



STUDENT HANDBOOK 2011-2012



University of **Sioux Falls**

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Welcome

We believe that the University of Sioux Falls is a great institution and that your time here will be significant. Our Student Development Program is designed to provide you with a community that will grant you opportunities for growth in light of the distinctly Christian mission of the University of Sioux Falls. The services and standards of the Student Development Program are all designed to create an environment that will assist you in your academics and development into a mature Christian person.

At USF, we believe your out-of-classroom experience can be one of the greatest learning experiences of your life. Residence halls, the McDonald Center, the dining hall, and the Science Center can be places where the components of faith, living, and learning all come together. Fully engaging in these opportunities gives you the chance to develop lifelong relationships and provides the maximum benefit for your college experience.

Please read this handbook carefully so you know what is expected of you. I am excited about what God will do at USF and in our lives in the coming years. The entire Student Development staff is here to serve you and we are certain it is going to be another great year.

Rev. Karen Sumner

Associate Vice President for Student Development and Dean of Students

Karen.Sumner@usiuouxfalls.edu



Any changes made in this handbook will officially be posted on the USF website at usiuouxfalls.edu.

Mission of the University

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.



Community Expectations

In the Christian Liberal Arts tradition, we believe God calls us to a lifestyle characterized by honesty and integrity. We value a campus community that encourages personal growth and academic development in an atmosphere of positive Christian influence.

We value personal responsibility, recognize the individual's need for intellectual, spiritual, physical, social, and emotional wholeness. We encourage a balanced lifestyle as well as challenging students to recognize the serious nature of their academic opportunities at USF.

We believe in the intrinsic worth of every individual in the community. We are committed to encourage others and to edify the body of Christ. Our respect for other individuals includes an appreciation of backgrounds, which may be different from our own, an understanding of diverse attitudes and opinions, and a willingness to balance personal freedom with responsibility to a broader community.

Worshipping 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.

We recognize that enforcing rules regarding specific behaviors is easier than dealing with guidelines about attitudes; however, attitudes are as important as standards of behaviors. The University encourages all members of the community to be accountable to each other and to be willing to confront others about attitudes and behaviors in the most effective way—through person-to-person communication.

Student Services

Residence Life

Purpose

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. Resident living is the focal point for many 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.

Student Development staff

Karen Sumner, Associate Vice President and Dean of Students

Alex Heinert, Director of Residence Life, Activities and Resident Director -Burgess Hall

Tara Westerman, Resident Director of the Bill and Marian Sullivan Faith and Living Center

Tina Spade, Resident Director - Grand Island Hall

Kyle Johnson, Resident Director - Kroske Hall

McDonald Student Center - 1st floor: 331-6620

Assistant Resident Directors (ARDs)

ARDs (Resident Directors) live in the hall and are responsible for the administration, operation and leadership of the student staff within the hall. They are readily available resources for assisting students in their growth and development.

Mary Collier Baker Hall (upperclassmen apartment style living)

Sherri Jergenson

RiAnna Rothenberger

Gordon Stewart

Patterson Hall (upperclassmen apartments)

Kourtney and Kale Leuthold



Resident Assistants (RAs)

RAs are students who have demonstrated leadership abilities and a commitment to service. They receive on-going training which equips them to better serve their fellow students.



Burgess Hall (freshman male dorm)

Steven Ballard
Taylor Majerus
Eric Sazma
Nathan Schlatter
Tyler Spilde
Blake Stevenson

Grand Island Hall (freshman female dorm)

Lindsay Elston
Julia Iverson
Shae Reinke
Emily Sazma
Kelsey Senden
Naomi Tesar

Kroske Hall (freshman co-ed dorm)

Ethan Graham
Betsy Hildreth
Ashley Kellenberger
Kristen Killough
Samantha Koch
Steven Slaubaugh

Sullivan Faith and Living Center (upperclassmen co-ed dorm)

Doyle Burnside
Rachel Dewey
Brandon Hanson
Matt Harsch
Nate Leuthold
Emma Mogen
Kyle Simons
Becca Urban
Crista Vande Pol
TJ Wagar

Night security monitors

These students are on duty nightly in the residence halls to provide for the security of the building and to assist with policy enforcement.

Student Life

Student Association

The Student Association sponsors activities and assists in making policy changes of concern to all University of Sioux Falls students.

Student Senate executive officers for 2010-2011

President: Sam Dooyema

Vice President: Chase Ward

Secretary/Treasurer: Emily Sazama

Representatives from each residence facility and from special groups are elected each fall to serve on the Student Senate. The Senate plays a key role in the system of affecting changes on campus. Its bi-monthly meetings are open to all students.

Campus Ministries

Weekly Chapel Services: Tuesdays at 10 a.m. in Z-Hall, Science Center

- Prayer Group
- Ministry/Service Opportunities
- Bible Study/Small Groups



Academic Services

Math Center

The Math Center, located in the lower level of Mears Library is available free of charge to any USF student who needs help with their math skills. Look for signs on campus advertising their schedule when tutors are available.

Writing Center

The Writing Center supplements and supports regular classroom instruction by providing 1-1 interaction with individual writers. This free service is available to any USF student. The Center is located in the lower level of Mears Library. Check signs for hours of operation.

Academic Advising

When a student declares a major, a faculty advisor specializing in that academic area will be assigned. The Area Chairperson of the student's major makes advisor assignments. For those students who have not declared a major, an academic advisor will be assigned by the Registrar (Jordan, 1st floor). Students are notified of their advisor assignments by the Registrar soon after the semester begins. Students must visit with assigned advisors before registering for each semester.

Academic Tutoring

Tutoring is provided through nearly every academic department at USF. A centralized schedule is published each semester by the Academic Success Center. If you are interested in tutoring and it is not presently available, simply contact the Academic Success Center and they will arrange one for you.

Career Services

USF provides a comprehensive career services program to students and alumni. Whether you need help selecting your future career or academic major, need a resume, want to practice a job interview or want to attend a job fair, Career Services can help you. Simply stop by the USF Career and Learning Accessibility Services Office (in the Academic Success Center in the lower level of the McDonald Center) or call 331-6740 to set up an appointment.

Counseling

Students in need of counseling should contact Michelle DeHoogh-Kliwer or the Academic Success Center.

Student employment

USF students seeking work have several resources available to them. Those students interested in on-campus work-study positions should contact the USF Financial Aid Office.

Students seeking work off-campus should check the listing that is available on the USF Career and Learning Accessibility Services web site. If you need help in this area, stop by the USF Career and Learning Accessibility Services office in the Academic Success Center (McDonald Center lower level).

Student mailboxes

Mailboxes are centrally located in the heart of campus in the Mailroom in McDonald University Center. Packages must be picked up by the student in the Mailroom.

Dining Services

All first and second year students living in a USF residential facility are required to purchase the appropriate meal plan for eating on campus. If for some medical reason, a student must follow a special diet, please contact The Aramark Dining Services Office in order that these specific dietary needs may be met. Any exceptions to be on the meal plan must be obtained through the approval of the Student Development office (lower level of the McDonald Student Center).

The Meal Plan Options for 2011-2012 are:

- Unlimited meals with \$50 flex dollars.
- 165 meals per semester with \$300 flex dollars and 10 guest meals.
- 115 meals per semester with \$550 flex dollars and 10 guest meals.

Off-Campus students are welcome to purchase meals as you wish in the various food service centers. Students may also put money into a flex account.

Student ID cards

Each USF student must obtain a student ID card. Simply go to the Campus Safety/Security Office (located in the McDonald Center) to obtain your ID. Students will use their card to gain access to campus buildings, check out resources in the USF Library, attend free athletic, music and theatre events and eat in the Aramark Dining Service. If you lose your card, you should contact Campus Safety/Security Office immediately to obtain a new card. Replacement cards are available for \$15.

Student access to buildings

Between the hours of 7 a.m. and 7 p.m., University buildings (excluding all Residence Halls) are open to student, parents, employees, guests and contractors. Residence Halls are locked 24 hours a day. Campus buildings are locked at 7 p.m. and access is granted only via ID card keys. No faculty and staff have access to Residence Halls unless approved by the Associate VP for Student Development.

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

Glidden Hall, Jeschke, Cleveland Center, and Science Center

Sundays	10 a.m. to 12 a.m.
Mondays to Saturday	7 a.m. to 12 a.m.

Student Center

Sunday-Saturday	7 a.m. to 12 a.m.
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Jorden Hall

Sunday	No access
Monday to Saturday	7 a.m. to 12 a.m.

Residence Halls

Locked 24 hours a day with residents of respective hall having 24-hour access.

During holidays, students have no access to any building with the exception of residence halls if granted permission to live there.

Some facilities (Norman Mears Library, Stewart Wellness Center, McDonald Center) have individual hours, which may vary at different times of the year. These facilities will be secured according to schedules developed by the department responsible. 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.



Services for Veterans

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.

Health Services

USF students are encouraged to use any of the medical providers in the Sioux Falls community and region. We encourage you to become established with a particular clinic so they get to know you and you in turn get to know them as your provider.

Health care at the Center for Family Medicine is made available to USF students by calling the clinic at (605) 339-1783. Prompt attention will be given to your illness or injury and you will be seen in a timely manner. The Center for Family Medicine is located at 1115 East 20th Street on the Avera McKennan Hospital campus. The Center for Family Medicine welcomes you and their staff looks forward to meeting your medical needs. USF students are responsible for payment and should provide proof of insurance and payment at the time service is provided.

