



# STUDENT HANDBOOK



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## WELCOME to Black Hills State University

### Greetings, Yellow Jackets!

*Welcome to Black Hills State University. We are so pleased you have chosen to be a part of our campus community. As a new student or one returning to campus, your academic journey can be exciting, challenging, and awe-inspiring.*

*The following pages in this handbook will provide you with the basic information about services, organizations on campus and the policies that have been created to keep you safe, engaged, and successful during your time at Black Hills State University.*

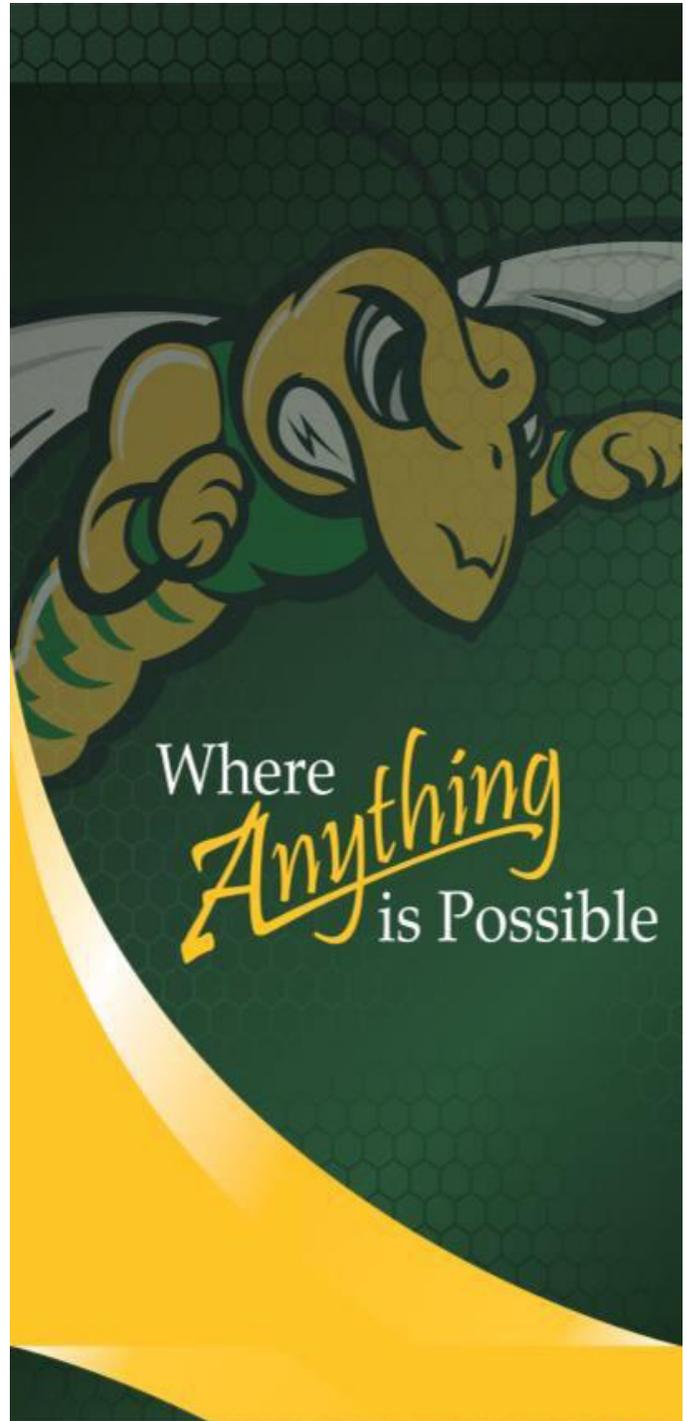
*At BHSU, we live our values and purpose. We strive and inspire our students through life-changing learning experiences to become educated leaders and engaged citizens. We provide quality and rigorous programs, undergraduate research opportunities, student involvement and creative activities and global learning experiences. We lead with integrity, honor our heritage, celebrate our diversity, serve our community, and thrive in the Spirit of the Black Hills.*

*Please let me know if you have questions regarding the information presented in this handbook or need assistance on campus. My office is located in the Student Union, Room 105. You may reach me at: [Jane.Klug@bhsu.edu](mailto:Jane.Klug@bhsu.edu) or 605-642-6080.*

*My hope is that you experience all you can – create wonderful memories, go to class, meet new friends, be safe, study hard, and live your purpose.*

### **GO YELLOW JACKETS!**

*Dr. Jane Klug, Dean of Students*



## BHSU Values:

The values of Black Hills State University form the basis for our culture and guide decision-making. All members of our university community are expected to embody these values in their interactions and to use them as a compass, so that we can create an environment that is conducive to success and progress. By living these values, we will ensure that our institution continues to be a beacon of excellence both in South Dakota and around the world.

- Collaboration
- Integrity
- Excellence
- Adaptable
- Student-Centered

## Notice of Non-Discrimination

Black Hills State University affirms its commitment to non-discrimination in accordance with state and federal laws. BHSU prohibits discrimination based on race, color, religion, creed, national origin, age, marital status, gender, sexual orientation, gender identity, veteran status, pregnancy or disability. Prohibited sex discrimination includes sexual harassment, including sexual violence, non-consensual sexual contact, or non-consensual sexual intercourse (or attempts to commit same), and sexual exploitation.

BHSU Title IX Coordinator | Dr. Breon Derby | [Breon.Derby@BHSU.edu](mailto:Breon.Derby@BHSU.edu) | Young Center room 202 | 605.642.6977 or 605.642.6590

## Register for classes

Registrar's Office | Woodburn Hall 114 | [www.bhsu.edu/Registration-Records/](http://www.bhsu.edu/Registration-Records/)  
Student Success Center | E.Y. Berry Library | (605) 642-6934 | <https://www.bhsu.edu/student-life/student-services/academic-advising/>

Students who need assistance when selecting and registering for classes should contact the Student Success Center, the Registrar's Office, or – for those students in the TRIO program – your TRIO advisor. Students who attend at the Rapid City location can visit with their professional advisor in Rapid City.

Professional advisors in the Student Success Center provide registration-related services including working through scheduling difficulties and holds, selecting appropriate courses dependent on their program and goals, determining major/minor and appropriate credit load, and altering a plan of study. Students should use JacketHub to make an appointment with their professional advisor in the SSC, or just drop in and see how the professional advisors in the Student Success Center can help. The Registrar's Office can help students with registration issues, navigating MyBHSU, transfer credit evaluation, placement information, changing their major or minor, withdrawing from a course, and ordering transcripts.

## Billing and Payment

### Tuition Payment and Confirmation

Cashier's Office, Woodburn Hall, 1<sup>st</sup> Floor, Student Payments Window | [AccountsReceivable@bhsu.edu](mailto:AccountsReceivable@bhsu.edu) | 605.642.6480

You may access complete billing and payment information, including the BHSU Monthly Payment Plan, at [www.BHSU.edu/PayForCollege](http://www.BHSU.edu/PayForCollege).

**You will not receive a paper bill. Your "eBill" is available to view or print from SDePay.** You will receive an e-mail at your Yellow Jacket e-mail account when the bill is posted. You will also always have a Current Activity (summary) available after the initial billing date since your bill could change if you make revisions to your classes, room or meal plan. Make sure that you review your SDePay current activity carefully. Items to review for accuracy are: your class schedule, tuition, fees, room and dining charges, and financial aid. Remaining, estimated, or pending aid is different from aid paid or applied aid. Aid is applied to your bill approximately 8 days prior to the beginning of the semester if all paperwork is complete. If your aid has not been paid to your bill, make sure to contact Student Financial Aid to see if you qualify for a deferment.

**Payment is due by the first business day after census of each semester. Past due accounts are subject to late charges and class cancellation. A financial aid deferment may be available by contacting the Student Financial Aid Office.**

By making a timely payment and completing the electronic attendance confirmation, you will guarantee your class registration and expedite any financial aid refunds you may be expecting. All students should complete the **Attendance Confirmation** before the payment due date of each semester. If your plans change prior to the beginning of the semester, please notify BHSU immediately so that no financial obligation is incurred. Electronic attendance confirmation is available in your myBHSU account approximately 30 days prior to the beginning of each semester.

## Financial Aid

### Financial Aid Office

Financial Aid Office, Woodburn Hall, 114 | [BHSUFinance@bhsu.edu](mailto:BHSUFinance@bhsu.edu) | 605.642.6415

If you haven't already applied for financial aid, do so now. The first step in applying for aid is to complete the FAFSA (Free Application for Federal Student Aid). This must be completed annually to determine federal and state student aid eligibility. You can complete the FAFSA any time after October 1 for the upcoming academic year. It's recommended that you do this as early as possible. Never pay to submit the FAFSA form. Complete the FAFSA online at <https://studentaid.gov/>. **BHSU's school code is 003459.**

Respond to requests for information/documents promptly, including your acceptance of aid. If you are borrowing a Direct Loan for the first time, you must complete an MPN (Loan Agreement) and complete loan entrance counseling. To begin these requirements, go to <https://studentaid.gov/>.

If you are eligible for veterans' educational benefits, contact Greg Krajewski, Director for Military & Veterans Services, at [veterans@bhsu.edu](mailto:veterans@bhsu.edu) or call 605-642-6415.

If you have accepted a federal work-study award, you will receive an email authorization approximately a month before the fall semester begins with information on how to find a position on campus and the paperwork needed to get paid.

The **Tuition Calculator** on the website can give you an idea of what you will owe for the upcoming semester. To access the calculator, visit [www.BHSU.edu/PayForCollege](http://www.BHSU.edu/PayForCollege)

Recipients of outside scholarships need to complete the form located at [www.BHSU.edu/FinancialAid](http://www.BHSU.edu/FinancialAid), Forms tab. Financial Aid asks that scholarship money be received by July 31 (December 31 for the spring semester) to allow for processing time.

Recipients who are receiving federal financial aid need to complete the **Authorization to Pay Expenses** to allow federal aid to pay expenses other than tuition, fees, room, & board (e.g.: bookstore charges). This is part of the Attendance Confirmation process. Students at BHSU use a variety of financial options to help pay for their expenses. For more information, visit [www.BHSU.edu/PayForCollege](http://www.BHSU.edu/PayForCollege)

*Read everything carefully and ask questions. The Student Financial Services Office is here to help.*

## Campus Life and Student Services:

### Student IDs

BHSU E.Y. Berry Library Help Desk | (605) 642-6513 | [buzzcard@BHSU.edu](mailto:buzzcard@BHSU.edu) | [www.BHSU.edu/BuzzCard](http://www.BHSU.edu/BuzzCard)

BHSU Buzz Card is your all-in-one student ID, access credential, library card, meal card, and debit card.

As a student ID, your Buzz Card provides access to BHSU computer labs, the Young Center Fitness Center, Health Services, and student activities, such as athletic events, plays, and concerts. As an access credential, your Buzz Card provides door access to your residence hall and other buildings. As a meal card, your Buzz Card is accepted at all on-campus dining areas. Meal purchases are deducted from your board plan, your Dining Dollars balance, or Buzz Bucks. As a debit card, Buzz Bucks can be spent at on-campus vending machines, laundry machines, printers, dining areas, the University Bookstore, Mail Services, and off-campus vendors.

To add funds to your Buzz Card, you may access your Buzz Card account online at [www.BHSU.edu/mybuzzcard](http://www.BHSU.edu/mybuzzcard), utilize the mobile app, or deposit cash onto your card using one of the many Buzz Card stations located on campus.

### Residence Halls

Residence Life | Woodburn Hall 124 | [www.BHSU.edu/ResidenceLife](http://www.BHSU.edu/ResidenceLife)

Much more than a place to park your backpack, your residence hall is your new home, which includes a community of friends and fellow students. The Halls are a special community where you live, learn, and make life-long friends. Anything is possible with BHSU Residence Life.

Live-on requirement: All students within two years of their high school graduation date are required to live on campus. See the Residence Life staff for possible exceptions. Visit the full policy for additional information.

Internet connection in rooms: Each room is equipped with high-speed internet. The Residence Life Network (Blackhills) is an internet service that provides a reliable connection for students in the residence halls and the Yellow Jacket Apartments. To connect to Blackhills, users must meet minimum system requirements. Requirements and network access are enforced by a system called Safe Connect that checks for anti-virus, patches, and other security-related updates. All residence halls have wireless and ported Internet access.

For more information visit: [www.bhsu.edu/iits/Services/ResNet/tabid/9635/Default.aspx](http://www.bhsu.edu/iits/Services/ResNet/tabid/9635/Default.aspx)

**Cable TV:** Bring your own television to access extended basic cable that is available in each room at no additional charge. BHSU provides digital cable boxes and remotes to use with your TV, you will need to provide your own coaxial or HDMI cables.

**Laundry:** Each residence hall and campus apartment building has washers and dryers available for students. You pay for laundry with your Buzz Card.

**Kitchenettes:** Every residence hall is equipped with a kitchenette area that includes a stove, refrigerator, microwave, and sink.

**TV and VCR/DVD:** A television and DVD/Blu-ray player is available for use in the lobby areas of each residence hall and in the G Lounge in the Yellow Jacket Apartments.

**Items to bring:**

- Linens - mattresses in the residence halls are extra-long twin (visit [www.rhl.org/bhs](http://www.rhl.org/bhs) for linen options).
- Refrigerator - compact refrigerators no larger than 4.4 cubic feet may be used.
- Microwaves - 1000 watt or less.
- Television and DVD/Blu-ray player, gaming console (Play Station, X-Box, etc.) - make sure to talk to your roommate and decide prior to moving who will bring these items.
- Personal decorations and mementos - avoid using duct tape, foam tape, or nails.
- Power strip with surge protection.
- Laundry detergent and basket.
- Toiletries.
- Cooking and eating utensils.
- Coffee pot/Keurig.

**Do not bring:**

- |   |                                     |
|---|-------------------------------------|
| • Extension cords   | • Candles or any open flame devices |
| • Personal grills (i.e. the <i>George Foreman Grill</i> ) | • Contact paper                     |
| • Personal pizza ovens                                    | • E-cigarettes/Vape Pens            |
| • Hotplates   | • Halogen lamps                     |
| • Toasters and toaster ovens                              | • Hover boards                      |

## Dining Services

Student Union 105 | 605-642-6896 | <https://dinebhsu.sodexomyway.com>

Yellow Jacket Dining operates three dining locations on campus for students, faculty, staff, and community members:

The Hive in the Student Union is proud to offer a dining program complete with signature brands and menu selections that include just about every item you can imagine. Feast your eyes on what we have available! Featuring a wide variety of fresh foods designed to satisfy everyone's appetite with choices to rival your favorite restaurants including grill items, deli, pizza, pasta, homestyle entrees, soups, and salads. The Hive also features a U-Cook station where students will have the opportunity to concoct their own culinary creations.

Einstein's Bros. Bagels in the EY Berry Library, offers bagels, schmear, salads, sandwiches, and wraps for breakfast, lunch, and dinner. They also serve coffee, specialty coffee drinks, and smoothies.

