Welcome Home

We are thrilled you are here. I want you to know every member of the Office of Student and Residence Life department will do our best to ensure your time living on campus is fun, safe, comfortable, enjoyable, and productive.

While living in our residence halls, you can expect a social and academic environment with a variety of activities and programs. The activities and programs provided within the residence hall communities will help you get connected to your neighbors, other residents, staff, and our BSC community. Also, we encourage you to get connected with the campus community by participating in Student Government Association, campus clubs, activities, and other programs provided through our office. In the end, our biggest wish is for you to have fun, relax, be involved, learn more, and discover new ideas that help you grow and learn about yourself.

While living in BSC residence hall communities, we encourage you to use good judgment and behavior. These are important qualities that are encouraged in any community you will live in. Respect, cooperation, and personal responsibility are essential in making sure our communities run smoothly. Our well-trained staff will be available to remind and guide you as we grow and live together.

From policies and procedures, as well as helpful hints, this handbook contains helpful information about living on campus. Every resident is responsible for information contained here and in the Residence Hall Room and Board License Contract. By working together, your campus living experience will be liberating because we want you to achieve maximum results in your personal and academic lives. Please enjoy your time here and we wish you the best of luck.

Best,

Heather Sheehan

Director of Student and Residence Life
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MOVING-IN

Our Mission Statement
To provide a safe and secure learning and living environment for our residence hall students as we promote community, maturity, and personal growth.

Prior to Moving-In
If you are moving into a residence hall in the fall, you will receive a postcard with instructions on accessing you housing assignment information via your Campus Connection. In August, you will receive a move-in day packet. Your move-in day packet should include the following information:

• An informational letter
• Move-in day schedule noting office openings and move in day events
• Parking permit information sheet – 1 permit issued per resident
• A return envelope for your parking permit
• Move In 101 Checklist
• And possibly other helpful items or information from our office for your stay.

Checking-In
Upon arrival, you will find a check-in station at each residence hall. The check-in station for Werner Hall is located outside of the south wing by the campus entrance. In case of rain, all check-ins for Werner Hall will take place inside the Residence Supervisor’s office on the first floor of the north wing. The check-in station for Swensen Hall is on the first floor of Swensen Hall in the main lobby. The check-in station for Lidstrom Hall is located outside by the first floor entrance near the parking lot. In case of rain, all check-ins for Mystic Hall will take place inside the RA suite that is located on the first floor level on the right side when entering the building. The check-in station for Ritchie Hall is located in the lobby on first floor by the main entrance.

*If you will need a parking permit on move in day or were unable to complete permit information sent in the move-in day packet, we ask that you bring your car license plate number to the designated check in station for parking permits by BSC Safety and Security.

Other offices will provide open hours on move-in day from noon – 4 p.m. They are:

• Student Finance
• Bookstore
• Academic Records
• Financial Aid

• Mystic Marketplace
• Computer Help Desk
• BSC Safety and Security

These offices are open as a convenience for residents and other BSC students to attend to any business or questions individuals may have without the regular campus traffic.
On move-in day, a mandatory (required) meeting will take place in each residence hall. Attendance is taken. These meetings will go a little more in depth for expectations of rules and regulations as well as provide a time for you to ask questions. In the evening, food and a free special event is scheduled for residents. Please see your move-in packet for further information.

**Move-In at Spring Semester**

If you are joining our residence halls in the spring, you will receive a postcard with instructions on accessing your room assignment via Campus Connection. Also, you will receive a move-in day packet containing:

- An informational letter
- Parking permit information sheet – 1 permit issued per resident
- Residence Hall Handbook
- A return envelope for your parking permit information sheet.
- And possibly other helpful items or information from our office for your stay.

The Residence Supervisor will call and make an appointment time for you to move-in on the Sunday prior to spring semester and answer any questions.

On the Sunday prior to the first week of classes, the Residence Supervisor will meet with you at your scheduled time, go over move-in information, as well as help you find your new room. A mandatory (required) meeting will take place at a designated time by your Residence Supervisor. This meeting will go more in depth for expectations of rules and regulations, as well as, provide a time for you to ask questions.
Move – In 101: A Checklist

Moving can be stressful. Here is a list of recommendations.

Bed and Bath Items
- mattress pad
- extra-long twin sheets
- pillowcase(s)
- pillow(s)
- blanket(s)
- comforter
- bathrobe
- shower shoes
- shower caddy
- towels and washcloths

Appliances/Electronics
- alarm clock
- computer
- Keurig*
- printer/supplies
- desk lamp
- power strip
- DVD/blue ray
- gaming equipment
- refrigerator
  (up to 4.5 cu ft.)*
- TV*
- cable cord*

School Supplies
- backpack
- binders
- notebooks
- highlighters
- calendar
- pens/pencils
- post it notes
- scissors
- scotch tape
- stapler
- small hole punch
- loose leaf paper
- stamps and stationary
- paper clips
- rubber bands
- sticky tack
- desk organizer
- dry erase board
- push pins

Decorations
- posters
- area rug*
- family/friend pictures
- 3M products (to hang décor)

Discouraged Items
- large sums of cash
- valuable jewelry

Prohibited Items
- alcoholic beverages
- aquariums over 2 qts.
- empty alcoholic beverage containers
- candles, candle warmers, incense
- fireworks
- cinder blocks
- electrical cooking appliances (ex. George Foreman grill)
- fire arms or weapons
- -including paintball/air guns
- halogen lamps
- illegal substances/paraphernalia
- microwaves
- nails
- pets
- space heaters

*Please consider coordinating these items with your roommate/suitemates.

For a comprehensive list of prohibited items or other regulations please review this handbook in its entirety.
STUDENT & RESIDENCE LIFE STAFF

Staff Description

Director of Student and Residence Life

The Director of Student and Residence Life (DSRL) oversees all aspects and staff in the Student and Residence Life areas. The DSRL is ultimately accountable for the office’s delivery of programming, activities, policy, service and the continued development and improvement, contract exceptions, and the first appeal step to residence hall conduct matters. Additionally, the Office of Student and Residence Life is responsible for many other things, including, student government, student clubs and organizations, activities on campus, intramurals, residence hall meal plan management, and the Student Union game room which is located in the Student Union on the main level.

Student and Residence Life Coordinator

The Student and Residence Life Coordinator is responsible for the coordination, implementation, and evaluation of student activities programming through the Office of Student and Residence Life. The SRL Coordinator works with student clubs and organizations on a variety of components from development to management. Additionally, this position works with a variety of Residence Life areas to be generally helpful from staff recruitment and training, programming components, and even hall preparation work.

Student and Residence Life Assistant

The Student and Residence Life Assistant assists the Director of Student and Residence Life with day to day operations relating to all aspects managed by the office including reception, contract processing, activity planning assistance, residence hall meal plan contract management, coordination of applicants and housing sign up of all semesters, summer housing conferences and housing functions.

Residence Supervisors

The Residence Supervisor (RS) is a full-time professional that works closely with the Director of Student and Residence Life and supervises the Resident Assistants. A Residence Supervisor’s role is to establish and maintain an environment conducive to academic and personal growth. The RS manages daily operations of their appointed residence hall, initiates programs and activities with the RAs, enforces policies and procedures, and handles problems and emergencies that may arise. The RS is assigned certain other duties outside of the residence hall.

Resident Assistant (RA)

The RAs are students with excellent interpersonal skills and a genuine interest in helping others. They are valuable resources to answer questions or concerns regarding the residence halls and BSC. In addition, Resident Assistants plan programs and activities within the hall. Also, they assist the RS in the daily operations of their appointed building including office and duty hours.
## Staff Roster and Phone List

### Lidstrom Hall

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Room</th>
<th>Room Phone</th>
<th>Office Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norman Betland</td>
<td>Residence</td>
<td>(105)</td>
<td>224-2554</td>
<td></td>
</tr>
<tr>
<td>Stephen Roller</td>
<td>(RA)</td>
<td></td>
<td>224-2944</td>
<td></td>
</tr>
<tr>
<td>Brittany Nylgaard</td>
<td>(RA)</td>
<td>(131)</td>
<td>224-2945</td>
<td></td>
</tr>
<tr>
<td>Jared Trought</td>
<td>(RA)</td>
<td>(205)</td>
<td>224-2946</td>
<td></td>
</tr>
<tr>
<td>Lane Herberholz</td>
<td>(RA)</td>
<td>(231)</td>
<td>224-2947</td>
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</table>

### Mystic Hall

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Heather Price</td>
<td>Residence</td>
<td>(102)</td>
<td>224-5460</td>
<td></td>
</tr>
<tr>
<td>Keely Hutchens</td>
<td>(RA)</td>
<td></td>
<td>224-2604</td>
<td></td>
</tr>
<tr>
<td>Kaitlyn Bladow</td>
<td>(RA)</td>
<td>(103)</td>
<td>224-2604</td>
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</table>

### Swensen Hall

<table>
<thead>
<tr>
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<th>Residence</th>
<th>Room</th>
<th>Room Phone</th>
<th>Office Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heather Price</td>
<td>Residence</td>
<td>(104B)</td>
<td>224-5460</td>
<td></td>
</tr>
<tr>
<td>Rabecca Kraft</td>
<td>(RA)</td>
<td>(204B)</td>
<td>224-2804</td>
<td></td>
</tr>
<tr>
<td>Selena Wolff</td>
<td>(RA)</td>
<td>(161N)</td>
<td>224-2814</td>
<td></td>
</tr>
<tr>
<td>Allyssa Albrecht</td>
<td>(RA)</td>
<td>(304A)</td>
<td>224-2830</td>
<td></td>
</tr>
<tr>
<td>Kaela Schlichting</td>
<td>(RA)</td>
<td>(402D)</td>
<td>224-2839</td>
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### Werner Hall

<table>
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<tr>
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<th>Residence</th>
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<th>Room Phone</th>
<th>Office Phone</th>
</tr>
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<tbody>
<tr>
<td>Brandon Parence</td>
<td>Residence</td>
<td>(205S)</td>
<td>224-5455</td>
<td></td>
</tr>
<tr>
<td>Hunter Andes</td>
<td>(RA)</td>
<td></td>
<td>224-2890</td>
<td></td>
</tr>
<tr>
<td>Allan Pirillas</td>
<td>(RA)</td>
<td>(248N)</td>
<td>224-5454</td>
<td></td>
</tr>
<tr>
<td>Kennan Wiek</td>
<td>(RA)</td>
<td>(161N)</td>
<td>224-2876</td>
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</tr>
<tr>
<td>TBD</td>
<td>(RA)</td>
<td>(105S)</td>
<td>224-2862</td>
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### Ritchie Hall

<table>
<thead>
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<th>Room Phone</th>
<th>Office Phone</th>
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</thead>
<tbody>
<tr>
<td>TBD, Residence Supervisor</td>
<td></td>
<td></td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>John Bettger</td>
<td>(RA)</td>
<td>203A</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Garret Pollman</td>
<td>(RA)</td>
<td>203B</td>
<td>TBD</td>
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### Gate City Bank Hall

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence</th>
<th>Room</th>
<th>Room Phone</th>
<th>Office Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD, Residence Supervisor</td>
<td></td>
<td></td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>John Bettger</td>
<td>(RA)</td>
<td>203A-Ritchie</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Garret Pollman</td>
<td>(RA)</td>
<td>203B-Ritchie</td>
<td>TBD</td>
<td></td>
</tr>
</tbody>
</table>

### Office Phone

The Office of Student and Residence Life can be reached at 224-5464 and 224-2689.
Staff Hours and Access

Throughout the regular week, the Residence Supervisor will maintain regular office hours during the day. This is a good time to contact the RS regarding any questions, compliments, concerns, etc. On holidays, when the campus is closed, a staff member is on duty to assist with hall lockdowns, residents that remain over break, and emergencies.

_Lidstrom, Swensen & Werner Halls_

Every evening in Swensen, Werner & Lidstrom Halls, a residence hall staff member is on duty to keep office hours, facilitate lock outs, answer questions or concerns, mail requests, maintenance needs, and assist with emergencies. The schedule of staff on duty is posted in the residence hall main areas.

_Mystic Hall_

The Residence Supervisor of Mystic Hall is located in Swensen Hall. If you need to see the Residence Supervisor, please visit the main office at Swensen Hall during regular office hours or make an appointment in advance by calling the office.

Two Resident Assistants reside in Mystic Hall. They will keep on-call hours, facilitate lock outs, answer questions or concerns, mail requests, maintenance needs, and assist with other emergencies. Office hours will be posted and may vary week to week. Residents of Mystic Hall may call the Swensen Hall office during the evening office hours with questions, concerns or special needs if Mystic Hall staff is not available.

_Lloyd Ritchie and Gate City Bank Halls_

Gate City Bank Hall is scheduled for completion in 2016. The Residence Supervisor is located in Ritchie Hall, as well as, two Resident Assistants. If you need to see the Residence Supervisor, please visit the temporarily designated main office at Ritchie Hall during regular office hours or make an appointment in advance by calling the office.

Two Resident Assistants reside in Ritchie Hall and keep on-call hours, facilitate lock outs, answer questions or concerns, mail requests, maintenance needs, and assist with other emergencies. Office hours will be posted and may vary week to week.
COMMUNITY DEVELOPMENT AND EXPECTATIONS

Residence Hall Programming

The residence hall staff plans programs for the residence hall communities. We hope you will attend hall events as well as participate by suggesting ideas and helping staff with planning. The more you are involved; the more you will enjoy your residence hall experience.

Residence Hall Meetings

Floor and/or building meetings may be held throughout the year. Attendance at these meetings is mandatory. You will be responsible for informing your RS if you are not able to attend the meeting. Residents are responsible for all information discussed at any meeting they fail to attend. If you miss a meeting, be sure to talk to your RS.

Campus Community Involvement

Now that you are on campus and in college, you may decide to be involved with the campus community and pursue a variety of interests. We celebrate the opening week of school, Oktoberfest, Funuary, and host several other activities throughout the academic year.

The Office of Student and Residence Life is an excellent resource for ways to be involved outside of the classroom. A few things that you can partake in are:

Student Government Association – Run for a Senate seat during designated elections. You can even earn an enrichment credit! The Student Government Association helps with issues on campus, suggests activities through the Office of Student and Residence Life, serves on committees, and works with the operation of clubs and organizations registered on campus. You can earn a scholarship for all your work. Stop by the SGA office for more information.

Clubs and Organizations – Joining a club or organization is an excellent way to focus in on specific interests that you may have while attending Bismarck State College and learning more about yourself. A community connection fair is offered in August to allow you access to these organizations and clubs, as well as local businesses in the community. If you would like to know all the clubs and organizations that are available, you can go to our website at bismarckstate.edu/life/clubs.

Intramurals - Bismarck State College Intramurals provides a number of opportunities to stay active, healthy, meet new people, participate in a campus group, and have fun. Whether you are super active and competitive or just looking to participate and get a little exercise, we provide something for everyone, from flag football to BSC Fit Club; our goal is for everyone to get moving.

LIKE us on Facebook at facebook.com/bismarckstate
FACILITIES AND CAMPUS

Hall Descriptions

Lidstrom Hall - 1330 Edwards Ave, Bismarck, ND  58501

Completed in 2008, Lidstrom Hall was named after Dr. Kermit Lidstrom, the fourth President of the college. Lidstrom Hall is a co-ed residence hall. The hall is divided into two wings with two floors in each wing. Each floor has a suite style setting.

Swensen Hall - 1411 Schafer Street, Bismarck, ND  58501

Completed in 1972, Swensen Hall is named after Dr. Walter Swensen, the first dean of the college. Swensen Hall is a female residence hall. There are four floors in Swensen Hall. Each floor has a suite style setting.

Werner Hall - 1600 Edwards Ave, Bismarck, ND  58501

Completed in 1965, Werner Hall was named after Ralph Werner, the third President of the college. Werner Hall is a male residence hall. It is divided into two wings with two floors in each wing. Each floor has a traditional residence hall setting.

Mystic Hall – 1309 Schafer St, Bismarck, ND 58501

Completed in 2010, Mystic Hall was named after the BSC mascot. Mystic Hall is a co-ed residence hall. The hall is divided into 2 floors. Each floor has four suite style rooms.
Lloyd Ritchie Hall – Bismarck, ND 58501

Completed in 2015, Ritchie Hall was named after Mr. Lloyd Ritchie, BSC Alumni. Ritchie Hall has 2 floors and it is a co-ed apartment building.

Gate City Bank Hall- Bismarck, ND 58506

Completion is scheduled for 2016. Gate City Bank Hall is named after Gate City Bank.
# Facility Use/Campus Office Hours

**Armory Gym:**
- Monday – Thursday: 6 a.m. – 9:30 p.m.
- Friday: 6 a.m. – 3:30 p.m.
- Saturday: CLOSED
- Sunday: CLOSED

**Computer Labs:**
- Monday – Thursday: 7:30 a.m. – 9:45 p.m.
- Friday: 7:30 a.m. – 3:45 p.m.
- Saturday: CLOSED
- Sunday: CLOSED

**Office of Student and Residence Life:**
- Monday – Thursday: 8 a.m. – 5 p.m.
- Friday: 8 a.m. – 4 p.m.
- Christmas/Spring Break: 7:30 a.m. – 4 p.m.

**Other Campus Offices:**
- Monday – Thursday: 8 a.m. – 5 p.m.
- Friday: 8 a.m. – 4 p.m.
- Christmas/Spring Break: 7:30 a.m. – 4 p.m.

**Bookstore:**
- Monday – Thursday: 7:30 a.m. – 5 p.m.
- Friday: 7:30 a.m. – 4 p.m.
- Christmas/Spring Break: 7:30 a.m. – 4 p.m.

**Aquatics & Wellness Center:**
- Monday – Thursday: 5:30 a.m. – 10 p.m.
- Friday: 5:30 a.m. – 8 p.m.
- Saturday: 7 a.m. – 7 p.m.
- Sunday: Noon – 7 p.m.

