

Williston State College



Housing Handbook

2009-2010

WELCOME TO CAMPUS HOUSING

Campus housing provides a unique opportunity to experience a group-living environment designed to promote educational, social and personal growth. If this is your first experience in campus housing, you may anticipate having to make some adjustments since group living is a lifestyle with some special responsibilities. A key to successful group living is *respecting the rights and feelings of others*. Cooperation and thoughtfulness contribute to a comfortable and attractive living environment for all residents.

This handbook serves as a guide for all students in Williston State College Campus Housing. As you move into your housing unit, we hope you will familiarize yourself with this information and that you will keep it as a resource during the academic year.

HAVE A GREAT YEAR!

The Housing Staff

CAMPUS DIRECTORY

Residence Hall Directors Numbers

Abramson Hall (Cocha Smith).....	774-2889
Dickson Hall (Nick Arola).....	774-4285
Manger Hall (Winifred Schiele).....	572-3908
Nelson Hall (Mary Schneider).....	774-2195
Teton Heights--South (Tara Carnell).....	572-3853
Teton Heights—North (Jessica Hanson).....	572-3824

Office Numbers

Admission & Records.....	774-4210
Housing & Safety Officer.....	774-4213
Student Advisor/Counselor.....	774-4258
Bookstore.....	774-4260
Business Office.....	774-4200
Cafeteria.....	774-4247
Financial Aid.....	774-4244
Student Life Coordinator.....	774-4513

Emergency911

Non-Emergency Numbers

Disaster Emergency Services.....	577-7707
Family Crisis Shelter/Center.....	572-0757
Mercy Hospital.....	774-7400
Police Department.....	577-1212
Sheriff's Office.....	577-7700

Service Numbers

Job Service of North Dakota.....	774-7900
Raymond Family Community Center (Recreation).....	577-5141
Upper Missouri District Health Unit.....	774-6400
Williams County Social Services.....	774-6300

Help Lines

Alcoholics Anonymous.....	572-9882
NW Human Service Center.....	774-4600
24-hour pager.....	572-9111
Confidential E-mail.....	dhsnwhsc@state.nd.us
North Dakota Mental Health.....	1-800-472-2911
Poison Center.....	1-800-732-2200
Rape Victim Hotline.....	1-800-472-2911

ADMINISTRATIVE STRUCTURE

Housing & Safety Coordinator

Campus housing is managed by the Housing & Safety Coordinator. This Coordinator supervises the residence directors, all of whom are charged with creating and maintaining a living environment conducive to learning and personal growth. This charge carries the responsibility of enforcing the rules and regulations of the housing unit and the authority to take necessary actions when rule infractions occur. Behavior violations may be referred to the Housing & Safety Coordinator.

Campus Housing Staff

The campus housing staff consists of residence directors. They serve three primary functions:

1. To be of service to students. This can be anything from providing a friendly ear to organizing programs which interest and benefit residents.
2. To perform administrative tasks such as checking students in and out of rooms/apartments, checking outside doors, distributing mail, maintaining office hours, etc.
3. To enforce the guidelines outlined in the campus-housing contract and in this handbook.

All campus housing staff members are committed to serving students and sincerely want to help if they can. Everyone knows that they enforce the rules, but there are other things that staff members hope to accomplish:

1. “We want to know how you are doing. If you need to talk to someone, we encourage you to come and see us. We do not have all the answers, but we care and are willing to listen, and will help if we can.”
2. “We want to provide activities and programs which are fun, interesting, and/or informative. We encourage you to get involved and participate, and we want to hear your ideas and suggestions.”
3. “We want to help you be a successful student in any way that we can. If you have questions, feel free to ask us. We don’t know everything, but we will usually be able to tell you who can answer your questions.”

GUIDELINES TO CAMPUS HOUSING

Denial of Residence

If a student is deemed, through observed or documented behavior, to present a risk to the safety or well being of other residents, that student may be denied access to and/or residence in campus housing.

Checking In

When you arrive at your campus-housing unit, check with the residence director to verify your room/ apartment assignment. You will be asked to complete the Williston State College Check-In form. This is for your protection. The purpose of this form is to document any damages or irregularities which exist in your room/apartment so that when you check out you will not be charged for damages which are not your responsibility. After checking in, you should inform your residence director of any additional furnishings that you are moving into your room/apartment.

