

## Dakota College at Bottineau – Housing Rules – Common Violations and Sanctions

Infraction	1 <sup>st</sup> Violation	2 <sup>nd</sup> Violation	3 <sup>rd</sup> Violation	4 <sup>th</sup> Violation	5 <sup>th</sup> Violation
Visitation Violation	\$50	\$100	\$150 + one month suspension of visitation privileges	\$200 + semester suspension of visitation privileges	<b>Eviction</b> from residence halls
Minor Visitor	\$250	<b>Eviction</b> from Residence Halls			
No Escort	\$50	\$100	\$150	\$200	<b>Eviction</b> from residence halls
Unauthorized Entry	\$50	\$100	\$150	\$200	<b>Eviction</b> from Residence Halls
Garbage left in public space and removed by student	Warning	\$25	\$50	\$75	\$100
Garbage left in public space and removed by staff	\$25	\$50	\$75	\$100	\$125
Foul odor from room Hygiene Violation	Warning	\$25	\$50	\$75	<b>Eviction</b> from Residence Halls
Alcohol	\$150	\$300	\$500	<b>Eviction</b> from Residence Halls	
Drug, Marijuana, Paraphernalia	\$250	\$500	<b>Eviction</b> from Residence Halls		
Noise Violation	Warning	\$25	\$50	\$75	\$100
Candles/Open Flame	Warning + confiscation	\$25 + confiscation	\$50+ confiscation	\$75+ confiscation	\$100+ confiscation
Prohibited Appliance	\$25 per appliance and confiscation	\$50 per appliance and confiscation	\$75 per Appliance and confiscation	<b>Eviction</b> from Residence Halls	
Door Propping	\$25	\$50	\$75	\$100	\$150
Smoking/Vaping/Tobacco & Nicotine Products	\$100	\$150	\$200	<b>Eviction</b> from Residence Halls	
Window Screen Removal/Damage Climbing on the roof or ledges	\$100	\$150	\$175	\$200	\$300
Smoke Detector Tampering	\$50	\$100	\$150	\$200	Eviction from Residence Halls
Room Checks Hygiene Notices	Warning	\$25	\$50	Eviction from Residence Halls	
Common Damage (Nail holes, paint chips, wall scuffs, holes, scrapes etc)	\$20/nail hole or paint chips \$50/hr + materials				
Theft	Full Restitution + 10 Hours Community Service	<b>Eviction</b> from Residence Halls			
Kitchen Cleaning	\$50	\$100	\$150	Suspension of Kitchen Privileges	
Unauthorized Storage	After 30 Days – Disposal/Donation				
Unauthorized Animal, Fish Tank or Aquatic Pet	\$100	\$250	<b>Eviction</b> from Residence Halls		
Unauthorized Room Changes	\$100	\$200	<b>Eviction</b> from Residence Halls		

Improper Check Out/ Room Cleaning	\$100 +\$25 Key/Fob Replacement				
Dish Washing in Room Sink	\$25 (\$100 for clog removal)	\$50 (\$100 for clog removal)	\$75 (\$100 for clog removal)	\$100 (\$100 for clog removal)	+\$50/hr for maintenance if necessary
On Campus without Permission/Late Stay	\$100+\$15/day with departure date set	<b>Immediate Eviction after departure date</b>			
Loaning Out Key Fob	\$50	\$75	\$100	\$125	Eviction
Damaged Pool Cue	\$50				
Damaged Ping Pong Paddle	\$15				
Ignoring Fire Alarm	\$50	\$100			
Laundry Violations	\$25	\$50	\$100	Visitation Ban	
Open Window Violation	\$50 + damage costs if applicable	\$75 + damage costs if applicable			
Failure to Use Guest Bathroom	One Month Visitation Suspension	Semester Visitation Suspension	<b>Eviction</b>		
Furniture Violation	\$50	\$100	\$150	\$200	\$250

### Violation Description

**Visitation Violation** – resident has a guest in their room outside of visiting hours that has not been signed in by an RA or Head Resident. Residents are allowed one guest overnight at a time, and two guests until curfew. All off campus overnight guests will be required to show photo identification and must be over 18 years of age.

**Minor Visitor** - All off campus overnight guests will be required to show photo identification. All guests must be 18 years of age or older. Visitors under 18 are prohibited from entering the residence halls unless they are an immediate family member of a student resident. Immediate family members under the age of 18 are not allowed to stay overnight.