*Please note pool closes ½ hr before facility*

**Library**
- Monday – Thursday: 7:30 a.m. – 9 p.m.
- Friday: 7:30 a.m. – 4 p.m.
- Saturday: Closed
- Sunday: 3 p.m. – 7 p.m.
**Custodial**

Custodians and maintenance are supervised by the Chief Building and Grounds Officer located in the Robert A. Kuntz Building. Full time custodians are available in each hall from Monday through Friday.

Custodians clean the main areas in the residence halls including lobbies, lounges, bathrooms, laundry rooms, and hallways.

Lidstrom and Mystic Halls:

- In Lidstrom Hall, the custodian will rotate a cleaning schedule for suite area bathrooms. Suite bathrooms will be cleaned once a week by custodians. Your bathroom area must have all items put away on cleaning days to ensure the custodian is able to clean the suite bathroom to the best of their ability. If items are not put away, the custodian will not clean and the Residence Supervisor will be notified.

- In Mystic Hall, the custodian will thoroughly clean bathrooms on identified school breaks. Reminders will be posted prior to break. Your bathroom area must have all items put away on cleaning days to ensure the custodian is able to clean the suite bathroom to the best of their ability. If items are not put away the custodian will not clean and the Residence Supervisor will be notified.

A fine or sanction may be assessed for students that do not comply with regular bathroom cleanings. Lidstrom & Mystic Hall bathroom cleaning schedules are posted in each hall at the beginning of the year. Please contact a residence hall staff member if you have questions.

**Maintenance**

If you require maintenance, please notify the Residence Supervisor during office hours, by voicemail, email, or by noting it on the white board outside the main office area.

The Residence Supervisor or custodian will turn your request in to the maintenance department to ensure your repair is completed in a timely manner. Sometimes maintenance will need to enter your room to complete routine maintenance. We will do our best to notify you ahead of time but sometimes these repairs require immediate attention.
SERVICES – RESIDENCE HALL AND CAMPUS

Internet Access

There is a BSC Wireless internet connection available in most areas of campus and there is a BSC Dormitories internet connection available in the residence halls. In order to receive access to the wireless network, go to: bismarckstate.edu/current/computers/wireless/.

E-mail

Bismarck State College has established e-mail as the official means of communication with students. BSC Information Technologies Solutions & Services Department (ITSS) assigns BSC students an electronic mail or e-mail address. It is the student’s responsibility to activate their e-mail account and read their e-mail messages. **Failure to activate your e-mail account cannot be used as an excuse for not knowing pertinent information such as payment due dates, last days to drop/add classes, etc.**

How do I activate my e-mail account?
To activate your BSC e-mail account, go bismarckstate.edu/current/computers/studentemail
If you need assistance, contact the BSC help desk at 224-5442.

Laundry

Laundry facilities are available in each residence hall. In Swensen Hall, laundry facilities are available on first, third and fourth floors. In Werner Hall, laundry facilities are available off the common area lounges in conjunction with the kitchen area. In Lidstrom Hall, there is a laundry room provided in the center common area on the main floor. In Mystic Hall, top loading washer/dryers are located in each suite. In Lloyd Ritchie and Gate City Bank Halls, a washer and dryer are located in each apartment.

In Swensen, Werner & Lidstrom Hall the cost is $.75 to wash and $.50 to dry. Change for laundry can be retrieved during open office hours in each residence hall. In Mystic, Ritchie and Gate City Bank Hall, the washer/dryers are not coin-operated. Washers and dryers in Mystic, Ritchie and Gate City Bank Hall are for the sole use of Mystic, Ritchie & Gate City Bank Hall residents.

If you have questions about basic laundry instructions, directions are posted in each laundry area in the residence hall to assist you.

Vending

Vending machines are available in Swensen, Werner, and Lidstrom Halls. In Swensen Hall, there is a vending machine on first floor. In Werner Hall, machines are located on the first floor by the lounge and by the entry on the first floor of the North side wing. Lidstrom Hall has a main vending area located on the second floor by the elevator.
Cable TV
Cable TV access is provided in each residence hall. With the transition to digital services, it is important to remember your television must be purchased after 2007 to fully utilize this service. Simply connect your TV to the cable TV wall outlet provided in each room and/or suite. You may need to make adjustments on your TV set to ensure you are receiving all channels.

Mail
Mail is generally delivered in the afternoon to each mailbox except on weekends and holiday breaks.

The mailing address on campus should be written as follows:
Your Name
Your Hall Name
Your Hall Address (see pages 11-12)
Bismarck, ND  58501

If you are expecting a package that will not fit in the mailbox, you will receive a note in your mailbox. You can pick up your package during RS office hours or staff on duty office hours.

Telephone
Telephone jacks are available in Lidstrom, Swensen and Werner residence hall rooms. If you choose to use this phone, all local calls are free.

Telephone Dialing Instructions
- When dialing from the residence hall, you must first dial 9 for all off campus numbers. Ex. 9-255-0000
- Please remember that in case of emergency you must dial, 9 before 911.
- If you are dialing an office number on campus, please dial 4 and the last four digits. Ex. 4-5671

Storage
Due to space and liability concerns, we do not store items for residents unless a special situation is approved by the Residence Supervisor and noted in the Office of Student and Residence Life.

Mystic Marketplace Meal Plans
The Mystic Marketplace Board Contract is required for on campus housing residents. This is a declining balance plan. This contract creates a privilege for you to use the services outlined subject to the conditions of this contract and the College policies and procedures.

The complete contract is listed in Appendix A, Section 2. Please refer to this appendix to review the specific contract in its entirety and it is subject to changes.
APPLYING, ROOM AND ROOMMATE ASSIGNMENTS

Contract Term

Contract Terms are designated for the full academic year. The term of the contract for 2015-2016 is August 23, 2015 to May 13, 2016.

Room and Roommate Assignments

Move-in packets are sent to students starting in July. Every effort is made to place a student in his/her first choice building and room type with a roommate that shares similar interests and living habits. Unfortunately, the number of student requests may exceed the number of available beds in a given residence hall or room type.

Generally, roommates are assigned to rooms based upon the attributes outlined in the housing application. Answering honestly on the housing application has great impact on the assignment process. Please understand the Office of Student and Residence Life matches roommates to the best of our ability and we cannot guarantee every pairing will be successful. Wherever possible, specific roommate requests will be granted if both parties have requested one another.

As time permits, we try to make sure each resident will receive the name and phone number of his or her roommate before arrival. Roommates should use this opportunity to get to know one another and discuss plans for bringing items to campus.

Roommate Hints and Tips

It is important to communicate openly and honestly with your roommate. When moving in with your roommate, we provide a roommate contract and questionnaire for you to fill out with your roommate. It is important to go through the topics on the sheet of paper to help you discuss living together.

Roommate Troubles and Mediation

If you are having troubles with your roommate or feel tension, please stop in and talk to the Residence Supervisor or a Resident Assistant. The residence hall staff is trained to help with these situations. If you are having trouble with your roommate, we encourage you to first talk to your roommate. When you discuss troubles with the Residence Supervisor, they help find the best solution for your situation as each situation is generally unique.

Room or Roommate Change

Roommate changes will not be made until two weeks after the fall move in day unless extenuating circumstances are identified. Room change requests must be requested through the Residence Supervisor of the building. Requesting a room or roommate change will not necessarily result in a room or roommate change because space is limited. Room change requests may not be honored for reasons of convenience or preference of roommate.

If your room or roommate change request is approved, the resident must make arrangements to expedite the process quickly.
**Occupancy/Consolidation**

Full time BSC students (12 credits or more) will receive first priority for placement in the residence hall. Collaborative and part time students may reside in a residence hall if space allows. Students who apply as full time but become part time (less than 12 credits) for academic reasons must notify the Director of Student and Residence Life.

Upon move in, students must occupy the assigned room and may not sublet or reassign the room. Room or roommate exchanges as well as checkouts must be pre-approved by the Residence Supervisor.

Students may occupy their room at 10 a.m. on the designated contract move in day and must vacate within three hours after their last final exam, unless participating in the graduation ceremony or arrangements have been made with the Residence Supervisor.

In case one of the residents vacates a room, the remaining student agrees to accept another roommate as assigned or move into another room if requested.

The Office of Student and Residence Life reserves the right to consolidate and re-assign residents and/or vacancies when the occupancy is below 100 percent to achieve optimal utilization of the residence hall.

**Returning Students Reapplying for Housing for Next Academic Year**

It is important to apply for housing as a returning student as soon as you know that you will be returning to campus for the next year. In spring 2016, those returning students applying for housing in the 2016-2017 academic year will be given preference based on order of application received through March 15, 2016 and barring any sanction restrictions noted in the Office of Student and Residence Life. Though we cannot guarantee that we will be able to fulfill everyone’s preference, we will do our best to fulfill as many requests as possible.

You will be able to apply online through CampusConnection October 1st – March 15th. Pick the Returning Students Housing Application.

**Summer Housing**

Residence halls are open in the summer for summer housing. You must be enrolled in summer classes to stay in the residence halls. If there is a waiting period after the end of spring semester before the start of your summer classes, please discuss this with the Residence Supervisor. Applications for summer housing are online via Campus Connection.

If you have other questions or concerns, email BSC.Housing@bismarckstate.edu
HOUSING REGULATIONS AND CONTRACTUAL ISSUES

The following rules, regulations, and contractual issues are specific to residence halls and the campus or excerpted from the Student Conduct Policy. The following items may not include everything listed in the contract for housing or Student Conduct Code. If you have further questions, please contact a staff member; refer to the contract copy in the appendices or the Student Conduct Policies excerpted in the appendices on the BSC website.

Abandoned Property

BSC Student and Residence Life does not provide storage when students vacate unless a special circumstance is approved by the Residence Supervisor or the Office of Student and Residence Life. Property left behind after checkout or if a student is deemed to have improperly checked out will be considered abandoned within 48 hours of the appointed checkout time or improper checkout notification. This includes bicycles. As a result, the residence hall staff will pack and log all abandoned items. These items will be donated after 30 days from the designated improper checkout date.

Alcoholic Beverages and Illegal Drugs

The possession or consumption of alcoholic beverages and illegal drugs is prohibited in residence halls and all other areas of the campus. Students are expected to abide by State Board of Higher Education and Bismarck State College policy, local ordinances and state laws regarding the consumption or possession of alcoholic beverages or the possession or use of illegal drugs.

Empty alcoholic containers and drug paraphernalia are likewise prohibited. Violations of this regulation and/or other regulations impacting our fellow residents may result in your removal from the residence halls. Non-residents or visitors, who are of minority age, found in situations with alcohol or drugs in the residence halls are subject to arrest, as are their hosts. The host is accountable for all fines that may be assessed for nonresident visitors. For further information on the campus Alcohol and Illegal Drug Policy refer to Appendix F.

Violation of the alcohol policy will result in:

1\textsuperscript{st} time offense – Letter, $50 fine and completion of E-Chug evaluation at the Mystic Advising and Counseling Center.

2\textsuperscript{nd} time offense – Letter, $100 fine and 5 mandatory counseling sessions

3\textsuperscript{rd} and subsequent offense(s) – $150 fine and possible removal from the residence halls for the third and subsequent offenses.
**Bicycles**

Bike racks are available for use outside of each residence hall as well as near campus buildings. All students who own bikes are encouraged to use strong locks and chains. Bikes cannot be stored in the residence hall common areas or in the suite spaces unless approved through the Residence Supervisor. Other recreational equipment with wheels is not permitted for use in the residence halls. Any bikes left in the bike racks that are not identified with the Residence Supervisor of the building, by which they are located, will fall under the same guidelines for abandoned property.

**Breaks (Thanksgiving, Christmas, Easter & Spring Break)**

For a number of reasons, housing closes during all major breaks of the school year. Those staying for college related reasons must notify the Residence Supervisor and provide confirmation from either a coach or instructor. Those not staying for college reasons or travel issues related to weather are to discuss your reason for staying with the Residence Supervisor. Those staying for work related reasons must provide a work schedule. The College reserves the right to charge a nominal fee during a break when deemed necessary.

**Cancellation and Refund Policy**

If you move out of the residence hall during the term of the contract, you are not entitled to a refund as provided under SBHE Policy 830.2, and you will forfeit rent for the entire term, unless BSC can find a student to rent your unit. Then you will be entitled to a refund only for the period of time the unit is rented to someone else.

**Change or Damage to Property**

Furniture provided by BSC may not be removed from the residence hall room and/or suite.

Liability – BSC assumes no responsibility for loss or damage to residents’ personal property. Residents should inquire with their parents or guardians regarding insurance coverage they may have to cover loss of personal property.

**Common Area and Appropriate Behavior**

It is our expectation that residents use respectful and appropriate manners in the common areas of the residence halls, including the lounges, hallways, corridors, bathrooms, etc. Students are expected to be appropriately attired and use appropriate language in these areas as to not offend those who also utilize these areas. Common sense is an important intuition. Students are expected to act appropriately in the treatment of things provided in the common areas such as the utilization of furniture, rooms, and other items in the residence hall facilities. As an example, it is not appropriate to rollerblade or bicycle in the residence hall. Also, it is not appropriate to store your motorcycle in your residence hall room. These are things we believe you should have common sense regarding and know not to do.
Cooking

Lidstrom, Mystic, Swensen, and Werner
There are kitchen spaces available in each residence hall for cooking. You will need to provide your own cooking and eating utensils. Please refer to the move in checklist for help on cooking and eating items to bring.

Cooking and heating appliances such as electric fry pans, microwave ovens, hot plates, and toasters are prohibited in resident’s rooms. You may use these items in the main kitchen areas. Residents must stay with their food while cooking. Kitchens may be closed if residents neglect clean up. Appliances or equipment may be confiscated until the end of the semester or the resident checks out of the hall.

Gate City Bank and Lloyd Ritchie
The apartments are provided with standard kitchen appliances within each unit. Observation of fire safety standards posted in the residence hall is especially important.

Deer, Pheasant – Other Game Cleaning

We realize that hunting is an important and rewarding endeavor in our culture that many like to participate in; however, you may not clean your game in the residence hall. Arrangements for cleaning game must be made at other locations in the Bismarck/Mandan area.

Discrimination

Bismarck State College is an Equal Opportunity Employer. It is against College policy to knowingly discriminate, display discriminatory information, or distribute discriminatory information. Residents who feel they are subject to discriminatory behavior should contact a residence hall staff member.

Financial – Payment of Room, Board, Fines, etc.

Charges for room, board, and any miscellaneous charges related to the residence hall will be billed to you directly through your Student Center under your Finance account in Campus Connection. **Your account balance will be due in full the first day of each semester.** If you incur charges after the first day of the semester these charges are due at the time incurred.

Payment must be made by the due date as indicated on your Student Center. Balances not paid by the designated due date will be charged a 1.75% late fee on any balance 30 days past due. Balances not paid by the due date will also create a negative service indicator preventing future class enrollment, release of transcripts and receipt of diploma. If you have questions regarding your account contact the Office of Student Finance in Schafer Hall in a timely manner. If the Office of Student and Residence Life are notified that outstanding charges are on your BSC student account related to unpaid room and board or housing fines, the Office of Student and Residence Life staff will make an attempt to visit with you about these matters or notify you via letter about these concerns. After these communications, if no acceptable arrangements or payments are made, your housing and meal plan status will become subject to a hold or a cancellation after further review. Please remember this does not void all contract terms, but every effort will be made to mitigate and evaluate your contract appropriately.
**Guests and Visitors**

Our guest and visitation policy is enforced with the following priorities in mind:

- The need to maintain a safe environment in the halls.
- The need to respect student’s desire for privacy and the roommates rights in sharing a space.
- The need to recognize the value of visitor’s.
- The need to provide a policy to students and visitors who have different desires regarding visitation.

When receiving guests in the residence hall, as a host you must always accompany your guests. A guest is defined as any person who is not a current resident of the college residence hall being entered and has a specific resident of the hall being entered as a host. A resident that hosts a guest or visitor assumes responsibility for any policy or regulation infractions committed by his/her guest(s). Residents may only escort guests they are hosting.

A resident who does not comply with the guest and visitors policy may have his/her guest privileges revoked or suspended.

Visiting hours are posted in each hall. Open Hours are 10:00 a.m. – 1:00 a.m. Sunday-Thursday, and 10:00 a.m. – 3:00 a.m. Friday through Saturday. Phones are posted in entryways with the exception of Mystic Hall so that guests may contact whom they wish to visit for an escort during these hours.

If there is a variation of Open Hours during a holiday, those changes will be posted by the Residence Supervisor.

Guests of the same gender are permitted to remain in the residence hall if arrangements are made with your roommate and the residence hall staff on duty by 9:00 p.m. that night. There is a $10.00 charge per night for guests.

**Hall Sports**

The common areas are not designed for sports and may not be used for sporting activities. All sports related activities should be held outside or in a designated location for these activities. Roller blading is not allowed in the building. Residents should carry their skates to/from the building doors. Residents playing sports outside of the building may be asked to move or cease if they are causing disturbance within the hall. Also, water fights are not allowed in the residence halls.

**Harassment and Hazing**

No student may create excessive noise, disturb or infringe on the rights of other students, harass, haze or in any way malign or damage the dignity of a fellow student. This includes behavior that attempts to force a roommate to move out of the room and/or attempts to prevent a new roommate from moving into the room.

Violation of this regulation will result in a meeting with the Director of Student and Residence Life and the possibility of counseling and/or dismissal from the residence hall.
Health and Safety Inspections

Residence hall staff will perform healthy and safety checks once a semester. During these checkouts, staff look for over-loaded outlets, unhygienic living environments, as well as anything that would be considered a violation of the fire code. If there are other policy violations that are found during this time, they will be dealt with accordingly.

Keys

Lock Out

To help maintain a safe and secure residence hall environment, residents should carry their keys with them at all times. If you do forget your keys and are locked out of your room, please notify the staff member on duty. The following procedure will be followed:

1. First request: No fine
2. Second request: No fine
3. Third and More request(s): $15.00 billed to the student’s BSC account and meeting with the Residence Supervisor.