Please note the following guidelines:

1. Most furniture will be approved with the exception of old couches or chairs in poor, dirty condition and oversized furniture not designed for small, one room accommodation. Furniture must be positioned to allow easy and full access to the room. No articles (blankets, etc.) may be placed so as to block physical or visual access to the room/apartment.
2. Weight equipment is not allowed. Students have free access to the Fitness Zone in the Health Science and Sports Complex.
3. Electrical appliances and equipment are limited to the following: lamps, radios, fans, heating pads, stereo equipment, tape recorders, clocks, portable TV's, shavers, curling irons, toothbrushes, typewriters, sewing machines, hair dryers, personal computers and refrigerators. Popcorn poppers with enclosed heating elements are permissible. *Open flames, including candles and incense, are not permitted in any campus housing.*
4. All standard furnishings must remain within the room/apartment and may not be removed or exchanged.

Room/Roommate Change

All room and/or roommate changes must be handled through the residence director who will in turn notify the housing office.

Calendar

Campus housing closes during two periods during the academic year: 1) Christmas/Semester Break and 2) Spring Break. The housing contracts do not cover these time periods. If interim housing is needed, contact the residence director and/or the Housing & Safety Officer for special arrangements. A \$10 per night charge applies.

Contract Release Policy

Students sign residence hall contracts for one academic year or until completion of their program or graduation. In extraordinary circumstances, a student may petition the Housing & Safety Officer for early release from a housing and/or board contract. This request must be in writing. Residents who request and receive a release of a contract, forfeit the deposit.

Any student who withdraws from school and cancels a housing contract will not receive a rent refund if this cancellation occurs past 60% completion of the term.

Students who break the housing and/or board contract may have their registration canceled and are liable for charges that remain on the contract. Students who have financial obligations will have their records withheld and may also be denied permission to register.

Entry of Campus Housing

Entry to student rooms/apartments by someone other than the contracted student will be restricted to the following:

1. When WSC staff must enter for reasons of maintenance. When possible, a 24-hour notice will be given to the student prior to entry. In addition, pre-announced room inspections will be held to check for general sanitation and order. (The Williston State College housing contract stipulates that room inspections may be made by staff for maintenance reasons.)
2. When residence directors or college officials have reasonable fear for health, safety, life or property.
3. When residence directors or college officials have just cause to suspect a violation of college regulations.
4. During periods of academic recess primarily for maintenance purposes.
When possible, occupants will be present if a room/apartment is entered. College officials will announce their presence before entering. It will be common practice for two college officials to be present during entry.

Food Service

All residents of Williston State College housing are required to enter into board contracts with Food Service. Board contracts will be refunded on a pro-rated basis only if a student withdraws from school.

All eating utensils, trays, and dishes are to remain in the Squire Inn Cafeteria. Squire Inn is open Monday through Friday but is closed weekends and official college holidays and vacations. Proper public attire is required when using the college cafeteria.

Checking Out

If all residents follow these guidelines, checking out should go swiftly and smoothly.

FAILURE TO CHECK OUT WITH A STAFF MEMBER WILL RESULT IN THE LOSS OF YOUR ROOM DEPOSIT.

1. Determine when you will be able to leave.
2. Contact your residence director and indicate the date and time you will be checking out of your room/apartment.
3. Your room/apartment must be cleaned and returned to its original condition.

Rooms/apartments must be clean, carpets vacuumed (and stains removed) and all furniture returned and assembled. Apartment refrigerators, stoves, cupboards and bathrooms must be cleaned, and your belongings must be removed.

4. When you have returned the room/apartment to its original condition, contact your residence director to assist you in checking out. You will return all of your keys and vacate the room at that time.

Be sure to complete the Williston State College Housing Check Out form including the evaluation and forwarding address. If you don't know what your address will be, write down your parent's or another permanent address.

Room/Apartment Deposit Refund

Room/apartment deposits will be refunded only if the check out procedure is followed. Common reasons for loss of deposit include 1) improper checkout; 2) loss of keys; 3) room damage; or 4) not returning room/apartment to original condition.