Starbucks in the Student Union offers hot and cold beverages. Also, available is a variety of pastries, sandwiches, and wraps for anyone looking for quick on the go options.

Twelve Market in Bordeaux Hall is a 24-hour market with grab-and-go creations. Introducing three revolutionary fully autonomous solutions: LeBread Xpress serving fresh baked pastries, pizzas, calzones, and along with YoKai Express serving delicious ramen and Starbucks® "Serenade" Single-Cup Coffee Machine which allows customers to make their favorite custom, freshly brewed bean-to-cup coffee right from their smartphones.

Dining Dollars, associated with all meal plans, and Buzz Bucks can be used at any food service location on campus. Students living off campus may purchase a commuter or a resident hall meal plan, or use Buzz Bucks, cash, or credit card to purchase individual meals.

Hours of operation for each location and menu items can be found at <https://dinebhsu.sodexomyway.com> BHSU Dining Service does close for several University sanctioned breaks (Thanksgiving, Spring, Summer Break, etc.). Students can find these dates on the BHSU webpage calendar or located in the Student Union before each break.

If a student is in need of Dining Services during any break, please contact dining service at 605-642-6896. Please contact us at 605-642-6896 for questions or more information.

## Career Development

BHSU E.Y. Berry Library, Room 175 | (605) 642-6269 | [Careers@bhsu.edu](mailto:Careers@bhsu.edu) | <http://www.bhsu.edu/careers>

The BHSU Career Development Office supports all BHSU students in Spearfish, Rapid City, Ellsworth Air Force Base, and online in career and professional development.

Currently enrolled students automatically have a Handshake account created for them once they are enrolled into a BHSU course. Handshake provides the student 24/7 access to on-campus, off-campus, internship, full-time, part-time, permanent, and temporary/seasons positions in the local Black Hills and world-wide. Students may also view all events, workshops, and fairs hosted by Career Development on Handshake or the Career Development website.

BHSU Career Development hosts a series of fairs both in the fall and spring semesters for students including:

- Part-Time and On-Campus Job Fair (FALL)
- Accounting Fair (FALL)
- Healthcare Meet-Up (FALL)
- Teacher Fair (SPRING)
- Yellow Jackets Job and Internship Fair (SPRING)

For students searching for additional employment opportunities outside of the BHSU hosted fairs, they may attend any South Dakota Association of College Career Centers (SDACCC) fair as BHSU is an active member of. These fairs include:

- South Dakota Business, Industry, and Government Career and Internship Fair (Sioux Falls, SD in the SPRING)
- South Dakota Teacher Career Fair (Sioux Falls, SD in the SPRING)
- Black Hills Regional Job Fair (Rapid City, SD in the SPRING)

Student support for preparation of career fairs include a series of group workshops hosted by Career Development both in the fall and spring semesters. Specific date(s), time(s), and location(s) can be found on [Handshake](#) and topic areas include the following:

- What Am I Doing With My Life: Adventures in Major and Career Exploration
- Pre-Fair Workshop: Drop-In Style
- Professional Document Workshop: Resumes, Cover Letters, & More!
- Internship and Job Searching
- The Art of Mingling: Networking and Interviewing
- Last Chance Before Graduation: Job Searching!

Students are also able to seek individual 1:1 support through appointments which can be made in [JacketHub](#).

- [Career Exploration \(Major Exploration included\)](#)
- [Focus2 & Personality Assessments](#)
- [Internship for Academic Credit](#)
- [Interviewing Assistance](#)
- [Job & Internship Searching](#)
- [Resume / Cover Letter / References Page Critiques](#)

The BHSU Peer Mentor program is also housed within Career Development and is a program where our newest Yellow Jackets (incoming or underclassmen students) can seek a mentor to help in their transition to the BHSU Culture and Community. BHSU Peer Mentors are upperclassmen that are seeking a position to support students in acclimating to BHSU through regularly scheduled peer to peer meetings and supporting students with getting involved on campus. Applications to become both a Peer Mentor or Peer Mentee can be found here: <https://www.bhsu.edu/Student-Life/Student-Services/Career-Development/BHSU-Peer-Mentor-Program>

BHSU Career Development is composed of a Director, Peer and Internship Coordinator, Career Development Assistants (work-study student employees), BHSU Peer Mentors (upper-class BHSU students of a wide variety of majors, minors, and campus involvement), and interns to support our BHSU students in succeeding here at Black Hills State University. A full list of the Career Development Team can be found here: [https://www.bhsu.edu/Student-Life/Student-Services/Career-Development/Career-Development\\_Team](https://www.bhsu.edu/Student-Life/Student-Services/Career-Development/Career-Development_Team)

## Computer Recommendations

Library 120 | 605-642-6580 | [www.BHSU.edu/IITS](http://www.BHSU.edu/IITS)

BHSU strives to offer great technology services to all students and patrons. Some of the technology resources offered by BHSU include student computer labs, Microsoft Office Suite for current students, and wireless Internet access.

Students are encouraged to bring a laptop of their own to campus. Owning a laptop computer gives students mobility with wireless Internet access available across the campus.

Technology is continually decreasing in price, and personal computers have become more affordable with every passing year. It is now possible to purchase a laptop at the cost of less than \$1,000, which will remain functional for your entire university career. When shopping for a computer, keep in mind that any computer meeting the minimal configuration listed below will work well to do homework and access the internet. Contact Network & Computer Services at 605-642-6580 if you have questions. They will be happy to discuss computing needs and current market pricing with you.

Computers connected to the BHSU network must have a licensed copy of Windows 10, Windows 11, or MacOS (only versions currently under Apple support). The computers will also need the latest operating system patches/service packs and up-to-date antivirus software. i5 and i7 processors and 8 GB of memory are highly recommended.

Computers with the following operating systems are not allowed to connect to the network: Windows 8.1 and earlier or MacOS versions no longer supported by Apple. Linux distributions are permitted with their latest patches but may not be fully supported.

## Network Access

When properly registered, each student is provided an email account for accessing the various university systems. Before a student can access the university systems, they must change their password by visiting BHSU's Password Reset Portal located at <https://account.bhsu.edu/> and selecting the "Forgotten Password" button. The Password Reset Portal will send a password reset link to the student's alternative email address, which allows them to set their initial password on the account.

BHSU, along with the rest of the Board of Regents, has implemented a multi-factor authentication system called Duo for all students. Duo requires students to approve logins into their account from a mobile device and helps protect their information from being accessed by unauthorized individuals. Students must install the Duo app on their smartphone or tablet or utilize a hardware token.

BHSU Email: [mail@yellowjackets.BHSU.edu](mailto:mail@yellowjackets.BHSU.edu)

BHSU provides an email address for all registered students through Microsoft 365. By using this service, BHSU ensures the account remains usable by the student even after graduation. Office 365 provides students with many resources:

- 99 GB inbox
- 5 TB of online storage via the OneDrive for Business
- Access to MS Office Web Apps and Desktop Applications

BHSU also offers students the ability to download and install the latest version of the Office Suite on up to five personal computers—Mac or Windows—and utilize Office Suite on a variety of mobile platforms, such as iPadOS or Android. Additionally, your email address can be used to gain access to discounted student pricing on a variety of products and services. E-mail has become a primary mode of communication across campus.

**\*\* Students should check their e-mail at least once a week. \*\***

## Privacy of Educational Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the eligible student when he or she reaches the age of 18.

Generally, schools must have written permission from the eligible student to release any information, including grade and financial aid information, from a student's education record. The ideal scenario is for students to share their educational record(s) openly with parents, but sometimes there are situations that make this inconvenient or non-practical. To allow parents (or any other third party) access to their eligible child's educational record(s), the eligible child must fill out the **FERPA Educational Records Release Form** and return it to the Registrar's Office, Woodburn Hall, room 104.

The regulations implementing FERPA permit the disclosure of directory information. BHSU may disclose, without consent, directory information such as:

- Name
- Hometown
- Dates of enrollment (start date and end date)
- Academic level (undergraduate, graduate, professional)
- Major field of study
- Date of graduation, and
- Degree awarded

Generally, this directory information is releasable to any requesting person or entity (such as newspapers to announce awards, etc.) unless the student has followed the procedure to withhold disclosure of directory information. To prevent the disclosure of a student's directory information, the eligible student must fill out the **Directory Information Opt-Out Form** and return it to the Registrar's Office, Woodburn Hall, room 104 by the 10th day of classes of the first semester during which the student is enrolled.

## Student Consumer Information

The Student Consumer Information regulations of the United States Department of Education require universities to provide students access to certain information to which they are entitled as consumers. Information about financial aid, academics, campus safety and health, technology, university statistics, and enrollment is provided at [www.BHSU.edu/StudentConsumerInformation](http://www.BHSU.edu/StudentConsumerInformation).

## Student Organizations

Student Union, upper level | [www.BHSU.edu/StudentOrgs](http://www.BHSU.edu/StudentOrgs)

With more than 50+ student organizations and clubs at BHSU, you will definitely find one that interests you. Watch for the Student Organization Fair on the campus green and in the Student Union lobby areas at the beginning of each fall and spring semester. This is your opportunity to visit various organization booths, talk to current members, find out when and where the groups meet, what activities they plan, how they can benefit you, and how *you* can be a benefit to them. Every student has something to offer and something special to leave behind when they graduate. ***Get involved!***

## Offices and Student Resources:

**Academic Advising:** All degree-seeking students are assigned to a professional advisor who will assist them throughout their academic career. Students can find the name of their professional advisor by logging into MyBHSU and looking at their Student Profile or by viewing the "My Success Team" area in JacketHub. Professional advisors are assigned based on the student's program. Advisor assignments and changes are made in the Student Success Center.

Professional advisors assist students in course and major/minor selection, goal setting and achievement, overcoming academic and personal difficulties, and grad plan creation. Professional advisors are experts in specific program areas and can help answer general questions about navigating the BHSU environment, clarify university policies and procedures, and educate students about their major/minor and related opportunities such as clubs/student organizations, research, or internships. SSC advisors practice holistic advising and understand that sometimes students need help with the "life stuff" that gets in the way of academic achievement and graduation.

It is highly recommended that all students develop a relationship with their professional advisor and visit with them before registering for each semester's classes. Once a grad plan is made with an academic advisor, students should follow the plan closely and check in with their advisor before making changes. Remember that your advisor can connect you with faculty in your major and may have connections that could lead to your future career.

Working with your advisor for your entire college career is key to students' university success. Academic advising is an ongoing process in which professional advisors and faculty members help students define an educational plan consistent with their life goals. Take the initiative to get to know your advisor by scheduling regular appointments. Prepare for advising by becoming familiar with your degree requirements, using DegreeWorks to track courses you have completed, and coming prepared to appointments. For more information go to [www.BHSU.edu/Advising](http://www.BHSU.edu/Advising).

**Academic Affairs:** The Provost and Vice President for Academic Affairs, Dr. Jon Kilpinen, is available to work with you to help you succeed academically. He works with the three colleges and several other academic areas on campus to make sure you are receiving the best education at BHSU.

**Aquatics Center:** The Aquatics Center is in the Young Center. Hours will be posted or call 605-642-6196. Swimming classes are available and are listed in the BHSU class schedule.

**Art Shows:** There are a variety of art shows featuring students, faculty, and regional artists that are held regularly in the Ruddell Gallery, located on the second level of the Student Union adjacent to the Jonas Skywalk. Student artwork is also displayed throughout the campus.

**Athletic Program Support & Participation Rate:** For information on completion rates, transfer-out rates, and other statistics for students who receive athletically-related student aid, as well as information regarding institutional revenues and expenses attributable to intercollegiate activities contact Padraic McMeel, Director of Athletics, at 605-642-6885 or visit him at the Young Center, room 114. [www.BHSUAthletics.com](http://www.BHSUAthletics.com)

**ATM:** An ATM is located near the University Bookstore on the main level of the Student Union.

**Bookstore:** The University Bookstore, located in the Student Union, provides an extensive selection of new and used books, textbook rentals, BHSU merchandise, and electronics. The store also features coffee, cappuccino, and a variety of snacks and drinks. Special orders for books and supplies are welcome. UPS shipping is also available. The Jacket Zone in downtown Spearfish and the Young Center also offer a full line of BHSU apparel, and gifts. Shop online for books and BHSU merchandise at [www.bhsu bookstore.com](http://www.bhsu bookstore.com). Store hours are Monday-Friday, 8 a.m. to 5 p.m.

The BHSU Rapid City Campus Bookstore hours are Monday-Thursday, 8 a.m. to 7 p.m. and Friday, 8 a.m. to 12 p.m.

**Buzz Card:** For more information or to receive assistance with your Buzz Card, please visit [www.BHSU.edu/BuzzCard](http://www.BHSU.edu/BuzzCard), visit the BHSU Help Desk located in the Library, email [buzzcard@BHSU.edu](mailto:buzzcard@BHSU.edu), or call the Buzz Card Office at 605-642-6513.

**Career Development Office:** The BHSU Career Development Office, located on the first floor of the E.Y. Berry Library, is staffed with full-time professional and part-time student staff who work to support students in achieving the career and

professional goals. The staff assist students with major and career exploration, professional development including documentation through resumes, cover letters, and social media presence, and hosts multiple group workshops and career fairs each year. This is also the go-to office for seeking support in internships, off-campus, on-campus, and federal work-study employment. Students can schedule appointments through JacketHub or contact Career Development by emailing [Careers@BHSU.edu](mailto:Careers@BHSU.edu). Go to [www.bhsu.edu/careers](http://www.bhsu.edu/careers) for more information!

**Computer Labs:** Computers for student use are located on the second floor of Jonas Hall, on the lower level of the Student Union near Club Buzz, and on the first floor of the Library. These computers provide access to the campus network, e-mail, library resources, and the Internet. A network logon ID (username and password) is required to use the computers in these locations.

**Copy Machines and Printing:** Copy machines are located throughout campus and allow students to print or copy in black and white or color. Students need to either log in with their network logon ID or tap their student ID on the devices. Students are also able to install the printer on their personal devices by going to <https://www.BHSU.edu/Installprinter> and following the onscreen directions.

**Counseling:** BHSU Counseling Services promotes healthy and balanced lifestyle choices that are focused on the wellbeing of BHSU students. The staff help identify and strengthen coping and solution-based strategies to promote and foster personal awareness and positive mental health. They provide limited counseling services and educational programs to individuals and groups. If needed, students may be referred to off-campus resources for extensive mental health issues. Please call Student Health and Counseling Services at 605-642-6520 to schedule an appointment with one of our Counselors; there is no charge for counseling services on campus for registered students at BHSU. Visit [Student Counseling](#) for more information.

**Dean of Students:** Dr. Jane Klug is BHSU's Dean of Students. Her office is found in the Student Union, room 105e. Dr. Klug is available to work with you if you have issues related to your success as a BHSU student in and out of the classroom. Her office supervises a variety of services for students including campus involvement, leadership development, physical and mental health services, academic judicial problems and disciplinary referrals from instructors and professors. If you are faced with an unusual challenge, need support, or have a question, she is available to provide assistance and potential resources.

