



ST. CLOUD STATE UNIVERSITY

DEPARTMENT OF RESIDENTIAL LIFE

2018-2019 Student Handbook

WELCOME

The entire Residential Life team wants to extend a warm welcome to campus living. We look forward to working with you to create a safe and supportive community living experience. Our hope is that you'll make life-long friends and lasting memories while learning what it means to be a member of a diverse residential community.

In order to create a successful community, it is important that you know and understand your rights and responsibilities as a student living on campus. We ask that you take some time to familiarize yourself with these materials which supplement to your Residential Life Housing Agreement. It is also important that you know your resources. As a residential student, you have several staff members, from Community Advisory to your Residence Hall Director, as well as various administrative, facilities and technology staff, who are looking forward to helping you succeed. We encourage you to reach out to these individuals and get to know them. They have a wealth of knowledge about our campus community and have a strong desire to help you make the most of your residence hall experience.

Whether you're new to the St. Cloud State University (SCSU) residence halls and apartments or returning for another year on campus, we hope you'll realize that this is more than a place to eat and sleep. Our residence halls provide many opportunities for you to create lifelong friendships, build leadership skills, work, play, and get academic support to keep you on the road to graduation and success.

Vision Statement

Residential Life strives to be the heartbeat of community. We are essential to the development of engaged citizens and future leaders.

Mission Statement

The Department of Residential Life works to provide a dynamic living, learning environment that assists students in achieving a successful academic career, attaining life skills, fostering leadership growth and development, and instilling an understanding of social justice.

Core Values

- Collaboration
- Inclusivity
- Innovation
- Learning
- Service

Inclusiveness Statement

SCSU is committed to providing equal education and employment opportunities to all persons regardless of race, color, creed, gender presentation, sex, age, religion, marital status, sexual orientation/affectional preference, national origin, mental or physical disability, status with regard to public assistance or physical disability or any other group or class against which discrimination is prohibited by State or Federal law. Further, the University will not tolerate acts of sexual harassment/assault within its area of jurisdiction. SCSU will continue to remain in full compliance with: Title IX

of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and the 1992 Crime Bill.

The Department of Residential Life strives to achieve an environment in each residential community which is conducive to the intellectual and developmental growth of all people. To fully achieve this goal requires the involvement of all students and staff members. We ask you to join this effort to maintain a community in which diversity is valued and where we can all live, learn and work in a safer and caring environment. We ask that you learn about, understand, appreciate and respect varied cultures, backgrounds and thoughts. Please be aware that similar standards and expectations pertaining to members of our residential communities are also outlined in University and Minnesota State College and Universities Board policies. Specific information, definitions, and procedures are available online at: www.stcloudstate.edu/oea/

There are a number of behaviors that are incompatible with the environment we seek to create in our community. In particular, physical abuse, verbal abuse, threats, intimidation, coercion and other conduct which threatens the health or safety of any person will not be tolerated in our University housing communities. Such behavior can and will lead to disciplinary actions up to and including the potential for suspension or discharge from the University. Please also note that SCSU Student Code of Conduct states, "Violations involving persons or organizations intentionally targeted because of their race, creed, gender presentation, sex, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, public assistance status or inclusion in any group or class protected by state or federal law may result in enhanced sanctions."

To report an incident of discrimination, harassment or a hate crime at SCSU, notify your residence hall staff or contact any of the following departments/ offices:

- Public Safety Department (320) 308-3333
- Student Life & Development (320) 308-3111
- Residential Life (320) 308-2166
- SCSU Women's Center (320) 308-4958
- Multicultural Student Services (320) 308-3003
- American Indian Center (320) 308-5449
- Center for International Studies (320) 308-4287
- Student Disability Services (320) 308-4080
- Office for Institutional Equity & Access (320) 308-5123
- LGBT Resource Center (320) 308-5166
- Refer to the Campus Directory for office locations and contact personnel

Contact Information

Residential Administration

For information regarding your housing agreement, room assignment, room and board billing or meal plan, call the Residential Life Central Office, (320) 308-2166

Residential Facilities

To submit a maintenance or repair request use the online request button located at: www.stcloudstate.edu/reslife/services.aspx

Residential Technology

Internet problems can be reported to HuskyTech by calling (320) 308-4762 or alternatively, use the online request button located at: www.stcloudstate.edu/reslife/services.aspx

Residential Communities

For information on being involved on campus, to discuss transition concerns, if you need help locating something on campus or want to talk about leadership opportunities contact your Community Advisor or Residence Hall Director.

Residence Hall Main Desk Numbers

Most of the residence halls have a main reception desk which is open during the daytime hours. These desks aid with service and information for each residential community. Sherburne Residence Hall is open 24 hours a day to service all on-campus residents if their desk is closed. The remaining reception desks will have posted hours of operation.

Sherburne: (320) 308-3861

Case-Hill: (320) 308-2612

Lawrence: (320) 308-1200
Mitchell: (320) 308-2611
Shoemaker: (320) 308-2615
Coborn's Plaza: (320) 308-6120

Services

Campus Card

This is your official University form of identification. It's your access to some of the residential communities, the Learning Resources Center, recreational facilities, Garvey Commons (for meal plans) and athletic events.

Campus Cash

Campus Cash is the convenient stored value account which provides a cashless way to pay for purchases on campus. To use it, simply deposit money onto your SCSU Campus Card at the various places across campus, and the balance will decline with each purchase you make. To learn more about Campus Cash, contact the Campus Card Office at (320) 308-1683. This is not the same as Husky Bucks, which is connected to dining plans.

Cable Television and Hook Up

University residential communities have cable television service provided through Charter Communications, our local service provider at no additional cost. Each room has the current extended basic and HD digital cable package, which includes over 115 channels. You may download the complete channel listing (PDF) at www.charter.com.

It is the students' responsibility to purchase and connect their coaxial cable cord into the jack and the opposite end of this cable into the TV. Students may need to program their remote control to accept our current cable channel listings. It is very important you do so, especially if you have a brand new television. Once this is completed, you should receive reception and all the cable channels. If you experience problems at this point and have two cable jacks in your room, try the other jack and repeat the process. Analog television sets no longer work in our system. Residents need a digital TV with a QAM tuner to receive high-definition channels. Problems and service interruptions should be reported through the work order system www.stcloudstate.edu/reslife/tv.aspx.

Laundry Facilities

Laundry facilities are available in all residential communities. The service is included as part of your housing agreement. There is no additional charge for use of the laundry machines. Please contact a Residential Life staff member if you have questions about how to use the machines, or refer to the directions provided in each laundry facility.

Mail Services

Each residential community has a separate key-operated mailbox, which is located near the reception desk. Mailboxes are shared between roommates of an assigned residential community. In accordance with postal service guidelines, mail may not be handed over the counter, unless it is a registered piece that requires a signature. Deliveries are made in accordance with scheduled U.S. Postal Service. If you receive a package, a notice will be placed in your mailbox, and you may pick-it up at the main desk with a picture I.D. during posted hours. The example below is how you should address all mail and packages:

Student Name
Street Address
Hall Name, Room #
St. Cloud, MN 56301

Mail Forwarding

From Hall To Hall

Each residential community receives mail from the U.S. Postal Service Monday through Saturday. If a student switches residential communities or mail is sent to the incorrect residential community, this mail is transported to Ervin House and a staff member reroutes it to the correct hall/correct address.

From Hall To Off Campus Address

The Department of Residential Life maintains a forwarding address for six months. When students move out of the residential communities, we ask for a new forwarding address for the purpose of forwarding first class mail only. Bulk mail items cannot be forwarded. It is the student's responsibility to update address information with the post office and notify the sender of a change to mailing address.

SCSU Internet Network (HuskyNet)

HuskyNet provides students living in the university residential communities with access to the campus network and the internet. Each room is wired with an Ethernet data jack for each resident to give you access to SCSU's many technology features. It is prohibited to mine cryptocurrency in your Residence Hall Room and on the St. Cloud State University internet connection network. In addition to the wired network, our residential communities have wireless coverage in individual rooms and common areas. The HuskyTech Service Center supports students living in the residential communities who connect to the campus network and the internet. Consultants are also available to give you general assistance with technology-related issues. Please feel free to contact HuskyTech with any technology questions at (320) 308-7000 or huskytech@stcloudstate.edu.

