe passage.
- Fire towers and enclosed stairways are regulated by state and local fire codes.
- Flammable liquids, propane tanks, and explosives are not allowed in the residence halls.
- No internal combustion engines will be allowed in the residence halls. Interior storage of e-scooters, e-bicycles, and personal electric vehicles (PEV) on university property is prohibited due to lithium ion batteries.
- Fire code prohibits altering ceiling assemblies or storing anything in the space above.

Fire Safety Equipment Misuse

Removing, altering, or covering firefighting or detection equipment endangers the life of all residents. Smoke detectors should never be removed from the walls/ceilings.

All room detectors are connected to the building wide system and such actions will activate the building wide fire alarm system. Cases of tampering are investigated, and responsible individuals face serious campus and legal action including costs associated with servicing tampered or damaged fire detection and suppression equipment.

Campus sanctions and conditions for fire equipment tampering are as follows:

- Covering/Disabling smoke detector (1st offense): educational sanction, \$100 fine plus replacement/repair charges and behavioral probation.
- Removing/tampering with fire extinguisher (1st offense): educational sanction, \$100 fine plus replacement/repair charges and behavioral probation.
- Pulling fire alarm when no emergency exists (1st offense): educational sanction, \$200 fine plus replacement/repair charges and behavioral probation
- Covering/Disabling smoke detector (2nd offense): \$250 fine plus replacement/repair charges, behavioral probation, and warning of residence hall expulsion.
- Removing/Tampering with fire extinguisher (2nd offense): \$250 fine plus replacement/repair charges, behavioral probation, and warning of residence hall expulsion.
- Pulling fire alarm when no emergency exists (2nd offense): \$500 fine, residence hall expulsion
- Covering/Disabling smoke detector (3rd offense): \$500 fine, residence hall expulsion
- Removing/Tampering with fire extinguisher (3rd offense): \$500 fine, residence hall expulsion

Personal Property Loss or Damage

The University is not liable for loss or damage of property belonging to residents. Residents should check with their parent/legal guardian and insurance agent regarding insurance coverage while living in a residence hall. Residents are encouraged to record serial numbers and other pertinent information to their property and keep a copy on campus and at a permanent address. If personal property is missing or suspected as being stolen, students should immediately report it to SDSU PD and hall staff. Items found should be taken to the nearest hall office. Residents who have lost an item(s) can check at the front desks in all of the halls in the area. In some cases, a person may take an item(s) they found to their hall desk. Lost wallets, keys, and IDs will be turned into the University Police Department.

Notice of Entry

The right to privacy is of paramount importance and should not be violated. However, the entry into and/or search of residents' rooms may be conducted by the following people for the purposes and under the procedures detailed below:

- By civil law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure.
- By authorized University officials in the performance of student conduct duties. This includes instances when staff members believe that residents are in the room but are unable to answer or come to the door.
- During breaks to ensure the security and function of the facilities.

- When work orders, requests, improvements, repairs, and/or to provide routine maintenance services, the University will attempt to give at least 24 hours' notice of such entry. When a student completed a work order, no notice is necessary.
- In emergency situations to protect the health and welfare of residents and to make repairs to prevent damages to property of residents or the University.
- When an unattended alarm clock or TV/stereo is loud enough to be heard in the hall or other rooms.
- When a staff member knocks, identifies themselves as staff and is invited in.
- When the door is open, and a violation of University policy is in plain view.
- With permission from the resident in order to allow entry by another person to retrieve item(s) left behind in the room.
- Student staff may put in a work order on your behalf which includes your permission

If a guest of a resident asks to be let into a resident's room to retrieve an item(s) left in the room, staff must first verify the identity of the resident, then obtain verbal permission for the guest to enter the room and have the resident explain exactly what the guest is allowed to take from the room. If such permission is given, staff must then accompany the guest to the room and ensure they take only the item they were given permission to retrieve.

In all instances, such entry shall be made only for the purposes set forth above. Observed alleged contraband will be confiscated and/or alleged violations of University policies, rules or regulations will be referred to the residence hall staff for follow-up. For more information, please see University Policy 3:9.

SDSU Police Department

The SDSU Police Department is responsible for maintaining the safety and security of our campus. Officers are on duty 24 hours a day, 365 days a year. Please contact the University Police Department at (605) 688-5117 (5117 on a campus phone) for assistance. SDSU police officers are trained and licensed individuals who work closely with on-campus residents, offering services such as self-defense programs, escorts after dark, and support expected from any law enforcement department.

The on-campus emergency telephone number is 111 from a campus phone, similar to 911 in most communities. 911 will also go to the SDSU Police Department.

Weather

Tornado Warnings/Severe Weather

When a tornado is sighted or indicated by weather radar, local sirens will sound a continuous blast lasting about three minutes. Residents should immediately vacate their rooms and open areas and move to central corridors, bathrooms, or the basement of the building. When present, hall staff will direct residents to designated areas.

Winter Storm Information

When winter storms occur, it is the normal practice of the University to remain open and to offer classes as scheduled. However, if SDSU's President (or designee) makes any storm related decisions, information is located on the home page of SDSU's website and MyState online. Limited housing and Dining Services will be available during winter storm closures.

Finally, regardless of what decisions are made concerning class schedules during or prior to winter storms, there needs to be a very clear understanding that each individual is best able to judge their circumstances and make appropriate choices.

Snow Removal From Residence Hall Parking Lots

When a major snowfall occurs, the following priorities of removal exist:

- Campus streets
- Campus sidewalks
- Campus parking lots



Residential Procedures

- Eligibility/Requirements for Living On Campus
- Contract Exemption Process - Housing
- Contract Exemption Process - Meal Plan
- Schedule of Charges
- Single Room Requests
- Room Consolidation
- Room Check In/Out
- Room Hall Change
- Break Housing
- Hall Closing

All students are required by Board of Regents to live in the residence halls and have a food service contract with the University for two years after their high school graduation date. Exemptions, releases, and procedures related to this requirement can be found within this section, along with other Housing and Residential Life procedures.

Eligibility For Residence in Campus Housing

All students who are within two years of high school graduation are required by the Board of Regents (BOR) to enter into residence and food service contracts with the University. Students may apply to be released from the BOR residency requirement by completing and submitting a Petition for Exemption to Housing and Residential Life.

Requests will be reviewed, and a decision will be made and provided to the student via their Jacks e-mail.

Students must be registered to be eligible to reside in residence halls or other campus



housing. When Housing and Residential Life becomes aware that a resident is no longer a registered student, the resident will be given notice to move out of the hall within 24 hours.

Housing Live-On Requirement

The South Dakota Board of Regents policy states "Students who are enrolled at a university for a minimum of six (6) on-campus credits are required to live in on-campus housing during the first two (2) years following their high school graduation. Institutions may grant waiver exceptions to the housing requirement based on the waiver exceptions." (SDBOR Policy 3:6)

Contract Exemptions/Releases/Process - Housing

Academic Requirement Release

Students requesting a contract release for academic requirements such as student teaching, nursing program in Sioux Falls or Rapid City, study abroad, or internship, etc. must provide academic department verification of this academic requirement to Housing and Residential Life. Students who leave the residence hall for academic requirements will be released and reimbursed only for the number of days needed to complete their academic requirements.