Student Accident and Sickness Plan

Coverage

University of Sioux Falls requires that all full-time undergraduate students provide evidence of health insurance as a condition of enrollment. Students that do not provide evidence of health insurance are automatically enrolled in a limited Student Accident & Sickness Insurance Plan.

The Student Accident & Sickness Plan is not a major medical health plan as de-fined by the Health Care Affordable Act. It provides limited benefits for physician office visits, lab, prescriptions and hospitalization. The annual cost of the plan is \$490 which includes a fee for the administration of the program and covers en-rolled students from 8/15/11 to 7/14/12. A full plan description is available at www.eiia.org/usf.

To waive the coverage

Go to eiia.org/usf. The deadline to provide evidence of primary insurance or “waive” is September 15, 2011. This deadline date is strictly enforced.

How does this plan work?

Students who do not complete a waiver online and pay for the coverage are eligible for the following Accident & Sickness benefits:

Accident Benefit

This plan will pay 100% of the usual, reasonable and customary (URC) up to the maximum limit of \$2,500 and 80% of the URC thereafter to the maximum limit of \$10,000. There is a \$25 deductible per accident (does not apply to prescriptions). Initial medical treatment must be received by a doctor within 90 days after the date of the accident causing injury.

Sickness Inpatient Benefits

If you are hospital confined for 18 hours or more this plan will pay 100% of the URC for the first \$2,500 and 80% of the URC thereafter the maximum limit of \$10,000. There is a \$25 deductible per sickness. This applies to services rendered during the time you are hospital confined.

This plan will pay the following Outpatient Sickness Benefits:

- There is a \$25 deductible per sickness (does not apply to prescriptions).
- Emergency Room Benefit: \$1,000 maximum limit of URC per sickness after a \$100 co-pay per sickness.
- Doctor Office Visit Benefit: \$75 maximum payable per day; \$300 maximum per sickness.
- Prescription Expense Benefit: \$250 maximum benefit per sickness. Oral contraceptives are covered at 50%. The deductible will not be applied to prescriptions.
- Diagnostic X-ray & Lab Benefit: \$250 maximum benefit per sickness.
- Outpatient Surgeon Expense Benefit: \$1,200 maximum benefit per sickness for the services of the surgeon.

Emergency care

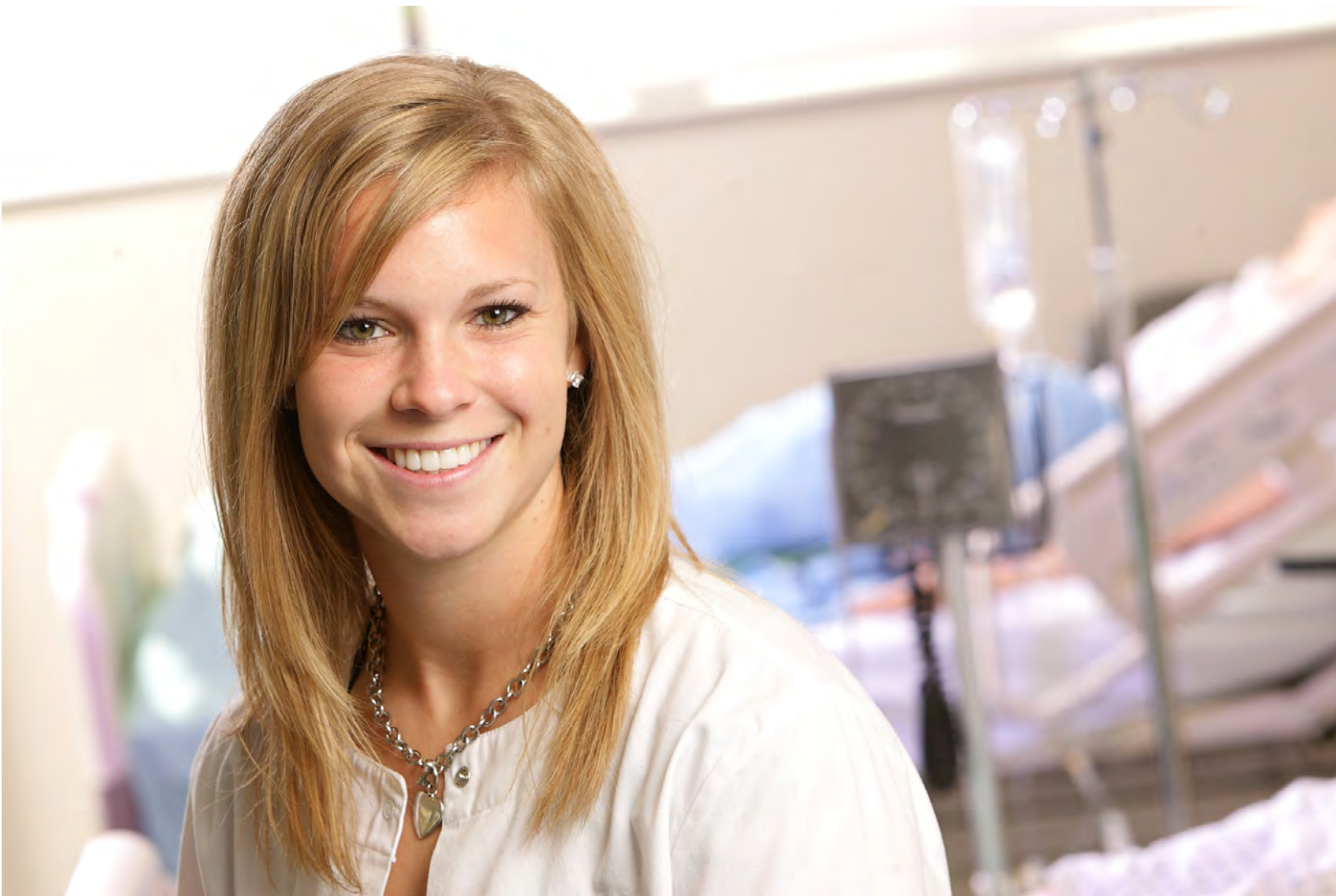
Students residing in a USF residential facility should contact a Resident Assistant, Assistant Resident Director or Resident Director who will contact emergency personnel to provide you with assistance. Trauma Centers are located at both Sanford hospital and Avera McKennan hospital in Sioux Falls. Students in need of immediate assistance should call 911. In the case of a hospital visit, a conscious student will be asked to contact their emergency contact number. In the case of an unconscious student, school authorities will contact the emergency contact number of the student.

Communicable disease

The University is committed to keeping its students and its employees informed regarding the current state of medical knowledge regarding communicable diseases. No otherwise qualified individual, because of the presence of any communicable disease, will be denied admission to the University. However, the institution may impose certain requirements or restrictions in order to protect student health and safety. Special precautions to prevent contagious diseases (e.g. measles and chicken pox) will be taken when deemed necessary.

Immunization requirements

All new full-time students and returning former students born after 1956 must submit a completed USF Health Form to the Student Development Office where it is filed confidentially. Any student failing to provide medical information may be denied future registration for classes at USF until this information is provided. All students must show proof of a Mumps vaccination prior to attending classes at the University of Sioux Falls.



Services for Students with Disabilities

The University of Sioux Falls provides reasonable accommodations for students with a diagnosed disability to enable equal access to an education. To receive such services, all students are required to provide documentation of their disability. Each person and each disability is unique; however, there are guidelines that Learning Accessibility Services 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 Learning Accessibility Services to assist in providing reasonable and appropriate accommodations. Please visit their website for additional information.

Students with special needs

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

Reasonable accommodations

Learning Accessibility Services 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

The student must request accommodations for his or her learning disability. If the request comes to the Admissions Office, staff will correspond with the student or parent indicating the need to provide a diagnostic report to Disability Services. If the request comes from elsewhere in the University, Career and Learning Accessibility Services will initiate correspondence outlining the policy and the need for a verifiable diagnosis.

Students must submit a recent (within three years) psycho-educational evaluation prepared by a qualified diagnostician. The report must include testing of intellectual ability and achievement as well as a diagnosis and treatment plan.

Institutional review

Upon receipt of the diagnostic report, it will be reviewed and verified by Disability Services. If the diagnostic report is acceptable, then Disability Services will provide the student with documentation of the verified learning disability. At the student's discretion,

the documentation can be provided by the student to his or her professor.

The Director of Career and Learning Accessibility Services and faculty member meet with the identified learning-disabled student to determine reasonable accommodations. If a diagnosis of a learning disability is not confirmed, Career and Learning Accessibility Services will inform the student and refer the student to other appropriate sources of help.

Student responsibility

It is understood that it may be necessary for a learning disabled student to put in extra work, use a tutor, and/or seek special help outside of class. The student has a responsibility to fulfill his/her part by continuing extra help as recommended for his/her particular problem. If a student requires specialized services beyond what is normally provided by the University (e.g. a proctor), these services must be paid by the student.

Faculty responsibility

Faculty responsibility should include observation and referral for all students when a discrepancy is noted.

Administrative responsibility

Administrative responsibility should include seeking grants, staying abreast of the latest resources, and developing an ongoing support services task force to evaluate what we are providing.