Reception Desk

Each residential community has a reception desk that serves as a hub for information and provides services for students within the residential community. Each desk area is typically open daily when classes are in session. Sherburne Residence Hall is open 24 hours a day to service all on-campus residents if their desk is closed. The remaining reception desks will have posted hours of operation. Desk Assistants can help you find resources on campus and answer questions about processes within the residential community. Students of the residential community may check out loaner items such as vacuums, cooking equipment, board games, sporting equipment and tools by presenting their student I.D. card. Reception desk hours will vary during University break periods.

Vending Machines

Vending and ice machines are located in the lobbies and/or basement of each residential community. Vending machines accept cash or Campus Cash transactions. If you lose money in the vending machine, fill out a refund envelope at your reception desk. The vending company will check at the desk on a weekly basis and place a refund in your mailbox.

Rental Insurance

Students are encouraged to purchase renters insurance to protect personal property. While concerns like these are uncommon in our halls, it's always a good idea to make sure you're covered. You can typically purchase renters insurance through your parents existing homeowners or renters insurance, or from any major insurer.

Bed Loft and Refrigerator Rentals

Students can rent bed lofts and refrigerators from our partner BEDLOFT.com. Bed lofts allow students to maximize room space by raising a bed higher to provide space below for a futon or desk. Refrigerator rentals are convenient because you don't have an unwanted appliance at the end of the year. Micro-fridges include a microwave, refrigerator, and freezer combo. You can learn more about renting bed lofts and refrigerators at BEDLOFT.com.

Room Information

Accommodations

- Students who may require a service or therapy animal, as defined by the Americans with Disabilities Act, while on campus should contact Student Disability Services at (320) 308-4080 or by e-mail at sds@stcloudstate.edu to coordinate accommodation needs.
- Students who may need to burn sage, sweet grass, cedar, copal or incense for religious purposes need to provide prior notification to their Residence Hall Director via e-mail and/or in-person. This notification can be made at the beginning of each semester with a request to last the duration of that semester. An acknowledgement of the resident notification should occur within one business day from the Residence Hall Director. Any other burning of incense, cedar, copal, sweet grass or sage is prohibited.

Break Housing

The Department of Residential Life provides break housing in all residential communities. Students who wish to stay over break periods must register with the Department of Residential Life prior to the start of each break period. More detailed information about break housing processes are published and distributed to students prior to breaks.

Check-in Procedures

Before moving into your residence hall/apartment, you should formally check in at the reception desk of your assigned residential community. At check-in you should receive welcome information; check-in agreement forms; entry, room and PO Box keys (bedroom keys in Stateview and Benton); entry sticker for student ID. Please be aware that failing to properly complete the check in process does not lead to an automatic termination of your Housing Agreement. Please refer to your Housing Agreement for more information.

Check-out Procedures

Each student is responsible for officially checking out of their residential community with an A/CA. A check-out form must be completed and signed by each resident, or additional charges may apply. The check-out procedures are as follows:

- Sign-up with the CA for a check-out time, generally during finals week. Check-out should occur when the room is entirely empty of personal property, cleaned and keys are ready to be returned;
- Dust and wet mop floors (removing all black marks and dirt); clean the closet and window areas as well. The room should be in the same condition as it was when the you checked in;
- Apartment students are responsible for cleaning showers, bathtubs, and restrooms;
- Apartment students must also defrost their freezer and thoroughly clean all kitchen appliances including the refrigerator, microwave, stove and burners;
- Each student should provide a forwarding address to all correspondents (bank, subscriptions, cell phone provider, etc.) and leave a forwarding address on the Room Condition Report (RCR) form. The Department of Residential Life will forward first class mail for six months. If there is failure to leave a forwarding address, mail will be returned to sender.

Students are provided additional information at required floor meetings, and through email, regarding procedures and timelines for check-out processes prior to the end of each semester.

Consolidation/Roommate Departure Policy

When a student is left in a double room accommodation without an assigned roommate, or when a roommate moves out and there is not a waiting list for students or another student assigned to the available space, the remaining student may request to change the double room accommodation to a single room accommodation. Single room requests are subject to approval. The student also has the following options (subject to Residential Life approval):

1. Request a roommate from another residence hall room or from off campus move in to the available space.
2. Change rooms to live with a roommate of their choice according to space availability.
3. Remain in their room and be receptive to receiving a new roommate (at no additional charge).
4. Be required to move in with another roommate in a similar situation in order to make the most efficient use of the available space.

Students residing in Benton Hall or Stateview Apartments, who may find themselves living in a unit that has fallen below 75% of capacity, may be subject to a consolidation change of assignment. The Department of Residential Life reserves the right to make changes in residential community assignments, if necessary, for the most effective use of space.

Damages

While living in the residential community, students are financially responsible for all aspects of their behavior that might result in damage, whether intentional or accidental, to the structure or the provided furnishings. Specifically, their obligation covers the following issues:

1. Students are financially responsible for the condition of their room, furnishings, sprinkler heads and/or fire safety equipment and all University property and keeping them clean and free from damage.
2. Students who cause damage to, or create an unclean environment in the public areas will be held financially responsible for restitution and repairs.
3. Students may not modify or allow the modification of the room or other parts of the building without prior written approval from the Associate Director of Residential Life for Operations and Facilities. This includes painting.
4. Students may not duplicate a room or entrance key. If a key is lost, the student must pay the charge for a new key, duplicate key(s) and lock core replacement.
5. Nails may not be used on residential community room walls. Refrain from using duct tape or double-sided tape, as it may remove the paint from the walls.

Students will be charged either when the damage/loss occurs or at the time of check-out. In instances where responsibility for damages cannot be ascertained, the damage charge(s) will be assessed equally among the students involved. When possible, students will be notified of damages and applicable charges. Students may appeal damage charges in writing to the Associate Director of Residential Life for Operations and Facilities or designee in a timely manner. A hold is placed on University records until all bills are paid or until an appeal results in the charge being dropped. Damage billing information, and right to appeal, is provided to students as a part of end of the year closing information.

Decorating Rooms

Students are encouraged to decorate their rooms to make them unique and feel like home. Before adding personal touches, students should be aware of the following guidelines:

- Use 3M Command Strips or painters tape to hang items on walls.
- Painting, drawing or writing on any surface in the room, with any type of marker, including but not limited to dry erase markers, crayon, pen, pencil or charcoal, are not allowed.
- No live trees, branches or wreaths may be used to decorate rooms or hallways
- Microwave ovens, popcorn poppers, toasters, coffee pots or other such devices should not be used under lofts and/or near flammable materials.
- Light bulbs should be used in approved lamps or holders and be of proper wattage for the device; excessive wattage may result in a fire.
- Light fixtures must not be tampered with in any way, any items which might serve as conductors of electricity should not be hung from them.
- When arranging furniture, consideration must be taken so that if tipped over items do not block the door.
- Power strips/surge protectors should not be placed under carpet or attached to, woven through or touching metal in any manner.
- Alcoholic beverage containers, devices designed or intended to be used for the rapid consumption of alcohol and drug paraphernalia are not allowed in the residence halls/apartments.
- The outside of the room door and the window facing outward are considered public display areas. Public displays may be monitored to ensure that inappropriate materials/messages are not visible. Students displaying any item(s) that are in violation of policy will be asked to remove the item(s) from their door/window.

Hall/Room Changes

If you would like to request a room change or move to another residential community you can complete the necessary form in the Residential Life office located in Ervin House, or with your Residence Hall Director or Assistant Hall Director. Requests will be granted as space becomes available. Students cannot move residential communities or rooms without approval from the Department of Residential Life.

Involuntary Housing Agreement Termination

Students whose Housing Agreements are terminated as a result of action taken through the conduct process are required to leave their residential community within 72 hours after notification of the decision, or within 24 hours of their last final, whichever is first. The charges that apply in these circumstances include:

1. A full room charge for the entire academic year.
2. A prorated weekly charge for meal plan provided the student notifies the Department of Residential Life of intent to cancel their meal plan.
3. Charges for room damages, if incurred, will be assessed during checkout.

Keys

When you move into your residential community, you will be given a key/fob to your room, your mailbox and the building's main entrance door. For personal safety, and the safety of others, students are expected to lock their rooms when they leave and carry their keys with them at all times. Students are responsible for reporting any lost or stolen keys immediately to their residential community staff. A student who has lost their room key will be charged a fee for a new key, duplicate key(s) and lock core replacement (when applicable) because a new key and lock core will be issued for the room to prevent possible property loss. The duplicate key for their roommate will be replaced free of charge. If a student needs a new room key for reasons other than loss or theft, they must turn in their old room key to their residential community staff. If a student finds their original key(s) at a later date, they will not be granted a refund. Charges for replacing keys/locks are placed on the student's account once the work is completed. Please consult with your Residence Hall Director for specific costs. Duplication of any Residential Life key is a violation of University policy and state law.