Below Six Credits Exemption

Applicants requesting an exemption based on carrying fewer than six credits for the semester must already be registered for five or fewer credit hours in order to cite this reason. By citing this item, the student agrees to stay below six credits for the duration of the exemption period. Housing and Residential Life personnel will periodically verify the credit level of students approved for this reason.

Students registered for internet courses only or a combination of internet and fewer than six credits on campus may be released from the residency requirement.

Commuter Exemption

A commuter exemption may be granted to students living at the legal permanent residence of a mother, father or legal guardian who established legal guardianship prior to the student turning 18. This family member must live within 30 miles of campus.

Students must have a minimum GPA of 2.25 to be eligible for this exemption. Students whose GPA falls below a GPA of 2.25 will be ineligible for an exemption or contract release barring special circumstances (e.g., needs specific medical treatment near their home). Students will be required to maintain the minimum GPA in order to remain eligible for this exemption.

Financial Hardship Exemption

Applicants requesting a release based on verifiable extenuating circumstances must complete a Supplemental Financial Need Verification Form, which can be obtained from Housing and Residential

Life via e-mail or in the Housing Application. Students must have a completed FAFSA. Due to the timing of financial aid awards, Housing and Residential Life will provide status updates in the summer prior to contract start date.

Exemptions are not based upon the assertion that living off campus may be less expensive. A release will be considered ONLY:

- When the applicant has a significant verified need for financial assistance as indicated by the SDSU Financial Aid Office and that need is not fully funded by grants, scholarships, loans or other available funding identifiable by the University; **AND**
- After a Residence Hall Contract is signed, “extenuating financial circumstances” are defined as situations over which the applicant has had no control (such as loss of parental support due to death, divorce, loss of employment, catastrophic health issues, bankruptcy) which create a financial hardship and which have occurred after the contract was signed.

Greek Organization Member Exemption

The Greek Council grants Greek releases each year for members of Greek chapters, who at least have sophomore status, to live in approved chapter housing. Students applying for a Greek exemption must be approved by the President of the Greek Council and the program Advisor for Greek members and must submit a completed Greek Life Housing Exemption found on Jacks Club Hub.

Health Exemption

Students requesting a contract release because of health concerns, other than common medical issues, that cannot be accommodated by Housing and Residential Life, may request a contract release. Verification of the medical condition by a qualified medical professional must be included with the request.

Allergies and Asthma are considered common medical issues, which in most cases Housing can provide the same accommodations as an off-campus apartment. Requests will be considered only in rare or extreme cases.

Applicants requesting an exemption based on this criterion must provide information from the attending physician or certified mental health care provider stating the specific verifiable condition for which it is medically necessary for the student to be released and why, specifically, off-campus housing would provide better living conditions in regard to this medical condition. This information is provided via the Supplemental Verification Form found in the housing application. Applicants may be required to provide a second opinion from the SDSU Student Health and Counseling Services or other referral physicians before a final decision is made. SDSU Housing and Residential Life may reach out to campus partners such as athletics to review medical requests.

Applicants requesting a release based on mental health or emotional needs must provide a specific recommendation from a licensed mental health provider. Applicants not seeing University Counseling Center personnel must provide Disability Services a written statement evaluating the student’s specific needs or problems written by a certified mental health care giver who is not a family member. This information is provided via the Supplemental Verification Form found in the housing application.

Legal Dependent Exemption

A copy of a dependent child’s birth certificate must be provided to Housing and Residential Life before a release can be granted. Students who are legally responsible for a dependent adult should provide supporting documentation such as tax documents.

Married Exemption

Students requesting an exemption because they are married must meet the following criteria:

- A copy of a valid marriage certificate must be submitted to Housing and Residential Life before an exemption can be approved or rent charges canceled.
- The exemption will not be granted prior to the date of marriage.

Medical Cannabis Exemption

Students who hold a currently valid written certification regarding the medical use of cannabis may request an exemption. For purposes of this section, a written certification is a document dated and signed by an authorized practitioner, stating that in the practitioner's professional opinion the patient (student) is likely to receive therapeutic or palliative benefit from the medical use of cannabis to treat or alleviate the patient's debilitating medical condition or symptom associated with the debilitating medical condition.

Additional Information

Unless a written notice or contract release is issued from Housing and Residential Life from the Residence Hall and Food Service Contract, a student is expected to occupy their assigned room. A student is not considered exempt from the residency requirement or released from their housing contract until Housing and Residential Life approves a request in writing. Failure to take possession of the assigned space is not grounds for an exemption to the residency requirement and/or to have associated charges reversed.

Contract Release Evaluation & Decision Process

Requests must be submitted based on the timeline provided in the Housing Application. All requests not completed within thirty (30) days of application will be discarded. All release requests will be reviewed on the basis of current policies.

- Applicants will be notified of the decision in writing.
- Failure to appeal any written decision within five (5) calendar days of the date of the written decision constitutes acceptance of the decision. No appeals shall be accepted after this time.
- Housing and Residential Life will typically process initial requests within ten 2-3 weeks, where possible.

Releases are granted for one semester, unless otherwise noted in writing. Students must re-submit a request for release for subsequent semesters based on meeting all exemption stipulations.

Contract Exemption/Process - Meal Plan

The Meal Plan Exemption Policy covers meal plans for all students required to purchase a meal plan.

Students living in the residence halls at South Dakota State University are required to participate in a university sponsored meal plan (see South Dakota Board of Regents policy 3:6.1a). A meal plan is not required for Meadows apartment residents who are 2 years past high school graduation.

SDSU Dining Services features a variety of choices intended to meet the dietary needs of the University's student body. In certain situations, a student may need to request a special meal plan accommodation or in the event SDSU Dining Services cannot meet the student's documented dietary or religious dietary observance, an exemption from the meal plan participation may be requested. Please note a meal plan exemption will only be granted when the Dining Services program cannot meet the nutritional needs of a student.

Students requesting a meal plan exemption must provide supporting documentation as set forth below. It is the responsibility of the student to obtain all required approvals or necessary documentation. In order for the request to be considered all required documentation must be submitted by the deadline. Incomplete requests will NOT be considered.

Contract Release Evaluation & Decision Process

To initiate the Meal Plan Exemption/Accommodation process, a student should submit a completed Meal Plan Exemption/Accommodation Request form to the Department of Housing & Residential Life by the deadline along with the appropriate accompanying materials for requested category (finance, medical or religious) along with the necessary documentation to support the request.

Once the Meal Plan Exemption/Accommodation Request form is received, the Department of Housing & Residential Life will review this request in conjunction with Dining Services and Health Services and approve or deny the request. The student will receive communication regarding their exemption request status via their Jacks e-mail account within 15 business days.

Fall: The final deadline for fall semester exemption requests is the Friday following the first day of classes.

Spring: The final deadline for spring semester exemption requests is the Friday following the first day of classes.