**Digital Media Resource Services:** Portfolio CDs and DVDs can be created and duplicated from computer files and video tapes at Digital Media Resource Services. These portfolios can document events such as music recitals, theatrical productions, photo exhibits, and science research. They can also bind your reports, research, and special papers into booklets for a professional touch and to preserve your documents.

**Disability Services:** Black Hills State University (BHSU) is committed to providing an equal educational opportunity and full participation in all University activities, programs, and services for students with documented disabilities. BHSU fully supports the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and all other pertinent federal, state, and local disability anti-discrimination laws. Disability accommodations and services for BHSU students, with documented disabilities, are registered with our Disability Services Coordinator. Contact the Disability Services Office at (605) 642-6099 to schedule an appointment with our Coordinator, located in the E.Y. Berry Library-Learning Center, room 240. You can visit [www.BHSU.edu/DisabilityServices](http://www.BHSU.edu/DisabilityServices) for more information. Students with disabilities may also benefit from the Student Support Services/TRIO program, described later in this handbook.

**Drop/Add:** The drop/add period is the time period during which students may adjust their academic schedule for the term without financial or academic consequences. The last day of the drop/add period for a course is designated as the

census date for that course and is the official date for enrollment reporting. The last day to drop a standard course without transcript entry is census date for each semester. The drop/add timeline for block courses will vary. Contact the Registrar's Office at (605) 605-642-6092 for specific deadlines. Student registrations can only be added to courses after the end of the drop and add period by approval of the instructor and academic dean.

**Employment – On-Campus/Work-Study:** Work-Study jobs provide a great opportunity to gain work experience and earn money without interfering with your classes. Students eligible for federal work study are encouraged to visit with BHSU Career Development, located on the first floor of the E.Y. Berry Library, Room 175 or email [Careers@bhsu.edu](mailto:Careers@bhsu.edu). Apply early!

**Fitness:** The Donald E. Young Sports and Fitness Center is a 172,000+ square foot sports and fitness complex. All registered students are eligible to use the facilities at the Young Center, including the swimming pool, field house, track, gymnasium, and fitness center, at no additional cost. Your Buzz Card must be shown each time you use the facility. For hours of operation or more information call 605-642-6096 or visit [www.BHSU.edu/YoungCenter](http://www.BHSU.edu/YoungCenter)

**Grades:** Faculty will enter grades via Banner no later than the third working day following the last day of finals. The Registrar's Office will verify grades no later than eight working days after the last day of final examinations for the term.

**Graduation:** Students must apply for graduation in the Registrar's Office by the following deadlines:

- May graduates - Feb. 15;
- Summer graduates - Feb. 15; and
- December graduates - Oct. 1.

BHSU officially graduates students at the end of fall, spring, and summer terms. The University holds a Commencement in May and December. All graduates are expected to be present for Commencement. Summer candidates are invited to participate in the May Commencement preceding the completion of their work.

**Graduate Programs:** Anyone interested in a graduate degree program or in taking graduate courses at BHSU should contact Academic Affairs at 605-642-6262.

**Health Services:** Student Health Services works with Monument Health in Spearfish as a service provider. A Certified Nurse Practitioner or Physician's Assistant is available for appointments Monday through Friday. Common triage services are free for registered students, including physical exams, strep tests, and STD testing. Lab work and more extensive services will be referred out. For more information call 605-642- 6520.

**Honors Program:** Dedicated to achievement, leadership, and community, the University Honors Program seeks to enrich its students' university experiences. The program is designed to provide the university's top students with the support and individualized instruction they need to pursue their academic and professional goals. The University Honors Program adds tremendous value to a Black Hills State University education, including more academic resources and opportunities, individualized instruction and faculty mentorship, and a dynamic academic and social network. Students who graduate from Black Hills State as University Scholars get their money's worth.

**Immunizations:** It is required of all admitted students born after 1956 to document their immune status for measles, mumps and rubella (MMRs). Proof of two doses of the MMR vaccine or of the presence of an immune antibody titer is required by South Dakota law. BHSU Admissions collects and electronically saves this information in students' admission files.

BHSU highly recommends students receive the shot series for Meningitis and Meningitis B. Meningococcal meningitis is a rare but serious disease that is life-threatening; it can strike without warning and progress quickly.

**Involvement:** Research and experience shows that students who become involved in their campus community are more successful, enjoy their college experience, and learn essential leadership skills. Consider participating in one or all of the Student Engagement and Leadership Center events to learn more about getting involved on campus and develop your leadership skills at the same time. Joining a student organization, working on campus, doing research with a faculty member, attending a leadership retreat, helping with your residence hall council are all different way to be involved. These opportunities will help you create a network with faculty and staff that will assist in your life after graduation and help you establish friendships that will last a lifetime. Additionally, the SELC Leadership Development Series provides opportunity for students to gain valuable training and skill development in a variety of leadership areas. Each workshop will focus on different aspects of leadership and personal development. For more information, contact Jessie Gramm at [jessie.gramm@bhsu.edu](mailto:jessie.gramm@bhsu.edu).

**International Relations & Global Engagement:** The Office of International Relations & Global Engagement is the connection place for international students. It provides students opportunities for becoming familiar with their new academic setting, the Spearfish community, and the Black Hills. The office also coordinates study abroad and student exchange experiences for BHSU students; international experiences for BHSU faculty and students; international research and manuscript publishing; and international presentation opportunities with international and domestic universities. For more information visit [www.BHSU.edu/International](http://www.BHSU.edu/International).

**Judicial Actions:** BHSU students are compelled to uphold the Student Conduct Code governed by the South Dakota Board of Regents. Students who live on campus are also compelled to uphold the Standards for Residential Living.

**Lost and Found:** For lost, stolen, or found items contact Facility Services at 605-642-6560.

**Mail:** Post office boxes are in the lower level of the Student Union. All residential student mail will be assigned a unit number to receive mail. University Mail Services, in the lower level of Student Union, provides postal services including postage stamp sales and mailing of letters and packages. Hours are from 8:30 a.m. to 3 p.m., Monday through Friday, or as posted.

**Major/Minor:** Contact the Student Success Center in the Library if you have questions or would like to talk to a professional advisor about your major or minor.

**Math Assistance Center:** The Math Assistance Center (MAC) located on the first floor of the library, offers free support and tutoring for all BHSU General Education Mathematics courses. No appointment necessary allows students to be able to get the assistance they need right when they need it; whether it be a single problem, entire topic, or just to utilize the space to work on your math. Our goal at the MAC is to provide BHSU students with the resources and support they need to succeed in math.

**Name/Address Changes:** It is very important to report all name and address changes to the Office of Admissions located in Woodburn Hall, room 107 or update changes online using Banner.

**Parking:** Parking permits may be purchased online

at: [https://commerce.cashnet.com/cashnetg/static/storefront/BHSU\\_BHGEN/catalog/PARKING](https://commerce.cashnet.com/cashnetg/static/storefront/BHSU_BHGEN/catalog/PARKING) or at the Public Safety Office located in Woodburn Hall, room 126. All students who maintain a headquarters on campus and who park a vehicle in areas under the control of the University must purchase a permit. Hang your permit on the rearview mirror or place it in the lower left side of the windshield.

**Payment Plan:** BHSU offers an interest-free payment plan that allows students to pay for tuition, fees, and on-campus room and board in monthly payments. This payment plan is available to all students regardless of income or credit history and may be used to supplement financial aid. For more information contact the Business Office at 605-642-6512.

**Posting Materials:** All materials on campus need to be processed through the Student Engagement & Leadership Center, located in the Student Union, room 210, before being distributed across campus. The intent of this policy is to provide BHSU students, faculty and staff with maximum opportunity and space to advertise approved events at designated locations throughout the campus. We have considered the natural posting patterns across campus to maintain effective and accessible publicity. It is expected that all advertising materials posted will be reasonably neat and attractive in the interest of the advertiser and the university.

**Public Safety:** The Public Safety Office is in the lower level of Woodburn Hall, room 126 and can be reached at 605-641-6988 or 605-642-6297. In addition to regular patrol of campus, the department works for the prevention of crime and promotes safety strategies. Students observing unusual or suspicious behavior are asked to contact 605-641-6988 or the Spearfish Police at 605-642-1300 or 911.

**Safety Escort Rides: Call 605-641-6988 to have an officer accompany you to your vehicle or residence hall.**

BHSU supports the *Jeanne Clery Disclosure of Campus Crimes Act of 1998 legislation*, to give students a better picture of the environment on campus. Links to the crime statistics for the past three years are available in the annual BHSU Crime Report. A complete report on campus crime and safety is available online at: [www.BHSU.edu/Security](http://www.BHSU.edu/Security). You can also go to the U.S. Department of Education web site: <http://ope.ed.gov/security/search.asp>. Search for "Spearfish" then "Black Hills State University" This takes you to the *Institutional Detail* page; select the information on criminal offenses, hate offenses, and/or arrests.

**BHSU Campus Safety and Alert Information:** Your safety and security is our top priority. We have implemented a Campus Alert System for all students, faculty, and staff. In the event of an emergency, you can have critical weather and other emergency-related alerts sent directly to your cell, home, and/or office phone or e-mail. You may choose the way(s) in which you will be notified (mobile phone, a second mobile phone, home phone, business phone, campus-assigned e-mail, secondary email, text message, or instant messaging).

**Note:** You will be able to assign priorities to each of the above; your priority one device(s) will be notified first, followed by your second, and so on. Once you acknowledge the alert, further notifications will not be sent.

To receive these important alerts, you must first register:

- Authorization codes are generated for all new students within the first four weeks of the semester and will be sent to your BHSU e-mail account.
- Go to the BHSU website and enter "BHSU Campus Alert system" in the search bar.
- Click on "Register for Campus Alert" and follow the prompts.
- You can update your account at any time your information changes by visiting: <https://campusalert.sdbor.edu/?univ=bhsu> and logging in with your BHSU email address and password. You are responsible for keeping your information updated.
- Contact the BHSU Help Desk at [BHSUHelpDesk@BHSU.edu](mailto:BHSUHelpDesk@BHSU.edu) or call 605-642-6580 if you have any questions or concerns after setting up your Everbridge account.

**\*\* Please note: This information will not be shared, sold, or used in any fashion other than for alerts to BHSU students, faculty, and staff. \*\***

**Emergency Preparedness:** Preparing for an emergency is everyone's responsibility. Please read the following information carefully. Keep an emergency kit under or beside your desk or bed. It is recommended that your emergency kit contain enough supplies for a 72-hour period. The following list has essentials you will want to include.

- First aid kit and manual
- Critical medications, copies of prescriptions
- Bottled water
- Flashlight and spare batteries
- Sturdy shoes, rain gear, change of clothes, sweater or jacket
- Non-perishable foods (energy bars)
- Blanket or sleeping bag
- Personal hygiene items
- Sealable plastic bags (for waste and storage)
- Tissues, pre-moistened towelettes
- Out-of-area emergency contact telephone number

**Recreational Sports/Intramurals:** The Rec Sports department at BHSU offers the students a great opportunity to participate in many different sports and activities all free of charge. Rec sports are a great way to get involved in the school, meet new people, and stay active! For more information check out: [Intramural Sports - Black Hills State University \(bhsu.edu\)](#) or contact Kyle Honeycutt, Assistant Director of Events and Internal Operations, at 605-642-6003 or by email [kyle.honeycutt@bhsu.edu](mailto:kyle.honeycutt@bhsu.edu).

**Registrar's Office:** The Registrar's Office can help students with registration issues, navigating MyBHSU, transfer credit evaluation, placement information, changing their major or minor, withdrawing from a course, and ordering transcripts.

**Residence Life:** The Residence Life Office is responsible for managing the on-campus residential facilities and learning communities within the residence halls. These environments are intended to facilitate the physical well-being of students and emphasize opportunities for personal and intellectual growth, self-governance, social and cultural programming, and independence and interaction with faculty members. All room assignments are facilitated through this office, and it is also responsible for upholding the live-on residence requirement, which applies to all unmarried students with six or more credit hours. Contact the Residence Life office, located in Woodburn Hall - room 124, at 605-642-6464 or visit [www.BHSU.edu/ResidenceLife](http://www.BHSU.edu/ResidenceLife) for more information.

**Student Financial Services:** Student Financial Services, located in Woodburn Hall - room 115, encompasses financial aid, student accounts, and emergency loans. The staff can assist you with options for paying for college, including the monthly payment plan, loans, grants, work-study, scholarships, and veterans' benefits. For more information visit [www.BHSU.edu/PayForCollege](http://www.BHSU.edu/PayForCollege).

**Student Senate:** Each student of BHSU is a member of the student association and is represented by the Student Senate in the campus decision making processes. Elected by the students, the student senators develop leadership skills through representation of the students on a state, local, and university level by addressing important student issues in higher education. If you would like to get involved or have feedback for the Senate stop by the Student Engagement and Leadership Center in the Student Union, room 210.

**Student Success Center:** The Student Success Center (SSC), located in the E.Y. Berry Library, is staffed with friendly and knowledgeable professional advisors who work diligently to help students achieve their academic and career goals. Professional advisors provide registration-related services including working through scheduling difficulties and holds, selecting appropriate courses dependent on their program and goals, determining major/minor and appropriate credit load, and altering a plan of study. Use JacketHub to make an appointment with your professional advisor in the SSC, or just drop in and see how the professional advisors in the Student Success Center can help you. The SSC is open Monday – Friday, 8 am – 5 pm.

Students who attend at the Rapid City location can visit with their professional advisor in Rapid City. These advisors are found in the administrative suite at BHSU-RC. The Rapid City professional advisors also act as a registrar liaison for students needing many of the services that are provided by the Spearfish Registrar's Office.

**Student Support Services:** Student Support Services, located in the lower level of Woodburn Hall, is a federally funded TRIO program designed to assist low income, first generation students, and students with disabilities to successfully complete a post-secondary education. Services include tutoring, counseling, advising, and/or support needed to achieve satisfactory progress. To participate in the program, the student must submit an application to the Student Support Services Office. For more information contact 605-642-6294 or visit [www.BHSU.edu/StudentSupportServices](http://www.BHSU.edu/StudentSupportServices).

**Student Union:** The David B. Miller Yellow Jacket Student Union is a student-centered organization that fosters leadership, campus and civic engagement, and life-long skill development. We provide a venue for educational programs, social activities, and informal gatherings where diversity and exchanging of ideas sustain our commitment to transforming lives. The Student Union serves as an excellent place for relaxing, eating, meeting people, studying, getting “Buzz-wear” at the University Bookstore, playing pool or table tennis, or just hanging out. The Student Union staff members are readily available to answer questions and to direct guests to campus offices and events. For building hours visit [www.BHSU.edu/StudentUnion](http://www.BHSU.edu/StudentUnion).

**Testing Center:** The BHSU/Spearfish Testing Center is located on the Second Floor of the E.Y Berry Library-Learning Center, room 240. The Center provides reliable test administration and high-quality customer service while adhering to nationally recognized testing standards. The BHSU/Spearfish Testing Center is utilized by both students and professionals for various tests, such as proctoring services, Disability Testing Accommodations, placement exams and exams for credit. You can visit [www.BHSU.edu/TestingServices](http://www.BHSU.edu/TestingServices) for more information.