Lofts

Students may use lofts using the loftable furniture provided or lofts rented from an authorized provider. Students may not construct a loft with self-purchased materials.

Prohibited Items

Alcohol and other drugs.

Candles cannot be burned in the residence halls. New candles are permitted for decorative purposes only.

Flammable items such as charcoal, lighter fluid, propane, firewood, hookah charcoal, gas, etc.

Portable heaters, combustible engines, and hoverboards.

Open flame/coil cooking devices such as grills, toaster ovens, and hot plates.

Firearms, ammunition, fireworks, explosives, or other dangerous weapons or materials.

Tasers and stun guns of any type, knives, switch blades, razors, metal knuckles, bow and arrows, nunchakus, or any instrument used to threaten or inflict injury upon another person, or anything that appears to be a real weapon.

Pets are prohibited. Students may have fish in aquariums no larger than 10 gallons. For more information about service or therapy animals, students should contact Student Disability Services at (320) 308-4080 or by email at sds@stcloudstate.edu.

Dry erase boards are not allowed in common spaces. Students may use them in their private living space.

Refrigerators

Refrigerators are allowed but may not exceed 4.3 cubic feet. A rental program of 2.5, 3.6 cubic foot refrigerators and microwave/refrigerator/freezer combination units is provided. Rental refrigerators are available to students on a semester or academic year basis. Additional information concerning refrigerator rental is posted throughout the residential communities.

Request for Cancellation

Cancellation requests must be in writing and submitted to the Department of Residential Life located in Ervin House by posted deadlines noted on the Housing Agreement. Cancellation requests submitted after established deadlines are subject to financial penalties noted in the Housing Agreement. Requests for cancellation are subject to the approval of the Director of Residential Life, Housing Appeals Committee, or designee. Cancellation requests in order to move off campus are generally not accepted. Reasons for contract cancellation include:

1. Non-admission, withdrawal, or academic dismissal from the University.
2. Serious medical or health issues that prohibit living in a residential community, accompanied with medical provider documentation.
3. Affiliation with SCSU academic programs away from the SCSU campus (graduation, student teaching/internship of 40 miles or greater, or study abroad).
4. Other reasons with approval of Director of Residential Life, Housing Appeals Committee, or designee.

Cancellation request forms are available in the Department of Residential Life. Documentation in support of a cancellation request may be required. An approved cancellation may include the following charges:

1. A prorated charge based upon the University refund schedule for the period of time that the room was assigned to the individual.
2. A prorated weekly charge for any dining/meal plan usage.
3. A \$200 administrative service charge, if the cancellation request was made after the deadline for the applicable semester.
4. Charges for room damages, if incurred, will be assessed during the check-out procedure.

If a cancellation request is granted for non-admission, withdrawal or academic dismissal, then the student is reinstated or re-enrolled during the term of this contract, the student will be required to fulfill the balance of the contract and meal plan. Additional financial penalties may apply. Please refer to the Housing Agreement.

Room Assignment

Room assignments are made based on the preferences selected on the housing application, and in the order the applications are received. An assignment will only be made for a student who has both completed their housing application and submitted their prepayment. Once you have a housing assignment, requests for changes can be made by emailing reslife@stcloudstate.edu. Students who do not get their first choice in housing assignment can contact Residential Life and place their name on a wait list. Refer to items 14-16 on your Housing Agreement for more information.

Room Condition Report (RCR)

Each student must complete and sign a Room Condition Report form when they move into their residential community. Students are encouraged to inspect their space thoroughly and note all damages, markings, broken

items, etc. Your room condition report will be used to evaluate the condition of your room when check-out occurs. Damages or missing items will be noted on the check-out form and charged accordingly.

Room/Furniture Modification Guidelines

As students arrange their rooms to make it suitable for their living style, they should remember the following guidelines:

- Furniture provided by Residential Life must stay in the room.
- All built-in furniture or fixtures must remain intact.
- Unless you have a double room contracted as a single, the second set of furniture must remain ready for use by another student. A roommate can be assigned at any point during the year. Residential Life will make every effort to give the current resident(s) notice about a new roommate when possible, but note that emergency situations may arise at any time.

Roommate "Bill of Rights"/Roommate Agreements

Sharing a room with another student can be one of the most rewarding and life changing aspects of the college experience. The opportunity to learn from another student who has a different background, ideas and experiences is one of the true benefits of residential life. This new relationship can be exciting, but it can also be challenging. Like any relationship, success is dependent upon open and honest communication. Since many of our first year students have never shared a bedroom before arriving on campus, you will notice that A/CA staff will spend significant time at your first community meetings talking about this experience.

An A/CA will provide you with a "roommate agreement" at your first floor/wing meeting. Each roommate is encouraged to discuss the items listed on the agreement. Thoughtful participation in the roommate agreement process will help each roommate support the rights of the other. These discussions can occur prior to actually moving on to campus. In fact, many students use technology and phones to start these conversations weeks before arriving on campus.

Each student possesses a set of roommate rights. Conversely, each individual should work to be the type of roommate who helps to ensure these rights. Responsibilities also apply to other students living on the same floor and in the same residential community. Roommates should work together to divide cleaning responsibilities. If someone isn't doing his/her part, talk about it with each other. Roommates should work at solving problems as they arise. Each roommate is entitled to the following

1. The right to read, study, and sleep in his/her room with as little disturbance as possible.
2. The right to have personal belongings that are used by no one else.
3. The right to live in a clean, safe and healthy environment.
4. The right to free access to one's room and facilities without pressure from a roommate.
5. The right to personal privacy.
6. The right to host a guest as long as all residence hall policies are followed and the guest is respectful of the rights of all roommates.
7. The right to be free of intimidation; physical and/or emotional harm; and racial, sexual and other discriminatory harassment.
8. The right to speak openly.
9. The right to be treated with consideration and thoughtfulness.
10. The right to live according to one's own unique values and beliefs, as long as they do not unduly interfere with the rights of others.
11. The right to have grievances addressed in a timely and considerate manner.

Single Room Policy

Single rooms are available on a very limited basis. Double rooms will not be changed to a single room until all students who desire a room are assigned. A waiting list system has been designed for those who are requesting a single room and have completed the appropriate paperwork. The Department of Residential Life will begin processing requests and grant a single room as space permits. Students requiring a single room for medical reasons should contact the Department of Residential Life for more information. All furniture shall remain intact if granted a single. Storage for extra beds, chairs, etc. is not available for rooms that have been converted from a double to a single.

Dining Information

Meal Plans

All first year students living in a residential community are required to have a residential meal plan during their first academic year. Meal plans may be changed between each semester, in accordance with published procedures and deadlines.

Meal Plan Use

Meal plans are not transferable from person to person. Meal plan holders may not pass, loan, trade or sell meals or their campus card (ID) to anyone for any reason. Your campus card must be shown at all meals in such a manner that the photo is clearly visible to the cashier. Letting others use your campus card (ID) to gain entry to a dining center may lead to confiscation of your campus card and/or student conduct action for all involved parties. Students found in violation of this policy will be referred to Residential Life and/or Student Life and Development for appropriate student conduct action.

Dining Services Hours

Garvey Commons is open for meal service Monday through Thursday 7 am to 10 pm, Friday 7 am to 7 pm, and Saturday and Sunday from 10:30 am to 1 pm and 5 pm to 7 pm.

Guest Meals

You are encouraged to invite family or other guests to dine with you in Garvey Commons. Meals may be purchased using cash, credit card, or Husky Bucks. Meal plan holders can host guests by using one of their block meals or guest passes on the anytime plan. Individual meal prices are posted at the entrance of Garvey.

Dining Services Food Removal Policy

You may take the following out of the dining hall:

- 1 piece of whole fruit
- 1 dessert (cookie, bar or ice cream cone)
- 1 cup of coffee or tea in an Armada disposable cup

You may not remove silverware, plates, cups, bowls, etc., from Garvey

If you wish to take a meal to go from Garvey, you can purchase a reusable Garvey to-go container for \$5. More information on this program is available in Garvey.

Community Living

The residence halls and apartments are home to many students and it is important to create a welcoming environment for all. Living in a diverse community offers many opportunities to meet new people and learn from a variety of experiences. To help ensure that all students may exercise their rights as individuals while at the same time insuring that the rights of those around them are upheld, basic policies have been established to facilitate mutual respect and consideration.