Residents may incur charges beyond the \$100 deposit if more than one of the conditions exists. Refunds will be dispersed by mail within fifteen (15) days of departure.

Illness/Injury

First aid kits are located in several locations throughout the residence halls for minor injuries.

A student who becomes ill should inform the residence director and notify instructors if necessary.

In case of serious illness or injury where the patient/victim is not breathing, bleeding profusely or suffering from some form of severe injury, take the following steps:

1. Do not move the patient unless life is in danger in the existing location.
2. CALL 911.
3. Have someone stay with the patient until help arrives. If trained, take appropriate steps to provide CPR or first aid.
4. Notify the residence director. If unavailable, notify the Housing & Safety Officer.

BUILDING REGULATIONS

Cable TV & Internet

Dickson Hall and Nelson Hall have lounges with cable TV. Cable is provided in individual rooms. Theft of television cable service (pirating) is illegal under North Dakota Century Code. Violators will be prosecuted.

Internet connections are available in every room in the residence halls at no additional charge. However, you will be required to report your MAC Address to the network administrator prior to receiving service. Students bringing their own computers must have an Ethernet card (network card, NIC) installed in their computer. They must also purchase an Ethernet cable. Wireless internet may also be available.

Students must abide by the North Dakota University System Computer Use Policy available online at www.nodak.edu/hecn/policy.

Cleaning

Cleaning of each room/apartment is the responsibility of the residents. A utility room equipped with necessary cleaning supplies is located in each facility. Periodic checks of campus housing will be done to ensure that proper health and hygiene practices are being observed. In Dickson Hall, the commons area, learning lab, and halls will be cleaned by the college housekeeping staff on a regular basis. Only the halls will be cleaned by the housekeeping staff in Manger, Abramson, Nelson, and the Teton Heights. Residents are responsible for cleaning rooms and laundry facility.

Cohabitation

Cohabitation is NOT permitted in campus housing. Anyone found to be in violation of this statute shall be subject to consequences as established by the WSC Student Code of Conduct.

Common Damage

When responsibility for damage cannot be determined, common damage charges are instituted. All residents of each particular campus living unit are responsible for damage to specific areas. Common damage areas include lounges, bathrooms, kitchens, hallways, doors, etc.

Cooking

Cooking is allowed ONLY in the designated kitchen areas.

Damages

Residents are liable for damages to campus housing as a result of negligence or misuse. Residents are also responsible for broken, destroyed, or missing equipment and furniture. Furnishings must not be moved out of rooms/apartments. Marks made by tack or nails on walls, woodwork, or doors constitute damage, and the cost of repair will be the responsibility of the resident.

Fire Safety

For your protection, each time the alarm is activated, evacuation of the facility will occur. Refer to “Fire Safety” (Appendix I and II) for evacuation procedures and patterns.

When the alarm is activated, check under the door for possible smoke and feel the door. If the door is hot, do not open it; fire may be engulfing the hallway. If you are unable to exit your room through designated fire escapes, break your window, exit, and go to your designated area away from the building.

If you are able to exit by designated evacuation patterns, you are responsible for making sure the occupants of other rooms are aware of the emergency. Knock or pound on the door, announce what is happening, and get to your designated area away from the building.

Please observe the following fire safety precautions:

1. Know every regular and emergency exit from the building in which you reside. Know how to activate the alarm system and what it sounds like. Know the location of fire extinguishers and how to operate them.
2. Arrange the contents of your room with fire safety in mind. Maintain clear and unobstructed access to your room door from both the inside and outside at all times.
3. Do not overload electrical outlets. Do not use broken, frayed, or cracked electrical cords. Do not suspend lamps or lights by their own cords.
4. Do not allow excess clutter of flammable materials.

Furnishings

All rooms/apartments in campus housing are furnished with single beds, limited wardrobe and drawer space, desks and chairs. All Residents are responsible for their own bed linens, pillows, spreads and blankets. Refer to the Check In section of this handbook for the housing contract to determine allowable student furnishings.

Keys

Campus housing keys may not be duplicated for any reason. No housing key will be lent, sold or transferred for the purpose of allowing non-contract holders the use of campus property. Lost keys will result in the following charges: 1st time--\$5/key, 2nd time--\$10/key, 3rd time--\$25/key.