Lost or Stolen Room Keys

If you lose your keys, please notify a Resident Assistant or Residence Supervisor immediately. The Residence Supervisor will be able to assist you in replacing lost keys. There is a $25.00 key replacement charge for each key lost or stolen.

Non-Compliance with a College Official

While living on campus it is important to comply with requests from a college official, especially during times of incidents, emergency, or other situations where the residence hall staff member may be trying to enforce policy or maintain order. Non-compliance will result in an incident report and a meeting with the Director of Student and Residence Life.

Parking

Bismarck State College Safety and Security is in charge of all campus parking. All students living in the residence halls must display a BSC parking permit on their vehicle rearview mirror. You will receive a parking information sheet in your move in day information packet. We encourage you to fill this out and return it with the enclosed envelope. When you return this information, your parking permit will be available in your file upon check in to your residence hall. If you do not complete this information prior to move in day, you will be required to take this information to the designated location for Safety and Security on this day and obtain your parking permit.

If you are seeking a parking permit after move in day, you must go to the Meadowlark building and complete your information with the Office of Safety and Security.

Students that live on campus should park in their respective parking lots adjacent to their halls.

You are expected to operate your car in a manner that conforms with all traffic regulations as well as campus and city parking regulations.
On the BSC campus, you can be ticketed and fined for the following violations:

- Parking in the crosswalk
- Parking in “No Parking” spaces
- Parking on lawns
- Failure to park between the painted lines
- Parking in a designated visitor parking space
- Parking in a staff lot if you are a student
- Parking in a “Handicapped Parking Zone” without a handicapped permit. This violation will result in a fine from BSC and the city of Bismarck

The price of the parking ticket is $20. If the fine is not paid within 20 calendar days, transcripts may be withheld and you may not be able to register for classes.

If you lose your parking permit, you must obtain a new parking permit from the Office of Safety and Security. You will be assessed a $25 fee to replace it. Any parking permits not returned upon checkout of the residence hall will be assessed as a $25 fee on your student account.

If you are changing your registered vehicle on campus, you must notify the Office of Safety and Security regarding this change. A new information form is required and you will need to stop at the Meadowlark building.

Bismarck Police Dept. will drive through campus to check for violations. Violations of city parking laws are handled by the city and generally result in a fine.

The small parking lot on the south side of Swensen Hall is a service parking lot. Please refrain from parking in this lot.

Failure to comply with parking permit procedures and general safety in parking lots can result in the removal of your parking permit and residence hall parking permit privileges on campus.

**Pets**

We do not allow pets in the residence halls. The only exceptions are fish in small tanks.

**Physical Fitness Equipment**

We do not allow weight lifting equipment in the residence halls. We allow small aerobic weights. We encourage your physical fitness. If you would like to bring other types of fitness equipment, please discuss it with your Residence Supervisor. Please utilize your BSC Aquatics and Wellness Center membership.

**Quiet Hours and Noise**

- Quiet Hours begin in each hall at 11 p.m. and end at 11 a.m.
- Violations of the quiet hours and noise policy will result in:
  - 1st time offense – Letter and $50 fine
  - 2nd time offense – Letter and $100 fine
• 3rd and subsequent offense(s) - $150 fine and possible grounds for dismissal from the residence hall.

Sanitation and Trash
All personal trash should be taken to the dumpsters located in the parking lot outside the residence hall. It is not appropriate to dispose of your personal garbage from your room into the common area garbage cans including the lounge, bathroom, laundry and kitchen areas.

Room Inspection & Search
To find out more information about Room Inspection & Search please refer to the Residence Hall Room and Board License contract. (Section 16)

Security Cameras
Because BSC respects the privacy of the entire campus and the residence hall community as well as a students need to feel safe and secure, this statement was developed to inform you of their existence by the Office of Student and Residence Life. Cameras are placed at the entryways, parking lots and some common areas of the residence halls. Security cameras are meant to ensure the protection of BSC and personal property, promote personal safety as well as compliance with BSC policies. Information obtained from the cameras shall be used exclusively for law and/or policy enforcement, including, where appropriate, college judicial functions. All camera installations are subject to federal and state laws. A record will be kept in the duty log manual of those viewing the cameras and recorded material.

Social Networking Responsibility
It is a student’s responsibility to conduct themselves appropriately when representing his/her self or the college online. If evidence of a policy violation is documented on social networking web sites (Facebook, Twitter, Fade, Confession sites, etc.) and brought to the attention of the college, the students may be held accountable for the violations and/or conduct. Such a decision will be made by the Director of Student and Residence Life and/or the Residence Supervisor.

Solicitation
To maintain privacy and security, door-to-door solicitation is not allowed in the residence halls. Any commercial company representatives wishing to conduct business should contact the Office of Student and Residence Life. A resident that wishes to act as a salesperson or representative for a company or business should discuss this with the Residence Supervisor. If the Residence Supervisor approves, you can sign a written permission agreement which will be placed in your file. All signs, notices, etc., must be approved by the Residence Supervisor if you wish to post them in any area in the hall(s) other than your personal room door.

Tobacco Free Campus
BSC is a Tobacco Free Campus. Smoking and the use of chewing tobacco are prohibited in BSC buildings, on BSC property and/or BSC rented property by employees, students and visitors. For a healthy and safe environment for everyone on campus, we ask that you refrain from using tobacco. If you
are planning to smoke, we ask that you go to your personal automobile. For a complete list of prohibited items, please refer to the Tobacco Policy located on the BSC website.

Violations of the Tobacco Free Campus will result in:

- 1<sup>st</sup> time offense – Letter and $50 fine
- 2<sup>nd</sup> time offense – Letter and $100 fine
- 3<sup>rd</sup> and subsequent offense(s) - $150 fine and possible grounds for dismissal from the residence hall.

**Spiritual Use of Sweet grass, Sage, and Cedar in BSC Housing**

Bismarck State College is committed to the recognition and support of diversity and its celebration. The College recognizes that the spiritual use of smoke from sage, sweet grass, and cedar is an important element in American Indian/Native Alaska purification and prayer ceremonies.

The basic right of all Americans to religious freedom is protected by the U.S. Constitution. As members of an educational community, BSC students are encouraged to recognize and respect the religious rights of all persons.

The spiritual use of sage, sweet grass, and cedar is allowed at BSC in residence hall rooms by residents living in that hall only when its use is for the purpose of purification and prayer; is consistent with the time-honored, cultural, traditional, and spiritual observances, and complies with protocols that BSC has outlined.

A resident wishing to use sage, sweet grass and cedar for purification and/or prayer must submit a written request to the Residence Supervisor of their hall listing the date, time, length of ceremony and location in which the resident wishes to conduct this ceremony. This request must be submitted at least five business days prior to the requested date of the ceremony. The resident requesting to utilize sage, sweet grass and cedar must prove that they have appropriate equipment and safeguards in place to ensure the safety of both the individual and others living in the building. Acceptable equipment includes a fire proof bowl containing an adequate amount of sand. The students must open a window and utilize a fan for ventilation during the ceremony. Because the fire alarm system in the residence halls must remain engaged at all times, the amount of materials to be burned during the ceremony must be relatively small, to minimize the chances of the smoke activating the fire alarm system. The residence life staff in the hall will post notices regarding the pending ceremony to allay concern with any odor or smoke which may develop. Students may not use alcohol or illegal drugs during these ceremonies, a mandate that echoes traditional indigenous teachings as well as the policies of Bismarck State College. Any student who does not comply with this policy is subject to discipline, including the loss of the privilege to engage in this Native American purification prayer ceremony. It is emphasized that submission of the request to engage in this ceremony does not automatically result in approval of the request. Denial or modifications to a request of this policy may be required to ensure that safety and health concerns are protected and the policy is in compliance with other relevant policies of Bismarck State College and the State Board of Higher Education.
**Weapons and Firearms**

The use or possession of firearms or weapons is prohibited in the residence hall and on the Bismarck State College campus. Firearms, pellet guns, paintball guns, ammunition, fireworks, explosives, hunting knives, bows, and crossbows are prohibited. Please refer to the Weapons & Firearms Policy for specific information which is applicable in the residence halls.

**Vandalism**

Vandalism is defined as an act of willful destruction or defacement of property. Each time an item is stolen or vandalized and replaced by a new one, it directly affects the overall cost of operating the residence hall. If the responsible student cannot be identified, damages may be billed as common area damages between those individuals living in the room or suite where damages occurred.

If non-routine cleaning is necessary because of a resident’s vandalism, charges will be billed to the resident.

If you witness an act of vandalism, please notify a residence hall staff member immediately.

**Fines and/or Sanctions Guidelines**

Violations of the rules, regulations and/or policies may result in the following general sanctions and/or fines.

- **1st time offense**- Letter and $50.00 fine
- **2nd time offense**- Letter and $100.00 fine with possible counseling for alcohol, drug or behavior violations
- **3rd and subsequent offense(s)** - $150.00 fine and possible grounds for dismissal from residence halls.

More severe violations or behavior may result in an immediate meeting with the Director of Student and Residence Life as well as possible dismissal.
RESIDENCE HALL CONDUCT PROCESS

Incident Process

When an incident occurs in the residence hall, it will be addressed through the Residence Hall Conduct Process. Remember a BSC resident is responsible for not only their actions but also the actions of any guests that may be involved.

General violations or concerns will be dealt with as follows:

1. Resident(s) will be confronted with the violation and/or concern when the violation or incident is noted. An incident report will be filed by the staff member confronting the incident. The Residence Supervisor will turn the report in to the Office of Student and Residence Life with the sanction and/or fine.
2. The incident report is forwarded to the Office of Student and Residence Life where a copy of the incident report is processed and initialed by the Residence Supervisor.
3. The student will be notified by letter that an incident report has been documented and the letter will contain the sanction and/or fine.

Appeal of Violation or Incident

If the student wishes to appeal the sanction and/or fine, they must stop in the Office of Student and Residence Life to request an appeal form. All appeals must be filed within five business days of receiving the notification letter and must address one of the following criteria:

• Evidence did not warrant a finding of responsibility
• The sanction or fine is not appropriate for the violation. (May not be applicable for standard sanctions.)
• There is new evidence available that was not available at the time of the incident and notification by the residence hall staff member.

Submitting an appeal does not guarantee that an appeal will be approved. Upon receipt of the appeal, the Office of Student and Residence Life will evaluate the merit of the appeal. If the appeal follows the above guidelines the office will schedule an appointment for the person appealing with the Director of Student and Residence Life. Unless further investigation time is needed by the Director, you will receive notice via letter within 3-5 business days of the Director’s decision.

Confiscation of Prohibited Items

Residence Life staff have the right to confiscate prohibited items contained in residence hall rooms. Items may include but are not limited to candles, appliances, and alcohol/drug paraphernalia. Items that are confiscated may or may not be returned to residents depending on the Residence Supervisor’s and/or the Director of Student and Residence Life assessment of the situation.
CAMPUS REGULATIONS AND POLICIES

It is important to be familiar with all policies, procedures, and/or regulations in the residence hall room and board license contract, residence hall handbook and the student handbook. All student policies are available at bismarckstate.edu/staff/humanresources/policiesprocedures/studentpolicies.

Students are responsible for familiarizing themselves with these policies.

HEALTH, SAFETY AND SECURITY

Safety and Security

The Office of Safety and Security is located in the Meadowlark building on the main level in room 224. You can reach Safety and Security at 224-2700. Safety and Security handles security situations on campus, provides a campus escort service, handles parking, risk management reporting, and other safety programs and matters. It is recommended you program the 224-2700 number into your cell phone.

If you have an incident that you need to report, such as theft in the residence hall or in your car, a car accident, assault or other situations, it is important to notify Safety and Security and the Residence Supervisor. If the criminal activity is in progress, it is best to dial the Bismarck Police by using 911. Also, try to find Safety and Security or residence hall staff.

General Campus Safety Tips

1. Lock your door – even if you are just going to the bathroom or your neighbor’s room. It takes approximately 8 seconds to walk into someone’s room and steal something valuable. It’s not worth the risk.
2. Lock your door when you are asleep.
3. Do not prop open locked exterior building doors. These doors are locked for the protection of all residents.
4. DO NOT EVER LOAN YOUR KEYS OUT, ESPECIALLY TO A NON-RESIDENT.
5. Do not put your name and address on your key rings as they may be used to steal your property.
6. Be alert about your surroundings.
7. Always lock your car and never leave your keys in the vehicle.
8. Avoid walking alone or running at night in areas that are not well lit.
9. Call campus security if you note or see something suspicious.

Health Concerns or Needs

Residents are asked to inform the Residence Supervisor or the Office of Student and Residence Life of any health concerns, allergies or medical conditions at the beginning of the year so that we have this information on file. This information will be important if there is ever an emergency. Also, residents should inform the Residence Supervisor of any suspected cases of contagious disease. (A contagious disease is considered but not limited to measles, mumps, hepatitis, meningitis, and chicken pox.) Students with special accommodations requests may be required to complete a Request for Disability Related Accommodations form.
Disposing of Needles and Other Medical Supplies

For the health and safety of all residents and staff, students who use needles, syringes and/or finger prick devices for health related reasons must use an approved sharps container. If you do not have access to a container, please contact your Residence Supervisor and they will help you locate one.

Bed Bugs Policy

Residence hall staff and Buildings and Grounds are committed to effectively responding to residents who suspect they may have bed bugs. For the safety and comfort of all students living in BSC residence halls, students and staff should adhere to the following guidelines:

1. As soon as a student suspects they may have bed bugs, contact the RA on duty or the Residence Supervisor. This staff member should notify the RS (if not already a part of this process) and the responsible staff member will call our local pest control provider for inspection and assessment. Do not remove any item from the room.

2. Notes:
   a. If a student notifies the residence hall staff on a weekend or holiday, the weekend Residence Supervisor will be notified; however, it may be difficult to have an exterminator dispatched on weekends or holidays.
   b. Also, students who report suspected bed bugs when the exterminator can be dispatched are expected to follow the guidelines provided by the Residence Supervisor regarding the inspection and assessment phase with local pest control as well as the actual process of removal. You should not remove any items from your room unless absolutely necessary. This is CRUCIAL so that we can prevent the spread of bed bugs if they are found to be in the student’s room and belongings.

3. A student may not, at any time, deny the exterminator or BSC staff access to their living space during this process.

4. Exterminator Findings
   a. If the exterminator finds that there are no bedbugs present in the student’s room or suite, then no further action will be taken. The student will be asked to continue monitoring his/her living space, and to notify residence hall staff immediately if there are further problems.
   b. If the exterminator concludes that bed bugs are present in the room or suite, residence hall staff will provide the affected student(s) with a detailed list of instructions for heat treatment control. Residence Life does not pay for this treatment. You will be assessed this cost.
   c. Only the exterminator can confirm or deny the presence of bed bugs.

5. Bed bugs are a serious community issue, and ALL students are expected to comply with all instructions given to them within 24 hours once bed bugs have been confirmed within their living space.
Fire Safety

In case of a fire drill or real fire, students should:

1. Stay calm.
2. Try to dress for weather (time permitting).
3. Open blinds, close window, leave light on.
4. Lock your door. Take your keys.
5. When exiting, check for heat.
6. Exit the building using the nearest stairway and exit. In Lidstrom Hall, DO NOT USE THE ELEVATOR.
7. Remain outside across the street from the building or at least 150 feet away from the exit until given clearance to return.
8. Do not attempt to re-enter building until fire department allows re-entry.

Please find the following gathering points when exiting your building during a fire alarm:

**Gathering Points and Cold Weather Spots**

- **Lidstrom Hall**- On the grass across the Lidstrom hall parking lot.
- **Mystic Hall**- On the sidewalk located in front of the Law Enforcement Center.
- **Swensen Hall**- On the sidewalk across the street (Schafer St.) from Swensen Hall.
- **Werner Hall**- Near the benches on main campus across from Schafer Hall.
- **Ritchie Hall** – Across the parking lot from Ritchie Hall.
- **Gate City Residence Hall** – Across the parking lot from Gate City Bank Hall.

**Alternative Buildings for shelter:**

- **Lidstrom Hall**- Student Union
- **Mystic Hall**- Student Union
- **Swensen Hall**- Student Union
- **Werner Hall**- Armory
- **Ritchie Hall** – Student Union
- **Gate City Residence Hall** – Student Union

Residence hall staff may check rooms during fire alarms to ensure the safety of all residents.

Failure to leave during a fire alarm will result in a fine or disciplinary action. Alarm pull stations are located throughout the hallways and should be pulled when fires involve a large area or produce a large amount of smoke. Common sense will play a large role in the above information, and you should remember not to put yourself in a potentially dangerous situation.
**Sick – Medical**

We do have an on-campus medical facility available twice a week staffed by the UND Center for family Medicine & BSC student nurses. If you are not feeling well or have a medical need to see a physician, there are also a number of different facilities available in the Bismarck/Mandan community. It is important to discuss your facility options with your parents or guardians as there may be a preference for them with regards to insurance. A copy of your insurance card is helpful when making an appointment at these facilities to help expedite the process of checking you in quickly.

**UND Family Medicine Center**
701 Rosser Ave, Bismarck, ND
Mon – Fri 8 a.m. – 5 p.m.
Phone: (701) 751-9500
Toll Free: 1-866-870-0464
www.cfmbismarck.und.edu

**BSC Student Health Center**
BSC Armory Rm 143
Tuesdays 1 pm-4:30 pm
Thursdays 1 pm-4:30 pm
Phone: (701) 224-2670
www.bismarckstate.edu/studenthealth

**Sanford North Walk-in Clinic**
3318 N 14th St, Bismarck, ND
Mon - Fri 8 a.m. - 9 p.m.
Sat/Sunday 8 a.m. - 6 p.m.
Holidays 10 a.m. - 4 p.m.
Phone: (701) 323-8305
www.Bismarck.sanfordhealth.org

**Sanford Downtown Walk-in Clinic**
715 E. Broadway Ave, Bismarck, ND
Mon - Fri 8 a.m. - 9 p.m.
Sat/Sunday 8 a.m. – 6 p.m.
Holidays 10 a.m. - 4 p.m.
Phone: (701) 323-5740
www.Bismarck.sanfordhealth.org

**Mid Dakota Clinic Today Clinic**
401 North 9th Street, Bismarck, ND
Mon – Fri 8 a.m. – 8 p.m.
Sat/ Sunday & holidays 9 a.m. – 1 p.m.
Phone: (701) 530-6200
Toll Free: 1-800-472-2113
www.middakotaclinic.com

**Mid Dakota Clinic Today Clinic-Gateway Mall**
2700 State Street, Bismarck, ND
Mon – Fri 8 a.m. – 5 p.m.
Phone: (701) 530-6200
Toll Free: 1-800-472-2113
www.middakotaclinic.com

If you are experiencing severe illness or medical needs, it is important to seek help immediately. You can attend either hospital’s emergency rooms, dial 911 or notify the residence hall staff member on duty to help you.