Bathroom Facilities

The Department of Residential Life takes safety and security policies seriously which include, but are not limited to, entry into opposite sex bathrooms. Only one person is allowed in a shower stall at a time. Students found violating this particular policy will be subject to conduct action. Please familiarize yourself with the location of appropriate facilities. All restroom facilities are locked for personal safety and privacy. For safety reasons, students are not allowed to give out combinations to anyone not living on the floor.

Bicycle Storage

Bikes may be stored on bike racks located outside of each residential community. Students may store their bike in their room with roommate's permission. Fire regulations prohibit bikes from being stored in public areas, activity rooms, hallways, stairwells or balconies.

Campaigning

Campaigning is allowed in the residential communities by individuals who have filed for election to public office (city, state, or federal office) as well as University students who are candidates for a student organization office. In accordance with Minnesota Statute 211B.20, as well as subdivision 1 and 2, prior appointment and/or notification of intended campaigning must be provided to the Department of Residential Life no later than 24 hours in advance of

the intended campaigning time. Failure to make a proper request may result in a request being denied or rescheduled to a more appropriate date and time. Identification must be presented to hall staff upon request. Out of respect to the students who live in our facilities, and to support an environment conducive to educational goals, campaigning in residential communities is allowed between the hours of 10 am and 9 pm. Only the individual running for office, and up to two additional campaign workers escorted by the candidate, may campaign on the floors or apartment complex. Assistants or campaign workers not escorted by the candidate are not permitted to campaign on the residential floors or apartment complex. Candidates must check in at reception desks prior to, and after completing, campaigning in each individual residential community. Assistants and campaign workers may set up a pre-approved area of the first floor of the residential community by prior appointment.

Common Area Damages

In the event of damages to a common area, including furniture, fixtures, doors, walls, elevators, windows and excessive cleaning charges and trash removal, Residential Life reserves the right to charge all residents for reasonable damage charges if the responsible person(s) cannot be identified.

Destruction of State Property/Vandalism

Intentional or malicious damage, destruction, or defacement of Residential Life or University property is a violation of state law and University policy. Any student determined to have been involved in the intentional damage or destruction of University property will be referred for disciplinary action and may result in disciplinary action up to and including termination of your housing agreement. Additionally, depending on the severity of the action, the matter could be referred to law enforcement or other authorities. Students are also responsible for accidental damage to University property, including furnishings provided for student use, and will be charged accordingly.

Door/Window Displays

Items, posters and photos on students' hallway room doors or windows must not contain any language and/or images that threaten or violate standards outlined in Minnesota State Board Policy 1.B1. Students displaying any item(s) that are a violation of policy will be asked to remove the item(s) from their door/ window, (i.e. alcohol advertisements). Failure to comply or repeated offenses will be handled through the Student Code of Conduct procedures.

Dry Erase Board Surfaces and Chalkboards

In an effort to decrease the use of language and/or images that threaten others or violate standards outlined in Minnesota State Board Policy 1.B1, the Department of Residential Life prohibits the use of dry erase board surfaces and chalkboards in the public areas of residential floors. Public areas on residential floors includes the exterior of student room doors, hallways, bathrooms, floor lounges, and any other residential floor space accessible to others within the residential communities.

Gambling

No gambling or betting, as commonly understood and/or defined in Minnesota Statutes, Chapter 609.75-609.76, is allowed on college, university or system property.

Guests and Guest Policies

From 7 pm to 6 am residential community entrance doors are locked. In Stateview Apartments and Coborn Plaza Apartments, the entrances are locked 24 hours a day. Students must accompany all guests who enter the building when entrance doors are locked. After 9 pm guests must use a valid picture ID and be checked in by a student residing in the specific residential community they are visiting. You should make arrangements with your roommate(s) about the times visitors will be welcome in your room. Always consider your roommate's side of the situation, particularly when a student has a heavy load of exams or papers. After you have established guidelines with which you both are comfortable, agree to discuss these issues again anytime either of you has a concern. Underage guest(s), defined as under the age of 18 (eighteen) years old, must be registered with the residential community reception desk upon arrival to campus. The University reserves the right to immediately notify the parents/guardians of guests under the age of 18 who are involved in a serious incident/injury or violate the established rules and regulations of SCSU and the Department of Residential Life.

If you wish to host an overnight guest you must obtain permission from your roommate(s). An overnight guest may not stay longer than three consecutive nights without prior approval of the Residence Hall Director or Assistant Hall Director. Overnight guests are considered to be anyone who is not assigned to live in your room. If you are found to be in violation of this policy, conduct action could result in probation, suspension, and/or removal. Guests in violation may be immediately removed and/or restricted from entering the residential communities. You are responsible for your guest's behavior. It is your responsibility to make sure guests are familiar with and abide by University and Residential Life policies. Failure to do so may result in your guest(s) being asked to leave campus. Your guest(s) may also be restricted from entering all residential communities in the future. In addition, you may face conduct action

relevant to the behavior of the guest(s). The Department of Residential Life assumes no responsibility for providing accommodations for guests who have been asked to leave the premises.

Guest Escort Policy

The purpose of the guest escort policy is to ensure the safety of the students. Non-residents, who seek entrance to the residential communities after they have been locked, must be signed in and escorted by a host who will be held accountable for the actions of their guests.

After 9 pm, the following procedures will apply:

1. All persons seeking entrance to a residential community will be required to use their SCSU ID card or use the front entrance key and show identification to Reception Desk staff.
2. Status of each person will be verified by Reception Desk staff.
3. Residents will be allowed to enter the building.
4. Non-residents of the building who are not accompanied by residents will be denied access.
5. Telephones are available at the entrance for non-residents to use in contacting a resident to escort them.
6. Residents must accompany their non-resident guests at all times. Residents are personally and financially responsible for the actions of their guests.
7. Guests in violation of policies may be asked to leave the residential community and may be restricted from entering all residential communities.
8. Violations of the escort policy will subject the host resident and guests to residential life and University disciplinary procedures.
9. Students on floors/wings of the opposite sex must be escorted between midnight and 6 am.

Good Samaritan Policy (also see AOD policy)

A "Good Samaritan" exception for violation of the Alcohol and Other Drug Policy will be recognized and honored. A student, who may be in violation of the Alcohol and Other Drug Policy, but comes to the aid of another student by seeking professional help, will not be cited for an alcohol and other drug policy violation through the University discipline process. This exception is subject to the discretion of the Vice President for Student Life and Development or his or her designee. This exception will not be granted to those who flagrantly or repeatedly violated the Alcohol and Other Drug Policy. This exception does not suggest that laws or policies should be violated in order to help individuals.

Health Standards

Students are required to maintain their room in a clean, habitable and sanitary manner. Living conditions that could adversely affect residents' health and safety are prohibited. Students are responsible for maintaining reasonable standards of cleanliness and safety in their University rooms, suites or apartments. Students are also expected to contribute to the cleanliness and safety of hallways, lounges, bathrooms, lobby areas and other common spaces by disposing of trash properly and by refraining from creating unclean or unsafe conditions. Students not meeting these standards and/or Health Department standards may be removed from the Residential Life program. Due to the kitchens and presence of large amounts of food, students who live in University operated apartments are subject to announced monthly health and safety inspections by Residential Life staff. Inspections will be announced in advance so students may schedule to be present.

Mailbox Stuffing Policy

In addition to mail delivered through the U.S. Postal Service, residential community students can expect to receive the following materials in their mailbox:

- Materials from Residential Life and its affiliated leadership organizations,
- Materials from recognized University student organizations,
- Materials from University offices and departments,
- Materials from vendors that have paid postage and are mailed directly to the student, and
- PO Box stuffers will be limited to one per mailbox and must be counted out by the department or organization (contact the Department of Residential Life for quantities).

Final decision regarding materials being placed in Residence Hall student mailboxes rests with the Associate Director of Residential Life for Operations and Facilities or designee. Any advertising including alcohol, drugs or items in conflict with University or Residential Life policies will not be placed in PO boxes. Departments and recognized University organizations are responsible for delivering approved materials to the Department of Residential Life, Ervin

House. The following materials will not be placed in PO boxes, but a limited number of copies may be placed in a centralized lobby location in each residential community:

- Vendor coupons
- Sale flyers
- Materials from vendors that have not paid postage and do not have direct mailing addresses.

Organizations that do not follow the above guidelines will lose the privilege to promote this way for up to a year.