**Thompson Diversion Program:** The Thompson Diversion Program provides BHSU students the opportunity to correct a first-time offense in regard to drinking or in possession of alcohol. Instead of having a minor consumption on their permanent record (potentially resulting in negative consequences later in life) this program ensures that students take responsibility for their actions. As approved by the State’s Attorney County Office for Butte and Lawrence counties, participants go through a hearing process led by their peers, which supports restorative justice, education, and accountability through appropriate sanctions. To apply for the program, visit [www.bhsu.edu/student-life/student-services/diversion-program](http://www.bhsu.edu/student-life/student-services/diversion-program)

**Transcripts:** Your transcript is your complete academic record; there are two types: official and unofficial. An official transcript, printed on security paper, displays the signature of the Registrar, and is needed when applying to other academic institutions or for employment. Unofficial transcripts are primarily used for counseling and advising. Request forms are available at the Registrar's Office, located in Woodburn Hall, room 104 (bring your Buzz Card) or online at [www.BHSU.edu/Transcript](http://www.BHSU.edu/Transcript).

**Veterans Affairs:** The Veterans Affairs Office provides information on eligibility for Veterans Administration Educational Benefits. Contact the office at [veterans@bhsu.edu](mailto:veterans@bhsu.edu) or call 605-642-6415. Children of veterans who are deceased, totally disabled because of active duty, service persons missing in action, or service persons forcibly detained, should also contact the VA Office to obtain information on possible educational benefits eligibility.

**Weather:** School cancellations will go through the campus alert notification system. It will also be posted at [www.BHSU.edu](http://www.BHSU.edu). You may also call 605-642-6059 for Spearfish classes and 605- 718-4118 for Rapid City classes. Use discretion when traveling in winter conditions. Stay up to date on current road conditions at [www.safetravelusa.com/sd/](http://www.safetravelusa.com/sd/).

**Writing Assistance Center:** Located in the E.Y. Berry Library, the BHSU Writing Assistance Center (WAC) provides peer-to-peer tutoring on writing of any kind across campus. Students can receive one-on-one assistance during any stage of the writing process, from understanding the assignment to revising. The writing consultants are undergraduate students with advanced writing skills, and they receive extensive training and ongoing development.

Writing from any academic discipline is welcome, and writers of all levels can get the assistance they need to succeed. The WAC also helps with professional documents such as resumes, applications, and personal statements. Students can choose from three types of appointments: face-to-face, online, and eTutoring. Walk-ins are welcome, and appointments

can be made in advance through <https://bhsu.mywconline.com>.

In addition to peer-to-peer collaborative feedback, the WAC provides in-class writing workshops at faculty request. The spacious Writing Assistance Center also serves as an Open Writing Lab where students can work independently, knowing any quick questions can be answered on the spot by a consultant.

For more information, visit our website <https://www.bhsu.edu/Student-Life/Student-Services/Writing-Center/>. Or contact us directly at [WritingCenter@BHSU.edu](mailto:WritingCenter@BHSU.edu) or 605-642-6922.

## Frequently Asked Questions

### ***Where can I put money on my Buzz Card?***

To add funds to your Buzz Card, you may access your Buzz Card account online at [www.BHSU.edu/mybuzzcard](http://www.BHSU.edu/mybuzzcard), utilize the mobile app, or deposit cash onto your card using one of the many Buzz Card stations located on campus.

For more information or to receive assistance with your Buzz Card, please visit [www.BHSU.edu/BuzzCard](http://www.BHSU.edu/BuzzCard), visit the BHSU Help Desk located in the Library, email [buzzcard@BHSU.edu](mailto:buzzcard@BHSU.edu), or call the Buzz Card Office at 605-642-6513.

### ***Where do I purchase a parking pass or pay a parking ticket?***

Pay a ticket or purchase your pass online at [www.BHSU.edu/Parking](http://www.BHSU.edu/Parking) or in person at the BHSU Public Safety Office, Woodburn Hall 126. For more information call 605-642- 6297.

### ***What do I do if I have a refund?***

Direct deposit refunds are available. Log in to Banner and select “Direct Deposit Refunds” under Financial Information. Allow three-five days for requests to be effective. If you have not chosen direct deposit, your refund check will be mailed to your most current address on record. Be sure to do the electronic confirmation of your registration prior to the start of classes.

### ***When is the Young Center open?***

Monday through Friday, 5AM. – 9PM.; Weekends, 8AM. – 5PM. (hours are subject to change). For more information call 605-642-6096 or visit [www.BHSU.edu/YoungCenter](http://www.BHSU.edu/YoungCenter). Students have free access to all the Young Center facilities, pending availability.

### ***Are postal services available on campus?***

Yes, University Mail Services is located in the lower level of the Student Union.

### ***Where do I go if I’m sick?***

Student Health Services is located in the lower level of the Student Union, room 106 or call 605-642- 6520 to make an appointment. They have a nurse practitioner or physician’s assistant on staff to care for students’ medical needs.

### ***How do I find out who my advisor is?***

All degree-seeking students are assigned to a professional advisor who will assist them throughout their academic career. Students can find the name of their professional advisor by logging into MyBHSU and looking at their Student Profile or by viewing the “My Success Team” area in JacketHub. Professional advisors are assigned based on the student’s program. Advisor assignments and changes are made in the Student Success Center. Should you have questions about your advisor, you can go to the Student Success Center located on the main level of the library.

***When do I need to have my semester bill paid?*** Your semester charges must be paid by the first business day after census of each semester. Visit [www.BHSU.edu/PayForCollege](http://www.BHSU.edu/PayForCollege) for additional information.

## **BHSU Fight Song**

Here's to you, Black Hills Jackets and the colors green and gold.  
You're the pride of every student here. We are behind you firm and bold.  
And when we students get together, there's nothing that we cannot do for Dear Old B-H-S-U.  
Black Hills Jackets, Here's to you!

## **Hymn to BHSU**

We Honor you B.H.S.U. Our Alma Mater true.  
May we your sons and daughters be Ordained to serve with you.  
Your faith as firm as the pineclad hills endured and rises a new.  
In lasting friendship reverence fills our hearts with love for you.

## **School Colors**

Green & Gold

## **BHSU Emergency Procedures**

**Emergency:** *Sudden, unexpected, or impending situation that may cause injury, loss of life, damage to property, and/ or interference with normal activities and which, therefore, requires immediate attention and remedial action.*

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### **Critical Emergency**

On-campus phone: 9-911

Off-campus phone: 911

### **BHSU Public Safety**

On-campus phone: 9-641-6988

Off-campus phone: 605-641-6988

### **BHSU Facilities Services**

On-campus phone: 9-642-6244

Off-campus phone: 605-642-6244

## **BHSU EMERGENCY ALERT SYSTEM**

Please register for the BHSU emergency alert system. Authorization codes are generated for all new students within the first four weeks of the semester and will be sent to your BHSU Yellow Jacket e-mail account. After you receive your authorization code, visit: the BHSU website and enter "BHSU Campus Alert system in the search bar. Click on "Register for Campus Alert" and follow the prompts. Once registered, you will receive alert messages in the event of an emergency and closures (weather or other).

## **DUTY TO REPORT**

SDCL 22-11-12 Misprision of felony--Misdemeanor. Any person who, having knowledge, which is not privileged, of the commission of a felony, conceals the felony, or does not immediately disclose the felony, including the name of the perpetrator; if known, and all other relevant known facts to the proper authorities, is guilty of misprision of a felony. Misprision of a felony is a Class 1 misdemeanor. There is no misprision of misdemeanors or petty offenses. This report must be made to BHSU Public Safety at 605-642-6297 or Spearfish Police at 605-642-1305. Information should also be given to the Dean of Students at 605-642-6080.

## **ACTIVE THREAT**

- **Call 911.** Tell operator "This is an emergency."
- DO NOT hang up until told – unless your immediate safety is threatened.
- Be assertive; **RUN, HIDE, FIGHT!**
- The University will declare a partial or entire "lockdown."
- Barricade or lock doors if possible.
- Instruct others to get on the floor away from windows and doors.
- Turn lights off; silence cell phone and remain quiet.
- Remain in lockdown mode until "all clear" is given by officials.

## **EVACUATION INFORMATION**

- Follow directions of authorities.
- Leave personal belongings behind, but take your cell phone.

## **FIRE**

- Activate nearest fire alarm and evacuate.
- Use nearest exit. If nearest exit is blocked use alternate exit.
- Do not attempt to retrieve valuables, but take your cell phone.
- Do not use elevators.
- Assist persons with disabilities or special needs.
- Account for individuals.
- Do not re-enter building until authorized by emergency personnel.

## **THREATENING / DISRUPTIVE BEHAVIOR**

- **Call BHSU Public Safety. 605-641-6988**
- If immediate danger - **Call 911.**
- Secure area by locking or barricading door using any means available.
- Stay behind solid objects away from door. Follow all directions of authorities.

## **RAPE/SEXUAL ASSAULT**

- If you are the victim of sexual assault, report incident immediately; **Call 911**.
- Do not shower.
- Preserve the clothing worn during and/or after the assault.
- Provide as much information as requested.
- Report the assault to Public Safety at 605-641-6988. They will notify the Title IX Coordinator.

## **SUSPICIOUS PERSON**

- Do not let anyone into a locked building/office or allow anyone to "tailgate" into the building behind you.
- Do not confront the person or block the person's exit.
- Report the situation to Public Safety at 605-641-6988.
- Public Safety officers will provide a safety escort anywhere on campus. Call 605-641-6988

## **SUSPICIOUS OBJECT**

- Do not touch or disturb object.
- **Call 911** and provide as much information as possible.
- Report the situation to Public Safety at 605-641-6988.
- Be prepared to evacuate.

## **UTILITY PROBLEM**

- In case of water, power; heat or cooling outages, call **BHSU Facilities Services 605-642-6244**.
- Remain alert for further instructions.

## **MEDICAL EMERGENCY**

- **Call 911** and provide as much information as requested.
- Do not move individual; keep victim still.
- Protect victim from any disturbances.
- Wait for emergency personnel to arrive.
- Do not leave victim alone, if possible.
- If indicated, locate and use the nearest Automatic External Defibrillator (AED).

## **HAZARDOUS MATERIAL SPILL**

- **Call BHSU Facilities Services 605-642-6244**
- Be alert for further instructions.
- If hazardous material spill has occurred, evacuation of the campus may be necessary.
- Follow directions of authorities.

## **TORNADO/WEATHER RESPONSE**

Tornado Watch: means conditions are right for tornadic activity. Remain alert to weather conditions.

Tornado Warning: means a tornado has been sighted within a 25-mile radius; warnings are typically available 3-15 minutes in advance of a tornado.

Civil Defense Sirens will sound whenever there is a tornado warning.

- Go to internal, lowest area of safety: hallways or basement away from windows or glass.
- All University buildings have signage posted at entrances indicating where the severe weather shelter location is located for that specific building.
- Do not use elevators during tornado warning. Persons with mobility concerns: go to a safe place during tornado watch; do not wait for warning.
- Close doors including main corridors.
- Crouch near floor or under heavy, well-supported objects; cover your head.
- If outside, lie down in a low area such as a ditch; cover your head.

## **Campus Policies**

[www.bhsu.edu/policies](http://www.bhsu.edu/policies)

South Dakota Board of Regents

Notification of Law Enforcement and Appropriate Persons of a Missing Student

## **Reporting a Missing Student**

A student is missing when the student's whereabouts are unknown and unexplained for a period of time that would be regarded as highly unusual or suspicious by persons familiar with the student's plans, habits or routines.

Any person, including those not affiliated with the University, may report a University student as missing by filing a report with the Department of Public Safety or the Spearfish Police Department. It is not necessary to wait until the student has been missing for twenty-four (24) hours before making such a report.

Upon receipt of missing student report, the University will attempt to locate the student on campus or at other sites controlled by the University. Initial efforts to contact students will involve telephone or other electronic communications.

If unable to contact the students by electronic means, University personnel will attempt to contact the students at their residence on the campus or in the municipal limits of the city of Spearfish. If students who reside in University controlled residences do not respond to electronic contacts or to knocking on their doors, Public Safety with Residence Life staff may enter the students' rooms in order to assess the condition of the room and to look for visible personal property (wallet, keys cell phone or clothing) that might provide clues as to whether the student has taken an extended trip or other planned absence from the residence hall. If the initial investigation is being undertaken by the Spearfish Police Department, they will either request that Public Safety or Residence Life staff enter student rooms, or they will obtain search warrants.

University personnel may pursue such additional or other investigative activities as are reasonable under the circumstances. If the University determines that the student has been missing for a period of twenty-four (24) hours, **or** if it cannot locate the student and it determines that the student appears to be missing, the University will immediately notify the Spearfish Police Department that the student is missing by calling 911 or by meeting directly with a Spearfish Police Officer.

When the University notifies local law enforcement agencies, it will also notify such persons as the student may have designated as an individual to be notified pursuant to this policy in the event that the student becomes missing (Emergency Contact person).

In the case of unemancipated students under the age of eighteen (18), the University will notify the students' custodial parents, legal guardians or their designated Emergency Contact person.

The University will determine whether circumstances suggest that others living, working or participating in activities at the University may be in danger, and it determines that such a danger may exist, it will warn the campus.

### **Student records and student directory information policy annual notification**

BHSU students are notified of their Family Educational Rights & Privacy Act (FERPA) rights annually in the University's Student Handbook, produced by the Dean of Students Office. The Student Handbook is available to all students electronically on the BHSU webpage and is available in hard copy to all students who request it.

This policy is intended to implement the requirements of the FERPA, and to the extent that there is any dispute concerning the terms and conditions of the policy, provisions of FERPA will prevail in each instance, notwithstanding anything in the policy which seems to provide otherwise.

## Definitions

For the purposes of this policy, BHSU uses the following definitions of terms.

Student: Any person who is registered for any class at Black Hills State University—Rapid City Campus, or through any distance education offered by BHSU. This policy does not apply to applicant files or to files of accepted applicants who do not matriculate.

Education Records: Any record (in any medium, including handwriting) maintained by Black Hills State University, a college of BHSU, or an agent of BHSU which is directly related to a student, except a personal record kept by a staff member if it is kept in the sole possession of the maker and is not accessible or revealed to any other person.

Records maintained by BHSU Public Safety, Student Health Services, Student Counseling Center, Career Center, TRIO Program, and Office of Disability Services, if the records are maintained solely for the purposes of that department, are revealed only to the person within that department or to other authorized persons as provided by FERPA, and those departments do not have access to education records maintained by BHSU.

Alumni records which contain information about a student after s/he is no longer in attendance at BHSU, and which do not relate to the person as a student.

School Official: An official agent of the institution performing a business function or service on behalf of the institution.