**Severe Weather**

North Dakota weather can be unpredictable. We ask that you use the following guidelines during times of uncertain weather conditions.

*Tornado Warning*

When a tornado is indicated by radar, sirens will sound. Residents should vacate their rooms and open areas to move to the basement or lower level of each building. You should stay in the central areas away from the windows of the lower level until you know the warning or weather is over. Please avoid any common area hallway spaces.

- **Lidstrom Hall:** Everyone on the 2nd floor is to gather in the 1st floor public restrooms and laundry area. First floor residents are to remain in their restroom or common living space. If possible have 2nd floor residents join first floor resident’s in restroom or common living space until storm has passed.
• **Mystic Hall:** Residents on the first floor in the building should take shelter in their bathrooms with the door shut. Second floor residents should take shelter in the kitchen on the lower level.

• **Swensen Hall:** Everyone in the building should take shelter in the ground floor lounge area and restrooms.

• **Werner Hall:** Everyone in the building should take shelter in the restrooms, shower room and lower level of the building.

• **Lloyd Ritchie Hall:** Residents on second floor should move to the lower level. If possible, 2nd floor residents may join first floor residents in bathrooms or common living space.

• **Gate City Bank Hall:** Residents on upper level floors should move to the basement or ground level. If possible, 2nd floor residents should move to common space or join lower level residents in bathrooms or common living space within their apartments until a storm has passed.

• **Outside:** Should a tornado threaten while you are outside, try to find shelter immediately in the nearest substantial building. If no buildings are close, take cover by lying flat in a ditch or depression. Protect your head with your hands and arms.

Never try to drive away from the storm. If you are in your car and cannot find shelter in a building, leave the car and lie flat in a ditch or depression with your head covered. Do not take shelter under your car.

*Winter Storms/Winter Weather*

It is normal for BSC to maintain its regular schedule by remaining open and offering classes as scheduled. The BSC President makes any decisions relating to college closings due to weather. It is important that an individual judge his or her individual circumstances and make the best decision regarding their situation. For weather information or college closing information, you can check the local television and radio stations. BSC will utilize the notification system to notify students of this information via email, text message or phone.

**Elevator – Lidstrom Hall**

Lidstrom Hall is the only residence hall with an elevator. The passenger elevator is used regularly. To avoid injury and decrease the chance of breakdowns, please use the following guidelines to ensure elevator safety and longevity:

- Do not hold the elevator by holding open the door with your hand.
- If you need to hold the elevator door open, use the OPEN DOOR button (open door symbol).
- Do not push elevator doors open after they begin to shut, use the OPEN DOOR button (open door symbol) or simply let them close.
- DO not overcrowd the elevator cab.

**In case of emergency**

If the elevator stops between floors or gets stuck, do not climb out. Wait for help. The elevator has an intercom connection. You can push the elevator alarm or use your cell phone and dial 911 for help.
I have read and understand the information, policies, rules, and regulations of Bismarck State College housing and campus.

--------------------------------------------  --------------------------------------
Printed Student Name                      Date

--------------------------------------------  --------------------------------------
Signed Student Name                      Date

--------------------------------------------  --------------------------------------
Residence Supervisor                    Date

Upon signing, please tear out this page and return to your Residence Supervisor to complete your hall file.

Thank you!
APPENDICES
Appendix A

Residence Hall Room and Board License Contract

SECTION 1- Residence Hall Room License Contract
The Residence Hall Room License Contract creates a license for the student to use campus housing and is not a lease. Residence halls on the BSC campus are Lidstrom Hall, Mystic Hall, Ritchie Hall, Swensen Hall and Werner Hall. The relationship between BSC and the student is that of licensor-licensee and not that of landlord-tenant. A license creates a privilege for you to use residential housing subject to the conditions of this contract and College policies and procedures.

1. APPLICATION PROCESS AND PAYMENTS
   A. A total fee of $25.00 must be submitted with the Residence Hall Room License Contract. This is a non-refundable application fee.
   B. Hall reservations will be made only after the student has filed the necessary application materials with the Office of Enrollment Services and has been accepted for enrollment.
   C. Room and board charges are transferred to your BSC Student Finance account. Make sure you check BSC Student Finance guidelines and due dates for making payments.
   D. Bismarck State College has the right to refund any payment, to refuse assignment to any applicant and to make all final decisions as to assignments for room or room and board. Contact the Office of Student and Residence Life for information and current prices. (701-224-5464)
   E. Roommate assignments are often not determined until the end of the spring semester in the academic year preceding the contract start date. If there are no vacancies in the residence halls, the student will be notified and automatically placed on a waiting list until a vacancy does occur.
   F. Meningococcal immunization – Students living on campus must provide documentation of immunity against meningococcal disease. Effective fall 2012, newly admitted students ages 21 and younger residing in campus housing, must provide documentation of immunity against meningococcal disease. Documentation means (a) evidence of at least one dose of meningococcal conjugate vaccine in the five years prior to enrollment or (b) evidence of two doses of meningococcal conjugate vaccine administered at age 10 or older and at least 8 weeks apart. The Office of Student and Residence Life will verify immunization through the Office of Enrollment Services and Admissions. The Office of Student and Residence Life may refuse to assign a room to a student until verification for meningococcal immunization is received.

2. CONTRACT TERM
   A. The term of this contract is for the academic year, August 23, 2015 - May 13, 2016.

3. FOOD SERVICES
   A. All students living in a residence hall on the BSC campus must complete a BSC Board Contract with BSC Food Services for the College dining area, Mystic Marketplace and the associated auxiliary services within this contract. The Mystic Marketplace meal plan options are clarified within the BSC Board Contract.
   B. If you have special diets or special needs requiring accommodations, we ask that you notify the BSC Food Service Manager. Depending on your situation, it may be necessary that you complete a Request for Disability Related Accommodations form. See #12 Special Accommodations section of this contract.
C. **Meal plan changes** must be made to the Office of Student and Residence Life 30 days before the scheduled move in day for the academic year (August 23, 2015).

D. All College student conduct policies are enforced in the Mystic Marketplace. People observed creating a disturbance, stealing food or Food Services property, harassing other students, guests or staff, throwing food, standing on tables or chairs, hazing, entering through unauthorized entrances, or behaving in a manner that management deems inappropriate will be subject to disciplinary action. Complaints or suspected violations should be reported to the Food Service Manager and/or Food Service staff immediately.

4. **OCCUPANCY**

   A. Full time BSC students will receive first priority for placement in BSC residence halls. Collaborative and part time students may reside in a residence hall if space allows. Students who apply as full time but become part time (less than 12 credits) for academic reasons must notify the Director of Student and Residence Life.

   B. Upon move in, students must occupy the assigned room and may not sublet or reassign the room. Room or roommate exchanges as well as checkouts must be pre-approved by the Residence Supervisor or the Office of Student and Residence Life.

   C. Students may occupy their rooms upon check in on Sunday, August 23, 2015 and must vacate within three hours after their last exam, unless participating in graduation ceremony or arrangements have been made with the Residence Supervisor.

   D. In case one of the residents vacates a room, the remaining student agrees to accept another roommate as assigned or move into another room if requested.

   E. The Office of Student and Residence Life reserves the right to consolidate and re-assign residents and/or vacancies when the occupancy is below 100 percent to achieve optimal utilization of the residence halls.

5. **ROOM USE AND FURNISHINGS**

   A. Lidstrom, Mystic, Swensen, and Werner Hall rooms are furnished with closets, mirrors, desks, chairs, extra-long single beds with mattresses. Ritchie Hall rooms are furnished with closets and extra-long single beds with mattresses. Mystic Hall suites are equipped with a stackable washer/dryer. Ritchie Hall apartment suites are equipped with a stove, refrigerator, washer and dryer. All furnishings and equipment must stay in the room.

   B. Residents must provide personal items. Examples of these items are bed linens, blankets, pillows, towels, toiletries, bedsheets/blankets, mattress cover, desk lamp, and wastebasket. Televisions, DVD players, gaming and music devices (Xbox, PlayStation, iPod, and bluetooth speakers), and refrigerators, up to 4.5 cubic foot are allowed in the rooms. A more complete list of items to bring for moving into your residence hall room is located in the BSC Residence Hall Handbook.

   C. **The use or possession of the following is prohibited in residence halls:**

      1.) Firearms, pellet guns, paintball guns, ammunition, fireworks, explosives, hunting knives, bows, and crossbows, or weight lifting equipment. Please refer to the Student Policy on Firearms for specific information which is applicable to the residence halls.

      2.) Cooking or heating appliances and equipment such as electric fry pans, microwave ovens, hot plates, toasters, space heaters, and electric cords outside of the building. The previously listed appliances may be used in the provided kitchen area.

      3.) Antenna masts or aerials for radios or TV’s.

      4.) Open fires and burning of candles, incense or potpourri pots.

      5.) Pets. (Small fish tanks are allowed.)
D. All campus residents are responsible for cleaning their own rooms/suites/apartments and repair reporting. Residents will be billed for labor costs if the room requires cleaning. Residents are not permitted to make room alterations, install equipment, paint rooms or make repairs. BSC Residence Life staff will make quarterly announced maintenance and cleaning checks for property reporting and needs purposes. Residents in Lidstrom and Mystic Hall will have weekly cleaning service provided for their bathroom suite areas, but not for their own rooms. The cleaning procedures pertaining to Mystic and Lidstrom Hall are covered within the BSC Residence Hall Handbook.

6. **VACATIONS**
   A. Residence halls are closed during winter break, Thanksgiving break, spring break, and Easter break. Students must apply in advance with the Residence Supervisor to remain in housing. Contract rates do not cover these periods; residents may be subject to a $10 daily charge.

7. **SERVICES**
   A. Coin operated washers and dryers are furnished in Werner, Swensen and Lidstrom Halls. Mystic Hall and Ritchie Hall have washers and dryers available in each suite/apartment that do not require coin operation.
   
   B. Vacuum cleaners and cleaning supplies are available from the residence hall staff. Generally, each hall will have a designated area where these items are kept.
   
   C. Telephone jacks are located in each room with the exception of Mystic Hall and Ritchie Hall. Residents must supply their own phones.
   
   D. Cable TV hook up is in all rooms and/or suites. Basic cable is provided.
   
   E. Wireless network is available for free in the residence halls. Residents that have compliant network cards in their computers may complete appropriate procedures through the Help Desk to gain access to this network. More information is available at [www.bismarckstate.edu/current/computers/wireless/](http://www.bismarckstate.edu/current/computers/wireless/)
   
   F. Mail service is provided on weekdays. There is no mail service on weekends and holidays.
   
   G. A reserved parking lot with free parking is provided for residents of each hall. Your parking permit will be secured through the Office of BSC Safety and Security.

8. **GUESTS AND VISITORS**
   A. Visiting hours are posted in each residence hall building.
   
   B. Guests are permitted to remain overnight in the residence hall if arrangements are made with your roommate and the residence hall staff by 8:00 p.m. A fee of $10.00 per night will be charged. Residents are responsible for registering their guests with residence hall staff or the Residence Supervisor and for their guests’ behavior. (There is a limit on the number of nights that a guest may stay.)
   
   C. Outside doors are locked 24 hours. Students are issued keys. Phones to gain admittance are available in main entrances of Lidstrom, Ritchie, Swensen and Werner Halls.
   
   D. Open Hours: 10:00 a.m. - 1:00 a.m. Su. – Th. (Residents are subject to fines if not followed.) 10:00 a.m. – 3:00 a.m. Fr. – Sat.
   
   E. Quiet hours must be observed from 11:00 p.m. to 11:00 a.m. All residents are expected to abide by this regulation. Consideration of others is expected at all times. (Residents are subject to fines if not followed.)
9. **DAMAGES**
   
   A. Residents will be billed for damage and loss of property resulting from negligence or misuse.
   
   B. When responsibility within a room cannot be determined, the roommates will be jointly responsible.
   
   C. Willful or reckless damage shall be cause for disciplinary action, which may result in dismissal from campus housing and/or College.
   
   D. Malicious, reckless or negligent damage will not be tolerated in common areas. Any resident or residents responsible for common area damage will be assessed charges for damage and are subject to discipline and/or removal. When responsibility within a hall cannot be determined, residents in the hall may be held jointly responsible.

10. **STANDARD REGULATIONS**
    
    A. **Alcoholic Beverages and Illegal Drugs:**
        The possession or consumption of alcoholic beverages and illegal drugs is prohibited in on campus housing and all other areas of the campus. Students are expected to abide by State Board of Higher Education and Bismarck State College Policies, local ordinances and state laws regarding the consumption or possession of alcoholic beverages or the possession or use of illegal drugs. Empty alcoholic containers and drug paraphernalia are likewise prohibited. Violations of this policy and/or other policies impacting your fellow residents may result in your removal from on campus housing. Non-College students, who are of minority age, found in situations with alcohol or drugs in on campus housing are subject to arrest, as are their hosts. Violation of the alcohol or drug policies by a student will result in a fine of **$50 for a first offense and requirement to complete the E-Chug evaluation, and a fine of $100 for a second offence and 5 mandatory sessions with the BSC Counselor.**
    
    B. **BSC is a Tobacco Free Zone.** Smoking and the use of chewing tobacco are prohibited anywhere in BSC buildings, on BSC property and/or BSC property rented or controlled by BSC. Violations of the no-tobacco policy will result in **a fine of $50; $100 fine for a second offense; and a third violation is grounds for possible dismissal from the College.**
    
    C. As one of the terms of the contract for accommodation in on campus housing each resident agrees to abide by these regulations, by other regulations which are not specifically set out in this License Contract but are applicable to the College and its students, and by other regulations which may be imposed by the College as the College, in its sole discretion, deems necessary or appropriate.
    
    D. No student may create excessive noise, disturb or infringe on the rights of other students, harass, haze or in any way malign or injure the dignity general welfare of a fellow student. This includes behavior that attempts to force a roommate to move out of the room and/or attempts to prevent a new roommate from moving into the room.
    
    E. Violation of policies, rules and regulations or any other conduct determined to warrant the removal of the offending student from on campus housing for the best interests of the other residents shall be grounds for termination of this agreement. In case such termination is required, the resident is still subject to the costs of the housing associated with this license contract and the terms administered under the Board section of this contract.

11. **LIABILITY**
    
    A. The College assumes no responsibility for loss or damage to residents’ personal property. Residents should consider purchase of insurance or an extension of your parent’s insurance to cover loss or damage to personal property. In addition, you agree not to hold responsible the College and its employees and agents from any claims for damages or injuries sustained by you or others in the residence hall as a result of your acts or omissions relating to any changes or modifications made by you to your room or furnishings. This means that you are agreeing to
release the College from liability in the event of damage or injury caused in whole or in part by your acts or omissions relating to changes which you make in your room or its furnishings.

12. SPECIAL ACCOMMODATIONS
A. Federal law prohibits pre-admission inquiry about disabilities. Information regarding physical, emotional, or dietary disabilities voluntarily given or inadvertently received is confidential and has no influence on your admissions to BSC. If you require disability accommodations, please fill out the Request for Disability Accommodations form and return it to the BSC Student Accessibility Office or return with this License Contract to the Office of Student and Residence Life. If you have any questions, please contact us at (701)-224-5464 or go to http://www.bismarckstate.edu/student/life/ResidenceHalls.asp to locate the form.

13. HOUSING CONTRACT CANCELLATION
A. Reservation Cancellation Fee - It is the policy of the Office of Student and Residence Life to approve cancellations if notified thirty days prior to the designated move in date. Cancellations made within 30 days of the designated move in date are subject to a cancellation fee of $75.00; however, terms under SBHE Policy 830.2 may apply in cancellations made within 30 days prior to the designated move in day and if BSC is unable to find someone to take over the reserved and contracted space. The Student and Residence Life Office may make an exception for individuals cancelling due to waiting list status. These cancellations will be considered on a case by case basis. Locate this form at: http://www.bismarckstate.edu/student/life/ContractCancellation.pdf.

B. If you move out of the residence hall during the term of this contract and you are not entitled to a refund as provided under SBHE Policy 830.2, you will forfeit the rent for the entire contract term, EXCEPT that if BSC is able to rent your unit to another student, you will be entitled to a refund for that period of time that your unit is rented to another student. The Office of Student and Residence Life will fill each vacant unit based on the reasons for the cancellation which led to that vacancy. For example, vacancies created by individuals withdrawing from College and by individuals who are graduating will be given first priority and will be filled first. Individuals applying for a contract cancellation, but maintaining enrollment in the College will have their vacancies filled chronologically when possible. BSC reserves the right to reassign the vacancy created by the request for early contract termination. This ensures BSC’s ability to accommodate incoming students with specific requests or special needs. This means that even if the particular unit you previously resided in but vacated with early termination of contract becomes occupied by an incoming student, this may not result in your ability to be released from the liability for the vacancy you created.

C. You are responsible for properly checking out of the residence hall according to established procedure. (Contact the Residence Supervisor) Additional charges will be assessed for room and commons damages, missing keys and cleaning of the room.

14. WITHDRAWAL FROM COLLEGE
A. Students who withdraw from College are expected to notify the Student and Residence Life Office. Your withdrawal from College will result in your immediate dismissal from the residence halls. Refund of room and board charges for students who withdraw, drop out, or are expelled or otherwise fail to complete the academic/program are governed by federal law and SBHE Policy 830.2.