Schedule Of Charges

FALL SEMESTER (applies to students who are both new to SDSU and current enrolled for the fall semester)

- Exemption/Contract Release if granted on or before May 31: Refund of entire \$75 confirmation fee.
- Exemption/Contract Release if granted June 1 – July 31: forfeiture of \$75 confirmation fee.
- Exemption/Contract Release if granted August 1 – Opening: \$200 late cancellation charge and forfeiture of the \$75 confirmation fee.
- Exemption/Contract Release if granted post-Opening through 60% of the current semester: forfeiture of \$75 confirmation fee, \$200 early termination charge, and prorated refund of unused charges.
- Current residents who receive an exemption any time after the fall move-in date will be assessed a \$200 charge for early termination of the Residential and Dining contract.
- NOTE: Students who are required to live on campus must maintain a 2.25 minimum grade point average (GPA) before an exemption to the residency requirement will be considered, except for those students who are enrolling in their first semester as a full-time student.

SPRING SEMESTER (applies to students new to SDSU in the spring semester):

- Exemption/Contract Release if granted on or before November 30: Refund of entire \$75 confirmation fee.
- Exemption/Contract Release if granted December 1 – December 31: forfeiture of \$75 confirmation fee.
- Exemption/Contract Release if granted January 1 – Opening: \$200 late cancellation charge and forfeiture of the \$75 confirmation fee.
- Exemption/Contract Release if granted post-Opening - through 60% of the current semester: forfeiture of \$75 confirmation fee, \$200 early termination charge and prorated refund of unused charges.

NOTE: Students who are required to live on campus must maintain a 2.25 minimum grade point average (GPA) before an exemption to the residency requirement will be considered, except for those students who are enrolling in their first semester as a full-time student.

Single Room Requests

A contracted single room assignment process will occur if occupancy levels permit. Special requests for a single room will not be considered without clear and legitimate documentation (i.e., specific medical diagnosis from a physician). Such requests must be made in writing to the Office of Disability Services.

All furniture must remain in the room, regardless if it is currently in use. Contracted single room rent is pro-rated based on the date the single room contract is approved.

Room Consolidation

Any resident who does not have a roommate or an approved single room may be reassigned to a different room on campus or have a roommate placed with them in order to consolidate available space. Regarding consolidation, residents may have up to three options during the academic term.

1. Choose a new roommate to move into your space.
2. Sign a single room contract and pay the additional single room fee. Note: This option only applies when space is available.
3. Have Housing & Residential Life complete the consolidation with another resident, which may mean a room change will be necessary.

Note: The Department does not consolidate between halls unless the resident requests to be considered for another hall.

Room Check-In/Out

It is critical for Housing and Residential Life staff to know where all residents are assigned and living. Hall staff use highly secured programs to quickly locate students if emergency situations arise. For the safety of all residents, students must follow check-in and check-out procedures. Should a student not complete a proper check-in and check-out, fines will be assessed.

Prior to the start of the academic year, students will receive information regarding move-in, also known as "Meet State." On the date and time of their check-in, students should report to their assigned residence hall front desk to complete their check-in procedures. A staff member will work with the student to provide campus and residence hall information alongside the resident's room key.

Following the move-in process, residents will receive an email containing information needed to complete the Room Condition Inventory (RCI). This process is to ensure residents are not charged for damages caused by previous occupants. It is crucial that students take time to verify the information on the RCI concerning the condition of their room.

When moving out of the residence hall or changing rooms, residents are required to complete the checkout process with a staff member, noting any room condition changes on the RCI and returning the keys. Failure to properly complete the check-in/out process may result in a fine of up to \$100 plus key costs and any additional charges related to the room.

Room/Hall Changes

Housing & Residential Life staff authorizes room and hall changes. Residents who wish to make a room change in their assigned hall should make an appointment with the RHD of their current hall to discuss the change. Room Changes processes typically opens the third and eighth week of the semester and the end of fall semester.

Final authorization can only be given by Housing and Residential Life Staff. Any violation of this regulation may result in a fine of \$100 (\$50 for improper check-out, \$50 for improper check-in) and may cause the resident to be returned to the originally assigned room and the possibility of forfeiting an approved change of assignment in the future.

At semester break, residents who are making a room or hall change must take all their belongings out of the room and be properly checked out by either moving their belongings home or to the newly assigned room if arrangements can be made with the person vacating that space.

At semester break, any resident who is not returning to the residence halls for spring semester must vacate and be properly checked out of their room before hall closing in December. If Housing and Residential Life becomes aware of a resident who is not returning to the halls that has not vacated their room, the Housing & Residential Life staff may pack their belongings and clean the room. The resident may be billed for this labor and all other fines and charges, which apply due to failing to meet the check-out deadline.

During semester break, residents who have decided to withdraw for the spring semester should make arrangements to check out of their hall prior to hall opening day in January. If residents fail to check out by noon of opening day, they will be billed a daily rate for their room until they are properly checked out.

At semester break, residents who occupy a double room, who have not bought the room out as a single, without a roommate must keep half of the room open and welcoming to a possible roommate placement.

Break Housing

Limited break housing is available during semester and spring breaks on a case-by-case basis only. Typically, residents who have a University related reason (e.g., internship, athletics, campus job, etc.) appreciate having break housing available as do residents whose home is a great distance from Brookings. Break housing is not included in the semester room rate so there is an additional per day charge. Students who wish to stay during semester and spring break are required to register with Housing and Residential Life.

The halls do remain open during all other holidays with limited desk and food services. Students who wish to stay over a holiday break will be required to fill out a break housing application. Students who do not have an approved break stay will be charged for access for re-entry. Any break housing application received after the application deadline will result in an automatic \$20 processing fee.

Caldwell Super Suites

Residents of Caldwell Hall may opt to create a super-suite by rearranging furniture in two adjoining rooms. All residents of the super-suite will share responsibility for both rooms, including for damages and conduct violations, as outlined in the housing contract. Furniture must be returned to its original layout before checkout, and agreements regarding shared space must be completed and upheld. Residents will not be provided additional keys and are responsible for any penalties incurred due to a lock out.

Hall Closing

Prior to closing, residents will be given detailed instructions to follow. If any questions arise, they should see their residence hall staff. Residence halls close during the semester break and spring break vacations.

Residents are to complete an end of year check out and vacate campus housing within 24 hours of their last final exam even if the halls are open. The end of the contract period is based on the final exam schedule rather than a date. To temporarily extend their housing contract, students must complete the Late Stay Application found in the housing portal and receive permission from Housing and Residential Life. Any break housing application received after the application deadline will result in an automatic \$20 processing fee. Any residents determined to be disruptive during finals week will be asked to vacate and be put through the conduct process.

Residential Policies

- Abandoned Items
- Advertising & Publicity in the Halls
- Alcohol
- Bicycles & Other Wheeled Devices
- Cohabitation
- Courtesy/Quiet Hours
- Damages/Excessive Messes
- Dirty/Unsanitary Resident Rooms
- Extended Absences
- Gasoline
- Guests
- Needle/Sharps Disposal
- Notification of Medical Issues
- Animals, Emotional Support Animals (ESA) or Service Animals
- Residence Hall Solicitation
- Roofs
- Screens & Windows
- Sports in the Halls
- Super Bunking
- Unauthorized Presence

Residential Policies ensure the safety and well-being of all students living in the residence halls. For questions or concerns related to residential policies, reach out to the Housing and Residential Life Central Office.



