University of Sioux Falls

STUDENT HANDBOOK

USF Student Handbook

The USF Student Handbook is a central resource for information for students enrolled at the University of Sioux Falls. Each student is responsible for reading, understanding and following all policies contained in this handbook. Questions concerning the student handbook should connect with the Student Life office for help finding the information. This PDF contains the current official edition of the student handbook.

Website and emails provided are made to allow the reader to click to review the additional information.

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1101 W 22nd St, Sioux Falls, SD 57105

(800) 888-1047

student.life@usiouxfalls.edu

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COVID RESPONSE POLICY

University of Sioux Falls will be requiring face masks to be worn on campus for the fall 2020 semester.

Informing this decision are current federal Centers for Disease Control recommendations, as well as the institution's identity as a Christian University in which striving to take care of each other and those we interact with is central.

The ultimate goal is to provide all students as normal of a college experience as possible while taking into account safety and health considerations.

Wearing a mask is one of 4 recommendations (characterized as the 4 W's) USF is promoting for all members of our campus community:

Wash your hands. Wash with soap for 20 seconds, and if that's not available use hand sanitizer.

Wear a mask. Students, faculty and staff are required to wear face coverings in most situations.

Watch your distance. Maintain physical distance of 6 feet.

When sick, remain at home or in your room and check for symptoms daily.

The full policy is found at www.usiouxfalls.edu/covid#policy/msk on the University's COVID-19 website. In the upcoming weeks USF will continue to release additional information in regard to health and safety protocols leading to the start of the semester. Please take time to periodically visit this website for important updates that may be posted.

Also, FAQ have been developed to answer additional questions concerning Campus COVID related responses will be found at https://www.usiouxfalls.edu/offices/campus-safety-and-security/coronavirus.

If you have additional questions or concerns about your schedule, please text or call Student Support at 605-202-5551 or email student.support@usiouxfalls.edu.

LETTER FROM THE PRESIDENT

Dear Students:

Welcome to the University of Sioux Falls! The launch of a new academic year marks a time of anticipation and all that implies for fresh perspectives. Last summer was an exceptionally busy time for the USF community as we prepared for the arrival of our students, a process that literally began the week after commencement exercises. There has been extensive work completed on the facilities and grounds, enhancements made to various student services, and dedicated attention to quality programming at all levels.

In the spirit of our USF faith community, we are excited about the opportunity to embark upon the journey of a new academic year together. The college years are a wonderful time of exploration and discernment about life direction, all experienced within the safe confines of our Christian, Liberal Arts University focused on supporting you along the way. To this end, we encourage you to take full advantage of this most transformational time of your life and be willing to consider countless possibilities that will serve to advance your professional and personal life on many levels. The college experience is second-to-none when you choose to fully engage in all it has to offer!

Our fall calendar has many planned activities focused on active participation within our USF faith and academic community. We look forward in anxious anticipation of your arrival and the opportunity to serve you during this incredible time of life. Be assured that the entire USF community is holding each of you and your families in prayer. If you have a reason to be in Jorden Hall, always feel free to stop in the President's Office, if for no other reason than just to say hello and introduce yourself.

On behalf of a grateful faculty and staff, thank you for being part of our USF community. Collectively, we extend blessings and best wishes for a wonderful academic year.

Sincerely,

Brett Bradfield

LETTER FROM YOUR STUDENT BODY PRESIDENT

Welcome Cougars,

My name is Grace Trautman and I have the honor of serving as your 2020-2021 Student Body President. I am thrilled to have you join the USF family and I encourage you to familiarize yourself with this handbook, it is a great resource and introduction to our university's services, organizations, values, and guidelines.

As we begin the new academic year, I want to challenge you to seek. Seek wisdom, seek understanding, seek to serve, seek relationships, seek grace, seek forgiveness, and most importantly, seek to truly know God. My prayer is that you will find all that you seek for and more.

Please feel comfortable to reach out if you have any questions, your Coo family is here for you!

I look forward to growing with you this year!

Grace Trautman

Student Body President

STATEMENTS AND PRINCIPLES

ABOUT THE STUDENT HANDBOOK

This handbook is in an electronic format and contains helpful campus information as well as guidelines, expectations, and policies that establish the official parameters for student life at the University of Sioux Falls. These standards have been formulated as appropriate by the President's Management Team, Student Life, and the administrative officers of the University and are binding for all USF students. It is the students' responsibility to be aware of these expectations and conduct themselves accordingly as members of the USF community. Unless otherwise indicated, all guidelines and regulations are in effect for (1) all undergraduate students and (2) graduate students. Responsible behavior is expected of USF students wherever they may be, for the duration of their enrollment at the University.

This Handbook supersedes and replaces all previously published and/or posted versions of the USF student handbook. The University of Sioux Falls reserves the right to change, amend, add or delete to this handbook as appropriate, and without prior notice to changes being effective. However, effort will be made to post changes made to this handbook on the University of Sioux Falls' website at www.usiouxfalls.edu/studenthandbook. USF assumes no responsibility for any errors that may appear in this document.

To assure continuous compliance with Title IX and/or any other state or federal anti-discrimination/harassment/ retaliation laws, if state or federal statutory provisions, regulatory guidance, or court interpretations—or guidance provided by any authorized regulating agency—change, conflict with University policy and/or procedure including but not limited to the hearing procedures set forth in this Handbook, the University's policy and/or procedure will be deemed amended as of the time of the decision, ruling, legislative enactment or guidance. Further, the procedures set forth in this policy may be modified or changed as necessary and without notification.

NON-DISCRIMINATION INFORMATION

The University of Sioux Falls does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, veteran status or age in the administration of any of its educational programs, admissions policies, scholarship and loan programs, athletic and other school-administered programs. The University has designated the Vice President of Human Resources to handle all inquiries regarding its efforts to comply with and carry out its responsibilities under Title IX. See page 50 for more information.

The Title IX Coordinator may be contacted as follows:

Julie D Gednalske, Vice President for Human Resources

University of Sioux Falls

Jorden Hall - Suite 205

1101 W 22nd St, Sioux Falls, SD 57105

(605) 331-6802 or (605) 331-6683

titleix@usiouxfalls.edu or Julie.Gednalske@usiouxfalls.edu

ACCREDITATION STATEMENT AND ADDRESSES

Institutional and program accreditation information is provided on the university website at www.usiouxfalls.edu/about-usf/accreditations-and-memberships

MISSION STATEMENT

The University of Sioux Falls, a Christian University in the liberal arts tradition, educates students in the humanities, sciences, and professions. The traditional motto of the University is Culture for Service, that is, we seek to foster academic excellence and the development of mature Christian persons for service to God and humankind in the world.

Through programs in the humanities, sciences and professions, the University helps persons grow intellectually, discern truth and develop a Christian worldview. As a Christian institution, USF fosters in all members of its community the development of emotional maturity, physical well-being, interpersonal skills and values which reflect the character and teaching of Christ.

USF is committed to the Lordship of Jesus Christ and to the integration of biblical faith and learning; it affirms that Christians are called to share their faith with others through lives of service. The University is affiliated with the American Baptist Churches, U.S.A., and welcomes students of any faith or denomination.

VISION STATEMENT

The University of Sioux Falls will be a transformative university committed to academic excellence and celebration of the Christian faith.

ON THIS WE STAND—AN AFFIRMATION OF FAITH

The University of Sioux Falls affirms the historic Christian commitment to Jesus Christ as Prophet, Priest and King. As the Christ, Jesus of Nazareth was God Incarnate, truly human and truly divine. As Prophet, he provided through his life and teachings the definitive revelation of God's nature and the normative model for all human life. As Priest, Jesus overcame through his death and resurrection the separation between humanity and God resulting from sin. As King, he reigns in resurrected glory over the restoration of God's peace and justice to the creation. We affirm the authority of the Bible as God's written Word. The Scriptures of the Old and New Testaments were given to God's people by the Holy Spirit through human witnesses. They find their focus in the revelation of Christ. Though they were written long ago, they speak to us and to the world in the present, calling us to peace with God and to reconciliation with one another.

As a Christian university, we are an academic community that seeks greater understanding in the light of our faith. Never content with our current knowledge of God or the creation, we search openly and actively for new insights—in the humanities, the sciences, the professions—by which to advance human understanding and to serve God more effectively in the world.

STATEMENTS OF INSTITUTIONAL PURPOSE

ENVIRONMENT

The environment of the University of Sioux Falls encourages all students to achieve their full potential. The faculty and staff of the University challenge and support students to grow academically and spiritually and to develop a commitment to responsible service.

CURRICULUM

The curriculum of the University of Sioux Falls provides undergraduate and graduate education that is based on the liberal arts, assists students in the development of a Christian worldview and helps them acquire the knowledge, skills and attitudes necessary to be responsible servant leaders in their chosen fields and communities.

GLOBAL ORIENTATION

USF will equip students to be salt and light in the world—to be agents of God's global work of renewal—by building their awareness of living in a diverse, but interdependent world and readying them for respectful, collaborative engagement across frontiers of ethnicity, economic status and religion to contribute to the well-being of human society.

FACULTY

The faculty of the University of Sioux Falls are committed to its mission and to their vocation of teaching, advising and mentoring students. They enrich their teaching by scholarly participation in their fields of expertise and by their service to the church and the community.

STUDENTS

The students of the University of Sioux Falls are diverse with respect to age, experience, and religious tradition. They are challenged to develop a greater appreciation for other cultures, a more global perspective on current issues and a commitment to a life of service. The University welcomes all students who are serious about pursuing their educational goals in a Christian context.

USF — A GLOBALLY ORIENTED CHRISTIAN LIBERAL ARTS UNIVERSITY

USF will equip students to be salt and light in the world—to be agents of God's global work of renewal—by building their awareness of living in a diverse but interdependent world and readying them for respectful, collaborative engagement across frontiers of ethnicity, economic status and religion to contribute to the well-being of human society.

USF will develop students to be intentional, fruitful participants in the worldwide endeavor of the following:

1. To bring reconciliation and justice in interpersonal, intercultural and international relationships.
2. To ensure access for all segments of society to the necessities of life and to marketplace opportunities for economic and social uplift.
3. To obtain freedom for all people from oppression, exploitation and servitude.
4. To understand and promote stewardship of the biosphere.
5. To apply scientific learning and creativity to the promotion of human well-being.
6. To appreciate and generate diverse expressions of beauty and excellence to the glory of God.
7. To present Christ in such a way that all have the opportunity to enter into the life lived with and for Him and empowered by Him.

UNIVERSITY SERVICES AND RESOURCES

This section outlines the various services and areas of support the University offers students. These are provided to the readers as a helpful tool; however, the information included is not authoritative. The most current information about an item listed in this section is often provided by the office or department themselves. Supplemental information along with the student handbook is provided below to help students navigate their educational journey while attending the University of Sioux Falls.

CAMPUS COMMUNICATION

Professors use e-mail for class announcements, and the University offices use campus e-mail to make contact with students. Your student USF e-mail account is considered to be the official e-mail account the University uses to communicate with you, and each student is responsible for the content of his or her inbox. Students are responsible for reading emails sent to their USF account and for letters sent to their home address, local address, and/or campus post office box.

In addition, faculty, staff, and administrators have access to students' contact numbers (home and mobile) and may use that to conduct university business. Some communication via mobile devices is required (especially that which is deemed an emergency), but other lists may be opt-in or opt-out and can be managed from a portal within MyUSF. It is the student's responsibility to receive and respond to this communication in a timely manner.

USEFUL RESOURCES

ACADEMIC CATALOG

The academic catalog is available online at https://www.usiouxfalls.edu/offices/registrar/academic-catalog or in printed formats. The academic catalog contains detailed information about the University's academic disciplines, course descriptions and degree requirements for both undergraduate and graduate programs.

ACADEMIC CALENDAR

The academic calendar is available online at https://www.usiouxfalls.edu/offices/registrar/academic-calendar . The academic calendar provides important dates that define the start and end of each semester along with important dates for course add/drop, school breaks and course registration dates.

EVENTS CALENDAR

An events calendar is maintained in MyUSF . The events calendar provides dates for fine arts events, athletic competitions and student activities.

CAMPUS DIRECTORY

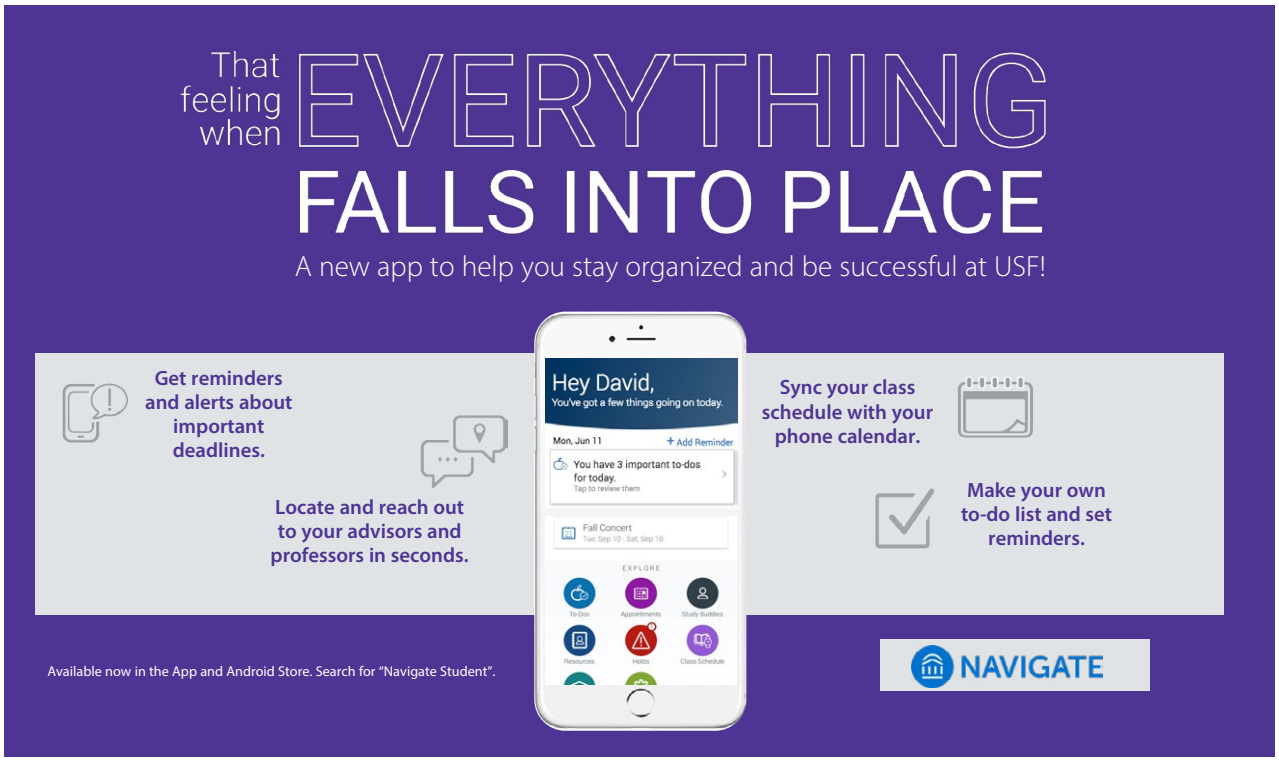
The campus directory for university departments is located online at https://www.usiouxfalls.edu/offices . The staff and faculty directory is located online at https://www.usiouxfalls.edu/directory .

MYUSF

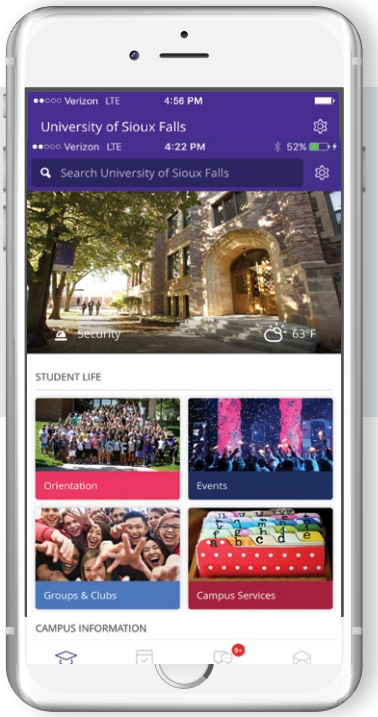
The university web portal, my.usiouxfalls.edu/ICS/ serves as an electronic source of official information for students. Upon enrollment, each student is provided access to this site and students are responsible for the information posted there. Students must have a username and password to gain access to the student portal.

CONNECT WITH US

We encourage you to check out the website, log onto MyUSF, read your USF emails and download the two apps below that USF requests all students use: Navigate Student and the University of Sioux Falls App. Both applications serve a distinct purpose, one for academics and the other for campus life, and will be helpful for you all year long. Navigate Student is an academic app used to schedule appointments, access your class schedule, explore majors and more. The USF Campus App allows you to stay connected and informed with the USF community.



http://www.usiouxfalls.edu/navigate



CAMPUS LIFE... THERE'S AN APP FOR THAT!

The University's free app allows you to stay connected and informed about orientation and student resources. Go to usiouxfalls.campusapp.com to download the University of Sioux Falls app to your Apple or Android device.

Connect with us today!

THOMAS KILIAN ACADEMIC SUCCESS CENTER

McDonald Center, Pierce Hall

Phone: 605-331-6740 | Email: asc@usiouxfalls.edu

Office Hours: 8 am - 5 pm

The Thomas Kilian Academic Success Center (ASC) staff provides students free support services. Their goal is to connect you with resources that will empower you to achieve your goals, both academically and personally. The Academic Success Center provides students with tutor resources, career exploration, counseling services, and academic coaching.

ACADEMIC TUTORING

The Thomas Kilian Academic Success Center (ASC) partners with academic departments to provide quality tutoring in nearly every subject area. On average each year, the University of Sioux Falls provides students with more than 3,000 hours of free tutoring, and a centralized schedule is published each semester by the ASC. Each semester tutoring schedules are posted on MyUSF with dates and times by subject.

ACADEMIC ADVISING

Once a student has declared a major, a faculty advisor specializing in that academic discipline will be assigned as the student's advisor. Those students who are exploring majors will work with an advisor in the Academic Success Center. Students can view who their assigned advisor is on MyUSF and will meet with their advisor for course scheduling advising and registration clearance each semester. Students will receive information from the Registrar's Office via their USF email regarding the registration timeline each semester.

CAREER SERVICES

USF provides a comprehensive career services program to students and alumni. Career services offered to assist with career development, job search and employment needs of USF students, graduating seniors and alumni through the ASC. Whether you need help selecting your future career or academic major, need a résumé, desire to practice a job interview, or want to attend a job fair, the ASC is able to help you.

An online database of part-time, summer jobs, internships, and full-time opportunities can be found within the online database called Purple Briefcase.

MATH/PHYSICS/COMPUTER SCIENCE TUTORING CENTER

The Math/Physics/CS Tutoring Center, located in the lower level of Mears Library, is available free-of-charge to USF students who desire assistance with clarification of key concepts, guidance with homework assignments, and assistance studying for quizzes and exams.

NAVIGATE STUDENT

Navigate Student is a FREE mobile app that will help you thrive at the University of Sioux Falls, with customized content for YOU—whether you are in your first semester or a graduating senior, it is like an advisor in your pocket! When you use the USF Navigate App, you'll create a personalized experience to help with everything from simple reminders for important dates to big stuff like choosing a career path. Navigate pulls together all of the information you need to help you make the most of your time at USF.

Download Navigate student or connect to Navigate Student within MyUSF. Please use this platform to schedule appointments with your advisor or campus office throughout the year.

WRITING CENTER

The Writing Center, located in the lower level of Mears Library, supplements and supports classroom instruction by providing one-on-one interaction with individual writers. This free service is available to all USF students. For more information and to schedule an appointment with a peer consultant go to https://www.usiouxfalls.edu/offices/academic-success-center/writing-center

LEARNING ACCESSIBILITY SERVICES

The University provides reasonable accommodations for students with a documented disability to enable equal access to an education. Each person and each disability is unique; however, there are guidelines that the Academic Success Center (ASC) utilize to determine if a student has a disability according to Section 504 and the Americans with Disability Act (ADA) definition of disability. More information is found on page 19.

ATHLETICS

Athletics Administration | Stewart Center

Phone: 605-331-6791 | usfcougars.com

All students who present a valid student ID receive FREE ADMISSION to all regular season Cougar athletic events hosted in our campus facilities.

STUDENT ELIGIBILITY FOR PARTICIPATION IN INTERCOLLEGIATE ATHLETIC COMPETITION

USF is a member of the National Collegiate Athletic Association (NCAA) and the Northern Sun Intercollegiate Conference (NSIC) and, as a member of these organizations, must respect the eligibility requirements as minimum standards. The NCAA requires specific criteria be met by incoming freshmen to participate during their freshman year. The NCAA also has specific criteria for continued participation in subsequent years. Students interested in intercollegiate competition should contact the coach, Compliance Coordinator, Registrar, or Faculty Athletic Representative for details. All new, current, and transfer students are responsible for knowing and meeting the eligibility requirements of both the University and the governing athletic bodies before participating in intercollegiate athletic contests.

The Official Athletics Website for the University of Sioux Falls Cougars is found at https://usfcougars.com/

Athletic staff directory is found at https://usfcougars.com/staff-directory.

ATHLETIC DEPARTMENT

Vision

To be an NCAA athletic department that models Christian values as a private institution by seeking excellence in academics, athletic performance, community involvement and spiritual growth.

Mission

To enrich the lives of student-athletes through:

- A pursuit of **Excellence** in academics, in practice and in competition
- A call to **Service** on campus and in our community
- A commitment to **Integrity** through Christian values
- A dedication to **Family** built on developing strong relationships

TEAMS

The University of Sioux Falls sponsors 17 NCAA Division II Teams within the Northern Sun Intercollegiate Conference:

Men's Sports	Basketball	Football
Baseball	Cross Country	Golf
Track and Field	Golf	Tennis
Women's Sports	Soccer	Track and Field
Basketball	Softball	Volleyball
Cross Country	Swimming	

STUDENT ATHLETE ADVISORY COUNCIL

A student-athlete advisory committee (SAAC) is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. The SAAC also offers input on the rules, regulations and policies that affect student-athletes' lives on NCAA member institution campuses.

Purpose

- To generate a student-athlete voice within the department and the institution.
- To discuss issues and develop recommendations to enhance student-athlete well-being on campus.
- To solicit student-athlete responses to proposed NCAA legislation or conference legislation.
- To organize service efforts to promote a positive image in the community.

Selection

Two representatives from each sport are nominated by each head coach. Upon acceptance of the nomination, they become members of the USF Student-Athlete Advisory Committee.

Expectations

Student-Athlete Advisory Committee members shall be enrolled full-time at the University of Sioux Falls and maintain athletic eligibility in order to remain a member of USF's SAAC.

Attendance at monthly meetings is required. The SAAC advisor may determine excused/unexcused absences on an individual basis.

USF SAAC Mission Statement

The mission of the USF SAAC is to support and enhance the total experience of student-athletes by providing opportunities, protecting student-athlete welfare, fostering an environment for mental, physical, and spiritual growth, and promoting a positive student-athlete image.

Student Athlete Handbook

The student athlete handbook is available on MyUSF at my.usiouxfalls.edu/ICS/USF_APA/Athletic_Compliance/Handbooks_and_Manuals.jn2. Students must have a username and password to gain access to the student portal.

BUSINESS OFFICE

Jorden Hall, Suite 204

Phone: 605-331-6588 | Email: business.office@usiouxfalls.edu

The Business Office houses Student Accounts, Accounts Payable and Accounts Receivable. Students wishing to inquire about their statement, who have questions about their student account, who would like to make a payment (via cash, check, eCheck, or credit card), or who need change or small checks cashed (up to $50) may come by the office between 8 am and 5 pm, Monday through Friday.

STUDENT ACCOUNTS

Jorden Hall, Suite 204

Phone: 605-331-6588 | Email: studentaccounts@usiouxfalls.edu

****Note: Our third-party payment vendor adds a 2.7% fee to pay student accounts by credit card. There is no charge for paying online with an eCheck or paying by cash or check in the Business Office.****

Arrangements for payment of all tuition and fees must be completed before the first day of class each semester. For more information on options to pay all tuition and fees check out payment plan options . If you would like to set up a Nelnet FACTS payment plan, please go to http://mycollegepaymentplan.com/siouxfalls/.

Registration Holds

A registration hold will be placed on every student account that is not paid or have a payment arrangement confirmed by the first day of the semester. This hold will prevent you from registering for additional classes at USF. Once your outstanding balance is under $200, the hold will be removed. We will also place a registration hold on payment plan accounts that have fallen behind. A transcript hold will be placed on every student account that is not paid in full and you must have a $0 balance in order to receive a transcript or diploma. Overdue accounts are subject to a $50/month late fee.

Semester Statements

The University generates a electronic semester statement for each student. The electronic semester statement will show your tuition, fees, room and board charges along with funding sources from financial aid and scholarships. The electronic semester statement is found on the Student Accounts tab within MyUSF. USF does not send out paper copies of your statement.

STUDENT ACCOUNTS

Students registered for at least 12 credits are considered full-time. **Outstanding balances are due to USF before or on the first day of the semester.**

As a new student, a statement showing pending charges and pending financial aid will be sent to your home address prior to the start of the first semester. If any information is incorrect, please call the Student Accounts Office prior to completing the online semester checklist so changes may be made before you step foot on campus. After your first semester at USF, your statement will be available on your MyUSF account and will not be mailed out.

Satisfying your student account means:

1. All financial aid, scholarships, grants and loans have been accepted, awarded and posted to your account, and you have a $0 balance.
2. Your account is paid in full or you have made satisfactory payment arrangements through the Nelnet FACTS Payment Plan on or before the first day of the fall semester.
3. The Nelnet FACTS payment plan has received the enrollment fee and the first installment payment for the Tuition Payment Plan for the outstanding fall or spring balance.

