Applicable policies and procedures may be modified or updated from time to time. Students and applicants are bound by the terms in effect at the time of any event or occurrence. The electronic version of applicable policies and procedures shall be the official current version.

Revised: September 5, 2017
Nondiscrimination Statement

Embry-Riddle Aeronautical University continually strives to recognize, respect, and celebrate the differences and cultural identities among individuals as we recruit, support, and embrace our diverse community. We work to provide a safe environment where self-expression is welcome. We strive to create a campus climate free of discrimination, so that networks, partnerships, and cultural competency continue to be fostered through leadership, integrity, care and respect. In doing so, Embry-Riddle does not permit discrimination or harassment in its programs and activities on the basis of race, color, national origin, sex, gender identity, gender expression, sexual orientation, disability, veteran status, predisposing genetic characteristic, age, religion, pregnancy status or any other characteristic protected by University policy or state, local, or federal law.

Our Student Philosophy

Adopted by President Jack R. Hunt, 1975
Updated and reaffirmed by President John P. Johnson, Ph.D., 2010

A Student . . . is the most important person in this university.
A Student . . . is not an interruption of your work, but is the purpose of it.
A Student . . . is not a cold statistic, but a flesh-and-blood human being with feelings and emotions like your own.
A Student . . . is not someone to argue or match wits with.
A Student . . . is a person who brings us needs; it is our job to fill those needs.
A Student . . . is deserving of the most courteous and attentive treatment we can provide.
A Student . . . is the person who makes it possible to pay your salary whether you are faculty or staff.
A Student . . . is the lifeblood of this and every university.
A Student . . . is something you once were. Remember?

Statement of Values

The strength of our university is firmly rooted in our values. We expect that our students, faculty and staff share and demonstrate the values of student success, a positive learning environment and mindset, safety first in all situations, personal growth, integrity, honesty, trust, diversity, open communication, teamwork, character, change for progress, fiscal soundness, healthy investments and a can-do attitude.
Division of Student Affairs

Mission Statement

The mission of the Division of Student Affairs is to support and complement the academic mission of the University by working collaboratively with students, faculty and staff to provide co-curricular programming and services that promotes the intellectual and personal development of our students. Through the collaboration of University departments, we are committed to providing a comprehensive university experience that is student-centered and assists in preparing our students development that will enable them to be productive members of our rapidly changing global economy and society. Through our efforts, we focus on student development on such critical issues as personal responsibility, sense of community, respect for others, appreciation of diversity and ethical citizenship.

DEAN OF STUDENTS OFFICE

Mission Statement

The mission of the Dean of Students Office is to support Embry Riddle Aeronautical University and the Division of Student Affairs by providing services, resources and advocacy for all of our students to promote an ethical community through fundamental fairness, mutual respect, personal accountability and responsible citizenship. Through our collaborative efforts, we strive to create a safe and welcoming campus environment that embraces a diversity of ideas, beliefs and cultures, where ideas can be freely exchanged in an environment guided by fairness, honesty and integrity.
Dean of Students’ Message

Welcome to the 2017 – 2018 academic year. Whether you are a new traditional student – coming straight from high school, a returning student, a transfer student, or a Veteran student – returning to college after serving our country, I hope this year will be exciting and rewarding for you. My goal, and that of the Student Affairs team, is to provide you with a wide array of co-curricular opportunities and a supportive environment while you work on completing your academic degree. These are exciting times as you develop professionally, intellectually and socially. This process will take a team effort from the campus staff, faculty and YOU.

Please take time to familiarize yourself with this Student Handbook. It outlines your Rights and Responsibilities, Standards of Conduct and departmental support to assist you, as a valued member of the Embry-Riddle Prescott campus community. It is each student’s responsibility to understand the Standards of Conduct and your Rights and Responsibilities. This information is provided to help ensure a safe and supportive campus for all to pursue their educational goals. Also included are:

- An “A to Z” guide to the campus services available
- Campus phone numbers and hours of operation
- Where to find assistance – on campus and in the community and locate emergency call boxes in the event of a problem
- Explanation of the student conduct process
- Residential housing information

I hope your involvement with campus programs during this academic year becomes part of a life-long learning experience that will accompany you into your professional life as an alumnus of Embry-Riddle Aeronautical University. The Student Affairs team is proud of the variety of co-curricular opportunities, programs and services to compliment your educational and social maturation process while you seek your degree. I strongly encourage you to participate in our co-curricular offerings to develop relationships with staff, faculty, and other students that may enhance your opportunities for vocational assistance in the future (i.e. networking opportunities to get a job after graduation!), to meet students of similar interests and build friendships, and to enrich your physical, spiritual, social, emotional and vocational growth.

The Department of Student Affairs will be providing information throughout the year about the importance of bystander involvement. We know that the safety of all of our students is enhanced when students look out for one another. It is critical that you adopt the philosophy of “being your brother’s and sister’s keeper” – identify and intervene when you see students taking risks that jeopardize their personal safety. I sincerely hope - with your assistance, we can work cooperatively together to provide a safe environment where all students can study, recreate and maturate without the fear of bullying, harassment, or becoming a victim of sexual misconduct. When you see something, say something! TAKE ACTION!

Good luck, keep up with your academic responsibilities, become involved in campus life and enjoy your collegiate experience.

My office is located in Building 49, I hope you’ll stop by to say hello, seek an answer to a question you may have or to provide a suggestion as to how we can improve our programs and services to better serve you. Please do not hesitate to come see myself or any of my professional, highly trained staff, who are here to support your success at Embry Riddle.

Welcome to the Southwest, the high desert of Northern Arizona, “everybody’s hometown” mile-high Prescott Arizona and to Embry Riddle Aeronautical University!

Sincerely,

Larry K. Stephan
2017-2018 Academic Calendar

Fall 2017 (August 24 - December 14)

August 24-27: Orientation and Registration
August 28: Classes Begin
September 4: Holiday - Labor Day
October 5 - 7: OctoberWest/Homecoming
October 12 - 13: Mid-Semester Break
October 27 - 28: Parents’ & Family Weekend
November 10: Holiday - Veteran's Day
November 22 – 24: Holiday - Thanksgiving Break
December 7: Last Day of Classes
December 8: Study Day
December 9, 11-14: Final Exams
December 16: Commencement

Spring 2018 (January 9 – May 3)

January 9: Orientation and Registration
January 10: Classes Begin
January 15: Holiday Martin Luther King, Jr. Day
February 19: Holiday - President's Day
March 12-16: Spring Break
April 26: Last Day of Classes
April 27: Study Day
April 28, April 30 – May 3: Final Exams
May 5: Commencement

Summer A 2018 (May 14 - June 25)

May 14: Orientation and Registration
May 15: Classes Begin
May 28: Holiday - Memorial Day
June 21: Last Day of Classes
June 22: Study Day
June 23 & 25: Final Exams

Summer B 2018 (July 2 - August 13)

July 2: Orientation and Registration
July 3: Classes Begin
July 4: Holiday - Independence Day
August 9: Last Day of Classes
August 10: Study Day
August 11 & 13: Final Exams
2018-2019 Academic Calendar

Fall 2018 (August 23 - December 13)
August 23 – 26 Orientation and Registration
August 27 Classes Begin
September 3 Holiday - Labor Day
October 4 – 7 OctoberWest/Homecoming
October 11-12 Mid-Semester Break
October TBD Parent Weekend
November 12 Holiday - Veteran's Day
November 21 – 25 Holiday - Thanksgiving Break
December 6 Last Day of Classes
December 7 Study Day
December 8, 10 – 13 Final Exams
December 15 Commencement

Spring 2019 (January 9 – May 3)
January 8 Orientation and Registration
January 9 Classes Begin
January 21 Holiday Martin Luther King, Jr. Day
February 18 Holiday - President's Day
March 11 – 15 Spring Break
April 25 Last Day of Classes
April 26 Study Day
April 27, April 29 – May 2 Final Exams
May 4 Commencement

Summer A 2019 (May 13 - June 24)
May 13 Orientation and Registration
May 14 Classes Begin
May 27 Holiday - Memorial Day
June 20 Last Day of Classes
June 21 Study Day
June 22 & 24 Final Exams

Summer B 2019 (July 1 - August 12)
July 1 Orientation and Registration
July 2 Classes Begin
July 4 Holiday - Independence Day
August 8 Last Day of Classes
August 9 Study Day
August 10 & 12 Final Exams
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Academic Advising

Academic Complex (AC1) – Building 74
There are two types of academic advisors at ERAU Prescott—college advisors and faculty advisors. College academic advisors assist all incoming students with their first semester schedules. Once on campus, students are assigned faculty advisors within their degree programs who will assist students with appropriate course selection and provide program-focused and vocational-focused mentorship. The college academic advisors are also available to current students throughout their time at ERAU as a supplemental resource in addition to the faculty advisors. Faculty academic advisors post their scheduled office hours and students should utilize their support frequently and whenever assistance is needed. New students are encouraged to meet with their faculty advisor during the first semester. This contact will ensure a strong foundation of success for future semesters as well as support students in course selection and graduation goals. The name of each student’s faculty advisor can be found in the right hand toolbar in Campus Solution’s Student Center.

College Academic Advisors

| College of Arts & Science                | (928) 777-3897 | Rm. 206 (AC1) |
| College of Aviation                    | (928) 777-3898 | Rm. 237 (AC1) |
| College of Engineering                | (928) 777-3912 | Rm. 324 (AC1) |
| College of Security & Intelligence    | (928) 777-3897 | Rm. 206 (AC1) |

Academics

Academics includes, but is not limited to, all capabilities, resources, and services related to your formal education. This covers your courses and academic majors; advising and mentoring about your formal education, co-ops and internships, and professional careers; instruction and training on intellectual and professional skills; and dialogues with experts in various professional fields. This also includes the maintenance and development of infrastructure in the classroom, the lab, on the flight line, in the air, online, and various educational support functions including the Registrar’s Office, the Hazy Library/Learning Center, the Undergraduate Research Institute, Disability Support Services, Tutoring, the Grants Office, Center for Educational Technology and Learning Excellence, Career Services/External Relations, Study Abroad/Global Engagement, and the Honors Program. If you want to discuss opportunities and challenges, or if there are any problems, there are many people who are here to help. Besides the faculty teaching your courses, there are your College advisors, faculty advisors and mentors, your department chairperson, the program chair for your major, your College’s Dean, and the Chief Academic Officer. Academics is dedicated to your total student development and life success.
Athletics

Intercollegiate Athletics
Eagle Athletic Complex Building 80 (928) 777-3777
The University sponsors 13 Intercollegiate sport programs at the Prescott Campus: Women’s and Men’s Golf, Men’s Wrestling, Women’s and Men’s Soccer, Women’s Volleyball, Women’s Softball, Women’s and Men’s Cross Country, Women’s and Men’s Basketball and Women’s and Men’s Outdoor Track. Any student who meets both University and NAIA eligibility requirements is able to compete for a position on a varsity team. Athletic grants-in-aid, in varying amounts, are generally awarded to recruited varsity student-athletes, with walk-on players earning the right to compete for scholarship assistance when available. For more information on the Eagles, including game schedules, rosters, results, and statistics, visit our webpage.

Intramurals & Recreation
Eagle Athletic Complex Building 80 (928) 777-3777
Intramural and recreational sports are available on campus and create an atmosphere of competition and fun by offering a wide variety of activities. Team sports such as flag flashball, volleyball, basketball, softball, dodge ball, and indoor and outdoor soccer are offered as league play. Other sports, such as sand volleyball, table tennis, racquetball, tennis, and ultimate Frisbee and disk golf are offered as tournament play. Other sports are also available on request. The director assists sports clubs, chartered clubs, and organizations with the use of sports facilities and equipment. Students are encouraged to use all on-campus sports-related facilities (outdoor swimming pool, tennis and racquetball courts, gymnasium, and fitness center). In addition to on-campus recreational activities, the Prescott area offers a variety of outdoor recreational opportunities. Hiking, camping, fishing, sailing, and skiing are a few of the activities available in the surrounding area.

Behavioral Intervention Team (BIT)
Dean of Students Office - Building 49, Rm 102, (928) 777-3747, prbit@erau.edu
Embry-Riddle Aeronautical University believes it is important to foster an environment that encourages students to maintain a standard of responsibility for self-care which includes the ability to respond adequately to one’s emotional, physical, and educational needs. Some students who are distressed engage in behaviors that impact their self-welfare and the welfare of the university community. The presence of demonstrated distress, disruptive or dangerous student behavior can be a predictor of future harm to self, others, and the larger ERAU community. While we acknowledge that no one can predict with any degree of confidence whether a student will eventually progress to acts that are harmful to themselves or others, there are behaviors indicative of higher risk. These behaviors may require further assessment by appropriate professionals to
promote the safety of the student and the ERAU community. The BIT team is not a Campus Emergency Response Team. For emergencies and immediate response to the health and safety of a student contact Campus Safety at (928) 777-3333 or use a Campus Blue Phone to report an emergency.

Board of Campus Activities (BCA)
J. R. Hunt Student Union – Building 16, Rm. 117, (928) 777-6622 prbca@erau.edu
BCA sponsors events and entertainment for the ERAU community. Programs include: performers, movies, OctoberWest Homecoming and Casino Night. Attend events or become a part of the planning board. If you are interested in getting involved with the BCA, stop by the BCA Office in the Student Union.

Campus Ministry/Chapel
Fred and Fay Haas Interfaith Chapel – Building 46 (928) 777-6653
The University recognizes that students may feel challenged by the many questions, experiences, and world views encountered during their college experience. We also recognize that because students are faced with a consuming social life and the subtle influence of peers, it is important to encourage and promote spiritual development. Special opportunities for deepening faith, such as meetings and programs sponsored by student religious clubs and pastoral counseling are offered during the regular academic year. The Fred and Fay Haas Memorial Interfaith Chapel is the center where students, faculty, and staff can go to for their spiritual needs - be it meditation, quiet time and reflection, or for activities offered by religious clubs and organizations. It is also a place where special events are scheduled during the academic year.

Career Advising
STEM Education Center – Building 76
Career Advising supports preparation for career success through providing: one-on-one advisement; resume, cover letter, job application and other writing assistance; advice from and exposure to industry leaders and employers; employment trends, job and internship search; and a variety of workshops to increase job skills and competitiveness. Advising is also available on Cooperative Education programs. Co-op education and internships provide opportunities for students to gain work experience related to their academic program and their anticipated careers.

New Centralized Location!
College of Arts & Science and College of Security & Intelligence (928) 777-6681 Rm. 240
College of Aviation (928) 777-3901 Rm. 242
College of Engineering (928) 777-3892 Rm. 241
Corporate Relations (928) 777-3821 Rm. 225
Cashier’s Office
Building 13 (928) 777-3726
The Cashier’s Office offers a variety of student financial services. Cashiers are on staff to assist you with any questions regarding your student account. The University offers semester payment plans that will be available for online enrollment approximately 30 days prior to the start of the fall and spring semesters. Payments made at the Cashier’s Office must be paid by cash, check, or pin/debit. Credit card payments must be made online only and will be assessed a 2.75% third party convenience fee. Payments for tuition and fees are due by the published due date prior to each term.

Catalog – Undergraduate/Graduate
The catalog provides detailed information on many topics and includes descriptions of academic policies, procedures, and regulations for both undergraduate and graduate students. The catalog is located here.

Included in the catalog are University policies and procedures for:
- Academic Integrity/Conduct
- Academic Warning, Probation, Suspension or Dismissal
- Class Attendance
- Disability Support Services
- Financial Obligations
- Grading Scheme
- Graduation
- Mail
- Mandatory Drug Testing
- Privacy of Information
- Refunds
- Repeating Courses
- Student Grievance Policy
- Requesting Transcripts
- Withdrawing from Classes

Center for International Programs and Services (CIPS)
International Student Services - Building 51 (928) 777-3773
Study Abroad - Building 58, Room 105 (928) 777-3774 (see page 27 for more information)
The Embry-Riddle Language Institute (ERLI) – Building 20 (DLC), Room 110 (928) 777-3436

The Center for International Programs and Services (CIPS) is Embry-Riddle's hub for international information. International Admissions, International Student Services, the Embry-Riddle Language Institute (ERLI), and Study Abroad collaborate to provide a diverse and international environment on the Prescott campus, ensuring that our students will be equipped to work in the rapidly changing world ahead of them. Embry-Riddle supports international education in all fields of study and encourages participation in multi-cultural education programs and activities so all students graduate as globally engaged citizens. For more information and to get involved please stop by!
Dean of Students Office
Building 49 (928) 777-3879
The Dean of Students Office provides leadership and oversight for the Division of Student Affairs, which includes the Wellness Center, Personal Counseling, Campus Ministry, Housing/Residential Life, Student Engagement, Orientation, Fraternity and Sorority Life, Clubs and Organizations, Veteran Students Services, Title IX, Women’s and Diversity Center, Student Conduct and Appeals, Parents’ Association, Graduation and Honor’s Ceremony, Campus Events and Academic Calendars, and Special Events Programming (including such events as: All Campus BBQ, OctoberWest/Homecoming, Parents’ & Family Weekend, Casino Night, Safe Spring Break).
The staff in the Dean of Students Office offers assistance and support for students who require extended absences from class due to personal issues, family emergencies or other non-academic related difficulties. The staff also assists with concerns regarding student rights and responsibilities, student grievances, Title IX education and compliance, Behavioral Intervention Team (BIT), Medical Withdrawals, Student Policies and Procedures, Fundamental Fairness and/or student conduct issues and appeals. Non-academic educational records and other services directly related to your co-curricular experience at Embry-Riddle are managed in the Dean of Students Office. The Dean of Students Office works in cooperation with the Records Office in implementing provisions of the Federal Education Rights to Privacy Act (FERPA) – which govern the release of students’ personal educational records. The Dean of Students Office serves as a centralized location for all student concerns, complaints and grievances. If we cannot answer your specific question, we will be able to direct you to the appropriate department for assistance. Student academic concerns should be directed toward the college deans or the Records Office.

Department of Housing and Residence Life (HRL)
Haas Commons Building 73 (928) 777-3744; after hours (928) 777-3790
The Department of Housing and Residence Life is responsible for providing a safe and positive living/learning environment for residential students. In doing so, HRL offers a variety of activities and community programs within the residence halls. HRL also provides leadership opportunities through membership to the Residence Hall Association (RHA) and Resident Assistant positions.

Dining Services
Earhart’s Dining Hall Building 45 (928) 777-6904
Sodexo is your campus dining provider and is pleased to present our innovative dining options to Embry Riddle Aeronautical University. Sodexo not only guarantees a fresh, high quality product, we are happy to bring culinary versatility in meeting the special dietary needs of our guests. Anyone who has food allergies; is lactose intolerant or eats a gluten free diet simply needs to ask our skilled culinarians how to meet their dietary needs in the dining hall. This kind
of specialized service is not reserved for specific medical conditions. Those choosing a vegan or vegetarian lifestyle have more options than ever before, and other simple preferences, such as “hold the mushrooms” or “extra peppers, please” are part of our everyday service. Speaking with our culinarian team is key to your safety and success. For additional information regarding hours of operation, meal plans, and more, visit this link.

**Earhart’s Dining Hall**

Building 45 (928) 777-6904

Finding your favorite foods on campus is easy. We are proud to offer a dining program complete with menu selections that include just about every item you can imagine.