**No Escort** – all guests are required to be escorted by the student they are visiting at all times while visiting the halls. Residents are expected to escort guests from the doors to their rooms, to the bathrooms, and to the doors for exit. Guests are not allowed to be left unattended or with a roommate while the resident is out of the room for long periods of time (going to class, leaving campus, bathroom breaks and to-go meals from dining hall excluded).

**Unauthorized Entry** – gaining entry to a vacant room without permission and occupying it for an indeterminate amount of time. (throwing a party, eating a meal, hanging out, sleeping, using it as a guest room, etc.) It is a violation if the room is locked or unlocked. Unauthorized entry also applies to entering a residence hall where the student does not reside without escort or by means of coercion or deceit.

**Garbage left in public space and removed by student** – garbage left in the hall, lobby or other public space by the student and later removed by the student after being asked to by housing staff.

**Garbage left in public space and removed by staff** – garbage left in the hall, lobby or other public space by a student who is not home or not reachable by staff and is therefore removed by staff.

**Foul Odor/Hygiene Violation** – a strong unpleasant odor emanating from a student’s room into the hall or building; concerning hygiene issues in a student’s room (excessive garbage, moldy or expired food, used personal hygiene items, excessive dirty clothes, sticky spots or spills on floors or counters).

**Alcohol** – possession of alcohol on the student’s person, in their room or on campus. Found during room routine room checks or during an incident recorded by housing staff. Applies if the student is clearly intoxicated in the residence halls, causing a scene, or bothering other residents or staff.

**Drugs, Marijuana and/or paraphernalia** – drugs or paraphernalia found during routine room checks, or during an incident as recorded by housing staff.

**Noise Violation** – complaints of loud music, voices, running in halls, sports in halls, etc, after or during quiet hours. Quiet hours are 10:30pm to 8:00am.

**Candles/Open Flame** – no candles or open flames of any kind are allowed on campus or in the residence halls, not even as decoration. First offense will be a warning and confiscation of item. Subsequent offense will result in a monetary fine and confiscation.

**Prohibited Appliance** – a small appliance found in a student's room that they have not received permission to have. Students are responsible for any damages incurred due to small appliances. Prohibited appliances include: toaster ovens, hot plates, air fryers, slow cookers, rice cookers, quesadilla makers, Foreman grills, flat top grills, etc; anything that 'heats', and could potentially be a fire hazard. Prohibited appliances will be confiscated and returned at the end of the spring semester. Students are allowed to use and store personal appliances in the student kitchens in Milligan and Mead Hall.

**Door Propping** – propping a 'fob' active door open on any DCB building when it is supposed to be locked or propping open any residence hall door without permission.

**Smoking** – smoking and possessing cigarettes, cigars or vaping or tobacco products on campus grounds is prohibited. Nicotine products and pouches will be confiscated and destroyed.

**Window Screen Removal** – removing or tampering with the window screens on the windows in the residence halls. Any student caught climbing onto the roof of any building or exterior ledge will be sanctioned.

**Smoke Detectors** – covering or tampering with the smoke detectors in the residence halls or residence hall rooms.

**Room Checks** – if during routine room checks the student's room was found to be excessively messy, foul odor or garbage, appliance in need of cleaning or posing a fire hazard.

**Common Damage** – it is discovered that there has been damage done to any part of the student's room, common area, or bathroom. This also includes damage to any public area of the campus, residence halls or grounds. Damages are paid at \$50/hour for repair plus materials, or the cost of replacement for damaged property. Common damage may apply to a student who causes damage to college property while visiting a residence hall, or damage caused by a campus visitor; assessed to the resident they were visiting.

**Theft** – if it is unequivocally determined that a student has stolen belongings or property from another student, and a complaint has been filed, the student who committed theft will return all items, pay restitution if appropriate and will complete campus community service. If a second offense occurs, the student who committed theft will be evicted from the residence halls. No refunds will be given for housing or meal plans.

**Kitchen Cleaning** – Kitchens are provided in Milligan Hall and Mead Hall for student use. Students using the kitchens are responsible for cleaning it after each use. Failure to clean up after use will result in a cleaning fine. Repetitive abuse of the kitchen will result in suspension of privileges. Gross Hall residents are permitted to use either kitchen with RA permission.