15. SAFETY
A. You are required to comply with safety and reservation procedures and may not tamper with locked doors or admit unauthorized people into the residence halls. People setting off false fire alarms, tampering with or removing fire equipment and vandalizing are subject to disciplinary action including termination of this Contract.
B. You must leave the building by the designated exit whenever the fire alarm sounds. In the event of a fire alarm requiring residents to vacate the residence hall, your windows and doors should be closed and room lights left on.

C. Each resident is issued a room and outside door key. Access is limited to you and any authorized guest. College keys may not be duplicated or shared. Lost keys require a cylinder/program change and issuance of a new key. You will be assessed replacement costs.

D. Screens and Roofs: Due to safety and facility concerns, window screens are not to be removed from windows or put in open position for any reason. A $50 charge, plus a charge for any damages, is assessed for screen tampering or removal. Windows are not to be used for entrances or exits to and from buildings unless an emergency exists. Residents are responsible for any objects thrown from windows and face serious disciplinary action. Residents and their guests are not allowed on roofs for any reason.

16. ROOM INSPECTION AND SEARCH

A. The College and the Office of Student and Residence Life consider privacy and security of a resident’s room a chief concern; however, entry of a student’s residence hall room, apartment or suite may be necessary at times. A College official may enter a room, apartment or suite under the following general conditions:

1. A resident or residents has/have agreed to the terms of acting as tour room for the BSC Enrollment Services Office.

2. Regular health and safety inspections performed by the residence hall staff throughout the semester.

3. Routine maintenance or cleaning. The College will post a schedule for suite cleaning by the custodian and variations on that schedule in Lidstrom and Mystic Hall.

4. When there is reason to believe that an emergency situation exists which poses immediate danger to the occupants and/or to the facility.

5. To deal with disturbances which are in violation of College regulations, the Residence Hall Room Licensure Contract, Student Conduct Code policies listed in the Student Handbook, violations of regulations for internet/computer services use, and/or the violation of rights of another student or students within the hall.

6. Materials found during entry as described in this section may be used in a College disciplinary action if said materials are found in plain sight or during the course of performing the objectives described in this section. Materials found during an entry may be impounded.

The right to inspect rooms, apartments, or suites without notice is reserved by the College for purposes of maintenance, cleaning, fire and personal safety and for purposes of administering provisions of this contract. The College will provide reasonable notice, when possible. Such entry by the College shall not be regarded as a search but is separately agreed to and authorized by the student party to this Contract.

B. The College and the Student and Residence Life Office recognize that searches of College residences may be required to occur. The College requires that the Director of Student and Residence Life be notified of all searches to be undertaken by residence hall staff members and/or by law enforcement agencies. Entry and search of College residences will be conducted in the following instances:

1. A student resident consents to a search of the room.
2. BSC Police may conduct a search of a room upon obtaining a legal warrant or with consent from a resident and/or resident(s). Whenever possible, BSC Police will be accompanied by other College officials, preferably from the BSC Safety and Security and/or Student and Residence Life Office staff, when a search is conducted pursuant to a warrant.

3. The College will not intervene between students and searches authorized under law by any law enforcement agencies, including BSC Police. Law enforcement officials may search a room with consent of a student, with or without the presence of a College official. It will be the College’s practice to involve a College official, preferably a member of the Student and Residence Life office staff, whenever possible during a room search by law enforcement officials. Based on information obtained or provided by law enforcement officials as a result of the search of the student’s room/apartment/suite, the College reserves the right to initiate action under the Student Conduct Code and residence hall policies.

SECTION 2 – Mystic Marketplace Board Contract

The Mystic Marketplace Board Contract is required for on campus housing residents. This is a declining balance plan. This contract creates a privilege for you to use the services outlined subject to the conditions of this contract and the College policies and procedures.

1. CONTRACT TERM
   A. The term of this contract is for the academic year, August 23, 2015 - May 13, 2016.

2. BOARD PLAN EXPLANATION AND STANDARD REGULATIONS
   A. The meal plan is a declining balance plan. Each time you use your card, the total dollars used is subtracted from the balance of your declining balance account. It is important to utilize all dollars by the last day of each semester designated on the academic calendar. The declining balance plans remaining balance at the end of fall term will carryover through the spring term within the academic calendar. The academic year runs from the resident hall move in day through last day on the academic calendar for spring semester.

   B. The BSC Mystic card is the encoded card for this plan. The student must use their Mystic card when using their declining balance. No purchases can be made without the Mystic card being present. Lost cards must be reported immediately to BSC Student Finance. A class schedule and picture identification must be presented for BSC Bookstore personnel to issue a new Mystic card.

   C. Residents in Lidstrom Hall, Mystic Hall and Werner Hall must choose between the following two options:
      • Mystic Standard - $1360 in declining balance with a non-refundable $275 membership fee totaling $1635 per semester
      • Mystic Gold - $2040 in declining balance with a non-refundable $275 membership fee totaling $2315 per semester

   D. Residents in Ritchie Hall or Resident Assistants must choose between the following options.
      • Mystic Standard - $1360 in declining balance with a non-refundable $275 membership fee totaling $1635 per semester.
      • Mystic Gold - $2040 in declining balance with a non-refundable $275 membership fee totaling $2315 per semester
      • Mystic Green - $815 in declining balance with a non-refundable $140 membership fee totaling $955 per semester.
      • Mystic Light - $410 in declining balance with a non-refundable $140 membership fee totaling $550 per semester.
E. Your declining balance meal plan may be used at the Mystic Marketplace and Mystic Java for consumable items. Students unable to eat during designated hours for meal service due to class and/or work schedules may utilize the Grab and Go section. No bulk or catering orders are allowed.

3. **PAYMENT, REFUND, and CANCELLATIONS**
   
   A. By signing this BSC Board License Contract, the student agrees this creates an obligation to pay in full charges on the assigned student account at the time of move in and the start of the second semester, whether used or not, except as otherwise permitted in this Contract. Failure to pay for this plan may result in an account hold and limits to usage.

   B. **Refunds and cancellations** – No portion of the membership fee associated with the available meal plans will be refundable upon the start of the semester. Any unused dollars remaining available for meal purchases will be refunded to the student account at the end of the academic year and processed according to Student Finance processes except at the discretion of the College. If a student chooses to cancel their declining balance meal plan after the designated initial move in date, during the academic year contract, a $100 cancellation fee will be applied to your account. The requirement for payment as set forth above may be waived or modified under the following circumstances:
      - Cancellation of the resident hall and board contract prior to the start of the academic year.
      - Cancellation of the resident hall and board contract prior to the start of the academic semester for returning students still under this Contract with a cancellation consideration filed.
      - Students who officially withdraw from the College will be refunded declining meal plan dollars not utilized.
      - Meal Plans cannot be adjusted after the initial move in day of the academic semester.
      - If your contract is ended outside of the regular contract term due to scheduled/documented internship and you are checking out of the residence hall a credit will be provided based on the remaining unused dollars. Credits will be applied to your student account and refunded per student finance processes.

   C. If a student exhausts all meal plan dollars before the end of the semester, a student may add funds to their Mystic card via the “Get Mystic Dollars” option on the Mystic Dollar Website at: http://bismarckstate.edu/current/finance/mystic-dollars/. There is a requirement of a minimum $20.00.

4. **SPECIAL ACCOMMODATIONS**
   
   A. If you have a special diet or special needs requiring accommodations, we ask you to notify the Food Service Manager. Depending on the situation, it may be necessary to complete a Request for Disability Related Accommodations form.
## Appendix B

### Housing Repair/Replacement List 2015-2016

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost or Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armoire - Repair (Lidstrom)</td>
<td>Labor + parts</td>
</tr>
<tr>
<td>Armoire - Replacement (Lidstrom)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Bed - Repair (All Halls)</td>
<td>Labor + parts</td>
</tr>
<tr>
<td>Bed-Replacement (All Halls)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Closet - Repair (Mystic, Swensen, Werner)</td>
<td>Labor + parts</td>
</tr>
<tr>
<td>Loft Kit - Repair (Lidstrom)</td>
<td>Labor + parts</td>
</tr>
<tr>
<td>Loft Kit - Replacement(Lidstrom)</td>
<td>$125.00</td>
</tr>
<tr>
<td>Bed Rail - Replacement (Lidstrom)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Mattress- Cleaning (All Halls)</td>
<td>Labor + supplies</td>
</tr>
<tr>
<td>Mattress-Replacement (All Halls)</td>
<td>$145.00</td>
</tr>
<tr>
<td>Screen - Repair (All Halls)</td>
<td>Labor + parts</td>
</tr>
<tr>
<td>Screen - Replacement (All Halls)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Window - Repair (All Halls)</td>
<td>Labor + parts</td>
</tr>
<tr>
<td>Window - Replacement (Lidstrom &amp; Mystic)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Window - Replacement (Swensen &amp; Werner)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Window Blinds - Replacement (All Halls)</td>
<td>$105.00</td>
</tr>
<tr>
<td>Ceiling Tile (Lidstrom)</td>
<td>$11.50</td>
</tr>
<tr>
<td>Ceiling Tile (Werner)</td>
<td>$8.50</td>
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<tr>
<td>Fire Extinguisher - Replacement (All Halls)</td>
<td>$75.00</td>
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<tr>
<td>Fire Extinguisher - Refill (All Halls)</td>
<td>$30.00</td>
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<tr>
<td>Emergency Lights (All Halls)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Door - Repair (All Halls)</td>
<td>Labor + parts</td>
</tr>
<tr>
<td>Door- Replacement (Lidstrom)</td>
<td>$300.00</td>
</tr>
<tr>
<td>Door- Replacement (Mystic, Swensen, Werner)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Thermostat - Repair (All Halls)</td>
<td>Labor + parts</td>
</tr>
<tr>
<td>Thermostat - Replacement (Lidstrom, Mystic)</td>
<td>$140.00</td>
</tr>
<tr>
<td>Thermostat - Replacement (Swensen, Werner)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Desk Chair(Lidstrom, Swensen, Werner)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Desk Chair(Mystic)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Shower Head(All Halls)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Floor Tile - Repair (All Halls)</td>
<td>Labor + parts</td>
</tr>
<tr>
<td>Exit Signs (All Halls)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Labor- Campus Maintenance (All Halls)</td>
<td>$45 per hour</td>
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<tr>
<td>Labor- Outside source (All Halls)</td>
<td>$75 per hour</td>
</tr>
<tr>
<td>Shower Door (Werner)</td>
<td>$290.00</td>
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<tr>
<td>Shower Surround Repairs (All Halls)</td>
<td>$100.00</td>
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<tr>
<td>Fire Detector (All Halls)</td>
<td>$150.00</td>
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<tr>
<td>Fire Alarm (All Halls)</td>
<td>$150.00</td>
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<tr>
<td>Mirror, Large (All Halls)</td>
<td>$92.00</td>
</tr>
<tr>
<td>Mirror, Small (Swensen, Werner)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Shower Surround Replacement (All Halls)</td>
<td>$600.00</td>
</tr>
</tbody>
</table>

*This repairs and replacement list is not meant to be a comprehensive or complete list. Damages are imposed under certain conditions as set forth here and elsewhere in the licensure and handbook. The resident agrees that the noted damages are reasonable and are presumed to be the amount of damage sustained by the College. The College will assess and charge for damages to mitigate loss appropriately.*
Appendix C

Room and Board Rate Sheet 2015-2016

Room Rates*

<table>
<thead>
<tr>
<th></th>
<th>Semester</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swensen Hall (Female)</td>
<td>Double - $1050.50</td>
<td>$2101.00</td>
</tr>
<tr>
<td></td>
<td>Single - $1528.00</td>
<td>$3056.00</td>
</tr>
<tr>
<td>Werner Hall (Male)</td>
<td>Double - $1036.00</td>
<td>$2072.00</td>
</tr>
<tr>
<td></td>
<td>Single - $1528.00</td>
<td>$3056.00</td>
</tr>
<tr>
<td>Lidstrom Hall (Co-Ed)</td>
<td>Double - $1399.50</td>
<td>$2799.00</td>
</tr>
<tr>
<td></td>
<td>Single - $2036.00</td>
<td>$4072.00</td>
</tr>
<tr>
<td>Mystic Hall (Co-Ed)</td>
<td>Double - $1556.00</td>
<td>$3112.00</td>
</tr>
<tr>
<td></td>
<td>Single - $2036.00</td>
<td>$4072.00</td>
</tr>
<tr>
<td>Ritchie Hall (Co-ed Apartment)</td>
<td>Double-1640.00</td>
<td>$3280.00</td>
</tr>
<tr>
<td></td>
<td>Single-2130.00</td>
<td>$4260.00</td>
</tr>
<tr>
<td>Gate City Hall (Co-ed Apartment)</td>
<td>Double-1640.00</td>
<td>$3280.00</td>
</tr>
<tr>
<td></td>
<td>Single-2130.00</td>
<td>$4260.00</td>
</tr>
</tbody>
</table>

* These rates are tentative and subject to change.

** The housing contract and license agreement is for one full academic year.

*** A $25 nonrefundable application fee is required.

Meal Plan

<table>
<thead>
<tr>
<th></th>
<th>Meal Fund</th>
<th>Membership fee</th>
<th>Semester Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mystic Light (Apartments &amp; RA staff)</td>
<td>$410</td>
<td>$140 (non-refundable)</td>
<td>$550</td>
</tr>
<tr>
<td>Mystic Green (Apartments &amp; RA staff)</td>
<td>$815</td>
<td>$140 (non-refundable)</td>
<td>$955</td>
</tr>
<tr>
<td>Mystic Standard</td>
<td>$1360</td>
<td>$275 (non-refundable)</td>
<td>$1635</td>
</tr>
<tr>
<td>Mystic Gold</td>
<td>$2040</td>
<td>$275 (non-refundable)</td>
<td>$2315</td>
</tr>
</tbody>
</table>
Appendix D

Roommate/Suitemate Bill of Rights

While living in our community each roommate/suitemate possesses the following rights. Each roommate/suitemate is responsible to help ensure that these rights exist for their roommates/suitemates.

- The right to read study and sleep with as little intentional disturbance as possible.
- The right to expect roommate/suitemate(s) will respect one’s personal belongings.
- To live in a safe, secure, healthy and clean environment.
- To learn from others and seek help when needed.
- To entertain friends at appropriate times.
- The right to access one’s room and facilities without pressure from the roommate(s)/suitemate(s).
- The right to be free from physical and emotional harassment.
- The right to speak openly and be treated considerately and thoughtfully.
- The right to address problems and concerns in a mature manner.
Appendix E

Student Rights and Responsibilities

Missing Person Policy

Policy:
As required by the Higher Education Opportunity Act of 2008, this policy applies to students living in campus housing. This policy assists with procedures based on facts and circumstances known to Bismarck State College that a student had been determined to be missing.

Definition:
Bismarck State College will define a missing student as a person enrolled at BSC, living on campus, whose whereabouts have not been accounted for by local law enforcement, and the absence is contrary to the usual pattern of behavior of the student and/or unusual circumstances may have a caused the absence of the student. Circumstances may include, but are not limited to the following: a report or suspicion that the missing person may be the victim of foul play, a report the missing student has expressed suicidal thoughts a report the missing student is drug dependent, a report the missing student is in a life threatening situation, or a report the missing student has been with or is in the company of persons who may endanger the student’s welfare.

Procedures:

A. Emergency Contact Information Designation
   1. Students have the opportunity during each semester to designate an individual or individuals to be contacted by BSC Campus Safety and Security or appropriate local law enforcement in the event the student is determined missing. Notification will be made no more than 24 hours after the time the student is determined to be missing in accordance with procedures in this policy. A contact designation will remain in effect until changed or revoked by the student.
   2. If a student is under the age of 18 and is not an emancipated adult, the College is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

B. Official Notification Procedures for Missing Persons
   1. Any individual on campus who has information that a residential student may be a missing person must notify Bismarck State College Campus Safety and Security (224-2700 or 527-1972) or the Student and Residence Life Office/Staff (224-5464 or 224-5465)
   2. The BSC Campus Safety and Security Department will gather all essential information about the residential student from the reporting person and from the student’s acquaintances (description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.) Appropriate camps staff will be notified to aid in the search for the student.
   3. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing (i.e. a witnessed abduction), the BSC Campus Safety and Security Department will contact the appropriate local law enforcement agency to report the student as missing and the local law enforcement agency will take charge of the investigation.
   4. No later than 24 hours after determining that a residential student is missing, contact will be made by the BSC Campus Safety and Security Department of local law enforcement to the designated contact.

C. Campus Communication Regarding Missing Students
   1. In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the College Relations Office. All inquiries to the college regarding missing students, or information provided to any individual at the college about a missing student, shall be referred to the BSC Campus Safety and Security Department, who shall refer inquiries and information to law enforcement authorities.
   2. Prior to providing the Bismarck-Mandan community with any information about a missing student, the College Relations Office shall consult with the BSC Campus Safety and Security Department and with local law enforcement authorities to ensure that communications do not hinder the investigation.
Student Conduct
Policy:
It shall be the policy of Bismarck State College to have rules and regulations governing the conduct of students and to provide regulations and procedures for disciplinary action.

Authority:
The North Dakota State Board of Higher Education has delegated the administration of student discipline to the President of the College, who in turn may assign to individuals and/or committees the responsibility for assisting with the enforcement of the rules, regulations, and policies of the College.