Methods of Payment Accepted at USF

<table>
<tr><td> </td><td>Online Payment
MyUSF provides students with an online payment option. Go to MyUSF at my.usiouxfalls.edu and review account balance monthly.
To make a payment follow these steps:
• Go to the website above.
• Login using your USF email username and password. Go to the Student Account tab.
• Click on the “My Student Account”.
• Click on the “View My Account Information”.
• Choose appropriate semester (example FA20)—this should give you an overview of what you owe. To see pending charges, choose “Course and Fee statement.”
• Make a payment—fill in the information and how much you would like to pay.</td></tr>
<tr><td> </td><td>Call in Payment (have credit card information available)
Student Accounts: 605-331-6588 or 605-331-6640</td></tr>
<tr><td> </td><td>Mail Payment (include student name and ID #)
University of Sioux Falls, Attention: Student Accounts
1101 West 22nd Street, Sioux Falls, SD 57105</td></tr>
<tr><td> </td><td>In Person
Business Office and Student Accounts, Jorden Hall room 204</td></tr>
<tr><td colspan="2">Accounts not settled by September 28, 2020, will incur a $50 late fee per month for outstanding balances.</td></tr>
</table>

Student Accounts accepts cash, check, debit card, American Express, Visa, MasterCard and Discover for payments. A 2.7% service fee is charged for credit and debit card payments. If you would like to avoid the fees, we offer an e-check option at no cost. Monthly payment plan options are available for students and more information about these plans is available under “**Nelnet FACTS Payment Plan**”.

Nelnet FACTS Payment Plan (Monthly Payments)

FACTS payment plan is a tuition management plan that provides a low-cost way to budget for tuition and other educational expenses. It gives you the option to break your account balance into a monthly payment plan. It is not a loan program; therefore, you have no debt,there are no interest or finance charges assessed, and there is no credit check. The FACTS is among the least expensive ways to budget payments.

- $25 enrollment fee for the semester plan or a $45 enrollment fee for annual plan.
- Payment can be done via Automated Clearing House (ACH) from a checking or savings account, or by using a credit card.
- Payments are processed on the 20th or the 5th of the month.
- July 1, 2020, is the opening date for fall semester and annual payment plans. By enrolling early, payments can be spread out over more months and therefore lower payments are possible.

If you would like to set up a payment plan, please search for the “Nelnet FACTS Payment Plan” on usiouxfalls.edu or log onto MyUSF and follow the instructions. Payment plans that give the account a zero balance will not incur late fees.

COUGAR CENTRAL

McDonald Center, Pierce Hall

Phone: 605-331-6610 | Email: cougarcentral@usiouxfalls.edu

Cougar Central serves the following three roles on-campus: the Virtual Bookstore, the USF Mailroom, and the Official Store of the University of Sioux Falls.

Textbooks (Virtual Bookstore)

To order textbooks, visit the Virtual Bookstore at www.ecampus.com/usiouxfalls. This is your one-stop shop for all options: new, used, rentals, ebooks, and the marketplace (where you can compare online vendors)—and have the books shipped straight to you. At the end of the semester, return your rentals or sell your books back for cash in Cougar Central.

Mailroom

Cougar Central maintains all incoming and outgoing mail and shipping services for the campus. More information on page 20.

Merchandise

Shop themed gifts and apparel at the campus store or online at shop.usiouxfalls.edu. In addition to imprinted merchandise, items such as snacks, school supplies, and required course materials (e.g., art supplies and safety goggles) are also available for purchase.

COUNSELING

Counseling Services

Academic Success Center

McDonald Center, Pierce Hall

Phone: 605-331-6619 | Email: michelle.dk@usiouxfalls.edu

Counseling services support holistic development—cognitive, emotional, spiritual, behavioral, and relational well-being of women and men at USF, while addressing specific problems or needs identified by each student. Individual and group counseling, consultation, outreach programming and skills training, exploration of Christian vocation and spiritual gifts, crisis intervention, and referral for psychological or psychiatric services outside the university are available. Additional information about counseling services is available on the university website at https://www.usiouxfalls.edu/offices/academic-success-center/counseling-services

Counseling services are strictly confidential and are provided at no cost on-campus. Special needs unable to be met by campus personnel will be referred off-campus and are at the student's own expense.

To schedule a confidential appointment, visit Michelle DeHoogh-Kliewer ("Michelle DK") in the McDonald Center, email michelle.dk@usiouxfalls.edu, or call 605-331-6619. Students may stop by either the Academic Success Center or the Student Life Office for help to connect with counseling services. **If a student has an urgent or crisis situation, call 911.** The following list provides other emergency and crisis contacts available within our USF community and Sioux Falls.

Emergency and Crisis Contact Information

*** If a student has an urgent or crisis situation, call 911. ***

These situations may include, but are not limited to:

- A risk of suicide
- A threat of harm to others
- Severely disorganized, psychotic or out of control behavior
- Trauma such as sexual assault
- Severe sickness due to drug or alcohol overdose

On Campus Resources

- Academic Success Center: (605) 331-6740
- Campus Security: (605) 321-6400, (605) 331-6591
- Counseling Services: (605) 331-6619
- Student Life: (605) 331-6620
- On-call Resident Director (605) 681-0229

Other Resources:

- 911 - Law enforcement and ambulatory care
- Avera McKennan Hospital and University Health Center Behavioral Health Services: (605) 322-4065 or (800) 691-4336
- 211 HelpLine Center: (605) 339-4357
- Suicide HotLine: (800) SUICIDE (784-2433)
- In cases of domestic violence, contact the Children's Inn: (605) 338-4880 or (888) 378-7398
- In cases of sexual assault, contact the Rape and Domestic Abuse Center: (605) 339-0116 or (877) IN CRISIS (24-hour crisis line)
- Sanford Emergency Room: (605) 333-6688
- Avera McKennan Emergency Room: (605) 322-2000
- Poison Control Center: (800) 222-1222

DINING AND CATERING SERVICES

Aramark Dining Services

McDonald Center, Pierce Hall

Phone: 605-331-6612 | Email: drew.munson@usiouxfalls.edu

usiouxfalls.campusdish.com

DINING OPTIONS

Salsbury Dining Hall

Salsbury Dining Hall is our friendly, comfortable, all-you-care-to-eat restaurant located in the McDonald Center. Students can watch their made-to-order meal as it's prepared at the action station or venture to one of the international fare or home-style stations. Other daily options include favorites from the grill, two soups, a deli/sandwich bar, freshly made pizza, and a salad bar.

Cooper's Café

Cooper's Café is a coffee shop and retail snack bar located in the lower level of the McDonald Center. In addition to Starbucks drinks, students will find comfortable furniture, study tables, wireless connections, a computer lab, and a full range of delicious Aramark soups, sandwiches, light snacks, and desserts.

MEAL PLANS

All first-year students living on campus are required to purchase a meal plan for eating on campus. Meal plans are a combination of Blocks and Flex Dollars. Meals from meal plans do not carry over from one semester to the next. The transition from Fall to Spring meal plans occurs January 12, 2021.

BLOCKS

A Block is equivalent to one meal at the Salsbury Dining Hall. It is stored on the student's ID card for use with the meal service on-campus. If your meal plan contains 175 blocks, you have 175 meals.

FLEX DOLLARS

Flex Dollars are funds stored on the student's ID card for use with the meal service on-campus. Flex Dollars are allocated to each student on a meal plan according to the schedule above. Students or parents may also add Flex Dollars to students' accounts by visiting the Dining Services office in the McDonald Center (across from the ASC) during business hours, Monday - Friday, or anytime online at usiouxfalls.campusdish.com. For this option, click on the "Meal Plan" tab to add flex dollars to your student ID card. Please allow at least 24 hours for transactions to be completed. Please call us at (605) 331-6612 if you have any questions.

Flex Dollars may not be redeemed for cash. Flex Dollars carry over from Fall to Spring semesters, but all Flex Dollars not used by the final day of the meal plan in the Spring are forfeited and not available for a refund.

Faculty, staff, and students not on a meal plan paying retail price for each entry into the dining hall or for items purchased in Cooper's Café may use cash, credit cards, or Flex dollars purchased online through Aramark Food Services at usiouxfalls.campusdish.com.

SPECIAL DIETARY NEEDS

Students may contact the Aramark Dining and Catering Services Office (605) 331-6747 to seek accommodation for special dietary needs. In the event that Dining Services is unable to accommodate needs as outlined by a licensed health professional, students may seek an exemption from the Student Life Office by submitting the appropriate documentation and exemption found in MyUSF in the Campus Life tab.

Any approved Meal Plan Exemption decision will be considered the student's valid plan and thus will be charged to the student's account both the Fall and Spring semesters of that academic year.

HOLIDAY BREAKS

During many holiday breaks, dining facilities are closed—including those breaks during which students may remain in campus housing. Examples include Fall Break, Thanksgiving Break, Spring Break, and others. Students are advised to read campus announcements and review postings outlining altered campus dining hours during breaks.

CAMPUS FACILITY USE/ CAMPUS RESERVATIONS

CAMPUS PLANNING CALENDAR

As you plan your events on-campus, please check the campus planning calendar to identify date(s) that have the least number of conflicts. The calendar is available on MyUSF or by visiting www.usiouxfalls.edu/campuscalendar.

FACILITIES SCHEDULING AND RESERVATIONS

All room/event reservations must be made at least 3 working days prior to the event and completed during regular working hours Monday through Friday 8 a.m. to 5 p.m. On campus facilities are available to recognized student organizations, university departments or groups who are integrally connected with USF, camps, conferences, etc.

As a student, if you wish to reserve on-campus facilities, please contact Facilities Scheduling at (605) 331-6594, email FER@uisouxfalls.edu or complete an online request for Facilities and Equipment (FER) found in MyUSF. The facility scheduling office is located in Jorden Hall, Suite 205 in the Administrative Offices.

FIRE PIT RESERVATION

Students should work with the Student Life Office to reserve the fire pit located in the quad.

Fire Pit Rules

• Students need to provide their own wood for the fire pit.

• Only wood may be burned. Paper may only be used for starting the fire, no accelerants (no gas, lighter fluid, etc.)

• Fire and wood must not extend outside of the rim or exceed a height of 4 feet.

• Fire must be completely put out before the last person leaves.

• Fire pit may not be used in winds of excess of 20 mph.

• Fire must be extinguished before leaving the fire pit for the night.

• **In case of an emergency for a fire out of control, please call 911.**

CAMPUS MAINTENANCE, GROUNDS AND CUSTODIAL

It is the goal of the University of Sioux Falls to provide a safe, clean and pleasant living and learning environment for all students, faculty, staff and visitors. Maintenance for the campus is provided by National Management Resources Corporation and is tasked with the operation and maintenance of campus buildings and grounds.

To report needed repairs, replacements or cleaning that needs attention, please contact someone that can help.

Contact the Resident Director (RD) or Resident Assistant (RA)

Contact Student Life at (605) 331-6620 or email student.life@usiouxfalls.edu

Contact USF Facilities at (605) 331-6688

HEALTH AND INSURANCE

USF students are encouraged to use any of the medical providers in the Sioux Falls community and region. We encourage students to become established with a particular clinic to promote long-term health and wellness.

The following list includes options near the campus. Their inclusion here shall not imply a University endorsement:

- Avera McKennan Hospital | 1325 S Cliff Ave | 605-322-5000
- Center for Family Medicine | 1115 E 20th St | 605-339-1783
- Sanford USD Medical Center | 1305 W 18th St | 605-333-1000
- Sanford Clinic Physicians | 1205 S Grange Ave | 605-328-0020

Emergency Care

Students in need of immediate assistance should call 911 or take action that the student deems prudent to safeguard his or her health. Residents Assistants and the Resident Directors are available to assist if necessary.

AveraNow

USF students, faculty, and staff have access to AveraNow virtual doctor visits at a reduced rate. Visit www.avera.org/usiouxfalls for details.

Quick and convenient treatment is available without appointment for a variety of symptoms and conditions, including:

- Colds
- Urinary tract infections
- Flu
- Fever
- Vomiting
- Diarrhea
- Sinus infections
- Seasonal allergies
- Rashes
- Pink eye
- Headache
- Acid reflux
- Cold sores

Communicable Diseases

The University is committed to keeping its students and its employees informed regarding the current state of medical knowledge regarding communicable diseases. The admission of students with communicable diseases will be determined on a case-by-case basis, with the health and safety of the campus community being the paramount concerns. Special precautions to prevent contagious diseases (e.g., measles and chickenpox) will be taken when deemed necessary. (COVID-19)

Health Insurance

The University of Sioux Falls is concerned for the health and wellness of our students and recommends that all full-time undergraduate students follow the law and possess health insurance. Health insurance is not available through the University.

Student athletes should refer to the current Student Athlete Handbook for more information available in MyUSF. The current USF Student Athlete Handbook is found in the USF APAC tab under Athletic Compliance.

Questions concerning your insurance coverage about illness or injury should be directed to your health insurance provider.

IMMUNIZATIONS

Student Life

McDonald Center, First Floor

Phone: 605-331-6620 | Email: immunizations@usiouxfalls.edu

Office Hours: 8 am - 5 pm

USF requires all students taking courses that meet on campus to complete an immunization verification form as a condition of enrollment. The form, and all requirements related to immunizations, may be downloaded at www.usiouxfalls.edu/immunizations.

Proof of immunization (through documentation or titers) for two rounds of mumps, measles, and rubella (MMR), or an exemption request are the two primary components of the immunization form that must be emailed to immunizations@usiouxfalls.edu or faxed to (605) 734-8102.

Students who fail to submit the completed immunization form within their admission/initial registration process may be refused enrollment and prohibited from registering for classes until compliant.

INFORMATION TECHNOLOGY

Jorden Hall, Suite 103

Phone: 605-331-6674 | Email: ITHelpDesk@usiouxfalls.edu

The University provides computer labs, network connections, and various technology needs through the Office of Information Technology. Beyond the administrative databases, networks, and phone lines, IT manages the MyUSF information portal available at my.usiouxfalls.edu.

For the latest information on services, how-to documentation, and policies, please visit www.usiouxfalls.edu/it.

See also the Computer Use Section on page 36.

General Help Questions

If you have questions about using MyUSF or about other technical resources and services provided by USF, please contact IT at ITHelpDesk@usiouxfalls.edu or call (605) 331-6674.

LEARNING ACCESSIBILITY SERVICES

Kilian Academic Success Center

McDonald Center, Pierce Hall

Phone: 605-331-6740

Email: asc@usiouxfalls.edu

The University provides reasonable accommodations for students with a documented disability to enable equal access to an education. Each person and each disability is unique; however, there are guidelines that the Academic Success Center (ASC) utilize to determine if a student has a disability according to Section 504 and the Americans with Disability Act (ADA) definition of disability. This documentation is also utilized by the Academic Success Center to assist in providing reasonable and appropriate accommodations.

A student may contact Learning Accessibility Services via e-mail or phone to schedule a time to meet to self-disclose, register, and begin the interactive process of requesting accommodations. Please visit their website for additional information. Learning Accessibility Services is located in the ASC located in the Mc Donald Center, Pierce Hall or email asc@usiouxfalls.edu.

Students with Special Needs

Students who have any situation or condition, either permanent or temporary, which might affect their ability to perform in class are encouraged to inform their instructor and the Academic Success Center at the beginning of the term. Adaptations of teaching methods, class methods, or class materials, including text and reading materials or testing, may be made as needed to provide equitable participation.

Reasonable Accommodations

The Academic Success Center will communicate to faculty the accommodations that are necessary for students with documented disabilities. Students may also visit with their professors to discuss these accommodations.

Identification Procedures

It is the student's responsibility to contact the Academic Success Center to request accommodations for his or her learning disability. The Academic Success Center will then contact the student to identify and request the documentation necessary to evaluate the request.

SERVICE AND ASSISTANCE ANIMAL ACCOMMODATIONS

Service Animals

Pets are normally restricted on university property; however, under federal law, Service Animals are not excluded from university property or activities so long as they meet the guidelines set forth in the Service and Assistance Animal policy.

Conflicting/Competing Disability Accommodations

Students with medical condition(s) affected by Service or Assistance Animals should contact Disabilities Services if they have a health- or safety-related concern about exposure to a Service or Assistance Animal. The student registering the concern will be asked to provide medical documentation that identifies the condition(s), allowing a determination to be made as to whether the condition is disabling and whether there is a need for an accommodation.

Additional policy information is found on page 42.

LOST AND FOUND

All found items should be brought to the Campus Safety & Security Office in the Mears Library, and may be claimed there by their owner. **It is especially important that all keys and USF ID's found are turned in immediately to Campus Safety & Security.** Officers will work to locate the owner of the lost items and keep them safely until the owner picks them up from the office.

Call Campus Safety & Security at 605-321-6400 for assistance 24 hours a day/7 days per week.

MAIL AND SHIPPING

Buy stamps, send letters, and ship packages using USPS, FedEx, or UPS services. Packages with pre-paid shipping labels may be dropped off at the mail window during Cougar Central hours.

All students living on-campus will be assigned a mailbox with a unique combination.Students will have 24-hour access to their mailboxes located outside of Cougar Central. Packages mailed to your USF address will be available for pick-up from the mail window (inside Cougar Center) between 9 a.m. and 4 p.m., Monday-Friday.

The preferred way to address mail for students at USF is the following:

Student Name

Box #____

University of Sioux Falls

1101 W 22nd Street

Sioux Falls, SD 57105

NORMAN B. MEARS LIBRARY

Phone: 605-331-6660 | Email: library@usiouxfalls.edu

Website: www.usiouxfalls.edu/library

The Norman B. Mears Library seeks to meet students' academic/research needs by providing research assistance and a comfortable learning environment with private and public study and work areas. The library also manages a large computer lab, printers and photocopiers, and audiovisual materials for checkout (including laptops, digital camcorders, and cameras).

Study rooms are available for students, faculty, and staff to use for individual or group projects. Rooms are available to accommodate up to 4 people and up to 8 people. Reserve a study room at https://usiouxfalls.libcal.com/reserve/spaces/studyrooms .

Library hours vary during holidays and summer breaks. Check the library homepage or call 605-331-6660 for current library hours.

NOTARY PUBLIC

There is a notary on campus to serve the community. She may be contacted during normal business hours to schedule a time to meet to have important documents notarized or certified.

Marlene Quittem | Jorden Hall - Suite 205

605-331-6609 | marlene.quittem@usiouxfalls.edu

REGISTRAR

Jorden Hall, Suite 110

605-331-6650 | registrar@usiouxfalls.edu

The Registrar's Office maintains the University academic calendar; prepares the annual Schedule of Classes; manages classroom assignments; verifies student enrollment and degrees; maintains and monitors academic records, degree requirements for undergraduates, and degree awards; coordinates commencement ceremonies; evaluates transfer credits and non-coursework; provides veterans' benefit services; and prepares official University transcripts and diplomas. Many of the services provided by the Registrar's Office are available online at https://www.usiouxfalls.edu/offices/registrar

ACADEMIC ADVISING

Once a student has declared a major, a faculty advisor specializing in that academic discipline will be assigned as the student's advisor. For those students who have not yet decided on a major, an advisor from the Academic Success Center will be assigned. Students can view who their assigned advisor is on MyUSF and will meet with their advisor for course scheduling advising and registration clearance each semester. Students will receive information from the Registrar's Office via their USF email regarding the registration timeline each semester.

CLASS SCHEDULES AND TRANSCRIPTS

The Registrar's Office coordinates all registration processes and maintains all student schedules. Students can access their schedules and add/drop classes (during open registration time periods) on MyUSF. Students can direct any scheduling questions to the Registrar's Office.

The University academic catalog is made available online at usiouxfalls.edu/catalog or paper copies are available in the Registrar's Office. The Academic Catalog is the official source for the university's academic programs and courses. The catalog should be used as a guide in planning a course of study and in meeting requirements for graduation.

To request an official transcript go to https://www.usiouxfalls.edu/offices/registrar/request-transcript .

MAINTAIN CURRENT STUDENT CONTACT INFORMATION

It is necessary for the University to have a current address and current phone number for each student. This information enables the University to contact students promptly and it provides for efficient mailings of official information to accurate addresses. Students are responsible to provide current and accurate local addresses and phone numbers to the University registrar along with permanent addresses and phone numbers when applicable.

STUDENT EMPLOYMENT

USF students seeking work have several resources available to them.

Those students interested in on-campus student employment should contact the following:

Admissions/Financial Aid Suite, McDonald Center - (605) 331-6623 finaid@usiouxfalls.edu

Human Resources Office, Jorden Hall, Suite 205 - (605) 331-6802

Students seeking work off-campus should utilize the jobs and internships database available through the Thomas Kilian Academic Success Center on the USF Career Services website at https://app.purplebriefcase.com/pb/account/login?s=USF.

Academic Success Center, McDonald Center (Pierce Hall) - (605) 331-6740 - asc@usiouxfalls.edu

VETERANS AND MILITARY SERVICE

The University of Sioux Falls has been approved for education by the Veteran's Administration. Veterans must file a certificate of eligibility in the Office of the Registrar prior to certification of registration. The Office of the Registrar is found in Jordan Hall, Suite 100.

Our campus is committed to meeting the unique needs of veterans and reserve military.

Additional information is available on the University website at https://www.usiouxfalls.edu/offices/registrar/veterans-information .

STUDENT LIFE

McDonald Center, Lower Level

605-331-6620 | student.life@usiouxfalls.edu

Student Life fosters a community of living and learning that engages and empowers all students to thrive at USF and beyond. Collaborating with faculty, staff, and friends of USF, we are committed to providing dynamic programs and relational experiences that promote holistic growth, enhance classroom learning, cultivate wisdom and character, and inspire Christian faith development among our diverse student body.

Students interested in starting a club, residence hall living, meal plans, and student leadership will work with the staff in Student Life located in the McDonald Center. The Student Life Office is the hub for helping students connect to resources and opportunities on campus. Within the Student Life Office, students will find Campus Ministries, Student Housing and Student Life services.

More information about the following areas are found in other sections of the student handbook. The following will help locate other resources available for students.

- Community Expectations & Campus Policies on page 31
- Student Actiities on page 25
- Spiritual Life on page 26
- Academic Support on page 11
- Counseling Services on page 15

CLUBS AND ORGANIZATIONS

There are many clubs and organizations for students to join—and if it does not exist, the process to create a group is easy. Student Senate has chartered dozens of organizations with both academic and social development in mind. Some examples include Purple Plate, Hacky Sack Club, Ukulele Club, Chess CLub, Esports CLub and Lost & Found.

RECOGNITION AND STATUS OF STUDENT ORGANIZATIONS

Any University of Sioux Falls students or groups desiring to create new organizations or desiring University recognition of their organizations must seek permission from the Associate Director of Student Life or designee in the Student Life Office. Once administrative permission is secured, the students must seek a staff or faculty member to sponsor or advise their organizations before holding preliminary meetings for organizational purposes. Requirements related to University-recognized groups, including statement of purpose, constitution, advisors, financial obligations, membership policy, etc., must be reviewed by the Associate Director of Student Life or his/her designee. Copies of the constitution of said organization must be submitted to the Student Senate. Existing organizations in this category should provide to the Student Senate each year the information requirements listed above.

Organizations structured by and responsible to the music and athletic departments may also need to adhere to the university's academic and scholarship requirements and/or requirements established by the NCAA. Sponsorship or advising various clubs and other student organizations on campus is assumed by members of the faculty and staff. A faculty or staff member is not obligated to sponsor or advise an organization or club when asked to do so by a student group, but employees are encouraged to do so if interested in the organization and they have the time to devote to it.

ELIGIBILITY FOR ACTIVITIES AND ORGANIZATIONS

A student officially representing the University in other activities or qualifying to hold office in student organizations must be appointed or elected by a campus organization (some of which have specific standards) or be designated or approved by a faculty member. Any registered student may participate in these activities or organizations.

ORIENTATION COORDINATORS

Orientation is a program designed to acclimate all new students to life at the University of Sioux Falls. Our Orientation program focuses on building the foundational elements for success at USF. While there are many pieces to the Orientation, we believe that supporting all of our students that are new to USF is integral in developing them as people who will not only succeed at USF, but will go on to impact our world in ways that reflect the Christian mission of our university. The Orientation Coordinators are made up of five students who spend time planning and preparing for New Student Orientation, Fall Welcome Week, Fall Homecoming, and Spring Welcome-Back Week. With a variety of activities and opportunities to connect with the USF community, you can be sure that you will be starting your time at USF on the right foot.

PEER MENTORS

At the core of the Orientation program are our Peer Mentors who are experienced USF Students who walk alongside our new students and provide them with social, emotional, and academic support and guidance, connect students with their peers and campus resources, and help our new students truly integrate into the USF experience.

IMPACT STUDENT LEADERSHIP

IMPACT engages a select group of University of Sioux Falls student leaders to grow in Christ-centered leadership through a range of experiences. This development is nurtured by inspiring, challenging, equipping, training, honoring, and affirming students to be change-agents who cast a vision for the campus and their areas of influence. This umbrella organization supports and develops eight student leadership areas on campus, including:

- Orientation Coordinators
- Peer Mentors
- Cougar Activities Board Team
- Ministry Advocates
- Resident Assistants
- Student Government
- Student Senate

For more information on these IMPACT groups or how to become an IMPACT leader, visit the following website: http://uisouxfalls.edu/impact.

INTRAMURAL ACTIVITIES

The USF intramural program is a service operation designed to meet the competitive and recreational needs of the students through sports and activities. The list of activities--growing every year--includes flag football, volleyball, corn hole, ping pong, and basketball. In addition to leagues, there are multiple tournaments that happen throughout the year with prizes for the winners.

For more information on the intramural sports program, visit the intramural page at www.imleagues.com/usiouxfalls.

STUDENT GOVERNMENT

The University of Sioux Falls Student Government provides leadership to the USF student body, administers campus programs, and acts as the primary liaison between the student body and the faculty/administration. The three agencies under Student Government include Student Senate, Cougar Activities Board (CAB), and Campus Ministries.

Student Government is directed by the Student Body President and his or her Cabinet and is supervised directly by the Associate Director of Student Life.