Advising

Advising for new students with confirmed learning disabilities should be initially coordinated through Billie Streufert, Director of Career and Learning Accessibility Services. Assignment to a permanent departmental advisor will be made after a major is chosen or an initial term completed.

Code of Conduct

Student rights and responsibilities

Freedom of Access and Opportunity to Higher Education

Admission requirements and policies are determined by the University, but under no circumstances will a student be barred from admission on the basis of race, color, sex, or national origin. Thus, within the limits of our facilities, the University is opened to all students who are qualified according to our admissions standards.

Freedom of Association

Students are free to associate themselves with those student organizations recognized by the Student Senate and USF. The policies and actions of a student organization will be determined by a vote of those USF students who are members of the organization. The policies and actions of any student organization must be consistent with the purposes and policies of USF.

Student organizations are required to submit a statement of purpose, criteria for membership, and a current list of officers to the Associate Vice President for Student Development. Campus organizations must be open to all students without respect to race, gender, or national origin.

Recognition and status of student organizations

Any University of Sioux Falls student or group desiring to create a new organization or desiring University recognition of that organization must seek permission from the Student Development Office. Once administrative permission is secured, the students must seek a staff or faculty member to sponsor or advise the organization before holding a preliminary meeting for organizational purposes. Requirements relating to University-recognized groups including statement of purpose, constitution, advisors, financial obligations, membership policy, etc. must be reviewed by the Advisor to the Student Association. Copies of the constitution of the organization must be submitted to the Student Senate. Existing organizations in this category should provide to the Student Association each year the information requirements listed above.

Organizations in the third category are organized by and responsible to the music and athletic areas as well as other applicable conference or academic requirements. Sponsorship or advising various clubs and other student organizations on the campus is assumed by members of the faculty or administration. A faculty or administrative member is not obligated to sponsor or advise an organization or club when asked to do so by a student group, but is encouraged to do so if interested in the organization and time is available to be devoted to it.

Freedom of Inquiry and Expression

Students are free to examine issues and questions of interest to them and to express opinion publicly and privately. A student's public expression of opinion is that of the student's and not of the University, and it should not disrupt the regular and essential operation of the University.

Students and student organizations have a responsibility in the invitation of guest speakers and performers, to invite individuals whose activity will not be inconsistent with the goals and policies of University of Sioux Falls. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the University.



USF Student Conduct Expectations

USF students have an important responsibility to reflect standards of conduct in harmony with the Christian mission of our University.

As a special community, USF has adopted procedures and regulations to provide for a community free from violence, threats, and intimidations, 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.

Academic integrity

No student will use unauthorized information in the taking of an exam; or, to submit as his or her own work, themes, reports, drawings, laboratory notes, or other products prepared by another person; or knowingly to assist another student in obtaining or using unauthorized materials. Academic dishonesty is abhorrent to the University, and ultimately negatively affects the entire University community.

Honesty

No student should provide false information, incomplete, or misleading information to the University with intent to defraud. Forgery, alteration and/or misuse of University documents, records, or identification, and the unauthorized use of signatures is likewise prohibited.

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:
 - Rights and responsibilities affirmed in the Statement of Rights and Responsibilities.
 - 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 sponsored events.

Respect for facilities

- USF is concerned about the safety and security of all students. To ensure your safety as well as the safety of others, there is absolutely no propping of access doors. Unauthorized entry, occupation or use of University facilities is prohibited. Unauthorized use, misuse, or possession of keys or ID cards is also prohibited. A violation of entry or key misuse will result in a fine and applicable sanctions.
- Destruction of Property or attempt to destroy property belonging to the University or to a member of the University community, or guest of the University on the campus is prohibited. University property includes not only equipment rented, leased, or otherwise placed on the campus by the University, but also University-owned equipment not located on campus.

Respect for others

Abuse, assault, or harassment. The following actions or behavior committed against a student, staff, faculty member, or visitor is prohibited:

- Abuse: An unwarranted verbal or written exchange including profane, insulting, or offensive language or behavior directed toward another person. Racial, ethnic, or sexual comments that defame or demean are also prohibited.
- Assault: Conduct that threatens or endangers the health or safety of another person.

- **Assault and Injury:** An act intended to cause, and which does cause, injury to another person.
- **Harassment or Hazing:** An act that intimidates, annoys alarms, embarrasses, ridicules, or produces psychological or physical discomfort. (See Harassment Policy)
- **Sexual Harassment:** An attempt to coerce a person into a sexual relationship, or to subject a person to unwanted sexual attention or demands, or to punish or retaliate for refusal to comply with sexual demands. (See Harassment Policy)
- **Sexual Offenses:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. These include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling. Nonforcible sex offenses are acts of unlawful, nonforcible sexual intercourse and include incest and statutory rape. Depending on the circumstances, acquaintance rape may fall in either category.
- **Obscene Conduct:** Any indecent exposure or action of an obscene, lewd, or indecent nature.
- **Disorderly Conduct:** Any conduct, including but not limited to drunkenness, which disturbs the peace and tranquility of the campus. Excessive noise or public nuisance disruptive to the University and surrounding neighborhoods is prohibited.

Respect for individual dignity

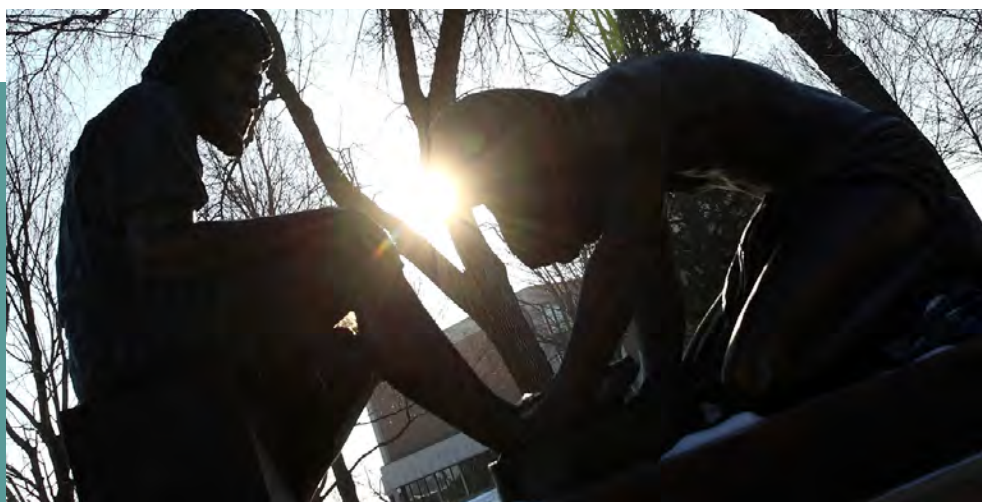
- Possession of sexually exploitative material, including sexually explicit videos or use of web sites, is banned on University-owned property.
- Sexual relations outside of marriage are prohibited on the campus of University of Sioux Falls, in USF residence facilities, or at University-sponsored activities or functions.
- Visitation by members of the opposite sex in the residence hall other than during scheduled intervisitation hours as described in the Residence Life information.
- **Sexual Harassment:** An attempt to coerce a person into a sexual relationship, or to subject a person to unwanted sexual attention or demands, or to punish or retaliate for refusal to comply with sexual demands. (See Harassment Policy)
- **Sexual Offenses:** Any sexual act directed against another person, forcibly and/or against that person's will; or not f forcibly or against the person's will where the victim is incapable of giving consent. These include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non-forcible sex offenses are acts of unlawful, non-forcible sexual intercourse and include incest and statutory rape. Depending on the circumstances, acquaintance rape may fall in either category.

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

- Off-campus conduct that directly, seriously and adversely interferes with or disrupts the educational or related functions of the University is prohibited and may result in disciplinary sanctions.
- Violation of any local, state, or federal law that adversely affects some distinct and clear interest of the University as a Christian academic community is prohibited.



Drug and Alcohol Free Schools and Campuses

Compliance with USF substance use policies

- Possession, distribution, or use of alcoholic beverages in University buildings, on the campus, at University-owned (rental) housing, or at University-sponsored functions is prohibited. If alcohol is found in a residence hall room or leased facility, the residents of that facility and those present are all held responsible. Sanctions may be imposed on students using or abusing alcohol. Empty alcohol containers are not allowed in the residence halls or elsewhere on campus.
- Distribution of alcohol to minors or the provision/consumption of alcohol is also prohibited.
- Unlawful use, possession, sale, manufacture, or distribution of narcotics or controlled substances or the paraphernalia for use of same as defined by existing South Dakota statutes.
- Use of tobacco in all University buildings (including residence halls) is prohibited.

Campus Safety expectations

- Weapons and dangerous substances are prohibited on campus. Use or possession of firearms, ammunition, explosives, incendiary devices, or other dangerous weapons, substances, or materials on campus is prohibited except as expressly authorized by the University. Students are encouraged to find safe storage off-campus for firearms, ammunition, knives, martial arts weapons, hunting bows and arrows. Please contact your RD if you need assistance finding storage. Students are not permitted to store these items in their rooms or vehicles.
- Misuse, tampering, or vandalism of fire alarm systems, fire extinguishers, or other safety /security equipment. Students tampering with fire safety systems may also face criminal charges.

USF Student Conduct Violations

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 the students who attend. This includes circumstances when the preferred means (counseling, guidance and admonition) fail to resolve the problems of student conduct.