Laundry Facilities

Each housing unit has a laundry room equipped with coin-operated washers and dryers. Each machine requires \$.50 or \$.75 to operate.

Maintenance/Repair

Contact the residence director for needed repairs or maintenance.

Mail Service

Mail service will be provided Monday through Friday. To guarantee the efficient handling of your mail, you should be sure that correspondents have your correct address, including your room number.

Dickson Hall:

(Your Name)
Dickson Hall Room #
Williston State College
1410 University Avenue
Williston, ND 58801

Abramson Hall:

(Your Name)
601 E. Highland Drive Apt. #
Williston, ND 58801

Manger Hall:

(Your Name)
609 E. Highland Drive Apt. #
Williston, ND 58801

Nelson Hall:

(Your Name)
613 E. Highland Drive Apt. #
Williston, ND 58801

Teton Heights--North:

(Your Name)
1915 6th Ave E
Williston, ND 58801

Teton Heights—South:

(Your Name)
1909 6th Ave E
Williston, ND 58801

Outside Outlets

When the outside temperature is below 12 degrees Fahrenheit, the outside outlets will be turned on. A limited number of outdoor outlets are available. Students must provide their own extension cords. Outlets at the Teton Heights are controlled by a switch in each apartment.

Overnight Guests

Overnight guests of the same gender are permitted with prior approval from the Residence Hall Director.

Parking

Parking permits issued by the residence directors are required for vehicles of campus housing residents. The permit must be displayed in the back window of the vehicle. Students may not park in the blue marked areas, which are reserved for handicapped and resident supervisor parking.

Pets

Pets are not permitted in any campus-housing unit. Residents may have a small fish aquarium only.

Refrigerators

Microwave/refrigerator combo units are available from the Housing & Safety Officer for a rental fee of \$40 per semester.

Security

Residents are asked to take security precautions very seriously in order to ensure a safe environment for all residents. Be sure that outside building doors lock securely behind you when coming and going. Never leave a locked door propped open. This action violates the security of all residents.

To prevent theft, it is recommended that a room/apartment always be locked. It is also recommended that large amounts of money or valuable objects not be kept in a room/apartment. The college does not assume responsibility for stolen items.

For personal safety it is recommended that doors remain locked and the identity of anyone entering a room/apartment be made known before opening the door.

Solicitation

No soliciting is allowed in campus housing. This includes representatives of businesses as well as door-to-door salespersons. Please notify the residence director if you should see an unauthorized person in your campus-housing unit.

Smoking and Smokeless Tobacco

All campus buildings, including residence halls, are tobacco free. If you smoke, you must do so outside in a designated area. The use of smokeless tobacco products is also prohibited in all campus buildings.

Telephones

Each room/apartment is provided with a telephone. To call long distance, a resident must use a telephone calling card or call collect. Prepaid phone cards are available in the bookstore.

Visiting Hours

The posting of visiting hours is to guarantee residents certain hours of privacy. The following are the maximum limits within which the residents of campus housing can choose their posted visiting hours.

Sunday - Thursday.....10:00 a.m. to 10:00 p.m.

Friday - Saturday..... 10:00 a.m. to 1:00 a.m.

RESIDENT BEHAVIOR

The objective of Williston State College is to maintain a campus-housing environment that is conducive to learning and personal growth. It is our obligation to provide our student residents with an environment in which they can study and meet their educational goals.

One of the most important guidelines about living in the campus-housing environment is to respect the rights of others. The following regulations have been formulated for campus housing to ensure the best possible learning and living conditions for all residents.

Alcoholic Containers/Displays

Empty alcoholic containers are prohibited in campus housing. Posters, signs, lights, etc., which promote alcoholic products cannot be displayed outside a resident's room/apartment or in housing windows.

Disorderly Conduct

Disorderly conduct within or immediately surrounding campus housing is not permitted. Such conduct includes physical assaults, water fights, food fights, pranks, vandalism, and any action, threat, or harassment which endangers the health, safety, or welfare of a member of the campus-housing community. Participation in these events will result in disciplinary action.

Fire Alarms

Tampering with any fire alarm mechanism or fire extinguisher is prohibited. Violations will result in immediate dismissal from campus housing in addition to a possible fine and/or legal action.