STUDENT SENATE

Student Senate is the representative body of the University of Sioux Falls Student Body, operating in cooperation with the Executive Council and the University Administration through coordinated two-way communication, managing the Student Senate budget, and facilitating campus community through an active club and organization system. Senate consists of students who serve the student body by enhancing communication between the university and the students, amplifying the voices toward understanding.

Student Government Leadership Roles:

Student Body President

Student Body Vice President

Treasurer

President for Campus Ministry

President for Campus Activities

STUDENT ACTIVITIES

MISSION

The Student Life Office is committed to providing quality programs, activities, and special events that create opportunities for whole person and community development through edifying entertainment and creative Christian fellowship. These opportunities are designed to improve the quality of community life and to promote the development of responsible, involved, and successful citizens and leaders.

In order to accomplish this mission:

• We implement activities and events that support students where they are and challenge them to enhance their lives outside of their normal paradigm.

• We provide programs and experiences designed to develop the leadership potential of students. We educate about important leadership concepts and help students achieve the skills necessary for the effective practice of Christian leadership.

• We encourage the formation of student organizations and provide them with support to maximize their developmental potential and their contribution to community life. We encourage students to become involved with groups in which they have an interest and to grow through their involvement.

• We assist student organizations in providing cultural, social, recreational, educational, and entertainment programs that contribute to individual growth and the quality of campus and community life.

To meet these goals, we are committed to:

• Making opportunities equally accessible to the entire campus.

• Ensuring that programs and services are developmentally-appropriate and responsive to the differing needs of a varied campus community.

• Working collaboratively with students, student organizations, University departments, and community.

• Serving and being served to further the kingdom of God—no matter the sacrifice.

• Engaging in meaningful relationships and providing an environment where individuals are empowered to develop their strengths and recognize areas for growth.

• Walking alongside students to model wise living and to extend compassion, insight, and Christian love.

• Fostering a challenging and supportive community that appreciates diversity and emphasizes personal integrity, civic responsibility, and mutual respect.

The Cougar Activities Board (CAB) is made up of a team of students who grow and develop as leaders through the planning and implementation of campus events.

COUGAR ACTIVITIES BOARD (CAB)

CAB is the programming wing of the student government at USF. In coordination with the Associate Director of Student Life, CAB organizes and implements events and activities for the entire campus community.

CAB Mission

The Cougar Activities Board (CAB) creates diverse events, programs, and activities that encourage personal growth, community engagement, and compliments the educational experiences for students the University of Sioux Falls.

CAB Leadership Roles:

President

Vice President

Treasurer

Tradition Coordinator

Service Coordinator

Program Coordinator

SPIRITUAL LIFE

Campus Ministries seeks to assist the University in its mission of forming the spiritual lives of students. Through spiritual life programming and pastoral care, Campus Ministries works with faculty and staff to create a redemptive community of grace.

The University's motto of "Culture for Service" epitomizes the distinctive, Christian mission of the University of Sioux Falls. The following items are specific areas in which Campus Ministries seeks to engage this motto.

OPPORTUNITIES FOR SPIRITUAL FORMATION

As a diverse community that is deeply rooted in the historic Christian faith, the University recognizes that no two students are in the exact same place spiritually. Campus Ministries provides many opportunities for spiritual formation, including:

Chapel

One of the primary areas is in offering weekly chapel services every Tuesday from 10-10:50 a.m. Chapel offers a variety of music, speakers and topics. Attendance is voluntary.

Thursday Night Worship

Student-led worship and prayer is enjoyed by 75-100 students each Thursday night.

Ministry/Service Opportunities

Campus Ministries seeks to call attention to the needs of the world through regularly scheduled service events and mission projects. Students and USF personnel engage in a number of projects in the city, in the nation and throughout the world. In recent years members of the campus community have served in Haiti, Jamaica, and numerous countries in Africa and Europe.

Bible Studies/Small Groups/Prayer Groups/Fellowship of Christian Athletes

There are a variety of small groups. Such events as team chapels, residence hall Bible studies, reading groups, and student-led worship happen on a regular basis. In addition, there are numerous panel discussions and special presentations throughout the semester. Prayer is an important aspect of the spiritual life of the University of Sioux Falls. Students, faculty and staff meet regularly on voluntary basis to pray for one another, the campus and the world.

CAMPUS MINISTRY

Campus Ministry's Mission Statement

To assist the university in its mission to spiritually form people for service to God and humankind by providing chapel, small groups, service projects and pastoral care to the campus.

Chapel's Mission Statement

The mission of weekly chapel is to provide an opportunity for the campus community to connect our mind and hearts and hand in worship. With our minds we engage God's truth, with our hearts we celebrate God's grace and with our hands we not only seek to reach up in worship but reach out to the world in service.

Objectives:

To provide an opportunity for prayer and celebration through music.

To study and inform through speakers and testimonials.

To experience community with like-minded students, faculty and staff.

To inspire and prepare the community to better serve in the world.

Vision Statement

We are active agents of grace, led by the Holy Spirit into intentional prayer, service, and radical obedience.

Mission Statement

We desire to be active agents of grace. By the power of the Holy Spirit, we will love radically, pursue faithfully, speak truthfully, and serve passionately. We will break down the borders that form out of brokenness through intentional prayer and service to the One, True Christ.

Student Campus Ministry

This student-led Board provides leadership to the areas of student spiritual formation and service/volunteerism.

Ministry Advocates

As a part of the student IMPACT and Campus Ministry team at USF, and individual serving as a Resident or Commuter Ministry Advocate is a servant leader on and off campus and spiritual mentor in a residence hall and around campus. USF recognizes Ministry Advocates as intentional facilitators of spiritual growth with all students, and they should represent Jesus Christ on and off campus.

LOCAL CHURCHES

Campus Ministries and the Commitment to the Local Church

Because of the extraordinary church community of the greater Sioux Falls area, students have many opportunities to connect with local congregations. In addition to dynamic churches, there are also a number of area ministries such as Young Life, Fellowship of Christian Athletes, and many others. These organizations provide university students with great opportunities to connect and serve.

Local Churches Supportive of the USF Mission and Vision

Not meant to be an exhaustive list of the many excellent churches in our community, here are a few churches who have consistently worked with Campus Ministries or Student Life in providing special programming and support for the USF community:

- First Baptist Church (American Baptist Churches, USA)
- Central Church (Converge)
- The Ransom Church (Wesleyan)
- Embrace Church (United Methodist)
- Invitation Church (American Baptist Churches, USA)
- Life Church (Nondenominational)
- The Point (American Baptist Churches, USA)
- Community Reformed Church (Reformed Church in America)

ACADEMIC POLICIES

The academic policies of the University are designed to ensure the quality of the degrees earned by students. Students are responsible for seeing that all degree requirements are met.

Additional Academic Policies may be found in the USF Academic Catalog located on the USF website at usiouxfalls.edu/catalog.

ATTENDANCE

Faithful and consistent class attendance should be considered the standard for coursework at the University of Sioux Falls. Such attendance is important both for the integrity of the course and the success of the student.

The USF community is committed to the principle of mutual respect and support regarding regularly scheduled classes and the extracurricular activities (including specially scheduled co-curricular activities) that it offers to the students. Recognizing that such activities can sometimes conflict with class time and that conflicts need to be limited, the University seeks balance and cooperation. To that end, students who will miss class as a result of participation in a University sponsored event (e.g. the season schedule of an athletic team, the performance schedule of an arts organization or a required out-of-class meeting) must understand the following guidelines:

• It is the student's responsibility to inform the instructor well in advance of any scheduled events that will cause an absence from class and to complete assigned coursework. If the activity schedule of the student will conflict with the attendance policy of the course, the student is advised to seek counsel from the instructor at the beginning of the term.

• The attendance policy of each course is at the discretion of the instructor. The student should adhere to the attendance policy to the best of their ability as it is described in the syllabus of the course. The student is responsible for their attendance and the consequences associated with excessive absences.

ACADEMIC FINALS

Final exam policies and semester schedules are found at https://www.usiouxfalls.edu/offices/registrar/final-exam-schedule.

ACADEMIC INTEGRITY

USF holds firmly to the conviction that personal and intellectual integrity should be fundamental values at a Christian University. For this reason, USF expects all students and employees of the University to act honestly, ethically, and fairly and to avoid activities that would compromise the academic mission of the University.

To make this standard explicit, the University offers the following list of actions that it considers inappropriate, unethical, and harmful to the learning environment at USF. Although the list is relatively comprehensive, it is neither complete nor uniformly enforceable. Nevertheless, by providing practical guidance for students on issues related to personal and institutional integrity at USF, the University is hoping to implement its mission "to foster academic excellence and the development of mature Christian persons."

Abuse of Confidentiality

Revealing, using, or discussing confidential information that one acquires during classroom discussions, service projects, internships, practice teaching assignments, work-study or student employment, or other activities sponsored by the University may result in termination of employment, dismissal from the University, or others disciplinary action by the University.

Cheating

Using or attempting to use unauthorized assistance, material, or equipment while preparing for or working on an examination or other academic assignments.

Dishonesty and Interference

Seeking to gain an unfair advantage by lying, stealing, restricting access to facilities and data, destroying or damaging resources, corrupting the research environment or otherwise interfering with someone else's work; preventing or attempting to prevent another person from utilizing authorized assistance and resources.

A student must not knowingly provide false, incomplete or misleading information to the University. This prohibition includes forging, altering or otherwise misusing University documents, records or identification.

Fabrication

Presenting or submitting fraudulent information (i.e., information that has been altered or created for the purpose of deceiving one's audience, readers, instructors or colleagues).

Impersonation

Posing or presenting one's self as another person or stealing the identity of another person. Likewise, coercing or encouraging another person to assume the identity of a third party is similarly offensive to the integrity of the University as an academically and socially responsible community.

Improper Collaboration

Attaching one's name to a group project without:

• An authentic understanding of the work submitted,

• A fair and proportional contribution to the efforts of the collaborating group, and/or

• The ability to defend or interpret individually the work submitted

Misrepresentation of Academic Records

Submitting incomplete or altered transcripts, grade reports,

standardized test scores, admission applications or other records that the submitter knows or has reason to know are inaccurate or incomplete.

Multiple Submission

Fulfilling requirements in a second/ subsequent course by submitting substantially similar work from a previous course, unless permission was obtained in advance from the second/subsequent instructor. (If the same/similar work would be submitted in courses meeting concurrently, permission must be obtained in advance and separately from each instructor.)

Plagiarism

Appropriating or imitating the words, ideas, data and/or thoughts of others and using them as if they were one's own (i.e., without appropriate attribution).

ACADEMIC MISCONDUCT

Academically dishonest actions include the use of unauthorized information in the taking of an exam; the submission as his or her own work themes, reports, drawings, laboratory notes or other products prepared by another person; or knowingly assisting another student in obtaining or using unauthorized materials. The University abhors academic dishonesty; as such, any student who is academically dishonest is subject to discipline up to and including expulsion from the University community.

PENALTIES

Because circumstances will vary from one instance of academic misconduct to another, there is no prescribed penalty for each offense. As an alternative to a prescribed table of penalties, faculty members may attempt to match the severity of the penalty with the egregiousness of the misconduct.

The following examples suggest a range of penalties that might fit offenses of various kinds:

- Requiring a student to rewrite or redo an assignment
- Giving a grade of "F" on a project, test, or assignment
- Issuing a disciplinary warning
- Requiring a student to write a paper about the offense
- Giving a grade of "F" for a course
- Putting a student on disciplinary probation
- Requiring a student to make restitution for damaged data or equipment
- Removal from an academic major or program area
- Canceling a student's campus computer privileges or access to the campus computer network

PROCEDURES FOR HANDLING INCIDENTS OF ACADEMIC MISCONDUCT

USF offers a review and appeals process that is addressed thoroughly in the Academic Catalog and is summarized below.

RIGHT OF APPEALS ON ACADEMIC ISSUES

Students with complaints about instructors, a course or other academic issues should first discuss the situation with the instructor. If the matter is not resolved, informal discussion with the appropriate area chairperson is the next step. If the student continues to feel aggrieved over the issue, a more formal process will be followed.

The following summary outlines this process; however, students are encouraged to contact the Chief Academic Officer (CAO) for additional information.

1. Discussion with the instructor.

2. Discussion with the area chairperson. In the event #1 is an area chairperson, then #2 becomes a second faculty person as assigned by the Chief Academic Officer (CAO).

3. Written complaint to the CAO. This complaint must be made within 30 days of the event causing the student complaint. The decision of the CAO shall be given to the student in writing and a written record of the decision and its basis maintained by such Vice President.

4. A student may appeal the decision of the CAO by filing a written complaint to the Academic Policies Committee of the faculty. Such appeal must be made within ten (10) days of the written decision of the CAO. The decision of this appeal body shall be final.

CLASSROOM RECORDING POLICY

PURPOSE/SUMMARY

The purpose of this policy is to set forth expectations regarding the recording of classes or other educational activities in a classroom setting. The intent of this policy is to strike a balance betweenthe legitimate uses of audio and visual recordings and concerns including compliance with the law, privacy, and protection of intellectual property. In an effort to promote the freedom to share ideas and to respect the privacy of all community members, the secret recording of any educational activities is prohibited. Classes may be audio-recorded by the professor, or by a student enrolled in the class (or legitimately connected with the educational event) with the prior written consent of the instructor. Video recordings require special handling and additional consent under this policy.

POLICY

Recordings may serve many legitimate academic purposes; however, the University does not condone recording of any class-related activities when the instructor and/or guest speaker are unaware that such recordings are being made. In order to promote an environment of trust and collegiality, recordings may be made only by the instructor or by a student enrolled in the course who has received prior consent from the instructor.

Class participants should generally be informed when a class is being recorded; however, professors should not disclose the identity of students recording classes under an accommodation. Class recordings by students may not be downloaded to any computer, uploaded to the internet or network, or otherwise shared, transmitted or published without the further, prior written consent of the instructor.

Video recordings present additional privacy concerns, and potential concerns with copyright and intellectual property issues. Therefore, video recordings should only be allowed under conditions completely understood and approved in advance in writing by the professor. All students and other participants in a class or educational activity which will be video-recorded must be informed of the recording. Video recordings shall not be publicly shared, such as on the internet or in public viewings, without the written consent of the professor and all others being recorded.

Summary Table of Required Notification

	RECORDING	SHARING/DISTRIBUTING
AUDIO	• Prior consent of instructor • Students/participants informed (recordings requested for disability accommodation shall not disclose the identity without the student's permission)	• Written consent of instructor before sharing/distributing • Participants notified before sharing/ distributing
VIDEO	• Prior written consent of instructor • Students/participants informed	• Written consent of instructor prior to sharing/distributing • Written consent of all students/participants identifiable in recording prior to sharing/distributing

FURTHER CONSIDERATIONS

Surveillance cameras/equipment, software, and recording devices may be placed on campus by authorized campus personnel to prevent or deter crimes and protect public safety, and/or to facilitate official University investigations into criminal activities or violations of campus policy.

For students registered with the Academic Success Center and who have been approved for audio and/or video recording of lectures and other classroom activities as a reasonable accommodation, applicable federal law requires instructors to permit those recordings. As suggested above, such recordings are also limited to personal use, except with permission of the instructor and any other identifiable students in the class (as articulated in the policy above).

Violation of South Dakota Law may lead to criminal sanctions and/or exposure to civil liability. (Currently, South Dakota law allows recordings of conversations where at least one involved party is aware; recordings by a third non-present party are prohibited. This policy would be less permissive than what the law allows.) Within the University of Sioux Falls, violation of this policy by a student may lead to disciplinary action, up to and including expulsion. Violation of the policy by an employee may lead to disciplinary action up to possible termination.

SYLLABUS STATEMENT

The following represents an effective summary of the policy for us in course syllabi as desired by the instructor. The summary need not appear in the syllabus to be in full effect.

In an effort to promote the freedom to share ideas and to respect the privacy of all community members, students must gain prior consent of instructors to audio-record any class activities, even if the recordings are intended for personal use. Video recordings present additional concerns and require prior written consent of the instructors and notification of all present. Any distribution of recorded material must receive further, prior written consent of the professor and all those present. Failure to abide by a governing policy may result in corrective action through the student discipline process. The complete policy is outlined in the USF Student Handbook here: https://www.usfstudenthandbook.com/community-guidelines/classroom-recording-policy.

To not to damage property and to be respectful of other individuals. Skateboard parks are available in several locations in Sioux Falls.

Hoverboards or other electronic mobilizing devices are prohibited on-campus, including in the residence halls. These items may be stored in vehicles for use off-campus only.

COMMUNITY GUIDELINES AND CAMPUS POLICIES

LIVING IN COMMUNITY AT USF

As a Christian institution, the University of Sioux Falls has a distinctive mission. The University seeks to nurture in its students a love of knowledge and a keenly developed moral sense. We are committed to excellence in teaching, learning, and scholarship as well as the growth and development of each person as the unique creation of a loving God. We encourage the cultivation of those virtues necessary for living a good human life. As articulated in USF's mission, we hope to prepare our graduates to become leaders in their professions, for their communities, the Church, and the world.

In keeping with our Christian tradition, we seek to create a community that honors the human dignity of each member and that is characterized by a love of truth, active care and concern for the common good, and service toward others. Each of us shares responsibility for the creation and maintenance of such a community. The University's standards of conduct reflect our commitment to this ideal. Calling one another to accountability in the context of these standards is a necessary part of our common life. The University's conduct processes are designed to be grounded in Student Life and formation, recognizing the individual's need for intellectual, spiritual, physical, social and emotional wholeness within the context of a nurturing community.

Because we are committed to a Christian ideal of community and to the growth and formation of each individual, the ties that bind members of this community are not always the same as those within society at large. The University's expectations for conduct go beyond what is minimally required for maintaining public order, as we actively seek what is good and life-giving both for the individual and for the University community.

We believe in the intrinsic worth of every individual in the community. We are committed to encouraging others and to edifying the body of Christ. Our respect for other individuals includes an appreciation of diverse backgrounds, an understanding of varied attitudes and opinions, and a willingness to balance personal freedom with responsibility to a broader community.

Worshiping together enhances community and supports the body of Christ. Members of the University community are encouraged to participate in opportunities for prayer, study and worship on campus and in the work and fellowship of a local church. Promoting acts of service to humankind is an essential aspect of the mission of the University. Students are encouraged to do individual acts of Christian service and to get involved in the service ministries of the University.

BASIS FOR BEHAVIORAL EXPECTATIONS

Even if personal beliefs may differ, USF students voluntarily accept responsibility to reflect standards of conduct in harmony with the Christian mission of our University. As a community, USF has adopted procedures and regulations to provide for a community free from violence, threats and intimidation; protective of free inquiry; respectful of the rights of others; open to change; supportive of democratic and lawful procedures; and dedicated to the rational, orderly approach to the resolution of human problems. To safeguard rights, opportunities and welfare of students, faculty, staff and guests of the University, and to assure protection of the interests of the University as it seeks to carry out its mission, a code of student expectations has been established at USF.

RESPECT FOR UNIVERSITY OFFICIALS

• Intentional obstruction of teaching, research, administration, disciplinary proceedings or other University activities is prohibited.

• Failure to comply with the lawful directions of a University official, including residence hall personnel, or willfully hindering such an official acting in the performance of his or her duties is prohibited.

• Failure to observe sanctions applied through the conduct process is prohibited.

• Violation or disregard of published or posted regulations or policies of the University are prohibited, including, but not limited to, the following:

  • Housing rules governing residence in University property.

  • Specific University regulations, as stated in the current official notices.

  • Student organizations are expected to abide by University regulations and policies at all on- and off-campus events they sponsor.

RESPECT FOR FACILITIES

USF is concerned about the safety and security of all students. To ensure that access is limited only to individuals who are connected with the University, students are absolutely prohibited from allowing access to University buildings by propping open doors. The minimum penalty for a violation of this policy is a $100 fine, though it may include disciplinary action up to and including expulsion from the University. Unauthorized entry in, unapproved occupation of or inappropriate use of University facilities is prohibited. Unauthorized use, misuse or possession of keys or ID cards is also prohibited (including any form of circumventing the access control systems, whether for self or others). A violation of entry or key misuse will result in disciplinary action up to and including expulsion from the University community.

Destruction of property or attempt to destroy property belonging to the University or to a member or guest of the University community is prohibited. University property includes not only equipment rented, leased, or otherwise placed on the campus by the University, but it also includes University-owned equipment not located on campus.

RESPECT FOR OTHERS

Abuse, assault or harassment is harmful to the hospitable, others-oriented living and learning environment we seek at USF. The following actions or behaviors committed against a student, staff, faculty member or visitor are prohibited, and the commission of which will result in disciplinary action up to and including expulsion from the University community and, when necessary, reports to law enforcement:

• **Abuse:** An unwarranted verbal or written exchange including profane, insulting or offensive language or behavior directed toward another person. Racial, ethnic or sexual comments of any kind are also prohibited.

• **Assault:** Conduct that threatens or endangers the health or safety of another person.

• **Assault and Injury:** Any voluntary act that results in injury to another person.

• **Harassment or Hazing:** Any act that intimidates, annoys, alarms, embarrasses or ridicules another person, or is reasonably designed to produce, or actually produces, psychological or physical discomfort.

• **Sexual Harassment:** Any unwelcome sexual advances, requests for sexual favors and/or verbal or physical harassment of a sexual nature. Prohibited sexual harassment also includes offensive remarks about a person's sex.

• **Sexual Offenses:** Any act of non-consensual sexual penetration or sexual contact. Sexual penetration is defined as an act—however slight—of sexual intercourse; cunnilingus; fellatio; anal intercourse; or any intrusion—however slight—of any part of the body or of any object into the genital or anal openings of another person's body. Sexual contact is defined as any touching, not amounting to rape, whether or not through clothing or other covering, of the breasts of a female or the genitalia or anus of any person with the intent to arouse or gratify the sexual desire of either party.

• **Obscene Conduct:** Any indecent exposure or action of an obscene, lewd or indecent nature.

• **Disorderly Conduct:** Any conduct, including, but not limited to, drunkenness, noise, or public nuisance, which disturbs the peace and tranquility of the campus community or off-campus University-related functions.

RESPECT FOR INDIVIDUAL DIGNITY

Possession of sexually exploitative or explicit material, including via use of the internet or other technological resources, is banned on University-owned property, at University-sponsored events, and in the use of University equipment.

Sexual relations outside of marriage are prohibited on the campus of the University of Sioux Falls, in USF residence facilities, or at University-sponsored activities or functions.

Visitation by members of the opposite sex in the residence halls, other than during scheduled intervisitation hours as described in the Residence Life section of this Handbook, is prohibited.

RESPECT FOR THE PROPERTY OF OTHERS

Theft, embezzlement, misappropriation, possession or attempt to do same of property owned or maintained by the University, by any person on the campus or by any person attending a University-sponsored event is prohibited.

RESPECT FOR THE UNIVERSITY'S MISSION AND PURPOSES

On- or off-campus conduct that interferes with or disrupts the educational or related functions of the University is prohibited and may result in disciplinary sanctions up to and including expulsion from the University community. Such incidents should be reported immediately to the USF Campus Safety and Security Office located in the Mears Library, at 605-321-6400 (answered 24 hours/7 days per week).

Students have no right to expect privacy in, among other things, their use of University equipment, including facilities on and off-campus; their use of media bearing the University logo or other proprietary images; the content of their communications made using University equipment (email or other) or while in University facilities on- and off-campus; or the identities of the persons with whom they are or may be communicating.

CAMPUS SAFETY & SECURITY EXPECTATIONS

Misuse of, tampering with, abusing or vandalizing fire alarm/safety systems, fire extinguishers, security access system or other safety/security equipment, propping doors or other actions that may compromise the safety of students, faculty, staff or USF guests is prohibited. Students violating these expectations and prohibitions are subject to disciplinary action up to and including expulsion from the University and possible criminal sanctions.

Abusing and/or vandalizing the security and access system, or circumventing the system in some way is considered injurious to fellow students and compromises the safety of the building's residents.

CONDUCT EXPECTATIONS FOR ALL STUDENTS

The following guidelines and policies apply to the entire University campus community.

ALCOHOL AND DRUGS

Possession, distribution or use of alcoholic beverages and illicit drugs in University buildings, on the campus, at University-owned (rental) housing or at University-sponsored functions is prohibited. If these items are found in a residence hall room or leased facility, the residents of that room or facility and those present are all held responsible.

ALCOHOLIC BEVERAGE/CONTAINERS

Empty alcohol containers are not allowed in the residence halls or elsewhere on campus.

FIREARMS/WEAPONS

No weapons of any kind are permitted on campus at USF, in USF facilities or at University-sponsored events or activities. Students are encouraged to find safe storage off-campus for firearms, ammunition, knives, martial arts weapons or hunting bows and arrows. Students are not permitted to store these items in their rooms or vehicles.

FIRE SAFETY EQUIPMENT

Students are held responsible for the misuse of, or tampering with, fire alarms, alarm systems, fire doors, fire extinguishers or other security equipment. Damages due to misuse will be addressed and collected as stated in the "Damages and Repairs" policy.

FIREWORKS

Fireworks, firecrackers and similar explosives are prohibited on campus.

RELATIONSHIPS

USF holds the conviction that interpersonal relationships in its community should be conducted in accordance with the model of Christ's life and the enduring Christian commitment to human rights. The University reaffirms that it does not condone harassment, hazing, stalking, bullying or other such behaviors directed toward any person or group within its community—students, employees or visitors. Every member of the University should refrain from actions that intimidate, humiliate or demean persons or groups, or that undermine their security or self-esteem.

All members of the University community are responsible for the maintenance of a social environment in which people are free to work, live and learn without fear of discrimination and abuse. Offensive or harassing behavior will not be tolerated against any student, employee, vendor, customer or others who enter our institution. No employee or student will be exempt from this policy.