Abandoned Items

Residents' property left behind in their room, community areas, or stored without authorization will be disposed of by SDSU personnel after 10 business days. Residents may be charged for any associated labor and/or landfill charges. This includes bicycles left outside halls or in parking lots.

Advertising & Publicity in the Halls

The following guidelines will be utilized by all students, recognized organizations, university, and department staff members:

- Events/services must be open to the SDSU community.
- All posters must be hung on designated bulletin boards.
- Posters must have an English translation of anything in another language.
- Use of SDSU copyrighted images must be approved by University Marketing.
- Flyers cannot promote alcohol, alcoholic events, drugs, explicit sexual material, profanity or ads that compete with Dining Services or the University Bookstore.
- Flyers may be posted as early as six weeks before the event.

To hang posters, you need to receive a University stamp at Information Exchange in the Student Union and all non-Housing and Residential Life flyers/posters/banners must be approved for posting in the residence halls at the Housing and Residential Life Office.

The priority order for available posting space in the halls shall be:

- Housing and Residential Life and/or Student Affairs.
- Individual residence hall events/announcements.
- On-campus, University-recognized groups or individuals, including administrative offices.
- No publicity materials will be posted for off-campus businesses or organizations.
- Flyers posted without approval will be removed and discarded.
- Materials may be left on a table in each main lobby with the residence hall staff permission, which shall be granted if the materials comply with the University's Posting Policy.
- Organizations or individuals wishing to advertise or publicize in student mailboxes must obtain permission from the Director of Housing and Residential Life.

Reader Boards

To be approved, all image submissions must meet the following guidelines:

- Events/services must be open to the SDSU community, specifically students living on-campus.
- Events & services must relate to a university-approved organization and/or activity, and show obvious and legitimate sponsorship by:
 - SDSU departments, offices or colleges
 - Official SDSU committees
- Use of SDSU copyrighted images must be approved via University Relations graphic identity guidelines. Questionable use of images will be referred to University Relations for their approval.
- Images cannot have the following: promotion of alcohol, alcoholic event, drugs, explicit sexual material, or profanity.

- Images must have an English translation of anything in another language.
- Images promoting an event may be posted as early as two weeks prior.
- Each department/office/college may have one slide running concurrently.

Note: As the primary audience for these reader boards are residence hall students, Housing & Residential Life information and programming will be the primary content provided on the reader boards.

All submissions require the following for approval:

- Images must be submitted at least 14 days before posting.
- Images must be submitted in JPG format and use a 16:9 aspect ratio; preferably 1920px x 1080px to avoid distortion.
- Department Name, Point of Contact Information, and other relative information (such as locations and times) must be clearly visible.
- Requested start/end dates and times. Approval of submissions dates/time may be subject to space availability on the reader boards.

Submissions for content that is not hosted by an SDSU department, office or college will require additional approval by the Director of Housing and Residential Life. Please account for time of the additional approval when submitting.

Alcohol

Alcohol containers are prohibited in residence halls. Hansen, Meadows and University Apartments allow for it if student is 21 years or older.

Bicycles & Other Wheeled Devices

Residents are strongly encouraged to register bikes with the SDSU Police Department. Use of bicycles, roller blades, skateboards, scooters, etc., inside residence halls is prohibited for the safety of residents and property.

Bicycles may only be stored in a student room (and not blocking the window or room door) or outside the building in bicycle racks. Bicycle racks are located near all residence halls. Bicycles secured to trees, posts, or buildings may be removed. In addition, bicycles may not be parked or stored in stairwells, hallways, or other community areas inside residence halls. Residents accept responsibility for lost, stolen, or damaged bicycles.

Bicycles left 30 days beyond the end of spring semester are considered abandoned property and will be collected by SDSU personnel. For information on bicycles that have been removed from bike racks, students should contact the SDSU Police Department. Mopeds of all sizes must be parked in designated motorcycle parking areas within the Residence Hall parking lots. They may not be stored in the residence halls or bicycle racks.

Mopeds that are 50cc or more must be licensed, and a parking permit purchased to park on campus.

Cohabitation

Cohabitation is not permitted in University-owned or University-controlled facilities, including those facilities which allow 24-hour guest visitation. Cohabitation is defined as any circumstance, which would prompt a reasonable person to believe a guest has a regular and/or steady presence in a room or suite. Anyone receiving mail, regular

phone calls, maintaining clothing changes, keeping personal effects, or using the bathroom/shower facilities in a residence hall for more than two consecutive nights, will have established a regular and/or steady presence for the purposes of enforcement of this regulation. Complaints will prompt an investigation.

Courtesy/Quiet Hours

Residents are expected to honor established quiet hours (11:00 p.m. – 9:00 a.m.), which are posted in the residence halls. Residents, with the assistance of the CAs, monitor the established quiet hours. If activity/music in a student's room can be heard 2-3 doors down at this time, it exceeds quiet hours standards. During this time, residents and guests are expected to conduct themselves in a manner that will not disturb others and to support the maintenance of quiet hours. Hall Governments may choose to extend quiet hours in their hall but may not choose to shorten quiet hours.

Courtesy hours run 24/7 with the expectation that residents are considerate of the rights of other students living in their community. Courtesy hours are in place to ensure each resident has an environment conducive to studying and other personal needs.

During final exam weeks, quiet hours are in effect 22 hours per day. However, periods of time may be scheduled on these days when the noise level can be elevated slightly to vacuum the carpet, socialize, attend programs for study treats, etc.

Residents are responsible for confronting others whose behavior is unreasonable by asking them to cooperate when the noise level becomes a disturbance. When needed, the residence hall staff will assist in reaching solutions to conflicts. Problems with excessive noise will be referred for student conduct action.

Damages/Excessive Messes

Individual room or community area damages that are the result of normal use are covered by housing charges. However, residents may be charged for damages beyond normal use, such as accidents or vandalism, or those malicious or dangerous in nature (e.g., body fluid messes or personally directed vandalism). When applicable, these will be addressed through the SDSU Student Conduct system and may include disciplinary sanction(s).

Charges are based on current repair, replacement, and labor costs for the item(s) damaged.

Assessments for excessive messes are determined by adding a labor charge plus materials used in the cleaning effort. Entire communities (of a floor or building) may be charged a share for unidentified damages that occur in common areas.

Dirty/Unsanitary Residential Rooms

Cleaning and upkeep of residents' rooms is the responsibility of the assigned residents. In suites and apartments, bathroom cleanliness is the responsibility of the assigned residents and kitchens in apartments are the responsibility of assigned residents. However, when the condition of a room threatens the health or safety of other residents, staff could instruct the resident(s) to clean the area to acceptable standards. When a space in a double room that could potentially be occupied by a new resident is not accessible, clean or welcoming, similar action will be required of the assigned resident(s).

Housing and Residential Life reserves the right for professional staff members to exercise their judgment in determining and enforcing standards that a reasonable person would expect in a living environment. When Housing

and Residential Life staff becomes aware of a room that needs cleaning while halls are open, the resident(s) will be given notice to clean the room within a reasonable time period. Staff will inspect the room. If the room has not been cleaned to acceptable standards, Housing and Residential Life facility staff will clean the room and assess the cost of labor and supplies to the resident(s). Any resident who brings in unwanted pests or unauthorized pets will be charged for the cleaning. Should staff become aware of a room that needs cleaning while halls are closed for semester or spring break, Housing & Residential Life may have the room cleaned by Housing & Residential Life facility staff without prior notice to the resident(s). A bill will be assessed to the resident(s) for labor and supplies.