Quiet Hours/Disturbances

Quiet Hours for all residential communities run from 10 pm until 8 am. Sunday through Thursday, and from Midnight until 8 am Friday and Saturday. Quiet Hours means no disturbing noise should be heard outside a room or apartment door, through walls, ceilings, or floors, such that it may disturb other residents. Each Community Council may elect to increase the hours designated as Quiet Hours within their community through their constitutional voting procedures. Monitoring the noise volume in the residential community is everyone's responsibility and is necessary to provide an environment which is conducive to studying and sleeping. Quiet hours and 24-hour courtesy hours are implemented to provide this type of environment. The 24 hour courtesy hours means respecting the need for study time as well as sleeping time outside of Quiet Hours. Students are responsible for monitoring noise levels and being in compliance with any request to reduce noise, regardless of the time of day or evening. The 24 Hour Quiet Hours are established each semester just prior to final examinations, and information is posted in each building. Students continually causing disturbances not conducive to the educational mission of the University may be dealt with through established disciplinary procedures including possible housing agreement termination.

Solicitation Policy

Commercial transactions, which include commercial presentations, door-to-door and other uninvited commercial solicitation, and the making of sales agreements, are prohibited in the common areas of all residential communities. The common areas are defined as all areas of the residential community other than the interior of the students' private rooms. Commercial transactions that are legal and otherwise comply with all relevant federal and state laws may take place in a student's private room only under the following conditions:

- Sales persons and any other guests present in a student's room for a commercial transaction must be invited to the room for that purpose in advance by the student occupant of the room. In rooms other than single rooms, all roommates must consent to such an invitation.
- Students may use their private rooms for infrequent commercial transactions, but they may not schedule such transactions on a regular or continuous basis. Students may not operate ongoing businesses from their private rooms.
- A student inviting non-resident guests to their room for a commercial transaction must follow the established Residential Life guest policy.
- Announcements concerning commercial transactions in a student's private room may not be advertised or posted either in the commons area or outside of the residential community.
- The number of guests in a student's room for a commercial transaction shall not violate fire code regulations of occupancy limits, nor shall the number be more than the room can comfortably hold. Those present in a student's room for a commercial transaction shall not at any time during that transaction move any or all of the group into the common areas of the residential community.
- These regulations do not permit any door-to-door activity in the residential communities either to obtain guests for a commercial transaction being held in a student's room or to consummate sales following such a transaction.

Posting Promotional Posters Policy for Residential Life

This policy covers posting posters, signs and other promotional materials within residential communities. Posting elsewhere on the University is covered by the University policy. All materials for posting must be approved at the Department of Residential Life Office, by the Director of Residential Life or assigned designee. Persons seeking approval of a poster must provide an actual sample of the poster accurate in size and color, to the Department of Residential Life.

All promotional posters must meet the following guidelines:

- The name of the event, date, location, and time must be clearly displayed.
- A contact phone number and/or email address must be present for students to be able to inquire about the event.
- The posters must be given to the Department of Residential Life at least one week before the event.
- The SCSU organization(s) or department(s) must be clearly labeled on the poster. Any SCSU organization(s) must be currently registered with the Department of Campus Involvement.

- Posters shall not exceed a size of 11x17.
- The SCSU logo must be used appropriately. The use of trademarked or copyrighted characters, slogans, etc. are protected by law. It is the responsibility of club officers & their advisors, or University departments to avoid possible copyright or trademark violations. (*approval stamping by the Department of Residential Life does not signify copyright or trademark approval)
- Sources of data or information related to research must be cited on the poster.
- A maximum of one poster per floor and/or one poster per lobby is all that is permitted in a residential community.
- Any posters that are advertising alcohol, drugs, items of conflict or contain language that is in conflict of University or Residential Life policy will not be approved.

All approved posters will be disseminated to the Residential Life staff for posting in designated areas. Any Residential Life staff member has the right to remove any unapproved or outdated posters in residential communities.

Sleeping in the Common Areas

Sleeping overnight in the common areas of the residential communities is prohibited.

Sports in the Hallway

Playing sports in the hallways and public areas of the residential communities is prohibited. Designated areas for exercise activities are provided for students elsewhere on campus. In order to create a safe living environment, playing or participating in sporting events or activities in rooms, hallways, balconies, courtyards, lounges and lobbies is prohibited. The use of athletic equipment in rooms is prohibited due to the disruption and damage it may cause. Athletic equipment includes, but is not limited to, Nerf guns, water guns, skateboards, longboards, bikes, and rollerblades. Please do not play around cars or windows as you will be held responsible for any damages.

Tobacco and E-Cigarette Use Policy

The use, sale, free distribution, or advertising of tobacco (smoking or smoke-less) products is prohibited within all University owned, leased or controlled buildings and property. Tobacco use will be permitted inside private motor vehicles on University property as long as tobacco users demonstrate respect for individuals and the environment. To protect and enhance indoor air quality and to contribute to the health and wellbeing of all students, employees and visitors. The Department of Residential Life and its buildings shall be vape, tobacco and smoke-free. Smoking, the use of smokeless tobacco products and the use of electronic cigarettes are prohibited in the residential communities and Garvey Commons.

The first offense could result in a meeting with the Residence Hall Director or a letter of notice. If the offense also results in a fire alarm, you will meet with the Residence Hall Director. Possible outcomes will include but are not limited to; administrative reassignment, Impact T, criminal charges and other educational sanctions.

Trash Removal

As a member of your residential community you are responsible for the proper disposal of your personal trash, as well as for the cleanliness of hallways, kitchens, and bathrooms. If trash or other items are left in any of these areas a student could be assessed a charge of \$25 and face additional judicial action. Trash left in hallways, kitchens or bathrooms is unsanitary, a health risk, disrespectful to other community members and can be a fire hazard. Students are responsible for removing personal trash to outside receptacles near each residential community. In addition, trash needs to be removed from your room prior to all University break periods.

Standards of Accountability

St. Cloud State University Student Code of Conduct

Any member of the University community may file a report about another student. The reports are considered allegations until a final decision is made. Reports can be completed with any Residential Life staff member or to the Office of Student Life and Development located in Atwood Memorial Center, Room 219. Reports may also be made to Public Safety.

Reports of alleged Student Code of Conduct and other policy violations are reviewed by a professional staff member from Residential Life or Student Life and Development in order to determine if further action is warranted. Students who are charged with violations will be provided an opportunity to meet with a professional staff member to discuss the allegations, who will also decide a student's level of responsibility in the alleged incident.

Incidents that could result in suspension or expulsion from the University are referred to the Office for Student Life and Development for adjudication.

Students charged with violations of this severity are, with some exceptions, afforded a hearing with the University Judicial Board which is composed of students, faculty, and staff members from the University community.

Students found responsible for violations may appeal findings and/or sanctions based on criteria found in the Student Code of Conduct and the Residential Life Student Handbook.

A complete explanation of Student Code of Conduct procedures may be found at: www.stcloudstate.edu/studenthandbook/code/. Printed copies may be obtained at the Office of Student Life and Development.

Documentation and Conduct Meetings

Be advised that Residential Life and University staff members are instructed to thoroughly document all alleged violations of Residential Life Policies/Student Code of Conduct whether or not disciplinary action is appropriate. Any student may request to see or obtain copies of any violation report that pertains to them. The University will not tolerate verbally or physically abusive behavior toward staff members. Any student directing verbally abusive language, insults, or derogatory statements toward a University staff member involved in the normal course of duties, including documentation of alleged violations, will face disciplinary action.

Incident reports are submitted to the appropriate Residential Life/Student Life and Development staff member. The staff member will then follow-up as appropriate with the student(s) involved in the incident. In most cases, the staff member will send a meeting request to the student. It is the student's responsibility to set up the meeting by the deadline that is communicated. Failure to set the meeting up within the appropriate time frame will result in the staff member scheduling a disciplinary meeting, where a formal decision will be made. If the student fails to attend this meeting, the decision will be made on the available information without the student's input. A disciplinary meeting can be conducted by a staff member in Residential Life or Student Life and Development. In certain situations, a disciplinary meeting can also be adjudicated by the Campus Judicial Board.