HAZING

Hazing is defined as subjecting another person(s) to abusive or humiliating pranks (initiations, etc.) Hazing is not permitted at the University of Sioux Falls. Anyone participating in hazing at USF will be responsible for his or her actions and is subject to disciplinary action. Regardless of motive or intent, any student participating in a prank-type activity which potentially endangers or adversely affects the physical and emotional well-being of another community member can expect disciplinary action. The careless or irresponsible behavior of any type which endangers or adversely affects others or which is a blatant disregard for property will be confronted in a similar manner.

KEYS AND LOCKS

Keys and ID cards help maintain the security of the campus. Tampering with locks, covering magnetic sensors, replacing existing locks with personal ones, or adding personal locks to University equipment is strictly prohibited. Campus officials must maintain access to any door locks (building, room, and any storage area) in any area on campus.

The possession or use of unauthorized copies of keys, keys created by persons other than designated University staff, or any lock-picking equipment, and failure to report lost keys or ID's may result in disciplinary action that may include suspension.

SALES AND SOLICITATION

Concerning the solicitation of students by anyone and the distribution of literature on campus:

All sales, solicitation, canvassing, and product or service exhibits on the campus must be approved in advance by the Student Life Office and Human Resources Office - Facilities Scheduling or Risk Management.

Solicitors, salespersons, and canvassers seeking student contact are not permitted to operate on the campus OR in any of its buildings or facilities without the personal and specific invitation of an individual student for a private conference. All sales conferences or product demonstrations performed in the residence halls, whether arranged by students or by outside individuals, must first be approved by the Student Life Office and Human Resources Office - Facilities Scheduling or Risk Management.

All persons on University property are required, for reasonable causes, to identify themselves upon request of University officials acting in the performance of their duties.

SKATEBOARDS, SKATES, AND HOVERBOARDS

Students using skateboards, longboards, and similar items need to be responsible not to damage property and to be respectful of other individuals. Skateboard parks are available in several locations in Sioux Falls.

Hoverboards or other electronic mobilizing devices are prohibited on-campus, including in the residence halls. These items may be stored in vehicles for use off-campus only.

SMOKING (INCLUDING E-CIGARETTES AND VAPE PENS)

Vapes, e-cigarettes, hookahs, or any similar device that creates vapors for inhaling are not permitted on-campus and their use--regardless of their contents--subjects to disciplinary action as outlined in this handbook.

Along with the general prohibition of tobacco, the use of legal mood-altering substances such as herbs enhanced (naturally or artificially) with substances that produce a high or altered state of mental awareness, as well as intoxicating incense or abusable inhalants are not allowed on-campus or at any campus-sponsored event.

COMPUTER USE

Every USF student will have a network account which provides e-mail and access to other network services. Your USF e-mail account is considered to be the official e-mail account the University uses to communicate with you. Be sure to check your USF e-mail on a regular basis. Professors use e-mail for class announcements and the University offices use the campus e-mail to make contact with students. There are online instructions to assist you if you want to add your USF e-mail account to a smartphone. These instructions are on MyUSF and you can find them by clicking on the "Help" tab, then on the left side of the page the "Information Technology" link and select the "USF Wireless Network Access" link.

If you are not sure you have a network account or have problems logging in please contact the Information Technology department located in the lower level of Jorden Hall.

Student access to the USF network is disabled a few months after the student is no longer attending the university.

IMPROPER USE OF COMPUTERS

Improper use of computers includes, but is not limited to, the following: Using computers to obtain or distribute improper or illegal communications; degrading, compromising or tampering with computer files, equipment and systems; circumventing systems that are protected; or using computers to participate in academic dishonesty.

Examples include, but are not limited to:

• Downloading or transmitting libelous material, obscene or offensive messages or threats

• Using computers to harass, intimidate or make trouble for another person

• Hacking, circumventing protection codes, obtaining or using another person's password without permission, invading protected files

• Deleting, changing, or introducing erroneous information into grade records, confidential files, or another user's files (whether protected or not)

• Constructing viruses or knowingly introducing viruses into a system; attempting to halt the system or to compromise its performance

• Stealing software or copying programs and data without written permission

• Cheating, obtaining or using unauthorized material, supplying or communicating unauthorized information to another user using a stand-in respondent or substitute participant in an online course

• The student has no expectation of privacy in his or her use of University equipment.

Sanction for Failure to Log-Off Public Computers

If an individual fails to log-off the network and subsequent inappropriate activity occurs from that account, the individual who failed to log off will be held responsible and will be subject to the University of Sioux Falls conduct procedures.

OFFICE 365

USF has a volume license agreement with Microsoft which provides access to Microsoft Office, both online and on your personal computer. You can access this service and download Office for your PC from the main MyUSF page. When Microsoft is notified that a student has graduated or is no longer a student the subscription will be automatically deactivated. The student will still be able to view Microsoft Office documents but will not be able to edit them unless a subscription is purchased by the student from Microsoft to convert to a personal Office 365 account.

SOFTWARE POLICY

It is the intent of the University of Sioux Falls to adhere to all provisions of the copyright laws of the United States in the area of technology.

It is the policy of this University that no person shall use or cause to be used in the University's computer laboratories any software that does not fall into one of the following categories:

• It is in the public domain.

• It is covered by a licensing agreement with the software author, authors, vendor or developer, whichever is applicable.

• It has been donated to the University and a written record of contribution exists.

• It has been purchased by the University and a record of purchase exists.

• It has been purchased by the user and a record of purchase exists and can be produced by the user upon demand.

• It has been reviewed or demonstrated by the users in order to reach a decision about possible future purchase or request for contribution or licensing.

• It has been written or developed by the Information Technology department, faculty or staff for the specific purpose of being used in USF computer laboratories.

• It is being written or has been developed by the user and that reasonable documentation exists to verify the user's ownership.

• It is also the policy of the University that there is no copying of copyrighted or proprietary programs on computers belonging to the University.

DEMONSTRATION GUIDELINES

The University of Sioux Falls believes in the importance of freedom of expression and in the value of permitting all members of the University community to publicly express support for or opposition to issues and actions. It is for the protection of these activities that the following guidelines have been established:

• On-campus groups wishing to demonstrate on the USF campus must submit their plan to the Student Life Office and receive approval at least 24 hours in advance of the demonstration.

• The Student Life Office or Campus Safety & Security Office may deny the right to demonstrate on campus property.

• Plans submitted to the Student Life Office should include the number of people expected to be involved, and the location, time, and purpose of the demonstration.

• All protests should be peaceful and respectful of other members of the community and campus property.

• The Student Life Office or Campus Safety & Security Office and has the right to discontinue any protests or demonstrations not in compliance with these guidelines. Off-campus protesters are not permitted to participate in a demonstration on the campus without advance permission from the Office of Student Life and may be asked to leave campus at the discretion of Campus Safety & Security personnel or staff members of the Office of Student Life.

DRUG AND ALCOHOL FREE CAMPUS

The Drug-Free Schools and Communities Act of 1989 mandates that institutions of higher education (1) adopt and implement a program designed to prevent the unlawful possession, use, dispensation or distribution of illicit drugs and alcohol by students and employees; and (2) provide certification to the Department of Education that such a program is in place.

The Drug-Free Workplace Act of 1988 requires recipients of federal grants and certain federal contracts to certify that they will provide a drug-free workplace. Employees (including work study students) who are engaged in projects relating to federal grant awards must abide by the University's drug-free policy to avoid loss of the federal grants or contract.

The University developed this policy not only in response to the federal drug-free legislation, but also to attempt to provide a healthy environment by preventing the use of illegal drugs or the abuse of alcohol within the University. All University employees and students annually receive notice of this policy through appropriate handbooks and electronic media.

The following policy statements are found elsewhere in this Handbook, but they are consolidated here for ease of reference:

• The University prohibits the unlawful manufacture, distribution, dispensation, possession or use of controlled substances and alcohol by any employee or student of the University on University property or at any University-sponsored function, whether on- or off-campus.

• It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 is illegal. The University requires the cooperation of the entire campus community in its pursuit to maintain a drug-free environment.

• Use of tobacco in all University buildings (including residence halls) is prohibited.

• Use, possession, sale, manufacture or distribution of marijuana, controlled substances, any precursor to the same, any item legal to possess but used to obtain a mind-altered state or the paraphernalia for use of same in University buildings, on the campus, at University-owned housing or at University-sponsored functions is prohibited. The off-label use, possession, sale or distribution of prescription medications is likewise prohibited. Any student who violates these prohibitions is subject to disciplinary action up to and including expulsion from the University. University personnel will report illegal activities to law enforcement.

• Employees are required to notify the institution of any drug conviction resulting from a violation in the workplace no later than five (5) days after the conviction. Notification should be made to the appropriate University sector manager.

• Any employee or student who violates this prohibition, or who does not cooperate with the University in its attempts to maintain a drug-free environment, may face disciplinary action up to and including expulsion or dismissal from the University. Such persons also may be required, as a condition of continuing their relationship with the University, to enroll, at their own expense, in a substance abuse counseling and/or treatment program.

• Individuals violating any city ordinances, state criminal laws, or federal laws relating to alcohol or drug use also risk fines and imprisonment.

• Referral sources and program information for University employees and students are available from the Student Life administrators, Vice President for Human Resources, Vice President for Enrollment Management, and Vice President for Academic Affairs.

FERPA RIGHTS

FERPA—FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The University of Sioux Falls maintains an educational record for each student who is or has been enrolled at the University in accordance with the Family Education Rights and Privacy Act (FERPA) of 1974 to protect the privacy of student education records and it also provides rights to access or amend those records. (To learn more about what the Act covers go to FERPA information provided on USF's website at usiouxfalls.edu.)

Any questions concerning student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Office of the Registrar.

DIRECTORY INFORMATION DEFINITION

Under the terms of FERPA, the University of Sioux Falls has established the following as Directory Information. This information may be released to those requesting it unless students specifically request otherwise.

Student Name

Campus Address

Campus Phone Number

Permanent Address

Permanent Phone Number

E-mail Address

Parents' Names

Hometown

High School Attended

Dates of Attendance at USF

Full-time/Part-time Status

Honors, Awards, Special Recognition

Degree(s) Received

Major

Classification (Senior, Junior, etc.)

Activities

Photographs

Sports Participation (including height and weight of team members)

All other information cannot be released without written consent of students.

Non-Disclosure of Directory Information

• Students must request in writing that directory information be withheld from those requesting it. This request must be made before the second Friday of the semester.

• Once a request to withhold directory information is requested, it will be in effect until students request otherwise to the Office of the Registrar.

HONESTY AND INTEGRITY

A student must not knowingly provide false, incomplete or misleading information to the University. This prohibition includes forging, altering or otherwise misusing University documents, records or identification.

INTERNATIONAL TRAVEL

When traveling internationally as part of a USF group, you may experience cultural and social situations wherein the use of alcoholic beverages in moderation is normally accepted, and perhaps expected. In these situations, we encourage you to be sensitive to cultural practices, especially if you are with a foreign host. If you choose to drink (legally and) socially in this context, the University expects that you will do so in moderation. Although this relaxes the normal USF policy of restricting the use of alcohol at University-sponsored events (on- or off-campus), in no case should social drinking lead to intoxication or to behaviors that would embarrass your fellow students or your host.

International travel housing will be made with same-sex accommodations. All international trips with male and female students should have both male and female University personnel acting as official USF chaperones.

MEDICAL AMNESTY

The University of Sioux Falls is concerned for the well-being of all members of its academic community and for the quality of their relationships. One area of that concern involves the use of alcohol and other drugs and bystanders' willingness to risk disciplinary action in favor of supporting those in need of medical attention.

The University does not condone the use of alcohol when prohibited by University policy or state and federal law. On the contrary, it seeks to foster an atmosphere in which abstinence from alcohol is accepted, respected, and supported. The University also expects individuals and groups of legal age to make responsible choices with regard to alcohol use off-campus.

USF also recognizes that there may be alcohol or other drug-related medical or safety emergencies in which the potential for disciplinary action may act as a deterrent to students who desire to seek assistance for themselves or others. Although we believe that the importance of seeking medical assistance when faced with an alcohol or drug-related emergency outweighs the consequences of a University policy violation, our medical amnesty policy is designed to enable dangerously intoxicated or impaired USF students to receive the professional medical treatment they need.

When one or more students aid an intoxicated or impaired USF student by contacting Campus Safety and Security, Residence Life staff, other appropriate University staff, or 911 for assistance, neither the impaired individual nor the student(s) reporting the emergency will be subject to formal disciplinary action for the possession or consumption of those substances. This policy only applies to alcohol and other drug violations and does not excuse behaviors that go beyond alcohol and other drug intoxication (these may include, but are not limited to, disorderly conduct, failure to cooperate, physical assault, vandalism, property damage, hazing, etc.). Criminal investigations and other police action may still occur at the discretion of the law agency or department responding to the incident.

The responsibility for determining the applicability of this policy rests solely with the Student Life Office. The medical amnesty policy does not preclude the University from referring involved students to participate in required educational programming or health assessments, and failure to fulfill related sanctions will result in transitioning into the discipline process.

OFF-CAMPUS FREEDOM AND RESPONSIBILITIES

Students have freedoms and responsibilities as citizens. Membership in the University community does not abrogate the responsible exercise of citizenship off-campus. On occasion, activities of students result in violation of the law, and in such cases, University officials shall be prepared to apprise students of source(s) of legal counsel and may offer other assistance. USF has a vital interest in the character of its students and considers any off-campus behavior to be a reflection of a student's character and his/her fitness to be a member of the student body. As such, the University may choose to conduct disciplinary proceedings and impose sanctions in response to misconduct which demonstrates flagrant disregard for the campus community.

Students are responsible to communicate misdemeanor and felony charges levied against them to the Student Life Office. The University's action shall be independent of civil or criminal proceedings pending in State or Federal Court.

PERSONAL LIABILITY

The University is not responsible for loss or damage to the personal property of students, faculty, staff or guests from any cause. Therefore, all individuals are encouraged to insure their own personal belongings, take valuables home with them over vacation periods, and lock their rooms/offices. Students are encouraged to check with their parents' homeowners policy or arrange to purchase renters' insurance in order to protect personal property. Residents are advised to report any losses to their Resident Director or Resident Assistant.

SELF CARE

Part of being a member of a community is to demonstrate through day-to-day actions that one is able to assure one's own welfare and meet normal obligations. This essentially means that students must agree to care for themselves and behave in ways that will not cause problems for themselves or those around them, nor negatively impact the welfare, safety and success of other community members. Examples would include, but are not limited to, caring adequately for one's physical and emotional health, dealing appropriately with life challenges, getting along with others successfully, making adequate academic progress and not causing or threatening to cause harm to one's self.

It is also expected that students will seek out and/or accept professional assistance for those situations that they are unable to resolve on their own. If these self-care expectations are not met, students will be held accountable for their inappropriate behavior and the negative impact on the community. Accountability may include being removed from campus housing and/or temporary or permanent separation from the University.

Students seeking accommodation due to a documented disability or significant, ongoing medical condition are required to contact the Director of the Academic Success Center to discuss accessibility issues.

SERVICE AND ASSISTANCE ANIMALS

Pets are normally restricted on university property; however, under federal law, Service Animals are not excluded from university property or activities so long as they meet the guidelines set forth in the Service and Assistance Animal policy.

SERVICE ANIMALS

Service Animals are defined as animals that are individually trained to perform tasks for individuals with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs for those with limited mobility, alerting and protecting a person who is having a seizure, etc. Service Animals are working animals, not pets.

Partner/Handler/Team

A person with a disability using a Service Animal is called a Partner. A person without a disability with a Service Animal is called a Handler. Sometimes Partners and Handlers work together with Service Animals, while other times Partners work solely with Service Animals. A Partner, or a Handler, and his/her Service Animal are called a Team. The two work as a cohesive unit in accomplishing the tasks of everyday living.

Requesting Permission to Have Service Animal On-Campus

1. The student should contact the Learning Accessibility Services office found within the Thomas Kilian Academic Success Center (ASC) as soon as he or she is aware of plans to bring a Service Animal to campus.

2. When it is not obvious what service the animal provides, the student requesting permission to have a Service Animal on-campus must provide from a certified clinician a letter which substantiates:

• if the Service Animal is required because of a disability, and

• what work or task the Service Animal has been trained to perform. The letter must be dated and on letterhead.

Student Partners must take responsibility for meeting legal requirements, ensuring that animals are under their control, and adhering to cleanup rules. Service animals may not reside in University Housing without prior notification and registration with Student Life and Learning Accessibility Services.

Management of Service Animal

• The Service Animal must be vaccinated and licensed as required by state law and/or local ordinance

• Service Animals must be accompanied by the Partner

• The Partner must remain in close proximity to the Service Animal

• The Service Animal must be restrained on a leash at all times

• The Service Animal should be responsive to voice commands at all times, and be under the full control of the Partner

• To the extent possible, the Service Animal should be unobtrusive to other students and the learning environment.

The Partner (student) may request that others avoid: petting or addressing his/her Service Animal as it may distract if from the task at hand, feeding the Service Animal, deliberately startling the Service Animal, and separating or attempting to separate the Partner from his/her Service Animal. Students may inquire if the Partner needs assistance if there seems to be confusion.

To the extent possible, the Service Animal should not:

• Sniff people, dining facilities tables or the personal belongings of others

• Display any behaviors or noises that are disruptive to others unless it is part of the service being provided for the Partner

• Engage in personal grooming in public settings

• Block an aisle or passageway for fire and/or emergency egress.

Campus Access for Service Animals

A Service Animal is permitted to accompany the student anywhere the student goes on campus with the following exceptions, which describe areas that generally are off-limits to Service Animals:

Research Laboratories

Chemicals found in many labs can be harmful to Service Animals. Organisms naturally found on most dogs or other animals could negatively impact the outcome of research.

Mechanical Rooms/Custodial Closets

Such locations can have chemicals or machinery that could potentially harm a Service Animal, and Service Animals may cause disruption to services provided in the location.

Medical Center

Except in emergency visits, students with a Service Animal must notify and coordinate with medical personnel staff in advance of the presence of a Service Animal to insure that patient safety is not compromised, as well as the need to minimize the risk of exposing the Service Animal to infections and disease.

Other Potentially Dangerous Areas

Any room, studio or classroom with sharp metal cuttings or glass shards on the floor; hot material such as molten metal; excessive dust; or moving machinery may pose a danger to Service Animals.

When students with Service Animals must be in one of these restricted areas for a course requirement, alternative arrangements will be considered to provide access. When it is determined unsafe for the Team to be in one of these areas, reasonable accommodations will be provided to assure the student equal access to the academic program or activity.

ASSISTANCE ANIMALS

An Assistance Animal is an animal that provides emotional support which alleviates one or more identified symptoms or effects of a person's disability. An Assistance Animal is prescribed to an individual with a disability by a healthcare or mental health professional. Unlike a Service Animal, an Assistance Animal does not assist a person with a disability with activities of daily living or accompany that person at all times. A person with a disability using an Assistance Animal is called a Partner.

Assistance Animals may be considered in conjunction with access to University housing but they are not permitted in other areas of the University (e.g. library, academic buildings, classrooms, dining areas, labs, work areas, student centers, etc.).

Assistance (Emotional Support) Animals may be permitted on the USF campus on a case-by-case basis. Before bringing a support animal onto campus grounds, the requesting individual must submit a request and appropriate supporting documentation. Requests for a support animal will be evaluated by the Director of the Academic Success Center and Director of Housing and Student Life or designee.

Obtaining Authorization to Have an Assistance Animal On-Campus

1. The partner should contact the Academic Success Center or Student Life Office as soon as he or she is aware of plans to bring an Assistance Animal to campus. Partners should make all reasonable efforts to make the request at least 30 days in advance of arrival on campus (or 30 days prior to the semester the partner intends to bring the animal to campus). Failure to do so may result in delay and preclude the use of the Assistance Animal until the next semester break.

2. The Partner requesting permission to have an Assistance Animal in conjunction with University housing must complete the Assistance Animal Request Form and, as requested, provide a letter from a certified clinician which substantiates the need for the Assistance Animal due to a disability. The letter must be dated and on letterhead.

Campus Access for Assistance Animals

A Partner can only be accompanied by an Assistance Animal in his/her campus residence, residence hall lounges and hallways, and courtyards that are a part of that facility.

Using an Assistance Animal in Campus Housing

• Assistance Animals must be accompanied by the Partner, properly restrained and remain in close proximity to the Partner, whenever the animal outside the partner's room/residence.

• The Assistance Animal is restricted to the Partner's residence (room or apartment), the residence lounge and other commons areas which are a part of the residential facility excluding a dining facility. When the Partner is outside the Partner's residence, the animal must at all times remain under the control of and in close proximity to the Partner.

• In University-owned housing units, anytime a service request is submitted to make a repair, the Partner must be present and must contain the Assistance Animal in a room that facilities staff or contractors will not need to enter to complete the repair. The Partner must remain with the Assistance Animal until the repair is complete.

• It is the responsibility of the Partner to make arrangements to promptly handle any cleaning that is necessary due to the presence of the Assistance Animal. This includes University-owned housing units' common areas and exterior property such as courtyards, walkways, and front/backyards. Feces must be cleaned immediately and disposed of properly.

• Partners living in University-owned housing units with an Assistance Animal may be required to maintain Renter's Insurance, including liability coverage for the animal.

Removal of a Service or Assistance Animal from Campus Housing or Campus

• Animals that engage in aggressive behavior will be required to leave the campus immediately. The Partner of a Service or Assistance Animal is expected to report such incidents to Learning Accessibility Services and Student Life within 24 hours of the occurrence.

• The Partner of a Service or Assistance Animal will be required to remove the animal if it exhibits unruly, disruptive, or threatening behavior. This behavior includes but is not limited to excessive noises, running around unrestrained, making unwanted contact with others, or growling/biting or threatening others.

• A Service or Assistance Animal that makes excessive noise in a dwelling can be very disruptive to other residents. The Partner will be required to remove the Assistance Animal from campus until the noise is under control.

• An excessively unclean or unkempt Service or Assistance Animal (or persistent failure to remove waste from rooms and lawns) may result in the Partner being asked to remove it from campus until acceptable hygiene is achieved.

Failure to uphold and abide by this policy could result in a Partner not being permitted to keep his/her Service or Assistance Animal in University-owned housing.

CONFLICTING/COMPETING DISABILITY ACCOMMODATIONS

Students with medical condition(s) affected by Service or Assistance Animals should contact Learning Accessibility Services if they have a health- or safety-related concern about exposure to a Service or Assistance Animal. The student registering the concern will be asked to provide medical documentation that identifies the condition(s), allowing a determination to be made as to whether the condition is disabling and whether there is a need for an accommodation.

ASSISTANCE ANIMAL FORM

Follow this link to download the Assistance Animal Form (https://my.usiouxfalls.edu/ICS/icsfs/mm/assistanceanimalrequestform.pdf?target=73e6a192-b50e-48ae-ae5b-bf529b59aa6e).

SIGN POSTING AND MEDIA POLICIES

POSTING OF SIGNS ON-CAMPUS

No posters or signs may be posted on windows, doors or walls in non-residential campus buildings. Material may be only posted on designated bulletin boards in non-residential campus buildings (academic buildings). Any guidelines pertaining to the usage of any campus bulletin boards shall be printed and posted on the bulletin boards and also available from the Office of Student Life found in the lower level of the McDonald Center. Those bulletin boards designated for specific use by campus offices or organizations may not be used to post other information. All posters/signs related to off-campus activities or events must be approved by Student Life prior to being posted. Posters should **not** to be taped to the windows of any buildings.

ADVERTISING OF OFF-CAMPUS EVENTS

The University reserves the right to refuse the advertising of off-campus events on our campus. Generally, the University does not advertise off-campus events. Students seeking approval to advertise off-campus events must seek approval from the Student Life Office, and each item posted must be stamped with the appropriate approval. Advertising includes on-campus signs, emails and other forms of advertising.

SOCIAL MEDIA POLICY

A social media policy can be read here at https://apps.usiouxfalls.edu/download/SocialMediaPolicy

Social media users acting on behalf of USF must adhere to all USF Social Media policies and procedures.

EMPLOYEE AND STUDENT IMAGES

USF employee and student images may be used on the University's social media platforms. Refer to the University's Social Media Policy.

LICENSING AND SHIRT SALES

All items being designed that include the University name and/or logo--including shirts designed by campus clubs and organizations or imprinted items for a department--should be sent to the Marketing department for review prior to purchase. Along with ensuring graphic standards are maintained, the marketing office will keep a list of officially-approved vendors with which we do business, in order to protect licensing interests.

For clubs and organizations desiring to use the University of Sioux Falls name or logo on merchandise to give or sell to the community, here is the process:

1. Meet with Student Life

• Get appropriate Student Life approval of fundraising project (if it is a money-making effort).

• Make sure the club has the budget to cover the project.

2. Meet with the USF Marketing Department

• Get design approved.

• Generate quote for production from a licensed vendor (we only work with vendors licensed through Learfield Licensing Partners).

3. Student organizations funded through Student Senate must meet with the Treasurer and confirm the availability of funds.

4. Work with the Business Office in advance of placing order to obtain a PO.

5. Place the order.

STUDENT CONCERNS AND COMPLAINTS

Student concerns and complaints, not limited to unresolved criticisms about intervisitation policies and hours, disputed amounts for a withdrawal refund, or perceived misuse of authority in a classroom or athletic setting, roommate issues, and similar should be reported to the Student Life Office. The appropriate Student Life staff will either address the student complaint, or contact the appropriate USF department.

The Student Life process to address student complaints in place does not address issues of course grade appeals or other academic issues, appeals within the discipline process, claims of harassment, complaints related to the Clery Act, or complaints related to Title IX or similar legislation. If complaints shared by a USF student should be directed to other offices, the appropriate Student Life personnel will direct the complaint to the appropriate offices, and contact the student letting them know of the more appropriate option for them to report their concern or complain. If desired, the Student Life personnel will accompany the student.

For Title IX concerns or complaints contact: Julie D. Gednalske, University of Sioux Falls, Jorden Hall, Suite 205, telephone (605) 331-6802 or (605) 331-6683; email TitleIX@usiouxfalls.edu.