Emotional Support Animals (ESA) & Service Animals

Students with disabilities who live in University Housing and wish to request approval to bring a Support Animal or Service Animal into their residence must initiate the process through the Office of Disability Services. Contact Nancy Hartenhoff-Crooks by email at Nancy.Crooks@sdstate.edu or by phone at (605) 688-4504. The following deadlines apply for submitting requests: May 1 for Fall Semester and November 1 for Spring Semester. Please note that while the Office of Disability Services approves the student's need for a Support Animal as a reasonable accommodation, the Housing and Residential Life office has a separate process for approving animals in the residence halls. The animal must not be brought into University Housing until both ODS and HRL have completed their approval processes.

Extended Absences

Students should keep the residence hall staff and/or friends advised of extended absences from the hall. Residents leaving the residence hall for an extended absence are urged to leave a telephone number and the address of a contact person with their residence hall staff or roommate in case of an emergency. Should an emergency arise, please contact the Dean of Students' Office to discuss faculty notification.

Gasoline or Propane

Storing gasoline or propane in the residence halls is strictly prohibited. No amount of gasoline or propane is acceptable and if found, residents will have repercussions.

Guests

A guest is defined as an individual person that is NOT an SDSU student present in a particular residence hall with the consent of a hosting resident living in that hall. Commuter guests are considered any person that currently attends SDSU but lives off campus or in a residence hall other than the one in which the host currently resides in. Family members are considered guests. Roommates should discuss expectations regarding guests before problems arise. Residents who entertain guests in their residence hall have full responsibility for themselves and their guests and for any damages and/or violations which may occur. Nonresident guests are welcome in the residence hall provided they register at the front desk upon arrival and adhere to University policies. While guests are permitted any day of the week, they may not stay in the building for more than two consecutive nights. If guests are disruptive and/or fail to adhere to University policies, they may be asked to leave.

Residents who entertain others in their room, allow others to use their room in their absence or allow others to gain access to their room by leaving their door unlocked while absent, have full responsibility for themselves as well as for the behavior of their guests whether they are fellow residents or outside guests. This means that they assume responsibility for any damages and/or violations which their guests may commit.

Pets

Students wishing to bring a pet into University Housing must receive prior approval through the official pet application request process. To ensure adequate review, requests must be submitted by July 1 for Fall semester and November 1 for Spring semester. Pet permitted halls are Hansen 1st and 2nd floor, Meadows Apartments and Southeast Neighborhood Apartments and Townhomes. All pet requests must comply with University Housing and Residential Life's pet policy guidelines. Unauthorized pets are not permitted in residence halls and are subject to immediate removal. Reach out to sdsu.reslife@sdsu.edu or by phone at 605-688-5148 to start the application process. Fish that live continuously under water are the only pets permitted in residence halls. Each room is limited to two (2) 10-gallon aquariums or one (1) 20-gallon aquarium. Sharks, snakes, and piranhas are not allowed. Animals that require a heat lamp (lizards, snakes, frogs, turtles, etc.) are prohibited.

Residence Hall Solicitation

To maintain privacy and security, door-to-door solicitation is not allowed in residence halls. A resident who wishes to act as a representative for a commercial company or conduct business from his/her room must have written permission from the Residence Hall Director. A copy of this agreement will be kept on file in the hall office. Such residents may only post notices on their room door, and any sales or services must be initiated and requested by the prospective customers.

Off-campus, non-university recognized groups or individuals wishing to sell and/or solicit in residence halls must contact Housing & Residential Life for permission five business days prior to their planned event. Requests are approved at the discretion of the Director of Housing and Residential Life. Residents are encouraged to report any solicitors to hall staff immediately.

Roofs

Students are not permitted on any roof for any reason. When items such as frisbees or balls land on roofs, students need to notify the hall desk so that Housing & Residential Life personnel can retrieve and return items as work schedules permit.

Screens & Windows

Window screens are to remain attached and in place at all times. Residents or guests may not exit or enter through windows and no items may be thrown in or out of windows. Removing or damaging windows or screens may result in charges and/or student conduct action.

Scooters & E-Bikes

Interior storage of e-scooters, e-bicycles, and personal electric vehicles (PEV) on university property is prohibited due to lithium ion batteries. See [University Policy 10:14](#).

Sports in the Halls

Sports activities (e.g., football, frisbee, baseball, bowling, golf, hacky sack, etc.) when played in confined spaces often result in injuries and damages to facilities. Therefore, sports activities are not permitted in the residence halls.

Super Bunking

Students cannot super bunk their beds. No more than two bed frames can be stacked in a residential room. Students with super bunks will be asked to disassemble the bed to the appropriate height. Beds must be at least twenty-four (24) inches from the ceiling.

Unauthorized Presence

Student(s) are not permitted in areas and rooms that are locked and for which they have not been assigned. An unauthorized presence in a residence hall is against policy primarily because it compromises the safety, security, and privacy of residents. Allowing unauthorized individuals to enter or remain in the halls increases the risk of theft, harassment, or other safety concerns. It disrupts the community standards and can interfere with residents' ability to focus, rest, and live comfortably.

University Policies

- Academic Integrity
- Reporting Concerns
- Non-Discrimination
- Non-Retaliation/Disclosure of Information
- Hazing & Initiation
- Harassment
- Sexual Assault & Rape
- Weapons
- Missing Person
- Parental Notification of Drug/Alcohol Violation
- Alcohol
- Drugs
- Tobacco
- Gambling
- Keys

Students and staff in the residence halls have an obligation to act responsibly. The entire Housing and Residential Life Staff is committed to assisting in every way possible toward the development of a comfortable and satisfying environment. All residential students are expected to be aware of, and abide by, the policies described in the Student Policies Manual. A complete list of all University and Regents' policies is contained in the [Student Code](#).



Academic Integrity

Students at SDSU are expected to maintain the highest standards of academic conduct. The full policy and procedure on student Academic Integrity is contained in University Policy 2:4.

Reporting Concerns

To report your concerns, you are welcome to speak directly to the Director for Equal Opportunity and

Title IX Coordinator.

Dr. Michelle Johnson
Director for Equal Opportunity and Title IX Coordinator & Affirmative Action Officer Human Resources,
100 Morrill Hall
Brookings, SD 57007
Phone: (605) 688-4128
Email 1: michelle.johnson@sdstate.edu
Email 2: Equal.Opportunity@sdstate.edu

Students may also report concerns to a CA or any SDSU employee who will report the concern on the students' behalf. In addition, SDSU has a Compliance Hotline that offers two additional ways to report concerns, including the option to report anonymously, if you choose:

Toll-Free Reporting: 1-844-880-0004

[Web Reporting](#)

If a student confides in you their concern, please encourage them to report the issue or you may report on their behalf. The University has a legal obligation to respond to issues, big and small, so SDSU requests that all concerns be brought forth.

What happens if a violation of policy occurs?