Legitimate Educational Interest: A school official is determined to have legitimate educational interest if the information requested is necessary for that official to perform appropriate tasks that are relevant and necessary to the accomplishment of an employment responsibility of the inquirer; perform a task related to a student's education; perform a task related to the discipline of a student; provide a service or benefit relating to the student or student's family, such as healthcare, counseling, job placement, or financial aid.

*Note: Access to information under this definition does not constitute authorization to share information with a third party without the student's written permission.*

Questions regarding "legitimate educational interest" should be referred to the Vice President of Academic Affairs, Vice President for Enrollment Management, Registrar, Dean of Students, or the Dean of the college in which the student is enrolled. Instances of dispute regarding "legitimate educational interest" will be resolved by the University Registrar.

Parent: A student's birth or adoptive parent, guardian, or an individual acting as a parent in the absence of a parent or guardian.

## Procedure to Inspect Educational Records

Students may inspect and review their education records upon written request to the office of the Dean of the college in which the student is enrolled, the Office of the University Registrar, or the custodian of the record. The written request must identify as precisely as possible the record or records the student wishes to inspect. Copies of all written requests are to be maintained in the student file in which the requested educational record is maintained. The custodian of the record(s) requested will make the necessary arrangements for access as promptly as possible, but no later than 45 days from the receipt of the request and notify the student of the time and place that the records may be inspected. When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her, or a record that has been redacted to protect the privacy of other students.

### Right to Refuse Access

Black Hills State University reserves the right to refuse to a student permission to inspect the following records:

- Letters and statements of recommendation for which the student waived his/her right of access.
- Records connected with an application to another unit of Black Hills State University, if that application was denied.
- Those records which are excluded from the definition of education records (above).
- Under compelling circumstances...the financial statement of the student's parents.

### Refusal to Provide Copies

Black Hills State University reserves the right to deny copies of education records if it would create an unreasonable burden to Black Hills State University. In that case the student retains the right to review the records personally or through an agent.

### Fees for Copies of Records

The fee for copies is \$.25 per page and may also include the hourly rate of the employee processing the request.

### Disclosure of Educational Records

Black Hills State University will disclose information from a student's education records only with the written consent of the student, except to school officials who have a legitimate educational interest in the records. School officials may not release any information to a third party without the written consent of the student, except as specified below.

- Letters of recommendation which are made from the recommender's personal observation or knowledge do not require a written release from the student who is the subject of the recommendation. However, if the student wishes the recommender to include personally identifiable information from a student's education record (such as grades, GPA, etc.), the student must provide the school official with a signed release (reference this form: Request, Authorization and Consent to the Release of Educational Records by Black Hills State University). The signed release is to be placed in the student file which holds the education record.
- To officials of another school, upon request, in which a student seeks or intends to enroll. Black Hills State University will make a reasonable attempt to inform the student prior to the disclosure, unless the request was initiated by the student.
- To certain officials of the U.S. Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities, in connection with certain state or federally supported education programs.
- To persons or organizations providing financial aid to students or determining financial aid decisions, on the condition that the information is necessary to:
  - determine eligibility for the aid;
  - determine the amount of the aid;
  - determine the conditions for the aid; or enforce the terms and conditions of the aid.

- If required by state law requiring disclosure that was adopted before November 19, 1974.
- To organizations conducting certain studies for or on behalf of Black Hills State University or any of the colleges of Black Hills State University to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction.
- To accrediting organizations to carry out their functions.
- **Under compelling circumstances...to the parent(s) of an eligible student who claimed the student as a dependent on their most recent income tax return**, provided the parent(s) provide adequate documentation of the dependent status, in writing. Disclosure may not be made without such written documentation.
- To comply with a judicial order or a lawfully issued subpoena. Black Hills State University will make a reasonable attempt to inform the student prior to the disclosure, unless ordered not to do so by the subpoena.
- To appropriate parties in a health or safety emergency.
- To a victim of an alleged act of violence, including an non-forcible sex offense, who requests the results of any institutional disciplinary proceeding against the alleged perpetrator of the incident with respect to that allegation.
- To parents regarding the student's violation of any federal, state, or local law, or of any institutional policy or rule governing the use of alcohol or a controlled substance, if: a) the student is under the age of 21 and unemancipated at the time of disclosure; and b) the institution has determined that the student committed a disciplinary violation with respect to that use or possession.
- To Veterans Administration officials, the Bureau of Citizenship and Immigration Services, the Federal Bureau of Investigation, military recruiters, or the Internal Revenue Service, under certain state or federal laws.
- To the parent or guardian, an appointee of the parent or guardian, the next of kin, or a personal representative of the student's estate of a student who is officially declared a missing person by state or federal authorities. This exception applies only if the person is thought by the administration to be reasonably conducting business on behalf of the student. Black Hills State University reserves the right to limit or deny access.

A student's consent to release information from his/her education record to a third party, when required, must be submitted in writing to the custodian of the record (typically the office of the Dean of the college in which the student is enrolled, to the Dean of Students, or to the University Registrar. Such written consent must: a) specify the records to be released; b) state the purpose of the disclosure; c) identify the party or class of parties to whom disclosure may be made; and d) be signed and dated by the student. The eligible student must fill out the FERPA Educational Records Release Form and return it to the Registrar's Office.

When a student authorizes the release of information, as described above, Black Hills State University will notify the third party that they are not permitted to disclose the information to others without additional written consent of the student. Names of any other student(s) involved, including a victim or witness, may not be disclosed with written consent of the other student(s).

Records of deceased students: From the date of death of a student or former student, records previously available only to that student or with the student's consent may, within the first 25 years following the student's death, be released to: a) the personal representative of the student's estate; b) the parents or next of kin of the student; or c) upon the closing of the student's probate estate or two years after the student's death, if no probate estate has been opened, the student's next of kin or the takers of the student's residuary estate under his or her last will or will equivalent.

Following the 25th anniversary of the student's death, the records of a student may be released upon good cause shown, in the sole discretion of the school administration. Any written statement by the student prior to death or in the student's last will to the contrary may supersede the above rules. At the discretion of the administration, the University may release records 75 years following the creation of the record, if there exists a reasonable presumption of the death of the student. The administration is required to exercise reasonable caution to avoid releasing records of living persons.

The administration will redact social security number, and reserves the right to redact any other information.

### **Record of Request for Disclosure**

When information is requested or released from a file without student consent, a Record of Request for Disclosure of Student Information is maintained in the file in which the student education records are maintained. Such record is not required when: a) the information is released to a school official, to the student, or with the consent of the student; b) for the release of student directory information, as specified below; or c) when required by law not to record the request or disclosure. The record will indicate the name and address of the party making the request and the legitimate interest the party had in requesting or obtaining the information.

Records of disclosure and requests for disclosures are considered part of the student's educational records; therefore, they are retained if the educational records to which they refer are retained by BHSU or any of its colleges or agents.

### **Student Directory Information**

BHSU maintains two levels of Student Directory Information: (1) Publicly Available Information; and (2) Non-Public Information.

Publicly Available Information: Pursuant to regulations implementing the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g(a)(5)(A), as defined in 34 C.F.R. ss 99.3.

Black Hills State University defines the following items as Publicly Available Student Directory Information:

- Name
- Hometown
- Dates of enrollment (start and end date)
- Academic level (undergraduate or graduate)
- Major field of study
- Date of graduation
- Degree awarded

Black Hills State University may disclose any of these information items without prior written consent, unless notification to the contrary is given in writing by the student to the Registrar by the 10th day of classes of the first semester during which the student is enrolled (reference this form: Directory Information Opt-Out Form). Nondisclosure stipulations remain in effect until removed in writing by the student, even if the student has withdrawn or graduated.

- Non-Public Information: Black Hills State University defines the following items as Non-Public Student Directory Information: All publicly available information (listed above)
- BHSU e-mail address

Black Hills State University makes these information items available to other students, institutional personnel, or parents in the case of children under age 18 unless notification to the contrary is given in writing by the student to the Registrar by the 10th day of classes of the first semester during which the student is enrolled (reference this form: Directory Information Opt-Out Form). Nondisclosure stipulations remain in effect until removed in writing by the student, even if the student has withdrawn or graduated.

### **Correction of Educational Records**

Students and parents of dependent students, who have been granted access to student educational records, have the

right to request corrections be made to records that they believe are inaccurate, misleading, or in violation of their privacy rights. *(Note: The right to request the correction of a student's education record does not include the right to contest a grade received in a course. Grade grievances are addressed through the Academic Appeal Process.)* The procedure for the correction of records is as follows:

A student must submit a written request to amend a record to the custodian of the record, the office of the Dean of the college in which s/he is enrolled or, in the case of an unclassified student, to the University Registrar. The request must identify the part of the record s/he requests changed and specify why s/he believes it is inaccurate, misleading, or in violation of his/her privacy or other rights.

Acting on behalf of BHSU, the record custodian, the Dean of the college in which the student is enrolled, or the University Registrar may comply with or deny the request. If the request is denied, the office making the determination of denial will notify the student of the decision and advise him/her of his/her right to a hearing and to challenge the decision.

Students may challenge the denial using the Academic Appeals policy (for academic matters) or the Student Code of Conduct Appeal Policy (for non-academic matters). The student may be assisted in the grievance process by another person, including an attorney, at the student's expense. Students who have ceased attendance or graduated retain the right to a hearing.

If BHSU determines that the challenged information is not inaccurate, misleading, or in violation of the student's right to privacy, it will notify the student that s/he has a right to place in his/her educational record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement submitted by the student shall be maintained as part of the student's education record if the contested portion is maintained. If Black Hills State University discloses the contested portion of the record, it must also disclose the student's statement.

If BHSU determines that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will correct the record and notify the student, in writing, that the record has been corrected.

### **Types, Locations, and Custodians of Educational Records**

Many University offices, including each Dean's office, college, Office of the Registrar, department offices, as well as others, maintain educational records. Students should contact the appropriate location for access to their records.

### **Summary of Rights under the Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include the right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the Registrar, Dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the

record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the University. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

The right to withhold disclosure of directory information. To prevent the disclosure of a student's directory information, the eligible student must fill out the Directory Information Opt-Out Form and return it to the Registrar's Office, (Woodburn 104) by the 10th day of classes of the first semester during which the student is enrolled.

Please Note: The regulations implementing FERPA permit the disclosure of directory information. Unless the student has followed the procedure to withhold disclosure of directory information, BHSU may disclose, without consent, directory information such as a name, dates of enrollment (start date and end date), academic level (undergraduate, graduate, professional), major field of study, date of graduation and degree awarded.

## **BHSU Sexual Assault Policy and Procedures**

BHSU as an institution recognizes that sex offenses are a serious issue. The University will not tolerate acts of sexual misconduct. All reported instances of sexual misconduct will be investigated and appropriate disciplinary, criminal, and/or legal action will be taken, with consent of the victim. Appropriate support services will be made available to victims of sexual misconduct. The University strongly encourages all members of the campus community to report any incident of sexual misconduct to the BHSU Public Safety Office and/or Title IX Coordinator.

Students who are alleged to have committed sex offenses (including but not limited to rape, sodomy, forcible & non-forcible sexual contact, indecent exposure, simple and aggravated assault) against members of the BHSU community will be subject to investigation and disciplinary measures as outlined in the Board of Regents Title IX Policy 1:17 and the Student Conduct Code 3:4.

### **Procedures to follow if a sex offense occurs:**

A student should contact a BHSU Public Safety officer or a Spearfish Police Department officer. Authorities will describe the importance of preserving evidence as may be necessary to the proof of criminal sexual assault. A student desiring additional support should contact the Title IX Coordinator, Hall Director, or Director of Counseling Services, The Dean of Students, or Vice President for Enrollment Management. Sex offenses as described above will be determined on a case-by-case basis following a non-campus disciplinary procedure, which may include, but will not be limited to expulsion. Discipline for aggressive conduct shall be subject to the following conditions.

Discipline on the first occasion may include expulsion where appropriate, given the nature of the aggressive conductor harassment. If there is a second occurrence of an infraction of the same nature at any time during the student's career in South Dakota public higher education, expulsion will be mandatory. Where the aggressive conduct would constitute a criminal offense under South Dakota Law, the matter will be reported promptly to local police authorities. In the case of a sex offense, the victim will be encouraged to report the offense to the appropriate law enforcement authority, but reporting will not necessarily be required. In disciplinary proceedings involving aggressive conduct, or harassment, a student's actions while under the influence of alcohol, marijuana, or other illegal controlled substance will be presumed not to be considered a mitigating factor.

Intoxication may be considered an aggravating factor in proceedings involving aggressive conduct or harassment, and it will be so considered where the student has a history of prior violations of alcohol, marijuana, or other illegal controlled substance regulations.

On-campus disciplinary action in cases of alleged sexual assault will follow the aggressive conduct or harassment proceeding with the additional provision that the accuser and accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings brought alleging sexual assault. Students have the option to be assisted by the Dean of Students office in notifying the police if the student chooses to do so.

### **Educational and Counseling Support**

A sexual assault training program is given annually to resident assistants and hall directors. Educational programs are also offered to the campus community. These educational programs cover areas such as promotion of awareness of rape, acquaintance rape, and other sex offenses. The BHSU Counseling Center is available for assistance as are local counseling agencies. The Dean of Students and/or Title IX Coordinator will assist the victim in changing academic and living arrangements if requested by the victim and if these changes are reasonably available.

## BHSU Campus Tobacco Policy

BHSU collaborates with the S.D. Department of Health, Tobacco Control Program to reduce tobacco use and encourage cessation from tobacco use. Tobacco use is allowed in parking lot areas on the perimeter of campus. Tobacco use of any kind is prohibited anywhere within the campus buildings, including residence halls. If you need help quitting, you can receive free counseling and tobacco replacement products by calling the South Dakota Quit Line at 1-866-737-8487.

## Free Speech Guidelines

The University acknowledges the right of students and others to assemble in groups for peaceful purpose. These methods of expressing individual or group opinion are an important part of our American heritage and a legitimate means of exchanging thought and opinion. It is the right of the University to expect that such assemblies will be conducted in an orderly manner, with due respect to the rights of others. It is the policy of the University to permit such expression of opinion for lawful purposes in a manner that prevents the disruption of regular University business, including classes, study, residential living, and the operation of the institution.

Further, the University has the responsibility to preserve the safety of the students, faculty, staff, visitors, and property on our campus, over and above any concerns or endeavors.

### Specifics to Consider:

Location: Black Hills State University has no designated area for free speech. Therefore, it is essential that those wishing to participate in a public forum or demonstration coordinate with the representative from the office of Public Safety and Security, located in Woodburn 126.

Security: Reasonable precautions for the safety of individuals and their audience are paramount. The Director of Public Safety and/or a Student Union and Activities representative will review the security needs of each group and determine if there is a need for additional security during the event.

Sound/Signage/Advertising: When planning the event with the Student Union and Activities representative, the group or individual will be referred to the University Posting Policy. This policy takes into consideration the prohibitions for the same as noted in civic ordinances and the student conduct code.

Reminder: The students are held to the tenets of the [Student Code of Conduct](#). While responsible for compliance to the entire code, please note the sections on harassment and disruption of University business.