The administration of discipline shall guarantee procedural fairness to an alleged 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 actions, 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 dean of students acts as the Chief Conduct Officer for the University. The President of the University has final authority on all matters of student discipline. Others designated by the dean of students as conduct authorities are: Night Monitors, Resident Assistants, Assistant Resident Directors, Resident Directors, and Campus Safety/Security Officers.

All incidents involving violations of university policy are to be reported to the dean of students. The dean of students, or her designee, will coordinate reporting procedures for victims of criminal activity on campus, working with campus security and other campus offices as well as local authorities. The dean of students, or her designee, also 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 dean of students, or her designee, provides assistance to students who are complainants of criminal activity and assures both complainants and accused due process in all disciplinary proceedings occurring on campus.

The Director of Campus Safety/Security along with the Dean of Students or his/her designee will coordinate reporting procedures for victims of criminal activity on campus and/or involving USF students. The Director of Campus Safety/Security or his designee also serves the campus as the liaison between the university and local/state/federal law enforcement agencies, disseminating and interpreting policies and information as needed.

Students Rights and Responsibilities

The alleged student may request to have a decision made by the dean of students or have the charge heard by the Conduct Board. In either instance, adjudication will be based on the level of responsibility, more likely than not, leading to the alleged student, and sanctions will be based on severity and/or previous offenses. The alleged student may respond to the charges at any hearing related to the conduct process.

Pending action on a charge, a student shall retain his/her right to be present on the campus and to attend classes. The University reserves the right; however, to impose Emergency Suspension when it becomes evident that the student's actions or behaviors pose an immediate danger to self or others. The dean of students or a designated University representative may initiate emergency suspension procedures, which remain in effect until a disciplinary hearing or behavioral review is completed.

Individuals appearing before the Board are responsible for presenting truthful information. Any person found willfully presenting false or misleading information will be subject to sanction. The complainant

and alleged will be given the opportunity to be separated through the entire procedure.

Violation Adjudication

All residence hall policy violations will be adjudicated by the resident director. For a violation of residence hall policy, a write-up slip will be completed by the resident assistant. The write up slip is a duplicate document that is completed with one copy is given to the violating student and the other copy is given to the resident director. The write up slip includes a simple definition of the violation as well as the individuals involved. It is the responsibility of the violation student to report to the resident director within five (5) working days of the date of the write up slip. Should the student not contact the resident director, a decision will be made without the student's input. Following the incident, the resident assistant completes a judicial action report with a detailed description of the incident and the policy that was violated. The resident director may also be informed of violations by campus security. The write-up slip and judicial action report or campus security report will be used by the resident director to determine sanctions according to the conduct matrix. The student will be informed of the sanction by letter.

All non-residence hall violations will be adjudicated by the office of student development and the dean of students. If the case cannot be resolved at this level, or if the alleged violation is more serious, a formal hearing will be convened by the conduct board especially in cases dealing with potential suspension or expulsion. Any individual who is aware of a violation of USF policies may submit a written report to the dean of students. Written reports should be submitted as soon as possible, but preferably within five (5) days of the incident. Reports must be in writing and contain a complete description of the incident with the names of all parties involved as participants or witnesses.

Conduct Board

The Conduct Board serves as the appellate body for those students seeking appeals to sanctions related to suspension or expulsion of a non-academic nature or at the request of any student wishing to appeal the decision of the dean of students. This conduct process is confidential but the decision made is not necessarily confidential. In special cases, requiring immediate action, the dean of students or a designee may impose sanctions which will be temporary until the Conduct Board can be convened. Such temporary sanctions will be communicated to all necessary parties.

Conduct Board Composition and Procedures

Referrals brought before the Conduct Board must

be in writing. Any student charged with a violation will receive written notification of the charges, the nature of the evidence, and the name(s) of any witness(es) who will give evidence. Hearings are non-adversarial (i.e. no attorneys), confidential, and shall not be considered analogous to court proceedings.

Membership

The Conduct Board shall consist of the following voting members:

- At least 3 Student Development Committee members chosen from the Faculty Student Development Committee
- Up to 6 student members chosen from the student association

The student members will be chosen by the Dean of Students from a pool of voluntary applicants. It is encouraged that one (1) of the student positions be held by an off-campus student. The Student Senate president may represent one (1) of the student positions. Students in their first semester at the University of Sioux Falls are not eligible. One (1) faculty standing alternate and one (1) student standing alternate will be appointed by the dean of students. All faculty and students are appointed to the Conduct Board on an annual basis.

The Dean of Students, or her designee, will act as the Conduct Board chairperson. The chairperson has the authority to maintain order and control of all persons at the hearing. The chairperson may remove persons from the hearing whose conduct interferes with the proper procedures of the Board. In such an event, the hearing will continue without the removed person(s).

The chairperson or Dean of Students shall call for meetings of the Conduct Board. The chairperson (or dean of students) will inform the alleged of the convening of the Conduct Board meeting in a timely manner. The chairperson (or dean of students) will inform the student, in writing, of the Conduct Board decision in a timely manner.

A Secretary will be selected by the Board from its membership and is responsible for keeping accurate records of the case(s). These records are confidential as to specifics of the case(s) and person(s) involved, but not as to university rules or principles of conduct, whether the final decision is responsible or not responsible. The secretary's confidential record should include thorough notes during the hearing, summaries of the reasoning of the Board and copies of the charges, decision, and sanctions. A report, omitting all names but otherwise complete, shall become a part of the permanent record of the Conduct Board and be available to members of the Board so as to provide a guideline for future deliberations. The secretary must file results of the

hearing with the dean of students within two (2) class days after the adjournment of the proceedings. Sanctions recommended by the Conduct Board will be implemented by the dean of students, or his/her designee. If the media requests information, the secretary may make available a report of any disciplinary action recommended, omitting all names but including university rules or general principles of conduct violated. The Conduct Board may make public all decisions without names.

All information presented at the hearing is confidential. Disclosure of privileged information by a member of the Board will result in that member's expulsion from the Board. In such an instance, the seat will be filled by a standing alternate representing the same constituency (faculty, student, or administrator) and a new alternate will be appointed by the appropriate source.

Jurisdiction

The University of Sioux Falls shall have jurisdiction over all students who are enrolled at the University of Sioux Falls. Any school sponsored or sanctioned activities, during which an incident is alleged to have occurred, shall trigger jurisdiction. Behavior that negatively impacts the university's reputation, community relations, or interests, this jurisdiction will be invoked only upon the written concurrence of the president and the dean of students.

Hearings

Convening of the Conduct Board:

- A. Hearings will be scheduled after a written complaint from an appropriate complainant is filed with the chairperson of the Conduct Board. Any complaint must state the offense, giving the time, date, place, circumstances and person(s) involved or present during the alleged violation.
- B. The chairperson or secretary will send a written notice to all parties involved, alleged(s), complainant(s), witness(es) and members of the Conduct Board, within three (3) class days after receipt of the request or complaint. The notice must include instructions to the alleged's and complainant's about the opportunity to testify personally and the opportunity to present evidence, witness(es), and advocate. The time, date and place of the hearing will be stated in the letter. Further, the alleged must be notified that failure to appear at the hearing will result in loss of opportunity to respond to the charge(s) and that the Conduct Board will consider the case and proceed in judgment. The hearing will ordinarily take place within one week (seven days) after the notice is sent except in special situations determined by the chairperson of the Conduct Board and/or the dean of students.

Advocate

A complainant or alleged student may be accompanied by a representative of his/her choice during any part of the hearing process to offer support or advocate on his or her behalf. Any individual acting in an advocate role will be expected to respect and preserve confidentiality throughout the process. This individual may not be a University of Sioux Falls student or legal representative. Students are encouraged to include USF personnel as an advocate. The advocate acts as a support for the complainant or alleged student and does not address the board directly.

Attendance

Five (5) of the nine (9) Board members will constitute a quorum and are required to conduct a hearing. Hearings will be closed to everyone except Conduct Board members and person(s) involved in the action. Members of the Conduct Board must disqualify themselves from hearing cases arising from matters directly relating to them, or concerning person(s) about whom they are prejudiced. The alleged(s) may request that one (1) Board member not attend the hearing. This request must be delivered to the chairperson prior to the scheduled hearing and be entered into the minutes of the hearing. A quorum must be maintained and standing alternates may be used if regular members cannot attend. If allowed exclusions reduce the Conduct Board attendance below the required five (5) members, the associate vice president for student development will determine whether an alternate hearing body or a postponement of the hearing is more appropriate based on the nature of the allegations.

Procedures

Copies of the charge letter will be distributed to all in attendance prior to the hearing. The charge letter will be read aloud at the beginning of the hearing by the chair.

- The complainant will be required to speak first. The alleged will then have a chance to respond. Members of the Board are then given the opportunity to ask questions of both the alleged and the complainant.
- Next, the alleged and the complainant will be given the opportunity to ask questions of each other through the chair.
- Witnesses are then called one at a time, alternating from complainant to alleged (when necessary) with each asked to make a statement and then respond to any questions the Board has.
- The alleged and complainant will be given the opportunity to ask questions of each witness through the chair.