Definitions of Disciplinary Actions:
1. A FINE - is the imposition of a monetary penalty. Besides its use as a disciplinary sanction, it may also be used to compensate the College for a monetary loss.
2. A WARNING - is a discussion of misconduct which becomes a matter of at least temporary record.
3. PROBATION - indicates that continued enrollment is conditional upon good behavior during a specified period. It is a matter of temporary record and may include specific restriction of activity.
4. SUSPENSION FOR CONDUCT - is a temporary withdrawal of the privilege of enrolling in the College for a specific period. Suspension may be deferred to allow completion of an academic term, after which it is automatically invoked. During a period of deferment, the suspension may be enacted immediately by the Provost and Vice President for Academic Affairs, hereafter referred to as the Provost, or the Vice President, NECE and Director, National Energy Center of Excellence, hereafter referred to as the VP for NECE, if additional misconduct occurs.
5. EXPULSION FROM THE COLLEGE - is the withdrawal of enrollment privileges with no promise of reinstatement at any time and no opportunity for review for at least one year.
6. EXPULSION FROM CLASS - is the immediate revocation of the privilege of attending a class, using a laboratory, or participating in a shop.
7. EVICTION - is the formal removal of a student from College housing.
8. WITHHOLDING TRANSCRIPTS & GRADES - is a refusal by the College to provide transcripts and grades to the student, to other institutions, to employers, and to other agencies.
9. FAILING GRADE – is one possible penalty that may be used in the case of academic dishonesty. Depending on the circumstances, the failure may apply to a single assignment or exam, a unit of study, or an entire course.

Standards of Conduct Expected of Students:
1. A student is expected to obey the rules, regulations, and policies of the College. Failures to show proper respect for good order and the rights of others, or insubordination toward a College official in the proper execution of his or her duties will be regarded as cause for disciplinary action.
2. A student is expected to abide by the BSC Academic Honor Code (http://www.bismarckstate.edu/uploads/resources/356/StudentAcademicHonorCode.pdf). Any violation of the Academic Honor Code is subject to disciplinary action, including possible expulsion from the College.
3. A student arrested and convicted of a law violation may be considered as subject to disciplinary action.
4. A student who has failed to discharge a financial obligation to the College is subject to disciplinary action.
5. A student who furnishes false or misleading information on admission, registration, student I.D., or any other forms, or who alters College records, is subject to disciplinary action.
6. A student who willfully damages or removes College property or who obstructs the normal operation of the College shall be subject to disciplinary action and/or civil action.
7. A student who brings firearms onto campus or stores firearms in a campus housing unit is subject to disciplinary action.
8. A student who destroys or tampers with fire alarms or fire protection equipment is subject to disciplinary action.
9. A student who possesses unauthorized College keys is subject to disciplinary action.
10. A student who brings intoxicating liquors or other alcoholic beverages on campus is subject to disciplinary action.
11. BSC is a tobacco free campus. A student who uses tobacco in BSC buildings, on BSC property and/or BSC rented property is subject to disciplinary action.
12. A student is expected to pay any library, parking, etc. fines accumulated. If the fines are not paid within a certain timeframe, a "hold" will be placed on the student's records.

13. The College considers the use, possession, distribution, or sale of those drugs (hallucinogens, narcotics, stimulants, and depressants) which are illegal except when taken under a physician's prescription as contrary to the welfare of the College. Students involved in such activities are subject to disciplinary action and will be prosecuted according to the law.

14. Situations, other than those already mentioned, which will warrant disciplinary action are those in which a student endangers or seriously threatens the life or physical safety of others, himself, or herself, lends or participates in destructive group action, has difficulties with law enforcement authorities, is cited for not obeying the laws of the community, state and/or nation, commits sexual offenses, does not respect public and private property, refuses to cooperate in efforts made to help him or her adjust to College responsibilities, or behaves in ways which discredit the College.

**Procedures for Expulsion from Class or from the College:**

1. All instructors and academic administrators (Department Chairs, Deans, Associate Vice President for Academic Affairs, NECE Program Managers, and the Associate Vice President for NECE) are empowered to temporarily expel a student from a class, laboratory, or shop. Temporary expulsion will continue for not more than one calendar week or until the Provost shall overturn the expulsion, instate permanent expulsion, or the student appeals the expulsion.

2. A student may be **permanently** expelled from a class, laboratory, shop, program, or from the college by the Provost or VP for NECE.

3. Students may appeal temporary or permanent expulsion by following the due process procedures stated in the Student Grievance and Appeal policy.

**Limits, Regulations, and Procedures:**

1. If misconduct is alleged, the Provost or VP for NECE may order immediate disciplinary action or require a hearing.

2. If the Provost or VP for NECE requires a hearing, he/she may assign the responsibility of a hearing to a Hearing Committee or a Hearing Officer.
   a. Pending completion of the hearing, the status of a student should not be altered or the right to be present on the campus and attend classes suspended, except for reasons relating to his or her physical or emotional safety and well-being, for reasons relating to safety and well-being of other students, faculty or College property.
   b. Students shall be given every reasonable opportunity to present their case, including the presentation of written and oral testimony by themselves and their witnesses, and students will have the right to be assisted by an advisor, friend, or counsel.
   c. If the Hearing Committee or Officer decides that disciplinary action is required, they will notify the Provost or VP for NECE of their decision.
   d. The Hearing Committee or Officer shall submit a written report of the proceedings to the Provost or VP for NECE. The report need not be verbatim, but must include all matters upon which the final decision was based.
   e. Ordinarily the College shall abide by the recommendations of the Hearing Committee or Officer, except that the Provost or VP for NECE retains the right to modify or reject Committee or Hearing Officer's recommendations.

3. A student may follow due process procedures as stated in the Student Grievance and Appeal Policy if he or she disagrees with the final decision.

**Records and Reinstatement:**

1. Suspension and expulsion from the College are matters of permanent record.

2. Reinstatement after suspension--the Registrar may permit reinstatement after suspension. However, the Registrar may do so only after the student has completed the terms of the suspension.

3. Reinstatement after expulsion from the College--in unusual cases the Provost or VP for NECE may readmit a student who was expelled, for reasons of conduct.
**Academic Honor Code**

**Policy:**

Students at Bismarck State College are expected to be honorable in behavior and above reproach in pursuit of their academic achievements. Cheating, plagiarism, or collusion in class work, laboratory performance, shop work, or test taking is unacceptable and subject to disciplinary action (http://www.bismarckstate.edu/uploads/resources/372/StudentConduct.pdf).

**Definitions:**

1. Cheating includes, but is not limited to:
   a. Copying from another student.
   b. Possessing or using material during an academic activity not authorized by the instructor.
   c. Collaborating with or seeking aid from another student without permission from the instructor.
   d. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of an unadministered test or information about an unadministered test.
   e. Altering grades or academic records.
   f. Substituting for another person or permitting any other person to substitute for oneself to take an examination or complete a class assignment.
   g. Submitting, without specific permission of the instructor, work that has been previously offered for credit in another course.
   h. Sabotaging another student’s work.
   i. Submitting altered or falsified data as experimental data from laboratory projects, survey research, or other field research.
   j. Falsifying or committing forgery on any College form or document.
   k. Committing any willful act of dishonesty that interferes with the operation of the academic process.
   l. Facilitating or aiding in any act of academic dishonesty.

   (These definitions were adopted in part from the University of North Dakota and the University of Arkansas and used with permission.)

2. Plagiarism is the appropriation, buying, receiving as a gift, or obtaining by any means another person's work and the unacknowledged submission or incorporation of it in one's own work. This includes copyrighted artwork and design.

   **How can students avoid plagiarism?** To avoid plagiarism, you must give credit whenever you:
   - Use another person’s idea, opinion, or theory;
   - Use any facts, statistics, graphs, drawings—any pieces of information that are not common knowledge;
   - Use quotations of another person’s actual spoken or written words; or
   - Paraphrase another person’s spoken or written words.

   If you are unclear about plagiarism, consult with your instructor or librarian. They will instruct you on how to represent your ideas as distinct from the ideas of someone else. (These guidelines were adopted from the University of Indiana).

3. Collusion is the unauthorized collaboration with another person in preparing work offered for credit.

**Use of Computer and Network Facilities**

**Policy:**

Individuals who use Bismarck State College (BSC) computing and networking resources assume the responsibility to use the resources in an appropriate manner. Misuse of computing and networking resources is considered a violation of the campus computing policy and regulations. It may also be a violation of law if data or individuals are disturbed or the privacy of the individuals is violated.

North Dakota University System (NDUS) Procedure 1901.2, Computer and Network Usage, contains specific policies, procedures, rights, and responsibilities which also apply to BSC. NDUS Procedure 1901.2, Computer and Network Usage, can be viewed at: http://www.ndus.edu/makers/procedures/ndus/default.asp?PID=301&SID=62

This BSC Use of Computer and Network Facilities policy is in addition to NDUS Procedure 1901.2, Computer and Network Usage, and is based in large part on the definitions of “Authorized Use” and “Authorized Users” from section 1 of NDUS Procedure 1901.2, Computer and Network Usage:

“**Authorized use:**

Use of computing and networking resources shall be limited to those resources and purposes for which access is granted. Use for political purposes is prohibited (see Section 39-01-04 of the ND Century Code). Use for private gain or other personal use not related to job duties or academic pursuits is prohibited, unless such use is expressly authorized under governing institution or system procedures, or, when not expressly authorized, such use is incidental to job duties or limited in time and scope, and such use does not: (1) interfere with NDUS operation of information technologies or electronic mail services; (2) burden the NDUS with incremental costs; or (3) interfere with the user's obligations to the institution or NDUS.”
“Authorized user(s):
Computing and networking resources are provided to support the academic research, instructional, outreach and administrative objectives of the NDUS and its institutions. These resources are extended to accomplish tasks related to the individual's status with NDUS or its institutions. Authorized users are (1) current faculty, staff and students of the North Dakota University System; (2) individuals connecting to a public information service (see section 5.3); and (3) other individuals or organizations specifically authorized by the NDUS or an NDUS institution. For the purposes of this policy, no attempt is made to differentiate among users by the user's group. These policies treat all users similarly, whether student, faculty, staff or other authorized user, in terms of expectations of the user's conduct.”

Limits and Regulations:

The use of the campus computer and networking service is a privilege that may be revoked at any time for inappropriate behavior. Examples of uses which BSC considers to be unauthorized and unacceptable include, but are not limited to:

- Stalking, fraud, misrepresentation, luring of minors or sending harassing, intimidating and/or threatening messages through electronic mail or other means;
- Intentionally intercepting, disclosing or using any electronic communication to which authorized access is not explicitly provided;
- Initiating or encouraging chain letters, unauthorized automated or mass postings, or other types of unauthorized large-scale distributions;
- Providing others with access to one’s personal computer account(s);
- Gaining or attempting to gain access to the personal computer accounts, files, electronic information of others, or to accounts, files or systems to which authorized access has not been granted;
- Hacking or related behavior attempting to compromise BSC security or the security of remote systems accessed through BSC equipment or networks;
- Creating or releasing computer viruses or engaging in other destructive or potentially destructive programming activities;
- Browsing, viewing and/or sharing of pornographic material or Internet chat of a sexual nature;
- Disruption of network traffic by overloading the system or otherwise denying or restricting the access of others;
- Modifying, altering or otherwise tampering with systems hardware, software or networking infrastructure unless explicitly authorized to do so by the Chief Information Services Officer;
- Setting up a router and building a private subnet;
- Setting up wireless access points unless explicitly authorized to do so by the Chief Information Services Officer;
- Copying or distributing commercial or other copyrighted software or proprietary data which has not been placed in the public domain or been distributed as freeware;
- Use of BSC computers, systems, networks and/or services for political purposes, for commercial purposes or unauthorized financial gain;
- Use of BSC computers, systems, networks and/or services for on-line gaming or on-line gambling (playing games on BSC computers is prohibited unless done in a classroom situation under the supervision of an instructor);
- Use of BSC computers, systems, networks and/or services for peer-to-peer file sharing applications is prohibited unless explicitly authorized to do so by the Chief Information Services Officer;
- Use of BSC computers for mail spoofing (sending mail so as to appear to come from someone other than the actual sender) or for TCP spoofing (making your computer look like a different computer on the network);
- Use of BSC computers, systems, networks and/or services for packet sniffing (putting your network interface card in the promiscuous mode in order to see data destined for other machines) unless explicitly authorized to do so by the Chief Information Services Officer;
- Any act chargeable as a violation of local, state or federal law, whether or not charges are brought by civil authorities.

In order to protect the campus data networks, BSC Information Services department reserves the right to control network access. In the event of threats or network disruption, it may be necessary to temporarily block specific types of network traffic or isolate portions of the network. Devices may be removed from the network or have network access blocked without notice if they pose a threat to the network, the device itself or the user(s) of the device. Examples of reasons why a device might be removed or blocked from the network include, but are not limited to the following:

- A device is used for unauthorized use or by unauthorized users;
- Network addresses are unauthorized, misappropriated or have been modified to avoid restrictions;
- The provisioning of network services from user computers (e.g. BBS, IRC Server, DHCP Server, DNS Server, FTP, POP3, SMTP, WINS Server, Hotline, SNMP). Users who have a need to provide such services from their personal computers must have prior written authorization from the Chief Information Services Officer at BSC before running any such services.
- A device poses a threat to the network or the user because of vulnerabilities, compromises, incompatibilities with the network or other reasons.

Violation of this policy may be subject to discipline, which may include loss of computer and network privileges.

 Portions of this policy are drawn from those developed by North Dakota State University and the University of North Dakota.
Email Policy:
Electronic mail (email) can be accessed from any Internet connection and, like postal and campus mail, is an official means by which Bismarck State College (BSC) communicates with students. Email communication are intended to meet the academic and administrative needs of the campus community. Convenience, speed, reliability and cost effectiveness of using electronic communications, make email an effective and efficient means to communicate with students. BSC exercises the right to send email communication to students and expects that email communication is received and read by students in a timely manner.

Limits and Regulations:
1. Students who have applied to a campus within the North Dakota University System (NDUS) are assigned a NDUS ID. The NDUS ID will take the form of or a variation of “FirstName.LastName”. This NDUS ID will allow the individual access to services provided by NDUS and BSC, which include but are not limited to PC lab authentication, wireless network authentication, email address, Campus Connection, etc.

2. The student is required to go to http://mail.office365.com to access their email. Their login account will be “NDUSID@ndus.edu” and the email address will be “NDUSID@bismarckstate.edu”. The address created will be considered the “official email address” of BSC and will be the primary contact the college uses to inform students of important campus information. Some of this information may include deadlines, policy/procedure changes, changes in degree requirements, special events, course schedule changes, official course-related correspondence, as well as other useful information from the Administration and/or Academic departments on campus.

3. The student will be responsible for the information conveyed to their official email address. BSC will not be responsible for the handling of the email by outside vendors or unofficial servers. When students forward email from their official BSC email account to another account, vital information may not be conveyed if the email is unopened or the associated attachment is not forwarded. Unopened email or having email redirected does not relieve a student of the responsibilities associated with communication sent to their official BSC email address.

4. In an effort to protect student privacy and better ensure student authenticity, official email exchanged between students and BSC personnel requesting a response shall require the response be exchanged from the student’s official email address (i.e., NDUSID@bismarckstate.edu). This policy is for the protection of faculty, staff and students.

5. This email account is free of charge to the student and is active as long as the student remains enrolled at the college.

Alcohol and Illegal Drugs Policy:
Students at Bismarck State College are required to abide by all federal, state and local laws regarding the possession, sale, use and consumption of alcoholic beverages. In addition, they are required to obey campus regulations regarding alcoholic beverages, as stated in this policy. The college also considers the use, possession, distribution, or sale of those drugs (hallucinogens, narcotics, stimulants, and depressants) which are illegal except when taken under a physician’s prescription as contrary to the welfare of the College. Students involved in such activities are subject to disciplinary action and will be prosecuted according to the law.

Statement of General Principles:
Bismarck State College recognizes the serious problems created by the use and abuse of alcohol and drugs. In response to this awareness, Bismarck State College has an alcohol and drug prevention program and is committed to:

1. Establishing and enforcing clear policies and regulations regarding the use of alcohol and/or drugs.
2. Educating students about the dangers and health risks associated with the abuse of alcohol and/or use of illegal drugs.
3. Conducting programming each year to provide activities and events promoting a healthy lifestyle and environment.
4. Providing resources and referral services for students who experience alcohol and/or drug abuse.

Campus Regulations:
1. A student who brings or uses intoxicating liquors, alcoholic beverages or illegal drugs on campus is subject to disciplinary action.
2. A student who attends class under the influence of alcohol or illegal drugs is subject to disciplinary action.
3. Faculty and staff are justified in contacting appropriate law enforcement authorities and/or campus security in the event a student is under the influence.
4. Students who are involved in illegal drug usage, off the premises of the campus, may also face disciplinary action.
5. Student organizations, societies and clubs are not allowed to sponsor on-campus or off-campus events at which alcohol or illegal drugs are consumed.
6. Sale of alcoholic beverages and/or drugs by student organizations, societies and clubs is strictly forbidden. (This is to include any action that can be remotely construed as alcohol sale such as charging admission to parties, passing the hat, selling empty cups, selling drink tickets, etc.)
7. Alcoholic beverages and/or drugs may not be used as awards or prizes in connection with events or activities sponsored by student organizations, societies and clubs.
Disciplinary Action:

Federal law provides criminal and civil penalties for unlawful possession or distribution of drugs and alcohol. See http://www.usdoj.gov/dea/agency/penalties.htm for details on federal trafficking penalties for controlled substance violations. Penalties include incarceration, fines, forfeiture of property, ineligibility to own firearms, and becoming ineligible to receive federal benefits such as student loans and grants.

Disciplinary Action:

1. Students are expected to obey the regulations of this policy, are obliged to obey the alcoholic beverage and drug laws of the State of North Dakota and federal laws regarding these matters. Failure to abide by the College regulations and North Dakota and federal law, will result in disciplinary action.
2. State law. Federal law and College policy will be regarded as the principle bodies of rules governing the use of drugs for BSC students.
3. Procedures and definitions of disciplinary action are found in BSC Student Policy titled, "Student Conduct."
4. Each student will be held responsible for his/her own behavior, and it will not be regarded as "double jeopardy" for both civil authorities and the College to initiate disciplinary sanctions against a student who violates College policy or law.
5. A federal or state drug conviction can disqualify a student from Federal Student Aid eligibility. If a student is convicted of possession or sale of illegal drugs during a period of enrollment for which the student was receiving federal financial aid, the student will lose eligibility for federal student aid funding. The student can lose federal financial aid eligibility of one year from the date of the first conviction, two years from the date of the second conviction and indefinitely for a third offense for the possession of illegal drugs. A student can lose federal financial aid eligibility for two years from the date of the first conviction and indefinitely for the second conviction for the sale of illegal drugs. A student can regain eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program.