For academic concerns or complaints contact Dr. Joy Lind, University of Sioux Falls, Jorden Hall, Suite 205, telephone (605) 575-2063; email joy.lind@usiouxfalls.edu.

SHARING OF CONCERNS OR COMPLAINTS

1. A student with a complaint or concern with a department or within the classroom should begin by taking the matter to the staff, faculty or department in which the issue or concern has originated. In most instances, complaints and concerns can be resolved through an informal process when expressed to the individual or if necessary their supervisor verbally or in an electronic format such as email, texting, etc.

If a student's concern is not resolved at the informal level, then the student has the right to submit a formal written complaint following either the academic or non-academic concerns and/or complaint process found in the academic catalog or student handbook.

Formal academic concerns and/or complaints should follow the Academic Appeals process found in the academic catalog.

Formal non-academic concerns and/or complaints should follow the appropriate link based on the nature of the concern or and/or complaint.

Students exposed to acts of sexual harassment, stalking, relationship violence, sexual exploitation and sexual assault need to report a potential Title IX incident. (www.usiouxfalls.edu/titleIXincidentreport)

All other complaints should submit a formal complaint using this online form.

2. To commence the complaint process, it is preferred that students complete and submit the "Written Student Complaint Form" available online.

3. Once the Office of Student Life receives the complaint, appropriate personnel in that office will log the information, file the complaint, and forward the complaint to Student Life Staff and Vice President for Academic Affairs or appropriate Leadership Team member. Complaints against the chief Student Life officers will be handled by the Vice President for Academic Affairs.

4. Student Life Staff, working with the appropriate Leadership Team member, will decide what the investigation of the complaint will entail. This decision is final and not subject to review. For example, the Vice President of Enrollment Management working with the Director of Intercollegiate Athletics regarding a concern levied against athletics may decide whether to conduct an investigation at all or declare the complaint frivolous, and proceed accordingly.

5. Depending on the nature of the complaint, designated Student Life staff or appropriate cabinet member will send the student a written Statement of Resolution within 30 working days after receipt of the complaint. A copy of the Resolution will be retained and secured within the appropriate University department and within Student Life.

6. Once this process is complete, the designated staff member in Student Life will document and close the complaint with the complaint log.

CAMPUS CONDUCT HOTLINE

For anonymous reporting call the campus conduct hotline (866) 943-5787. The hotline is provided for things like anonymously reporting situations that pose a risk to others, violations of University policy, or criminal activity.

STUDENT COMPLAINT APPEAL PROCESS

The student has 10 working days from the date of Statement of Resolution to file a written appeal, which will be forwarded to the President, or designee, for action, if any. The President, or designee, in his or her sole discretion, can resolve the appeal in any manner he or she deems appropriate. The President's or designee's written resolution will be sent to the complainant and to the Vice President of Enrollment Management within 30 days of the date of the written appeal. The President's or designee's decision is final.

STUDENT COMPLAINTS TO EXTERNAL AGENCIES

The University of Sioux Falls is accredited by the Higher Learning Commission and maintains a number of other accreditations and affiliations.

• Higher Learning Commission | 230 S LaSalle St, Suite 7-500 | Chicago, IL 60604-1413 | (800) 621-7440 | www.ncahlc.org

South Dakota Regulatory Consumer Information

Students who have gone through the University's complaint process and the complaint has not been resolved, he/she can direct a formal complaint with state regulatory or to the Division of Consumer Protection through SD Office of the Attorney General.

Some examples of such complaints may include:

• Violation of South Dakota consumer protection laws

• Engaging in fraud or false advertising

• Violation of South Dakota laws relating to licensure

• Failed to provide an educational program meeting contemporary standards for content and rigor

• Failed to assign qualified instructors; or

• Violated one or more accreditations requirements.

State Reciprocity Agreement (SARA)

The University of Sioux Falls is a member of the State Authorization Reciprocity Agreement (SARA). As a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA) it establishes comparable national standards and oversight through a regional approach to state oversight of post-secondary distance education. Online students who have a complaint with USF should attempt to resolve their grievance directly with the University through Title IX Procedure, Academic Appeals process, or non-academic concerns and/or complaint process before filing a complaint with SARA. Online students enrolled in a distance education course and who are unsatisfied with the resolution for their concern and/or complaint may file a grievance using the SARA Complaint Resolution Form or visit the state's website.

California Residents - complaints involving out-of-state institutions may be filed with the California Department of Consumer Affairs, Consumer Information Center, 1625 North Market Blvd., Suite N-112, Sacramento, CA 95834. Students can file complaints online or call toll-free 833-942-1120.

Students who think the University of Sioux Falls is in violation of federal laws concerning discrimination against a person with a disability or a member of a protected class should contact:

• Office for Civil Rights, U.S. Department of Education | 400 Maryland Avenue, S.W. | Washington, D.C. 20202-1100 | www.ed.gov/ocr

STUDENT ID CARDS/KEYS

Keys and ID cards help maintain the security of the residence halls and the University of Sioux Falls Campus for all students, faculty, staff, and guests.

STUDENT ID CARD

Each USF student must obtain a student ID card, which is available in the Campus Security Office (located in Mears Library). Students use their cards to eat in USF Dining Services locations, to gain access to campus buildings, to check out resources in the Mears Library, and to attend athletic, music, and theater events connected with the campus. Because of the access and resources connected with each student's card, sharing or loaning cards to anyone is not allowed. Students found in possession of a card not their own, or students providing a card to another individual for any amount of time, may be subject to the University discipline process.

KEYS AND LOCKS

Keys will be issued upon checking into residence halls and must be returned at the end of the year or at the time the room contract is terminated. Failure to return the original key(s) or loss of key/ID card results in the assessment of a replacement fee of re-keying costs up to $125 per lost key.

Only University approved locks may be used on residence hall room doors. If a lock does not work properly, the student should immediately notify the Resident Assistant to initiate repairs or replacement Tampering with doors/locks, replacing existing locks with personal ones, adding personal locks to University equipment, or otherwise attempting to circumvent the security system is strictly prohibited and may result in disciplinary action. Residence Life, Campus Safety and Security, and Maintenance staff must maintain access to any door locks (building, room, and any storage area) in any residence on campus.

The possession or use of unauthorized copies of keys, keys created by persons other than designated University staff, or any lock-picking equipment will result in disciplinary action that may include up to suspension.

REPLACING LOST AND STOLEN ID CARDS OR KEYS

Keys and ID cards maintain the security of the campus. Tampering with locks, keys, or ID cards, covering magnetic sensors, replacing existing locks with personal ones, or adding personal locks to University equipment is strictly prohibited. Campus officials must maintain access to any door locks (building, room, and any storage area) in any area on campus.

The possession or use of unauthorized copies of keys, keys created by personnel other than designated University staff, or any lock-picking equipment will result in disciplinary action that may include suspension.

Students who lose their ID card or Key must contact Campus Safety & Security Office immediately at 605-321-6400 or visit the Campus Safety & Security Office in the Mears Library. By reporting this immediately, it assists the University in keeping you and other students, faculty, staff, and visitors safe. Once the loss of a card is reported, the Campus Safety & Security Office will remove access from the last card and allow you to obtain a new card. Replacement cards may be replaced weekdays from 8 am - 4:30 pm. Residential students may either contact Campus Safety and Security to gain access to residence halls or request a "guest pass" from Residence Life staff while waiting for their replacement ID cards.

Replacement cards are available for $20 for the first card, $50 for the second card, $50 for the third card, and $100 for the fourth card.

Additional information for respect for facilities and others is found in the University's Basis for Behavioral Conduct on page 32.

VANDALISM

Especially due to its destructive, disrespectful, and dishonoring nature, acts of vandalism will not be tolerated, and participation in acts of vandalism will result in disciplinary action. Vandalism is defined as "a deliberate act of property destruction; the severe disruption of normal University operations; or the malicious, intentional, and willful destruction or defacing of public or private property."

STUDENTS' RIGHTS AND RESPONSIBILITIES (CONDUCT PROCESS)

The University of Sioux Falls has the duty and the corollary disciplinary powers to protect its educational purposes through the setting of standards of conduct and scholarship for its campus community. This includes circumstances when the preferred, but not exclusive, means (counseling, mentorship, and admonition) fail to resolve the problems of student conduct.

The administration of discipline shall guarantee procedural fairness to an accused student. In all situations, procedural fairness requires that students be informed of the nature of the charges against them, that they be given a fair opportunity to refute them, that the institution may not be arbitrary in its action, and that there is provision for appeal of a decision. No form of harassment shall be used by University representatives to coerce admission of responsibility or information about conduct of other suspected persons.

Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions that may be applied. Minor penalties may be assessed informally under prescribed procedures.

The President of the University has final authority on all matters of student discipline. Others designated by the President include the Vice President for Enrollment Management, Director of Housing & Student Life, Associate Director of Student Life, Title IX Coordinator, Director and Assistant Campus Safety & Security and Officers, as appropriate, and others who may be designated by the President.

All incidents involving violations of University policy are to be reported. The reporting party may choose the USF Administrative person to which they should report depending on the situation, but it is recommended all reports include one of the following: Vice President for Enrollment Management, Director of Housing & Student Life, Associate Director of Student Life, and Title IX Coordinator, to allow the complaint to be addressed.

Reports will be coordinated by USF including the appropriate administrators and reporting procedures on-campus or off-campus criminal activity, working with Campus Safety & Security and other campus offices as well as local authorities. The Director of Campus Safety & Security, or appropriate USF Administrator will represent the campus as the liaison between the University and local/state/federal law enforcement agencies, disseminating and interpreting policies and information as needed. Similarly, appropriate USF administrators, the Director of Campus Safety & Security, and/or their designee, can provide assistance to students who are complainants of criminal activity and assure both complainants and the respondents due process in all disciplinary proceedings occurring on campus.

The intent of the following conduct process is to provide the student with a resolution that is neither arbitrary nor capricious. The University will in good faith employ these procedures unless the President or his or her designee, in his or her sole discretion, determines the safety or integrity of the University community requires immediate action. In such a case, the President or his or her designee will decide upon the process due, once again, endeavoring to a decision that is neither arbitrary nor capricious.

STUDENTS RIGHTS AND RESPONSIBILITIES WITHIN THE DISCIPLINE PROCESS

The student discipline process will be determined by the situation, and may include Student Life personnel, Title IX Coordinator, local police, and athletic coach or athletic director, faculty, USF administrator(s) or the University President, or appropriate personnel for the situation.

In arriving at the appropriate sanction, the decision-makers may use a number of factors, including but not limited to, the severity of the offense, the student's commission of previous offenses, the need to deter the student and other members of the University community as well as other factors including the credibility of the student's remorse, if any. A student may request to have a disciplinary decision reviewed, if so, it is required in writing via hard copy or by email to the appropriate administrator in the Student Life Office in the lower level of the McDonald Center or the Title IX Coordinator (TitleIX@usiouxfalls.edu or Jorden Hall - Suite 205). A student who reports an issue, is the recipient of the discipline or is the respondent to a complaint may request a disciplinary decision review. USF does not guarantee a review of a disciplinary decision, rather guarantee only a review of the request.

As a general rule, USF in its decision-making capacity will follow best practices as recommended by the U.S. Department of Education in determining whether a decision must find by a preponderance of the evidence that the allegations against the student(s) are proven before sanctions may be imposed. Because Federal guidance on these policies is currently under consideration, the University of Sioux Falls will choose the standard and work to remain consistent for the academic year, unless new Federal regulations are imposed.

Interim disciplinary measures may be put in place by USF for the reporting student and responding student between the time the student is accused of a conduct violation and the decision-maker's discipline decision. Interim measures may include a class changes, schedule adjustments, no contact orders, or other measures which may or may not allow the student to be present on campus and to attend classes. If, however, the appropriate USF administrator, acting in her/his sole discretion, believes that the student's actions or behaviors pose an immediate danger to the student or others, the student will be barred from all campus property, activities, or events until disciplinary decisions have been made. If this takes place, the USF Campus Safety & Security Director or designee and other appropriate personnel will be involved.

Individuals reporting inappropriate or illegal behavior to University personnel are responsible for presenting truthful information. Any person who knowingly presents false or misleading information will be subject to sanction. The complainant and accused will be sight and sound separated through the entire procedure.

Note: Students may not withdraw from the University in order to bypass the disciplinary process. Students within the discipline process may leave campus and/or may choose to have the process continue without their presence; however, withdrawals will not be processed until after the adjudication and all appeals are complete.

THE DISCIPLINARY SANCTIONS AND APPEALS FOR NON-TITLE IX

VIOLATION ADJUDICATION

All reported and identified residence hall policy violation will be reviewed by the Resident Director(s) and/or Student Life administrator and work to determine a resolution, which may or may not include required action for the alleged transgression. Residence hall policy violations will be documented by the Resident Assistant with copies sent to the Resident Director and to the appropriate Student Life administrator. The documentation for the alleged transgression will include a simple definition of the transgression along with identities of other individuals involved.

The student who violated policy has 24 hours, excluding weekends, from and after the date of the documentation slip to meet with the Resident Director and respond to the allegations. If the violating student fails to make a timely appearance, the Resident Director will adjudicate the matter without the student's input, and may consult with the appropriate Student Life administrator. If necessary, consult with a Student Life administrator, the Title IX Coordinator and or USF Campus Safety & Security in considering the facts and determining sanctions, and after considering the matter, a determination will be made whether the allegations of the violation are supported by credible evidence. The student will be informed of sanctions in letter emailed to the student's USF address. The letter will be kept by Student Life administrator in a confidential location.

All non-residence hall violations will be adjudicated by the appropriate University of Sioux Falls administrator(s). If the violation is proven, the student who violated policy is susceptible to suspension or expulsion. Any individual who is aware of a violation of USF policies is encouraged to report it, in writing or orally, to a Student Life administrator, Resident Director, Resident Assistant, Title IX Coordinator or Campus Safety & Security as soon as possible.

CONDUCT DECISIONS

The University of Sioux Falls shall have jurisdiction to adjudicate alleged violations committed by its students of any status: residential/commuter, full-time/part- time, etc. As the allegations may require, USF administrators will adjudicate alleged violations. Interim measures may be be put in place while conduct issues are being determined. These interim measures may include, but are not limited to change in academic or extracurricular activities, living, transportation, dining, and working situations. The President of the University is the final decision-maker on all conduct decisions.

APPEALS

Sanctions imposed by a Residence Hall Director may be appealed to a Student Life administrator, USF Administrator (if appropriate) or his/her designee. The administrator may refuse to hear the case, uphold the decision, or impose alternative sanction(s). Appeals must state reason(s) and rationale and be presented in writing within 5 week days after receiving a disciplinary decision.

TITLE IX POLICIES AND PROCEDURES

SEXUAL HARASSMENT POLICY

Sexual harassment is an abuse of power that is demeaning and interferes with the ability to work or participate in an educational setting. Under state law, sexual harassment is a form of sex discrimination and is illegal. Sexual harassment is defined as sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when one of the following is met:

1. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic decisions or other decisions affecting such individual; or

2. Such conduct has the purpose or effect of unreasonably interfering with work performance or educational experience or creating an intimidating, hostile, or offensive work or educational environment; or

3. Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course, or activity.

Sexual harassment encompasses any sexual attention that is unwanted and can take many forms, but most sexual harassment falls into three categories: verbal, visual and physical. All forms of sexual harassment cause the victim to feel uncomfortable or threatened by the behavior and may cause the victim to fear retaliation such as the loss of job or poor grades.

Please note that sexual assaults may be criminal acts, and, as such, investigation and processing by the criminal justice system, local police and crisis intervention centers may supersede the process developed under this policy.

Any employee or student of the University of Sioux Falls who believes that he or she has been or is being harassed and/or discriminated against should immediately report it to the appropriate officer as outlined under "Conduct Process" on page 51.

DEFINITION OF CONSENT

South Dakota law [SDCL § 22-22-1, 7] advises that gaining consent is not possible under the following circumstances:

- The victim is less than 16 years of age; or

- Force, coercion, or threats of immediate and great bodily harm against the victim or other persons within the victim's presence are used, accompanied by apparent power of execution; or

- The individual exhibits physical or mental incapacity; or

- The victim is under the influence of any intoxicating, narcotic, or anesthetic agents or hypnosis.

POLICY FOR REPORTING SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING

As soon after the alleged act occurs, Campus Safety and Security should be contacted. They will make appropriate contacts including the Sioux Falls Police Department. Housing staff should also be notified if the assault is related to University housing facilities. The housing staff in coordination with the university counselor will assist victims and bystanders with emotional and safety concerns. The Director of Housing and Student Life will be notified for disciplinary action on campus. These individuals shall be notified on a need-to-know basis. This policy is intended to provide the maximum encouragement for reporting and prosecuting sexual assault and sexual contact while making the victim's rights and confidentiality of top importance. The University Counselor can appropriately refer a person who has been victimized for services including medical, legal, counseling, emotional and other environmental services. Specifically, University staff can assist with the following referrals:

Medical Treatment

For life threatening emergencies, call 911. For treatment of less serious injuries and for evaluation of sexually transmitted diseases and pregnancy, victims should consult the health resources on the list below.

Evidence Collection

A person who has experienced sexual assault is encouraged to request collection of medical-legal evidence. Collection of medical-legal evidence is conducted by the Sioux Falls Police Department. Prompt collection of medical-legal evidence is necessary for subsequent legal action against the perpetrator. University staff shall also notify the victim of his/her right to report the incident to law enforcement and will assist with making that report if requested by the victim.

Options

The victim also has an opportunity to receive assistance in changing academic and living situations after an assault occurs, if these changes are requested by the victim and are reasonably available.

Confidentiality

The University will make every effort to maintain a victim's privacy and protect the confidentiality of any information disclosed under this policy. Information shall be disclosed on a need-to-know basis. Some responders such as counselors and clergy may have a legal privilege that allows them to maintain complete confidentiality, while other responders may be legally required to report evidence of a sexual assault to local law enforcement. Any professional being consulted regarding a sexual assault shall explain their ability to preserve confidentiality prior to disclosure of assault details.

In the event that an incident reported under this policy indicates that the perpetrator poses an immediate threat to others at the University, the designated Campus Safety and Security authority may issue a timely warning, as required by federal law. In the event such a warning is issued, the victim's identity shall be protected. The alleged perpetrator and victim will be notified of the conduct and appeals process prior to the occurrence of these events. Pursuant to federal law, upon the conclusion of the student disciplinary process, both the alleged perpetrator and the victim will be informed of the outcome. In addition, the designated Campus Safety and Security authority is required to report the occurrence of sexual assault. This report is for statistical purposes pertaining to campus safety and does not disclose individual identities.

Conduct and Legal Action

The victim has the right to report the assault to university officials and to the Sioux Falls Police Department. University personnel will assist the student in notifying these authorities. While the university encourages students to assist in prosecuting any sexual assault case to the fullest extent of the law, students who have been sexually assaulted need to maintain control over how they wish to proceed legally and personally. For students accused of a violation of this policy, the disciplinary process will be handled in accordance with the procedures set forth in the Student Conduct Process (page 51). The accused and the victim shall have a right to be present at any hearing conducted during that process.

SANCTIONS FOR THOSE FOUND RESPONSIBLE

Maximum sanctioning for the offense of sexual assault could be up to disciplinary expulsion from the University of Sioux Falls with lesser sanctions also a possibility, including, but not limited to the following:

• counseling evaluation session,

• restrictions on participation in campus activities

• removal from campus housing and/or

• disciplinary suspension or probatio

Employees, independent contractors, volunteers and agents of the University may be subject to discipline for a violation of this policy, up to and including termination, cancellation of contract and/or removal from campus.

IMMUNITY CLAUSE

If the victim is found to be in violation of campus policies at the time the sexual assault occurs, the victim may be granted immunity from disciplinary sanctions (e.g. alcohol consumption, intervisitation violations, etc.) but may still be requested to participate in activities aimed at support-oriented or developmental goals.

EDUCATION AND PREVENTION

The University of Sioux Falls is concerned with the personal safety of students, faculty and staff. In addition to measures taken by the Campus Safety and Security Office, USF also provides awareness and education opportunities assisting in a person's ability to be responsible for his or her own safety. Education and awareness topics include risk reduction and response to sexual assault, including rape, as well as other forcible and non-forcible sexual offenses. Several departments assist in this programming, including Campus Safety and Security, Residence Life, and the University Counseling Office.

RESOURCES IN THE EVENT OF A SEXUAL ASSAULT

In the event of sexual assault, the following services are available at the University of Sioux Falls:

CONFIDENTIAL RESOURCE (do not need to report details or identity)

• University of Counselor = (605) 331-6619 or c: (605) 575-2030

• Campus Pastor = (605) 331-6777 or (605) 929-5540

• The Compass Center = (877) IN-CRISIS or (605) 339-0116 | info@thecompasscenter.org

NON-CONFIDENTIAL RESOURCE (may need to report details and/or identity)

• USF Campus Safety and Security = (605) 321-6400

• Sioux Falls Police Dept (Non-Emergency) = (605) 367-7000

• Emergency = 911

• Director of Housing and Student Life = (605) 331-6892

• Associate Director of Student Life = (605) 331-6801

• USF Title IX Coordinator = (605) 331-6683 | titleix@usiouxfalls.edu

• Center for Family Medicine = (605) 339-1783

• Sanford Emergency Room = (605) 333-6688

• Avera Emergency Room = (605) 322-2000

POTENTIAL SANCTIONS

Possible sanctions for non Title IX and Title IX violations include the following, in no particular order:

• **Official Warning:** An Official Warning is a written censure regarding misconduct with the understanding that further misconduct could result in more severe disciplinary action. Official Warnings are not noted on a student's academic record (transcripts).

• **Disciplinary Probation:** Disciplinary Probation represents a period of time during which a student is not in good standing with the University. Further violations of campus policy while a student is listed as being on probation may result in suspension or expulsion. Disciplinary Probation is not noted on a student's academic record (transcripts). In some instances, disciplinary probation may also include sanctions such as, but not limited to, loss of on-campus privileges, removal from housing, or removal from student clubs/ activities.

• **Suspension:** Suspension is a set period of time during which the privilege of attending classes and/or being on campus is withdrawn. The student may be returned to good standing at the completion of the period or after specified conditions are met. When disciplinary action (i.e. suspension or expulsion) results in the loss of any college or college-contracted service for the student, there will be no refund, unless required by federal, state or other regulations. When a student is suspended, a notation will be made on the student's academic record (transcript) as follows: "SUSPENDED (date) FOR CONDUCT." During a subsequent semester, a student who desires to be reinstated must notify the Director of Housing & Student Life or designee and present evidence that the conditions for reinstatement have been satisfied.

• **Denial to Re-Register:** Denial to re-register is denial of the opportunity to continue with the University at the conclusion of the current term. This is the same as suspension or expulsion, but the student is permitted to complete the semester for academic and/or financial reasons. When a denial to re-register is finalized, a notation will be made on the student's academic record (transcript) as follows: "DENIED PERMISSION TO RE-REGISTER (date) FOR CONDUCT." Denial to re-register may also include sanctions such as, but not limited to, loss of on-campus privileges, removal from housing or removal from student clubs/ activities.

• **Expulsion:** Expulsion is withdrawal of the privilege of attending the University with no promise (implied or otherwise) that the student may return at a future time. A student who has been expelled from the University for disciplinary reasons may be readmitted only by the authority of the Director of Housing & Student Life or designee. When an expulsion is finalized, a notation will be made on the student's academic record (transcript) as follows: "EXPELLED (date) FOR CONDUCT." An expelled student may never be on the USF campus without permission from the President of the University or his designee.

• Financial fines or restitution to the appropriate party or parties.

•Community Service or work projects.

• Loss of privileges (often associated with the offense), such as use of University facilities, visitation, or attendance at campus functions.

• Educational program sessions.

• Counseling evaluation sessions by USF or off-campus professionals.

• Denial of:

  • participation and/or attendance at intercollegiate athletics,

  • participation in intramural athletics,

  • participation in public performances, publications, events or activities sponsored by student campus organizations,

  • holding an office in any student organization,

  • using a motor vehicle on campus,

  • exercising his/her normal housing priority,

  • attending or sponsoring university social functions,

  • use of the athletic facilities

• Eviction from or relocation within University-owned or operated housing. Students involuntarily removed from housing are not eligible for a refund of their housing costs, regardless of the timing of their removal. If a student is also disallowed from participating in the meal plan, or if a student not otherwise required to participate chooses to end their meal plan as a result of this eviction, a refund will be awarded according to the Student Accounts refund schedule (contact Student Accounts for more information: 605-331-6640). All students otherwise required to be on a meal plan are not eligible for a refund and may either continue to make use of our dining facilities as planned or may request to have their remaining balance converted to Flex Money for use in the dining hall and/or Cooper's Cafe.

With the exception of suspension, expulsion and denial to re-register, the sanction does not appear on the transcript and is not made available to persons or organizations outside the university.

Legitimate requests for such information from graduate schools, employers, and the like will be filled only with the permission of the student.

THE DISCIPLINARY SANCTIONS AND APPEALS FOR TITLE IX

TITLE IX Complaint at usiouxfalls.edu/titleTXincidentreport

University of Sioux Falls (USF or University)

TITLE IX COMPLAINT PROCESS

PURSUANT TO USF'S SEXUAL AND GENDER-BASED HARASSMENT, SEXUAL VIOLENCE, RELATIONSHIP AND INTERPERSONAL VIOLENCE AND STALKING POLICY

USF is committed to providing a timely, impartial, and reliable response to Complaints pursuant to USF's Sexual Harassment, Sexual Violence, Relationship and Interpersonal Violence, and Stalking Policy (hereinafter "Policy"). The following process, which implements this Policy, provides, among other things, procedural protections that ensure notice and meaningful opportunities for the reporting party (this term includes the person who alleges harm, if the reporting party and such person are different).