- Evidence and testimony will be limited to that which is relevant to the case. Relevance of evidence and testimony will be determined by the dean of students or his/her designee. Testimony should be presented in person. When a witness cannot be present, testimony may, when necessary, be presented in a signed, written form or by phone. Any intimidation of students participating in a hearing will be viewed as an offense, subject to disciplinary action. The complainant and alleged students will have the option of having no physical contact with the other party.
- After all witnesses have been heard, the board may ask any remaining questions of the alleged and complainant. Then the alleged and the complainant, respectively, will be given the opportunity to make a final statement. Final statements are not subject to questions by the Board.
- After all information has been presented, the hearing will be adjourned and the Conduct Board will deliberate in private to determine the responsibility of the alleged using more likely than not as the standard for their decision. Decisions of the Conduct Board are based on majority vote. Upon a determination of responsibility, the Board must impose an appropriate sanction. Previous offenses are used for purposes of determining sanctions only after a decision of responsibility has been made.
- Finally, the alleged and the complainant, respectively, are brought back to be read the decision and any subsequent sanctions. The entire hearing process, including deliberations by the Board and reading of decisions and all subsequent sanctions will be recorded for use in the event of an appeal.

Results of the hearing must be filed with the dean of students within two (2) class days following the hearing. A written, dated notice of the decision will be forwarded to the alleged by the Office of Student Development within one (1) class day following receipt of the decision.

Amendments

The Conduct Board and/or the dean of students may call a special meeting to discuss or amend structures or procedures of the Board. All proposed revisions or amendments must be explained to the Student Senate and passed by the vice president for enrollment management and student development.

Sanctions Appropriate for Violations

Students found responsible of a policy violation as a result of an official hearing will receive one of the following 5 sanctions and may also be subject to any additional disciplinary actions.

1. 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).

2. Disciplinary Probation: Disciplinary Probation is a serious sanction and further violations of campus policy may result in suspension or expulsion. Disciplinary Probation is not noted on a student's academic record (transcripts). Disciplinary probation may also include sanctions such as, but not limited to, loss of on-campus privilege, removal from housing, or removal from student clubs/activities.
3. 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 dean of students and present evidence that the conditions for reinstatement have been satisfied.
4. 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 privilege, removal from housing, or removal from student clubs/activities.
5. 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 re-admitted only by the authority of the dean of students. When an expulsion is finalized, a notation will be made on the student's academic record (transcript) as follows: "EXPULLED (date) FOR CONDUCT." An expelled student may never be on the USF campus without permission from the president of the university.

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.

Sanctions

The nature of some policy violations may also warrant disciplinary actions in addition to the sanctions listed above. Sanctions may include, but are not limited to:

1. Financial fines or restitution to the appropriate party(ies).
2. Work or community service projects.
3. Loss of privileges associated with the offense such as use of university facilities, visitation, attendance at university functions, etc.
4. Educational program sessions.
5. Counseling evaluation sessions by USF or off-campus professionals.
6. 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, except assignments required for course work
 - 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
7. Housing relocation.
8. Eviction or relocation from University owned or operated housing.

Appeals Process

- Sanctions imposed by a residence hall director may be appealed to the dean of students or her designee. The dean of students, or her designee, may refuse to hear the case for lack of sufficient reason for appeal, uphold the decision of the resident director; or impose alternative sanction(s) no greater than the original sanction.
- Sanctions imposed by or upheld by the dean of students may be appealed to the Conduct Board. Upon receiving an appeal, the Conduct Board may refuse to hear the case for lack of sufficient reason for appeal; uphold the decision; or impose alternative sanction(s) no greater than the original sanction. The decision of the board is final.

Appeals to these sources must state reason(s) and rationale and be presented in writing within two (2) class days after receiving the decision. Appeals may be based on failure of the hearing body to follow proper procedures, new evidence or excessive sanctions.



University Policies

Academic policies

The academic regulations 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.

Academic Policies may be found in the USF Academic Catalog located on the USF web site. www.usiouxfalls.edu/catalog/academic/ or a hard copy may be obtained from the USF Admission's Office.

Attendance policy

Faithful and consistent class attendance should be considered the standard for regular coursework at the University of Sioux Falls. Such attendance is important for both the integrity of the course and the student's own sake. The responsibility for monitoring student attendance is assigned directly to the instructor of the course.

Class schedules and transcripts

The Registrar's Office coordinates all registration processes and has a record of each student's schedule. Students can also access their schedule through the PAW (Personal Access thru the Web). The University catalog is the student's reference concerning changes in registration and grading practices and is available on-line at the USF web site.

Policy on academic misconduct

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 being 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

Definition: Revealing, using, or discussing confidential information that one acquires

during classroom discussions, service projects, internships, practice teaching assignments, work-study employment, or other activities sponsored by the University.

Cheating

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

Dishonesty, destruction or theft of academic resources, obstructing access, or other acts that interfere with another person's work

Definition: 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.

Fabrication

Definition: 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).

Improper collaboration

Definition: Attaching one's name to a group project without:

1. an authentic understanding of the work submitted,
2. a fair and proportional contribution to the efforts of the collaborating group, and/or
3. the ability to defend or interpret individually the work submitted.

Misrepresentation of academic records

Definition: Submitting incomplete or altered transcripts, grade reports, standardized test scores, or other records that one knows to be inaccurate or incomplete.

Multiple submission

Definition: 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

Definition: 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).

Procedures for Handling Incidents of Academic Misconduct

USF offers a review and appeals process that is addressed in the catalog at usiouxfalls.edu/catalog/academic.

Procedures for incidents of academic misconduct

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 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 Chief Academic Officer (CAO). This complaint must be made within 30 days of the event causing the student complaint. The decision of the CAO Chief Academic Officer (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 Chief Academic Officer (CAO) by filing a written complaint to the Academic Policies Committee of the faculty. Such appeal must be made within 10 days of the written decision of the Chief Academic Officer (CAO). The decision of this appeal body shall be final.

Drug Free Campuses and Communities Policies

The Drug-Free Schools and Communities Act of 1989 mandates that institutions of higher education adopt and implement a pro-gram designed to prevent the unlawful possession, use, dispensation, or distribution of illicit drugs and alcohol by students and employees and 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 community. All University employees and students annually receive notice of this policy through appropriate handbooks and electronic media.

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.

- 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, will 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.
- 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.

Referral sources and program information for University employees and students are available from the Associate Vice President for Student Development, Associate Vice President for Human Resources and Vice President for Academic Affairs.

Privacy rights of students in educational records

The University of Sioux Falls maintains an educational record for each student who is or has been rolled at the University. In accordance with the Family Education Rights and Privacy Act (FERPA) of 1974. (for a complete list of student rights covered by this Act see the USF Catalog or visit the website at: usiouxfalls.edu/catalog/academic).

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

Community expectations

Alcohol

Possession, distribution, or use of alcoholic beverages in University buildings, on the campus, at University-owned (rental) housing, or at University-sponsored functions is prohibited. If alcohol is found in a residence hall room or leased facility, the residents of that room or facility and those present are all held responsible. Sanctions or a required alcohol assessment may be imposed on students using or abusing alcohol.

Alcoholic beverage/containers

Empty alcohol containers are not allowed in the residence halls or elsewhere on campus. See "Room Decorations" for more information.

Appliances

For safety and energy conservation, the University does NOT allow the following appliances in residence hall rooms: space heaters, slow cookers, toaster ovens, air conditioners, indoor grills.

Assignment of rooms for returning students

Individual room assignments are made by the Resident Director for returning students during the spring semester. Returning students will receive a room request form to fill out and submit at the spring Room Draw meeting. A separate process is followed for Mary Collier Baker and Patterson Halls (for more information refer to those sections).

The University reserves the right to make room and roommate assignments while allowing as much freedom of choice as is practically possible.

The University also reserves the right to change room assignments or terminate housing contracts whenever it is determined to be in the best interest of the community.

Bicycles

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

Candles/incense/combustible liquids

Candles or incense are not permitted to be burned in the residence halls. Combustible liquids of any type are not to be used or stored in the residence halls.

Cars

Student cars can be parked on campus if they have a parking permit clearly displayed in the window. Students are responsible for what is in their cars. The University reserves the right to have the Dean of Students or other designated individuals search a vehicle if deemed necessary.

Carpets

Only carpets with jute-backing meet fire standards for use in the residence halls.

Check-in

When a student moves in, the room is inspected carefully by an RD or RA, and its condition noted on the room inspection sheet.



Check-out

The student is charged for any missing furniture or room damage that occurs during the time he/she occupies the room. To vacate a room, the student must give a 30 day written notice to the RD to vacate between first semester and interim and also between interim and second semester. See also "Refunds." Students not returning to the residence hall must notify their Resident Director or the Residence Life Office by June 1. Failure to do so will result in forfeiture of the room deposit.

Christmas trees

Natural trees are permitted only in lounges or supervised areas. They are not permitted in individual rooms.

Cleanliness

Students are expected to maintain average standards of cleanliness in rooms, lounges, hallways, and bathrooms.

Cohabitation

Students may not live/reside with a non-related person of the opposite sex outside the bonds of marriage for any amount of time. Sexual relations outside of marriage are prohibited on the campus of the University of Sioux Falls, USF residence facilities, or at University sponsored events or activities.

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 the student's responsibility to clean cooking facilities when finished and to furnish necessary cleaning supplies.