8. Advertisements for alcohol sales and bars are not allowed to be posted on campus. These advertisements will also not be allowed electronically or printed in BSC publications. There could be an exclusion for community events as determined by the President.
9. Disciplinary action, which may include expulsion from the College, shall follow the procedures and regulations for disciplinary action that are found in the BSC Student policy titled "Student Conduct." In addition, such matters may be reported by the College to the appropriate law enforcement authorities.
10. Since involvement with drugs may be associated with medical and/or psychological problems, students may be referred or may refer themselves to counseling or medical services.

North Dakota Law on Alcoholic Beverages:

1. The state of North Dakota requires that individuals be at least 21 years of age to buy, possess and consume alcoholic beverages.
2. It is illegal to give or sell alcohol to an individual under the age of 21.
3. It is illegal to have an open container of alcohol in any vehicle.
4. It is illegal to serve alcohol to an intoxicated person.
5. It is illegal to sell alcohol of any kind without a license or permit.
6. Organizations are not immune from prosecution for a legal violation. The officers of that group are usually the parties cited, but every group member is liable.
7. Driving while intoxicated (.08 blood alcohol content) is a criminal offense.
8. Being intoxicated is not a legal defense for any charge, including assault, rape, vandalism, slander, manslaughter or accident.
9. If an underage person is involved in a drinking/driving crash after leaving a party, the victim(s) of the crash may sue both the person at fault and those who provided the alcohol.

North Dakota Law on Illegal Drugs:

North Dakota has adopted the Uniform Controlled Substances Act, which restricts the manufacture, transfer, and possession of narcotic drugs and other drugs that have a potential for abuse or that may lead to physical or psychological dependence.
1. It is a Class A felony to manufacture, deliver, or possess with intent to manufacture or deliver a controlled substance such as methamphetamine or narcotic drugs such as opium or cocaine in North Dakota.
2. Felony Penalties: Class A (up to 20 years imprisonment and/or a $10,000 fine), Class C (up to five years imprisonment and/or $5,000 fine).
3. Possession of one-half ounce to one ounce of marijuana is a Class A misdemeanor.
4. Possession of less than one-half ounce (14.175 grams) is a Class B misdemeanor.
5. Possession of one ounce to one half ounce of marijuana is a Class B misdemeanor.
6. Possession of drug paraphernalia for controlled substances other than marijuana is a Class C felony.
7. Possession of drug paraphernalia for marijuana is a Class A misdemeanor.
8. It is a Class A misdemeanor to advertise drug paraphernalia.
9. Misdemeanor penalties: Class A (up to one year imprisonment and/or $2,000 fine), Class B (up to 30 days imprisonment and/or $1,000 fine).

Federal Law:

Federal law provides criminal and civil penalties for unlawful possession or distribution of drugs and alcohol. See http://www.usdoj.gov/dea/agency/penalties.htm for details on federal trafficking penalties for controlled substance violations. Penalties include incarceration, fines, forfeiture of property, ineligibility to own firearms, and becoming ineligible to receive federal benefits such as student loans and grants.

Disciplinary Action:

1. Students are expected to obey the regulations of this policy, are obliged to obey the alcoholic beverage and drug laws of the State of North Dakota and federal laws regarding these matters. Failure to abide by the College regulations and North Dakota and federal law, will result in disciplinary action.
2. State law. Federal law and College policy will be regarded as the principle bodies of rules governing the use of drugs for BSC students.
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5. A federal or state drug conviction can disqualify a student from Federal Student Aid eligibility. If a student is convicted of possession or sale of illegal drugs during a period of enrollment for which the student was receiving federal financial aid, the student will lose eligibility for federal student aid funding. The student can lose federal financial aid eligibility of one year from the date of the first conviction, two years from the date of the second conviction and indefinitely for a third offense for the possession of illegal drugs. A student can lose federal financial aid eligibility for two years from the date of the first conviction and indefinitely for the second conviction for the sale of illegal drugs. A student can regain eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program.
Health Risks of Alcohol and Other Substances of Abuse:

**Alcohol:** Alcohol consumption causes a number of impairments including changes in behavior and normal body function. Even low doses significantly impair judgment, coordination mental function thus increasing the risks of accidents and injuries. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses taken acutely can cause respiratory depression and even death. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism and fights. Additional consequences include DUI arrests and serious or fatal car crashes. Continued abuse may lead to dependency, which can cause permanent damage to vital organs and deterioration of a healthy lifestyle.

**Amphetamines:** Amphetamines can cause a rapid or irregular heartbeat, tremors, convulsions, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

**Cannabis (Marijuana, Hashish):** The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

**Club Drugs - Club drugs are drugs such as MDMA (Ecstasy), Rohypnol, GHB, LSD, and methamphetamine and others, which are used at all-night parties such as trances or raves, dance clubs and bars. These party drugs, particularly when mixed with alcohol, can cause serious health problems, injuries, or even death.**

**Cocaine/Crack:** Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

**Hallucinogens:** Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, PCP episodes may result in self-inflicted injuries, violence and aggressive behavior toward others.

**Heroin:** Heroin is an opiate drug that causes the body to have diminished pain reactions. Overdoses of this highly addictive drug can result in coma or death due to respiratory failure or cardiovascular collapse.

To find out more about these commonly abused agents and others substances of abuse not listed here go to the Drug Enforcement Administration http://www.dea.gov

Where to Turn for Help:

Students may initiate help for themselves or others by contacting any of the following:

**On Campus:**
1. Personal Counselor 224-2449; located in the Mystic Advising & Counseling Center (Lower level of the Student Union)
2. Alcohol and Other Drug Prevention Coordinator; 224-5798
3. Director of Student and Residence Life, 224-5465

**Community Resources**
1. “211” – 24 hour referral and crisis management hotline for North Dakota.
2. West Central Human Services, 328-8888
3. Heartview Foundation, 222-0386
4. Alcoholics Anonymous, 222-2100

**National Numbers**
1. The National Drug & Alcohol Hotline: 1-800-711-6375 or 1-800-711-6402

**Student Grievance and Appeal**

**Policy:** Bismarck State College recognizes the importance of providing prompt and efficient procedures for fair and equitable resolutions of a student grievance or appeal. The following are procedures to follow for resolving a grievance or appeal.

**Definitions:**

Grievance: A grievance is an alleged unfair, inequitable, or discriminatory interpretation, application, or implementation of college policy or procedure.

Appeal: An appeal is a request for reconsideration of a decision or sanction of the application of a college policy or procedure. Appealable decisions include sanctions/actions taken for student conduct, housing, or parking violations. Academic grades and financial aid decisions are also appealable.
Specific Procedures:

Grade Appeals: Students who receive a grade that they believe does not correctly reflect their performance should discuss the grade with the instructor. If the matter is not resolved, it should be discussed with the appropriate department chair. If the matter is still not resolved, it should be discussed with the Associate Vice President for Academic Affairs. If the matter remains unresolved, the student may appeal the issue to the Standing Committee on Grade Appeals. Information relating to the appeal process is available in the Associate Vice President for Academic Affairs Office.

Financial Aid Appeal: Students who have a grievance or concern about a financial aid decision must present their appeal or grievance directly to the Financial Aid Committee. Information relating to the appeal process is available in the Financial Aid Office.

General Grievance/Appeal Procedure:

Informal Process: The purpose of the informal procedure is to allow the parties involved in a grievance or appealable decision to attempt to resolve the problem themselves through the following steps:

1. The student should attempt to discuss the complaint with the person who appears to be the source of the grievance or who made the appealable decision. This should be done within 10 class days of the incident or situation.
2. If the problem is not resolved in the first step, the student should take the complaint to the respondent’s immediate supervisor.
3. If the problem is not resolved in to the satisfaction of the student through the informal process, the student may enter the formal grievance process. This should take place within 5 class days after talking to the supervisor in step 2.
4. If the student does not initiate the informal process within 10 class days of the incident or situation but at a later date, either the student or the respondent may refer the issue to the formal grievance process.

Formal Grievance/Appeal Process:

1. The student shall submit a complaint in writing to the appropriate college Director, Department Chair, or Dean (respondent) of the area responsible for the action which forms the basis of the grievance or appeal. The complaint shall contain a clear and concise statement of the grievance or appeal, the remedies sought and a request for a meeting with the involved person or persons. The complaint must be submitted within 10 class days of the event, unless there are extenuating circumstances.
2. The respondent shall schedule a meeting with the student within 10 class days of receiving the written grievance or appeal, to discuss the matter. A written reply by the respondent to the student indicating the results of the meeting and including further action, if any, to be taken shall be attached to the written grievance or appeal.
3. If the student is not satisfied, the student may appeal in writing to the Chair of the Standing Committee on Student and Campus Relations. The grievance or appeal must be filed within 5 class days after the decision of the Director, Department Chair or Dean. The Committee Chair will inform the student and committee members of the specific time and place of the meeting which must be held within 7 class days of receipt of the request.
4. The student shall be given every reasonable opportunity to present the case, including the presentation of written and oral testimony, alone or by witnesses, and all parties will have the right to be assisted by an advisor, friend or counsel.
5. The Committee Chair shall submit a written report of the proceedings to the student within 2 class days of the decision. The report must include all matters upon which the final recommendations are made.
6. The student may appeal the committee decision to the appropriate Vice President of the College. The appeal must be in writing and within 5 class days of receipt of the committee decision. The appropriate Vice President will uphold, modify or reject the committee decision, and this will become the final campus decision on the grievance or appeal. A written reply by the Vice President to the student indicating the results of the meeting and including further action, if any, to be taken shall be attached to the written grievance or appeal. The student and appropriate college officials shall be notified in writing of the decision within 10 class days after the last consideration of the grievance or appeal.

Notice of Nondiscrimination:

Bismarck State College is an equal opportunity institution that does not discriminate on the basis of race, color, gender, national origin, age, religion, sexual orientation or disability in its admissions, student aid, employment practices, education programs or other related activities.

Inquiries concerning compliance with Title VI of the Civil Rights Act of 1964, Title VII, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, and the Age Discrimination and Employment Act may be referred to Rita Lindgren, Chief Human Resources Officer, Bismarck State College, Meadowlark Building, 1700 Schaefer Street, Bismarck, ND 58501 (701) 224-5427, or to the Office for Civil Rights/Chicago, U.S. Department of Education, Citigroup Center, 500 W Madison St, Suite 1475, Chicago, IL 60661, Telephone (312) 730-1560, Fax (312) 730-1576, TDD (312) 730-1609 or 1-877-521-2172, WEBSITE http://www.ed.gov/ocr/.
**Harassment Policy:**
It is the policy of Bismarck State College to maintain academic conditions under which students are free from unlawful harassment. Engaging in harassment is unacceptable conduct which will not be tolerated. Any student or employee found to have engaged in harassment will be subject to disciplinary action. Managers and supervisors who know or should have known of harassment and fail to report such behavior, or fail to take immediate, appropriate action, will be subject to disciplinary action up to and including termination.

This policy recognizes BSC's commitment to the understanding that the maintenance of ethical standards and the concerns for academic freedom prohibit the exploitation of students and employees. BSC is required by law and State Board of Higher Education (SBHE) Policy to take all steps necessary to prevent harassment. These steps include informing individuals of their rights and responsibilities, developing educational programs to sensitize the campus community to the issue, and developing sanctions against harassment.

**Guidelines:**
1. Harassment is a form of offensive treatment or behavior, which to a reasonable person creates an intimidating, hostile or abusive environment. It may be sexual, racial, based on gender, national origin, age, disability, religion or a person's sexual orientation. It may also encompass other forms of hostile, intimidating, threatening, humiliating or violent behavior, which are not necessarily illegal discrimination, but are nonetheless prohibited by this policy.

2. Sexual harassment means unwelcome or unwanted sexual advances, requests or demands for sexual favors, verbal abuse or kidding that is sex-oriented and considered unacceptable by a student, engaging in any type of sexually oriented conduct that would unreasonably interfere with a student's academic performance, or creating a learning environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts, or attentions.

3. Illegal harassment may consist of verbal or physical behavior which relates to an individual's race, color, national origin, religion, gender, age and/or disability when such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Harassment can also be verbal or physical behavior which is derogatory, abusive, disparaging, "bullying," threatening or disrespectful, even if unrelated to a legally protected status.

To aid students in identifying prohibited behavior, the following specific examples of harassment are provided (these examples are not meant to be all inclusive):

1. Unwelcome touching of a personal nature, which can encompass leaning over, patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact considered unacceptable by another individual.

2. Subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's academic status. Extending unwanted sexual attentions to a student that reduces personal productivity or time available to work at assigned tasks.

3. Comments about a student's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendos, or actions that offend others; or singling out a student in class and saying things to her/him of a sexual nature.

4. Slurs and jokes about a class of persons, such as persons who are disabled, homosexual, or a racial minority. Derogatory remarks about a person's national origin, race, gender, language or accent.

5. Display of explicit or offensive calendars, posters, pictures, drawings or cartoons which reflect disparagingly upon a class of persons or a particular person.

6. Disparaging or disrespectful comments even if unrelated to a person's race, color, gender, national origin, religion, age, disability or sexual orientation.

7. Loud, angry outbursts or obscenities directed toward another student, staff or faculty.

8. Please note that harassment in electronic form is also prohibited under NDUS Procedure 1901.2 - Computer and Network Usage.
Supervisor and Employee Responsibility:
1. Administrators, managers and supervisors are expected to deal promptly with all employees, students, customers, contractors, and visitors who are harassing students at any BSC campus or BSC activity.

2. An employee or student who engages in harassment of students is subject to standard disciplinary procedures.

3. Administrators, managers and supervisors who become aware of harassment but fail to take immediate action against it will be subject to disciplinary procedures, also. Not taking immediate action is viewed by the courts as condoning the behavior. EEOC states an employer is responsible for acts of harassment in the workplace where the employer knows, or should have known, of the conduct, unless it can be shown the organization took immediate and appropriate corrective action.

4. Any employee who becomes aware of any complaint or type of harassment must report it immediately to their supervisor or Rita Lindgren, Chief Human Resources Officer, or designee and fill out the “Harassment Complaint Form.” Employees who fail to immediately report any complaint or type of harassment are subject to disciplinary procedures.

Reporting Harassment:
The Harassment Complaint Procedure (http://www.bismarckstate.edu/uploads/resources/385/HarassmentComplaint.pdf) is available for any person who wishes to file a complaint alleging a violation of this policy.

Notice of Nondiscrimination:
Bismarck State College is an equal opportunity institution that does not discriminate on the basis of race, color, gender, national origin, age, religion, sexual orientation, or disability in its admissions, student aid, employment practices, education programs or other related activities.

Sexual Misconduct and Title IX Compliance

Policy:
Bismarck State College strives to create a campus community free from interpersonal abuse including sexual misconduct. In working to achieve this intent, BSC commits to: (1) Taking action to stop sexual misconduct; (2) taking action to remedy its effects by providing advocacy, support and appropriate referral services for recipients of the behavior; (3) taking action to prevent recurrence; (4) educating individuals and promoting discussions on interpersonal abuse and violence; and (5) conducting impartial investigation of all reports/notices of sexual misconduct through fair, equitable and prompt procedures. Investigations will be independent of and separate from law enforcement investigations of criminal activity.

This policy is required by federal law and implementation of this policy is guided by the U.S. Department of Education, Office of Civil Rights.

Definition: For the purpose of this policy, the following definitions apply:

a) Consent is:
   1. Words or actions showing a clear, knowing and voluntary agreement to engage in mutually agreed upon sexual act; or
   2. An affirmative decision given by clear actions or words.
   3. Consent may not be inferred from:
      i. Silence, passivity, or lack of active resistance alone.
      ii. A current or previous dating or sexual relationship.

   Note: it is important to obtain explicit consent from any sexual partner and not to make assumptions. If confusion or ambiguity on the issue of consent arises anytime during the sexual interaction, it is essential that each participant stops and clarifies, verbally, willingness to continue. Consent to one form of sexual act does not imply consent of other forms of sexual act(s).

b) Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

c) Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

d) Intimidation is implied threats or acts that cause an unreasonable fear of harm in another.

e) Responsible employees:
   1. Those with authority to address and remedy sex and gender-based discrimination and harassment;
   2. Those with responsibility to report sexual misconduct to a supervisor; and/or
   3. Those who a student would reasonably believe have such authority or obligation.

f) Retaliation: Any adverse action taken against a person because of their participation in a protected activity. Retaliation against an individual for alleging sexual misconduct, supporting a complainant or for assisting in providing information relevant to a claim of sexual misconduct will be treated as another possible instance of harassment of discrimination. Any acts of alleged retaliation should be reported immediately to the Title IX Coordinator of a Deputy Title IX Coordinator and will be promptly investigated. BSC is prepared to take appropriate steps to protect individuals who fear that they may have been subjected to retaliation.

g) Sexual Acts include, but are not limited to the following actions:
   1. Sexual intercourse:
   2. Sodomy (Oral and/or anal);
   3. Sexual penetration with any object;
   4. Sexual touching of a person’s intimate parts (genitalia, groin, breasts, buttocks, mouth or other bodily orifice or the clothing covering them); or
   5. Compelling a person to touch his or her own or another person’s imitate parts.

h) Sexual Assault: Any sexual act between two or more people to which one person does not or cannot consent. This includes sexual acts or contacts with others that can involve:
   1. Compelling a person to submit to sexual acts or contacts by force, threat of force, or intimidation;
   2. Use of intoxicants to substantially impair the person’s power to give consent;
   3. Engaging in such acts when the person suffers from a mental state that renders him or her incapable of understanding the nature of the contact. This includes, but is not limited to, situations when an individual is intoxicated, “high”, scared, physically or psychologically pressured or forced, passed out, unconscious, intimidated, coerced, mentally or physically impaired, beaten, isolated, or confined; or
   4. A victim under fifteen (15) years of age. (Do note the age of consent may vary depending on the ages of the individuals involved in the act. For more information see: being, developed, will be accessible soon)

i) Sexual Exploitation: Taking sexual advantage of another person without consent. Examples include, but are not limited to:
   1. Causing the incapacitation of another in order to take sexual advantage of the person;
following are individuals and agencies that can assist victims of an incident, even if confidentiality has been requested. Therefore, BSC employees cannot guarantee absolute confidentiality. Depending on the circumstances of the offense (the severity of the offense, the number of victims involved, etc.), BSC may be required to respond to or be otherwise unwelcome that is sufficiently severe, persistent, or pervasive so as to limit a student’s ability to participate in or benefit from a BSC program or activity. Depending on the circumstances, a single incident of sexual misconduct may be sufficient to limit a student’s ability to participate in or benefit from a BSC program or activity.