Serious Offenses

In order to provide a living environment in which all students are able to achieve their learning goals, some behaviors must be prohibited. When students or their guests choose to violate Residential Life policies or the Student Code of Conduct, they can expect to be held accountable in a way that is educational, deters future inappropriate behavior, and helps them to repair any damage done to their living community. There are some behaviors that are sufficiently serious and damaging to students and the living community that termination of the residence hall agreement may be considered on a first offense. These behaviors include:

1. Conduct/behavior threatening the safety or well-being of others, including fighting, physical abuse, possession of firearms or other dangerous weapons.
2. Sexual assault.
3. Possessing, using, or selling narcotics or other dangerous drugs, including marijuana.
4. Violations of the Residential Life Agreement and/or University Code of Conduct which are motivated by bias. An offense motivated by bias is any offense wherein the accused intentionally targets the alleged victim because of a student's race, creed, disability, color, religion, national origin, gender, age, marital status, sexual orientation, public assistance status, or inclusion in any group or class protected by state or federal law.
5. Hosting a keg or large party in the residential community.
6. Misusing or tampering with fire equipment (fire alarms, hoses, extinguishers, sprinkler systems, etc.).
7. Intentional damage or destruction of University property/vandalism.
8. Use of fireworks within the Residential Life community.
9. Throwing or dropping objects out of windows.

Right of Appeal

Any formal, written disciplinary action taken against a student may be appealed. The Department of Residential Life encourages any student who feels they have been treated unfairly to appeal the decision. To appeal a decision, the student must submit a written appeal to the designated administrator within three (3) business days of receiving written notification of a disciplinary decision. A time extension may be granted upon request. Failure to file a request for appeal or extension within three (3) business days may result in the appeal not being considered. Housing agreement termination/removal decisions may be appealed to the Director of Residential Life. The Director will review and assign the case to an appeal officer for review. Decisions of the appeal officer are final. The written appeal from the student must be based on one or more of the following grounds:

1. New or newly-discovered information is of a nature which may substantially affect the outcome of the hearing.
2. There was a procedural error which substantially affected the outcome of the hearing.
3. The sanction is excessively severe.

Formal Conduct Actions

The following formal conduct actions may be assigned to the student following a student conduct meeting. These actions will be assigned in accordance with University/Residential Life sanctioning guidelines.

Administrative Change of Assignment

As part of the disciplinary process, moving a student from one residential community to another may be the outcome of a disciplinary process. In certain cases this may also include restriction from entering certain residence halls and/or apartments as it relates to the change of assignment.

IMPACT

These classes are assigned as a part of the conduct process for policy violations involving alcohol and/or controlled substances. The classes include:

- IMPACT-I: one 90-minute alcohol class and online e-CHUG program, an alcohol intervention and personalized feedback tool; a minimum \$125 fee* is associated with this course; a link to an online survey is sent 90 days after completion of the course;
- IMPACT-II: one 90-minute alcohol class and online e-CHUG program, an alcohol intervention and personalized feedback tool; a minimum \$140 fee* is associated with this course; a link to an online survey is sent 90 days after completion of the course; IMPACT-II builds upon the content of IMPACT-I and attempts to help participants understand what behaviors are contributing to additional policy violations; students may only be referred to IMPACT-II if they have completed IMPACT-I;
- IMPACT-III: one 60-minute individual alcohol sessions and online e-CHUG program; a minimum \$175 fee* is associated with this session; a link to an online survey is sent 90 days after completion of the course; students may only be referred to IMPACT-III if they have completed IMPACT-II;
- IMPACT IV: one 60-minute individual alcohol sessions and online e-chug program; a minimum \$175 fee* is associated with this course; a link on an online survey is sent 90 days after the completion of the course; student may only be referred to IMPACT IV if they have completed IMPACT III.
- IMPACT-M: one 90-minute marijuana class and online e-TOKE program, a marijuana-specific assessment and feedback tool designed to reduce marijuana use among college students; a minimum \$175 fee* is associated with this course; a link to an online survey is sent 90 days after completion of the course;
- IMPACT-M2: one 60-minute individual marijuana sessions and online e-TOKE program, a marijuana-specific assessment and feedback tool designed to reduce marijuana use among college students; a minimum \$175 fee* is associated with this course; a link to an online survey is sent 90 days after completion of the course; students may only be referred to IMPACT-M2 if they have completed IMPACT-M.
- IMPACT-T: one 30-minute class on tobacco use; a minimum \$25 fee* is associated with this course.

*Please note that IMPACT fees are subject to change.

Integrity Sincerity

Integrity Sincerity is a 1-hour workshop designed to help students learn from their experience and reflect upon personal values to make better choices in the future.

Involuntary Housing Agreement Termination/Removal

A student whose housing agreement is cancelled for disciplinary reasons must permanently vacate the building within 72 hours after notification of the decision or within 24 hours of their last final, whichever is first. Removals are considered permanent. However, a student may request a review of their removal status after one year. Removal includes the permanent loss of visitation privileges within the entire residential community. As a part of a housing agreement termination for disciplinary reasons, a student is responsible for the room and board fees for the remainder of the academic year. Students can receive a prorated weekly refund for food service, upon request. Students who are removed and want to make changes to their meal plan must contact the Department of Residential Life, per instructions provided with the disciplinary process outcome. Charges for room damages, if incurred, will be assessed during the check-out procedure.

Residence Hall Probation

Students are placed on probation for a specific period of time. Future violations of Residential Life policy may result in suspension or removal from the residential community. Probation serves as an opportunity for the student to reflect on their roles and responsibilities within the residential community.

Summary Suspension

Upon receipt of a written report, the Vice President for Student Life and Development or designee may impose a temporary University and/or residence hall suspension prior to resolution of disciplinary proceedings. Summary suspension may be imposed when the allegation of misconduct is apparently reliable and whether the continued presence of the student on the University campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any University property, or any University function. During the interim suspension, the student may not be on campus grounds, including residence halls, attend classes or participate in any other University activities. No refund of room or dining charges will be provided during a summary suspension.

University Probation

A written reprimand for violation of community standards. Probation is for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found responsible for violating any community standards during the probationary period.

Written Warning

The written warning advises the student of a violation of policy and warns the student that future violations will result in additional disciplinary sanctions.

Educational/Developmental Disciplinary Sanctions

These sanctions require a student to actively participate in a program or task consistent with the infraction. These sanctions may not take the place of any formal disciplinary actions but may add to the learning and growing experience for the student. The goal is to redirect student behavior and create awareness with regard to how certain actions affect the greater residence hall community.

Judicial Educator

This is an online educational tool that is used frequently to help students learn from their choices and provide an opportunity to form a better understanding of the consequences if certain behavior is not modified in the future. Failure to complete assigned educational sanctions by the assigned deadline may result in further disciplinary action.

University Alcohol and Other Drug Policy

This policy applies to all employees, students, registered student organizations, visitors, and guests on or in university owned or operated property. It also applies to employees, students, and persons representing the university who are engaged in on-campus and off-campus university activities such as officially sanctioned field trips or registered student organization sponsored activities. Students and student organizations on travel status may be subject to further restrictions or allowances.

While the policy applies to all employees, some have a greater responsibility in supporting compliance, including but not limited to, student leaders, registered student organization advisors, Community Advisors, Public Safety Officers, coaches, faculty, and those traveling with or leading students in off-campus events and activities.

University employees are expected to:

- Hold students and others accountable for behavior that violates the Minnesota State Board of Trustees (hereinafter Board) Policy 5.18 (Alcoholic Beverages or Controlled Substances on Campus), the SCSU Alcohol and Other Drugs Annual Notification, and/or Student Code of Conduct, including referring incidents to university and/or law enforcement officials as appropriate.
- Support students' and others' efforts to achieve healthy and productive lives by referring them to appropriate services, programs and activities. St. Cloud State University will fulfill this commitment by assuring that 5% of the net proceeds the university generates from the service of alcohol at events on campus support alcohol and other drug education and prevention programming at St. Cloud State University.

Prohibitions:

Except as allowable in Board policy 5.18 and as authorized by Minnesota Statutes in accord with the Exceptions section below, this policy prohibits the illegal or disruptive use, possession, production, manufacture, distribution, promotion, advertising, sale, or even being in the presence of alcohol, other drugs and controlled substances, and

drug paraphernalia on property owned or operated by St Cloud State University. Some conduct outlined under this section is also prohibited for students off campus.

Disruptive use of alcohol and other drugs is prohibited. Disruptive use of alcohol and other drugs, regardless of where consumed or ingested, includes behavior that disrupts the university community, endangers the health or safety of self or others, results in damage to university or personal property, or requires the intervention of university or community resources. Examples of disruptive use include, but are not limited to, disorderly conduct, excessive noise, violence, threats, vandalism, or intoxication (regardless of age), that leads to intervention by university personnel, law enforcement personnel or medical personnel.