Damages and repairs

Students are liable for damages to University property. Damages should be reported to a residence life staff member promptly so that repairs may be made. The repair cost for any damages in a student room will be shared by the occupants unless an individual assumes responsibility for them. If the student does not pay for the room damage within the determined time, he/she will 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 person cannot be determined will be billed in the following ways: 1) Those within a specific floor will be billed to all members on that floor, the cost being divided equally; 2) Those occurring in public areas such as lobbies and lounges, will be billed to all residents of the hall, the cost being equally divided.

The University of Sioux Falls is not responsible for damages to personal property. Students are

encouraged to purchase renter's insurance or other means of protecting personal property.

USF is not responsible for the personal belongings of anyone 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 items at home. Students are also encouraged to see that they (and their belongings) remain on their parents homeowners insurance policy while they reside at USF; or to purchase renter's insurance.

Fire arms/weapons

No weapons of any kind are permitted on campus at the 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, hunting bows and arrows. Students are not permitted to store these items in their rooms or vehicles.

Fire emergency

The fire department telephone number (911) is used to report an alarm any time the alarm system sounds. Exit procedures are posted in the residence hall and must be followed during drills and actual emergencies. At the beginning of each semester, explicit directions will be given for exiting the building. Fire doors and fire escapes are to be used ONLY in case of fire or at the time of a fire drill.

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.

Furnishings

University equipment, furniture or property must not be dismantled, removed from the building or room without authorization. Property attached to the walls must not be moved by students (i.e. bulletin boards, lights, blinds, etc.).

Halogen lamps

Students are permitted to have one halogen lamp per room. The lamp must be equipped with a protective cage. All lighting devices are subject to inspection by the staff for safety and efficiency reasons.

Hall/floor meetings

Hall and floor meetings will be held periodically to

communicate important information, 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 RA or RD in advance of the meeting time, or sanctions will be administered.

Holidays/breaks/closing

The residence halls will be closed during Christmas break and Spring break or any break exceeding 7 days. Room charges do not include these periods. Students are encouraged to make their own arrangements if they choose to remain in Sioux Falls. Limited housing may be available through the Residence Life Office for students needing housing. The cost per night ranges from \$10-\$15. 30 days written notice is required for any student desiring to stay while halls are closed.

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

Housing contract

A room contract is provided to each student living in the residence halls. Students are responsible for the information in the contract. More information can be obtained from Resident Directors or the Residence Life Office. The housing contract gives the University the right to exclude as well as prosecute those persons whose actions are deemed detrimental to its well-being or incompatible with the function and mission as a Christian educational institution.

Illness

Any serious illness should be reported to the RD by the student or roommate. If you are too sick to attend a class, contact the Residence Life Office.

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 in the residence halls and to visit with residents.

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, Night Monitors, the Resident Directors, the Dean of Students, or other persons designated by the Dean of Students. USF students found guilty of violating the intervisitation policy are subject to sanctioning.

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. (See Visitors and Guests).

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

Keys/ID cards

Keys and ID cards help maintain the security of the residence halls. Keys will be issued upon checking into the residence hall. Keys must be returned at the end of the year, or at the time when 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.



Laundry

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

Lofts and Bunks

Lofts and bunks must meet the regulations specified by the maintenance department and Sioux Falls Fire Department (i.e. at least 24 inches from ceiling to mattress top). Students desiring to assemble lofts or bunks must submit their request to their RD for approval. Regulations and specifications can also be obtained from the Residence Life Office.

Mary Collier Baker Hall

Mary Collier Baker Hall is purposefully part of the Cleveland Professional Development Center. Mary Collier Baker Hall is designed for upper-class students hoping to develop as leaders and professionals.

Meal plan

All first and second year students living in a USF residential facility are required to purchase a meal plan for eating on campus. If a student must follow a special diet or suggestions for medical reasons, please contact The Aramark Dining Services Office (McDonald Center lower level) to discuss how these specific dietary needs may be met. Any



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 or fill out a work request form online.

exceptions to the meal plan requirement must be obtained through the approval of the Student Development Office (McDonald Center lower level). All exception requests must be in writing and addressed to the Dean of Students (karen.sumner@siouxfalls.edu).

The Meal Plan Options for 2011-2012 are:

- Unlimited meals with \$50 flex dollars.
- 165 meals per semester with \$300 flex dollars and 10 guest meals.
- 115 meals per semester with \$550 flex dollars and 10 guest meals.

Microwaves

Microwaves are allowed in student rooms. Microwaves cannot use more than a maximum wattage of 1,000 watts.

Minors

Individuals 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 Hall Director. The USF student, as host, is responsible for the conduct of their visitor and guests while in their residence hall and on-campus. Family members of USF students who are minors should be accompanied by the student.

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

Noise

See *quiet hours*.

Parking

No cars are to be parked on the lawns for any purpose (e.g. unloading, washing, servicing). Due to the limited parking on campus, students may park only in the designated area(s) for their residence hall.

Patterson Hall

USF students (enrolled in at least 6 credit hours) who are married, have Junior status (60 credit hrs) or are over 21 years old may apply through the Residence Life Program to live in Patterson Hall. The Student Development Office can also provide information regarding apartment availability and assignment priority.

Pets

Pets are prohibited, with the exception of fish.

Personal property

Security for a student's personal possessions is the responsibility of that student. Students are advised to lock their rooms and to report any losses to the RD and/or to the police.

Quiet hours

Determined by the individual hall community or residence life staff (generally from 11 p.m.-12 p.m.). 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 individual's room.

Times other than quiet hours will be courtesy hours. Courtesy hours are defined as times when noise is kept at lower levels in order to be considerate of others' needs.

Recycling

In adherence to the law and to preserve our environment, recycling containers have been placed throughout the hall and campus for your convenience. You are responsible to place recyclables in the appropriate container. Please follow specific guidelines outlined in your hall.

Refund

Residence hall rooms are rented on a semester basis. There is no refund of room charges after the first week of the semester. Students who wish to cancel room reservations for the spring semester must do so before December 1. Students not staying for the spring semester will not be allowed to stay for the interim semester. Cancellations for the fall semester must be made before June 1st of that year.

Residential requirement

Unmarried, full-time students are REQUIRED to live on campus in residence halls EXCEPT for students who either live with their parents, have completed 4 full-time semesters living in residence at college or are age 21 or older at the beginning of the semester for which off-campus housing is desired. Part-time students are not required to live on campus. If students provide false information regarding their place of residence in an attempt to qualify to live off campus, they will be subject to disciplinary action and may be charged the full room price for any semesters which they were in violation.

Exceptions to the requirements of on-campus residence hall living must be secured from the Student Development Office. Parental verification is required for home-living situations.

The University reserves the right to determine if a resident student is actually living in the residence hall as his/her primary residence. Disciplinary action will be taken if a student is found to be in violation of the residential requirement.

Room changes

Before changing rooms, the resident must complete a room change form 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). Room changes will only be considered between semesters, unless the RD determines special circumstances warrant a change. The residence life staff reserves the right to deny a room change request.



Room decorations

Room personalization and decorating is encouraged. While using the following guidelines:

White plastic-tack must be used to hang decorations on University property (e.g. wall, desk, door, etc.). No tape, including duct tape, nails, tacks, hooks or contact paper can be used.

Pictures and posters are permitted, but discretion should be used in the selection. Ask your RD and roommate about questionable items. The RD reserves the right to have students change their room decor. The display of people or products which are inconsistent with the values and standards of USF is not permitted.

Room deposit

The room deposit serves as a damage deposit during the time that the room is occupied. Room deposits may be transferred from residence halls to Patterson Hall. The room deposit is valid for the duration of a student's stay in the residence hall and can be carried over from year to year. When a student vacates the room, he/she MUST be properly checked out by the Resident Director or the Resident Assistants - at this time damages are assessed. The deposit is forfeited if withdrawal or check out procedures are not followed.

Room search

The University reserves the right to open and inspect student rooms for damages, regulation violations, cleanliness and illegal items. The student will be notified of the search and immediately confronted if anything against University policy is found.

Safety/Security

USF has invested a great deal of resources into the campus safety program. In addition to surveillance cameras throughout our campus, the Campus Security personnel are available seven days a week and 24 hours a day, who will be pleased to walk with you to your car or building to ensure your safety. Simply call 321-6400 or 359-7571.

Sales and solicitation

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

1. All sales, solicitation, canvassing, and product or service exhibits on the campus must be approved in advance by the Student Development Office.

2. 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 products demonstration done in the residence halls, whether arranged by a student or by outside individuals, must first be approved by the Resident Director.

3. 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.

Single room

The priority for single rooms is as follows:

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

Special consideration may be given to students with special needs.

Single rooms will be made available at the double room rate first for seniors, then juniors, and then those 21 or older, providing space is available. If class standing and number of semesters are equal, the residence life staff will determine the priority for singles.

After June 1, single room applications from seniors and juniors will no longer be guaranteed priority.

Unless a resident specifically requests a single room before June 1, he/she will be assigned a roommate.

If the room becomes a single at some point during the semester, the remaining resident who chooses to keep that room as a single (provided space is available) will pay a prorated single rate. Students are responsible for finding their own roommates. If they do not select a roommate and are assigned one, they do not have the right to refuse to take the roommate. The University reserves the right to fill rooms to capacity if the number of students require such action. It also reserves the right to grant exception to the policy when deemed necessary.

Storage space

No storage space is currently available to students on campus.

Telephones

Any form of telephone misuse, including long distance theft, intentional annoyance and unauthorized use of institutional phones will lead to disciplinary action. Each student room receives a voice mail box assigned by the University.