**WOW Café**

J. R. Hunt Student Union – Building 16

WOW Café’s menu includes wraps, over-sized chopped salads, delicious burgers on Texas toast and Southwestern taste temptations such as quesadillas. But WOW Café is best known for its mouth-watering wings and all-white-meat tenders. The chicken is always fresh, never frozen, and seasoned to perfection. WOW Café also has new healthier options like meatless wraps and more salad choices.

**Scholars’ Café**

Christine & Steven F. Udvar-Hazy Library & Learning Center – Building 43

Enjoy the convenience and comfort of your favorite Starbucks beverage available right in the lobby of the library. Fuel up with a fresh sandwich or salad or indulge in a delightful treat from the bakery.

**The Simply to Go**

Hall #9 in the Village Complex

This convenience store provides quick and easy access to a wide variety of your favorite snacks and beverages, along with a selection of frozen entrees and treats.

**Disability Support Services**

Christine & Steven F. Udvar-Hazy Library & Learning Center – Building 43, Room 109 (928) 777-6750

The University is committed to creating an accessible academic community. The Disability Support Services (DSS) Office works with students, faculty, and staff to ensure reasonable accommodations for students requiring equal access. Students’ specific disabilities and learning styles are confidentially addressed on an individual basis. Students are responsible for requesting accommodations, filling out an *Intake Form*, and providing documentation (clinical evaluations verifying the nature and extent of the disability) to the DSS Office. Prospective students with a disability are asked to contact the DSS Office by email or telephone several months prior to arriving on campus. The application process may take up to six weeks. Students who suspect they may have a disability, but have never been evaluated, are encouraged to contact the DSS Office for
confidential consultation on how to proceed. Diagnostic testing is not provided by the University, but a list of area specialists can be provided. Costs associated with evaluative testing are the responsibility of the student. Academic programs that are FAA-certified are subject to FAA regulations that may delay or preclude participation or licensure in those programs by persons with certain disabilities. Concerns regarding approved accommodations or discrimination on the basis of a disability should be promptly submitted to the Director of Disability Services.

**Eagle Cards**

Eagle Card Office - Building 13, (928) 777-3900

Each student, faculty and staff member is required to have a University Eagle card to identify themselves as members of this campus. Eagle cards are needed for a variety of reasons including use of the library, cashier’s office, food services, laundry, fitness center, bookstore, and attendance at campus events. You are required to present your Eagle card promptly at the request of a University official, e.g., safety officer, staff member, professor or administrator. Eagle cards will not be retained except in the case of an emergency or if the card is required for evidence. Damaged replacement cards cost $5; lost cards are $15. All Eagle cards remain property of Embry-Riddle Aeronautical University.

**Financial Aid**

Visitors Center – Building 41, Room 136, (928) 777-376; pcfinaid@erau.edu

The Financial Aid Office encourages all students to use our office as a resource for funding questions or concerns. Counselors are available to meet with each student individually regarding their specific questions pertaining to the application process, missing documents, navigating ERNIE and/or how to search for additional funding. Students must reapply for financial aid every year after October 1st and maintain academic progress standards to have their aid renewed. Please refer to our webpage for more detailed information.

**Fraternity & Sorority Life**

J. R. Hunt Student Union – Building 16, Rm. 127; (928)-777-3434, prrgreeks@erau.edu

Be United. Be Unique. Be Greek. Fraternity & Sorority Life is a home away from home, a place to meet lifelong friends, a leadership opportunity unlike any other, a chance to network, and a place to find yourself. Joining a fraternity or sorority provides an opportunity for members to enhance collegiate life experiences through being actively integrated in event planning, governance, and membership recruitment. Many ERAU students feel that joining a fraternity or sorority organization helps them to become more connected to the University community. Fraternities and sororities help to develop skills that prepare students far beyond their time at Embry-Riddle. ERAU fraternity/sorority members are leaders through campus involvement, academic achievement, civic engagement, alumni networking, and much more. Our fraternity/sorority community currently consists of six fraternities and three sororities. It is important to find the organization that
is the best fit for you, so be sure to check out multiple organizations before making a decision.

**Graduation**

Dean of Students Office – Building 49 (928) 777-3879

Commencement (graduation) ceremonies are held twice per year, after fall semester in December and after spring semester in May. It is the student’s responsibility to apply for graduation in the Records Office. Eligible seniors applying for graduation may submit an application up to a year prior to their graduation semester. Graduation evaluators will process applications for degree completion to ensure that all requirements have been met and all applicable credits are awarded to the student’s record. Graduation and commencement planning is coordinated by the Dean of Students Office. For information concerning graduation, refer to [this website](#).

**Honors Program**

Christine & Steven F. Udvar-Hazy Library & Learning Center – Building 43 boettcha@erau.edu, 928-777-3825

The Honors Program at Embry-Riddle, Prescott is highly selective, offering students an enriched educational experience focused on leadership, research, and ethics, while also giving them opportunities to enhance campus and community life for others. Honors Program students enroll in three Honors Seminars, complete Honors directed research, and participate in the Honors Student Association service, community, and professional development events. Graduates of the Honors Program are models of academic excellence and student leadership.

**Horizons Newspaper**

J.R. Hunt Student Union Building 16, Rm. 128 (928) 777-3891, prnews@erau.edu

Horizons Newspaper is Embry-Riddle Prescott’s award-winning student-run newspaper which endeavors to provide Embry-Riddle’s Prescott community with meaningful and up-to-date information about the University, local community, aviation news and the world at large. Horizons Newspaper is published every two weeks throughout each semester. Get involved by contacting the email listed above.

**Information Technology (IT)**

Contact: via ERNIE (choose “Need help?” from the log in page), or (928) 777-6990, or email ITSupport@erau.edu

Hours of Operation: IT Support Help Desk is available 24 hours a day, 7 days a week.

Information Technology (IT) has responsibility for planning, implementation, and support of information resources to serve the university’s primary functions of instruction, research, and administration.
Embry-Riddle’s Network for Information Exchange (ERNIE) helps students find
and view information that is important and pertinent. ERNIE provides a one-stop-
shop for services such as managing your student account and password, email,
access to Canvas courses, unofficial transcripts, class grades and schedules,
account balances, and flight schedules. Log on to ERNIE by visiting
http://ernie.erau.edu. Other services provided by IT include Embry-Riddle email
accounts, computerized labs and classrooms, network storage space for class
assignments (accessible through ERNIE), Internet Access for on-Campus housing
and wireless Internet access in all buildings and Residence Halls. Popular
Microsoft software titles and anti-virus software are available for free download
by visiting the ERNIE IT page. Log into ERNIE, go to Departments, choose
Information Technology, and then choose Downloads. NOTE: The Honor Code
violation and Computer Security Violations are found in the Honor Code – Rules
and Regulations section of this handbook and are some of the violations a student
could be charged with; the Information Technology department reviews this
policy every year.

Library and Learning Center
Christine & Steven F. Udvar-Hazy Library & Learning Center – Building 43;
(928) 777-3811
The Hazy Library is an information hub of student-centered resources, services,
and facilities to support your interactive learning and research. It is a
technologically rich and inviting environment. A variety of study areas are
provided for your use including individual study carrels, group and collaborative
presentation rooms, computer commons, and a quiet reading room. Librarians are
available to assist you with your research assignments, papers, and projects.
Please refer to the library webpage for more information about hours, information
resources, services and policies.

Lost and Found
Safety Office – Building 14 (928) 777-3333
The Lost and Found is located in the Campus Safety & Security Office. If you
find a misplaced item, please turn it in at the Safety & Security Office in building
14 promptly. If you have misplaced valued property visit us in building 14 to see
if we have it or to report your loss. Lost or recovered property is held by the Safety
& Security Department for a period of thirty (60) days. Items unclaimed after 30
days are donated to a non-profit organization or are destroyed. Exceptions include
perishable items and food containers, which may be disposed of immediately.

Mail Room
Building 11 (928) 777-3782
The mail room is centrally located and offers a variety of services including full-
service USPS and FedEx options. Students living on campus and international
students are provided a mailbox to receive personal and University mail. It is the
responsibility of each student to check his/her campus mailbox daily. Embry-Riddle’s address is below:

Name  
3700 Willow Creek Road  
ERAU Box Number  
Prescott, AZ 86301

Mental Health Counseling Services
Haas Commons - Wellness Center – Building 73 (928) 777-6653
Mental health counseling services are offered with no out-of-pocket cost to all ERAU students by a trained counseling professional. ERAU Counseling Services can provide a safe and confidential place to discuss concerns or problems that are interfering with personal growth and/or academic achievement. A trained counseling professional will assist by using a brief solution focused model that includes: active and empathetic listening and reflection, guided self-exploration, and structured exercises, to work toward improved functioning within the areas of concern. ERAU Counseling Services includes; short-term individual counseling, couples counseling, group counseling, consultation, outreach, and crisis intervention. Counseling is available during business hours. To make an appointment, call the Wellness Center at (928)777-6653. For emergencies after hours call 911 or campus safety at (928)777-3333.

Records Office
Building 12 - (928) 777-3808 - precords@erau.edu
The Records Office provides academic support services to students, faculty, staff and alumni and maintains student academic records while preserving their privacy and security. Some of the many services we offer include academic evaluations of credit for incoming and continuing students, assistance with class registration, printing of official transcripts and enrollment verification letters, change of legal name, graduation application processing, degree conferral and production of diplomas. Additional information and a variety of online forms are available at our departmental website in ERNIE and our staff is happy to answer questions you may have regarding your academic records or academic policies.

Residence Hall Association (RHA)
Hall 3, Rm. 121 (928) 777-3401
The Residence Hall Association is responsible for creating a bridge between the residential students and the University administration. All residential students are eligible to become members of RHA. RHA provides leadership opportunities to students, recommendations regarding policies and fun social activities to students living on campus. In doing so, students may use RHA to assist in voicing concerns about policies and procedures pertinent to living on campus.
ROTC
Air Force ROTC and Army ROTC programs, as well as a Marine Corps Platoon Leaders Class Program (PLC), are available on campus. These programs provide the opportunity to acquire leadership skills, physical conditioning and military training. Each of these programs helps to prepare students for commissioning as officers in their respective branches of the military.

Air Force ROTC (928) 777-3868 Bldg. 79
Army ROTC (928) 777-3870 Bldg. 70C
Marine OFC SEL OFC (480) 894-0439

Safety & Security Department
Building 14 (928) 777-3333

The Embry-Riddle Prescott campus is patrolled 24 hours a day, seven days a week, all year round by members of the Safety & Security Department. Many officers and dispatchers have prior law enforcement or military experience, while others have decades of safety and security experience. Our safety and security services include:

On Campus Emergency Number Is x3333
Call 928-777-3333 to report an on-campus emergency 24/7. If you choose to call 911 first, call 928-777-3333 immediately thereafter so that Safety can assist emergency responders to quickly locate the emergency. Note: If you dial 911 from a University phone you need to dial “9” first for an outside line, then 911.

RAVE Emergency Mass Communication System
ERAU’s RAVE system is used to transmit emergency message to registered participants via email, phone, text, and our outdoor public address system. Another feature, called Alertus, will capture PC desktops and interrupt classroom presentations to advise you of emergencies and the actions we recommend you take. Your ERAU email account is automatically enrolled to receive RAVE messages. We strongly recommend you opt-in with your phone so that you can receive voice and text messages wherever you are on campus. To update your contact information please visit here.

Traffic & Parking Regulations
Details of the ERAU Traffic & Parking Regulations (including those that apply to Other Power-Driven Mobility Devices (OPDMD) can be found here or here.

Online Parking Permit Registration
All vehicle registration is handled online. Visit the link here to get more information or register your vehicle. Follow the instructions, print the temporary parking pass, and your annual permit will arrive in the mail in about a week. No funds are collected during this transaction. Your parking permit fees are charged to your student account. Note: this system is activated in mid-August for the coming school year.
Long Term Parking Arrangements
Please inform the Safety & Security Department of any plans to leave your vehicle on campus during semester or summer break. Lot N in front of Building 73 in routinely used for off campus students who park their cars on campus in order to take advantage of the Arizona Shuttle service.

“Code Blue” Emergency Phones
Free-standing and wall-mounted assistance and emergency telephones are installed throughout campus. Their distinctive blue identification lights, which stand out at night, also makes them highly visible during the day. The phone panel has a small silver button labeled for non-emergency assistance calls. The large red button initiates an emergency call to Safety Dispatch and activates a blue strobe light that draws attention to that location for emergency responders.

Safe Walk
Campus Safety and Security offers a Safe Walk to anyone who would rather not walk alone on campus. This service is available to anyone – student or employee, male or female, at any time – day or night, between any locations on campus. Call 777-3333 to request a Safe Walk. When possible please call in advance to enable officers to make your Safe Walk their top priority.

Locked Out?
Access will be given to facilities for those individuals who are properly authorized. If a resident of a University-managed housing facility is locked out of their room, they should first seek assistance from a member of the Housing and Residence Life staff by calling (928) 777-3790. If they are not available, Campus Safety & Security personnel will be happy to assist.

Anonymous Tip Line
The tip line may be used to make an anonymous report of criminal or suspicious activity to the Safety & Security Department. Simply dial (928) 777-HOTT (4688) to leave us a helpful message.

Clergy Report
In accordance with the Clery Act and the Campus Sex Crimes Prevention Act, this report can be found on the Safety and Security page of the campus website. There is also a daily crime log available at the Campus Safety & Security office in Building 14.

Other Safety & Security Resources
Prescott Safety & Security is supported by the University Safety Office. Resources offered at their website include aviation safety, emergency management, environmental health and safety, risk management, and safety culture. More details here.

Important Contact Information
On-Campus Emergency Numbers:
Emergency: 928-777-3333  
Campus Safety & Security Department: 928-777-3333  
Wellness Center: 928-777-6653  
Counseling Center: 928-777-6653  
Dean of Students Office: 928-777-3879  

Off-Campus Emergency Numbers: (Dial 9 first on Campus Phones)  
Prescott Police Emergency: 911  
Prescott Police Nonemergency: 928-777-1900  
Prescott Fire Department: 911  
Prescott Fire Dept. Non-Emergency: 928-777-1900  
Lifeline Ambulance: 911  
Yavapai Regional Medical Center: 928-445-2700  

For More Information
For more details of the Safety & Security programs at Embry-Riddle Prescott please visit our [website](#).

**Student Campus Enhancement Fund (SCEF)**
J. R. Hunt Student Union – SGA Office Building 16, Rm. 115 (928) 777-3784  
The Student Government Association (SGA) allocates a portion of the SGA student fee to the SCEF committee each semester to be used for campus enhancement projects. SCEF is comprised by a committee of twelve students. This committee ensures that all recommendations and proposals are considered and determine how the money is allocated. This fund continues to be a tremendous asset to students as it can help provide for both short-term and long-term needs of the University by purchasing items to make the students’ lives at the Prescott campus more enjoyable. SCEF forms can be picked up in the SGA office and returned to the SCEF box in the Hunt Student Union, they are also available in Control Tower.

**Student Employment**
Visitors Center/Human Resources Office – Building 41(928) 777-3725 or (928) 777-3710  
On-campus and off-campus job postings are located in Ernie> Departments> Student Employment tab under Student Resources. For more information visit [here](#).

**Student Government Association (SGA)**
J. R. Hunt Student Union – Building 16, Rm. 115 (928) 777-3784  
The Student Government is responsible for maintaining a communication link between students, faculty, staff and administration. The SGA is the student resource for voicing concerns and suggesting new ideas for improvement to the
University. Members of the Student Government Association are involved campus-wide. The SGA President serves as a student delegate to the Board of Trustees and each council member serves on a variety of committees including Food Services Committee and the Jack Hunt President’s and Ed King Award selection committees. Student Government members also meet with the deans regularly to discuss academic and extra-curricular issues, provide input on a variety of campus projects and sit in on student conduct appeals to ensure fundamental fairness to all students.

SGA Executive Council
The Executive Council is comprised of the President, Vice President, Treasurer and Secretary. The President is ultimately responsible for the SGA and its organizations. The executives oversee the operation of their respective branches.

SGA Representative Council
The Representative Council consists of seven representatives with four college representatives (1 for each of the 4 colleges), two representatives at large and a graduate student representative. Student representatives are responsible for addressing student concerns and representing their respective college to enhance student life.

SGA Student Appeals Board (SAB)
The Student Appeals Board is comprised of students serving on the Student Government Association in elected positions, faculty, and staff who receive training on University policies and procedures as well as best practices in adjudication processes within higher education. The purpose of the SAB is to make recommendations to the University administrator rendering the decision in student and organization conduct appeal cases. Although most student and organization conduct actions are adjudicated by a University Conduct Officer, a CO may request the assistance and recommendation from the SAB during the original hearing.

SGA Budget Committee
SGA Budget Committee is the financial decision-making body of the SGA. Any students are welcome to be a voting member of the committee. The Budget Committee/Finance Board approves the SGA budgets each semester and approves all requests for grants from service organizations and student organizations.

Elections
The Student Government Association Student Council positions are open to the members of the student body through elections held during the spring semester. Information is available in the SGA Office.
SGA Service Organizations

- Board of Campus Activities (BCA)
- Horizons Newspaper
- SCEF

SGA Services

- Campus Improvements
- Free Beverage Service
- Hospital Fund
- Lockers
- Safe Ride
- Shuttle Service
- Student Organization Grants

Student Clubs and Organizations

J. R. Hunt Student Union – Building 16, Room 120 (928) 777-3781 – prdse@erau.edu
Involvement in a club or organization is a great way to make new friends, meet people with similar interests, develop leadership skills, and make a difference on your campus and/or in the community. With over 120 student clubs and organizations, Embry-Riddle has something for you. Each semester, a club fair is organized featuring student clubs and organizations. This fair is a great opportunity to seek out different ways to become involved and active within the Embry-Riddle community. Check here for a current listing of student organizations.

Study Abroad & Global Engagement

Study Abroad - Building 58 Room 105 (928) 777-3774
Embry-Riddle offers its students a wealth of opportunities to study abroad in destinations around the world. Students can choose from a variety of study abroad providers, they can go on an exchange programs, they can travel in the winter or summer on our faculty-led programs. Faculty-led programs are typically 2 to 6 weeks in length and offer 3 to 6 credits. Students have opportunities to improve language and cross-cultural communication skills while gaining diverse perspectives in their area of study. Both domestic and international students are welcome to study abroad. Program fees and tuition are charged for each program. The fees will vary depending on the length of the program, the destination, and the number of participants. ERAU also supports a variety of semester and year-long programs offered by a range of study abroad providers. There are also a wide variety of study abroad scholarships available for qualified students. For more information on study abroad opportunities and scholarships, please stop by building 58, room 105.
Office of Student Engagement

J. R. Hunt Student Union – Building 16, Reception Desk (928) 777-3781

The mission of this department is to engage ERAU students in intentional programs and services that contribute to meaningful co-curricular experience. Student Engagement supports and oversees student organizations, fraternity and sorority life, the Board of Campus Activities, leadership programs, transition programs and wellness programs. Check out opportunities available to you through the Control Tower, attend events or feel free to stop by our offices in the Student Union (125-127) and see how you can engage in your campus community!

Transportation

To Flight Training Facilities

A no cost van shuttle service to/from the ERAU Flight training facility at the Prescott Airport is offered by the university. The flight shuttle van service operates between flight training facilities and various locations on campus during the hours/days that the flight department is open. For flight shuttle information call flight dispatch at 928-777-4312.