**Unauthorized Storage** – students who leave belongings in the residence halls over summer break without permission will be charged a \$50 fine. If arrangements are not made to remove the items, they will be discarded or donated after 30 days.

**Unauthorized Animal** – students found in possession of an unauthorized animal or pet will be fined and immediate arrangements for the animal must be made. After the third infraction the student will be evicted from the residence hall.

**Eviction** – students evicted from the residence hall due to repeated rule violations will not receive a refund for room or board charges.

**Room Changes** – students who move to another room without authorization from the Director of Student Services will be assessed a fine. They may be asked to return to their assigned room or may be allowed to remain in the new room if the circumstances warrant it.

**Improper Check Out/Room Cleaning** – students who vacate the residence halls without checking out of their room with an RA are subject to a fine. If a student did not return their key or fob they are subject to an additional \$25 replacement fee. Students will be fined for not properly cleaning their room upon check out. Proper cleaning includes; sweeping, mopping, wiping all surfaces, leaving furniture in its original place, removing all personal belongings and garbage.

**Dish Washing in Room/Bathroom Sinks** – rooms in Gross Hall and Milligan have bathroom sinks. Dishes and cooking utensils are not to be washed in these sinks and can lead to plumbing obstructions. Food, oil, grease and crumbs are not to be rinsed down bathroom

sinks. Sinks plugged due to washing inappropriate items in the sink and down the drain will result in a \$100 fine to remove the clog and additional hourly maintenance charge if a commercial service is required.

**On Campus without Permission/Late Stay** – Students are required to vacate the halls and properly check out of their rooms at the end of the spring semester. Students are required to vacate the halls no later than 5:00pm Sunday following graduation. Students who require an extended period must get approval from the Director of Student Services prior to graduation day and sign a Summer Housing Contract. Students found in the halls past 7:00pm Sunday without permission will be subject to a fine. Students will be charged \$15/day for extended approved stays.

*The Residence Halls close over winter break, and students are not allowed to remain in the halls without permission. Students found in the halls without permission after the halls close are subject to a fine and immediate removal from the halls for the duration of the break. Daytime visitors and overnight guests are not allowed in the halls over winter or summer break without permission from the Director of Student Services or Head Resident. Students caught with unapproved visitors or guests will be asked to vacate the halls for the remainder of the break and be assessed a visitation violation sanction.*

**Loaning out Key Fob** – students are not allowed to loan out their key or fob to ANYONE. Any students caught using another person's key and fob, and/or loaning them out will be fined.

**Damaged Pool Cue or Ping Pong Paddle** – a student will be responsible for the replacement cost of a pool cue or ping pong paddle if they are found to have damaged or broken the cue from improper or irresponsible use. Students will be responsible for the cost of all damaged game equipment if not specifically listed or more in store than what is listed.

**Fire Alarm** – failure to respond appropriately and timely to a fire alarm. Students are required to vacate all buildings during a fire alarm. Students who remain in their rooms or refuse to leave the building will be subject to a monetary fine.

**Laundry Violation** – Laundry machines are provided at no cost to DCB students who reside on campus. Off campus students and guests are not allowed to use laundry facilities. Off campus students will be sanctioned, residents will be sanctioned for allowing guests to use facilities.

**Window Violation** – open window during cold winter weather.

**Failure to Use Guest Bathrooms** – Guest bathrooms are available for visitor use in each hall. Guests and visitors of the opposite sex are prohibited from using Hall bathrooms. Residents found allowing a guest of the opposite sex to use hall bathroom will face disciplinary action. Men cannot use the hall bathrooms in Gross Hall, women cannot use the hall bathrooms in Mead Hall. Milligan Hall is exempt from this rule. Overnight visitors are welcome to shower in the locker rooms in Thatcher Hall.

**Furniture Violation** – swapping furniture with another room or suite without permission from housing staff, removing public space furniture and taking it to a personal room or suite without permission, taking it outside, removing from room without permission.

**Complicity** – students present in the room, suite or area where a rule violation occurs will be held responsible for the violation regardless of their participation. Being present assumes that the student is complicit or accepts the prohibited behavior. Students are encouraged to remove themselves from compromising situations.

*All students residing on campus are responsible for knowing and understanding the rules and regulations.*

*They are responsible for their visitors and ensuring they adhere to campus rules and regulations.*