All phone numbers will be published unless otherwise specified in writing by the student within 14 days of the beginning of the term.

Tobacco

All tobacco use is prohibited on campus.

Videos/Films

The viewing of films/videos and the use of video cassette 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 X or NC-17 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.

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. Any student participating in Hazing 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. 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.

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. Any and all guests who are to remain overnight must be registered with the RD. Unforeseen emergencies may occur while guests are away from home. Therefore, it is important that the RD be aware of any overnight guest. Any guests who plan to visit for more than the weekend will be charged a nightly fee.

Wiring/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.



Harassment policy

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 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.

Harassment consists of abusive behavior directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, age, or physical or mental disabilities, including learning disabilities, mental retardation, and past/present history of a mental disorder.

In implementing and enforcing this policy, the University recognizes as a primary concern the protection of personal safety, human dignity and individual self-respect, both of complainant(s) and of alleged violator(s). Every attempt will be made to protect any complainant or alleged violator from further harassment or injury. Strict confidentiality will be maintained. Unsubstantiated case records will be kept in the employee's/student's confidential file for a minimum of three years, after which time those records will be destroyed. Substantiated case records will be kept in the employee's/student's confidential file while he/she is a member of the University community and for a minimum of three years following termination.

All members of the University community are responsible for the maintenance of a social environment in which people are free to work 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. This policy against harassment will be communicated to each employee and student of the institution through the appropriate handbook. No employee or student will be exempt from this policy.

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."

Sexual assault policy

1. Scope of policy

The policy regarding sexual assault includes any student or employee who commits a sexual act against another university student, faculty, or staff member, occurring on university property or at a university sponsored event. A sexual act committed against another person with or without consent may be classified as a felony or misdemeanor violation of South Dakota Codified Law. Any person having knowledge, who does not have legal privilege, is required to report felonies to law enforcement.

2. Definition of sexual assault

Sexual assault is any unwanted physical contact of a sexual nature, whether by an intimate partner, friend, acquaintance or stranger, that occurs without consent by both individuals or that occurs under threat or coercion. Persons who are unable to give consent because of their physical or mental capacity, or the influence of alcohol, marijuana or other illegal controlled substance, or who are under hypnosis at the time that they are subjected to the sexual assault shall be presumed incapable of effective consent. A sexual act committed against another person with or without consent may be classified as a felony or misdemeanor violation of South Dakota Codified Law.

3. Procedures in the event an assault occurs

As soon after the alleged assault occurs, USF campus safety should be contacted. Campus safety will make appropriate contacts including the Sioux Falls Police Department. Residence life staff should also be notified if the assault is related to University Housing facilities. The residence life staff in coordination with the university counselor will assist victims and bystanders with emotional and safety concerns. The dean of students 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:

a. Medical treatment

For life threatening emergencies, call 911. For treatment of less serious injuries, victims should: consult resources on final page. For evaluation of sexually transmitted diseases and pregnancy, victims should: consult resources on final page.

b. 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 their right to report the incident to law enforcement and will assist with making that report if requested by the victim.

c. 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.

4. 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 in incident reported under this policy indicates that the perpetrator poses an immediate threat to others at the University, the designated campus 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 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.

5. 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. The

accused and the victim shall have a right to be present at any hearing conducted during that process. For employees accused of a violation of this policy, the disciplinary process will be handled in accordance with the procedures set forth in the faculty/staff handbook.

6. Sanctions

Maximum sanctioning for the offense of sexual assault could be disciplinary expulsion from the University of Sioux Falls with lesser sanctions also a possibility, including, but not limited to, counseling evaluation session, restrictions on participation in campus activities, removal from campus residence life, and disciplinary suspension or probation. 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.

7. 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, co-habitation outside of marriage, inter-visitation, etc.)

8. 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 Office, the University of Sioux Falls 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 USF Campus Safety, the U-SaFety Program, 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:

USF Campus Safety On-Call	(605)321-6400or (605) 359-7571
Sioux Falls Police Department Non-Emergency	(605)367-7000or Emergency 911
Dean of Students	(605)376-1366or (605) 321-0652
University Counselor	(605)331-6619or (605) 575-2030
Emergency Ambulatory Care	911
Center for Family Medicine (USF Health Services)	(605) 339-1783
Sanford Emergency Room	(605) 333-6688
Avera McKennan Emergency Room	(605) 322-2000
U-SaFety Walk	(605) 321-6400

Computer Use Policies

Computer use

Every USF student (part or full-time) should obtain a computer account through the USF Computer Center. Professors use e-mail for class announcements and the University offices use the campus e-mail to make contract with students. 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.

To obtain a computer account, simply stop by the USF Computer Center (2nd floor Salsbury Science Center) or you may obtain an account request form at either the Information Desk in Jorden Hall, the DCP Office (Cleveland Center) or the Student Development Office (Student Center-1st floor). This is an easy and simple process.

Student access to the USF network is for ONE TERM only and needs to be renewed each semester.

Improper use of computers

Definition: Using computers to obtain or distribute improper/illegal communications; degrading, compromising, or tampering with computer files, equipment, and systems; circumventing systems that are protected; using computers to cheat.

Examples:

- 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/using another person's pass-word 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/using un-authorized material, supplying/communicating unauthorized information to another user using a stand-in respondent or substitute participant in an online course.

Sanction for failure to log-off the computer

If an individual fails to log-off the network and subsequently an unacceptable email message is sent by another person, the individual who failed to log off will be held responsible and will be subject to University of Sioux Falls conduct procedures and a possible suspension of email privileges.

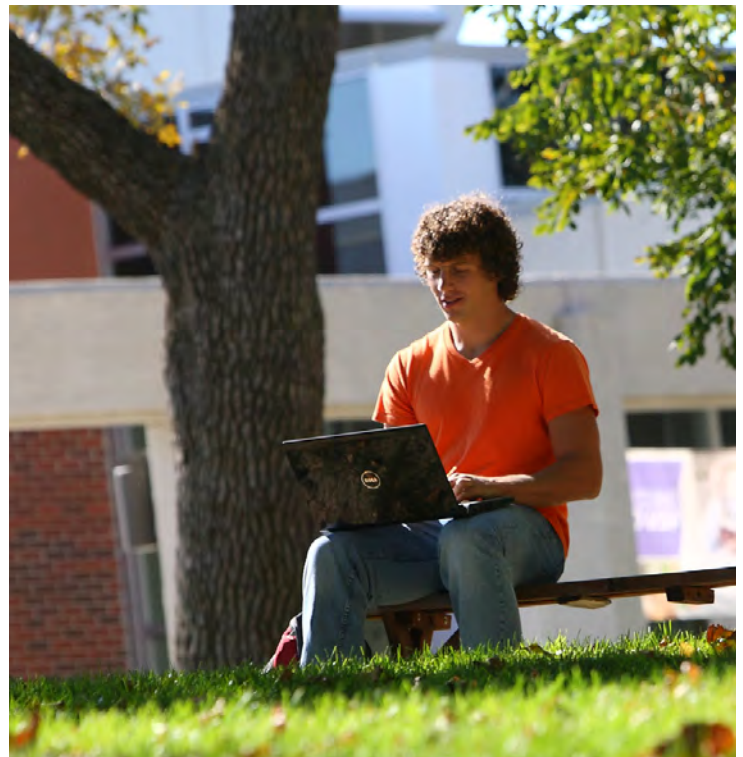
Software policy

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 microcomputers.

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

1. It is in the public domain.
2. It is covered by a licensing agreement with the software author, authors, vendor or developer, whichever is applicable.
3. It has been donated to the University and a written record of a bona fide contribution exists.
4. Has been purchased by the University and a record of a bona fide purchase exists.
5. It has been purchased by the user and a record of a bona fide purchase exists and can be produced by the user upon demand.
6. 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.
7. It has been written or developed by the USF Computer Center, faculty or staff for the specific purpose of being used in USF computer laboratories.
8. 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.



Transportation Policies

Parking policy

- The University offers limited parking for students, faculty, staff, and guests. Parking permits can be picked up at the campus safety office.
- Permits are required on all vehicles parked on USF property between the hours of 8am and 4pm, Monday thru Friday. Any vehicle parked on campus without a permit will be ticketed and after second offense the vehicle will be subject to towing at owners expense.
- All guests on campus must have a visitor's permit displayed on their rear view mirror when parked on USF property between the hours of 8am and 4pm, Monday thru Friday. Any vehicle parked on campus without a permit will be ticketed and after second offense the vehicle will be subject to towing at owners expense.
- Visitor parking is provided on the south end of the Pierce Hall parking lot. These parking spots are for visitors only. A visitor's permit must be displayed. Violators will be ticketed and/or towed.
- Signs indicate special parking spaces, which are reserved for Resident Directors, people with disabilities, and college-owned vehicles. Please take note of these locations and respect them. Non-authorized vehicles parked in these spots may be ticketed and/or towed.
- Parking in fire lanes or other spaces which are marked for no parking will result in offender's vehicle being ticketed and/or towed.
- NO ABANDONED VEHICLES ON CAMPUS! A vehicle left unattended for more then 10 days will be considered abandoned and towed at owner's expense.
- Motorcycles and mopeds cannot be parked in parking spaces designed for automobiles. Some spaces for motorcycles and mopeds are provided on campus in specific lots.
- 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.