Although the Minnesota Medical Cannabis Law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, the Campus Security Act, and Board Policy 5.18. Therefore, the use, possession, production, manufacture, and/or distribution of marijuana continues to be prohibited while a student is on University owned or controlled property or at any event authorized or controlled by the University.

Display, Promotion, and Advertising:

Except as allowable in Board policy 5.18 and as authorized by Minnesota Statutes in accord with the Exceptions section below, the public display of advertising or promotion of alcoholic beverages or illegal drugs, in university buildings or any other university owned or controlled area including all university-owned or controlled housing areas is prohibited. This includes, but is not limited to displaying alcohol or illegal drug related containers, banners, "trophies," lighted signs, large inflatable advertising, or devices intended for rapid consumption of alcohol on university property. Possessing or displaying any of these materials may be considered evidence of use, consumption, or distribution.

It is also a violation of this policy to:

- Use alcoholic beverages as awards or prizes, or provide promotional items such as cups, clothing, keychains, and frisbees which advertise alcohol or illegal drugs at university sponsored student events.
- Advertise alcohol and/or illegal drugs in university controlled or affiliated publications, or on university premises, including university-affiliated websites.
- Advertise brand names, logos, prices, visual images or phrases that refer to consumption of alcoholic beverages and/or use of illegal drugs.
- Use alcohol for recruiting and student organization fund-raising activities and events.
- Purchase alcohol and other drugs with university or organization funds, including student activities fee allocations.
- Consume or transport alcohol and other drugs in university vehicles.

Violations:

Violations or apparent violations of this policy, local ordinances or state or federal laws may subject student(s) and/or student organizations to disciplinary action under the Student Code of Conduct whether the violation occurs on or off campus. Based on the nature of the alleged violation a student, registered student organization, or club may also be charged with a violation of a local ordinance, state, or federal law. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the University.

Determinations made or educational sanctions imposed shall not be subject to change because civil or criminal charges arising from the same facts were dismissed, reduced, or resolved in favor of or against the student, registered student organization, or club.

SCSU employees are expected to follow Minnesota Statutes and Board policies and procedures about employee conduct and ethics, as well as their respective collective bargaining agreements, and are subject to disciplinary action as outlined therein.

Exceptions:

Instructional Exception: Alcohol may be used for instructional purposes in the classroom or laboratory in accordance with Board Policy 5.18.

Special Event Approval Exception: The Chancellor or the Chancellor's office, or the President of St Cloud State University and the President's designee may approve the use of on-site wine and malt beverages at specific University special events either on or off campus consistent with this policy, MN H.F. No. 2749 and other Board and SCSU policies and procedures.

While some events may be approved for alcohol use by the Minnesota State Chancellor, the Chancellor's office, or the SCSU President or designee, disruptive use of alcohol and other drugs is always prohibited.

Advertising Exception: Generally, public display of advertising or promotion of alcoholic beverages in university buildings or at university events is prohibited as outlined in this policy and in the annual Alcohol and Other Drugs notification. However, limited promotions and advertising may be permitted if an Advertising Plan is submitted and approval is granted on the Alcohol Exception Application. The form to request exceptions is found in the Supporting Document section of this policy.

The University may permit limited advertising of alcoholic beverages in conjunction with approved events only when the primary audience of the associated program or activity is non-students and when the primary focus of the event is not the distribution or sales of alcohol. When permitted, the content of any alcoholic beverage advertisement must not appear to encourage the misuse of such beverages, must include specific warnings against abusive or unsafe use of alcohol, and/or must directly and conspicuously promote responsible use of alcohol. Advertising must be submitted to University Communications or designee for review and approval prior to acceptance.

Good Samaritan Exception: A "Good Samaritan" exception for Code of Conduct violations will be recognized and honored when a person in violation of this policy comes to the aid of another in seeking professional help or in reporting the occurrence of a crime or more serious Code of Conduct violation; that person will not be held accountable for the violation.

Marijuana, Controlled Substances & Other Illegal Drugs

Unauthorized use, possession, manufacture, or distribution of any controlled substance or illegal drugs and/or drug paraphernalia is prohibited. This includes any chemical substance, compound or combination used to induce an altered state and/or any otherwise lawfully available product (such as over the counter or prescription drugs) used for any purpose other than its intended use or by anyone other than the intended user. This includes any violation of the St. Cloud State University Alcohol and Other Drug Policy. Drugs in violation of Residential Life policy and state law are defined as including, but not limited to, cocaine, hashish, barbiturates, amphetamines, methamphetamines, marijuana, tranquilizers, LSD compounds, mescaline, DMT, narcotics, opiates, and other compounds which are illegal except when taken under doctor's prescription. Possession, use and/or distribution of any illegal drug or controlled substance without legal prescription is against state and federal law and will be enforced as follows:

All persons possessing, using, or distributing drugs on University property may be referred to civil authorities and prosecuted. Drugs and/or paraphernalia are subject to confiscation as evidence for prosecution. Additional disciplinary measures may be taken by the University. Upon first offense, the following procedures apply:

- Disciplinary action up to and including Residential Life housing agreement termination and suspension from the University.
- Occurrence will be referred to the St. Cloud Police Department.

Marijuana or other controlled substances discovered by staff persons in a residential life community will be subject to confiscation. All marijuana or other controlled substances confiscated will be handed over to local law enforcement. The hosts of a room wherein a violation is occurring, including marijuana or other illegal drug violation as described above, are responsible for the activity in that room (whether present or not).

Students and/or Guests in Attendance

In addition, it is considered a violation of the alcohol and Other Drug Policy to be in the presence of alcohol, illegal drugs, drug paraphernalia and misuse and abuse of legal drugs, and any chemical substance, compound or combination used to induce an altered state and/or otherwise lawfully available product used for any purpose other than its intended use or by anyone other than the intended user.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law intended to protect the privacy of student educational records accumulated from early childhood through college. The payment of a student's tuition or room and board by the parent does not, by itself, give the parent the right of access to a student's record. Once a student enters college, the rights of educational records previously held by the parents transfers exclusively to the student. Residential Life staff can release student information to parents when the student has provided Residential Life staff with written permission to provide such information. A disclosure form is available for students to fill out and sign in the Residential Life office, or with any professional Residential Life staff member. Residential Life staff can talk with parents about policies and procedures, but cannot speak with parents about student-specific information without disclosure forms on file from a student.

Safety & Security

Balconies and Roofs

Students are not allowed to climb on balconies, railings or on any of the residential community roofs. Personal safety and proper maintenance of the building is a concern. Grilling is not allowed on balconies (see below). Students may not place, use, keep, store, or maintain on the balconies any flammable materials or upholstered furniture not manufactured for outdoor use. University furniture is not allowed on the balconies.

BBQ Grilling Guidelines

In compliance with city ordinances, BBQ grilling is allowed on the property of the Department of Residential Life community under the following conditions:

1. People who choose to grill on or around Residential Life property assume complete responsibility for damages or injuries that result from grilling.
2. Grilling must be done at a minimum of 15 feet from any building and it must be done on cement, tar, concrete or similar surface. No grilling is allowed on grass or balconies.
3. Grills must be attended at all times.
4. Grills must be extinguished and coals must be properly disposed. Coals must be cold and may not be placed in garbage cans or dumpsters.
5. Homemade grills and grilling devices are not allowed.
6. Grilling after 10 pm is prohibited.
7. Students may not store flammable items (charcoal, lighter fluid, propane, etc.) in rooms/apartment or on balcony.

Clearing Rooms

University policy provides Residential Life staff with the authority to request that a room be cleared of all persons except the room's assigned occupants when a violation of University policy is occurring therein. Failure to comply with the directions of University officials or law enforcement officers acting in performance of their duties will result in disciplinary action.

Elevators

Several residential communities are equipped with elevators. Tampering with or misuse of elevators is strictly prohibited, including jumping or wrestling. Disciplinary action, including possible removal from the residential community and/or filing of criminal charges may result, including financial restitution for repairs and labor associated with damages to the elevator. Should you become aware that someone is stranded in an elevator, do not attempt to get them out. Contact the reception desk or a staff member for assistance. If you become stranded in an elevator, do not attempt to open the elevator doors or to get out. Ring the emergency bell for assistance from staff, and accept assistance only from University personnel. Malfunctions of elevators should be reported to the reception desk immediately.