The University will not tolerate discrimination, harassment or retaliation that violates SDBOR or University policy. When such violations are investigated and found to have indeed occurred, the University will take steps to end it immediately, prevent a recurrence and remedy its effects. An individual found to have engaged in discrimination, harassment or retaliation will be subject to appropriate discipline, depending on the severity of the misconduct.

For more information on the policies established to promote equal opportunity and eliminate discrimination and harassment at SDSU visit [SDSU Title-IX](#).

Non-Discrimination

South Dakota State University has a well-established commitment to maintaining a campus environment free from discrimination and harassment, as articulated by federal and state law, and University policy.

What activities are protected?

Prohibited bias factors should not interfere with, and will not be permitted to adversely influence decisions regarding any aspect of:

- Employment
- Education or Study
- Delivery or receipt of institutional services
- Enrollment or participation in institutional programs or activities (e.g., academic, educational, extracurricular or athletic), both on and off campus. Note: Off-campus activities include, without limitation, study abroad programs, internships, student teaching, and athletic events.

Non-Discrimination Policy

It is the policy of SDSU not to discriminate on the basis of sex, race, color, creed, religion, national origin, ancestry, citizenship, gender, gender identity, pregnancy, sexual orientation, age, disability, veteran's status or any other protected class, or on any grounds, in the offering of all benefits, services, and educational and employment opportunities.

As part of this policy, SDSU has designated a Director for Equal Opportunity and Title IX Coordinator to assist individuals with any concerns about discrimination or harassment in education programs or activities.

Concerns should be reported to a CA, any Housing Official, any SDSU faculty or staff member or directly to the Director for Equal Opportunity and Title IX Coordinator. The complaint process is subject to the South Dakota Board of Regents policies, and will follow the institutional policies listed below:

- Policy 4:3 Equal Opportunity, Non-Discrimination, and Affirmative Action
- Policy 4:4 Harassment including Sexual Harassment
- Policy 4:5 Prevention of Sexual Assault, Domestic Violence, and Stalking
- Policy 4:6 Human Rights Complaints

Non-Retaliation/Disclosure of Information

Complainants, respondents, witnesses, and other persons who have assisted, testified, or participated in any manner in any phase of a harassment or discrimination investigation will be protected against retaliation. SDSU's policy and applicable Board of Regents, state and federal regulations prohibit retaliation, coercion, interference and/or intimidation, or any other adverse action taken as a direct result of a complaint being brought forth.

All concerns are responded to and/or investigated in a highly sensitive manner. The privacy of the parties involved is protected; information will only be disclosed on a strict need to know basis. The investigation process is neutral, impartial, and fair.

What You Can Do to Address Harassment or Discrimination

- Approach the person you feel has discriminated against or has harassed you and communicate your concern directly, in person or in writing. Ask them to stop the concerning behavior or comments immediately.
- Attend [Got Your Back, Jack!](#) training and learn how to be an effective bystander.
- Report harassment or discrimination to the Director for Equal Opportunity and Title IX Coordinator.

- Complete the annual, online Title IX training so you can recognize harassing and discriminating behaviors.

Hazing & Initiation

Hazing includes any activity intended to test another person's willingness or readiness to join a group (or to maintain full status in a group) that:

- Is likely to, or would be perceived by a reasonable person as likely to, endanger the physical health of an individual or cause psychological distress through treatment that a reasonable person would consider to be humiliating, intimidating, or demeaning; OR
- Destroys or removes public or private property; OR
- Involves the consumption of alcohol or other substances to excess; OR
- Violates an SDBOR or University Policy.

Hazing is prohibited at South Dakota State University per University Policy 3:1 (Student Conduct Code).

Willing participation in a hazing exercise by the person being hazed does not excuse hazing. Residents

who are confronted with hazing/ initiation activities should report all such incidents to residence hall staff. Involvement in hazing/initiation activities—including any solicitation, aid, or attempt to aid in the planning or commission of hazing, or its cover-up—is also prohibited under the Student Conduct Code University Policy 3:1.

Harassment

Harassment is a particularly harmful and illegal form of discrimination. It is SDSU's policy that no form of harassment on any grounds of employees, students, and others associated with SDSU is permitted.

Harassment is defined as:

- Behavior toward another person that has the purpose or the effect of creating an objectively and subjectively intimidating, hostile, or demeaning environment;
- Other conduct that is extreme and outrageous exceeding all bounds usually tolerated by society;
- Behavior that substantially interferes with another person's ability to participate in or to realize the intended benefits of a University activity, employment, or resource. In most cases, harassment involves more than casual or isolated incidents, and must be viewed from a reasonable person's perspective.

Sexual harassment is a particularly offensive form of discrimination. Sexual harassment may be established by showing that an individual has been subjected to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, and that:

- Such conduct substantially interferes with another person's ability to participate in or to realize the intended benefits of a University activity, employment, or resource; OR
- Such conduct is so pervasive it becomes, explicitly or implicitly, a term or condition of another person's participation in or use of a University activity, employment, or resource; OR
- An individual's submission to or rejection of such conduct becomes the basis for decisions affecting their ability to participate in or use an institutionally sponsored or approved activity, employment or resource.

Students should report any concerns of harassment to the Coordinator of Community Standards (605-688- 5148), their residence hall staff, the Director of Housing and Residential Life, or the University's Equal Opportunity/Title IX Officer at (605) 688-4128. Incidents where students have been found to harass other persons for whatever reason (sexual, racial, or on other grounds) will be addressed according to SDSU's harassment complaint procedures including potential sanctions through the SDSU Student Conduct System. For more information on SDSU's harassment policy, visit www.sdstate.edu/human-resources/office-title-ixequal-opportunity.

Sexual Assault and Rape

Sexual assault/rape is the subjection of another person to any sexual act against that person's will, without one's consent, whether forcible or non-forcible. It may be coerced through force or threats of force, or with someone who is unconscious, or with someone who is incapable of giving consent. According to the Student Code (Section 01:10:02:01), "consent is defined as informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant...If a person is mentally or physically incapacitated or impaired so that the person cannot understand the fact, nature or extent of the sexual orientation, there is no consent; this includes conditions due to alcohol or drug consumption or being asleep or unconscious." Sexual assault is also a crime.

Students who believe they are a victim of sexual assault/rape, can:

1. Seek medical attention. DO NOT bathe, clean up, or change clothes.
2. If clothes must be changed, all the clothing should be placed into a paper bag and taken to the medical facility, students may obtain a paper bag at any of the residence hall front desks. Medical attention is necessary to evaluate any injuries (some may not be apparent to you), assessment of sexually transmitted disease and/or pregnancy, and collection of evidence. Students who are on campus can call 111 for emergency help and assistance from a campus phone. Even if you are not interested in reporting the assault to law enforcement, it is important to collect evidence in case your decision changes over time.
3. [Report a situation](#).
4. Contact the Assistant Director of Student Conduct (605-688-5148).
5. Contact the residence hall staff.
6. Call the Brookings Domestic Abuse Shelter (605) 692-SAFE (7233) for immediate assistance, information and help in deciding options.