To Phoenix

Shuttle service is available in the Prescott Tri-City area. They are not owned, operated or endorsed by the University.

- Arizona Shuttle: (928) 442-1000
- FlyU Shuttle: (928) 445-8880

To Prescott

Weekly Shopping Shuttle - The Student Government Association provides a free shuttle service to Fry’s and Wal-Mart on Wednesday evenings. The shuttle runs on a half hour schedule 6p.m to 8p.m, leaving from Haas Commons. The service is operated by Arizona Shuttle. Schedules are posted on campus.

Safe Ride

The Student Government Association provides a free transportation service through AAA Taxi, which returns students to their home addresses in the event they find themselves in an unsafe or uncomfortable situation. Forms are available through the SGA website in ERNIE for this service.

Tutoring Services

Free peer-tutoring is available to all students. Our experienced peer tutors provide specific and knowledgeable guidance, suggest effective study strategies, and encourage independence in learning. Tutoring is conducted in locations throughout campus in walk-in, group, and one-on-one sessions. Students can access the current Tutoring Schedule in Ernie.
Undergraduate Research Institute
Christine & Steven F. Udvar-Hazy Library & Learning Center – Building 43, boettcha@eru.edu, 928-777-3825

The Undergraduate Research Institute (URI) promotes research, scholarly, and creative activities at the undergraduate level. URI is university-wide and invites students from all disciplines to participate. By participating in undergraduate research you gain hands-on research experience, participate in national competitions, network with industry leaders, faculty, and other students, and share your findings at university, regional, national, and international conferences. Funding is available for teams of students to participate or develop new collegiate, national, or international design or research competitions, for grants to students wishing to participate in research and innovation under faculty mentorship, and to help students attend conferences to present the results of their research and scholarship.

Veterans Services

Veterans Affairs
Building 18 (928) 777-3795
Veterans who wish to receive VA benefits should contact the Veterans Affairs Office located in the Student Veterans Organization (SVO) building. Application for veterans’ benefits should be made 60 to 90 days before classes begin.

Student Veterans Organization (SVO)
Building 18 (928) 777-6733
The SVO serves the needs of veterans attending ERAU. Building 18 provides a location for all veterans on campus to meet and study, socialize and exchange information and ideas with other students of similar experiences and backgrounds. The SVO provides opportunities for tutoring, problem solving and learning across all disciplines. The veterans have undertaken several projects during the year, including collecting toys and school supplies for orphans in Iraq. The SVO sponsors a 5K to establish an SVO scholarship program at ERAU. They have also sponsored several social events to welcome and orientate new veterans to the University.

Wellness Center
Haas Commons – Building 73 (928) 777-6653
The Wellness Center provides comprehensive health care under the direction of a registered nurse to ensure all students’ health concerns are met. Many services are offered including confirmation of required immunization status for incoming students, treatment of immediate health care issues, referrals to medical care providers in the community when necessary, first aid/CPR classes, dietary counseling and wellness education. There are physicians on site 5 days a week, local dentists available for referrals. Chiropractic care is available four Tuesdays of every month, massage therapy available every Wednesday afternoon. Routine
Immunizations are offered at the Wellness Center. Flu shots are available in mid-October. Health Insurance cards must be presented at time of appointment. The Wellness Center offers classes on smoking cessation throughout the year. Check the University calendar and read the monthly Wellness newsletters that are sent via email for updates.

Women’s and Diversity Center
J. R. Hunt Student Union – Building 16, Rm. 107 (928) 777-6637
The purpose of the Prescott Campus Women’s and Diversity Center is to act as both a resource and an advocate for diversity, including groups underrepresented on the Embry-Riddle campus (women, people of color, LGBTQ, diverse socioeconomic groups, etc.). Its goal is to assist in the improvement of the diversity climate on campus for students, staff, and faculty by promoting mutual respect and for the celebration of differences. The Center accomplishes this through educational programs, recommendations to various University departments, and development of long-term initiatives focused on increasing campus diversity and ensuring an inclusive campus climate. Activities include:

- Producing programs for and about diverse groups on campus.
- Reaching out to the campus at large with programs, training, and consultation.
- Supporting (financially and otherwise) the activities of campus groups who contribute to the diversity of ERAU – Prescott.
- Providing a safe outlet for individuals and groups to voice their diversity concerns.
- Performing campus-wide assessment activities to identify the current climate, obstacles to diversity, and fruitful initiatives for the future.

The Women’s and Diversity Center is supported by the Diversity Advisory Board, comprised of student, faculty, and staff representatives from the Embry-Riddle Prescott Campus. The Board advises the Director and the campus on policy and program issues, contributes to various programming efforts, and direct financial support to diversity-focused efforts on campus.
Student and Recognized Organization Conduct

Philosophy
Embry-Riddle’s policies and regulations are established to protect the health, safety, and well-being of the campus community and its members. Students and recognized organizations are responsible for knowing and adhering to all published policies and regulations.

For conduct purposes, an individual becomes a student upon engaging in their first University sponsored activity and will remain a student until they break their continued student status as defined in the University Catalog. Students who withdraw from the University by completing and submitting a University withdrawal form no longer meet the definition of ‘student’. A student who completes a stop out form or who fails to withdraw from the University will still be considered a student for up to two years from last enrollment date. A recognized organization is a group of students who register with and are approved by the Department of Student Engagement to operate as an organization within the University.

Each student who enters the University is respected as an adult and is therefore expected to demonstrate a high level of responsibility and maturity. Personal honesty, integrity, and ethical behavior are fundamental elements of responsible citizenship and are basic to the character required for a productive career. All ERAU students are expected to exhibit positive character-traits in their daily activities and interactions on and off campus.

It is the philosophy of the University to respond to student and organization actions and behaviors on or off campus that may be a violation of a policy, rule or regulation in an educational nature. Most violations are best handled in such a manner as to educate and guide students toward the development of personal responsibility, conscientiousness, and ethical standards in their decision-making process. The aim of the University Conduct proceedings is to arrive at fair, impartial decisions which ensure that individuals assume full responsibility for their actions. All grievance and conduct issues are handled utilizing the ‘preponderance of the evidence’ or ‘more likely than not’ standards for determination of decisions and recommendations.

Student and Organization Conduct Process
Educational, restitution, punitive, disciplinary, or corrective actions by the University may be required if a student or organization violates the Standards of Conduct or if their actions may endanger the property or well-being of individuals (including themselves) or organizations. The philosophy of the University is that student and organization disciplinary actions are handled with the intent to educate and reorient students or organizations and effect a change in behavior
while protecting the community and mitigating the effects of the violations of University policies and procedures. Sanctions are imposed based on the seriousness of the violation. Repeated violations will be justification for increased severity of sanctions, up to and including suspension or dismissal from the University. The University reserves the right to suspend or remove a student or organization from the University and/or the residence halls if that action is necessary for the continuing operation of the campus or to ensure the health and safety of the community.

As a part of the conduct process, students/organizations accused of violating University policies, rules, and regulations shall be entitled to a hearing before a Conduct Officer (CO). Responding to requests to meet with University officials investigating cases and at hearing conferences is the responsibility of every student or organization and is critical to the educational component of the adjudicating process. Failure of a student or organization to respond to reasonable requests for a conduct hearing in a timely manner may result in the hearing being held without the student or organization representative present and sanctions being levied without students/oranizations exercising their right to have input considered. Any decision(s) made shall be based on the evidence present at the hearing; students/oranizations will not be found responsible for violation(s) simply because they do not attend the hearing. Failure to complete sanctions may result in account holds and/or additional conduct charges.

Conduct proceedings within University are administrative rather than criminal in nature. This process is an educational, administrative process, and does not apply the rules of evidence, criminal procedure, or the standards of the legal system. The authority of the University to hold students/oranizations accountable for violations of University policies and procedures differs from the power of civil authority to deal with violations of criminal law. The conduct process is developed and administered utilizing the foundation of fundamental fairness as defined under Fair Hearing Principles. The overarching goal of the conduct process is to educate students and organizations on how their behaviors impact themselves, their communities, and their future. Decisions of “responsible” or “not responsible” are based on the facts of the incident and the student’s meeting with the Conduct Officer. The Conduct Officer uses a “preponderance of the evidence” threshold to determine if a student/oranization is responsible for violating the Standards of Conduct.

The University reserves the right to pursue disciplinary action if a student violates a policy, rule, or regulation and withdraws from the University before administrative action is taken. Additionally, the University reserves the right to pursue student conduct action for incidents which occur off-campus. A conduct officer may elect to add additional charges later during the conduct process with notification to the student or organization based on new discovery.

**Fair Hearing Principles**

Embry-Riddle adheres to the rights of all our students and organizations when addressing student/oranization conduct procedures. As a part of the conduct
process, students/organizations accused of violating the Standards of Conduct shall be entitled to a hearing by a Conduct Officer (CO).

The University Conduct process strives to ensure fair and impartial decisions. Embry-Riddle complies by adhering to the concept of fundamental fairness, in which students/organizations are provided the following rights throughout the Conduct process:

- To be considered not responsible for any violation(s) until responsibility is established.

- To receive a Notice of Hearing. A Notice of Hearing includes specific section(s) of the Standards of Conduct in which a violation(s) may have occurred, and time and place when the hearing will be held. Communication of notice will be done via ERAU e-mail. In cases involving a student organization, an e-mail will be sent to the president or most senior officer of the organization as the representative for the organization. *(Please note that an organization advisor or headquarters may be contacted at any time during this process.)*

- To understand the specific Standard(s) of Conduct that the student/organization has allegedly violated.

- To be informed of all presented evidence.

- Select an advisor of their choosing to guide and accompany them throughout the conduct process. The advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them who is both eligible and available. *People who will be called as witnesses may not serve as advisors/supporters.*
  
  o Advisors are subject to the same campus rules, whether they are attorneys or not and may not present on behalf of their advisee in a meeting or interview.

  o Advisors are expected to refrain from interference with the conduct process. Any advisor who steps out of their role during any part of the conduct process will be warned once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting or interview or withdraw as the advisor. When an advisor is removed from a meeting or interview, that meeting or interview will continue without the advisor present. Subsequently, the CO will determine whether the advisor may participate in future meetings or interviews, if they may be replaced by a different advisor, or whether the
party will forfeit the right to an advisor for the remainder of the process.

- To be informed of the outcome, including the decision of the violation(s) and sanction(s).
- To request an appeal of the decision or sanction(s) made by the CO(s). Please refer to the Student/Organization Conduct Appeals Process for more information.

Student/Organization Conduct Appeals Process

The opportunity to request an appeal of the decision by a CO(s) is afforded to Embry-Riddle students/organizations who are found responsible for violating the Standards of Conduct – when any of the criterions established for a Request for Appeal (see below) has been identified. The Request for Appeal form must be submitted within two business days of the CO(s) decision letter. Request for Appeal forms are available by CLICKING HERE. Any sanctions levied by the CO(s) will remain in effect until the appeals process has culminated and a final decision has been rendered.

Request for Appeal

The request for review of an appeal will be considered by the Student Government Association (or Conduct Committee if the entire SGA Council needs to recue themselves) to determine whether grounds for an appeal exist. A student or organization will be granted an appeal based on any of the following grounds:

1. A sanction that falls outside the sanction range commonly assigned for the offense
2. A material deviation from written procedures that jeopardized the doctrine of fundamental fairness
3. A demonstrable bias by a Conduct Officer (CO)
4. New information, unavailable at the time of the hearing, that could impact the original judicial decision and/or sanction

Request Process

1. If the SGA grants an appeal in accordance with the established criterion above, they may return the complaint to the original CO(s) (excluding #3 above) or to a higher-level administrator for reconsideration in light of the basis for the appeal.
2. If the SGA determines that there is not a sufficient basis to warrant an appeal based on the criterion listed above, the requestor will be notified
in writing via ERAU e-mail and the original decision will remain in effect and be considered the final decision.

3. Appeals are deferential to the original hearing decision, and are not intended as a rehearing.

4. All sanctions from the original decision will remain in place during the request for an appeals process unless otherwise determined by the Associate Dean of Students or their designee.

**Sanction 1-3 Appeals**

Students/organizations appealing cases where a Sanction Level 1-3 was imposed will have their appeal adjudicated by a University administrator. A member of the Student Government Association will serve as facilitator for the administrative appeal. The Administrator may elect to convene the Student Appeals Board, operated by the Student Government Association for a recommendation. The Associate Dean of Students, or designee, will serve as the University administrator to hear the appeal.

**Sanction 4-7 Appeals**

Students/organizations appealing cases where a Sanction Level 4-7 is imposed have the option to adjudicate their appeal through a University administrator or the SAB (who makes a recommendation to a University administrator who is responsible for making the final decision.) The Associate Dean of Students, or designee, will serve as the University administrator to hear the appeal.

The decision of the Associate Dean of Students or designee on all conduct hearing appeals is the final decision of the University.

**Student Appeals Board (SAB)**

The Student Appeals Board is comprised of students serving on the Student Government Association in elected positions, faculty, and staff who receive training on University policies and procedures as well as best practices in adjudication processes within higher education. The purpose of the SAB is to make recommendations to the University administrator rendering the decision in student and organization conduct appeal cases. Although most student and organization conduct actions are adjudicated by a University Conduct Officer, a CO may request the assistance and recommendation from the SAB during the original hearing.

If the student/organization complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details:
Civil Rights Equity & Sex/Gender-based Harassment, Discrimination and Sexual Misconduct

Consistent with Office of Civil Rights directives for enforcement of Title IX of the Educational Amendments of 1972, all cases or reports that involve sex/gender harassment, discrimination and sexual misconduct will be handled through the University Civil Rights Equity & Sex/Gender Harassment, Discrimination, and Sexual Misconduct Resolution process. Please click here for definitions and procedures or contact the Title IX Coordinator for more information.
Standards of Conduct

Standards of Conduct - Violations

1. Sex/Gender-based Discrimination, Harassment, and Sexual Misconduct
   – Unfavorable, unwelcomed treatment, or sexual contact without consent that is severe or pervasive by a man or a woman towards a man or a woman. Additional information pertaining to ERAU’s Sexual Assault, Sexual Harassment and Sexual Misconduct Policy can be found at click here. (Any violation of the Sex/Gender-based discrimination, harassment, and sexual misconduct will fall under Title IX and will be handled in accordance with the Civil Rights Equity & Sex/Gender-based Discrimination, Harassment, and Sexual Misconduct Resolution Process. Please see the Title IX Coordinator for more information.)

   A. Non-Consensual Intercourse: Any sexual penetration or intercourse, however slight, with any object, by a person upon another person that is without consent and/or by force.

   B. Non-Consensual Sexual Contact: Any intentional sexual touching, however slight, with any object, by a person upon another person, this is without consent and/or by force. This touching can include, but is not limited to, intentional contact with the breasts, buttock, groin, or genitals; touching another with any of these body parts; making another touch you or themselves with or on any of these body parts; or any other intentional bodily contact in a sexual manner.

   C. Sexual exploitation: Sexual exploitation is an act or omission to act that involves taking non-consensual, unjust, humiliating, or abusive sexual advantage of another, either for his or her own advantage or to benefit or advantage anyone other than the Complainant. Examples of sexual exploitation include but are not limited to the following:

      I. Creating a picture(s), movie(s), webcam, tape recording(s), graphic written narrative(s), or other means of memorializing sexual behavior or a state of undress of another person without the other’s knowledge and consent; Sharing items described in the paragraph above beyond the boundaries of consent where consent was

1 The use of force is not “worse” than the subjective experience of violation of someone who has sex without consent. However, the use of physical force constitutes a stand-alone non-sexual offense as well, as it is our expectation that those who use physical force (restrict, battery, etc.) would face not just the sexual misconduct charge, but charges under the code for the additional assaultive behavior.
given. For example, showing a picture to friends where consent to view it was given for oneself only;

II. Observing or facilitating observation by others of sexual behavior or a state of undress of another person without the knowledge and consent of that person;

III. “Peeping Tom” or voyeuristic behaviors;

IV. Engaging in sexual behavior with knowledge of an illness or disease (HIV, STD, or STI) that could be transmitted by the behavior without full and appropriate disclosure to the partner(s) of all health and safety concerns;

V. Engaging in or attempting to engage others in “escort services” or “dating services” which include or encourage in any way sexual behavior in exchange for money or other benefit or reward;

VI. Intentionally, knowingly, or surreptitiously providing drugs or alcohol to a person for the purpose of sexual exploitation; or

VII. Exposing another person to pornographic material without the person’s advance knowledge or consent.

D. Sexual harassment: Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other sex-based and/or gender-based physical, written, visual, or verbal conduct of a sexual nature where:

I. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education; or

II. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or

III. Such conduct has the purpose or effect of:

   a. Unreasonably interfering with an individual’s academic, social or professional performance; or

   b. Creating an intimidating, hostile, or demeaning employment or educational environment.

E. Consent: Consent is an explicitly communicated, reversible mutual agreement in which all parties are capable of making a decision. Consent is informed, voluntary, and actively given. Consent exists
when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to participate voluntarily in sexual activity.

- Consent is active, not passive.
- Silence, in and of itself, cannot be interpreted as consent.
- Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.
- In order to give consent, one must be of legal age.

F. Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”).

G. Coercion: Coercion is unreasonable pressure for sexual activity. Continued pressure beyond that point can be coercive. When person “A” makes it clear they do not want to engage in sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure by person “B” is considered coercion.

NOTE: There is no requirement for a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

H. Incapacitation: An individual is incapacitated when s/he is not able to make rational, reasonable judgments and therefore is incapable of giving consent. Incapacitation is the inability, temporarily or permanently, to give consent, because the individual is mentally and/or physically impaired, from developmental disability, by alcohol or other drug consumption,
either voluntarily or involuntarily, or the individual is unconscious, asleep, involuntarily physically restrained, or otherwise unaware that the sexual activity is occurring.

In addition, an individual is incapacitated if s/he demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual activity. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements (such as walking without assistance), being unaware of circumstances or surroundings, or being unable to communicate for any reason.

An individual in a blackout state may or may not meet the definition of incapacitation. Such an individual may appear to act normally, but later may not have recall of the events in question. The extent to which a person in this state affirmatively gives words or actions indicating a willingness to engage in sexual activity and the other person is unaware – or reasonably could not have known – of the alcohol consumption or blackout, must be evaluated in determining whether consent could be considered as having been given.

2. Other Misconduct Offenses

((Other misconduct offenses, when determined to be sex/gender-based will be handled in accordance with the Civil Rights Equity & Sex/Gender-based Discrimination, Harassment, and Sexual Misconduct Resolution Process. Please see the Title IX Coordinator for more information.) - This includes but is not limited to physical, verbal, visual, written acts or electronic media.

A. Verbal or physical abuse, including fighting, threats, harassment, coercion, and/or other conduct or action that threatens the health and safety of any person. Students who are thought to be a threat to themselves or other members of the University, or who are experiencing serious medical or psychological issues that cannot be sufficiently handled by Embry-Riddle personnel, are subject to Administrative Leave of Absence from the University.

B. Discrimination – Discrimination is defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of a protected class as defined in the University Civil Rights Equity & Sex/Gender-based Harassment, Discrimination, and Sexual Misconduct policy.