I. TO WHOM THIS PROCESS APPLIES

This process applies to Prohibited Conduct [1] committed by or against any USF student, [2] including but not limited to undergraduate, graduate, and DCP students, and persons engaged in educational activities provided by USF (collectively referred to herein as "Students"), when:

(1) the Prohibited Conduct occurs on USF premises [3]; or

(2) the Prohibited Conduct occurs in the context of a USF employment, education, or research program or activity, including but not limited to USF-sponsored study abroad, research, internship, mentorship, summer session; or

(3) the Prohibited Conduct occurs outside either or both of (1) and (2) above, but (i) has discriminatory impact on USF premises or in any USF employment, education, or research program or activity or (ii) occurs in close proximity to USF premises and is connected to discriminatory conduct on USF premises.

Any individual, regardless of affiliation with USF, may file a Complaint. [4]

II. INITIAL ASSESSMENT

When the Title IX Coordinator or one of the Deputy Title IX Coordinators becomes aware---actually or constructively---of an incident which may involve Prohibited Conduct, the Title IX Coordinator and a Deputy, or two Deputies, will, within a reasonable time, conduct an Initial Assessment meeting to gain a basic understanding of the nature and circumstances of the incident and report. At this meeting, the reporting party will be provided with information about resources, procedural options, and remedial measures, and given an opportunity to discuss USF's policies.

A reasonable assessment of the safety of the reporting party and of the campus community will be made by the Title IX Coordinator and at least one deputy. These persons will consider, among other things, the interest of the reporting party and the reporting party's expressed preference for the manner of resolution. At this stage of the process, though, the best interests of the University community are paramount.

III. FILING A COMPLAINT

www.usiouxfalls.edu/titleIXincidentreport

If the reporting party wishes to proceed with a resolution process, they will submit, if they haven't already done so, a written Complaint to the Title IX Coordinator. Upon receipt of a written Complaint, the

Title IX or Deputy Title IX coordinator will be responsible for making the following determinations:

(1) does this process apply?; and

(2) accepting the facts set forth by the reporting party as true, do the facts establish a violation of the University's Policy?

If the answer to either question is no, the Title IX Office does not have the authority to resolve the written Complaint and the reporting party will be referred to the appropriate resources.

If the answer to both questions is yes, the Title IX Coordinator, or designee, has the authority to investigate and resolve the written Complaint. If a student is charged with a violation of the Code of Student Conduct that is ancillary and related to the Complaint of a violation of the Policy, the Title IX Office may, but is not required to, also investigate and resolve the ancillary charge; however, in most cases the Title IX Coordinator will turn ancillary violations of the Student Conduct policy over to the appropriate Student Life supervisor for resolution (e.g. Director of Housing & Student Life, VP for Enrollment Mangement).

IV. STANDARD OF EVIDENCE

In all stages of this process, USF will apply the preponderance of the evidence standard (more likely than not) when determining whether the Policy has been violated.

V. ADVISERS

Reporting parties and respondents are entitled to be accompanied and assisted by an adviser of their choosing. Advisers, including attorneys, may not participate in the process or speak on behalf of the reporting party or respondent, although they may ask to suspend any meetings, interviews, or hearings briefly to provide consultation. Accommodations, other than those required by law and including, but not limited to, scheduling of interviews or hearings, will not be made for any advisers, including attorneys, if the accommodations, based entirely upon the discretion of the Title IX Coordinator, unduly delay the process.

Even if a party engages an adviser, however, the University will continue to communicate only with the party, who can then choose whether or not to share the communication with the adviser. This rule will change only if law or ethics requires communication to the adviser in addition to communication with the party.

VI. RESOLUTION PROCESS

A reporting party has the opportunity to resolve a possible Title IX violation through an Informal Resolution Process or a Formal Resolution Process. Both are defined below. USF also has the right to investigate and move forward with a Title IX investigation even without the written or verbal communication or consent of a reporting party.

INFORMAL RESOLUTION PROCESS

The University recognizes that a wide variety of behaviors may constitute violations of the USF Policy. Therefore, the Title IX Coordinator or designee may, in their sole discretion, resolve reports informally and appropriately, based on the circumstances. An informal-resolution process is any process that is not a formal-resolution process. Informal resolutions generally are pursued when the reporting party, having been fully informed of all available options, has explicitly made that choice. An informal resolution process is voluntary, and a reporting party can ask to end the informal resolution process at any time before its completion. If an informal resolution process is ended by request, any information obtained may be used in a subsequent formal resolution process and hearing. Once a Complaint has been resolved through an informal resolution process, the matter will be closed.

In all cases, the Title IX Coordinator has discretion to determine whether or not informal resolution is appropriate to the circumstances.

FORMAL RESOLUTION PROCESS

A formal-resolution process will occur when (a) a report of a violation of the Policy is made and the reporting party seeks a formal resolution; or (b) the Title IX Coordinator or designee determines that a formal resolution process is necessary after considering the safety of the broader campus community. In the situation when there is a serious threat to the University community, but the reporting party cannot or does not wish to proceed with the formal process, the Title IX Coordinator or their designee may assume the role of the reporting party.

A. Formal Resolution Process Brief Overview

(See Sections B and C for additional information.)

1. A written or verbal complaint is submitted to the Title IX Office and the respondent receives notice of the allegations.

2. The respondent has five (5) days [5] from the date of receipt of notice to submit a statement once informed by the Title IX Coordinator of the complaint.

3. An investigator, who, in the sole discretion of the Title IX Coordinator, may be external, internal, or a combination of the two, is appointed by the Title IX Coordinator or a designee.

4. The investigation is conducted, witnesses are interviewed, information is gathered, and an initial investigation report is prepared and shared with both parties.

5. Within five (5) days following receipt of the investigation report, both parties may provide a written response regarding the facts set forth therein.

6. The investigation report is finalized and shared with the parties and the Chair of the Title IX Committee.

7. The Title IX Coordinator and Chair of the Title IX Committee appoint a three (3) – five (5) member hearing panel from the Title IX Committee, with the Title IX Coordinator making final determination of committee composition.

8. The parties may submit a written statement to be considered by the hearing panel. The written statement must be submitted at least seventy-two (72) hours before the scheduled hearing.

9. The Title IX Coordinator or Chair of the Title IX Committee provides hearing panelists with the investigation report and any written statements from the parties.

10. The hearing panel convenes with the investigator, if necessary, to ask questions related to the investigation report.

11. The Title IX Committee will convene to deliberate and render a decision, by majority vote, regarding whether the respondent has violated the Policy.

12. If there is a finding of responsibility for any violations, the panel will deliberate and determine an appropriate sanction.

13. The Chair will prepare a written decision and rationale and provide this to the University Title IX Coordinator, who will then provide the decision to the parties within 14 days of the hearing panel's adjournment.

B. Investigation

The Title IX Office will notify the respondent of the Complaint in writing. The respondent will have five (5) business days to submit a written statement once notified.

Following receipt of a response statement, the Title IX Coordinator or designee will appoint an investigator to the matter. The Title IX Coordinator or designee has the sole discretion to determine whether the investigator will be internal (an employee of USF) or external (an individual outside of the USF community), or a combination of both internal and external investigators. The role of the investigator will be to gather additional information through interviews of the complainant, respondent, and witnesses and synthesize the information in a report that will be provided to the Title IX Committee. While the investigator has some discretion to determine the relevance of any witness or other evidence, the Title IX Coordinator or designee must be consulted before the investigator may exclude witnesses or other information in preparing the investigation report. The Title IX Coordinator or designee has the final say over the scope and course of the investigation.

i. Witnesses

Both the reporting party and respondent are permitted to provide to the investigator names of potential witnesses, who may include witnesses outside of the USF community.

Witness statements should not be character evaluations, as all parties will be presumed to have good character. In addition, how individuals present themselves in other contexts (e.g., friendly, kind, and well-liked) has little probative value in evaluating whether particular conduct occurred. Moreover, the sexual history of the parties will not generally be deemed relevant, as described below.

All witness statements shall be recorded.

ii. Additional Evidence

Both the reporting party and the respondent are permitted to provide other evidence to the investigator. Evidence includes any facts or information presented in support of an assertion and may include text messages, email exchanges, timelines, social media posts, receipts, photographs, etc. Any documentation shared by the complainant or the respondent with the investigator will be provided to the other party. The investigator may also consider additional documents, items or other information.

Information that does not directly relate to the facts at issue, but instead reflects upon the reputation, personality, qualities, or habits of an individual is character evidence and is not relevant to the determination of whether there is a policy violation.

Pattern Evidence: Evidence of an occurrence or occurrences of Prohibited Conduct so distinctive and so closely resembling either party's version of the alleged encounter as to tend to prove a material fact may be considered. Where there is evidence of a pattern of similar Prohibited Conduct, either before or after the conduct in question, regardless of whether there has been a prior finding of a Policy violation, this information may be deemed relevant to the determination of Policy violation or assigning of a sanction. The determination of relevance will be based on an assessment

of whether the previous or subsequent incident was substantially similar to the conduct cited in the report or indicates a pattern of behavior and substantial conformity with that pattern.

Prior Sexual History of the Parties: An individual's character or reputation with respect to other sexual activity is not relevant and will not be considered as evidence. Similarly, an individual's prior or subsequent sexual activity is typically not relevant and will only be considered as evidence under limited circumstances. For example, prior sexual history may be relevant to explain the presence of a physical injury or to help resolve other questions raised by the report. The Title IX Committee will determine the relevance of this information and both parties will be informed if evidence of prior sexual history is deemed relevant.

Prior Sexual History Between the Parties: Even in the context of a relationship, consent to one sexual act does not, by itself, constitute consent to another sexual act, and consent on one occasion does not, by itself, constitute consent on a subsequent occasion. Where the parties have a prior sexual relationship, and the existence of consent is at issue, the sexual history between the parties may be relevant to help understand the manner and nature of communications between the parties and the context of the relationship, which may have bearing on whether consent was sought and given during the incident in question. However, this does not assume that the prior sexual history was consensual and this should be a factor in considering relevance.

iii. Investigation Report

The investigator will produce a written report that contains the information and facts learned during the investigation, and may include direct observations and reasonable inferences drawn from the facts and any consistencies or inconsistencies between the various sources of information. The investigator will not make a finding or recommended finding of responsibility. The investigator's report will include credibility assessments based on their experience with the complainant, respondent, and witnesses, as well as the evidence provided.

The investigation report will be shared with the Title IX Coordinator, the complainant, and the respondent. The complainant and respondent may only share the investigation report with their advisers, if any, for the purpose of receiving counsel or advice related to the University process.

C. The University Title IX Committee: Role, Procedure and Responsibility

The role of the University Title IX Committee is to review the information presented in the investigation report and to determine if an individual or individuals violated the University Policy (and, if yes, to determine an appropriate sanction). A hearing panel of three (3) – five (5) will be formed for each case, from this committee, chosen at the discretion of the Title IX Chair and based on the situation, taking care to avoid conflicts.

i. Role of the Chair

The Chair of the Title IX Committee presides over the hearing panel as a non-voting member. The Chair is responsible for the administration of the hearing process, including procedural matters and decisions leading up to the hearing, determinations about information that will be considered or not, appropriate and inappropriate lines of questioning, and the overall decorum and conduct of the proceedings.

ii. Hearing Process and Deliberations

The Title IX Committee will receive the investigation report in advance of the hearing. Complainants and respondents may submit a written statement to the panel, which must be submitted to the Chair of the Title IX Committee at least forty-eight (48) hours before the hearing.

The hearing panel will convene with the investigator (although the Chair has the discretion to determine if a meeting with the investigator is not necessary). The reporting party and respondent will not be present in the hearing room. The hearing panel may ask the investigator questions related to the investigation report. The hearing panel may also request to hear from one or more of the witnesses. The Chair has complete discretion to approve or deny those requests. The presumption is that the investigator has identified and interviewed all relevant witnesses and supplied the information necessary for the hearing panel to render its decision and determine sanctions. It is rare for witnesses to appear before the hearing panel. If any additional relevant information is gathered after the investigation report is finalized but before the hearing panel makes a decision, that information will be shared with both parties and each may submit a written response to the Title IX Coordinator and Chair within three (3) business days of the date the information is received.

Before a final decision is made, the reporting party and respondent will be granted the opportunity to appear before the hearing panel if they wish and make an oral statement regarding the facts. The reporting party and respondent will not be in the hearing room together, unless both parties agree in writing. The hearing panel may ask questions. Again, the presumption is that the information necessary to render a decision and arrive at an appropriate sanction is in the investigation report, so extended statements or questioning is unnecessary.

The hearing panel will convene to deliberate and decide, by majority vote and utilizing the preponderance-of-the-evidence standard, whether or not the respondent has violated the University Policy. No member may abstain.

iii. The Sanction and Decision

If the hearing panel determines that the respondent is responsible for one or more violations of the University Policy, it will then deliberate and determine an appropriate sanction. The hearing panel will be permitted to consider prior policy violations in determining an appropriate sanction.

The Chair prepares the hearing panel's written decision and rationale, including a finding of responsibility or non-responsibility, and, if applicable, the sanction and rationale. Within a reasonable amount of time following the conclusion of deliberations, the report of the

hearing panel will be provided to the Title IX Coordinator who will provide the report to the complainant and the respondent.

If a respondent is found responsible and the sanction includes separation from the campus community, they will be immediately removed from campus residentially and (depending on circumstances) either severely restricted in their movements on campus (e.g., only able to attend classes and labs) or barred completely.

VIII. WITHDRAWAL OF A COMPLAINT

The reporting party may request to withdraw a Complaint at any time. The Title IX Coordinator, or their designee, will determine whether or not to grant this request, and approval will not be unreasonably withheld.

TIME-FRAME FOR COMPLETION OF INVESTIGATION AND DISCIPLINARY PROCESS

The University cannot promise the definitive timeframe of this process, but ordinarily will complete its investigation and disciplinary process, if any, within sixty (60) days. The U.S. Department of Education has made clear that the length of investigations may vary with the complexity and unique factors in each case. Examples of such factors include, without limitation, circumstances in which critical witnesses are unavailable or if law enforcement requests the University temporarily halt its investigation for a brief period of time. Accordingly, all timeframes set forth in this policy may be altered in the discretion of the Title IX Coordinator. The University's overarching goal is that all Complaints be investigated in a prompt, fair, and impartial manner.

1. The University's Incident Report Form is by this reference incorporated herein. Prohibited Conduct consists of those acts listed on the reverse side of that form.

2. Complaints of sexual harassment occurring between University employees are, unless such complaints implicate Title IX interests, handled through the Grievance Procedure in the Faculty/Staff Handbook.

3. The term "premises," as used herein, is synonymous with USF premises covered by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

4. It is important to remember that some acts of Prohibited Conduct are also crimes and reports will be made to the appropriate authorities apart from any University action. The University may forestall action on a Title IX complaint until a criminal complaint or prosecution is resolved.

5. The computation of this time excludes Saturdays, Sundays, and holidays, which are those listed in SDCL 1-5-1. This computation rule pertains to this entire document.

RESIDENCE LIFE/CAMPUS HOUSING

Student Life Office | McDonald Center, First Floor

Andrew Porteous, Director of Student Life and Housing

Andrew.Porteous@USiouxFalls.edu | (605) 331-6892

RESIDENT DIRECTORS

The Resident Director is a full-time, live-in, professional staff member of Student Life, under the direction and supervision of the Director of Student Life and Housing. The Resident Director works directly with students in developing comfortable living environments and assists individuals in their personal development.

Each Resident Director is directly responsible for the Resident Assistants within their living area.

Jaquelyn Martinez – Sullivan Hall - (605) 331-6711

TBD – Grand Island Hall - (605) 331-6711

Rachel Feikema– Burgess, Kroske and Collier Baker Halls - (605) 331-6711

Teron Welch – North Residence Hall - (605) 331-6711

Resident Director on Call - (605) 681-0229

RESIDENCE LIFE GUIDELINES

USF's Residence Life Program emphasizes growth and development of mature Christian persons within the living and learning environment. We are committed to providing a residence life program that nurtures the integration of the whole person intellectually, socially, emotionally, physically and spiritually. Residential living is a great context to navigate the challenges that will encourage growth and development. In residence life we value the intrinsic value of each person.

We believe that you will be challenged to meet new people and experiences during your time in residence life. As you meet these challenges, you will receive support from the residence life staff.

HOUSING OPTIONS

RESIDENCE HALLS

All residence halls include cable TV access, wired and wireless internet, on-site laundry facilities and card-access security.

North Residence Hall

Our newest residence hall provides space to build a meaningful living and learning community. This hall features 6 floors (3 stories separated into two wings) housing for both men and women divided by suite made up of two double rooms that share a private bathroom. The amenities include large rooms provide built-in closets and dressers with movable desks and lofted beds. The central lounge on each floor has ample gathering space, a kitchen, and one of three unique features: a laundry facility (3rd floor); a home theater for TV, movie and games (2nd floor); or an exercise room with treadmills, an elliptical, a stationary bike, and weights (1st floor).

Grand Island Hall (G.I.)

With capacity for 122 female residents, Grand Island is USF's largest underclassmen residence hall. A large central lounge and kitchen area promote a lively atmosphere, though each individual floor has its own smaller lounge as well. G.I. rooms are 11'2" wide and 15'3" long and feature built-in storage closets, desks and shelving.

Kroske Hall

John W. Kroske Hall houses 78 students at capacity, separated by gender at the floor level. This residence hall has central lounges, a kitchen facility, direct access to a computer lab and a great sense of community. Kroske rooms are 12'10" wide by 10' long and feature lofted beds as well as storage closets and desks.

Sullivan Faith and Living Center

Completed in 2005, Sullivan is USF's newest and largest residence hall, housing up to 180 sophomores, juniors, and seniors. Large rooms that measure 14'9" by 11' feature air-conditioning, in-room sinks, lofted beds as well as desks and dressers.

Burgess Hall

Warren W. Burgess is an all-male residence hall located near the Stewart Center and houses up to 116 residents. Burgess has an air conditioned lounge, a kitchen and recreational activities. Burgess rooms measure 11'8" by 12'8" and include desks and dresses along with two twin beds.

APARTMENTS

Collier Baker Hall

Finished in 2001, Mary Collier Baker Hall is an apartment-style residence hall that provides housing for both men and women divided by suite. Each fully furnished two-bedroom apartment is equipped for four people and comes complete with a kitchenette and bathroom with shower.

SUMMER HOUSING

Limited summer housing is available each year, primarily for students taking USF courses on-campus. As space allows, those students taking online courses, taking courses elsewhere nearby, or working in the community may also reside in summer campus housing. Applications are available in the Office of Student Life or made available online at www.usiouxfalls.edu/reslifeforms after Spring Break.

Students are not required to reside on campus during the summer sessions.

The weekly rate for summer housing is set during the month of March.

RESIDENTIAL REQUIREMENTS AND EXCEPTIONS

Living on-campus is a once-in-a-lifetime opportunity to live in and be part of the student community. We believe (as reinforced through national research) it is beneficial for students to be immersed in community living for key life-to-life encounters to enrich their college experience. In community--and especially around the table--students give and receive, are shaped by and contribute to campus life, and are challenged to integrate their classroom learning with their life experiences. **Therefore, as a condition of attending the University of Sioux Falls, all non-married, full-time undergraduate students (with few exceptions, listed below) for their first two years of study at USF are required to live on-campus in college-owned and operated housing and to purchase a meal plan.**

View USF Housing Application at https://apps.usiouxfalls.edu/housing/application.

Information: Meal Plans on page 16.

Conversely, students enrolled in less than 12 credit hours desiring to live in campus housing need special permission from the Director of CHousing & Student Life. Contact student.life@usiouxfalls.edu for more information.

LIVING OFF-CAMPUS

Students seeking to live off-campus must complete and submit the "Petition to Live Off-Campus" form available on the ResLife document portal (www.usiouxfalls.edu/reslifeforms). The Student Life faculty committee reviews requests from students who do not automatically qualify according to the pre-approved exceptions listed below. A written appeal may be submitted to the Director of Housing & Student Life or designee for review.

The student is advised to not enter into any lease or rental agreement before the university makes its determination with regard to the student's request. The University is not responsible for any costs incurred as a result of a denied petition to live off-campus.

• Local Residency: Students physically residing with parent(s) or legal guardian(s), an immediate adult family member, or a full-time USF faculty, staff, administrator, or Trustee (verification is required)

• Age: Students 21 years of age or older at the beginning of the semester for which off-campus housing is desired

• Marriage and Family Status: Students who are currently married or are custodial parents

• Part-Time Status: Students enrolled in 11 or fewer credit hours

• Military Service: Students who have served at least two years of continuous active military duty (please provide a copy of your DD-14 or discharge paperwork)

• Upper-Division Option: students who have completed at least 4 semesters of residency in college

Any student who provides false information regarding his or her exemption status or residency in an attempt to qualify to live off-campus (or whose request is granted based on knowingly false information) will be subject to disciplinary action and may be charged the full room price for any semesters in which they were in violation.

View Off-Campus Housing Petition form at usiouxfalls.edu/reslifeforms.

RESIDENTIAL PROCESSES AND PROCEDURES

AT THE START OF EACH TERM

In order to provide students with a prompt and efficient check-in, students must abide by the check-in times established by the University. If students are required to return to campus early because of participation in a required activity, there will be separate check-in times for the particular group or team. Information about all check-in times will be posted on MyUSF and will be available in the Student Life Office. Students are responsible for this information. If a student arrives on campus before a scheduled check-in time, the University is not required to provide accommodations. Student requests for early arrival will be considered on a case-by-case basis. If a request is approved, students are responsible for a daily housing fee for each day of occupancy.

HOUSING AGREEMENT

A housing agreement is provided to students living in the residence halls. Students are responsible for all information in the document. More information may be obtained from Resident Directors or the Student Life Office. The housing agreement gives the University the right to exclude and discipline those persons whose actions are deemed detrimental to its well-being or incompatible with the function and mission as a Christian educational institution.

HOUSING ASSIGNMENTS

For Returning Students

Individual room assignments are recorded by the Housing staff during "Housing Sign-Up Week" for returning students (typically early April). Students may choose their preferred room on a first-come, first-served basis according to credit hours earned. Preference is given to students seeking to reserve (1) the same room, or (2) a room in the same building.

The University may adjust room and roommate assignments as it sees fit. In addition, the University may terminate housing agreements whenever it is determined to be in the best interest of the University community.

Housing Reservation Commitment

USF charges a progressive fee for those returning students who release their Fall housing reservation after May 31. The following outlines the fee schedule if housing withdrawal occurs between the following dates:

June 1-30 = $100

July 1-31 = $200

August 1-14 = $300

August 15-31 = $400

Sept 1 - Nov 4 = $500

For New Students

New students are housed by Housing staff in two phases. Students who have submitted (1) a completed housing application, (2) their housing deposit, and (3) their tuition deposit are eligible to be matched as roommates and provided housing assignments.

Students who have completed all three requirements on or before May 1 will be housed in the "early bird" phase. Students who complete the housing requirements after May 1 will be provided roommates and housing assignments by mid-July.

HOUSING RESERVATION DEPOSIT

All new students will need a housing reservation deposit on file prior to being placed in residential housing. The housing reservation deposit is $100 and will apply to the first semester residential housing charges. Students who withdraw their housing reservation after May will forfeit their deposit.

Returning students will be held to the room cancellation policy found in the student handbook if they cancel their housing request following spring room draw..

DAMAGES AND REPAIRS

The student is responsible for any charges for any repair, cleaning or replacement fines that occur during residency. Such charges will first be applied against a student's housing deposit, and the remainder, if any, will be added to the student's account.

Students are responsible for damage to University property. Damages should be reported to a Resident Assistant or Resident Director, or Campus Safety & Security Office, or Student Life administrator promptly so that repairs may be made. The repair cost for any damages in students' room will be shared by the occupants unless an individual assumes responsibility. If students do not pay for the room damage within the determined time, they may not be able to enroll for classes for the next semester or session until the charges are paid.

Damages occurring in other areas for which the responsible people cannot be determined will be billed in the following ways:

• Those within a specific floor will be billed to all members on that floor, the cost being divided equally;

• Those occurring in public areas, such as lobbies and lounges, will be billed to all residents of the hall, the cost being equally divided.

USF is not responsible for the personal belongings of individuals residing in a residence hall. Damage caused (in any circumstance) is not the responsibility of the University, nor is it covered by University insurance. For this reason, students are encouraged to leave expensive or valuable items at home. Students are also encouraged to see that they and their belongings remain on their

parents' homeowner's insurance policy while they reside at USF or that they purchase renter's insurance.

CHECK-IN

When students move in, rooms are inspected carefully by a Resident Director (RD) or Resident Assistant (RA), and the room's condition is noted on the room condition form. Students review that form, make any necessary additions or changes to the comments, and sign the form as a part of the check-in process. Students are then responsible for any damage that occurs during their residency.

CHECK-OUT

Upon check-out, the room must be clean, all non-University property must be removed, and all University property must be restored to the room. Students are charged for any missing furniture or room damage that occurs during the time they occupy the room.

To vacate a room outside of the semester break, students must give a 30-day written notice to the Director of Housing & Student Life.

HALL/FLOOR MEETINGS

Hall and floor meetings will be held periodically to communicate important information and to make decisions that the floor wants to accomplish during the year. Residents are required to attend such meetings.

Permission for an absence must be secured from their Resident Assistants and Resident Directors in advance of the meeting time to avoid sanctions.

HOLIDAYS/BREAKS/CLOSING

The residence halls will be closed during Christmas break. Room charges do not include these periods. Students are encouraged to make their own arrangements if they choose to remain in Sioux Falls. (Exceptions are made for students who are required to stay on-campus for University-related functions, as submitted to Housing in advance by the appropriate departments.)

During many holiday breaks, dining facilities are closed—including those breaks during which students may remain in campus housing. Examples include Fall Break, Thanksgiving Break, Spring Break, and others. Students are advised to read campus announcements and review postings outlining altered campus dining hours during breaks.

University personnel may enter the rooms to inspect for electrical devices, open windows or other noncompliance. The residents are responsible for any policy violations.

COOKING FACILITIES

A limited amount of equipment is available in the residence halls for the preparation of light snacks. Preparation of food is limited to those areas that are designated for cooking purposes. It is students' responsibility to clean cooking facilities when finished, with appropriate cleaning supplies. Failure to maintain the cleanliness and orderliness of the kitchen facilities may result in individual or corporate fines for repairs and/or loss of kitchen privileges.