7. Contact SDSU Police (605) 688-5117, or Brookings City Police (605) 692-2113.

Alcohol Amnesty- The University will not pursue any disciplinary action related to any alcohol or drug consumption against any student who has been sexually assaulted or sexually harassed, for their use of alcohol at the time of the sexual assault or sexual harassment (SDSU Policy 3:1- Student Conduct Code).

Confidential counseling is available from the SDSU Health and Counseling Center or the Domestic Abuse Shelter to help with anything you may need.

These services are available to all students, including the accused, regardless of where the incident took place. Students who suspect someone has been a victim are encouraged to contact the residence hall staff or SDSU Counseling Services for guidance.

Employee-Employee & Faculty-Student Consensual Relationships

When individuals exercising power delegated by the Board of Regents make work-related or academic decisions about people with whom they have sexual relationships, their conduct may suggest the appearance, if not the reality, of favoritism or other self-serving motive. Even the appearance of such improper motives can diminish the confidence students and employees have in the integrity of institutional decision-making and thereby disrupt the institutional workplace or academic processes. This is true regardless of the SDSU employee's position or rank. While the state and federal constitutions generally limit the power of government to regulate intimate relationships, government entities may impose reasonable restrictions to assure that actions taken on behalf of the people are free from actual or apparent favoritism or other self-serving motives. The Board has adopted regulations that address similar concerns that arise when individuals supervise close family members, (see Board Policy 4:22), or when individuals indulge in conduct that amounts to harassment, (see Board Policies 1:17 and 1:18.).

Policy Regarding Faculty-Student Consensual Relationships

University faculty members cannot have sexual/romantic relationships with any students under their academic supervision.

- Students and University faculty members {and staff} alike should be aware that entering into a consensual relationship will limit the University faculty and staff members' ability to teach and mentor, direct work, employ, and promote the career of students involved with them in a consensual relationship.
- If a student with whom a University faculty member has a consensual relationship attempts to enroll in a class that the University faculty member is scheduled to deliver, or otherwise to come under any form of academic supervision by the University faculty member, the faculty member will disclose the consensual relationship to the Institutional Chief Executive Officer. The Institutional Chief Executive Officer may reassign the University faculty member's supervisory responsibilities if that can be done without compromising the integrity of the academic program. Otherwise, the University faculty member must terminate the consensual relationship, or the employment of the faculty member must be terminated.
- Engaging in a consensual relationship prohibited under this policy or, for faculty...engaging in a romantic or dating relationship with a student, failure to make disclosures when required by this policy or failure to abide by assurances given to the Institutional Chief Executive Officer, will result in termination of employment.
- The Institutional Chief Executive Officer may authorize exceptions to this policy upon satisfactory documentation that the relationship substantially pre-dates the supervisory relationship and is analogous to marriage. In such cases, the duties for academic supervision will be reassigned in accordance with the nepotism policy stated in

Board Policy No. 4:22, provided that grades shall be assigned by another faculty member in consultation with the faculty member of record.

- The Institutional Chief Executive Officer will notify the Executive Director each time that authorization to continue a consensual relationship is granted under this section.

Weapons

Allowance for Firearms and Self-Defense Items

Effective July 1, 2025, individuals with a restricted enhanced, enhanced, or reciprocal permit may have a concealed carry firearm at SDSU, unless a limited exception applies. Individuals meeting statutory requirements may also have stun guns or mace/pepper spray on SDSU property, provided they are not in an area where possession is lawfully restricted. Employees may only carry a concealed firearm with the required permit and open carry is not authorized. Other firearms and weapons remain prohibited at SDSU and are required to be managed as set forth in SDSU and SDBOR policies. Students are required to comply with applicable laws and SDSU and SDBOR policies regarding firearms and self-defense items. Individuals are responsible for storing their concealed weapon or self-defense item in a locked case or safe to prevent unauthorized access when not concealed carrying a firearm or in possession of a self-defense item. Students who possess, store, or use a weapon or other self-defense item in a way that violates state law, SDBOR, or SDSU policy may face disciplinary action under the relevant conduct policies. [University Policy 10:4](#) and its procedures set forth the provisions applicable to dangerous weapons and firearms on SDSU premises.

Missing Persons

SDSU understands its role in promoting the safety of all students. If in the unlikely event SDSU needs to pursue a missing person report, parents of the student will be notified directly by the Vice President of Student Affairs Office. A Student Affairs staff member will remain in contact with the family throughout any incidents. What follows is the process SDSU engages to investigate any missing person report.

In accordance with the Higher Education Opportunity Act (HEO Act) of 2008, this policy is designed for students who live in University controlled housing facilities, including off-campus housing that are leased through the University for student residents.

For the purpose of this policy, a potentially missing person is a student whose whereabouts are unknown and whose absence is contrary to his/her normal patterns of behavior. In addition, a person is considered to be potentially missing when circumstances indicate that his/her absence is not voluntary and that his/her safety may be in question. Such circumstances may include, but are not limited to: suspicion of foul play, expressed suicidal thoughts, physical or mental impairment, victim of disaster, substance abuse, or other life-threatening situations. The procedures below will be activated if the student is potentially missing for 24 hours or less.

Students will be strongly encouraged to register parental emergency contact information that will be used in situations where the student is determined, by the SDSU Police Department, to be missing for more than 24 hours.

Additionally, upon enrollment, students will be provided with the opportunity to designate an individual (not a parent or guardian) that the University can contact in the event that the student cannot be located. Any student who is under the age of 18 years old, and who is not emancipated, will be required to provide the name of a custodial parent or legal guardian who can be contacted in the event of an emergency. Students meeting this age criteria are reminded that the HEO Act requires SDSU to notify their legal parent or guardian if the student is determined to be officially missing.

Procedures

1. All reports of potentially missing persons will initially be submitted to the ranking live-in staff member in the area in which the student resides, or to the designated live-in on-call person. The ranking staff member or a more senior staff member will attempt to contact the potentially missing person via the student's cell phone number, when available.
2. The ranking live-in staff member will gather information relevant to the student who cannot be contacted and the circumstances in which the person is believed to be potentially missing. The staff member forwards the gathered information to their direct supervisor.
3. The direct supervisor or on-call person will review the gathered information and will forward the potential missing person report to the Associate Director of Residential Life, or the designated on-call staff member. Steps taken to locate the potentially missing person will be reviewed and a determination made regarding involvement of other student contacts.
4. If the student has not been located, the Associate Director will forward the information to the Director of Housing and Residential Life.
5. Housing and Residential Life will notify the Vice President for Student Affairs Office who will determine if the student is officially missing in accordance with this policy. At this time, attempts to locate the student will likely be broadened by tracking food service usage, vehicle usage, or class attendance.
6. All official reports of missing persons will be directed to the University Police Department, who will investigate and establish a timeline for each missing person. In cases where a student has been missing for more than 24 hours, the Department will notify the student's parental emergency contact or the student's legal guardian if the student is under the age of 18 years old.

Parental Notification of Drug/Alcohol Policy Violation

The Family Educational Rights and Privacy Act (FERPA) permit colleges and universities to inform parents or guardians of drug and alcohol policy violations committed by students. SDSU understands parents are partners in responding to issues of substance abuse. Thus, it is the practice of SDSU to notify parents of violations of the University's drug and alcohol policies under the following circumstances.

Parental Notification will likely occur when . . .