C. Hazing – Hazing is defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as
defined further in the Hazing Policy); Such activities may include, but are not limited to:

- Paddling
- Forced indulgence of alcohol or food
- Forced excessive exercise
- Indecent stunts or dress
- Deprivation of sleep, normal sleep patterns or adequate study time
- Physical harassment such as pushing, shoving, tickling, yelling, etc.
- Deprivation of normal amounts of food and water
- Individual or group interrogations such as line-ups
- Personal servitude
- Assigning pranks
- Forced or coerced trips i.e. “kidnaps”, displacement, and "pledge" dumps
- Physical or psychological shocks
- Quests
- Wearing of public apparel which is conspicuous and not normally in good taste
- Engaging in public stunts of buffoonery, morally degrading or humiliating games or activities
- Other activities which are not consistent with academic achievement, University policy, or are in violation of local, State or Federal laws.

D. Intimate Partner Violence - also sometimes known as dating violence, domestic violence, or relationship violence; In general, intimate partner violence includes physically, sexually, economically and/or psychologically abusive behavior that arises in the form of a direct violent act, or indirectly as acts that expressly or implicitly threatens violence. Intimate partner violence also occurs when one partner attempts to maintain power and control over the other through one or more forms of abuse, including sexual, physical, verbal, or emotional abuse.
E. Stalking (including cyber/electronic stalking) – a course of conduct, directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcomed, AND would cause a reasonable person to feel fear. Stalking is also repetitive and menacing, pursuit, following, harassing and/or interfering with the peace and/or safety of another.

F. Bullying (including cyber bullying)/Intimidation - repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally that is not speech or conduct otherwise protected by the First Amendment.

G. Retaliation – Retaliation is defined as attempts or acts to seek retribution including, but not limited to, any form of bullying, intimidation, reprisal, harassment, depriving participation in activities, or intent to prevent participation in University proceedings under this Policy. Retaliation may include continued abuse or violence, other harassment, and slander and libel. Retaliation against an individual for an allegation, for supporting a reporting party or for assisting in providing information relevant to an allegation is a serious violation of University policy.

H. Instigation – Any intentional act or suggestion that encourages others to engage in or continue a behavior which threatens positive community within the University or residence hall.

I. Audio/Video Recording – Any intentional recording (audio/video) of someone in a location where privacy is reasonably expected without that person’s consent.

3. Drugs

A. The sale, manufacture, distribution, possession and use of illegal drugs on or off campus is prohibited. This includes but is not limited to: misuse of over-the-counter drugs; misuse or sharing of prescription drugs; possessing, using, being under the influence of, distributing, or manufacturing any form of illegal drug; possessing paraphernalia (i.e., rolling papers, pipes, bongs, etc.) for intended or implied use of any form of illegal drug. Possessing paraphernalia that contains or appears to contain illegal drug residue; purchasing or passing illegal drugs from one person to another and using mail services to purchase, pass, or distribute illegal drugs. Illegal drugs include but are not limited to: recreational drugs, non-medical marijuana*, synthetic/novelty powders and any substance designed/used to alter a person’s state of mind (such as Spice, K-2, Salvia and Bath Salts), cocaine, methamphetamines, heroin, or materials to create an illegal drug.
B. Drug paraphernalia or other paraphernalia used to facilitate illegal use of a legal substance, stimulants, hallucinogens, or other similar non-prescribed agents known to be harmful or habit forming drugs or chemicals (such as those used in huffing), and attempting to manufacture or sell counterfeit drugs.

C. Medicinal Marijuana* is not permitted on campus or at University sponsored events. This includes, but is not limited to, the possession of the substance in any form (edibles or other forms) as well as paraphernalia including pipes with or without residue, rolling papers, bongs, etc.

*Embry-Riddle does not permit the use or possession of medical marijuana or paraphernalia on campus (see Medical Marijuana Policy pg. 78)

4. Alcohol

A. The possession or consumption of alcohol by anyone under the age of 21; being under the influence of alcohol may be viewed as possession.

B. Having knowledge of, or being in the presence when an alcohol violation occurs, may constitute equal responsibility and involvement in the incident.

C. Purchasing for or providing alcohol to anyone under the age of 21.

D. The possession of alcohol on University owned or operated property (excluding exempted locations such as residence hall rooms with approved alcohol permit or preapproved events) is prohibited.

E. Showing physical or mental impairment following or resulting from alcohol use.

F. The possession of or use of powdered/vapor alcohol or vaportini’s or similar devices on University owned or operated property is prohibited.

G. The possession, use of items, or activities that encourage or facilitate mass consumption of alcohol (i.e. kegs, beer bong, drinking games).

5. Tobacco use/Smoking

A. The use of any tobacco or tobacco-like products, whether in the form of cigarettes, cigars, pipes, dipping/snuff, smokeless cigarettes (e-cigarettes/vape pens) or chewing tobacco is prohibited anywhere on/in University owned, operated, or leased property or vehicles, which includes but is not limited to the parking lots, buildings,
residence halls, aircraft and personal vehicles, while on campus except in one of the designated locations on campus (see map here).

6. Weapons and Other Dangerous Materials

A. Possession of weapons and/or ammunition, while on University-owned or controlled property or at an ERAU sponsored event, including, but not limited to firearms, BB guns, lead pellet air guns, slingshots, knives (knives with blades less than three inches in length [pocket knives] or multi-tools are the exception), cross-bows, or other objects classified or used as dangerous weapons with the potential for danger or harm are prohibited. Exceptions may be permitted for storage in residence halls. Exceptions must be approved in writing by Safety and Security and Housing and Residence Life Departments. Any prohibited dangerous weapons or simulated weapons brought onto University property or ERAU sponsored event are subject to confiscation and will be held until removed from campus. Individuals or student organizations may seek approval in advance from the Department of Campus Safety and Security to host an event on or off campus involving the use or display of actual weapons, simulated weapons, and/or archery equipment.

B. Possession or use of a perceived or actual explosive or incendiary device/materials including but not limited to fireworks, chemical or combination of chemicals, compounds, and/or materials, manufactured for the purpose of rupturing or bursting (i.e. dry ice or “toilet cleaning chemical” bomb). Having knowledge of the above or being in the presence of a chemical violation may constitute equal responsibility and involvement under the Standards of Conduct.

C. Possession or use of a perceived or actual explosive or incendiary device/materials including but not limited to fireworks, chemical or combination of chemicals, compounds, and/or materials, manufactured for the purpose of rupturing or bursting (i.e. dry ice or “toilet cleaning chemical” bomb).

D. Possession of hazardous materials in undesignated areas is strictly prohibited. These items include, but are not limited to, flammable substances, flammable solvents, paint thinner, vehicle fluids (gas, jet fuel, and oil), and more than a reasonable amount of spray paint.

E. Other pyrotechnic equipment including, but not limited to, fog, smoke, or fire machines may not be used in or around campus buildings.

F. Having knowledge of the above Weapons and Other Dangerous Materials Policy or being in the presence of a chemical violation may constitute equal responsibility and involvement under the Standards of Conduct.
7. Passive Participation
A. Student or a group of students who are aware of illegal activities, violations of the Standards of Conduct, other University policies, or state law and do nothing to prevent it, stop it or report it may be held responsible for the alleged violation. (Report a Concern )

8. Criminal Acts
A. Any act of arson, falsely reporting a fire or other emergency, falsely setting off fire alarms, tampering with fire alarms or fire extinguishers, hoses or other emergency equipment, or removing equipment from its intended location, except when used for emergency purposes.
B. Committing an act or attempting to commit an act that is a violation of the Criminal Code of the State of Arizona and/or federal or government jurisdiction.
C. Security violations, including attempted violations, or misuse of computing facilities/ERAU infrastructure, software or hardware, including the unauthorized reproduction or use of copyrighted material, i.e., illegal file sharing and illegal downloading are prohibited.
D. Unauthorized entry to University operated or owned facilities or property is prohibited.
E. Unauthorized possession, duplication, or use of keys or access cards to any University operated or owned facilities or property is strictly prohibited.
F. Any student cited or charged for a misdemeanor or felony crime must notify the Dean of Students Office within 24 hours or first business day following the incident. Proof of final judgment, sentence or disposition related to the matter must be submitted within 24 hours of judgment or at the time of enrollment, whichever comes first.
G. Any student who has a criminal case pending, or those which have already been adjudicated within the court system, as a sexual offender or sexual predator, must notify the Dean of Students Office of their status. Proof of final judgment, sentence or disposition related to the matter must be submitted within 24 hours of judgment or at the time of enrollment.

9. Disorderly Conduct
A. Obstruction or disruption of teaching, research, student conduct proceedings, administration, residence hall operations, or other University sponsored activities.
B. Conduct that could be perceived as offensive, lewd, indecent, or obscene to a reasonable person.

C. Participation of students or groups of students in activities which may cause injuries to persons.

D. Participation of students or groups of students in activities which may interfere with orderly function, or normal flow of traffic.

E. Pledging or associating with a student organization that is not recognized or supported by the University.

F. Creating a nuisance or disturbance within a community on or off campus. This includes, but is not limited to ‘social hosting’ guidelines found within your community.

10. Theft

A. Theft, wrongful appropriation (theft with intent to temporarily deprive the owner of possessions), unauthorized possession, or sale of stolen property.

B. Any form of identity theft or unauthorized acquisition or use of another’s personal information, identification, or access credentials.

11. Property Damage

A. Vandalism or malicious destruction of private or public property.

B. Damage or misuse of private or public property.

C. Participation of students or groups of students in activities which cause damage to public or private property.

12. Fraud / Providing False Information

A. Furnishing false information to the University or any University official with intent to deceive.

B. Falsely reporting the presence or attempted use of an explosive or incendiary device with the intent to or effect of disrupting the operation of the University or a scheduled event that is sponsored by or contracted through the University.

C. Forging, altering, falsifying, destroying, misusing, or unauthorized use of University documents, records, or identification, or using Embry-Riddle stationery, business cards, or logo, or identifying oneself in any other way as an agent of the University for personal, non-University business. An “Agent” is defined as a person who is authorized to act for or in place of another.

D. Fraudulent business transactions, including forgery.
E. Manufacturing, and or possessing false documents including but not limited to: identification cards, driver’s licenses and Embry-Riddle Identification cards.

F. Unauthorized use of official University Wordmark, Eagle logo, Athletics Logo, monogram, seal, or any other identity symbol.

13. Motor Vehicles and Other Forms of Transportation
   A. Violation of rules and regulations governing the use of moving vehicles (i.e., bikes, skateboards, motor vehicles) on University-owned or controlled property as defined on the Safety and Security Website under the parking and traffic regulations.
   
   B. Property damage or physical harm caused by the operator and/or registered owner of a moving vehicle.

14. Failure to Comply
   A. Violations of the terms of conduct sanctions.
   
   B. Failure to promptly pay, after receiving notice, all University bills, accounts and other University financial obligations.
   
   C. Failure or refusal to comply with any administrative directive, i.e. verbal or written request from a University official acting in an official capacity.
   
   D. To be present at or to have knowledge of any violation of the Standards of Conduct.

15. University Managed Housing Policies
   A. Alcohol
      –only individuals who are 21 years of age or older are permitted to possess and/or consume alcoholic beverages and must follow these guidelines
      
      I. Alcohol is only permitted in the residence halls designated where upper division and transfer students reside. All students who wish to consume/possess alcoholic beverages must obtain an alcohol permit from the Department of Housing and Residence Life (HRL) and post in plain view within their assigned living area.
      
      II. Alcohol is not permitted in the common areas and/or around the residence halls.
      
      III. Alcohol may not be consumed in the presence of any individual under the age of 21 who does not live in the suite/apartment.
      
      IV. Beer, wine, wine coolers, and malt beverages are the only types of alcohol permitted in the halls. The maximum amount of alcohol allowed by a permit-holding student at
any given time is 12 (12oz) bottles of beer/wine cooler/malt beverages and/or two bottles of wine. Hard liquor and alcohol/energy combination drinks of any kind are prohibited.

B. Prohibited Items in Residence Halls
   I. Halogen lamps/ultraviolet or sun lamps
   II. Candles (with wicks)
   III. Flammable liquids, flammable vapors, and other dangerous substances. Reasonable provisions will be made for aerosol hairsprays, deodorants, and such; however, these are potentially hazardous and should not be stored in the halls in large quantities.
   IV. Loft kits not provided by the University
   V. Empty alcohol containers in rooms without alcohol permits
   VI. Portable heaters not provided by the University
   VII. Refrigerators over 4.0 ft³ not provided by the University
   VIII. Air-conditioners not provided by the University
   IX. Dart boards
   X. Satellite dishes
   XI. Motorcycles, mopeds or other similar vehicles and/or parts
   XII. Waterbeds, Jacuzzis, hot tubs or pools
   XIII. Pornography in public/common areas
   XIV. Pets EXCEPT fish
   XV. Weapons as defined under the Weapons and Other Dangerous Materials section found within the Standards of Conduct. Exceptions may be granted for storage of paintball guns, soft pellet air guns and archery equipment via a storage permit from the Department of Safety and Security. Weapons stored must be:
      • Contained in a locked and secure case
      • Transport to and from their assigned residence hall room
• Stored within their assigned space
• Stored in their vehicle: paintball guns, soft pellet air guns (air soft) and archery equipment if they meet specified requirements.

XVI. Unsafe extension cords. Extension cords must be UL approved, three pronged, and not contain any cuts, tears, or splices. Extension cords and power strips must be plugged directly into a wall outlet, they cannot be plugged into one another (“daisy chaining”).

C. Prohibited Behaviors in and around the Residence Halls
   I. Playing amplified instruments
   II. Chaining bikes or other personal items to anything other than bike racks
   III. Storing personal items in common areas, including hallways and lounges. Any items in common areas may be considered abandoned
   IV. Adjusting University provided beds. All requests for bed adjustments need to be made in the first two weeks of the semester
   V. Removing University provided furniture from the assigned space
   VI. Repairing or attempting to repair damages to University property. All repairs must be completed through HRL
   VII. Moving rooms without HRL authorization
   VIII. Splicing/splitting or altering any cable or data port
   IX. Use of personal routers, wireless access points, switches, hubs, and 2.4 GHz phones
   X. Climbing/scaling/rappelling off buildings, trees, lamp posts or rooftops
   XI. Using University resources such as the internet for commercial enterprises
   XII. Excessive noise during quiet/courtesy hours
   XIII. Propping/forced entry of entrance doors
   XIV. Using gas, propane, or charcoal grills inside
XV. Reentering prior to approval or not evacuating the building during a fire alarm

XVI. Engaging in behavior that may cause damage to facilities or harm to persons

XVII. Failure to maintain a healthy living space (i.e., failing a Health & Safety Inspection)

XVIII. Painting on windows to include auto paint and spray snow

XIX. Removing window screens for non-emergency situations

XX. Not complying with a University Official (including RAs or other student employees)

XXI. Using materials that cause airborne contaminants or vapors (i.e. spray paint, certain glues, welding, soldering) inside of the residence halls. If you use these materials plan to do so outside, in a fume hood, or use other ventilation equipment and keep the project out of the halls until the fumes are no longer present.

XXII. Guests are permitted in the residence halls. Residents are responsible for the actions and behaviors of their guests at all times and must escort while they are on-campus. Guests under the age of 18 must be approved by HRL at least seventy-two hours prior to their visit. Overnight guests are allowed for two nights in a calendar month with the permission of roommate(s).

16. Student Organizations

A. **Recognition**- Student organizations must meet all requirements to be a registered student organization as put forth on the Control Tower and in the Student Organization Handbook.

B. **Failure to Comply**- Student organizations must comply with all verbal and written requests from University officials acting in an official capacity. This specifically includes the Department of Student Engagement and Campus Safety.

C. **Alcohol**- Underage drinking is strictly prohibited.
   I. Student Organizations must adhere to all University policies involving alcohol and alcohol events as well as any national organization standards linked to their professional affiliation (*See Appendix A, University Guidelines for use of Alcoholic Beverages on Campus*).
II. Student organizations sponsoring events with alcohol off campus are responsible for abiding by state, University, and national organization alcohol policies and will be subject to the University conduct process.

D. **Non-Hazing Compliance** - Embry-Riddle Aeronautical University prohibits any form of hazing. Hazing is defined as any action taken or situation created intentionally by an individual, club, or organization, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule; and the act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in an organization.

The willingness of an individual to participate in any such activity or the degree of affiliation within an organization notwithstanding, any and all such activities or similar in deed or purpose may be considered an act of hazing. Any suspicions of the above-mentioned activities or any other activities, which may be construed as hazing, should be reported to the Dean of Students Office or the Department of Student Engagement immediately.

E. **Weapons** - Student organizations must seek approval in advance from the Department of Campus Safety to host an event on or off campus involving the use or display of paintball guns, soft pellet air soft guns and/or archery equipment.

F. **Activity Release and Travel Forms** - Any organization that engages in activities that exposes a participant of that activity to a risk of physical harm and/or loss of or damage to your personal property must complete appropriate release forms. All forms are available on the Department of Student Engagement Control Tower page. (See Appendix B, Activity Waivers).

There are three types of Activity Release forms:

- An Activity Release form for use by designated groups as part of an ongoing activity or meeting.
- An Activity Release form for individuals or non-organization members participating in a specific activity that involves a risk of physical harm and/or loss of or damage to your personal property.
- A Field Trip Information and Liability form for groups traveling outside of Prescott. This form must be on file with Department of Student Engagement prior to departure.
G. **Fundraising Policies**- If you are intending on raising funds, asking for donations or doing a raffle, you must comply with all fundraising & raffle rules, laws, and policies:

I. Use a sound system of checks and balance so that all funds are secure. Cash boxes are available for check out at the Student Union Desk.

II. When asking for donations (monetary or in-kind), clearly list your organization name and how the donations will be used.

III. Any student organization conducting a Fundraiser involving the sale of food must read and comply with the Food Handling policy below.

IV. All brochures, advertisements, or notices used in connection with a drawing by chance must disclose (a) any special rules associated with the drawing, (b) The date, hour, and place where the winner will be chosen. (c) That no purchase or contribution is necessary.

V. It is unlawful for any organization to promote, operate, design, engage in, or conduct any drawing in which the winner is predetermined by means of matching, instant win, or preselected sweepstakes or otherwise in which the selection of the winner is in any way rigged.

VI. Organization must promptly notify, at the address set forth on the entry blank, any person, whose entry is selected to win, of the fact that he or she won. It is unlawful for my organization to: (a) Sell raffle tickets without holding a raffle. (b) Decline to notify the winner of a raffle. (c) Withhold the winnings of the raffle if proper identification and information is presented by the winner. (d) Deny any individual the right to buy a raffle ticket based on race, color, creed, associations with other organizations, or by any other means (unless it is an internal raffle that is not advertised publicly).

H. **Food Handling Policies**- All person(s) preparing food are expected to follow reasonable food safety practices when preparing food for their events. For questions about food safety, please contact. *(See Appendix C, Safe Food Handling)*. The following food handling rules apply:

I. If any of the following food items (Milk, Eggs, Peanuts, Tree Nuts, Fish/Seafood, Shellfish, Soy, and Gluten) will be served or any of the food is prepared or packaged in a location that also used any of those items,
allergy warning signs must be displayed as required by Federal law.

II. All persons handling food should completely wash their hands (rub using soap and water for at least 20 seconds before rinsing thoroughly) before handling any food. Always wash hands after using the restroom, especially during food preparation.