Conclusion: A University is a place in which dissenting and controversial views can be aired and discussed. These exchanges of views are not merely tolerated but are a source of diversity and strength for our society. The mere fact that some may find the content of a demonstration or expression of free speech distasteful is no reason to ban that activity from campus. Accordingly, the right of expression is not a license to violate the law or interfere with the rights or safety of others to conduct business or express themselves. When a demonstration becomes violent or represses the rights of others, it has no place on a university campus.

## Student Code of Conduct

The [Student Code of Conduct](#) includes policies related to the abuse and misuse of alcohol and other drugs. BHSU is a dry campus except for Building G in the Yellow Jacket Apartments for students who are 21 or older. Other exceptions include BHSU tailgating, BHSU Foundation events held at the Joy Center, Athletic Events and other events that go through the Sale of Alcohol on BHSU Property policy, which are approved by the University President.

If you are involved in a potential violation of the Student Code of Conduct, keep in mind:

- The Code outlines the expectations of living and learning while a BHSU student.
- The Code focuses on educational outcomes and community standards.

You have several campus resources to guide you through the Code of Conduct:

- Director of Residence Life for Residential Judicial Issues, 605-642-6464
- Dean of Students for all other Judicial Issues, 605-642-6080

Here is a map of the Student Code of Conduct. While daunting at first glance, it does provide a guide to the process and a summary of the Code, [https://www.sdbor.edu/policy/Documents/2016\\_0510MapPolicy3\\_4.pdf](https://www.sdbor.edu/policy/Documents/2016_0510MapPolicy3_4.pdf).

## Alcohol, Marijuana, other Drugs

Socializing with friends on and off campus is a big part of college life. Sometimes alcohol is involved. Sometimes not. Many students choose not to drink any alcohol for a variety of reasons. For those who do choose to drink alcohol, we support good decision making, knowing that on occasion you find yourself in an environment where there's a lot of alcohol, lots of people drinking and you can't control the environment.

Wherever you find yourself, please know and practice what you have learned about safety.

**Go with friends:** Only go out with friends you feel comfortable with and stay together.

**Safe driving:** Designate a sober driver or call a taxi.

**Eat:** Eat before and/or during drinking.

**Watch:** Never leave your drink unattended.

**Water:** Alternate alcoholic beverages with non-alcoholic beverages like juice or water.

**Pace yourself:** Pace your drinks to a maximum of one per hour and keep track of how many you consume.

**Safe sex:** Remember to practice *consensual*, safe sex.

**Just in case:** Have your cell phone fully charged and bring a little extra cash in case of an emergency.

**Never:** Never accept a drink that you did not see the bartender pour.

**Open drinks:** If you are at a party, never accept an opened container or drink that you did not pour.

Here are resources to assist you when you find yourself needing to get home:

Canyon Cab 605-717-9997

Dakota Taxi 605-920-2020

Deadwood Cab Company 605-717-2000

## BHSU Standard Sanctions

[Student Code of Conduct SDBOR Policy 3:4 Drug Free Campus SDBOR Policy 4:27](#)

## ALCOHOL

\*All sanctions are situation specific – standard sanctions are changed to benefit the student's educational experience.

### Alcohol 1<sup>st</sup> Offence

- \$75 Fine
- Pays for the Options Course
- Options Course facilitated through BHSU Counseling Center
- 6 academic months of University Probation
- Staff is slightly more aware of their presence in the hall (nowhere near "Big BrotherStatus")
- If another violation occurs during this period sanctions are stiffer

- Room searches without consent/notice

### **Alcohol 2<sup>nd</sup> Offence**

- \$100 Fine
- Pays for the Options Course
- Options Course (2<sup>nd</sup> Offence)
- Facilitated through BHSU Counseling Center
- A second Offence Options Course is more in-depth and conducted on a one-on-one with a counselor.
- 1 Year of University Probation
- Staff is slightly more aware of their presence in the hall (nowhere near “Big Brother Status”)
- If another violation occurs during this period sanctions are stiffer
- Room searches without consent/notice
- Potential parental notification

### **Alcohol 3<sup>rd</sup> Offence**

- \$150 Fine
- Pays for the Options Course
- External Drug and Alcohol Evaluation
- Should share the results of the evaluation with the hearing officer
- Any recommendations will be considered for possible sanctions
- Possible housing relocation
- 1 Year of University Probation
- Staff is slightly more aware of their presence in the hall (nowhere near “Big Brother Status”)
- If another violation occurs during this period sanctions are stiffer
- Room searches without consent/notice
- Potential parental notification
- Possible loss of on campus housing privileges

## **MARIJUANA & OTHER DRUGS**

All sanctions are situation specific – standard sanctions are changed to benefit the student’s educational experience

### **Marijuana & Other Drugs 1<sup>st</sup> Offence**

- \$75 Fine
- Pays for the Options Course
- Options Course (2<sup>nd</sup> Offence)
- Facilitated through BHSU Counseling Center
- 1 Year of University Probation
- Staff is slightly more aware of their presence in the hall (nowhere near “Big Brother Status”)
- If another violation occurs during this period sanctions are stiffer
- Room searches without consent/notice
- Possible parental notification

### **Marijuana & Other Drugs 2<sup>nd</sup> Offence**

- \$100 Fine
- Pays for the Options Course

- Options Course (2<sup>nd</sup> Offence)
- Facilitated through BHSU Counseling Center
- A second Offence Options Course is more in-depth and conducted on a one-on-one with a counselor.
- 1 Year of University Probation
- Staff is slightly more aware of their presence in the hall (nowhere near “Big BrotherStatus”)
- If another violation occurs during this period sanctions are stiffer
- Room searches without consent/notice
- Potential parental notification
- Possible loss of on-campus housing privileges

### **Marijuana & Other Drugs 3<sup>rd</sup> Offence**

- \$150 Fine
- Pays for the Options Course
- External Drug and Alcohol Evaluation
- Should share the results of the evaluation with the hearing officer
- Any recommendations will be considered for possible sanctions
- 1 Year of University Probation
- Staff is slightly more aware of their presence in the hall (nowhere near “Big BrotherStatus”)
- If another violation occurs during this period sanctions are stiffer
- Room searches without consent/notice
- Potential parental notification
- Possible loss of on-campus housing privileges

### **Academic Misconduct**

Academic Misconduct means cheating or plagiarism. BHSU has a policy statement on academic misconduct, which is included in the class syllabus. For specific information about Academic Misconduct, please refer to [Board of Regent Policy 2:33](#). If the alleged Academic Misconduct is not informally resolved through this policy, the matter will be addressed through [Board Policy 3:4, Student Code of Conduct](#).

Here is a [map of the Academic Misconduct policy](#) that guides you through the process.

### **Title IX and Non-Discrimination Notice**

#### **Title IX**

Title IX prohibits sex discrimination in educational institutions. All males and females are protected from other students, staff faculty and third parties from these defined categories of Title IX policy violations.

#### **Non-Discrimination Notice**

Black Hills State University is committed to providing a safe and nondiscriminatory environment for our students, staff, and faculty. To this end, the University takes seriously allegations of sexual violence, including sexual harassment, sexual assault and other forms of interpersonal violence including stalking, domestic violence and dating violence. Black Hills State University seeks to keep all students, staff and faculty informed of the resources available to them to help prevent or, if the situation warrants, report and respond to an incident of sexual violence.

#### **Prohibition of Retaliation**

Persons who bring complaints of discrimination, harassment, or sexual violence to the attention of university officials

and persons who participate in the investigation and resolution of such complaints will not be subject to harassment, interference, intimidation, or retaliation based on their participation in the investigation.

### Reporting Options

Individuals who experience harassment, discrimination, sexual assault, or other equal opportunity (EO) concerns have many options regarding who to tell, if anyone. All BHSU employees, except professional counselors and licensed medical professionals, are required to forward such reports to the Title Coordinator, who is obligated to investigate or respond to all such reports.

BHSU employees include, but are not limited to RAs, hall directors, faculty members, academic advisors, coaches, and administrators. In addition, the following employees have specialized training to provide individuals with resources and protective measures. These employees include:

Title IX Coordinator	Dr. Breon Derby	Young Center 202	642-6590	<a href="mailto:Breon.Derby@bhsu.edu">Breon.Derby@bhsu.edu</a>
Director of Human Resources	Melissa Hart	Woodburn 202	642-6877	<a href="mailto:Melissa.Hart@bhsu.edu">Melissa.Hart@bhsu.edu</a>
Dean of Students	Dr. Jane Klug	Student Union 105E	642-6080	<a href="mailto:Jane.Klug@bhsu.edu">Jane.Klug@bhsu.edu</a>
Campus Safety & Security	Phil Pesheck	Woodburn 126	642-6297	<a href="mailto:Philip.Pesheck@bhsu.edu">Philip.Pesheck@bhsu.edu</a>

Report Online <https://publicdocs.maxient.com/incidentreport.php?BlackHillsStateUniv>

## Campus Directory

Visit [www.BHSU.edu/Phone](http://www.BHSU.edu/Phone) for a complete list of campus telephone numbers.

Academic Affairs Office .....	(605) 642-6262	Registrar's Office .....	(605) 642-6092
Admissions Office .....	(605) 642-6131	Residence Life Office .....	(605) 642-6464
Aquatics Center (pool) .....	(605) 642-6096	ROTC/Military Science RSVP .....	(605) 642-6122
Athletics Office .....	(605) 642-6882	Student Financial Services Cashier .....	(605) 642-6531
Bookstore .....	(605) 642-6636	Financial Aid .....	(605) 642-6145
BHSU Theatre .....	(605) 642-6490	Payment Plan/Perkins Loans .....	(605) 642-6480
Buzz Card Office.....	(605) 642-6513	Student Accounts/Tuition Billing.....	(605) 642-6527
Center for American Indian Studies .....	(605) 642-6578	Student Employment .....	(605) 642-6113
Dean of Students .....	(605) 642-6080	Student Engagement & Leadership Center.....	(605) 642-6378
Dining Services (Sodexo) .....	(605) 642-6060	Student Success Center .....	(605) 642-6159
Disability Services .....	(605) 642-6099	Student Support Services .....	(605) 642-6294
Educational Outreach .....	(605) 642-6513	Student Union Information Center .....	(605) 642-6062
Facilities Services.....	(605) 642-6244	Testing Center .....	(605) 642-6099
Graduate School/Assessment .....	(605) 642-6262	Veterans Affairs.....	(605) 642-6145
Health Services & Counseling .....	(605) 642-6520	Weather Line	
Human Resources .....	(605) 642-6549	Spearfish campus .....	(605) 642-6059
International Relations .....	(605) 642-6942	Rapid City campus .....	(605) 718-4118
<i>Jacket Journal</i> Newspaper.....	(605) 642-6389	Young Center Information.....	(605) 642-6096
KBHU-FM.....	(605) 642-6265		
Mail Services.....	(605) 642-6396		
Marketing & Communications .....	(605) 642-6215		
Network & Computer Services .....	(605) 642-6580		
President's Office .....	(605) 642-6111		
Printing Center .....	(605) 642-6861		
Public Safety Recreational Sports .....	(605) 642-6297		
BHSU-Rapid City Campus .....	(605) 718-4112		
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## RESIDENTIAL STANDARDS OF LIVING

The University's Student Code of Conduct applies to all students of South Dakota Board of Regent-controlled schools. Additionally, all such students and visitors are obligated to comply with the Residential Standards of Living (including Residence Life Policies and Procedures listed herein). Under the concept of Joint Responsibility, all individuals who are present in a residential room, apartment and/or suite where/when University policies are violated are subject to documentation and Student Code of Conduct action. Residential students are responsible for offenses that may occur in their room whether or not present at the time.

### RESIDENTS' EXPECTATIONS AND RESPONSIBILITIES

As a residential student, it is reasonable for you to expect:

- A relatively safe, clean and well-maintained residence hall space.
- A quality learning environment conducive to your academic and social pursuits.
- Privacy and the proportionate use of your room, both in terms of space and time, and the right to be free of unwanted guests in your room.
- Recreation and relaxation; and
- The assistance of your Resident Assistant (RA) or Complex Director (CD) when you need help with a problem.

As a residential student, you have the responsibility:

- To confront another's behavior that infringes on your rights.
- To keep your door and hall doors locked, and not to prop them open, allow in strangers, or guests without a resident escort/ registration.
- To take care of yourself, academically, financially, socially, physically, and mentally.
- To keep common areas neat, clean and damage free, and to straighten up common areas after use.
- To observe quiet/courtesy hours, keep your stereo, television, other electronics and your voice at a reasonable volume in the residence hall and to remind others you expect the same of them.
- To let your roommate know of your wishes and preference for hours of sleep, study and visitation, and to work through any difference you may have in a peaceful manner, within the guidelines provided by Black Hills State University.
- To know and abide by the laws of the state of South Dakota, including those that pertain to alcoholic beverages and illegal drugs.
- To follow the rules and regulations as stated by the South Dakota Board of Regents and Black Hills State University.
- To support the educational mission of Black Hills State University and to sustain an environment conducive to living and learning in the hall, examine your own behavior when confronted by another and work toward resolving conflicts. You also have the responsibility to confront others in a non-aggressive and non-threatening manner.
- To notify a staff person of your problem in a timely manner and to cooperate with them as they work with you to resolve the problem.
- To read information provided for you by Black Hills State University and Residence Life staff, especially the Residence Life Standards of Living/Policies and Procedures and the Student Code of Conduct.
- To participate in wing and hall meetings and share responsibility for adhering to and enforcing community policies and guidelines.

## Fire Safety

- Minimally, a \$50 fine will be issued for a first-offense violation of the following Fire Safety Violations (second offenses doubled, etc.):
- Open flame devices including candles, incense and smoking, E-cigarette and Vape Pen use is considered smoking. The use of either is prohibited inside the residence halls and campus apartments.

- Open coil appliances such as hot plates and space heaters.
- Negligent cooking includes cooking that is left without supervision and/or is the cause of a fire alarm.
- Negligent cooking may include supervised cooking even though the cooking/food causes or triggers a fire alarm.
- Halogen lamps; and
- Extension cords; and
- Outlet splitters.

Minimally, a \$250 fine will be issued for a first-offense violation of the following Fire Safety Violations, additionally, criminal prosecution is possible:

- Any prank or activity involving fire extinguishers (the removal and/or discharge of), fireworks, flammable material, liquids, explosives, dangerous chemicals and noxious or harmful materials/objects on BHSU grounds or in the residence halls.
- All types of fireworks are prohibited by the City of Spearfish. The Spearfish Municipal Fire Code makes it a violation for anyone to possess, store, sell, use, or explode any type of fireworks. Offenders may be subject to fines and imprisonment. Due to the physical danger to residents and the possibility of fire, any prank or activity involving fireworks, flammable material, liquids, explosives, dangerous chemicals and noxious or harmful materials/objects WILL NOT be tolerated on BHSU grounds and/or in any residence hall. Activities involving the use of chemicals/explosives/fireworks may result in severe disciplinary sanctions issued as well as prosecution under applicable criminal codes. All chemicals/explosives/fireworks found in any residence hall room are subject to immediate seizure by any staff member.
- Failure to evacuate during a fire alarm or hindering the evacuation of other occupants during a fire alarm is prohibited. Severe disciplinary action, including possible dismissal from BHSU, may be imposed for violation of these procedures. Additionally, criminal prosecution is possible for pulling fire alarms or unauthorized use of firefighting equipment.
- Tampering/abuse of fire equipment and/or any life/safety equipment.
- False reporting to authorities—knowingly making a report or intentionally causing a false fire or other emergency alarm to be transmitted to, or within, any fire department, ambulance service, or other government agency which deals with emergencies involving danger to life or property.
- Intentionally starting a fire or causing an explosion that places another person in danger of death or serious bodily injury.
- No more than 8 people are permitted in each room/apartment at a time. Exceptions can be made with the approval of the CD.