LAUNDRY

Machines are available in all residence halls for the exclusive use of residential residents.

Machines accept debit card, credit cards, and digital forms of payment such as Apple Pay, Samsung Pay, and Google Pay. The cost is $1.25 per cycle of washing or drying.

LOUNGES

The main lounges and foyers of the residence halls are open during posted hours as determined by the Residence Life staff.

Visitation hours in the main lounge and foyers may be restricted by a majority vote of the residents of that residence hall or by the residence life staff when deemed necessary.

MAINTENANCE REQUESTS

Periodically residence hall rooms may need repair. To request maintenance assistance, contact either the Resident Assistant or Resident Director to complete a work request.

REFUNDS

Residence hall rooms are rented on a semester basis. Students who wish to cancel room reservations for the spring semester must do so before December 1.

Cancellations for the fall semester must be made before June 1st of that year. In the instance of an early (voluntary) departure from housing, room and board costs may be pro-rated weekly through the 10th week of housing (less an amount of Flex money spent over the weekly rate as well as any room reservation fee, which is based on departure date). No refunds are provided after the 10th week of the semester.

ROOM/ROOMMATE CHANGES

Before changing rooms, the resident must complete a room change form at usiouxfalls.edu/reslifeforms and submit it to the Residence Director for approval. Priority will be given to completed room change forms submitted before the end of the fall semester, based on seniority (see Single Room priority and availability). Room changes will generally be considered between semesters, unless the Resident Director determines circumstances warrant a more timely change. The residence life staff reserves the right to deny a room change request.

SINGLE ROOM REQUESTS

The priority for single rooms, available only as space allows (as determined by Residence Life), is as follows:

1. Resident Assistants or other Student Leaders
2. Seniors
3. Juniors
4. Students 21 years or older
5. Sophomores
6. Freshmen

If class standing and number of semesters are equal, the residence life staff will determine the priority for singles. If the room becomes a single at some point during the semester, the University may fill rooms to capacity if the number of students requires such action. The University may grant exceptions to the policy when deemed necessary.

STORAGE SPACE

No storage space is currently available to students on campus.

RESIDENTIAL POLICIES

The following policies and guidelines apply to all residents of campus housing and apply in conjunction with the Community Guidelines outlined elsewhere in this Handbook.

See the following policies and their pages for more information.

ALCOHOL, DRUGS, TOBACCO AND WEAPONS

Possession, distribution or use of tobacco, illegal drugs, alcoholic beverages or weapons in University buildings, on the campus, at University-owned housing, or at University-sponsored functions is prohibited.

If these items are found in a residence hall room, the residents of that facility and those present are all held responsible and will be subject to disciplinary action.

ANTENNAS AND SATELLITES

Access to USF HD, digital cable television service is provided to all on-campus residential students in their rooms and in selected student common areas throughout campus. Exterior antennas and satellite systems give residence halls and apartments a cluttered appearance and are potentially damaging to roofs and buildings; therefore, they are not allowed.

USF's Cable TV agreement is a bulk services agreement. The Cable TV provider does not allow students to configure their parents' home DVR devices on campus or add premium cable services, including DVR services.

APPLIANCES

For safety and energy conservation, the University does NOT allow the following appliances in residence hall rooms: space heaters, slow cookers, fryers, toasters, toaster ovens, indoor grills and air conditioners. **As a rule of thumb, nothing with a visible heating element is allowed in the rooms.**

Some appliances may be allowed in public kitchens; students should consult with the resident director to determine options in their particular living space.

BICYCLES

Bikes may either be stored in student rooms or in the bike racks outside the residence halls. No storage is available in the hallways or stairwells of the residence halls, by order of the Sioux Falls Fire Marshal.

CAMPING OR SLEEPING OUTDOORS

Camping (any time) or sleeping outdoors (overnight) is not permitted on any campus property.

Student Life may provide an exception to this policy for a University-sponsored event; however, student safety trumps all programming concerns.

CANDLES/INCENSE/COMBUSTIBLES

Candles or incense (open flames of any kind) are not permitted to be burned in the residence halls. Combustible liquids of any type (e.g. gasoline, kerosene, propane) are not to be stored or used in the residence halls.

CARPET

Only clean carpets (at the discretion of Residence Life or Facilities staff) with jute or rubber backing (or are otherwise in compliance with minimum fire standards) are allowed in the residence halls.

Please note: Large carpet remnants are not allowed to be placed in rooms that are already carpeted by the University. In those circumstances, only small area rugs are allowed.

CHRISTMAS TREES AND LIGHTS

Natural trees are permitted only in lounges or supervised areas (with permission in advance from Residence Life staff). Natural trees are not permitted in individual rooms.

UL-listed Christmas lights are permitted in the rooms year-round, provided they are not overloading outlets.

CLEANLINESS

Students are expected to maintain average standards of cleanliness in rooms, lounges, hallways and bathrooms. Individuals (or floors) repeatedly leaving messes, disrupting the living conditions for others, or intentionally creating work for maintenance and custodial staff may be subject to individual or University disciplinary procedures.

COHABITATION AND SEXUAL ACTIVITY

Although the University recognizes the emergence of some diversity of views, USF adheres to the long-held Christian conviction stemming from the teaching of Jesus and the early church that the appropriate setting for sexual intimacy is the life-long covenant of marriage between one man and one woman.

On-campus housing in residence halls will consist of single-sex pairings by building or by floor, and no overnight stays of opposite-gender guests are permitted. This policy extends to University-sponsored functions off-campus (e.g., athletic events, field trips, and study abroad).

Sexual activity outside marriage (as defined above) is prohibited anywhere on the campus of the University of Sioux Falls, including USF residential facilities, or at University-sponsored events or activities.

DARTS

Due to the possible damage to person and property, metal-tipped darts may not be used in the residence halls.

DECORATIONS

Room personalization and decorating is encouraged within the following parameters:

• Plastitack or 3M products must be used to hang decorations on University property (e.g., walls, desks, doors, etc.).

• No tape (including duct tape), nails, tacks, hooks, screws, or contact paper may be used.

• Pictures and posters are permitted, but discretion should be used in the selection. Questionable items should be reviewed by the Resident Director prior to installation.

• Posters depicting nude or partially-clothed individuals are prohibited.

• Posters depicting or advocating for prohibited items (including, but not limited to, alcohol, tobacco, and illicit drugs) are not allowed.

The Resident Director reserves the right to have students change their room décor. The display of people or products that are inconsistent with the values and standards of USF are not permitted.

FIRE ALARMS/ FIRE SAFETY / FIRE DRILLS

In order to provide the safest possible environment for residents, each of the residence halls are equipped with a fire alarm system. The fire alarm system is to be used only in the case of an actual emergency caused by a fire or for fire alarm drills.

Fire drills for each living area will be held once per semester, and the time it takes for everyone to evacuate and for the staff to sweep the rooms will be recorded. Evacuation routes and meeting areas are posted in the hallways of each residence hall.

See fire evacuation routes found in the appendix.

Disregard for fire drills will result in immediate disciplinary action.

FURNISHINGS

University equipment, furniture, or property must not be dismantled, removed from the building, or taken from the room without authorization. Property attached to the walls may not be moved by students (including, but not limited to, bulletin boards, blinds, and signs).

HALOGEN LAMPS PAGE

Students are permitted to have one (1) halogen lamp per room. The lamp must be equipped with a protective cage so that items cannot touch the light bulb directly. All lighting devices are subject to inspection by University personnel for safety and efficiency reasons.

ILLNESS

Any serious illness or hospitalization should be reported to Student Life personnel (whether RD, Director of Residence Life, or appropriate Student Life staff), by students, their family, or their roommate. Students who are too ill to attend classes for any period of time should contact the Student Life Office or Academic Success Center.

Returning to campus after an overnight hospitalization of any length requires a student success meeting with the Director of Housing & Student Life and/or his or her designee BEFORE the student may attend classes or return to campus housing.

INTERVISITATION

The purpose of campus Intervisitation is to provide experience and opportunities for social growth and healthy relationships of students on the University of Sioux Falls campus. The Intervisitation program is designed to give privacy for roommates and the residence hall community.

The policy is based on the following regulations:

• The program of intervisitation takes into consideration the development of the individual within the realm of educational experience.

• The right of all residents to be able to move about freely and comfortably must be respected.

• The individual and collective responsibility of all students is required in order to implement these principles. Maintaining the intervisitation program is accomplished by students in conjunction with the residence hall staff and administrative officials. Intervisitation is not synonymous with open house. Only invited guests are permitted to be visitors in the residence halls.

• Any person's presence in rooms, halls or other areas of the residence hall not open to all students or the public is a violation of intervisitation policy.

• Violations will be handled by Resident Assistants, Resident Directors, the Director of Student Life or designated personnel. USF students found guilty of violating the intervisitation policy are subject to sanctions.

• Both host and guest are expected to be acquainted with current rules and regulations, and both are held responsible for violations. If the guest cannot be identified, the host is held responsible.

• In special situations, relatives of the opposite sex may be in the residence hall during hours other than intervisitation.

• Intervisitation hours may vary and will be posted in individual buildings.

Special visitation requests are limited and are granted at the discretion of the RD or RA. Other opportunities for temporary Intervisitation are limited to special occasions (for example, Campus Visit Days) and may be arranged through the Student Life Office.

KEYS AND LOCKS

Keys and ID cards help maintain the security of the residence halls. Keys will be issued upon checking into residence halls and must be returned at the end of the year or at the time the room contract is terminated. Failure to return the original keys or loss of a key/ID card results in the assessment of a replacement fee and rekeying costs. [See also Security and Access Systems]

Only University-approved locks may be used on residence hall room doors. If a lock does not work properly, the Resident Assistant should be notified immediately to initiate repairs or replacement. Tampering with doors/locks, replacing existing locks with personal ones, adding personal locks to University equipment, or otherwise attempting to circumvent the security system is strictly prohibited and may result in disciplinary action. Residence Life, Campus Safety and Security, and Maintenance staff must maintain access to any door locks (building, room, and any storage area) in any residence on campus.

The possession or use of unauthorized copies of keys, keys created by persons other than designated University staff, or any lock-picking equipment will result in disciplinary action that may include suspension.

Additional Student ID and Key information on page 48.

LOFTS AND CONSTRUCTION

The building of lofts is not permitted in the residence halls; all rooms are provided a University-approved loft kit for use in that room. These loft kits meet University and Sioux Falls city requirements and are the only method by which a bed may be bunked or raised up from the ground.

Students are permitted to construct additional shelving units (bookshelves) for their residence hall room. Such construction must be limited in size so that the item can be fully built or assembled outside the residence hall and easily carried directly into the room. Construction should occur in such a way that the item(s) are free-standing and nothing is connected to the existing furnishings, walls, or ceiling. Students will be held responsible for any damage incurred during construction.

LOUNGES

Lounge areas are provided for enjoyment and fellowship and are to be kept neat and orderly. Lounge furniture must not be removed from the lounge for any reason without prior approval from the Resident Director. Lounges are open according to posted schedules; they are available for special events and reservations through the Resident Assistant or Resident Director.

MATTRESSES

USF mattresses are "dorm size" or "Twin XL" and range between 36"-39" x 80". They require Twin XL (extra-long) bedding.

University mattresses are not to be removed from rooms for any reason. Sheets must be used at all times and washed on a regular basis.

MICROWAVES

Microwaves (using no more than 1,200 watts) are allowed in student rooms.

Residents suffering from a condition for which microwaves are problematic should communicate with Residence Life staff for accommodation.

MINORS

Individuals not enrolled as a full-time student under 18 years of age are not allowed in Residence Halls without permission from Residence Life Staff. Minors wishing to stay as overnight guests must have permission from the Residence Director. USF students, as hosts, are responsible for the conduct of their visitors and guests while in their residence hall and on-campus.

Family members of USF students who are minors should be accompanied by the student.

PERSONAL PROPERTY

Students are responsible for their personal possessions at all times; the University takes no responsibility for students' property.

Students are advised to lock their rooms and to report any losses to the Resident Director and/or to Campus Safety & Security as soon as the loss becomes known.

PETS OR ANIMALS

Animals of any kind (other than those approved as part of a documented disability or treatment protocol outline on page 42) are prohibited in University-owned housing facilities at all times. This policy extends to guests who may also wish to bring pets.

Animals on Campus

Definition: Animal -for these purposes, any species that is not human.

Applicable Public Law: Any person bringing an animal(s) onto the property of the University of Sioux Falls should be aware that the City Ordinances of Sioux Falls apply to their visit. Please refer to Chapter 90, found in the Sioux Falls Ordinance.

Animals in Buildings: No animals are allowed in any University buildings including academic, administrative, and residential buildings that the University owns or occupies. Faculty, staff, or students may not pet-sit or invite an animal into University housing. An exception to this will be rare, and may be made on a case-by-case basis, in advance of a visit to campus, for those animals specifically trained for interaction that may benefit students or employees.

Animals on the Grounds: Animals must be leashed and under the direct control of their owner. Animals running freely or that are tied up and unattended are not under the direct control of their owner will be reported to the City of Sioux Falls Animal Control Officer for pickup as provided for in the City Ordinances.

Animals that are left in their owner's vehicle will be reported to the City of Sioux Falls Animal Control Officer for pickup as provided for in the City Ordinance if they appear to be under duress from heat, inadequate ventilation, or severe cold.

All animal wastes must be picked up and properly disposed of by the associated owner.

Public Safety: Persons who wish to report violations of this policy may call USF Campus Safety and Security at 605-321-6400.

Service or Emotional Support Animals: While the University does not permit pets on campus, it does comply with federal law, including the Americans with Disabilities Act and the Fair Housing Act in the regards to the presence of Service or Emotional Support Animal for individuals with appropriately documented disabilities. Contact Director of Disability Services (students) or Human Resources Office (employees) for guidelines and regulations for the accommodation of Service or Support animals in campus housing or in campus buildings.

VIsit usiouxfalls.edu/reslifeforms to download the Assistance Animal Form.

QUIET AND COURTESY HOURS

Quiet hours are determined by the individual hall community or residence life staff (generally from 11 pm - 12 pm). All residents are expected to refrain from any noise or disruption that would infringe on the rights of fellow students to study or sleep. Noise should be kept at a low level that cannot be heard outside individuals' rooms. Times other than quiet hours will be courtesy hours. Courtesy hours—times when noise is kept at lower levels in order to be considerate of others in one's living area—are 24 hours/day.

RIGHT OF ENTRY OR ROOM SEARCHES

The student has no expectation of privacy in his/her room. University personnel can enter students' rooms at any time for maintenance, repairs, and/or searches.

TRASH REMOVAL

Residents are responsible for their own trash removal—to exterior dumpsters—on a regular basis. Interior trash cans in community bathrooms or hallways are for minor amounts of refuse generated in those public spaces only, not as a place for personal room trash (e.g. to avoid taking personal trash outside to the dumpsters).

Community fines/discipline may be imposed for repeated negligence and disrespect to the custodial staff.

VIDEOS AND FILMS

The viewing of films/videos and the use of video recorders calls for Christian discretion on the part of the viewer/user. The University is concerned with promoting good stewardship of time and responsible decision-making within a Christian framework. Material rated higher than "R" (e.g., NC-17, X, XXX) may not be viewed by individuals or groups on campus. Material that is exceptionally violent, vulgar or sexually explicit may not be shown in group settings. In addition, individuals are strongly discouraged from viewing them.

Another area of concern relates to copyright laws. Videos rented or purchased are assumed to be "for home use only." While there is some debate as to whether a residence hall group constitutes a "home", the important consideration is the spirit of the law which is written to protect the rights of those who are entitled to a royalty when the video is shown to groups.

VISITORS AND GUESTS

Visitation in the residence halls by members of the opposite sex is limited to the program of Intervisitation.

For safety purposes, and to ensure guests are included in emergency evacuations, all guests expecting to remain overnight must be registered with the Resident Director.

WIRING AND EXTENSION CORDS

Students are not allowed to alter or supplement the wiring in their rooms due to fire/safety concerns. Extension cords should not be used except for outlet center/power strip cords, which must be UL-rated. Extension cords and power strips may also not be plugged into each other (daisy-chained) to extend their reach or capacity.

SAFETY AND SECURITY

The following section outlines processes and policies related to campus safety, parking, missing persons, and the opening and closing of buildings.

In case of emergency, contact 911 or Campus Safety & Security at (605) 321-6400.

If calling 911 for assistance:

• Identify yourself and the type and location of the emergency.

• Call (or have someone near you call) Campus Safety & Security at (605) 321-6400.

• If the incident occurs in a residence hall, please call 911, and then if able contact Campus Safety & Security and a member of the Residence Life staff.

BUILDING ACCESS

Between the hours of 7 am and 7 pm (generally), non-residential University buildings are open to students, parents, employees, guests and contractors. Access to residence halls is limited to residents of that hall 24 hours a day through a keycard lock system, and other students during approved and published intervisitation hours.

Campus buildings are locked according to the schedule posted on the MyUSF portal, after which access is granted only via ID card keys, depending on the building and the time. Other personnel with access to the Residence Halls (apart from residents' personal invitations) are on as needed basis for custodial, maintenance, security and other essential functions and must have approval from Campus Safety & Security, Student Life or Human Resources.

Students have access to buildings via their ID cards as follows:

ACADEMIC BUILDINGS (Cleveland Center, Glidden Hall, Jeschke Fine Arts Center, Jorden Hall, McDonald Center, and Salsbury Science Center):

- Sunday - Saturday: 7 am - 11 pm

STEWART CENTER

- Monday - Thursday: 6 am - 11 pm
- Friday: 6 am - 6 pm
- Saturday: 8 am - 5 pm
- Sunday: 1 - 10 pm

(Workout facilities—weight room and fitness room—are available when monitor is present.)

Note: Hours for all USF buildings may be adjusted during Holidays, Breaks and the summer. Students may contact Campus Safety & Security at 605-321-6400 for specific access hours during those times.

Residence Halls

The residence halls are locked 24 hours a day. Residents of respective halls have 24-hour access via their USF Student ID Card. Student ID's should not be shared with others, and if lost reported immediately to Campus Safety & Security in the Mears Library.

During holidays, students have no access to any campus buildings with the exception of residence halls, if granted permission to live there during the break. Some facilities have individual hours, which may vary at different times of the year. Emergencies may necessitate changes or alterations to any of these schedules.

Campus-wide cooperation is expected between faculty, staff, and students to assure that doors opened after lock-up are secured once they have been used. Propping of doors is NOT allowed and may result in a significant fine to the person propping the door, failing to remove the device that props the door, or not reporting the propping of a door to an Resident Assistant, Resident Director or Campus Safety & Security.

CAMPUS BUILDING ADDRESSES

The following represent physical (911) addresses for use in case of emergency. These will provide the most specific information to first responders and expedite the process of receiving assistance.

BUILDING - ADDRESS

Athletic Complex - 6200 S Cliff Ave

Burgess Hall (East Side) - 1613 S Prairie Ave

Cleveland Center - 1010 W 26th St

Glidden Hall - 1105 W 22nd St

Grand Island Hall - 1117 W 22nd St

Jeschke Fine Arts Center - 1517 S Prairie Ave

Jorden Hall - 1420 S Menlo Ave

Kroske Hall - 1601 S Prairie Ave

Mary Collier Baker Hall - 1621 S Prairie Ave

McDonald Center - 1514 S Menlo Ave

Mears Library - 1001 W 22nd St

North Residence Hall - 1405 S Summit Ave

Pierce Hall - 1512 S Menlo Ave

Salsbury Science Center - 1505 S Summit Ave

Salsbury Student Union - 1516 S Menlo Ave

Stewart Center - 1120 W 26th St

Sullivan Hall - 1604 S Menlo Ave

CLERY ACT COMPLIANCE

The University Campus Safety & Security Department prepares an annual Campus Security report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website at www.usiouxfalls.edu/jeanneclery. This report is prepared in cooperation with local law enforcement agencies, the Student Life Office, and Campus Safety & Security. Each entity provides updated information on their educational efforts and programs to comply with the Act.

• The University strives to create an environment of safety in which all members may feel secure to pursue their educational or employment goals.

• As a private institution, the University may exclude those individuals whose presence interferes with the educational purposes and/or physical safety of the campus.

• The University has established and maintained a multi-tiered security system whereby residential and commuter students may live and study in a safe environment.

• The University publishes and orients students and employees to the safety and security policies and procedures established by the University's administration.

• The University recognizes that institutions of higher education are fragile entities, requiring all members to live and work together in an atmosphere of responsibility, respect and integrity.

As such, the University expects its members to report policy violations to the Director of Campus Safety and Security, Student Life administrator(s), Title IX Coordinator/VP for Human Resources or an appropriate University of Sioux Falls official. The Director of Campus Safety and Security is the liaison between local law enforcement and the University.

Reporting Procedures

All incidents involving violations of University policy are to be reported to the Student Life Office within 24 hours of the incident.

Under the Director, the Office of Campus Safety & Security will coordinate reporting procedures for victims of criminal activity on campus, working with other campus offices, the Title IX Coordinator, if appropriate, as well as local authorities. The Director of Campus Safety & Security or designee serves the campus as the liaison between the University and local/state/federal law enforcement agencies, disseminating and interpreting policies and information as needed. The Office of Campus Safety & Security provides assistance to students who are victims of criminal activity and assures both victims and perpetrators due process in all disciplinary proceedings occurring on campus. The Office of Campus Safety & Security will work with the Title IX Coordinator as appropriate.

All members of the campus community are encouraged to immediately report any suspicious or criminal activity to the Office of Campus Safety & Security by calling (605) 321-6400. Whether you are a victim or a witness, suspicious activity or campus emergencies should be reported immediately.

The seriousness of the act and the urgency of the response must be determined by the caller, do not hesitate to request maximum and immediate help by calling 911.

To report completed acts of criminal activity:

Incidents of personal assault/injury, theft, vandalism, accidents, etc., should be reported by calling 911 if immediate medical or safety concerns need to be met. Otherwise, notify the Office of Campus Safety & Security, Resident Director, Student Life personnel or USF Human Resources Department/Risk Management to file a report. The University will either handle the situation internally or will inform the local law enforcement and request their assistance. The Office of Campus Safety & Security will coordinate the reporting procedures for victims of criminal activities with local authorities. The victim of the crime will be informed of the University's action and may pursue direct police involvement.

Crimes can be reported to the following people:

• Office of Campus Safety & Security - (605) 321-6400

• Director of Housing & Student Life - (605) 331-6620

• Associate Director of Student Life - (605) 331-6620

• Title IX Coordinator/Human Resources- 605-331-6683

• Human Resources/Risk Management - 605-331-6609

The University does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and, when appropriate, for University discipline.

Timely Warnings

An informed community is a safer community. USF provides timely warnings to faculty and staff when a situation occurs within the University of Sioux Falls Clery geography and represents a serious or continuing threat. USF's decision to share a warning will be decided on a case-by-case basis based on all the facts surrounding the crime

and the continuing danger to the USF campus community. The purpose of a timely warning is to aid in the prevention of similar crimes by alerting the community about the incident and providing information on the actions people can take to diminish their chances of being victimized.

The amount and type of information presented in a timely warning will vary depending on the circumstances of the crime. If there is certain information that could compromise law enforcement efforts, it may be withheld from the timely warning notice. An effort will always be made to distribute a warning as soon as pertinent information is available so that the warning to the USF Campus is a preventive tool, not solely a description of the incident.

Timely Warning notices are typically written and distributed by staff in the USF Office of the Campus Safety & Security, and in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act. The Clery Act is a Federal law, which requires colleges and universities to disclose certain timely and annual information about campus crime and security policies.

FIRE EMERGENCIES

The fire department telephone number (911) is used to report an alarm any time the alarm system sounds. Don't ignore fire alarms -- leave the building. Exit procedures are posted in the residence halls and must be followed during drills and actual emergencies. At the beginning of each semester, specific directions will be given for exiting the buildings and gathering in a specific location.

Fire doors and fire escapes are to be used ONLY in case of fire or at the time of a fire drill.

See appendix for fire evacuation locations.

MISSING PERSONS PROTOCOL

The University of Sioux Falls takes student, employee and guest safety seriously. To this end, the following policy and procedure has been developed in order to assist in locating students, employees or guests of the University of Sioux Falls, who based upon the facts and circumstances known to the University are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

The majority of missing person reports in the University environment result from a person changing his/her routine without informing roommates, friends or co-workers. Anyone who believes a person to be missing should report their concern to the Campus Safety & Security Office. Every report made to the University will be followed up with an immediate investigation once a person has been missing for 24 hours. Depending on the circumstances presented to University officials, parents, emergency contact, spouse or family of the missing person will be notified. In the event that parental notification is necessary, an appropriate staff member in Student Life will place the call.

At the beginning of each academic year, students will be asked to provide, on a voluntary basis, missing-person emergency contact information (not necessarily the same as general emergency contact information received upon admission and updated semi-annually) in the event he/she is reported missing while enrolled at the University of Sioux Falls. This information will be kept in the Campus Safety and Security Office and will be updated annually during fall validation.

At the beginning of employment, employees will be asked to provide, on a voluntary basis, emergency contact information in the event he/she is reported missing while employed at the University of Sioux Falls. This information will be kept in the Campus Safety & Security Office. The employee is responsible for updating this information as it changes.

Missing Persons Process

1. The University official receiving the report will collect and document the following information at the time of the report:

- The name and relationship of the person making the request.
- The date, time and location the missing person was last seen.
- The general routine or habits of the suspected missing person (e.g. visiting friends who live off- campus, working a job away from campus) including any recent changes in behavior or demeanor.
- The missing person's cell phone number (if known by the reporter).

2. If the missing person is a student, the University official receiving the report will contact the Director of Campus Safety & Security in order to update them on the situation and to receive additional consultation. The Director of Campus Safety & Security will determine when the Director of Housing & Student Life needs to be contacted. The Director of Campus Safety & Security and the Director of Housing & Student Life will determine if/when the Management Team needs to be contacted.