III. Make sure all equipment is clean and sanitary before using it.

IV. Use thermometers to ensure adequate and proper cooking temperatures.

V. Do not sell or bake-sale food (perishable) more than 24 hours after it has been prepared.

I. University Word mark & Logo Restrictions- Student Organizations may not use the official University wordmark, Eagle Logo, Athletics Logo, monogram, seal and/or other graphic identity symbol without permission from the responsible University office(s) noted herein.

Any use of a University wordmark or logo by an individual student organization must be approved by the University Communications Office and the Office of General Counsel.

J. Use of Copyrighted and Licensed Material- It is the policy of Embry-Riddle Aeronautical University that movies/films, videos, TV shows etc. may not be shown in public settings without first obtaining the necessary license to do so. The Federal Copyright Act prohibits the showing of copyrighted material in public settings unless a public performance license has been obtained.

I. Movies/films, videos TV shows etc. that have been rented, borrowed, or purchased cannot be shown outside of the home/residence hall room without the appropriate license. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is profit or non-profit, or whether a state or federal agency is involved. Willful infringement is punishable by law.

II. The only exception to the above is the showing of movies/films, videos, TV shows etc. in narrowly defined, face-to-face teaching activities. The criteria for this is that it takes place in the classroom, the material is viewed by teacher and registered students only, the tape is listed on the syllabus as it must be directly related to the course.
III. The U.S. Copyright Act extends to architectural designs, software, graphic arts, motion pictures, and sound recordings.

Permission to show a movie can be purchased. If your organization is interested in showing a movie or using copyrighted material, please contact the Department of Student Engagement for instruction.

17. Fraternities and Sororities

A. Adherence to FIPG policies- All chapters must adhere to all University and FIPG (Fraternity Information Programming Group) policies for events, gatherings, and meetings. FIPG defines hazing, alcohol and drugs, sexual abuse and harassment. For more information visit www.fipg.org.

A Chapter must not discriminate in membership selection, as well as other programs and activities, based on race, religion, color, disability, and/or sexual orientation. A Chapter must maintain single-sex membership, based upon the provisions of Section 86.14 of the regulations of Title IX of the U.S. Educational Act Amendments of 1972. Chapters must not violate University, state, county, or federal policy/law during Chapter/Business meetings or events.

B. Academic Standards- A Chapter must contribute to the advancement of scholarship through the maintenance of a scholarship program for members. The fraternities and sororities will establish and maintain minimum grade point standards for officers and membership while maintaining a cumulative Chapter GPA of 2.6 or higher. Each semester, the chapter must attain at 2.6 or higher GPA. Should a Chapter not maintain a Chapter cumulative GPA of a 2.6 or higher or 2.6 or higher each semester, the Chapter will be placed under Academic Review. Academic Review includes three steps: Academic Support, Academic Probation, and Academic Suspension. Full details found in the Fraternity & Sorority Life Recognition Agreement.

C. Fraternity & Sorority Recognition Agreement- Chapters must fulfill all requirements set forth in their Recognition Agreement. (See Appendix D, Agreement for Official Recognition or Fraternities and Sororities).
Student Conduct Outcomes

Outcomes in the Conduct process are educational in nature, not punitive. The purpose of outcomes is to promote student/organization reflection on past decisions and to evoke a behavioral change in future decisions. It is important to note that more than one of the outcomes may be imposed for any single violation when deemed appropriate. All conduct outcomes are noted in the Dean of Students Office or other designated offices, and outcomes become part of the student’s overall educational file. The level of the sanction is determined by the severity of the violation and any past student/organization conduct issues. Student/organization conduct outcomes, which may be imposed for violations of the Standards of Conduct, include the classifications of outcomes/sanctions listed below. More than one outcome/sanction may be imposed for any single violation when deemed educationally appropriate.

Educational Advisement
A meeting with a University official to discuss how the students’ minor policy infractions, as determined by a University official, impact the student or the community. Educational advisement is considered a pro-active administrative courtesy and is not entered into the official student conduct records.

Loss of Privileges
Denial of specific privileges for a specific period of time.

Parental Notification
The University, in its sole discretion, may notify parents and or guardians/sponsors regarding students in violation of campus alcohol and drug policies without the student's consent. In other circumstances when the University administration believes it is in the best interest of the student, parental notification may be appropriate. Additionally, students may be required to notify their parents as a result of a responsible finding for any Standards of Conduct violation.

Restitution
Monetary compensation for loss, damage, or injury.

No Trespasses
Restricts an individual or an organization’s ability to enter specific areas or buildings on University owned, operated, or managed property.

No Contact Order
Restricts individuals from forms of contact/interaction, with specified person(s). A No Contact Order may be issued in non-conduct related situations and may not be part of a sanction.

Developmental Sanctions
Customized educational sanctions based on the individual and the circumstances involved. These may include but are not limited to:
- Work assignments
- Service to the University
- Educational projects
- Community volunteer service
- Research reports
- Counseling evaluation
- Mediation
- Modules (fees apply)

Residence Hall Transfer or Removal
Transfer of the student from the residence hall room to another room or housing unit.

Eviction
Immediate removal from the residence halls. Students who are evicted from the residence halls are financially responsible for the remainder of their housing contract.

Interim Suspension
Temporary involuntary separation while a student’s actions and/or behaviors are under review, particularly if there is a potential threat to the health and safety of self or others, or a significant disruption of the University community.

Administrative Intermediate Actions
Students who are being investigated for possible violations of the Standards of Conduct or the University’s Sex/Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy may be issued an intermediate action until the adjudication process is complete. Some of the intermediate action may include but is not limited to: interim suspension, restriction on participation of University sponsored activities, modifications to class schedules, trespass from particular locations on campus, and no contact orders.

Levels of Sanctions

Level 1: Official Note to File
A written notice is placed in the student's University educational file. This sanction level consists of minor violation(s) of the Standards of Conduct, of conduct reflecting an unintentional breach of the Standards of Conduct, or inappropriate conduct that has limited impact on the community safety, personal integrity, or honor.

Level 2: Written Reprimand
Sanction signifying a more serious level of conduct. This sanction level consists of minor violation(s) of the Standards of Conduct, of conduct reflecting a breach of discipline or inappropriate conduct that has a noticeable impact on the community, safety, personal integrity, or honor.
Level 3: Warning
This sanction level consists of violation(s) of the Standards of Conduct, of conduct reflecting an intentional breach of discipline or inappropriate conduct that has a significant impact on the community, safety, personal integrity or honor. This is the highest level of sanction before the student’s relationship with the University is in jeopardy.

Level 4: Probation
This sanction level entails probation for a specified period of time. Students on student conduct probation must meet with the Dean of Students or his/her designee prior to registering for classes. If probation is completed without further violations of the Standards of Conduct, the probationary status may be lifted. Guidelines for a student's behavior may be included as conditions of the probation. If a violation of the Standards of Conduct is committed during a probationary period, action may be instituted which results in suspension or dismissal.

Level 5: Permanent Probation
Probation is imposed for the remainder of a student’s enrollment at Embry-Riddle. The student must demonstrate acceptable behavior in order to continue enrollment at Embry-Riddle. Guidelines for a student's behavior may be included as conditions of the probation. If a violation of the Standards of Conduct is committed during a probationary period, action may be instituted which results in suspension or dismissal. Students on student conduct probation must meet with the Dean of Students or his/her designee prior to registering for classes.

Level 6: Suspension
Suspension is the involuntary separation of the student from the University for a specified period. Students who face legal proceedings may also face student conduct action by the University immediately or may be suspended from the University until culmination of the legal proceedings. If suspended as the result of legal proceedings, all University involvement, academic, social and financial, may remain status quo until legal proceedings have been concluded. Students who are suspended must apply for readmission to the University. Readmission after suspension may include special conditions or requirements as outlined at the time the student was suspended. Students who are suspended are not permitted on campus without prior approval by the Dean of Students Office or the Department of Safety.

Level 7: Dismissal
Dismissal is the involuntary and permanent separation of the student from the University. Students who are dismissed are not permitted on campus without prior approval by the Dean of Students Office or the Department of Campus Safety.
Student Rights and Responsibilities

For additional information on students’ rights and responsibilities, contact the Dean of Students Office, Bldg. 49, unless otherwise noted.

Grievance Procedure

It is the policy of Embry-Riddle Aeronautical University to administer its educational programs in a fair, prompt, equitable, and academically sound manner in accordance with the appropriate regulations and criteria of its governing board, accrediting associations, and Federal and State laws and regulations. Students are provided an opportunity to express any complaint, grievance or dispute to be investigated for possible resolution.

The Dean of Students Office will provide advice and guidance to students who present grievances or complaints, whether personal or academically related, including sexual misconduct and discrimination. Appeals concerning previously assigned grades are specifically addressed through the academic administrative chain, beginning with the course instructor. (See the Grade Appeal Process in the Catalog.) The Dean of Students Office will provide general guidance on the grade appeal process and other academically related issues.

Informal Process:

Students are first encouraged to address their grievance, except with any concerns that may be a violation of the University Sex/Gender Harassment, Discrimination and Sexual Misconduct Policy, whether personal or academic, directly with the appropriate faculty/staff member with responsibility concerning the issue. This is considered an “Informal” process and is meant to empower the student to confront the source of their concern, as well as minimize the length of time involved in achieving a resolution. If no agreement is reached, students may choose to put their grievance in writing directly to the next appropriate department head or director with responsibility for the area of concern. Students may seek assistance from the Dean of Students Office to file and process a formal written grievance. Any student at any time may choose to file a formal written grievance with the Dean of Students Office.

Formal Process:

1. The Dean of Students or their designee will meet with the student to discuss options.
2. Students who wish to file a written grievance or complaint will be requested to submit a report via electronic means, if possible. Students are encouraged to include details, specific information, and a complete description of the issue of contention.
3. The written complaint will be electronically filed in the Student Conduct Data Management System for record-keeping purposes. A copy of the report will be forwarded with High Importance notation to the Department Chair, Director or College Dean as appropriate, along with a request for review and follow-up.
4. Students will be encouraged to follow up with the Dean of Students Office regarding the status of their grievance and/or to seek guidance regarding any phase of the process.

5. The Dean of Students Office will keep a record of all correspondence regarding student grievance cases, up to and including resolution, for a minimum of seven (7) years following final disposition.

In the event that a student wishes to file a grievance or complaint against another student, the ERAU Student Conduct Process and applicable student conduct procedures may be applied. (See the Student Conduct Process in the Catalog and Student Handbook.)

When appropriate, the Dean of Students Office offers formal mediation services for dispute resolution. Mediation may take place in lieu of Student Conduct proceedings, but requires understanding on the part of both parties that the process and the outcome are formal, as well as a commitment from both parties to accept the final decision. Mediation is not a service utilized in resolving sexual misconduct complaints.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) grants students certain rights with respect to their education records. These include:

- The right to inspect and review the student's education records within 45 days of the day that the University receives a written request for access. Students should submit to the Registrar, College Deans, Dean of Students or other appropriate official written requests that identify the records they wish to inspect. The University official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University, the official to whom the request was submitted shall advise the student of the correct individual or location where their records may be obtained.

- The right to request the amendment of the student’s education records believed to be inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student at the time hearing notification is given.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with
legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research or support staff position (including law enforcement, unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirements of FERPA. The address of the Family Policy Compliance Office that administers FERPA is:

  Family Policy Compliance Office  
  U.S. Department of Education  
  400 Maryland Avenue, SW  
  Washington, DC 20202-4605

- The right of access to your official records in accordance with the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment. This act provides that the University may release "directory information" unless you have informed the Records Office that you do not want this information released. For Directory Information please see information below at "Privacy of Student Records". Other information, including grades, financial, flight, and discipline records, are considered confidential, and may only be released with the signed permission of the student. This means that this information will not be sent to or discussed with the parents without the student's written permission.

Exceptions include: If the student is proven to be a dependent of the parent, as defined by the IRS, information may be released to the parent without the student's consent. In accordance with this statute, Embry-Riddle reserves the right to disclose to parents and legal guardians of students under the age of 21, without the student's consent, information regarding the student's violation of any Federal, State, or local law, or any rule or policy of the institution governing the use or possession of alcohol or a prescription or non-prescription drug.

You may give access of your student account to someone by:

- Log into **ERNIE**. On ERNIE homepage click into the **CS Student Center**. Scroll down on the Homepage to Personal Information Section. Click the **AUXILIARY ACCESS** link (Left side). Read and Accept the Terms and Conditions. From the Auxiliary Access page click the **ADD Button**. From this Page Fill-in:
Create AUX USER NAME

Insert Relationship

Create New Password, and CONFIRM it (at least 8-digits)

Create Pin (at least 4-digits)

Check the ADD/REMOVE Access box, Then, Enter AUX User Email, click OKAY button. AUX User will be sent an E-mail, and can access Student Information Save.

FERPA - Privacy Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of and limit access to student educational records. FERPA grants to students certain rights, privileges and protections relative to the identifiable information contained within their educational records maintained by the University. Specifically:

- Students have some control over the disclosure of information. A student's educational records (with the exception of directory information) will be released to third parties outside the University only with the consent of the student.
- Students have the right to inspect, review and request amendment of their educational records.
- Students have the right to challenge information contained within their educational records.
- Students have the right to file a complaint with the U.S. Department of Education if they believe their rights under FERPA are violated.

Educational records covered by FERPA include grades, housing information, financial status, results of disciplinary proceedings, etc. FERPA does not apply to Medical, Disability and Counseling records, which are confidential and protected. FERPA permits the release of directory-type information to third parties outside the institution without written consent. Students may file a Request for Non-disclosure of Student Directory Information, meaning no information, including directory information, will be released, except as required by law. This means that the University cannot verify enrollment and degrees earned requests from potential employers or insurance companies. Requests from the student for Enrollment Verifications or Transcripts may be honored regardless of the hold with verified student authorization. Requests for non-disclosure remain in effect even after graduation and may be rescinded with a verified signature. For students who have rescinded their Non-disclosure and left the University, it can only be reinstated if the individual re-enrolls. Directory information includes:

- Name
- ERAU e-mail or box address
- Campus, school, or college attended
- Course of study and areas of specialization
- Dates admitted, attended, and graduated
• Enrollment and class status (freshman, senior, full-time, part-time, etc.)
• Degrees sought or earned and dates received or anticipated
• Awards, honors, and special programs or recognitions
• For student athletes and scholarship recipients, the ERAU ID photograph

The following is also included as Directory Information, but is only released for compelling reasons and only with advance approval of the Registrar, Dean of Students or their designee:

• Permanent or local mailing addresses and telephone numbers
• Non-ERAU email addresses or account information
• Date of birth
• Factual disciplinary history, including the results of disciplinary processes or the fact that action was pending at the time of withdrawal
• Information from public sources

Directory information cannot include a student’s identification number or social security number, race, ethnicity, nationality or gender.

To request Non-Disclosure of Directory Information:
The Non-Disclosure of Directory Information form must be completed and presented to University personnel along with a photo ID. Unless notarized, the form should be signed in the presence of University personnel after identification has been verified.

Non-directory information contained within a student’s educational record may include grades, GPA, disciplinary proceedings, and social security and student numbers. Disclosure of non-directory, personally identifiable information requires student consent. This means that the University must withheld such information from parents and others, who believe their relationship with the student entitles them to have the information (even on occasions when the student prefers the information be released), if consent for release is not given.

Consent for release is not required for disclosure:

• to school officials, including the National Student Clearinghouse, with legitimate educational interests;
• to state, federal and local authorities conducting audits, evaluations or enforcement of education programs, or to organizations working on their behalf;
• to accrediting organizations;
• in connection with financial aid;
• to parents of a dependent child when the most recent tax return is provided;
• in compliance with a lawfully issued subpoena;
• in a health or safety emergency
If you are a current student, you may review the training for granting auxiliary access inside ERNIE (Embry-Riddle’s Intranet portal). Students may grant Auxiliary Access to non-directory records through Campus Solutions in their Student Self Service Center. Under FERPA, the University cannot release non-directory information if it has not been given permission to do so, unless under the circumstances listed above. The University is able to release non-directory information only when the student has granted access via Auxiliary Access. FERPA forbids requiring students to give such permission. Once Auxiliary Access has been granted, the University will be able to disclose non-directory information and respond to inquiries from the student designated individuals. Students may revise their designations for disclosure at any time through Auxiliary Access in Campus Solutions.

Amnesty Policy*

The ‘Amnesty Policy’ was adopted by the University in an effort to encourage a student to seek medical assistance for another student without fear of student conduct action. Any student contacting Campus Safety, Housing and Residence Life, other departments on campus or emergency services for medical assistance out of concern for another student’s safety resulting from alcohol consumption or drug use, will not be held judicially responsible for their impairment due to alcohol or drug usage. In addition, the student receiving emergency service for impairment due to alcohol or drug use will not be entered into the student conduct system due to their impairment. (Neither student will have the incident adjudicated through the student conduct system for his/her consumption/use or involvement.)

Students may be required to meet with the Associate Dean of Students or their designee to discuss the incident and follow-up education may be required.

Students may be held accountable for other violations of the Student Standards of Conduct that occurred (e.g. violence, property damage, possession of drugs) which will be addressed through the student conduct process.

* Please note that students, who are obligated to report incidents to other departments such as ROTC, may still be required to do so.

Disciplinary Action

In addition to any criminal or civil actions, which may be pending or in process, the University reserves the right to pursue separate disciplinary action while legal action may be pending.
Campus and University Policies

The University is governed by policies and procedures designed to protect the interests of our students and to provide a high quality educational experience. It is the responsibility of students to be informed of all policies and procedures required for continued attendance at the University. Furthermore, as a responsible member of the Embry-Riddle community, students, faculty and staff should adhere to all policies, and help hold each other accountable as well.

Academic Integrity/Conduct

Embry-Riddle is committed to maintaining and upholding academic integrity. This includes carrying out one's own course of study within the parameters set by one's instructors, by academic administrators, and by University values. It includes avoiding cheating and plagiarism; maintaining the quest for excellence in study, written assignments, and other academic tasks; and reinforcing honesty and rigor in all one's academic behavior. All students, faculty, and staff have obligations to reinforce the above and take corrective action when necessary. To report issues of academic integrity, contact (in appropriate order); the course Professor, the academic Department Chair and/or the Dean of the College. For more information about academic integrity, please refer to the academic catalog and your course syllabi.

Academic Suspensions/Dismissals

Students will be required to vacate university housing within 48 hours and all ERAU services will be terminated (Wellness Center, Counseling Services, gym access etc.) after the official notification has been sent to the students ERAU e-mail account and any active housing contract will be terminated. If the student intends to appeal the suspended or dismissed decision, the appeal must be sent to the appropriate department chair within four (4) business days of the official notification from the university. The department chair will render a decision within (4) business days of receiving the appeal. A notification of the appeal request must be submitted to Housing and Residence Life in order to remain in housing during the appeal process. If an appeal is submitted, the student’s housing contract will be extended and services will be reinstated until a final decision has been determined. Once a final decision has been determined, proof of reinstatement as a student must be shown to Housing and Residence Life in order to remain an active residential student. If reinstatement is not granted, students will be required to vacate university housing within 48 hours and all ERAU services will be terminated (Wellness Center, Counseling Services, gym access etc.) after the appeal decision has been sent to the students ERAU e-mail account.
Administrative Leave Operating Procedures

The Dean of Students may require a student to take a leave-of-absence for a specified period of time, if, in the judgment of the Dean, the student (a) poses a threat to the lives or safety of themselves or other members of the ERAU community, (b) has a medical or psychological problem which cannot be properly treated in the ERAU setting, or (c) has a medical condition or behavior that seriously interferes with the student’s ability to function and/or seriously interferes with the educational pursuits of other members of the ERAU community. In making the decision to require a student to take an administrative leave, the Dean of Students acts out of concern for the student and their well-being, concern for other students and concern for the campus as a whole. The Dean considers whether the University is able to provide the level of care and guidance needed, whether there is a likelihood that the student will pose a threat to themselves or others and/or to what extent the student seriously interferes with the rights of others in the community to carry on their educational pursuits.