## Personal Safety

Weapons are prohibited in the residence halls. Weapons include, but are not limited to, the following:

- Handguns
- Gas guns
- Metal knuckles
- Gravity knives
- Knives with blades longer than five (5) inches
- Any switch blade knives
- Firearm silencers
- Machine guns
- Short rifles
- Short shotguns
- Blow guns
- Bow and arrows,
- Sling shots,
- B.B. guns,
- Pellet guns,
- Air guns (Nerf, Airsoft, etc.),
- Ammunition is not permitted in the residence halls.
- Stun guns, and
- Paint guns

Hunters are encouraged to store their firearms (free of charge) and other hunting equipment (e.g. archery equipment) in the firearm storage facility controlled by the Public Safety Office.

Kitchen Knives, knife blocks, knife sets, etc., used in an appropriate manner and for their purpose, may be approved at the discretion of the Complex Director/Assistant Complex Director of the residence hall in which you reside. These items must be approved in advance. Any approved items must be stored appropriately and safely when not in use (a butcher block, or in a sheath/cover) and may be used in the kitchen space only. Misuse of these items will result in the items being confiscated, and the student responsible facing Student Code of Conduct (SCC) violation for Weapons (SCC 3.b.iii.6).

Sport activities such as golf, football, soccer, water fights, basketball, hackey-sack, skateboards, bicycles, roller blades, general horseplay, etc., are not to be played inside residence halls. Sports in the halls endanger the safety of residents, could result in damage to the hall and/or residents, and may disturb students' study and rest.

Yellow Jacket Apartments: Sidewalks in-between Apartment buildings are designated fire lanes, students/tenants and their guests are not permitted to drive their vehicles on the sidewalks. BHSU Staff in the execution of their job duties/responsibilities (Facility Services, Residence Life, trash pickup, etc.) are exempt. Residents/Tenants who drive on sidewalks may face a violation of the Residential Standards of Living via a judicial hearing. Tenants in Family/Faculty Housing may face a possible termination of their lease.

Residence Life permits the use of sidewalks for move-in and move-out **only**. The specified times are as follows:

- Fall Semester:           Opening: 48 hours after Opening Day  
  Closing: 48 hours prior to Closing Day (last day of finals)
- Spring Semester:        Opening: 24 hours after Opening Day  
  Closing: 72 hours prior to Closing Day (last day of finals)
- Family/Faculty:         Move-in: 72 hours after receipt of keys from Staff  
  Move-out: 72 hours prior to scheduled check out with Staff  
  \*Family/Faculty may work with Residence Life Staff to meet their needs.

Any behavior that serves to jeopardize one's own personal safety or the safety of others is a violation of University policy.

## Personal Health and Wellness

All residents are responsible for their own personal health and wellness including appropriate personal hygiene, mental health, management of medical conditions or illnesses, and/or disability-related personal needs. Residents are expected to utilize the various resources available to them to provide this care for themselves. Residents may not ask roommates, Residence Life staff, or other residents living within their community to be responsible for their self-care needs. Residents with the inability to care for themselves and/or who cause harm to themselves or others may be asked to adhere to a Behavioral Expectation Plan and/or leave on-campus housing. To request disability-related accommodation please contact the Office of Disability Services.

## Pets

No pets (animals and/or reptiles) are allowed, except for fish. Aquariums must not exceed 10 gallons. See BHSU Residence Life's policy on Service or Assistance Animals:

## Service or Assistance Animal

A student requesting permission to have a service or assistance animal must take the following steps to be fully compliant:

- The request must be approved by Disability Services prior to having the animal in the halls.
- Disability Services will conduct an intake evaluation of the request and determine if an accommodation is reasonable.
- Upon approval, Disability Services will contact Residence Life to give notice of the accommodation.

Upon receipt of notice from Disability Services, Residence Life will assign and notify the student of a space on campus that meets the requirements, if the student does not already have assigned housing. Residence Life will notify the necessary residential building staff. Residence Life will notify the student's roommate(s) or suitemate(s) to solicit their acknowledgement of the approval and notify them the approved animal will be residing their shared space, if necessary.

## Quiet Hours and Courtesy Hours

- Quiet Hours are from 10 p.m. to 10 a.m. Sunday through Thursday, and 12 a.m. through 10 a.m. on Friday and Saturday.
- Quiet Hours are also in effect 24/7 during final exam week (one day prior to the first week of finals). Extreme quietness during Quiet Hours is expected.
- All other hours are considered Courtesy Hours. Noise volume during Courtesy Hours should not exceed a level that would likely interfere with others who are sleeping, studying, or otherwise using the facility for its intended purposes.
- Radios, televisions, or stereos should be turned down, so they are not heard outside of your room. Stereos that disturb residents of the hall or room may be detained in storage for a length of time to be determined by the CD. Stereos may not be played through open windows; they may disrupt other residents and faculty in academic buildings.
- A City of Spearfish noise permit must accompany amplified music in or around the residence halls.

## Unauthorized Entry

Unauthorized entry into or use of Residence Hall facilities (such as a residential room/apartment/suite, common area, lounge, or computer lab) is strictly prohibited. Only registered residents (of their assigned building), their invited guests, people directly connected with approved hall programs/events, and authorized personnel are permitted entry into the residential facilities.

## Check-in/Check-out Process

- Before your arrival, a Residence Life staff member who noted the condition of the room on a Room Inventory Form inspected your room.
- Residents are asked to sign the Room Inventory Form once they are sure the information on the form is accurate and complete. It is very important that you make certain that all information on this form is correct since you will be held financially responsible for any room/furniture damages that occur under your tenancy.
- Residents should follow proper check-out procedures when moving out of their room or moving to another room on campus.
- Proper check-out includes removing all personal belongings, removing all waste, cleaning the room and returning the room to the condition at check-in. Residents must schedule a check-out time with a residence hall staff member.
- All keys must be turned in at check-out.

- At the time of check-out, staff will again fully inspect the room. Should anything be broken, damaged, unaccounted for, or in need of cleaning, the student(s) responsible will be required to pay those charges. These include damage to a room not considered normal wear and tear. The occupants of the room and/or the responsible resident(s) must pay these charges.
- Residents who do not follow check-out procedures assume financial responsibility for any repairs/replacements cleaning necessary upon departure. It is unacceptable to depart your unkempt room assuming somebody else (i.e. your roommate) will "clean/fix/take care of things."
- The Room Inventory Form and an inspection by a residence hall staff member will serve as the basis for check-out charges, if assessed.

## Room Changes

- Student-initiated room changes are not allowed during the first two weeks of each semester.
- After the initial two week move-hold is lifted, students can move rooms with the knowledge and consent of their in-hall staff.
- Room changes must be authorized by your Complex/Assistant Complex Director – you must have his/her written approval before moving.
- A [room change request form](#) must be filled out to initiate the room change process.
- After submitting the form, student are placed on a wait list, prioritized by their date of submission.
- If/when a space becomes available the Complex/Assistant Complex Director for that building will contact the student wishing to move.
- After the fourth week of the semester any room change initialed by a student will carry a \$100 Room Move Charge.

## Room Consolidation

- To be fair, cost effective, and meet the needs of a variety of students, the University may request residents to change room or hall assignments or to assign roommates to consolidate vacancies.
- Vacancies are consolidated by having a resident move from a double room with only one occupant, to another double room which only has a single occupant to create a room with double occupancy.
- Before consolidation, if space is available, a resident may occupy his/her room as a paid double-as-a- single (DAS). Residence Life will pro-rated where applicable.
- Before requiring residents to consolidate, Residence Life will allow residents to find a new roommate of his/her choice who currently lives in the system.
- Remember, three choices exist regarding consolidations:
  - you may remain in your room without a roommate but must pay extra.
  - you may find another person to be your roommate; or
  - Residence Life will find another person to be your roommate, or you may be asked to be another person's roommate.
- Residents failing to cooperate with the consolidation policy can be assessed a DAS pro-rated charge without their consent.

## Room Contract

The room and board contract, from the beginning date of the contract period, binds the resident student for the full academic year, excluding summer sessions. If a contract is entered into at the start of fall semester the contract will be binding until the final day of spring semester.

**Contract Term Dates and Vacation Periods** – The contract term begins for all residence hall and apartment students on

8 a.m. on “Move In Day” in the fall, usually the Friday before classes begin.

**Residence Hall Closures and Finals Week** (Thomas Hall, Heidepriem Hall, Humbert Hall, and Bordeaux Hall):

Winter Break: The BHSU Residence Halls close at 6:00pm on the last day of Finals Week and re open at 8:00am on the Sunday before classes begin.

The **Yellow Jacket Apartments and Wenona Cook Hall** remain open from the start to end of the contracted term. Apartment and Wenona Cook residents are allowed to occupy their apartment/rooms during thistime.

During designated Residence Hall closures residents may leave belongings in their room (except summer break).

Should you have no alternative than to stay in Spearfish during these breaks, limited guest housing is available; arrangements can be obtained by contacting the Residence Life Office at 605-642- 6464. There is a nightly cost associated with staying in the residence halls outside of designated contract dates and during breaks.

During university breaks, residence hall closures, and finals week BHSU Residence Life staff are available to students. They conduct rounds of the residential buildings on a regular basis to ensure safety and security. Should staff encounter alleged violations of Student Code of Conduct or the Residential Standards of Living they will appropriately document their findings. The student(s) involved in the alleged violations may be asked to vacate their residence hall space until the incident can be reviewed by Residence Life Staff and the conduct can be adjudicated.

The contract term ends for all residence hall and campus apartment students at 6:00 p.m. on the last day of Finals Week for the Spring Semester.

For more information, or exact dates please contact Residence Life at 605-642-6464 or visit <http://www.bhsu.edu/Student-Life/Residence-Life>

## Cooking, Food Preparation, & Kitchen Facilities

- Cooking in your room with any appliance that has an open heating element (such as hotplates and toasters) is strictly prohibited. Additionally, the use of electric (or flame) grills and/or pizza ovens is prohibited (these items have proved to be problematic in the past).
- Microwave ovens are allowed (only for simple convenience foods) but must be used responsibly.
- Coffee makers are also permitted.
- All appliances must be Underwriter Laboratories (UL) approved. The University reserves the right to remove cooking appliances.
- Kitchenettes are available in each residence hall.
- It is the residents' responsibility to keep these facilities clean.
- To reduce the risk of fire, do not leave your cooking unattended. Unattended cooking – or other forms of negligent cooking – often activates the fire alarm system which automatically summons the fire department. In such cases, a \$50 fine could be imposed upon the negligent cooking.

## Grills/Outdoor Cooking

- Propane gas grills may be used outside your hall/building.
- For safety reasons, grills must be positioned at least 100 feet from your hall/building.
- The use and/or possession of non-propane grills (such as charcoal or wood fueled) or flammable starter materials

are strictly prohibited.

- The University reserves the right to remove/dispose of prohibited items on school property.

## Appliances

- Compact refrigerators no larger than 4.4 cubic feet may be used.
- Microwave ovens must be UL1000 (100 watts) or less.
- Toaster ovens, toasters, hot plates, halogen lamps, and any appliance with an open heating coil are not allowed.
- Crockpots, rice cookers, and Instant Pots are allowed in the Residence Halls, but are to be used in the kitchen areas under constant supervision.
- Personal room air-conditioners are not permitted.

## Decorating

To help you have a comfortable stay at BHSU, we encourage you to decorate and personalize your room.

- Avoid using nails, duct tape, or foam tape; it's not worth the time or cost to remove these at the end of the year.
- DO NOT use contact paper on any walls, doors, fixtures, shelves, desks/dressers, or any other room furnishings.
- Holiday decorations are allowed but must comply with all aspects described in this handbook.
- Natural holiday trees are NOT permitted. You may have an artificial tree in your room. Such trees must be flame retardant.

## Fire Safety Guidelines Regarding Decorations

- All materials used (i.e. paper, foil) must be flame resistant.
- No painting is allowed directly on walls, floors, or ceiling surfaces.
- Fire alarm boxes, heat detectors, fire extinguishers and cabinets, bedframes and exit lights must not be covered and exits must not be blocked.
- All decorations are to be removed before the halls close for semester break.
- No candles (containing a wick) or any open flame devices may be used as decorations.
- Keep in mind anything creating an egress hazard will not be permitted.

## Fire Safety Inspections

- Fire Safety Inspections of your room will occur periodically. Notice of actual inspections will be posted in your residence hall a few days prior to the actual inspections. You will be given written notice of results once your room has been inspected. Such results will include date and time of entry, findings, fire safety violations if any, and the name of staff that conducted the inspection. Items noticed in your room (in plain view sight) that are in violation of University policy will be confiscated and at the discretion of the Director of Residence Life may or may not be returned to you.

## Furniture

University owned furniture is not to be removed or exchanged from rooms, lounge, or lobbies. Students will be held accountable for any abuse of University property--furniture included.

## Beds

- Each bed is adjustable to 10 different heights. No tools are necessary to change your bed height. Simply lift up on one end of your metal bed springs causing it to release its hold on the metal pin (inside the groove of your bed

post). Reposition the bedspring to the desired height and firmly press the bedspring so it latches onto a metal pin.

- Your furniture is designed so that the 3-drawer dresser will fit under your bed if your bed is set on its highest position. DO NOT place your dresser or desk under your bed unless your bed is set at its highest position. Severe and costly damage (for which you are responsible) will occur (from the bed springs) to the furniture tops if you place furniture under your bed and if your bed is set in anything but its highest position.
- You may bunk your beds if you desire to do so. If you do bunk your beds you agree to assume all liability related to injuries resulting from falls. Also, you must use 4 metal bunking pins, which can be obtained at no charge from your RA or CD/ACD. Ask if you need help.
- You are not allowed to raise or loft your beds (lofting means bunking one bed on top of another) without having a metal bed spring or university-approved lofting device attached to each bed.
- Raising means heightening your bed by placing your bed posts on blocks or raisers.