The student, through a hearing, is determined to be responsible for an alcohol/drug related violation which has resulted in:

- A minimum sanction of behavioral probation; has been determined to have a blood alcohol content (BAC) of .20 or greater; has required transport to a medical facility due to alcohol poisoning; at the discretion of the Vice President for Student Affairs Office and
- The student is less than 21 years old;
- The student commits the offense while on SDSU owned or controlled property;
- The student commits the offense during travel sponsored by an SDSU department, college, or recognized student organization; or
- The student commits the offense while attending an event sponsored by an SDSU department, college, or a recognized student organization.
- Notification by another South Dakota public institution, (i.e., Black Hills State University, Dakota State University, Northern State University, South Dakota School of Mines and Technology, or

University of South Dakota), that an SDSU student has been involved in a situation on their campus which leads to a minimum sanction of behavioral probation, and the student is less than 21 years old.

- An emergency medical circumstance exists related to alcohol/drugs, even if no violation has occurred. (**Note:** Hospital personnel, family members or friends may have also notified parents.)

Parental Notification will likely not occur when . . .

- The student is 21 or older.
- The student is merely reported to be involved in a violation of the alcohol/controlled substance

policy. (Notification only occurs after a hearing has been conducted and a hearing officer/body has determined that the student violated policy.)

- The sanction for the policy violation is less severe than behavioral probation.

Who determines if parental notification is necessary?

A decision to notify a parent/guardian is made by the Vice President for Student Affairs or their designee, in consultation with appropriate reporting parties. In rare cases, parental notification may be waived when it is determined student safety may be at risk.

What are the procedures for parental notification?

1. Notification, except in emergency circumstances, will be done in email by the Vice President for Student Affairs' Office.
2. Students will be sent notice in writing of a parental notification letter. Such correspondence will be sent seven calendar days in advance of the parental notification letter being sent.
3. In all cases the parent or guardian listed by the student on SDSU records will be the individual notified. Notification of other interested parties is the responsibility of the student and/or the parent/guardian of record.

Alcohol

The South Dakota Board of Regents and the University have established policies (SDBOR Policies 3:4, 4:27 & 6:14; University Policies 3:1, 4:7 & 6:4) that prohibit the possession and consumption of any alcoholic beverages on most areas of campus, including residence hall rooms.* Alcohol that is found in the residence halls in violation of these policies will be disposed. It is also a violation for a student to attend any activity or gathering in a residence hall setting (i.e., a residence hall room) where alcohol is present.*

**Exception: Hansen Hall, University Apartments and Meadows Apartments. See Hansen Hall and Meadows Apartments Alcohol Permitted Policy below.*

Housing and Residential Life staff is required to contact the SDSU Police Department when a minor (an individual less than 18 years of age) is involved in a possible alcohol violation or when they cannot verify the age of a participant.

Empty Alcohol Containers

Empty alcohol beverage containers (e.g., beer cans and bottles, wine bottles, whiskey bottles, and all similar containers) are not permitted in the residence halls. This includes containers that may be considered decorative. Such containers, if observed by staff, will be confiscated. Students violating this policy will be charged with an infraction of the Empty Alcohol Containers Policy.

Guidelines for Alcohol on Campus

South Dakota State University is committed to maintaining an environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the University community. Students are expected to make responsible decisions regarding the use of alcohol personally and at events off campus. The University cannot support and will not tolerate public intoxication and/or other irresponsible alcohol use. Students who appear intoxicated on campus are subject to campus judicial proceedings. The following University alcohol guidelines reflect this commitment to personal responsibility.

South Dakota State Law

Students are expected to abide by SD Codified Laws, including but not limited to: South Dakota's minimum age for purchase, possession or consumption of alcohol is 21 years of age.

- It is illegal to sell or give alcoholic beverages to persons under the age of 21.
- It is also illegal to allow someone to use your identification to obtain alcoholic beverages.
- It is illegal to use fake identification or other means of misrepresenting your age to obtain alcohol.

South Dakota Age Requirements for Consumption of Beverages

Access the [South Dakota State Statute](#).

Alcoholic beverages must remain covered, unopened, and in an opaque package when being transported to campus. Anyone under the age of 21 found to be transporting alcohol shall be required to dispose of the alcohol immediately. Kegs of beer, including pony kegs, (empty or full) are prohibited in all campus housing facilities. Students must be at least 21 years of age to consume alcohol.

Hazing, drinking games or other potentially dangerous drinking behaviors are prohibited. Hazardous or disruptive conduct related to the use of alcoholic beverages is also prohibited. Devices designed for the rapid consumption of alcohol, including but not limited to, funnels and beer bongs are not allowed.

University staff members have discretion over the number of people who can reasonably be in a residence hall room at any given time to comply with applicable fire safety, general safety concerns, and other affected policies.

Alcohol is not permitted in public areas of the residence halls (game rooms, hallways, study lounges, stairwells, and restrooms are public areas), nor is it permitted outdoors on the SDSU campus (unless at registered campus event per University policy and procedure).

Hansen Hall, University Apartments and Meadows Apartments Alcohol Guidelines

Students of legal drinking age may possess and consume alcohol within the privacy of their own room in Hansen Hall, provided that the door remains closed. Alcohol is also permitted in the private bedrooms of students who are of legal drinking age in the Meadows Apartments. If, and only if, ALL residents and the guests of a Meadows Apartment unit are of legal drinking age, alcohol is permitted in the common areas (living room, kitchen, dining area, etc.) of the individual apartment unit.

Drugs

SDSU policies and state laws do not permit individuals to knowingly use, possess, distribute, or possess with intent to distribute any drug or controlled substance as defined by South Dakota law, except when such drugs or controlled substances are allowed by law and/or are obtained directly or pursuant to a valid prescription or order

from practitioners acting in the course of their professional practice. For more information, visit the SDSU [Student Code of Conduct](#).

Medical Marijuana

SDSU campus and property owned by the institution are drug free zones. Any use of marijuana, medical or recreational, on property owned or controlled by the University or at events hosted or sponsored by the University is strictly prohibited. For more information on Medical Marijuana, visit the [Student Code of Conduct](#).

Tobacco Free Jacks

The use of tobacco products (cigarettes, e-cigarettes, cigars, pipe tobacco, smokeless tobacco, vapor based products, etc.) is not permitted on any University property, including, all campus grounds inside and out, parking areas, vehicles and student housing. The policy applies to university students, faculty, staff, as well as visitors and vendors to all university property regardless of location.

Visit the [SDSU Tobacco Free Jacks](#) to learn more.

Students who violate this policy within the residence halls are subject to campus sanctions and conditions. Those are as follows:

- Smoking (1st offense): educational sanction, \$25 fine, and a warning.
- Smoking (2nd offense): educational sanction, \$50 fine, and behavioral probation.
- Smoking (3rd and subsequent offenses): educational sanction, \$50 fine, and extended behavioral probation.

Gambling

Exchange of items or money on games of chance, betting, and/or card games is prohibited on campus.

Residents may play games of chance, as long as there is nothing of value awarded to the winner(s).

A copy of the Student Code will be furnished upon request. To request a copy, contact the Office of

Student Conduct at (605) 688-6997, or view the [Student Code of Conduct](#).