Readmission Requirements for Administrative Leave

If a student must leave ERAU for medical/psychological reasons, they must take sufficient time away to adequately address the issues that necessitated the leave. During the absence, the University expects the student to undergo professional health care treatment as the primary method of resolving the concern. Failure to seek ongoing treatment appropriate to the health problems identified will raise serious doubt as to the student’s readiness to resume student status, and in such cases, the University may withhold admission until such time that appropriate treatment has been received. A student on administrative leave who wishes to return must initiate a request for readmission by writing a letter to the Dean of Students detailing what has been accomplished during the absence and provide a letter from an appropriate health care professional indicating the student is capable of returning to the institution. The student’s letter and the supporting letter from a healthcare professional (e.g., physician, psychiatrist or psychologist) are the basis upon which the Dean makes the judgment that the health circumstances causing the student to leave have been adequately addressed and that there is reasonable assurance that the student will be able to resume his or her studies. The letter from the health care professional should answer, at a minimum, the following questions:

- What were the reasons for the student seeking treatment?
- How often was the student treated?
- What progress was made?
- Is the student able to handle the intellectual, physical and personal demands of being a full-time student at ERAU?
- Are there any special conditions under which the student should be readmitted?

The information presented is reviewed by appropriate health care professionals at ERAU and by the Dean of Students to determine the student’s readiness to return. Additionally, the student must give the attending healthcare professional written
authorization to speak with the Dean of Students or designee. When a student is permitted to return, special conditions or requirements may be outlined at the time and upon return, the student is expected to meet periodically with the Dean or designee. Similarly, during the first term back, it is advisable for the student to establish a professional relationship with a member of the Wellness Center and/or Counseling Center. If a student fails to be a responsible member of the University community, suspension may result. Requests for readmission should be submitted to the Dean of Students at least sixty (60) days prior to the term for which readmission is requested. All information involved in the Administrative Leave of Absence will be held confidential and will only be shared on a need-to-know basis.

**Alcohol and Drug Assistance Information**

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the *Drug-Free Schools and Communities Act* (DFSCA) require an institution of higher education (IHE) such as Embry-Riddle Aeronautical University to certify it has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs by ERAU students and employees both on campus and as a part of any University sponsored activity. At a minimum, each IHE must annually distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students;
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

The Act further requires that the institution conduct a biennial review of its program with the following objectives:

- Determine that the effectiveness of the policy and implementing changes to the Alcohol and Other Drug (AOD) program if they are needed; and,
- Ensure that the sanctions developed are enforced consistently.

The biennial review must also include a determination as to:

- the number of drug- and alcohol-related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials;
Embry-Riddle Aeronautical University acknowledges its legal obligations under the Drug-Free Schools and Communities Act and is committed to the wellbeing of the campus community. The University provides alcohol and drug awareness and prevention information to our students and employees through student and employee handbooks. Students and employees who violate policies are subject to the institution's sanctions in addition to applicable federal, state, and local laws and criminal sanctions.

**Health Risks**

**Alcohol** - Health hazards associated with the excessive use of alcohol or with alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death of such persons than for non-users of alcohol. Nutrition also suffers and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles. Damage to the nerves and organs is usually irreversible. Cancer is the second leading cause of death in alcoholics and is 10 times more frequent than in non-alcoholics. Sudden withdrawal of alcohol from persons dependent on it will cause serious physical withdrawal symptoms.

**Drugs** - The use of illicit drugs usually causes the same general type of physiological and mental changes as alcohol, though frequently those changes are more severe and more sudden. Death or coma resulting from overdose of drugs is more frequent than from alcohol, but unlike alcohol, abstinence can lead to reversal of most physical problems associated with drug use.

**Available Support, Resources, and Treatment**

**Federal Drug Prevention Agencies and Programs**

**Drug Enforcement Administration (DEA):** In addition to dismantling the major drug trafficking organizations, DEA is committed to reducing the demand for drugs in America. DEA’s Demand Reduction Program is carried out by Special Agents across the United States who work in communities to share expertise and information on drug trends, emerging problems, and the dangers of drugs.

www.dea.gov
www.JustThinkTwice.com
www.GetSmartAboutDrugs.com
Office of National Drug Control Policy (ONDCP): This office reports to the President of the United States. ONDCP administers the Youth Anti-Drug Media Campaign.
www.abovetheinfluence.com
www.whitehousedrugpolicy.gov

Substance Abuse and Mental Health Services Administration (SAMHSA): This organization is responsible for overseeing and administering mental health, drug prevention, and drug treatment programs around the nation. The Center for Substance Abuse Prevention (CSAP) and the Center for Substance Abuse Treatment (CSAT) are part of SAMHSA.
www.samhsa.gov
www.samhsa.gov/prevention

U.S. Department of Education (ED): ED has many anti-drug programs.
www.ed.gov

National Institute on Drug Abuse (NIDA): NIDA conducts and disseminates the results of research about the effects of drugs on the body and the brain. NIDA is an excellent source of information on drug addiction.
www.nida.nih.gov

Other Resources
Alcoholics Anonymous, www.aa.org
Narcotics Anonymous, (818) 773-9999 or www.na.org
Behavioral Health Treatment Services Locator https://findtreatment.samhsa.gov/

For Students
Embry-Riddle Aeronautical University promotes substance abuse awareness by sponsoring educational programs and distributing literature on the subject. The University is additionally committed to assisting students in the resolution of problems associated with substance abuse, and encourages students to seek additional help through referrals from the Wellness Center and/or Counseling Center.
The Counseling Center provides substance abuse screening inventories and assessment in conjunction with support services. Students with issues of substance misuse will be offered supportive counseling services and referred to a campus-supported substance educational program or similar. Students with issues of substance dependence may be referred to addictions specialists in the Prescott community.
Resource Phone Numbers
    ERAU Counseling Center    (928) 777-6653
    ERAU Wellness Center      (928) 777-6653
    ERAU Safety               (928) 777-3333
State and Federal Policies & Law
The State of Arizona requires persons to be 21 years of age or older to possess, purchase, and consume alcohol (A.R.S. §4-101(18) A.R.S. §4-244(16)).
The U.S. Department of Justice and Drug Enforcement Administration –
• Title 21 U.S. Code Controlled Substances Act

Arizona DUI & DWI
(http://www.dmv.org/az-arizona/automotive-law/dui.php)

Implied Consent to Drug Test
Anyone operating a vehicle in Arizona is deemed to have given consent to a test to determine the presence of a controlled substance. Refusal to submit to the test may result in a driver’s license suspension for 12 months. Evidence of refusal is admissible in any legal action or proceeding. (Ariz. Rev. Stat. Ann. §§ 28-1321, 28-1387.)

Driving under the influence (DUI) of drugs or alcohol is dangerous and life threatening. For this reason, if you commit a DUI, you will face harsh penalties from both the courts and the Arizona Department of Transportation (DOT) Motor Vehicle Division (MVD). The Arizona MVD classifies DUIs by blood alcohol concentration (BAC) and the specific circumstances of your offense.

A standard DUI is classified as driving a vehicle with a BAC of:
• 0.08% or more.
• 0.04% or more, if you are driving a commercial vehicle.
• Any percentage, if you are younger than 21 years old.
An extreme DUI is classified as driving with a BAC of 0.15% or higher.
An aggravated DUI is classified as:
• DUIs committed with a driver's license that is suspended, revoked, or cancelled.
• A 3rd offense for dui within 84 months.
• A dui committed while driving with a passenger who is younger than 15 years old.

Each type of DUI in Arizona comes with a different set of penalties and the more severe the DUI, the harsher the consequences.
NOTE: Depending on the judgment of your arresting officer and the discretion of the court, you may still be charged with a DUI even if you have a BAC of less than the legal limits above.

DUI Penalties in Arizona
If you commit a DUI, you will face penalties in criminal court AND with the Arizona Motor Vehicle Division. Your penalties will depend on the type of DUI you are convicted of.

When you are stopped on suspicion of a DUI by a police officer and either fail or refuse to take the BAC/breathalyzer test, the Arizona Motor Vehicle Division will typically suspend your driver's license (regardless of any criminal findings) on the spot for:
- 12 months OR
- 24 months, for a 2nd refusal or failure within 84 months.

You will be required to complete an alcohol/drug screening before you can apply for a restricted driving permit or attempt to reinstate your license after your suspension time is completed. You may be required to enroll in further educational or treatment classes based on your screening results.

Penalties for a Standard DUI
For a 1st offense of a standard DUI, you may face:
- 10 days in jail.
- A fine of $1,250.
- Required completion of an alcohol/drug screening, treatment, and education program.
- An ignition interlock requirement for every vehicle you drive.
- Community service.

For a 2nd offense or subsequent offenses, you will likely face:
- Jail time of at least 90 days.
- A fine $3,000.
- A driver's license revocation for 12 months.
- Required completion of an alcohol/drug screening, treatment, and education program.
- An ignition interlock requirement for every vehicle you drive.
- Community service.

Penalties for an Aggravated DUI
If you are convicted of an aggravated DUI, you will likely face:
- 2 years in prison.
- A driver's license revocation for 1 year.
• Required completion of an alcohol/drug screening, treatment, and education program.
• An ignition interlock requirement for every vehicle you drive.
• Community service.

**NOTE:** Depending on the circumstances of your DUI and your exact blood alcohol concentration, your penalties may be different from the general penalties listed above.

**Arizona Ignition Interlock**
An ignition interlock device hooks up to your vehicle's ignition system and requires you to pass a BAC test before you can start your vehicle and drive. You will be required to have an ignition interlock device installed for any DUI offense in Arizona.

**Arizona Marijuana Laws**

Possession of marijuana is a criminal offense. The penalties for possession depend on whether the marijuana was intended for personal use or for sale. In addition to the penalty of jail time (described below), anyone convicted of possession will be required to pay a fine of up to $150,000, as determined by the court. (Ariz. Rev. Stat. Ann. § 13-801.)


**Possession for Personal Use**
Penalties depend on the amount of marijuana in the defendant’s possession.

• Possession of less than two pounds of marijuana for personal use is a **Class 6 felony**, punishable by a sentence of four months to two years.
• Possession of between two and four pounds of marijuana for personal use is a **Class 5 felony**, punishable by a sentence of six months to two and a half years.
• Possession of four pounds or more of marijuana for personal use is a **Class 4 felony**, punishable by a sentence of one to four years. (Ariz. Rev. Stat. Ann. §§ 13-3405, 13-702.)

**Possession for Sale**
As with possession for personal use, penalties depend on the amount of marijuana involved.

• Possession of less than two pounds of marijuana for sale is a **Class 4 felony**, punishable by a sentence of one to four years.
• Possession of between two and four pounds of marijuana for sale is a **Class 3 felony**, punishable by a sentence of two to nine years.
• Possession of four pounds or more of marijuana for sale is a **Class 2 felony**, punishable by a sentence of three to ten years. (Ariz. Rev. Stat. Ann. §§ 13-3405, 13-702.)

**Penalties for Drug Paraphernalia**
Drug paraphernalia includes anything used in the growing, sale, or use of marijuana—for example, growing kits, scales, testing equipment, separation sifters, or pipes. Possession, sale, manufacture, or advertisement of drug paraphernalia is a **Class 6 felony**, punishable by a sentence of four months to two years and a fine of up to $150,000. All drug paraphernalia is subject to forfeiture. (Ariz. Rev. Stat. Ann. §§ 13-3415, 13-702.)

**Marijuana Cultivation, Sale, and Trafficking**
The cultivation, sale, or distribution of marijuana is known as “drug trafficking” and is a felony offense. The penalties for possession of marijuana for sale are discussed above (see “Possession for Sale”). Also, as discussed above, those found guilty of marijuana-related offenses will be required to pay a fine of up to $150,000, as determined by the court. (Ariz. Rev. Stat. Ann. § 13-801.) The penalties for first offenses are listed below, penalties increase for repeat offenses or if criminal activity occurred near a school. (Ariz. Rev. Stat. Ann. §§ 13-703, 13-3411.)

**Penalties for Cultivation**
Penalties depend on the amount of marijuana being grown.
• Cultivation of less than two pounds of marijuana is a **Class 5 felony**, punishable by a sentence of six months to two and a half years.
• Cultivation of between two and four pounds of marijuana is a **Class 4 felony**, punishable by a sentence of one to four years.
• Cultivation of four pounds or more of marijuana is a **Class 3 felony**, punishable by a sentence of two to nine years. (Ariz. Rev. Stat. Ann. §§ 13-3405, 13-702.)

**Penalties for Transporting or Importing**
Penalties depend on the amount of marijuana being transported or imported.
• Transportation for sale or importing into the state (or offering to transport or import) less than two pounds of marijuana is a **class 3 felony**, punishable by a sentence of two to nine years.
• Transportation of more than two pounds of marijuana is a **Class 2 felony**, punishable by a sentence of three to ten years. (Ariz. Rev. Stat. Ann. §§ 13-3405, 13-702.)
Alcohol – Guidelines for Student Use on Campus

It is an individual’s right and choice to possess and consume alcohol within the parameters of State law and University policy. However, an individual who chooses to drink retains the responsibility for their behavior and conduct, both on and off campus. Disruptive or destructive behavior sometimes associated with, or that is a consequence of, high risk drinking is not an acceptable form of conduct. A person found responsible for illegal use or misuse of alcohol, or inappropriate behavior associated with alcohol use will be subject to disciplinary action through the University Student Conduct system. What follows is a partial list of guidelines for alcohol use at events on the Prescott campus. Additional information is available in the Substance Abuse section of this handbook.

- The Office of Student Engagement reserves the right to approve or disapprove the serving of alcohol at events on campus involving students.
- All student involved functions requesting the use of alcohol on campus must be scheduled through the Office of Student Engagement at least three (3) weeks prior to the event.
- The University permits only beer and wine to be served and/or consumed at campus events.
- At all functions where alcohol is present, alcohol should be considered a secondary activity and not as the sole purpose/focus of the event.
- Only alcohol that is being served at the event may be consumed at the event.
- Individuals may not bring alcohol to an event.
- Food and alternative non-alcoholic beverages must be made readily available whenever alcohol is served at an event.
- All individuals who are serving, in possession of, or consuming alcohol must be 21 years of age or older.
- Attendance at events where the serving of alcohol has been approved is limited to members of the campus community and their invited guests.
- The organization sponsoring an event must appoint monitors to circulate at the event, the vicinity of the event, and insure that everyone consuming alcohol is properly identified (armband, stamp, etc.). Training will be provided for monitors. If a student club or organization is sponsoring the event, the advisor (or other ERAU employee designee) must be present for the duration of the event.
- Anyone who appears to be intoxicated will be denied service of any additional alcohol.
- Anyone who is consuming or in the possession of alcohol is subject to being checked for appropriate identification as proof of being the legal drinking age of 21.
Amnesty Policy*

The ‘Amnesty Policy’ was adopted by the University in an effort to encourage a student to seek medical assistance for another student without fear of student conduct action. Any student contacting Campus Safety, Housing and Residence Life, other departments on campus or emergency services for medical assistance (on or off campus) out of concern for another student’s safety resulting from alcohol consumption or drug use, will not be entered into the student conduct system due to their impairment. In addition, the student receiving emergency service for impairment due to alcohol or drug use will not be entered into the student conduct system due to their impairment. (Neither student will have the incident adjudicated through the conduct system for their consumption/use or involvement.)

Students may be required to meet with the Dean of Students or their designee to discuss the incident and follow-up education may be required.

Students/organizations may be held accountable for other violations of the Standards of Conduct that occurred (e.g. violence, property damage, possession of drugs) which will be addressed through the conduct process.

* Please note that students, who are obligated to report incidents to other departments such as ROTC, may still be required to do so.

Bulletin Board Policy

Campus Bulletin Boards are intended to provide our campus community with up-to-date information on a variety of topics such as special academic programs or speakers, items for sale, rides needed, apartments for rent, student activities & entertainment, and so on. These boards are for open posting. All announcements should include: sponsoring organization or persons, contact information and the date of the event. On a regular basis, postings may be cleared off after a reasonable time. The college reserves the right to remove any posting that it deems inappropriate.

The bulletin boards inside the residence halls are not public boards. If you would like to post in the residence halls, please provide flyers to the Housing and Residential Life Office for posting.

Campus Expression

Freedom of expression and assembly are rights of all citizens, residents and sojourners in the United States of America. Embry-Riddle expects each member of our campus community to have an abiding interest in the University's well-being and reputation. In most instances, judgment, discretion and mutual respect are sufficient guides for action. We ask students to remember that although the United States Constitution guarantees the freedom of expression and assembly and, by judicial interpretation, campus groups have the right to official institutional recognition, these are not absolute rights. Only registered student organizations and University departments and committees are authorized to use
University facilities and property for group activities and events. The University, however, reserves the right to regulate the time, place and manner in which expression and assembly may take place. In all instances, the freedom of expression and assembly on campus must be balanced with consideration for the health and safety of all members of the University community. As specified, guaranteed Constitutional rights are balanced against the importance of preserving the "general welfare," and so too must the right of free expression and assembly on a private University campus must be balanced by concern for the well-being and the sensibilities of the members of the University community.

Civil Rights Equity & Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct Policy and Resolution Process

Embry-Riddle Aeronautical University affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise and does not permit discrimination or harassment in its programs and activities on the basis of race, color, national origin, sex, gender identity, gender expression, sexual orientation, disability, veteran status, predisposing genetic characteristic, age, religion, pregnancy status or any other characteristic protected by University policy or state, local, or federal law.

Reports of discrimination, harassment and/or retaliation should be made to the Title IX Coordinator promptly, but there is no time limitation on the filing of grievances, as long as the responding party remains subject to the University’s jurisdiction. All reports are acted upon promptly while every effort is made by the University to preserve the privacy of reports. Reports of discrimination by the Title IX Coordinator should be reported to the respective chancellor at each campus.

All alleged violations of this policy are subject to resolution using the University’s Resolution Process. The Resolution Process is applicable regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators and/or staff. The University reserves the right to act on incidents occurring on-campus or off-campus when the off-campus conduct could have an on-campus impact or impact on the educational mission of the University.

The University’s civil rights equity & sex/gender-based harassment, discrimination and sexual misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. Academic freedom extends to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern.