Fire Safety Equipment

Fire extinguishers are located throughout each residential community for the protection of the students. Misuse of fire extinguishers including breaking or smashing the fire extinguisher glass will result in disciplinary action by the Department of Residential Life and/or referral to appropriate authorities. State law requires the University to provide smoke detectors and smoke alarms in each residence hall room/apartment. It is a misdemeanor punishable by 90 days in jail and/or \$300 to either remove the batteries or alarm from its location. While this represents a violation of state law, it also poses a threat to the safety of students living in the residential community and will be considered a violation of the Student Code of Conduct. Most rooms also have a sprinkler system that will automatically turn on in case of fire. The system will continue to operate until turned off by University personnel or the fire department. This system can be accidentally activated when hit by an object, therefore take proper precautions not to accidentally bump the system. There must be at least an 18-inch radius around the sprinkler, with no objects placed on or near it. Students will be held financially responsible for costs associated with damage to the sprinkler system. Vandalism/damages may result in disciplinary action including possible suspension and/or termination of your housing agreement (as well as restitution).

Fire Safety

For your own safety and the safety of others, students are expected to maintain their rooms in an orderly manner at all times in compliance with the following fire regulations:

1. Intentionally or accidentally starting a fire is prohibited. Fire alarms that are caused by intentional policy violations may result in administrative reassignment on the first violation.

1. Unattended cooking is not allowed in rooms or kitchens. This includes microwave ovens.
2. Light fixtures must not be tampered with in any way, and items which might serve as conductors of electricity should not be hung from them.
3. An emergency aisle of at least 22 inches must be maintained within the room.
4. Kitchen doors must not be blocked open.
5. Use power strips/surge protectors with breakers instead of octopus plugs or extension cords. Multi plugs or extension cords are not allowed.
6. Students are responsible for notifying a Residential Life staff member immediately after identifying problems with smoke detectors.
7. Anyone caught tampering with smoke detectors or fire alarms may face criminal charges.
8. Excessive use of paper on walls is not permitted.
9. Wastebaskets are provided in students' rooms. Garbage receptacles may not be taken from other areas of the hall into students' rooms.

Fire Alarms

In order to protect the safety of residential community members, students must assume that there is a fire when an alarm sounds. All students must evacuate the building when a fire alarm is sounding. Failure to evacuate during an alarm will subject the student to University disciplinary action and/or civil action.

If you hear an alarm:

1. Close windows, open curtains, and turn on lights.
2. Check for heat on door and then open slowly and check for smoke.
3. If smoke is thick and/or fire is present, remain in your room with the door closed. Block air vents and door crack with towel or clothing. Call the Public Safety Department at (320) 308-3333 and identify yourself and your location.
4. If smoke is absent, exit the building using the nearest exit. Close and lock your door when you leave.
5. Stand away from the building and do not re-enter until the all-clear is given by Residential Life staff, University Public Safety Department staff or civil authorities.

If you see a fire:

1. Pull alarm in hallways.
2. Exit the building. Evacuation procedures are posted in each building.
3. Call 911.

Fire Drills

As required by state law, a fire drill is scheduled for each semester. These fire drills are unannounced to provide a realistic practice situation. Failure to evacuate during a fire drill or false alarm could result in prosecution. Failure to evacuate will also subject a student to Residential Life disciplinary procedures. Star Alert/Emergency Notification Star Alert, a free SCSU emergency notification system, makes it possible for students and employees to receive notice – by cell phone and/or e-mail – of campus-related emergencies that threaten life safety or severely impact campus operations. In an emergency, Star Alert will send a text message to the cell number(s) and/or e-mail address(es) individuals provide. Notifications identified as “Star Alert” messages will note the nature of the emergency, what action, if any, to take, and where to find more information. Star Alert will also provide notification of University closings. To register, visit this website: www.stcloudstate.edu/emergency/staralert.aspx

Impersonating University Staff

Impersonating a University official or staff member is a violation of University policy and under normal circumstances will result in disciplinary action.

Indecent Exposure

Public displays of nudity are not permitted. Likewise, casual or partial nudity in areas not within a student's room or designated showers/restrooms is prohibited. Public nudity as well as sexual activity in public areas are prohibited and may result in disciplinary sanctions as appropriate.

Key-in(s)/Lock Outs

Students locked out of their room must show proper identification to a staff member before the room will be unlocked. For any student who has been locked out of his/her room, the student account will be charged as follows:

- 1st Offense: Warning
- 2nd Offense: \$10

- 3 or more Offense(s): \$25

Students are required to produce the original room key upon entry to their room. Failure to produce a key will be considered a lost key, and a lock change will be processed by the appropriate staff person. Please note that only the occupants of the room can receive a key-in to their assigned room, after showing proper identification. No other exceptions will be made. For the purpose of assessing charges, the number of lock outs does not start over after a room/ hall change or beginning of the spring semester. Previous offenses will not carry over from spring semester to fall semester.

Lights

Light fixtures in student rooms may not be altered, changed or covered in any manner. Lamps and lights which students bring from home or purchase must be UL approved. Halogen lights/lamps are not allowed.

Missing Student Policy

The University has adopted specific procedures to respond to reports of a missing student. You can review the policy and procedures at the following websites:

Missing Student Policy & Procedure: www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=78

Propping Doors

All fire doors, lounge doors and interior/exterior doors in all residential communities must remain closed and not propped open. Door-propping can lead to problems with safety, pest control and climate control. Students found responsible for propping doors will face disciplinary action.

Room Entry

Department of Residential Life and University staff have the right to enter student rooms/apartments at reasonable times for the purpose of inspection and repair, preservation of health, safety and quietude, recovery of University-owned property, enforcement of rules and regulations, and ensuring building safety during break periods. Such entry will not be conducted arbitrarily or maliciously. In non-life threatening situations, Residential Life staff members are required to knock, announce their presence, and wait a reasonable amount of time before entry. Staff members will document policy violations found in the room and may confiscate items that violate laws or University policy. Residential Life staff will leave written notification when student room entry is necessary and assigned occupants are not present. Refer to section 8 of the Housing Agreement for more information.

Room Capacity

The maximum room capacity in a student room may not exceed two times the occupancy rate of a student's room plus two. This means that if the room itself can house two students, then no more than six people may be in the room at one time. For example, a four person suite in Benton Hall could have up to ten people in the apartment at one time. This applies only to the maximum capacity of a space, and not overnight guests.

Screens (Window)

Screens must remain attached to the window and must not be tampered with. Students will be charged for replacing, repairing and re-hanging screens.

Special Health and Safety Concerns and Responses

When a student is hospitalized for expressed, attempted, or actual harm to self or others, the student is expected to assist University personnel with facilitating his or her safety and success in the residence hall and University environment. This typically includes providing releases to medical personnel to share information about care and treatment plans, assessments by University counseling staff members, and communication with emergency contacts/parents. In most cases, student cooperation in conjunction with appropriate support will lead to a successful and safe return to classes and on-campus living. However, there are some circumstances where continued enrollment or on-campus living is not appropriate for the student and residential community. The emergency contacts as provided by the student (on their emergency data card) will be notified by University or hospital/care staff. Care centers may include, but are not limited to, the St. Cloud Hospital, Central Minnesota Mental Health Center, or similar agencies.

Tornado Procedures

Tornado detections are classified into two categories:

Tornado Watch means that weather conditions are favorable for a tornado to exist in the area. There will be no outdoor warning sirens. Students should pay attention to weather updates and keep an eye on the sky if going outdoors.

Tornado Warning means that a tornado or high winds have been spotted in the area. An alert siren will be sounded outside. When the siren is sounded, all students should seek protection inside and away from the doors and windows. A basement area is preferred and offers the best protection. If no basement area exists, seek shelter in the interior stairwells or interior washrooms in the building. Stay tuned to one of the emergency broadcasting stations. DO NOT leave a protected area until the station and your residential community staff advise it is safe to do so.

When the weather turns hot and humid and looks unsettled, tune your radio to one of the emergency broadcasting stations (such as WJON 1240 AM or KVSC 88.1 FM) for information. For other weather information, call the National Weather Service at (320) 251-1400. Statewide road information can be obtained by calling (800) 542-0220. Students should be aware of information posted in their residence hall regarding shelter locations in their building.

Video Surveillance

To assist in providing a safer and more secure living/learning environment, the University has installed cameras along the perimeters and in the common areas of the residential communities (entrances and exits especially) for 24- hour surveillance. The cameras are intended to increase the personal safety of students and their guests and to deter theft and damage of University and personal property; however, the stored video data can and will be used to assist in identifying any individual who violate laws and University policies.