Fireworks

Possession or explosion of firecrackers, fireworks or any other explosive material that may create a safety or fire hazard is not allowed.

Gambling

Illegal gambling is a violation of state law. College regulations prohibit such activities on campus.

Identification

Refusal to identify oneself, falsely identifying oneself, or failure to comply with a proper directive of a campus-housing official is not permitted.

Quiet Hours

Noise that significantly disturbs other residents will not be permitted at any time. In general, individuals residing in campus housing will observe quiet hours from 10 p.m. to 10 a.m. However, adjustments may be made to these guidelines at the discretion of the Resident Supervisor. Respect the rights of your neighbors and make a special effort to be quiet during these hours.

Sunday - Thursday.....10:00 p.m. to 10:00 a.m.

Friday - Saturday..... 1:00 a.m. to 10:00 a.m.

Security System

Tampering with the Security System in Dickson Hall is prohibited. Violations will result in dismissal from student housing in addition to being billed for costs incurred in replacing or repairing the system due to tampering.

Visitors/Guests

Residents are responsible for the behavior of their visitors/guests. Visitors/guests are subject to all campus-housing policies.

Visiting Hours:

Sunday - Thursday.....10:00 a.m. to 10:00 p.m.

Friday - Saturday..... 10:00 a.m. to 1:00 a.m.

Quiet Hours:

Sunday - Thursday.....10:00 p.m. to 10:00 a.m.

Friday - Saturday..... 1:00 a.m. to 10:00 a.m.

Weapons

For safety reasons, firearms or weapons are not permitted in campus housing.

In the Event of a Fire.....

INDIVIDUAL RESIDENT RESPONSIBILITIES:

Upon hearing a fire alarm:

1. Notify roommates/suite mates that a fire alarm is sounding.
2. Close all windows and doors.
3. Put on a robe or a coat, shoes and grab a towel.
4. Feel door from top to bottom--if it is hot, do not open the door.
5. If door is cool, crouch low and open door slowly. Close door quickly if smoke is present.
6. If it is clear, exit via your assigned exit. Stay low if smoke conditions exist. Use the towel to cover your face to protect your lungs from smoke inhalation. Make your way to your assigned meeting place.
7. If door is warm, exit through the windows.
8. If you encounter heavy smoke coming from the direction of your primary exit, use a secondary exit.

IF YOU BECOME TRAPPED IN A ROOM:

1. Jam wet towels or clothing under the doorjamb to keep smoke out.
2. Open windows and yell or wave to firefighters.
3. If possible, call 911 and report your situation and location.
4. Keep a soaked towel over your head.
5. Stay low; breathe fresh air near a window.

ALWAYS STAY LOW IN SMOKE, PREFERABLY ON STOMACH OR KNEES.

If any resident in your immediate living area is not in the housing unit at the time of the alarm, notify the monitor after evacuating to the tennis court. Remain in your assigned area of the tennis court until instructed to either return to your room or go to your emergency location.

DO NOT leave campus unless you first let the residence supervisor know that you are leaving and where you may be reached.

It is probably not in your best interest to speak to the media during an emergency.

If you choose to call your parents, please limit yourself to two brief calls so that others are also given the opportunity to make phone calls.

DUTIES OF THE MONITOR:
<ol style="list-style-type: none"> 1. After hearing the fire alarm, the monitor closes all windows and doors in his/her suite/apartment and makes sure that roommates/suite mates are aware of the alarm. 2. The monitor goes to each suite/apartment in the assigned area and pounds loudly on each door waiting a minimal time for a response. 3. The monitor evacuates to the assigned area of the tennis court. 4. The monitor checks to see that all residents in his/her assigned area are accounted for and reports it to the Residence Supervisor.