## Electrical Fixtures

- Electrical light fixtures are provided in your room and are not to be modified in any way. Your room light fixtures are equipped with special energy efficient bulbs DO NOT INCREASE the bulb size or wattage.
- Provide your own study or table lamp if more light is desired. However, you may not use a HALOGEN LAMP because they produce a large amount of heat and have proved to be unsafe. Electric light bulbs should be recognized as heat producing devices and should not be near any combustible surface.
- Homemade light fixtures, extension cords, electrical socket splitters, combustible lampshades and combustible decoration on light fixtures are all firehazards.
- Electrical extension cords are not permitted. If additional extension outlets are needed, special multiple outlet boxes with a built-in breaker can be purchased (e.g. surge protectors) at various local retail stores. Residence Life suggests the purchase and use of power strips for safer use of power.
- Orange Power Receptacles (outlets)
  - You will notice orange-colored power receptacles in the Humbert, and Wenona-Cook rooms. The receptacles are special circuits (dedicated neutral-fault) designed to better-protect your data equipment. We recommend these orange-colored receptacles be used only for your computers or other data-related equipment.

## Housekeeping

- Keep your room clean. Failure to maintain a clean room may pose a health hazard, and therefore, be considered a justifiable reason for corrective actions via administrative and/or disciplinary procedures.
- Cleaning that is expected: changing/cleaning bed linen/clothes, cleaning, and dusting, cleaning the sink, and emptying the wastebaskets on a regular basis to reduce fire hazards and rodent/bug infestation.
- Residents are expected to take their trash to the parking lot dumpster. Leaving personal trash in the common areas of the building is not permitted. Vacuums and cleaning supplies are available in each residence hall.
- Residents in Bordeaux Hall and the Yellow Jacket Apartments are responsible for cleaning and maintaining their living spaces; this includes bathroom and kitchen areas. Residence Life will provide cleaning supplies, if necessary, but will not provide cleaning services.

## Internet Access

Each residence hall and campus apartment room has Internet access via a wireless network, as well as, one hard-wired port. This network is an Internet service that provides a reliable connection for students in the campus halls and suites. To connect to the network, users must meet minimum system requirements. For assistance with connection and internet access contact the HELP Desk at 605-642-6580 or at [BHSUHelpDesk@bhsu.edu](mailto:BHSUHelpDesk@bhsu.edu).

## Wireless Internet Equipment

Wireless antennas servicing the residence hall students are in student rooms throughout the residence halls. This equipment is expensive and is University property. Tampering or abuse of this equipment is prohibited. Anyone found responsible for damaging and/or tampering with university property is subject to discipline as stipulated in the Student Code of Conduct.

Personal wireless routers are not permitted in the residence halls. Use of these devices interferes with and decreases the level of security of the network, and anyone connected to it. If a personal wireless router (a "rouge device") is detected on the BHSU network, BHSU Networking and Computing Services will deactivate the internet port it is connected to and contact the resident. Further use of personal wireless routers can result in referral to Student Conduct.

## Keys & Lock-Outs

Keys are obtained when you check into your residence hall room. It is \$75 to replace your room key and \$25 to replace your mail key.

If you lock yourself out of your room, a residential staff member or security member can help you get in any time-day or night (see the schedule posted in your hall). Rooms may only be unlocked for the resident of their own room, in their presence. Rooms may not be unlocked for friends of the resident, even with the resident's permission.

## Room & Building Security

- **Lock your door whenever you leave.**
- Do not lend your room key or access card (Buzz Card) to another person.
- Duplication of room keys violates occupants' rights to safety and will result in a charge for a lock change and possible disciplinary action.
- Report problems with locks/keys to an RA immediately.
- Intentional jamming of doors and locks may result in disciplinary action and payment for damages.
- The University is not liable for personal property loss or damage.
- Entry doors for the residence halls are locked 24 hours a day. Your student ID (Buzz Card) when swiped will unlock the entry doors to your assigned hall.
- The "panic bars" on the Buzz doors are "skin sensitive." Doors will not open from the inside if you are wearing heavy gloves or if you use your arm to push on the bar.
- A \$50 fine and residence hall probation will be levied against anyone apprehended propping entrance doors open or entering without authorization.
- A \$50 fine will be assessed to any resident who loans his or her Buzz Card to someone else for the purpose of gaining entrance to the residence hall.
- A \$100 fine and residence hall probation will be levied against any improper or unauthorized use the fire exit doors.

## Theft and Loss

- Lock your room whenever you are away.
- It is recommended you record a complete description, including model and serial numbers of property, such as stereos, televisions, computers, etc.
- For your protection, secure your valuables.
- Know your family's insurance coverage (it may cover personal property) and invest in adequate personal

property/renters insurance.

- It is against the Student Code of Conduct (SCC 2.3.2) to take without permission, damage, or possess institutional property or property belonging to another person.
- The University does not accept liability for personal property loss, theft or damage.

## Room Entry

- Staff may enter a student's room if they have the permission (of the student of that room) to do so. However, if permission is not granted, authorized staff may enter a student's room under the following conditions:
  - If there is reason to believe a personal safety risk and/or life-threatening situation exist;
  - To investigate an infraction of University policies;
  - To conduct a room search with a properly executed Administrative Search Permit; and
  - To perform necessary maintenance or housekeeping work.
- Here are some examples of necessary maintenance/housekeeping:
  - To inspect for cleanliness and safety; ensure health standards are maintained;
  - To determine the condition of University property;
  - To perform maintenance as required and/or requested;
  - To conduct preventative maintenance during break periods; and
  - To conduct fire safety inspections of your room.
- Student rooms will be entered and the students' privacy protected in accordance with state law.
- Should staff observe property or conditions which violates the law or University rules and regulations, these suspected/observed violations will be reported to law enforcement &/or other appropriate authority. Confiscated items may or may not-at the discretion of the director of Residence Life-be returned.

## Room Search

- The University may search a student's room without their permission if an Administrative Search Permit has been properly executed. Searching is defined as looking into or under anything within the domain.
- Administrative Search Permits will stipulate who can conduct a search, typically BSHU Public Safety personnel.
- Search by institutional staff may be conducted pursuant to an Administrative Search Permit issued by the Dean of Students. The permit will include the following information:
  - The room(s) to be searched, the regulation(s) allegedly being violated,
  - The basis for the search, the item(s) being sought (if applicable), and
  - The names of those authorized to search.
- Under these conditions, you should understand this is an Administrative Search – not a Police/Court- Ordered Search.
- Items noticed in your room that are in violation of University policy will be confiscated and, at the discretion of the director of Residence Life, may or may not be returned to you.
- Alternatively, you should know police can search you, your room, and/or your car through a Court- Ordered Search Warrant. In such cases, the police-not the University-control the search process.

## Mail

Each resident is assigned his/her own personal campus mailbox, located in the lower level of the Student Union. Mail is delivered Monday through Friday, excluding federal and state holidays. If a package, certified or registered mail is received, a notice will be e-mailed to you via your student account (@yellowjackets.bhsu.edu) informing you how to pick up your package. Personal mailbox keys are issued upon check-in. Replacement keys are available upon request for \$25.

## Repairs and Maintenance

Repairs and maintenance needs, including broken items, malfunctioning equipment and fixtures, leaks, burned out bulbs, and any other matter requiring attention should be reported to your complex/assistant complex director or resident assistant. Students may also submit a through a [Maintenance Order Request](#) form located on the Residence Life webpage. Urgent needs should be quickly brought to the attention of your RA, CD/ACD, the staff member on-duty, or the Senior Staff member on-call.

## Residence Hall Lockdown

A building lockdown involves a “no one in, no one out” scenario as a temporary security measure. During a lockdown, people are not permitted to leave, nor enter the building. Doors are locked and people must ascribe to the directives of school personnel or law enforcement. As per police recommendations, the following procedures will be implemented for a residence hall lockdown: Staff will lock doors and post lockdown signs, if possible. Residents, staff, and visitors should immediately secure themselves in a non-ground-floor lockable room. Lock your door and close your window blind. Open areas such as lobbies, hallways, kitchens, bathrooms, and laundry rooms should be avoided. If possible, an emergency message will be sent via the BHSU Campus Alert System explaining the circumstance.

Lockdown will continue until the school receives an “all clear” signal from emergency personnel.

For information on, and to register with, the campus alert system (Everbridge) please, contact BHSU Public Safety at 605-642-6297 of the following link: <http://www.bhsu.edu/About-BHSU/Emergency/Campus-Alert-System>

## Terror Alerts

The University works closely with local and state officials regarding appropriate responses to terror alerts. If/when terror alerts change, residents are notified what security measures/procedures are in effect. Notifications are made through flyers, bulletin board postings, hall meetings, and public address announcements. The residence halls are equipped with remote-controlled public address systems – University officials use these systems during urgent situations to communicate essential emergency information.

## Smoking

Smoking is not allowed in any residence hall, suite, or campus apartments including the resident rooms. Smoking is only allowed in the parking lots, making the entire interior of the campus smoke free. E- cigarettes, and vape pens etc. are considered smoking devices and are included.

## Students Carrying Less Than Six Hours

Students whose course load falls below six hours need special permission to remain in the residence hall. This permission is obtained by the director of Residence Life, or their designee.

## Window Screens

Window screens should not be removed or tampered with, nor may windows be utilized to enter or leave buildings. Students who damage or remove their window screens will be assessed a \$25 minimum charge per person/screen involved. Attempting to gain entrance or exit through a window is strictly prohibited and could be viewed as non-compliance with a school official.

## Visitors

- Visitors are defined as individuals who are not an assigned resident of a particular residence hall.
- Visitors must be 18 years of age or older and have a valid form of identification. Guests under the age of 18 may be permitted provided they present approval from a legal parent/guardian.
- Residents may host visitors in their rooms at any time during their contract period, unless the privileges have been revoked via a judicial sanction.
- No more than 8 people are permitted in each room/apartment at a time. Exceptions can be made with the approval of the CD
- The resident must register (via a registration log) each visitor with the hall's RA or night assistant on duty (during the hall coverage hours of 8 p.m.-5 a.m.) and specify the anticipated check outtime.
- The Resident must always accompany their visitor in the residence hall visitors are not permitted to roam the hall unescorted.
- Cohabitation and/or squatting is not permitted and will be determined and dealt with on a case-by-case basis, by the CD.
- Visitors are required to follow the same conduct policies of the University/Residence Life Living Standards as residents.
- It is important residents receive approval from their roommate(s) for any visitation.
- Residents are responsible for the actions of their guests.

## Restrooms/Showers

- Residents and guests are required to use a gender-appropriate restroom/shower. Offenders face referral to Student Conduct for potential Acts of Aggression, Unauthorized Entry, and/or other appropriate Code violations.
- Restrooms are subject to periodic security inspections.
- For sanitary safety reasons, do not walk barefooted in the rest rooms nor showers, slip-resistant shower slippers are recommended.

## Laundry Facilities

- Each residence hall has dedicated laundry facilities (washers and dryers), students must utilize their Buzz Card to operate the laundry machines.
- Do not leave your clothes unattended. The University is not liable for lost items.
- Wash/dry clothes at your own risk. The University is not liable for damaged items.

## Community Damages

Damage/vandalism which occurs in a community space and cannot be attributed to an individual may be billed to the students residing in the community. Students are encouraged to report individuals responsible for damage or vandalism to their RA, CD, or ACD.

## Bicycles

- Bicycle racks are available outside each residence hall.
- Bicycles must never be stored in the hallway, lobby, or common areas.
- Bicycles should not be hung from ceilings or attached to walls or furniture.
- Riding of bicycles in the residence halls is strictly prohibited.
- Do not leave your bicycle on campus over Summer Break. BHSU officials collect, relocate, and dispose of abandoned bicycles.

## Dining Service

- The cafeteria (The Hive) is located in the Student Union.
- All residence hall students are required to have a meal plan (a board plan) with BHSU Dining Services.
- Meal plans may be changed during the first week of school.
- You must present your Buzz Card at every meal.
- To view the daily menu visit <http://www.bhsu.edu/Student-Life/Student-Services/Dining-Services>.
- Students who have special meal needs should contact Director of Dining Services at 605-642-6060.
- **BHSU Dining Services Closures:**
  - Thanksgiving Break, Winter Break, Spring Break and Summer Break.
  - Selected long weekends (e.g. Easter Weekend)
  - Specific closure dates will be posted in the Dining Hall (The Hive).
- Please visit [www.BHSU.edu/Dining](http://www.BHSU.edu/Dining) for more information
- BHSU Dining will work with students to provide meal service during sanctioned break periods. Please contact Dining Services at 605-641-6896 or 605-641-6060 for more information.

## Hall Programming and Activities

- Funded mostly through vending proceeds, each Residence Hall strives to provide various programs and activities to enhance the living experience.
- TV facilities are available for your use and are located in each residence hall.
- A variety of equipment (from game boards to sports equipment) is available from the hall office; check with an RA.

## Illness and Injury

We recommend that you call/visit Student Health Services, located in the lower level of the Student Union; their contact number is (605) 605-642-6520.

## Parking

- Parking permits are required for all vehicles, permits can be purchased during registration, online, or from the Parking & Public Safety Office (126 Woodburn Hall).
- Guest parking passes are available at the Parking & Public Safety Office.
- Parking is only permitted in designated areas.
- Tickets are issued for illegally parked vehicles.

## Residence Hall Association (RHA)

This organization is the leadership board of the combined Community Councils. RHA provides guidance and leadership resources to each Community Council to promote the residence hall experience (i.e. policy development, leadership, and programming opportunities). The RHA office is located in the Student Engagement and Leadership Suite in the upper level of Student Union.

## Community Council

The Community Council is a student organization run by the students of each hall to help the staff guide the community. Community Council empowers student ownership of their community by providing a forum for students to help craft policies, procedures, and the Student Code of Conduct in hall related concerns.

If you are interested in a Community Council leadership opportunity, let your RA or CD know.

## Sales

- The Office of Residence Life reserves the right to limit the sale of any product(s) within the residential facilities in order to prevent disruption and to protect the personal privacy of students.
- Those who are interested in posting information in the residence halls should contact the Student Engagement and Leadership Center. The SELC staff will distribute all information.
- Student election campaign efforts are usually welcomed in the residence halls, please contact your RA, CD or ACD for more information.

Reminder: only registered residents, their registered guests, and authorized University personnel are allowed to enter the residential facilities. The hosting resident is expected to accompany their guest at all times. Anyone violating this policy is subject to trespass charges, which will be enforced by the Spearfish Police Department.

## Ceremonial Burning

Ceremonial burnings are permitted in the Residence Halls, provided the request is submitted properly and can be accommodated. Please contact your RA, CD or ACD for more information.

## Conservation

Each year, our residence halls are more costly to operate. So that these costs may be held down as much as possible, the following energy conservation ideas will assist us in this effort.

Conserve electricity: turn off stereos and televisions when you're not in the room, turn off lights when they're not needed, unplug the refrigerator when it's not being used.

Save water: take shorter showers, turn off faucets completely, report faucets with leaks or drips and toilets that run on, turn down the water volume in faucets when brushing your teeth or showering.

**Don't waste heat: report heating problems and air drafts, close windows-if your room is too hot, open door to the hallway, don't block the room's heating fixture, and open your curtains when the window is receiving direct sunlight.**





# **BLACK HILLS**

**STATE UNIVERSITY**