The University uses the preponderance of the evidence (also known as “more likely than not”) as a standard for proof of whether a violation occurred. In campus resolution proceedings, legal terms like “guilt,” “innocence” and “burdens
of proof” are not applicable, but the University never assumes a responding party is in violation of University policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources. Please click here for the full policy and resolution process.
Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the Title IX Coordinator:

Liz Higgins Frost  
Associate Dean of Students and Title IX Coordinator- Prescott Campus  
Dean of Student’s Office- Building 49, Office 103  
3700 Willow Creek RD  
Prescott, AZ 86301  
928-777-3747  
froste@erau.edu

Disciplinary Action
In addition to any criminal or civil actions, which may be pending or in process, the University reserves the right to pursue separate disciplinary action while legal action may be pending.

Falsification of Identity and Identity Theft
The University prohibits misrepresentation of oneself as a representative or agent of the University for personal, non-University business; for misrepresentation of an organization as a representative or agent of the University for personal, non-University business; for acquiring identification or credit cards of another person or organization for personal, non-University business. This policy includes but is not limited to passwords, PINS for credit/debit cards and account numbers from bank accounts. Manufacturing false identification cards, Driver’s licenses and Identification (Eagle) cards is strictly prohibited. These standards apply equally to student organizations and individual students.

Harassment Policy
Harassment is defined as any willful, intentional or persistent act which harms or annoys another individual. It is the persistence of an act or the repetition of such which constitutes harassment. Harassment may take a variety of forms from subtle to blatant, but any action which is carried out on a continuous or systematic basis with the express purpose of annoying, persecuting or otherwise disturbing an individual or group may be considered harassment. Harassment is not acceptable within the University community and is subject to student conduct/resolution action. Any such action should be reported to the Dean of Students Office in Building 49.
Counseling Services will provide support for victims of harassment. If you feel that you are being harassed you can discuss options for reporting in a confidential, secure environment with a personal counselor. [Counselors (or designees) can be requested to serve as, or recommend an advisor for the victim throughout the process, to include accompanying the victim while making reports.] To use the support services mentioned here, call Counseling Services at (928) 777-6653.

**Hazing Policy**

Embry-Riddle Aeronautical University prohibits any form of hazing. Hazing is defined as any action taken or situation created intentionally by an individual, club, or organization, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule; acts of hazing are committed in connection with an initiation into, an affiliation with or the maintenance of membership in an organization. Such activities may include but are not limited:

- use of alcohol
- paddling in any form
- creation of excessive fatigue
- physical or psychological shocks
- quests
- treasure hunts
- scavenger hunts
- road trips or any other such activities carried out on or off campus
- wearing of public apparel which is conspicuous and not normally in good taste
- engaging in public stunts or buffoonery
- morally degrading or humiliating games or activities
- Other activities which are not consistent with academic achievement, University policy, local, State or Federal law.

The willingness of an individual to participate in any such activity or the degree of affiliation within an organization notwithstanding, any and all such activities or similar in deed or purpose may be considered an act of hazing.

Any suspicions of the above mentioned activities or any other activities which may be construed as hazing should be reported to the Dean of Students Office immediately. Any organization that may have a question or concern regarding this policy may contact the Dean of Students Office to seek clarification or approval of an event or activity.

**Information Technology Policy**

Section 7 of the Administrative Policies and Procedures outlines important policies related to the use of technology by Embry-Riddle students. These policies include:

- Acceptable Use of University Computing Resources
- Information Security Policy
Each ERAU computer user agrees to the Information Technology Acceptable Use of University Computing Resources Policy (APPM 7.5) at the time when the computer account is issued. This policy is subject to change and is reviewed by Information Technology department each year. All constituents are expected to read and understand the provisions contained within this and all information technology policies. Policies can be found on ERNIE by selecting Access APPM.

Life-Threatening Illnesses

Embry-Riddle Aeronautical University recognizes that students and employees with life-threatening illnesses may want to engage in as many of their normal pursuits as their conditions allow, including work and regular class attendance. The University is sensitive to the needs of these students and employees and supports equitable treatment for all.

Each case will be handled confidentially and on an individual basis, as the University is made aware of such cases. Confidentiality and privacy of persons with serious illnesses is required by State and Federal law. The University does not discriminate against individuals with physical disabilities or life threatening illnesses in employment, enrollment, the administration of programs, activities, access to facilities, or any of the rights, benefits and privileges generally afforded its students and employees.

It is the policy of the University to enroll students and employ applicants who have or who are suspected of having such diseases as long as: 1) such persons remain physically and mentally able to meet the reasonable performance standards in class or in the residence halls, and 2) medical evidence indicates that their educational or job-related activities do not pose a threat to their own safety or that of others in the campus community. Consistent with its concern for students and employees with life-threatening illness, the University strongly encourages such students and employees to utilize the following services offered through the University:

- Wellness Center (928) 777-6653
- Disability Support Services (students only) (928) 777-6750
- Human Resources (employees only) (928)-777-3710

Medical Marijuana Policy

In 2010, Arizona voters approved the Arizona Medical Marijuana Act (Proposition 203), which, under certain circumstances, authorizes the possession and use of marijuana for medical purposes by people with debilitating medical conditions who obtain a written certification from a physician. Notwithstanding the passage of Proposition 203, because of the University’s obligations under Federal law, marijuana, including medical marijuana, will continue to be banned
on campus. Additionally, campus health care providers, in accordance with Federal law as well as University policies and regulations, will not prescribe medical marijuana.

Under Federal legislation entitled The Drug Free Workplace Act of 1988, and The Drug Free Schools and Communities Act of 1989, “no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any Federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees.” Federal law entitled The Controlled Substances Act prohibits the use, manufacture, distribution, dispensing, or possession of marijuana; it also classifies marijuana as a controlled substance and makes no exception for medical use. Proposition 203 does not change the fact that marijuana remains illegal under Federal law; the University will therefore continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including medical marijuana, on its property or as part of any of its activities.

In summary, despite popular misconception, Proposition 203 only made possession and use of medical marijuana legal under Arizona law. It did not generally legalize marijuana possession and use. Marijuana remains a controlled substance under Federal law and possession and use of marijuana remains illegal under Federal law, regardless of whether a person has a prescription or is otherwise complying with Proposition 203. In order to remain eligible to receive Federal grant funding and participate in federally funded student financial aid, the University must require that students, faculty, and staff do not unlawfully possess or use marijuana on campus or as part of any of its activities. As a result, the possession or use of marijuana on campus, even in accordance with the exceptions granted by Proposition 203, is a violation of Federal law and the University's current policies and regulations. Employees and students who violate these policies will continue to be subject to disciplinary action.

Nondiscrimination Policy

Consistent with Title IX requirements, ERAU does not discriminate on the basis of sex in our educational programs and activities. The objective of the educational program at Embry-Riddle Aeronautical University is to develop individuals capable of applying enlightened judgment in their professional, personal and social lives. In order to promote this objective it is the policy of the University to prohibit discrimination as it is defined in the Federal and State statutory and decisional law, against individuals because of race, sex, religion, color, national origin, age, sexual orientation, non-disqualifying handicap or veteran status in all aspects of University life. This includes but is not limited to conversations that may or may not be overheard by a member of the Embry-Riddle community or guest. Any individual or group found responsible for a violation of the Nondiscrimination Policy will be subject to student conduct action through the Student Conduct Process or the University Civil Rights Equity & Sex/Gender-
based Harassment, Discrimination, and Sexual Misconduct Resolution Procedures. Please contact the Title IX Coordinator, Liz Higgins Frost at 928-777-3747 for additional information or to report a concern.

Non-Licensed Wheeled Vehicles Policy
Bicycles and other low impact forms of non-licensed wheeled transportation – including but not limited to skateboards, long boards, razors, and roller blades – represent an efficient, fun, and environmentally sound way to travel. Such conveyances are permitted outdoors on paved surfaces but are not allowed indoors. The operators of these vehicles are expected to exercise good sense and due caution, and to yield right of way to pedestrians. Bicycles must be registered with the Safety & Security Department using the online vehicle registration system here. Note: There is no charge for this registration and bicycle permits do not expire annually so you need only register once. We strongly recommend that a helmet that meets ANSI/Snell Memorial Foundation/ASTM standards be worn during operation of these vehicles. Lights are required by law when operating a bicycle on public roads after dark. Please lock your bicycles only to the bicycle racks provided by the University. Bicycles attached to any other University property, such as hand rails, furniture, trees, piping or conduit, may be subject to removal at the owner’s expense. Unregistered bicycles that are locked to bicycle racks at the end of Spring semester may be removed by cutting the lock and after 30 days donated to charity.

Other Power-Driven Mobility Device’s (OPDMD’s)
In accordance with the Americans with Disabilities Amendments Act (ADA) and subsequent regulations, it is the policy of Embry-Riddle Aeronautical University (ERAU) that persons with special mobility needs may operate Other Power-Driven Mobility Devices (OPDMD) inside ERAU buildings after documenting their need for such an accommodation.

- Students may document their needs by visiting Disability Support Services located in the Udvar-Hazy Learning Center (Building 43, 928-777-6650).
- Faculty, staff, and contractor requests for accommodation should be directed to the Human Resources Office in the Visitors Center (Building 41, 928-777-3710).
- Guests are invited to speak with the Safety & Security Office if they have any questions about using OPDMD on campus during their visit (Building 14, 928-777-3333).

In order to ensure the safety of all, anyone using OPDMD on campus walkways or roadways is expected to exercise good sense and due caution, especially when traversing the inner campus area. Speed must not exceed 5 mph in parking lots or on sidewalks. All operators of OPDMD are expected to remain on paved surfaces and use crosswalks whenever crossing roadways. At no time are these vehicles to be ridden across landscaped areas. As with all vehicles on campus, operators should avoid distractions while driving on campus.
Storage of electrically-powered vehicles in residence hall rooms is permitted as long as they do not interfere with access to or egress from the room or suite. They may not be parked in building stairwells, stair towers, corridors and ramps inside or outside of buildings, or marked parking spaces. The University prohibits the operation or parking of vehicles with internal combustion engines inside any building as they constitute a fire and safety hazard. Otherwise, ERAU is not responsible for the storage of these devices.

Notification of Criminal Activity Policy
Any student cited or charged for a misdemeanor or felony crime must notify the Dean of Students Office within 24 hours or first business day following the incident. Any student who has a criminal case pending, or those which have already been adjudicated within the court system as a sexual offender or sexual predator must notify the Dean of Students Office of their status. Proof of final judgment, sentence or disposition related to the matter must be submitted within 24 hours of judgment or at the time of enrollment, whichever comes first.

Official Communication Policy
Official contact with students is made through University e-mail. Students are expected to check their e-mail on a regular basis; failure to do so could lead to violations of the Standards of Conduct.

Pet Policy
Pets are not permitted inside University facilities (for residence hall exceptions, please see “Pets” on page 99). At outdoor locations, domestic pets (dogs, cats, rabbits, etc.) are allowed if they are leashed and under the supervision of the owner. Pets found unattended will be impounded and the owner may face disciplinary action. Owners are responsible for any damage their pet may cause to University property, as well as for cleaning up after their pets. Dangerous and venomous pets are not permitted on campus at any time except where an educational program/presentation is involved. Advance written approval must be obtained from the faculty or staff member overseeing the educational program/presentation. Exceptions to this policy are service animals assisting students or guests with documented needs and the private residence of University employees residing on campus. Emotional Support Animals, approved through Disability Support Services are permitted in the residence halls with appropriate documentation, but are not permitted in other University facilities and are governed as pets, rather than service animals.

Protecting the Campus Environment
Embry-Riddle Aeronautical University reserves the right to consider a student’s or applicant’s character, academic and behavioral record, criminal record, or other pertinent information in granting or denying housing or admission, making related assignments or schedules, or imposing reasonable, appropriately-tailored
requirements to protect the campus environment. Unless specifically exempted from disclosure by law or order of the court, students and applicants have an affirmative duty to immediately disclose any criminal convictions or charges against them for violent offenses, offenses against minors, and/or offenses that are punishable as a felony.

The presence on campus of students or applicants who commit serious violations of University rules, regulations and procedures, or have unacceptable character, academic or behavioral record, or criminal record may be inconsistent with the safety and other compelling interests of the University. Accordingly, the University may, at the University’s sole discretion, temporarily or permanently bar from all or any part of University-owned or controlled property, or impose reasonable conditions upon any student or applicant who violates University rules, regulations and procedures, or whose character, academic or behavioral record, or criminal record is determined by the University to pose an unreasonable risk to the interests of the University, its students, employees or visitors. Action based on conduct shall not normally be taken against admitted students until the student has been afforded process consistent with applicable ERAU policies and procedures. However, Embry-Riddle Aeronautical University reserves the right to take immediate action to protect the health or safety of people or property.

**Gender Neutral Restroom/Locker-Room Accessibility**

Every student, faculty, and staff has the right to use campus facilities without being harassed, bullied, or victimized. Embry-Riddle affirms that every student, faculty, and staff has the right to use the restroom/locker-room that corresponds with their gender identity. In addition, there are single-stall gender inclusive restrooms for public use throughout campus. Gender inclusive restrooms can be found in the following buildings:

- Building 21 (RASC) Rm. 106, 107, 117, 118
- Building 37 (Alumni & Development) Rm. 103
- Building 38 (Business Office & Summer Programs) Rm. 108
- Building 65 (Plant Maintenance) Rm. 115, 116
- Building 67 (Material Management) Rm. 104
- Building 51 (CIPS) Rm. 102, 105
- Building 80 (Athletic Complex, 2nd floor) Rm. 205
- Building F3 (Flight Line) Rm. 102, 103
- Building F7 (Simulator building break room) Rm 133A

**Serving Law Enforcement & Government Agency Requests**

It is the policy of the University to facilitate the service of legal documents and requests from government and law enforcement agencies as provided under Arizona State Statutes, while maintaining full compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA). Legal documents
being served to University employees for issues arising from their employment at the University should be directed to Legal Affairs’ local designee or the Human Resources Department.

All legal documents to be served by *law enforcement officers* directed to University students will be facilitated through the Dean of Students Office and/or the Campus Safety & Security Department. If a *law enforcement officer* is on campus to speak with a student regarding an investigative matter, the *law enforcement officer* is encourage to contact the Campus Safety & Security Department, who will attempt to locate the student and facilitate a non-disruptive meeting in a private location. No information will be released concerning the subject, except for directory information as provided by FERPA.

All legal documents to be served by *law enforcement officers* to University employees – for non-University issues – will be facilitated through the Human Resources Department and the Campus Safety & Security Department. If a *law enforcement officer* is on campus to speak with an employee of the University regarding a non-University investigative matter, the *law enforcement officer* is encourage to contact the Campus Safety & Security Department, who will attempt to locate the employee and facilitate a non-disruptive meeting in a private location.

Civil process servers will be encouraged to contact students or employees of the University off-campus during non-school/non-business hours. Private investigators will be encouraged to contact students or employees of the University off-campus during non-school/non-business hours.

**Sex/Gender-bases Harassment, Discrimination and Sexual Misconduct Policy/Procedure**

Please refer to Civil Rights Equity & Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct Policy and Resolution Process section of Campus and University Policies for more information about this.

**Solicitation Policy**

Solicitation of and by ERAU students for money, goods, or services is prohibited without the express approval of the Department of Student Engagement or the Business Office. Registered student organizations gain approval through creating an event on the Control Tower. Solicitation advertisements when permitted must conform to the Campus Marketing procedures (available on the website). Door-to-door solicitation in the residence halls will not be approved. Commercial solicitations through “free” mail services are prohibited. Any questions on the Campus Marketing Procedures or bulletin board locations may be directed to the Department of Student Engagement in the Hunt Student Union.
Student Health Insurance Policy

Embry-Riddle requires all students to participate in the Student Injury and Sickness Insurance Plan, unless proof of comparable insurance coverage is provided. All students will be automatically enrolled in the University’s student health insurance plan. Students who have comparable coverage must complete the online Waiver form to remove the premium from their student account. Deadline dates are posted on the Wellness Center website.

Students with limited insurance coverage are urged to carefully review their options before waiving the University’s plan. HMO plans outside the Prescott area may not qualify as comparable health insurance. To access the waiver form please go to your ERNIE account and click on the “Campus Solutions Icon.” Click Main Menu, Click Self Services, Click Student Center, and then Complete Health Insurance Information.

International students cannot complete the on-line waiver; they will have to contact the Center for International Programming Services (CIPS) (928) 777-3774 with their insurance information. Failure to waive the insurance by the waiver deadline will result in a non-refundable insurance fee remaining on your student account. Embry-Riddle is not responsible for insurance waivers that are submitted after the deadlines.

For a full description of coverage including costs, benefits, exclusions, reductions and limitations, and the terms under which the coverage may remain in force, please go to the United Healthcare Student Resources website (click on “Find My School’s Plan” and select “Embry-Riddle Aeronautical University”). Should you have any questions, please contact United Healthcare Student Resources directly at 1-800-237-0903 ext. 6240 or call the Wellness Center at (928) 777-6653.

Student Identification Policy

Students should have access to their University ID (Eagle) cards at all times and must show them if/when their identification is requested by a University official.

Substance Abuse Policies & Resources

Substance Abuse Policy

Due to our cooperative relationship with the aviation, government, security and aerospace industry, the University intends to be clear in its position regarding the use, possession, and/or sale of illicit drugs, and towards those who have knowledge of violations of any Federal, State and local laws.

The University substance abuse policy extends to all students who violate drug and alcohol policies and to those whose behavior on campus attracts the attention of University officials when they have engaged in the use of drugs or alcohol off campus. The policy also extends to students who violate local and State laws off campus, particularly if they are arrested.
Students engaged in activities, on or off campus, that involve having knowledge of or being in the presence of the sale, manufacture, distribution, possession and use of illegal drugs on or off campus is prohibited. This includes but is not limited to: misuse of over-the-counter drugs; misuse or sharing of prescription drugs; possessing, using, being under the influence of, distributing, or manufacturing any form of illegal drug; possessing paraphernalia (i.e., rolling papers, pipes, bongs, etc.) for intended or implied use of any form of illegal drug; Possessing paraphernalia that contains or appears to contain illegal drug residue; purchasing or passing illegal drugs from one person to another and using mail services to purchase, pass, or distribute illegal drugs. Illegal drugs include but are not limited to: recreational drugs, non-medical marijuana, synthetic/novelty powders and any substance designed/used to alter a person’s state of mind (such as Spice, K-2, Salvia and Bath Salts), cocaine, methamphetamines, heroin, or materials to create an illegal drug.

**Drug Testing**

Students who are found responsible for violating the drug policy may be sanctioned to required drug testing. A positive confirmation of a drug test will constitute evidence of drug use and those students should expect a minimum sanction of probation from the University. A diluted drug test may be considered as evidence of drug use and those students may expect a minimum sanction of probation from the University.

Students engaged in activities, on or off campus, involving the illegal use or misuse of alcohol may be found in violation of the ERAU Standards of Conduct. Possession of alcohol on University property (exclusive of exempted locations and/or preapproved events) is a violation of the Standards of Conduct. Being under the influence of alcohol may be viewed as use. Having knowledge of or being present when an alcohol violation occurs may constitute equal responsibility and involvement in the incident.

The University will take serious action regarding substance abuse. The University intends to comply with the Drug Free Workplace Act of 1988, the Drug Free Schools and Communities Act amendments of 1989, the Department of Transportation regulations and all Federal Aviation Administration regulations regarding drug and alcohol abuse. Students who enroll at the University should plan to adopt a healthy (substance-free) lifestyle. The purpose of these policies is to clearly communicate the concern of the University regarding the health and safety of its employees and students, the desire for an efficient and effective work force and educational environment, and compliance with all Federal, State and local regulations regarding substance abuse in the workplace.