Snow removal policy

- In the event the University needs to plow the parking lots an e-mail/text message will be sent to all campus residents. This information will include the approximate time the snow removal will begin and where you can move your vehicle while the lot is being plowed. If your vehicle is left in the lot that is being plowed after the e-mail/text is sent, it will be towed to a cleared lot on campus at your expense.

Parking violations

Parking in reserved spaces, or parking in any "permit" lot without a permit is considered a parking violation. Improper parking includes blocking sidewalks, traffic lanes, fire lanes, driveways, using more than one parking space, blocking other vehicles, parking by yellow curbs, ALSO, parking in loading zones or special "NO PARKING" areas is prohibited. Owners will have their vehicles ticketed and/or towed at their own expense. Parking in a handicapped space or fire lane will result in a \$100.00 ticket issued by USF Campus Safety. City police may also ticket and tow the vehicle resulting in a significant fee. Parking in such a way that makes seeing the permit impossible by patrolling campus safety officers is also a violation.

Parking fines

The University fines students for parking violations including:

- Parking in Handicapped or Fire Lane, \$100
- Failure to Display Permit or Visitor's Pass, \$25
- Altered, Counterfeit, or Misused Permit, \$25
- 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, \$25
- Disobeying Security Officer, \$100

Towing

Tow away zones are marked in some locations on campus. In addition to these zones, any vehicle parked in handicapped spaces or other specially designed no parking areas may be towed. 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. If your car has been towed, contact the USF Campus Safety/Security Office.

Skateboards/In-line skates

Students using in-line skates and skateboards 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.

Bicycles

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

Policy for Reserves Called to Active Duty

The University of Sioux Falls wants to minimize inconveniences and disruptions that may be caused when students in the reserves are called to military duty.

- Any student called to active duty may withdraw from all courses and receive a 100% refund of tuition and fees.
- If the student is called to active duty after mid-term and if time permits, the student may request permission from the instructor to receive an Incomplete in the course. No refund would be issued.
- A copy of the student's orders must be provided to the Office of the Registrar with a signed letter indicating whether the student is withdrawing or requesting incomplete grades.
- Grades of "W" will be assigned for those students choosing the withdraw option.
- Students receiving financial aid will be subject to the refund policies for the agencies sponsoring the aid.
- Degree Completion or MBA students would not receive a refund but would continue the program upon their return with a current group. There would be no refund for the term or payment due when they return. In the event a student does not or cannot return to the program, there would be a 100% refund of tuition and fees for that course or component provided the request is made within two months of the student's return from active duty.
- Refunds for room and board would be for the unused portion only.

Questions concerning this policy should be directed to the USF Office of the Registrar.



USF Student Safety

Cougar Walk

Call (605) 321-6400 or (605) 359-7571

USF has invested a great deal of resources into the campus safety program. In addition to surveillance cameras throughout our campus, the Campus Security personnel are available seven days a week and 24 hours a day, who will be pleased to walk with you to your car or building to ensure your safety. Simply call (605) 321-6400 or (605) 359-7571.

Student safety suggestions

- 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 lighted, 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.
- Check out your surroundings before you get out of your car.
- If you lose your keys or ID card, notify USF authorities immediately.
- Never wedge open a door.
- Don't keep valuables in view in your car.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act

The University Campus 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 web site at www.usiouxfalls.edu/stuserv/jeanneclery.htm. This report is prepared in cooperation with local law enforcement agencies, the Student Development Office, and Academic Affairs Office. 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.

Fourth, 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 Associate Vice President for Student Development who serves as the chief conduct officer for the University. The Director of Campus Safety or the Associate Vice President for Student Development will notify the campus of incidents or individuals that may be harmful. The Director of Campus Safety 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 Development Office within 24 hours of the incident. The Director of Campus Safety/Security will coordinate reporting procedures for victims of criminal activity on campus, working with other campus offices as well as local authorities. The Director of Campus Safety/Security 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 Director 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.

All members of the campus community are encouraged to immediately report any suspicious or criminal activity to the Campus Safety/Security Office by calling 321-2726 or 359-7571. 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.



In case of emergency:

- Dial 911. Identify yourself, the type and location of the emergency.
- Call Campus Security at (605) 321-6400 or (605) 359-7571.
- If the incident occurs in a residence hall, contact a member of the Residence Life staff

Missing person policy and procedure

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 know 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 and 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, the Dean of Students will place the call.

At the beginning of each academic year, students will be asked to provide, on a voluntary basis, emergency contact information 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 an employee's 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 and Security Office. The employee is responsible for updating this information as it changes.



General information—student

1. The University official receiving the report will collect and document the following information at the time of the report:
 - a. The name and relationship of the person making the request.
 - b. The date, time and location the missing person was last seen.
 - c. 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.
 - d. 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 and Security in order to update them on the situation and to receive additional consultation. The Director of Campus Safety and Security will determine when the Dean of Students and Student Development director need to be contacted. The Director of Campus Safety and Security and the Dean of Students will determine if/when the Cabinet and Communications director need 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.
 - a. Call the student's room.
 - b. Go to the student's residence hall room.
 - c. Talk to the student's residence assistance, 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.
- d. Secure the current student ID (from security) or other photo of the student from a friend.
- e. Call and text the student's cell phone and call any other numbers on record.
- f. Send the student an e-mail.
- g. 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 and Security Office and the Residence Life office may be asked to assist in order to expedite the search process.
- h. 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 networking sites such as MySpace, Facebook, and Twitter.
- i. Determine the student's car make, model, and license plate number. A member of the Campus Safety and Security Office will also check the USF parking lots for the presence of the student's vehicle.
4. The USF IT staff may be asked to obtain email logs 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 and 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 policy can be contacted immediately. If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the University.

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 your Resident Assistant or Resident Director to file a report. The college will either handle the situation internally or will inform the local law enforcement and request their assistance. The Director 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 college's action and may always pursue direct police involvement.

In addition crimes can be reported to the following people:

Kevin Grebin, Director of Campus Safety/Security	(605) 331-6591 or (605) 321-6400
Karen Sumner, Associate Vice President for Student Development	(605) 575-2030 or (605) 376-1366

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.

In the event that criminal activity, in the judgment of the Director of Campus Security, represents a continuing threat to the campus community a "timely warning" will be issued. It will be reported by such means as e-mail advisories, special posted announcements, verbal warnings and informational articles in the Vessel, etc. The immediacy of a report will be determined with the help of the local police on a case-by-case basis in light of all the facts surrounding the crime.

Higher Education Opportunity Act Student Disclosure Notices

Campus Safety Disclosures

The Jeanne Clery Reports for the past three years are located in the Handouts section of Federal Compliance.

- 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.

Peer-to-Peer File Sharing (IT)

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 <http://siouxfalls.edu/p2pdisclosure>

Off-campus conduct

Upon occasion, activities of students result in violation of the law, and in such cases, college officials shall be prepared to apprise students of source(s) of legal counsel and may offer other assistance. The University of Sioux Falls 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 grave misconduct which demonstrates flagrant disregard for the campus community. 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 room/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 RA or RD.

Textbook Information Disclosures

Prior to the semester, course lists are posted on the USF website.

Educational Outcomes: Placement Information

Placement: USF administers an online survey within six months of graduation to assess the professional activities graduates. The results are published on the Career Services and Admissions website.

Intellectual Disabilities: In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. As Amended, USF provides equal access and accommodations for students with physical, psychological, learning and intellectual disabilities. Information may be found on the Learning Accessibility Services website.

Net Price Calculator

The University of Sioux Falls provides a net price calculator for full-time undergraduate students pursuing college to estimate the individual cost using current tuition costs and estimating their 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 net price calculator is available to students on the Financial Aid website.

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.

Other Student Information

Directory information at USF is defined as:

Student name, campus address, campus phone, permanent address, permanent telephone, email address, parents' names, hometown, religious affiliation, high school attended, dates of attendance, full time/part-time status, honors, awards, special recognition, degrees received, major, classification (Senior, Junior, etc.), activity, photo-graphs, and sports participation (including height and weight of team members.)

Posting of signs on campus

No posters or signs may be posted on windows, doors or walls in campus buildings. Material may be only posted on designated bulletin boards in campus buildings. Any guidelines pertaining to the usage of any campus bulletin boards shall be printed and posted on any bulletin boards. Those bulletin boards designated for specific use by campus offices or organizations may not be used to post other information. All off-campus information must be approved by the Student Development Office (Student Center-1st floor) before being posted.

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 Associate Vice President for Student Development. Advertising includes on-campus signs, e-mails, and other forms of advertising.

Off-campus freedom and responsibility

Students have freedoms and responsibilities as citizens. Membership in the University community does not abrogate the responsible exercise of citizenship off-campus. Activities of students may result in violation of law and University policies. The student, who, in the course of off-campus activity, violates institutional regulations, is subject to university conduct actions.

International travel

When traveling internationally as part of a USF group, you will likely confront 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 socially, 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.



USF Fight Song

When those USF teams fall in line,
Another game we'll win another time.
For dear old USF we'll yell, we'll yell
For dear old USF we'll yell, we'll yell, we'll yell.
And then we'll fight! fight! fight! for every score,
And when we win this game we'll win some more.
Then we'll roll those (name of opposing team) on the floor, on the floor, Roll, Roll, Roll!