BUILDING	BUILDING	Abramson	Abramson	Manger	Manger	Nelson	Nelson	Nelson	Dickson	Dickson	Dickson	Dickson	Dickson	Dickson	Dickson	Dickson	Dickson	BUILDING
SUITE/ APARTMENT	SUITE/ APARTMENT	101 & 102	103 & 104	101 & 102	103 & 104	1 & 2 & Supervisor's Apartment	3 & 4	Common Areas	1-4	5-10	11-16	TV Room, Laundry Room & Computer Room	Common Area by Supervisor's Apartment	Supervisor's Apartment	Supervisor's Apartment	Supervisor's Apartment	Supervisor's Apartment	SUITE/ APARTMENT
PRIMARY EXIT	PRIMARY EXIT	North Door (Downstairs)	South Door (Upstairs)	North Door (Downstairs)	South Door (Upstairs)	South Door (Front)	East Door (Side)	South Door (Front)	South Door	West Door	East Door	West Door	West Door by Supervisor's Apartment	West Door	West Door	West Door	West Door	PRIMARY EXIT
SECONDARY EXIT	SECONDARY EXIT	South Door (Upstairs)	North Door (Downstairs)	South Door (Upstairs)	North Door (Downstairs)	East Door (Side)	South Door (Front)	East Door (Side)	West Door by Supervisor's Apartment	South Door	West Door by TV Room	East Door	South Door	East Door	East Door	East Door	East Door	SECONDARY EXIT
EMERGENCY SITE	EMERGENCY SITE	Dickson Hall	Dickson Hall	Dickson Hall	Dickson Hall	Dickson Hall	Dickson Hall	Dickson Hall	Abramson Hall	Manger Hall	Nelson Hall	According to Room Assignment	According to Room Assignment	Nelson Hall	According to Room Assignment	According to Room Assignment	According to Room Assignment	EMERGENCY SITE
TENNIS COURT ASSIGNMENT	TENNIS COURT ASSIGNMENT	South Side of East Court	South Side of East Court	South Side of East Court	South Side of East Court	South Side of East Court	South Side of East Court	South Side of East Court	South Side of East Court	North Side of East Court	South Side of West Court	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	TENNIS COURT ASSIGNMENT

Teton Heights Residents should meet in the parking lot across the street (Papa Jack's Gym).

Williston State College ALCOHOL/DRUG POLICY

Williston State College is committed to strict compliance with the Drug-Free Workplace Act, Drug-Free Schools and Communities Act and SBHE Policy 615. Pursuant to federal and state law and State Board of Higher Education Policy, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on the Williston State College campus or property controlled by Williston State College or at college-sponsored events is prohibited.

Pursuant to SBHE Policy 918, the possession, sale, dispensation or consumption of alcoholic beverages on the Williston State College campus, or in buildings or facilities leased or controlled by Williston State College or at college-sponsored events is prohibited.

Students or their guests found to be in violation may be reported to law enforcement officials. In addition, they shall be reported to the Housing & Safety Officer and be subject to discipline procedures as described below.

Unpaid fines will result in a hold being placed on your ability to register for the next semester. Consequently, fines will need to be paid prior to subsequent semester's registration.

First Offense

1. Students shall receive a formal, written warning.
2. \$50.00 fine suspended with ten hours of campus community service to be completed within 1 month of incident or prior to the end of the semester in which the violation occurred (whichever comes first).

Second Offense

1. Students shall receive a formal, written warning.
2. \$50.00 fine plus re-instatement of first fine and ten additional hours of community service to be completed within 1 month of incident or prior to the end of the semester in which the violation occurred (whichever comes first).
3. Students shall obtain a mandatory drug/alcohol evaluation from Northwest Human Service Center or Mercy Hospital Alcohol Recovery Center at the expense of the student.

Third Offense

1. \$100.00 fine with probable eviction from campus housing.
2. The student shall be referred to the Vice President of Student Services for possible suspension from college.
3. The student shall be referred for drug/alcohol treatment at the expense of the student.

The Housing & Safety Officer and the Vice President of Student Services are responsible for enforcement of this policy and ensuring that students are in compliance with sanctions. Those who do not comply with sanctions may be subject to denial of financial assistance or disciplinary actions up to and including expulsion from school.

DISCIPLINARY ACTION

Although fairness and consistency are a primary concern, a specific infraction of a rule or regulation does not dictate a specific sanction. Each situation is unique; thus, the forms of disciplinary action taken may vary. Depending on the severity of the situation, circumstances surrounding the situation, repetition of the situation, and past disciplinary records, any one or combination of the following sanctions may apply (Refer to Appendix III for definitions of specific sanctions):

- Verbal warning
- Written warning
- Final Warning
- Revocation of privileges
- Room transfer
- Restitution
- Confiscation of property
- Required counseling
- Referral to outside authorities
- Fines
- Conduct Probation
- Eviction from residence hall
- Suspension from college
- Expulsion from college

Students are entitled to appeal any disciplinary action which is taken against them. The process for appeal is described in Appendix VI.