**Reporting/Confidentiality:**

Students are encouraged to report incidents or information related to sexual misconduct as soon as possible. If criminal activity is involved, students are encouraged to contact the BSC Campus Safety and Security Department or local law enforcement. BSC employees who became aware of a complaint or violation of this policy and have the authority to take action on the complaint or violation, shall report the complaint or violation either to the Title IX Coordinator or a Deputy Title IX Coordinator:

Rita Lindgren, Chief Human Resources Officer/Title IX Coordinator Meadowlark Building (1700 Schafer Street) Phone: 701-224-5427; email: rita.lindgren@bismarckstate.edu

Donna Fishbeck, Associate Vice President for Student Affairs/Deputy Title IX Coordinator Student Union (1425 Schafer Street) Phone: 701-224-5638; email: donna.fishbeck@bismarckstate.edu

Buster Gilliss, Director of Athletics/Deputy Title IX Coordinator Armory (1601 Edwards Avenue) Phone: 701-224-5512; email: buster.gilliss@bismarckstate.edu

Duane Johnson, Campus Safety & Security Manager/Deputy Title IX Coordinator Meadowlark Building (1700 Schafer Street) Phone: 701-224-5789; email: duane.johnson@bismarckstate.edu

Dan Leingang, Dean of Academic Affairs/Deputy Title IX Coordinator National Energy Center of Excellence Building (1200 Schafer Street) Phone: 701-224-5525; email: daniel.leingang@bismarckstate.edu

Angie Friez, Human Resources Specialist/Deputy Title IX Coordinator Meadowlark Building (1700 Schafer Street) Phone: 701-224-2414; email: angie.friez@bismarckstate.edu

The guiding principle in accepting reports of sexual misconduct is to avoid re-victimizing the recipient of the behavior by forcing them into any plan of action. BSC will make every attempt to safeguard the privacy of the complainant and/or recipient of the behavior; however, it is important that complainants recognize that BSC cannot ensure confidentiality in all cases. BSC must weigh the request for confidentiality against its obligation to protect the safety and security of the entire campus. Depending on the circumstances of the offense (the severity of the offense, the number of victims involved, etc.), BSC may be required to respond to an incident, even if confidentiality has been requested. Therefore, BSC employees cannot guarantee absolute confidentiality. The following are individuals and agencies that can assist victims of sexual assault and other sexual offenses:
**Formal/Informal Resolution:**
BSC offers both formal and informal resolution of sexual misconduct complaints involving BSC students, faculty or staff. Independent of the path chosen by the recipient of the behavior, BSC will conduct an impartial, fair, and prompt investigation into the allegations, and ensure that actions will be taken to prevent similar actions in the future. Typically, investigation/resolution of the complaint will occur within 60 days. The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy. Investigation/resolution of the allegations shall include:

- The complainant and the accused having equal opportunities to present relevant witnesses and other evidence;
- Providing both sides with similar and timely access to any information that will be used during the process;
- Equal opportunity to have a support person present, and equal restrictions on how a support person may participate during the process;
- The right of the complainant and the accused to be informed of the outcome of the investigation/resolution, and the right of either party to appeal; and
- The right of the complainant and the accused to receive periodic status updates throughout the investigation/resolution process.

**Formal Resolution:**
Formal resolution of sexual misconduct complaints will be resolved as follows:

- If the alleged perpetrator is a student, BSC will follow the procedure outlined in the Student Conduct Policy and/or Student Harassment Policy.
- If the alleged perpetrator is a BSC employee, the College will follow the applicable policy(s) for the circumstances (e.g. NDUS HR Policy Manual 25. Job Discipline/Dismissal, NDUS HR Policy Manual 28. Grievance Procedures, BSC General Harassment Policy).
- All sexual misconduct cases shall use a “preponderance of the evidence” standard; meaning that in order for the accused to be held responsible, the hearing officer must determine that it is more likely than not that the sexual misconduct occurred.

**Informal Resolution:**
Except in cases of sexual assault which always require a formal resolution, complainants may choose to pursue informal resolution of their complaint. Informal resolution is entirely voluntary and the complainant may end informal resolution at any time. Complainants should never attempt to resolve the complaint directly with the accused. In cases of informal resolution, the Title IX Coordinator shall assign a College official with the authority to remedy the alleged violation (e.g. Associate Vice President for Student Affairs, the alleged perpetrator’s supervisor, etc.) to oversee the informal resolution process. Informal resolution provides the complainant with a forum to confront the accused; to express how the alleged behavior has impacted them; and to communicate to the accused and BSC how this behavior needs to be addressed so that they, or anyone else at BSC, are not victimized again by the behavior.

- In cases where the accused acknowledges their involvement in the sexual misconduct, the school official shall impose an appropriate sanction for the misconduct. If the sanction is agreeable to the parties, the informal resolution is complete, and the sanction is imposed. No appeal is allowed.
- In cases where the accused does not acknowledge responsibility, the College official may impose a sanction warranted by the information gathered during the informal resolution, and any supporting information known to the College. The sanction may be appealed either to the Title IX Coordinator (for employees) or to the Associate Vice President for Student Affairs/Deputy Title IX Coordinator (for students), who shall have the final decision on the appropriate sanction.

**Anonymous Complaints:**
Anonymous complaints will be accepted by the College. BSC’s ability to investigate and resolve anonymous complaints will be limited if the information contained in the anonymous complaint cannot be verified by independent facts. Anonymous complaints may be filed by any of the following means:

- Bias Report Form – being developed, will be accessible soon
- Anonymous Report Form – being developed, will be accessible soon
- Sexual Assault Resources and Advocacy – being developed, will be accessible soon

**Interim Measures:**
When warranted by the circumstances surrounding a complaint of sexual misconduct, the College may implement interim measures until its investigation concludes. Violation of these interim measures may be considered grounds for additional complaints of sexual misconduct or as retaliation for the ongoing investigation of sexual misconduct. Potential interim remedies include, but are not limited to:

- Providing an escort to the complainant so that he/she may move safely on campus;
- Issuing a no contact order to the parties, prohibiting any contact between them;
- Moving the complainant and/or accused to different BSC housing;
- Altering the class schedule of the parties so that they do not attend the same classes;
- Providing counseling services;
- Providing academic support services; and
- Restraining order assistance and/or enforcement on campus.

**Prevention:**
BSC continuously considers the physical surroundings in addressing campus security to avoid assault and other crimes on campus. The physical surroundings are modified when seen as a possible threat to the safety of students, staff, and faculty. Campus administrators, Campus Safety & Security, and the BSC Student Government Association (SGA) tour campus on an annual basis to determine if there are any safety concerns. They assess campus signs, emergency phones, lighting, and locking procedures. For further safety information, contact BSC’s Campus Safety & Security Department.
Intervention:
The BSC community actively supports individuals who experience sexual misconduct through a coordinated response system that attends to their physical and emotional well-being. BSC disciplinary efforts respect the personal rights of all parties. For further information, see BSC Student Policy – Student Conduct and BSC Student Handbook distributed by Residence Life. All reports/notices of sexual assault and sexual misconduct are handled in a manner designed to respect the privacy of the involved individuals, to the extent permitted by law. Incidents are reported to appropriate Departments and agencies in consideration of safety concerns and investigative needs. In addition, BSC publishes and disseminates annual statistics on incidents of sexual assault as required by the Clery Act. The annual Clery Act Report is available online at: http://www.bismarckstate.edu/uploads/resources/4689/campus-security-report-2013.pdf.

False Complaints:
Knowingly submitting a false report of sexual misconduct is prohibited. Anyone submitting a false report is subject to disciplinary action.

For More Information:
FOR MORE INFORMATION on sexual assault and sexual assault prevention programs, please contact the BSC Title IX Coordinator – Rita Lindgren, Chief Human Resources Officer, Rita.Lindgren@bismarckstate.edu, 224-5427.

Tobacco Free Campus
Philosophy:
Bismarck State College provides an atmosphere conducive to physical and mental well-being and supports the provision of services, including preventive programs, for a healthy and safe environment for its employees, students and visitors. To support this atmosphere, BSC is a Tobacco Free Campus.

Policy:
Bismarck State College prohibits the use of tobacco and e-cigarettes on campus property at all times. Tobacco usage includes all tobacco products, including, but not limited to: cigarettes, cigars, pipes, e-cigarettes, chewing tobacco, snuff, smokeless pouches, and other forms of loose-leaf tobacco. This prohibition includes indoors, outdoors, and college/state vehicles. This policy applies to all employees, students, and visitors. This policy will be reflected in all agreements/contracts for use of BSC grounds and property.

Students
For students, this prohibition does not apply to specific activities associated with the practice of traditional or cultural ceremonies by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. sections 1996 and 1996a. Ceremonial use permitted under this exception must be limited to the guidelines as stated in the Residence Life Handbook (http://www.bismarckstate.edu/uploads/resources/3735/residence-hall-handbook.pdf). Information regarding tobacco prevention is available through the North Dakota Department of Health and the Bismarck Tobacco Free Coalition websites: http://www.ndhealth.gov/tobacco/ http://www.bismarcktobaccofree.com

Employees
Information regarding a tobacco cessation program or other options is available through the NDPERS Wellness Programs website: http://www.state.nd.us/ndpers/insurance-plans/wellness.html
Information regarding tobacco prevention is available through the North Dakota Department of Health and the Bismarck Tobacco Free Coalition websites: http://www.ndhealth.gov/tobacco/ http://www.bismarcktobaccofree.com

Responsibility/Enforcement:
Students
A student in noncompliance should be reported to the office of the Associate Vice President for Student Affairs. Noncompliance with this policy may result in disciplinary action being taken through normal disciplinary procedures: BSC Student Conduct Policy http://www.bismarckstate.edu/uploads/resources/372/StudentConduct.pdf

Employees
Supervisors are responsible for ensuring that employees, students, visitors, and where applicable, contractors are made aware of this policy and that they comply with its requirements. Non-compliance with this policy may result in disciplinary action being taken through normal disciplinary procedures.
For disciplinary actions for staff, please see the North Dakota University System Human Resource Policy 25. Job Discipline/Diss dismissal: http://www.ndus.edu/makers/procedures/hr/?SID=44&PID=246&re=d
For faculty, normal disciplinary actions will be taken which could include Nonrenewal, Termination or Dismissal please see State Board of Higher Education policy 605.3: http://www.ndus.edu/makers/procedures/sbhe/default.asp/?PID=55&SID=7

Firearms and Weapons Policy
Purpose:
Bismarck State College is committed to providing a safe environment for students, employees, and visitors on all BSC campus/state property sites.
Policy:
The possession, display, storage or use of firearms or dangerous weapons on college owned and leased property, including in personal vehicles, and at Bismarck State College sponsored events is prohibited. This shall apply to all faculty, staff and students of BSC and all visitors on BSC property.

1. “Firearms” include any device which expels, or is readily capable of expelling a projectile by the action of an explosive and includes any such device, loaded or unloaded, commonly referred to as:

   - Bazooka
   - Cannon
   - Gun
   - Pistol
   - Machine Gun
   - Revolver
   - Rifle
   - shotgun

2. Bismarck State College also prohibits the possession of replicas (Firearms) and the use of black powder rifles, pistols, and shotguns.

3. “Dangerous weapons” include, but are not limited to:

   - Billy club (any type)
   - Bow and Arrow
   - Blackjack
   - Bludgeon
   - Crossbow
   - Cudgel
   - Dagger
   - Gravity knife
   - Knife with blade 5” or more (12.7 cm)
   - Machete
   - Martial arts weapons
   - Metal knuckles
   - Nunchaku
   - Throwing star (any type)
   - Sand club
   - Sap
   - Scimitar
   - Slingshot
   - Spear
   - Stiletto
   - Switchblade
   - Sword
   - Tasers

BSC also considers any weapon that will expel, or is readily capable of expelling a projectile by the action of a spring, compressed air, or compressed gas, including any such weapon loaded or unloaded, commonly referred to as a BB gun, air rifle, or CO2 gun; ray projector of a bomb; any object containing or capable of producing and emitting any noxious liquid, gas, or substance as a dangerous weapon.

4. Concealed weapons permits are not valid on BSC property or at sanctioned events per North Dakota Century Code 62.1-02-05.

5. Other items may be considered weapons when those items are used to inflict bodily injury or to threaten the infliction of bodily injury to others.

Enforcement:
This policy does not apply to legally sworn law enforcement officers/officials.

Employees:

Students:
Students will be subject to disciplinary action (Student Conduct Policy, http://www.bismarckstate.edu/uploads/resources/372/StudentConduct.pdf).

Weapons on Campus Procedure
1. The possession of illegal weapons as defined by law or defined in the Bismarck State College General Weapons and Firearms Policy is strictly prohibited.

2. Possession of a weapon on the Bismarck State College Campus by any faculty, staff, student, or visitor will be treated as a serious violation of the Bismarck State College Weapons and Firearms Policy. This can be cause for disciplinary action for BSC employees. Students may face disciplinary action in accordance with the Bismarck State College Student Code of Conduct Policy.

3. In the event that a weapon is discovered in the possession of an employee, student, or visitor on campus the following procedure will apply:
   a. In all incidents where a weapon is observed or reported, CAMPUS SAFETY AND SECURITY IS TO
BE NOTIFIED IMMEDIATELY.

b. Once notified, Campus Safety and Security will assess the situation and determine if law enforcement personnel should be contacted.

c. If the weapon is found without the owner being in the immediate area, Campus Safety and Security will secure the area and instruct designated BSC Maintenance personnel or appropriate administrator(s) to help with securing the area. This includes but is not limited to monitoring vehicles, lockers, offices, and classrooms. BSC Maintenance personnel or appropriate administrator(s) will remain with the weapon while Campus Safety and Security locates the owner of the weapon. AT NO TIME IS THE WEAPON TO BE LEFT UNATTENDED.

d. Should the reported weapon be located in a vehicle on campus the North Dakota Department of Transportation will be contacted to obtain vehicle owner information. Campus Safety and Security will then contact the BSC Academic Records Office to verify that the registered vehicle owner is a BSC student. At no time is a BSC employee authorized to enter the vehicle to remove the weapon.

e. If the owner of the weapon is believed to be a high school student, Campus Safety and Security will contact the appropriate Bismarck Public Schools Personnel in the Career Academy. Once the owner is verified as a high school student the situation will be assessed and the appropriate personnel notified.

f. If the owner of the weapon is believed to be a BSC employee, Campus Safety and Security will meet with this employee in person to explain the situation.

g. If the owner of the weapon is believed to be a visitor, all meeting areas on campus will be checked. Additional assistance from designated BSC employees may be requested from Campus Safety and Security to help in locating the visitor.

h. In all of the above scenarios, once the owner of the weapon has been located and verified as the owner, the individual will be advised of the BSC Weapons and Firearms Policy. If possible, Campus Safety and Security will remove the weapon immediately. The owner and weapon will then be escorted off BSC property by Campus Safety and Security. The owner will be instructed to not return with the weapon. Campus Safety and Security will document this incident and forward the report to the appropriate Administrative (President, Vice President, etc.) personnel.

i. Should the owner not be immediately found and the weapon is not secured or locked up it will be confiscated immediately and stored in the BSC Campus Safety and Security Office. For all cases where a weapon is discovered, Campus Safety and Security will refer the matter to the appropriate Administrative (President, Vice President, etc.) personnel for appropriate action.

It should be noted that the above procedures are for incidents where a weapon is discovered and there is no immediate threat of imminent bodily harm to a person or persons. In the event of an obvious threat of imminent bodily harm to the public call 9-911 to report this threat to the Bismarck Police Department.

In the event that you are confronted by a person armed with a gun or other weapon, the following procedure should be used:

• Remain calm. Do not raise your voice to avoid upsetting the armed person. Your tone and demeanor will strongly influence the outcome of the crisis.
• Avoid sudden moves or gestures.
• Be observant to what the person looks like and is wearing, what he/she may say and what they are doing. This could be valuable in identifying the person should they leave before help arrives.
• Do not be a hero. If possible remove yourself, seek shelter, and call 9-911 and/or Campus Safety and Security.

Location of Complete Listing of Policies and Procedures
A listing of all student policies can be accessed by going to the Web site at http://www.bismarckstate.edu/staff/humanresources/policiesprocedures/studentpolicies/
RESTAURANTS THAT DELIVER

PIZZA
Papa John’s 255-0000
Pizza Hut 258-1100
Domino’s 258-4030
Bruno’s 751-3700
A&B 258-6002

ORIENTAL
Hong Kong 223-2130
Fortune Cookie 222-1518
Rice Bowl 663-1960
China Star 255-6888

SANDWICHES
Jimmy John’s 751-4449
Erbert & Gerbert’s 223-7827
Pita Pit pitapitusa.com

GATE CITY HALL
1226 Edwards Ave.
Bismarck, ND 58506

MYSTIC HALL
1309 Schafer St.
Bismarck, ND 58506

LIDSTROM HALL
1330 Edwards Ave
Bismarck, ND 58506

RITCHIE HALL
1248 Edwards Ave.
Bismarck, ND 58506

SWENSEN HALL
1411 Schafer St.
Bismarck, ND 58506

WERNER HALL
1600 Edwards Ave.
Bismarck, ND 58506