3. Upon notification from any person that a student may be missing, USF may use any or all of the following resources to assist in locating the student.

- Go to the student's residence hall room or off-campus home.
- Talk to the student's residence assistant, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/ or confirm the date, time and location the student

was last seen.

• Secure the current student ID (from security) or other photo of the student from a friend.

• Call and text the student's cell phone and call any other numbers on record.

• Send the student an e-mail.

• Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student commons, fitness center, etc. The Campus Safety & Security Office and the Student Life Office may be asked to assist in order to expedite the search process.

• Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking the student's social network.

• Determine the student's car make, model and license plate number. A member of the Campus Safety & Security Office will also check the USF parking lots for the presence of the student's vehicle.

4. The USF Information Technology staff may be asked to obtain network usage information in order to determine the last log in and/or access of the USF network.

5. Once all the information is collected and documented and the Director of Campus Safety & Security (or designee) is consulted, USF staff may contact the local police to report the information. If in the course of gathering information as described above, foul play is evident or strongly indicated, the police will be contacted immediately. If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the University.

PARKING POLICIES AND FINES

PARKING POLICIES

The University offers limited parking for students, faculty, staff, and guests at no charge. Parking permits may be retrieved from Campus Safety & Security (located in the Mears Library) and are valid from September 1–August 31 each year.

• Permits are required on all vehicles parked on USF property between the hours of 8 am and 5 pm, Monday thru Friday. Any vehicle parked on campus without a permit will be ticketed and after a second offense, the vehicle will be subject to towing at the owners' expense.

• Parking permits must be displayed in such a way that makes seeing the permit possible and easy by patrolling Campus Security officers or it may be a violation and a fine assessed.

• All guests on campus must have a visitor's permit displayed prominently when parked on campus.

• Any vehicle parked on campus without a permit will be ticketed and after the second offense, the vehicle will be subject to towing at the owners' expense.

• Visitor parking is provided in several lots on campus. These designated parking spots are for visitors only and marked accordingly. A visitor's permit must be displayed or visitors should call Campus Safety and Security at 605-321-6400 for approval. Violators will be ticketed and/or towed.

• Signs indicate parking lots, special parking spaces, and available student parking lots. Parking spaces specially reserved for others like Resident Directors, people with disabilities, college-owned vehicles, fire lanes and others should be noted. Please take note of these locations and respect them. Non-authorized vehicles parked in these spots may be ticketed and/or towed.

• Parking in a handicapped space or fire lane will result in at least a $100 ticket issued by the USF Campus Safety & Security Department. City police may also ticket and tow the vehicle resulting in a significant fee.

• Improper parking (including but not limited to blocking sidewalks, traffic lanes, fire lanes, driveways, using more than one parking space, blocking other vehicles, parking by yellow curbs, and parking in loading zones or special "NO PARKING" areas) is prohibited.

• No cars are to be parked on the lawns for any purpose (e.g., unloading, washing or servicing).

• No abandoned vehicles are permitted on campus. A vehicle left unattended for more than 10 days without prior approval from Campus Safety & Security or unable to be driven will be considered abandoned and may be towed at the owner's expense.

• Bicycles should be parked in bicycle racks, placed at various locations around campus. Bicycles should not be left unattended on sidewalks or on the campus. They may be kept in residence hall rooms but not in hallways or stairwells.

• Parking in such a way that makes seeing the permit impossible by patrolling Campus Safety & Security officers is also a violation.

• Campus Map at https://www.usiouxfalls.edu/campus-map

PARKING

All students living on campus must register their car each academic year. It is recommended that all students, even those living off campus, register all vehicles intended to be parked on the USF campus at any time. Students may register their vehicles in MyUSF through the semester checklist process.

As a current student, your first parking permit is free – there is NO cost to you to register for and pick up your first parking permit. Students are charged $25.00 for replacement parking permits.

Get your USF Parking Permit in 3 steps:

1. Register Your Vehicle

• Vehicle Registration form must be completely filled out and submitted to receive a USF student parking permit.

• To log on and register your vehicle go to:

•my.usiouxfalls.edu

• Click on the link to manage your vehicles and view/request parking permits.

• Your student ID number and license plate(s) are needed to register your vehicle.

2. Pick Up Your Parking Permit

• There is NO fee for your first USF parking permit; however, there is a cost for a replacement parking permit.

• After registering your vehicle, pick up your parking permit in the Campus Safety & Security Office located in the USF Mears Library.

3. Display Your Parking Permit

• Parking permits must be displayed at all times as outlined on the back of the permit.

• Enforcement of parking begins the first week after classes start.

• Any vehicle parked on campus without a permit or parked in an area not designated for them to park may be ticketed and towed at the owners' expense.

• Parking lots are marked with signs indicating student parking.

For questions, visit the Campus Safety & Security Office located in the USF Mears Library or call a Security Officer at 605-321-6400 available 24 hours per day, 7 days per week.

Parking Fines and Towing

The University seeks to promote responsible citizenship and will hold students accountable for their behavior according to the following violation fee schedule (which may occur daily until remedied):

• Parking in Handicapped or Fire Lane: $100

• Failure to Display Permit/Visitor's Pass: $25

• Altered, Counterfeit or Misused Permit: $100

• No Parking including: Reserved Space, Visitors Only, No Marked Space, Blocking Traffic, Blocking Sidewalk, Over the Line/More Than One Space, Posted No Parking/Yellow Zone: $100

• Disobeying a Safety & Security Officer: $100

Vehicles parked on city streets on the perimeter of campus are subject to Sioux Falls ordinances laws and regulations. Please be responsible or the City may tow your vehicle and USF will not be able to assist or reduce your fees as your fines are governed by City of Sioux Falls laws.

During snow storms, tickets are issued by the City and towing is to the impound lot if you park off campus. Pay careful attention to policies regarding SNOW ZONES at siouxfalls.org/publicworks/streetfleetsnow and ROUTES and moving vehicles at least once every 24 hours both on the USF Campus and on City of Sioux Falls streets.

All students parking on USF property must have a current parking permit issued at NO cost by the Office of Campus Safety & Security, located in Mears Library. It is recommended students carefully read parking lot signs and park in the appropriate lot.

Towing

Tow away zones on the USF Campus or Athletic Complex are marked with signs and/or yellow curbs. In addition to these zones, any vehicle parked in handicapped spaces or other specially designed no parking areas like fire lanes, for example, may be towed as owner's expense. A towing and storage charge will be assessed by the towing company. Owners of offending vehicles must pay the towing company in order to recover the vehicle, and may incur a USF parking ticket also. If a student's car has been towed, they should contact the Campus Safety and Security Office at 605-321-6400 or by visiting the office in the Mears Library between 8:30 a.m. - 5:00 p.m. for questions.

SNOW REMOVAL

In the event the University needs to plow the USF parking lots due to snowfall, an e-mail/text message will be sent to all campus residents outlining the process. This information will include the approximate time the snow removal will begin and where vehicles must be moved while the lot is being plowed, and which lots will be plowed and when. Typically, snow removal of campus parking lots is a 2-3 day phased approach. USF-registered vehicles left in the areas needing to be plowed will be towed to a cleared USF lot on campus and will be charged a fee. Vehicles that are not registered with USF Campus Safety & Security will be impounded at an off-campus location at the owner's expense.

The current snow removal plan and parking designations for the Phase 1 and Phase 2 plowing schedule are online in MyUSF.

STUDENT SAFETY SUGGESTIONS

The **USF Safe Walk/Safe Ride Program** is available to all students, by calling 605-321-6400 (24/7). The program is generally used on campus and will accompany you to your destination on campus - to your residence hall room, vehicle or other campus destination. If a dangerous situation arises on or off campus, the Campus Safety and Security Office is available to assist you or contact someone who can look out for your safety.

On and off campus USF recommends the following:

- Value your safety and the safety of others.
- Secure your valuables, keep doors locked.
- Employ common sense and be aware of surroundings.
- Plan your route. Take well-lit, busy walkways whenever possible.
- Never take shortcuts through poorly lighted areas.
- Don't walk or jog alone after dark. Travel in groups.
- Run from dangerous situations, fight if necessary.
- Check out your surroundings before you get out of your car.
- If you lose your keys or ID card, notify USF Campus Safety & Security authorities immediately.
- Never wedge or prop open a door.
- Don't keep valuables in view in your car.
- Call 911 if needed!

CAMPUS CONDUCT HOTLINE

The University of Sioux Falls strives to make our campus a safe and pleasant environment for students, faculty, staff, alumni, friends and guests. If you are dealing with or are concerned with an issue that you aren't comfortable brining to a supervisor or University official, we invite you call the Campus Conduct Hotline.

Call Toll Free: 866-943-5787

As a part of USF's effort to promote a healthy learning and living environment that is safe and welcoming, we have contracted with the Campus Conduct Hotline. This hotline is designed to minimize any apprehension you may have and make it possible for you to report concerns about issues or behaviors that pose a risk to USF or its students, staff or faculty. Examples of what can be reported include, but not limited to:

- Fraud or crime
- Sexual Harassment
- Discrimination
- Safety or faculty risk issues
- Security and internet policy abuse
- Violations of the Employee or Student Handbook
- Workplace hostility, including threats, both oral and written
- At risk students, staff, or faculty
- Fraudulent financial or business practices
- Other questionable behavior

The Campus Conduct Hotline © system is available for your use around the clock, seven days a week. Because the Hotline is operated by an independent organization, any calls made through this Hotline are completely confidential and anonymous. Using this new reporting service is easy. If you have a question or concern about a possible violation of our Code of Ethics, employment policies, or information that involving a situation that could cause harm to other, simply dial toll-free to 866-943-5787.

Once you have dialed the toll-free number, here is how the reporting and follow-up processes work:

Your call will be greeted promptly and courteously by a person who makes certain you understand the Campus Conduct Hotline © program and how it functions. If you prefer to make your report in a language other than English, just let the person who answers know and they will arrange for a translator to participate.

At the beginning of the interview, you will be provided with a five digit, randomly generated case number that you should use to check back for updates and requests for additional information. Be sure to write this number down and remember where you put it!

You will then be interviewed about the question or concern that is on your mind.

Your interview will not be recorded. Instead, the interviewer will be typing notes of your conversation. Whether or not you choose to provide your name is completely up to you. Within one business-day of your call, a summary of the interview will be forwarded to our institution. Our goal will be to have a basic response back to you in five business days.

To receive your response, you will need to call back and provide the five digit case number that has been assigned to you. At that time, you might be asked to provide additional information or to call back at a later date. You will be able to keep checking back for updates until your case is closed.

Because of the built-in confidentiality, it is important that you try to be as specific as possible about the information you provide. For example, it will be helpful to know the name of the department

you work in/residence hall you live in and the location of the activity you are calling about. And, please be sure to call back in five business days to check to see if any additional information is needed. Alternatively, if you would like someone to contact you directly, you can leave your name along with a phone number where and when you would prefer to be called.

To repeat, at no time is any caller required to identify himself or herself and all information provided can be completely confidential and anonymous.

We are committed to maintaining the highest ethical standards in our workplace. If you experience or observe what you believe is inappropriate behavior and are unsure what to do, I hope you will use the Campus Conduct Hotline © to report it. Of course, this "hotline" does not replace any one's ability to directly report matters of concern to the University in the many ways available to all members of the campus community as specified in faculty, administrative, and student handbooks.

For further questions about the Campus Conduct Hotline please contact:

USF Human Resources Office | Jorden Hall – Suite 205 | USFHR@usiouxfalls.edu | 605-331-6802

NOTIFICATIONS AND CLOSURES

Emergency Alert Notification - At the University of Sioux Falls, our priority is the safety and security of our students, faculty, staff and community. The Emergency Notification System keeps you informed of official closures, and any emergencies that may arise. Sign up for alerts in MyUSF found on the Student Welcome page.

Severe Weather Hotline -(605)-331-6595

HIGHER EDUCATION OPPORTUNITY ACT DISCLOSURE NOTICES

CAMPUS SECURITY DISCLOSURES

The Jeanne Clery Annual Security Reports for the past may be found at www.usiouxfalls.edu/jeanneclery.

Timely warning procedures can be found in the annual Clery Report.

Missing persons notification and procedures are included in this handbook and also in the annual Clery Report.

Emergency response procedures are reported as part of the annual Clery Report.

Hate Crimes statistics are reported as part of the crime statistics in the annual Clery Report.

Fire Safety procedures and log are reported in the annual Clery Report.

STUDENT RIGHT TO KNOW

USF reports to the Federal Government via the Graduation Rate Survey. It applies to the cohort (full-time, first-time students) who entered the University during the fall semester of the year indicated. Student Right to Know is available on the USF website found at usiouxfalls.edu/consumer-information.

PEER-TO-PEER FILE SHARING

To comply with federal regulations, USF displays information concerning the appropriate vs. inappropriate use of copyrighted materials with signage, as part of the network login procedure and on student literature. Along with this information, packet shaping software and network access control is used to deter the unauthorized distribution of copyrighted material. If a student disregards these deterrents and inappropriately uses copyrighted material, USF will implement disciplinary procedures to restrict the student's access to the network. USF will also work towards helping students understand and use legal alternatives to downloading copyrighted material. This information can be found at the following link: www.usiouxfalls.edu/p2pdisclosure.

TEXTBOOK INFORMATION DISCLOSURES

Prior to the semester, course lists are posted on the USF website at usiouxfalls.ecampus.com.

EDUCATIONAL OUTCOMES

USF administers an online survey within six months of graduation to assess the educational and professional activities of graduates. The placement results are published on the Career Services website.

INTELLECTUAL DISABILITIES

the University is committed to ensuring that all students with qualifying and documented learning, physical or psychological disability are provided reasonable accommodations in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Information may be found at usiouxfalls.edu/office/academic-succss-center/leanringassistanceservice.

NET PRICE CALCULATOR

The University of Sioux Falls provides a net price calculator for first-year, full-time undergraduate students pursuing college. This is available to **estimate** the individual cost using current tuition costs, including federal and institutional financial aid eligibility. The goal is that students and families will have a more realistic cost comparison from college to college. The University is not bound to any price developed through the net Price Calculator; students should consult Financial Aid each year to determine their unique costs of attendance, as the Net Price Calculator is unable to account for specific scholarship and aid situations for returning students.

The net price calculator is available to students in the Financial Aid section of the USF website at usiouxfalls.edu/costcalculator.

FEDERAL LOAN COUNSELING

Graduate and undergraduate degree-seeking students who have applied for and have accepted federal student loans are required to complete entrance loan counseling before the loan(s) can be originated and disbursed. The University of Sioux Falls uses studentloans.gov as the provider for entrance loan counseling for Federal Stafford Loans. Student borrowers are notified of this requirement at the time of their official financial aid award letter.

Information for students about federal loan counseling is posted on the Financial Aid website at usiouxfalls.edu/finaid.

APPENDIX

IMPORTANT CONTACTS

Office and Location	Services	Contact Person	Phone	Email Address
Thomas Kilian Academic Success Center (ASC) McDonald Center	• Career & Disability Services • Part-time Jobs • Study Skills & Tutoring • Counseling	Nicole Dulaney Jessica Carlson Sarah Lems Michelle DeHoogh-Kliewer	(605) 331-6740 For confidential consult with a counselor, call (605) 331-6619	**Academic and Career concerns:** asc@usiouxfalls.edu **Counseling concerns:** michelle.dk@usiouxfalls.edu
Admissions McDonald Center Enrollment Suite	• Application for Admissions • Campus Visits • New Student Registration	Amy Douglas Ben Weins	(605) 331-6600	admissions@usiouxfalls.edu campus.visits@usiouxfalls.edu
Cougar Central McDonald Center	• USF Items and Apparel • Student post office services—mail and receive letters, packages and stamps	Jennifer Knutson	(605) 331-6610 or (605) 331-6725	cougarcentral@usiouxfalls.edu
Campus Ministry McDonald Center	• Chapel • Service Opportunities	Dennis Thum	(605) 331-6777	dennis.thum@usiouxfalls.edu
Campus Safety & Security Mears Library	• Campus Security • Safe Walk, Jump Start, Vehicle Unlocks and other services	Kevin Grebin Jeff McDonald	(605) 321-6400 *cell* 24 hours/7 days a week	security@usiouxfalls.edu
Financial Aid McDonald Center Enrollment Suite	• Federal and Institutional Aid • Loan and Payment Options • Work-study Jobs • Scholarship Notifications	Karrie Morgan Carissa Koerner Jolene Halvorsen Cathryn Hartz	(605) 331-6623	finaid@usiouxfalls.edu
Library Mears Library	• Front Desk • Research Help/Director • Circulation/Interlibrary Loan • Mears Library/Database Access	Annie Sternburg	(605) 331-6660 (605) 331-6664	library@usiouxfalls.edu **usiouxfalls.edu/library**
Information Technology Jorden Hall	• Wireless Support • PC Support • LMS Support	IT Help Desk	(605) 331-6674	help@usiouxfalls.edu **usiouxfalls.edu/it**
International Education Jorden Hall	• International Student Advising • Study Abroad • I-20 Preparation	Randy Nelson Mekonnen Afa	(605) 575-2084 (605) 331-6585	randy.nelson@usiouxfalls.edu mekonnen.afa@usiouxfalls.edu
Registrar Jorden Hall	• Assistance with add/dropping courses • Major Changes • Transcript Requests • Insurance Verification and Deferment Forms • Degree Audit Questions	Anna Heckenlaible Traci Osterberg Esther Nissen	(605) 331-6650	registrar@usiouxfalls.edu
Student Accounts Jorden Hall	• Billing/Charges • Payments/Payment Plans • Student Bill Questions	Sarah VanderBeke Staci Attema	(605) 331-6640 (605) 331-6588	studentaccounts@usiouxfalls.edu
Student Life **Campus Life** McDonald Center	• Judicial Affairs • IMPACT Student Leadership • Residence Life/Meal Plans • Immunizations • Campus Activities • Campus Recreation • Orientation/Peer Mentoring • Clubs and Organizations	Andrew Porteous Allan Idjao	(605) 331-6620	andrew.porteous@usiouxfalls.edu allan.idjao@usiouxfalls.edu
Student Athlete Compliance Stewart Center	• NCAA Eligibility • NCAA Compliance Rules	Micha Thompson	(605) 331-6895	micha.thompson@usiouxfalls.edu
Title IX Coordinator Jorden Hall	• Confidential Reporting	Julie Gednalske	(605) 331-6683	titleIX@usiouxfalls.edu
Veteran Student Services Jorden Hall	• Military Benefit Information • Certificate of Eligibility Process	Traci Osterberg	(605) 331-6657	traci.osterberg@usiouxfalls.edu

FIRE ALARM/ECACUATION

In case of a fire:

1. Pull the fire alarm, if not already activated.
2. Call 911 immediately. Give dispatcher name of university, building, and streets bordering.
3. Call Campus Safety & Security at 605-321-6400
4. Evacuate the building and report to designated locations dependent on the weather conditions.
5. If by judgment, you can see the fire is in a contained area and significantly small, extinguish it by using the nearest available fire extinguisher. If the alarm is sounding, the Fire Department must be contacted.
6. After the Fire Department has determined the area safe, USF will allow persons to return to work or class.
7. If the fire alarm has been sounded, only the Fire Department can silence the horns.

RESIDENCE HALL	FAIR WEATHER LOCATION	INCLEMENT WEATHER LOCATION	SEVERE WEATHER SHELTER
Burgess Hall	McDonald Parking Lot (K)	Stewart Center	Lowest Level Hallway Lowest Level Restrooms
Grand Island Hall	Divine Servant Statue	Jorden Hall	Lower Level Hallway Lower Level Restrooms Laundry Room
Kroske Hall	Salsbury/Jeschke Parking Lot (E)	Stewart Center	Lowest Level Hallway Lowest Level Restrooms
Mary Collier Baker Hall	Kroske/CB Parking Lot (J)	Stewart Center	Lowest Level Hallway Laundry Room
North Residence Hall	The Quad (Emergency Assistance Pole)	Mears Library	First Floor Hallways
Sullivan Faith and Living Center	SW Entrance of McDonald Student Center	McDonald Student Center	Basement

ACADEMIC BUILDING	FAIR WEATHER LOCATION	INCLEMENT WEATHER LOCATION	SEVERE WEATHER SHELTER (Tornado Warning)
Cleveland Center	Cleveland Center Parking Lot (B)	Stewart Center	Lowest Level (East) Stairwell and Hallway Lowest Level Restrooms
Glidden Hall	The Quad (Emergency Assistance Pole)	Jorden Hall	Lowest Level Hallway Lowest Level Restrooms
Jeschke Fine Arts Center	The Quad (Emergency Assistance Pole)	Mears Library	Band Room (#10) Lowest Level Hallways
Jorden Hall	The Quad (Emergency Assistance Pole)	Glidden Hall	Lowest Level Hallway Lowest Level Restrooms
McDonald Student Center	Upper Glidden Parking Lot (F) or McDonald Student Center Parking Lot (K)	Jorden Hall	Hallway between Student Dev and Cougar Central Lowest Level Pierce Hall Media Center Office Area
Mears Library	The Quad (Emergency Assistance Pole)	Jorden Hall	Lowest Level (South Side) Lowest Level Restrooms
Salsbury Science Center	Emergency Assistance Pole	Mears Library	Lowest Level Hallway (West) Lowest Level Restrooms Science Library
Stewart Center	McDonald Parking Lot (K)	Cleveland Center	Lowest Level Hallways Locker Rooms
USF Athletic Complex Stadium Fitness Center Football Locker Room	Parking Lot A – West Lot Parking Lot A – West Lot Parking Lot B – South Lot	The Bubble	Lowest Level of the Stadium

SEVERE WEATHER ACTION | TORNADOES & THUNDERSTORMS

IMPORTANT LOCATION INFORMATION

County: Minnehaha County (North of 57th Street)
Lincoln County (South of 57th Street)
City: Sioux Falls
State: South Dakota

Cities near Sioux Falls:

Sioux City, Iowa – 86 miles away South
Mitchell, South Dakota – 73 miles West
Worthington, MN: 63 miles East
Brookings, South Dakota – 56 miles North

TELEVISION STATIONS

KSFY
KDLT
KELO
Channels vary by provider

RADIO STATIONS

KELO	1320	AM
KSOO	1000	AM
KHTN	104.7	FM
KMXC	97.3	FM

TORNADOES

Tornado Watch means weather conditions are favorable for tornado development and tornadoes are possible in the area. Remain alert for approaching storms and be prepared to seek shelter.

Tornado Warning means a tornado has been spotted in the area either by spotters or weather radar. Move to your predesignated place of safety immediately.

Tornado sirens are activated by the City of Sioux Falls when the path of the tornado includes the Sioux Falls area. *Note: Tornado sirens are tested by the City of Sioux Falls the first Friday of every month at 11:00 a.m.* These sirens are intended to warn people outside of buildings and are not designed to be heard inside every building. If these sirens sound, USF employees are expected to take action.

THUNDERSTORMS

These are heavy rain storms that include thunder, lightning and the possibility of small and large hailstorms. Remain indoors away from windows to avoid lightning strikes and hail injuries. Watch for weather announcements.

RESIDENTIAL ON-CAMPUS STUDENTS

- Student Life Staff, Residence Hall Directors (RD) and Resident Assistants (RA) and other available staff will gather all residents to the Severe Weather Safe Areas (identified for each building), and remain with the students.
  - In many buildings this will be the lower level or an area without windows and in the center of the building.
  - If in doubt of whether one should go to a Safe Area, USF advises all students and staff to take shelter within a USF building in a Safe Area.
- Residents should bring blankets, if able, for protection from debris
- Remain in the Severe Weather Safe Areas until the tornado passes, and an **All Clear** is issued via USF Campus Safety and Security to the RD, RA or designee.
- In the case of a tornado warning the designated Severe Weather Safe Areas away from windows and doors are as follows:
  - Burgess Hall – First Floor Hallway
  - Grand Island – First Floor Hallway
  - Mary Collier Baker - First Floor Hallway
  - Kroske Residence Hall – First Floor Hallway
  - North Residence Hall – Basement
  - Sullivan Faith and Living Center – Basement
  - Athletic Complex – Lower level of the USF Stadium
  - Other Campus buildings – Basement or main floor away from windows and doors

WHAT ACTION SHOULD STUDENTS AND EMPLOYEES TAKE TO STAY SAFE?

1. When the tornado sirens sound, text warning issued/heard, Emergency notification received or a tornado has been sighted, seek shelter immediately.
   - Weather notifications for Minnehaha County is for Main Campus area
   - Weather notifications for Lincoln County are for the Athletic Complex area
2. Move to a designated shelter based on your location. Assist those with special needs in getting to the shelter.
3. Put as many walls between you and the outside as possible. Get under a sturdy table and use your arms to protect your head and neck. Stay away from windows and open space.
4. If there is no basement, go to an interior room on the lowest level (closets, restrooms, interior hallways).
5. In a high-rise type building, go to a small interior room or hallway with no windows on the lowest floor possible.
6. Get out of vehicles, trailers and mobile homes immediately and seek shelter in a nearby building.
7. If caught outside with no shelter, lie flat in a nearby ditch or depression and cover your head with your hands and arms.
8. Never try to outrun a tornado in a vehicle. Tornadoes are erratic and move swiftly.
9. Watch out for flying debris. Flying debris causes most of the injuries and fatalities.

GENERAL USF SEVERE WEATHER PROTOCOL

1. All employees are required to step up and make weather appropriate decisions in the best interest of USF students, employees, and guests.
2. USF Campus Safety and Security, as an extra precaution will work to alert faculty, staff, and students on the USF campus to take appropriate action.
3. USF, if able, will also activate Emergency Alert (the campus emergency notification system) for those who have subscribed to warn subscribers when a tornado warning has been issued.
4. Monitor local weather reports.
5. Be prepared to act.
6. Communicate with students, faculty and staff in academic buildings and residence halls if appropriate for the time of year, time of day, and other influencing factors.

University of **Sioux Falls**

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