Any student considering an appeal of a college decision should consult the Student Code of Life, as the Student Code of Life is considered the official guide to the appeals process.

DEFINITIONS

COHABITATION: Any person of opposite gender found to be in a dorm room after curfew.

CONDUCT PROBATION: Refers to official censure for serious violation of regulations. Involves a status of probation for a designated period of time; a violation of regulations during this period of probation may result in recommendation for suspension from the college.

CONFISCATION: Seizing of property to be given to law enforcement for disposal.

EXPULSION: Recommended as a last resort and indicates that a student's presence would be a continuous threat to the rights and welfare of others in the college community. An expulsion is final termination of all opportunity for the offender to continue as a student at Williston State College.

EVICTION: Immediate removal from campus housing for the remainder of the academic year with no refund of room charges.

FINAL WARNING: Refers to official final notice of probation for extreme or chronic violation of regulations. Involves a status of initial or continued probation, with the understanding that suspension may result from any further violation of regulations.

FINE: A sum of money to be paid to law enforcement as a penalty for an offense.

REFERRAL TO OUTSIDE AUTHORITIES: Situations that violate any city, county or federal law will be reported to the proper law enforcement agency.

REQUIRED COUNSELING: When personal or emotional issues interfere with appropriate student behavior on a regular basis, the resident director may assign students to mandatory counseling sessions with counselors from Northwest Human Service Center. Failure to comply will result in further sanctions.

RESTITUTION: Charges assessed for damage to, or misappropriation of property.

REVOCAION OF PRIVILEGES: To withdraw privileges normally extended to students.

ROOM TRANSFER: Removal from one's assigned room/apartment and assignment to another room/apartment at the discretion of the residence director.

SUSPENSION: Recommended in cases of most serious violations of regulations or violations within a status of probation or final warning. A suspension terminates the individual's status as a student for a stated period of time in proportion to the seriousness of the offense.

VERBAL WARNING: Refers to matters of first violation of regulations. Involves verbal restatement of the regulation, explanation of concern about the student's conduct, and expectation that no further infractions will occur.

WRITTEN WARNING: Refers to official censure of a student's conduct in violation of a regulation of the campus community and/or procedures of order, respect for property, or consideration of others. Involves a status of warning for a designated period of time. This is not recorded on the student's official college record.

APPEAL PROCESS**Basic Appeal Procedures as taken from the Student Code of Life 2003-04**

- A. Students/student organizations have the right to appeal a disciplinary or academic sanction/action. Specific appeal processes are detailed in the appropriate areas throughout the Code.
- B. An appeal of any decision must be made in writing to the appellate body within five class days after the decision or action appealed is announced (see appropriate sections of the Code for information on where to file the appeal). A notice is informal but shall contain the student's/student organization's name, the date of the decision or action, the reason for appeal, and the name of the student's/student organization's advisor, if any.
- C. Notice of appeal suspends the imposition of penalty until the appeal is finally decided, but interim action may be taken as outlined in Sections 2-6-G and 6-7.
- D. The case will be reviewed by the appropriate appeals body and a determination will be made if the action taken involved any one or a combination of the following:
 - A. The sanction was too severe for the offense.
 - B. The decision for sanction/action was made in an arbitrary or capricious manner.
 - C. The finding of guilt was not substantiated by the evidence.

Or

 - D. The student's/student organization's rights were violated.
- E. After reviewing the case materials, the appeals body will decide to do one of the following:
 - 1. Resolve the matter after visiting with the parties involved.
 - 2. Recall witnesses.

Or

 - 3. Call for a full hearing on the matter, in which case the procedures followed by the appellate body for full hearings will be followed.
- F. Any appellate body may uphold or lessen the original decision/sanction but not increase the sanctions/actions imposed by other persons or bodies; when the President is the appellate body, he/she may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision. The appellate body decision on the appeal must be made within ten class days of the date of the appeal.

Any student considering an appeal of any kind should immediately consult the Code of Student Life as the official guide to the appeals process.