The University has a responsibility to educate and promote healthy, low-risk choices within our student population and to support similar policies within the aviation and aerospace industry.
Substance Abuse Policy – Flight Training Participants

Legal Offenses
This paragraph extends to students registered as a flight-training participant who violate established University Drug and Alcohol polices or who violate state and local laws related to drug and alcohol use, regardless of the physical location of the offense.

1. The student will immediately notify their Training Manager and the Chair of the Flight Department. The Training Manager will ground the student. The student will remain grounded until the Chair of the Flight Department has reviewed the situation.

2. Regardless of the student’s responsibility, the student must meet with the Director of the Wellness Center who will determine the student’s need for further alcohol and substance evaluation and treatment prior to reinstatement into the flight education program.

3. If the Medical Director determines there is no reason to remove the student from flight status or determines a time for return to flight status, the student will meet with the Chairman of the Flight Training Department. The Chairman will review the student’s flight history and determine the student’s suitability and timing for continuation in the flight program. If the student is returned to flight status, the student may be subject to increased alcohol surveillance testing at his/her expense.

4. If the court convicts the student of the DUI, the student may be dismissed permanently from the flight training program.

5. If a student is returned to active flight status after a DUI conviction and is arrested for a subsequent alcohol related traffic event or is convicted of another DUI, the student shall be removed permanently from the flight education and Aeronautical Science degree programs. The Chairman of the Flight Training Department may recommend the student’s dismissal from the University through the Student Judicial Review process.

No person shall act as a crew member of an ERAU aircraft under the following conditions:

1. Within 12 hours after the consumption of any alcoholic beverage;
2. While still under the influence of alcohol in any way;
3. While using any medicine or drug that affects the faculties in any way contrary to safety;
4. Received a DWI/ DUI for driving an automobile while under the influence of alcohol and has not reported this fact to the Flight Department Chairman.
Any association or use of narcotic drugs, marijuana, depressant or stimulant drugs, or any illegal substance as defined in Federal or State statute is strictly forbidden and will result in the immediate suspension and dismissal from the flight-training program.

For additional information regarding substance use within the flight-training program at Embry-Riddle including drug and alcohol testing, please refer to the current version of the FOM provided to all flight-training participants.

**Tobacco Use, Smoking & Vaping Policy**

Embry-Riddle recognizes that tobacco use has a negative impact on students’ health and lives. Because smoking is hazardous to one’s health, as well as a hazard to the health of others, we endeavor to protect our students, faculty, staff and guests from second-hand smoke. In addition to health related concerns, smoking has the potential of causing fires that can result in disastrous consequences especially in the arid southwest. Please be mindful of living in the desert and do not smoke in or near areas of natural vegetation. The campus has designated smoking areas for those who choose to use tobacco products. The University reserves the right to restrict smoking even at designated smoking areas at any time.

The designated tobacco areas are adjacent to the following buildings (see map here):

1. Building 72 (King Engineering Building)
2. Building 43 (Hazy Library/Learning Center)
3. Building 65 (Plant Maintenance)
4. Thumb Butte Complex (between TBC Apartments & M400)
5. Hall 9 (Village Complex)
6. Hall 4 (Mingus Mountain Complex)

The use of any tobacco product, whether in the form of cigarettes, cigars, pipes, dipping/snuff, smokeless cigarettes (e-cigarettes/vape pens) or chewing tobacco is prohibited anywhere on University owned or leased property, all buildings, parking lots, personal/university vehicles or aircraft, etc., unless in one of the six designated tobacco use areas.

Any student who violates this policy may be subject to Student Conduct action. We understand that this policy may be difficult for smokers (and others who utilize tobacco products regularly) and we have no intention of forcing anyone to quit. We simply ask everyone to refrain from smoking or using tobacco substances on campus except in the designated tobacco use areas for their own health and the health of others.
We also realize that overcoming a dependence on tobacco can be extremely challenging. Therefore, the University, through the Wellness Center will provide information and access to a variety of cessation programs and a wide range of supportive systems to help our students’ transition to a healthier lifestyle. Please contact the Wellness Center for information regarding these programs.

Trespass Notice Policy
Occasionally there are circumstances that result in a student not being allowed on campus. Some of these instances are in conjunction with Student Conduct outcomes implemented when a student has been charged with violating a University policy as well as with Administrative Leave Withdrawals. Interim suspensions, suspensions, dismissals and Administrative Leave Withdraws all include Trespass Orders when they are activated. Students who are on interim suspension, suspension or dismissal must notify Dean of Students Office or Campus Safety and receive permission to conduct business on campus before they are permitted to return to campus. Failure to gain advance permission may result in an arrest for trespassing. Campus Safety reserves the right to contact local law enforcement agencies and have a Trespass Order issued when a student’s behavior has been excessively disruptive and/or repeated attempts to learn the identity of any person on campus have been unsuccessful. Additionally, all students are responsible for the behavior of their guests. Non-ERAU visitors may be asked to leave campus and may be denied access to University property. The student host(s) may be charged with policy violations as a result of the behavior of their guest(s).

Under the Age of 18 Policy
A student under the age of 18 may be required to have a signature from a parent or guardian to participate in certain campus events such as field trips, recreational activities and sporting events. Attempting to obtain the signature or consent of the student’s parent or guardian for each and every such event or activity before the student may participate would be burdensome for both the student and the parent or guardian and a student may miss events normally associated with college life. A waiver form may be signed one time by both the parent/guardian and the student to give consent for the student to sign in place of the parent/guardian for all activities and events that require written consent. Waiver forms are available in the Dean of Students Office, building 49. The waiver expires the day a student attains the age of 18.

University Wordmark Violations
Unauthorized use of the official University Wordmark, Eagle logo, Athletics logo, monogram, seal, and other graphic identity symbol is prohibited. Any use of University Wordmark by an individual or student organization must be approved by the University Communications Office.
University Nomenclature Violations

Unauthorized use of the University Name of misrepresenting oneself or a student organization as a department, division, employee or an authorized entity of Embry-Riddle is prohibited. Student Organizations may only use the name “at Embry-Riddle” at the end of their name as in the following example: “The Student Activities Fan Club at Embry-Riddle”. It would be inappropriate to use the term “Embry-Riddle Student Activities Fan Club”.
Welcome from the Department of Housing and Residence Life (HRL)

All of us at Housing and Residence Life (HRL) would like to welcome you to Embry-Riddle, your home away from home. Becoming a member of this unique community will be an opportunity for you to excel academically and develop skills needed to succeed after college. The HRL section of the handbook contains information that is useful for you while residing on campus. It is important that you read and know the information in this section, as you are responsible for understanding and adhering to our policies and procedures and the Terms and Conditions of your Housing Contract (found on-line).

Our residence halls are more than a place to sleep and hang out. Our halls are a place to develop life-long friendships, take on leadership roles, plan and participate in activities, take responsibility for yourself and your community, and just have fun. The advantages to be gained from living on campus are many. A number of studies suggest that students who live in University housing earn higher GPAs, are better connected to the University, will make better use of University services (i.e., tutors, library, and student activities) and are more pleased with their total college experience. Students who live in housing are more likely to graduate in four years (Astin, A. W., 1997, Student Involvement: A Developmental Theory for Higher Education, In College Student Affairs Administration. Pearson Custom Publishing: Boston.)

The Housing and Residence Life staff, your Residence Hall Association (RHA), Board of Campus Activities (BCA) and other organizations host events and activities for your enjoyment and success. Please talk to your Resident Assistant or check the Control Tower for more information about these events and ways to get involved. Activities such as game nights, hikes, and community competitions will offer opportunities for involvement and community development. It is only through your interaction with each other that the residence halls can truly become great places to live.

We realize that you will have many questions regarding residence hall living at Embry-Riddle and are here to assist you. You can also check out our FAQ. It is our hope that this academic year is a rewarding and challenging experience.

Our best to you in the coming year!

The Housing and Residence Life Staff
Mission
The Department of Housing and Residence Life is dedicated to serving the students of Embry-Riddle Aeronautical University by providing a safe and positive living/learning environment that enhances student learning.

We accomplish this mission and that of the University by applying these principles:

- Provide a safe and secure campus environment for students
- Work with students to create a community that enhances academic success and personal growth
- Plan an array of programs and activities that foster community and student interaction
- Provide quality service and well-maintained facilities
- Operate as a fiscally responsible department
- Work in conjunction with other departments to support the University mission

And upholding our core values:

- Customer Service
- Community
- Care

Respect for Individualism and Diversity
The Department of Housing and Residence Life would like all students to understand the expectations concerning the behavior of each member of the campus community. As an adult, you are responsible for your own actions.

No person has the right to degrade another human being on the basis of sex, gender identity, sexual orientation, race, physical capabilities, national origin, religious affiliation, or any other differences whether apparent or not. Written, verbal, or electronic abuse, harassment, threats, physical assault, intimidation, and other forms of violence against any member or group within your community will not be tolerated. We do not accept substance abuse, alcohol use, or peer pressure as an excuse for intimidation, harassment, abuse, or violence; nor should you. Ignorance or saying, “I was kidding” is NOT justification for such behavior. Such behavior may result in student conduct action. Misconduct should immediately be brought to the attention of the Housing and Residence Life staff.

Housing and Residence Life Staff
There are many individuals committed to working with you as you develop and grow through your college experience and as you and your fellow students learn to develop the community in which you are a part of. The HRL staff is comprised of both Housing and Residence Life professionals and para-professionals, all of whom are committed to supporting you in your housing needs and academic pursuits.
Housing Policies, Procedures and Services

The policies and procedures governing the residence halls are designed to help maintain a safe, clean, and comfortable environment for all residents, and to ensure that the residence halls provide a positive living environment that enhances student learning. The ultimate responsibility for achieving this goal lies with the residents. Each student who lives on campus is expected to respect the rights of the other individuals living in their community, the building and surrounding grounds in which they live, as well as the rights of the other individuals living in the community.

Four compelling community interests are the basis for our residence hall policies. Residence hall policies help to:

- Promote a legitimate educational purpose (quiet hours, first-year live-on requirement).
- Ensure that a healthy and safe environment is maintained (fire safety and Health and Safety Inspections).
- Prevent serious disruption to the educational living environment (alcohol policy, guest policy, courtesy hours).
- Mitigate property loss and damage (no pranks, secured entrances, furniture guidelines).

In addition to the Housing policies outlined below, all students are expected to adhere to the University’s Standards of Conduct.

Abandoned Items

Items found in public areas (including public hallways and laundry rooms) that cannot be traced to the owner, will be considered abandoned. All unclaimed abandoned items will be held for a period of ten (10) days. At the end of the ten (10) day period, unclaimed items will become the property of the University. Exceptions include perishable items and any property that remains in a room after checkout or at the end of the student’s contract for that term. Perishable items and property left in a room after checkout may be disposed of immediately.

All items left in community kitchens, including in refrigerators, at the end of each semester will be considered abandoned and may be disposed of immediately.

Bikes and other items secured to bike racks will be considered abandoned over the summer if not moved to the area around the hall(s) used for summer housing. Unclaimed items may be disposed of in one or more of the following manners:

- Conversion to University use.
- Donated to a social service or other community organization.
- Sold at auction by the University.
- Destruction or disposal.

Cable Television & Data Ports

Basic cable television is provided. Splicing/splitting of this cable line or tampering with the data ports is prohibited.
Check-In & Check-Out Information

Checking In
When residents check into housing at the beginning of the semester or change rooms during the semester, they are encouraged to complete a Room Condition Report (RCR) on-line. HRL staff have already done and inspection of the space, the online RCR allows the resident to make their own comments and attach any pictures of the room. It is the responsibility of each resident to complete the RCR for their living environment within 5 days of checking in. These notes will be compared to the condition of the room upon check-out and any damages beyond normal wear and tear or extra cleaning will be noted and charged to the resident’s account. If the resident does not complete the RCR within 5 days of moving into the space, they automatically default to agreeing to the condition of the space as deemed by the HRL inspection.

Early Arrivals
HRL does not guarantee occupancy beyond the dates in the Terms and Conditions. Residents may request to check in early at a cost of $40 per night. Requests must be submitted to prhouse@erau.edu at least 10 business days before check-in and will be granted based on availability.

Checking out
All checkouts (end of semester, room change) are completed by putting your key in a provided envelope and turning the envelope into the HRL office. After the resident leaves, HRL staff will inspect the room and the resident will have 5 days to comment on the checkout inspection, including attaching any photos the resident took at the time of checkout. The checkout inspections will include any potential damages that will be charged to the resident(s). Failure to review/comment on the check-out inspection will negate a resident’s ability to dispute and damage charges.

Extensions
HRL does not guarantee occupancy beyond the dates in the Terms and Conditions. Residents may request to checkout late at a cost of $40 per night. Requests must be submitted to prhouse@erau.edu at least 10 business days before checkout and will be granted based on availability.

Cleaning
Residents are equally responsible for cleaning their bedrooms, bathrooms and common spaces. Cleaning services are not provided by the University for individual living units. Residents may check out a vacuum cleaner from their RA, and request limited cleaning supplies at the beginning of the Fall semester. All other or additional cleaning supplies are the responsibility of the residents.

Health and Safety Inspections (HSIs) are conducted regularly to ensure that rooms are maintained in a clean and sanitary condition. All residents must keep their spaces clean. See “Health and Safety Inspections” for more information.
Contract Release
All contracts are for the entire contract period (i.e. Fall/Spring semester or Summer). Any release from the contract must meet the criteria stated in the Terms and Conditions of the contract, which are at the HRL website. A student must submit the request to break their contract via the “Apply to Break my Housing Contract” on-line form. Contractual release is only upon written approval from HRL. All housing refunds are based on the refund policy stated in the University Catalog and/or prorated based on number of days the room is occupied (based on check-out date).

Courtesy Hours
Being courteous to your fellow residents is an important part of a good community. Close living conditions and the effects of noise travelling through the building necessitate the establishment of some rules to contain noise. Courtesy hours are in effect twenty-four (24) hours per day, seven (7) days a week out of respect for the educational living environment of others. Within and near the residence halls, stereos (including car audio), and televisions should always be set at a reasonable volume to avoid disrupting others and voices should be kept at a reasonable level. Members of the community are also encouraged to respectfully talk to their neighbors when the noise is too loud.

Damages
Financial liability for damages lies with the residents in the bedroom, suite, apartment or building. Repeated damages have a direct impact on housing rates if the responsible party is not found or no one comes forward to accept responsibility of the damages. If damages occur in an apartment, suite or the common areas of a building and no individual takes responsibility, HRL will divide the charges among the occupants and bill their student accounts. This includes, but is not limited to, common entryways, hallways, lounges, kitchens and the immediate exterior/grounds (including littering and cigarette butts).

If damage occurs in a suite or an apartment, the residents of the suite/apartment will be held responsible.

If damage occurs, please report it to the RA or to HRL as soon as possible.

Residents are not authorized to perform any type of repair to damages themselves. Self-repairs may result in higher costs to residents, as it will most likely have to be redone in order to meet institutional specifications.

Students who come forward and admit responsibility for non-malicious damage will receive a 10% reduction in the cost of the repairs.

Decorating
Residents are encouraged to decorate their rooms as they wish and within reason. Nails, hooks or anything that will put a hole in the wall, peel the paint off or leave marks are prohibited. Any damages from decorating rooms will be charged to the resident(s). Items cannot be hung or attached to the ceiling due to fire safety regulations. Residents cannot permitted to paint their room/common areas.
Disability Accommodations

HRL is dedicated to providing disability accommodations on an as needed basis. All disability accommodation requests must be made through the department of Disability Support Services (DSS). To enable a reasonable timeframe for implementation, all requests need to be initiated by JULY 1 for the Fall semester, December 1 for the Spring semester, and April 1 for the Summer semester. HRL works closely with DSS to ensure a positive living environment while also maintaining confidentiality.

Emotional Support Animals (ESA)

ESA requests must be made through the Department of Disability Support Services. When making the request, DSS will provide the student with a document that outlines definitions, procedure, and the responsibilities of ESA owner. ESA’s are not allowed in common areas of the halls (lounges), other student rooms, or other campus buildings. Only after DSS has approved a request will and animal be considered an ESA, otherwise they are considered a pet (see Pet Policy).

Doors, Propping or Forced Entry

Any entry doors to the Village and Thumb Butte Complex (TBC) buildings may not be propped open. For reasons of fire, personal safety and building security, these doors are to remain closed and locked twenty-four (24) hours per day. All Village and TBC residents are required to use their Eagle Card for building access and must arrange to meet guests at the building entry door.

Emergency Information

The safety of each individual and their property is of immediate concern to HRL. Emergencies should be reported immediately to your RA or the RA on call/duty by dialing (928) 777-3790. If neither is available, please contact Campus Safety by dialing 3333 on a campus phone or (928) 777-3333. In a life-threatening situation, FIRST call 911, and THEN call an Embry-Riddle staff member. RAs are on call/duty when the Department of Housing and Residence Life office is closed. A HRL Professional staff member is on duty twenty-four (24) hours a day, seven (7) days a week.

Fire Evacuation Procedures

All windows, doorways, hallways and stairwells are to remain unobstructed at all times. To block such areas is a violation of local fire codes.

Fire Codes require that the University conduct two fire drills each year in every hall. We do these drills in the first two weeks of the Fall and Spring semesters.

Students must evacuate buildings during all fire alarms. The fire code does not allow for any exceptions to this requirement.

Fire Alarm Evacuation Procedures:

- Exit the building immediately.
- If in your room, lock your door and take your key.
- Use stairways; not elevators.
Once outside, move 100 feet, or more, away from the building to the designated assembly point.

- Notify staff of the possible location of the fire, if known, or the possible cause of the alarm, and of possible residents remaining in the building.
- Do not re-enter an evacuated building until a University official indicates the residents may return to the building. Silencing of an alarm does not indicate the building is safe to reenter.
- Failure to evacuate the building in a timely manner during any fire alarm may result in a $50 fine.

**Fire Safety Equipment**

Any costs associated with a false alarm caused by negligence or malicious actions may result in the financial responsibility of the responsible party. Dismantling, covering or otherwise altering fire safety equipment (smoke/hear detectors, sprinklers, fire extinguishers) is considered tampering and therefore is prohibited. Tampering with any fire safety equipment (including smoke detectors, pull stations, sprinklers and fire extinguishers) may result in a minimum fine of $100.

**Mingus Mountain Complex (Halls 1-5)**

Smoke detectors are located in bedrooms. Heat detectors are located in lounges/kitchenettes. Fire extinguishers are located on the exterior walkways/balconies. Activation of a detector will sound the alarm in the entire building. Residents are advised to close bedroom doors when cooking or showering to avoid possible non-fire related alarms.

**Village Complex (Halls 6-10)**

Hallway and community areas contain smoke and heat detectors. Activation of these devices will result in an evacuation of the building. There are smoke detectors within the suites/apartments that are independent of the building system and therefore, will not cause a building evacuation. In a non-fire related alarm (e.g. overcooked food) open the window and close the door to clear the room. Fan away from the detector, preferably with a damp towel to shut the detector off. Do not remove the smoke detector. Opening the suite/apartment door to the main hallway will activate the alarm for the entire hall. Fire extinguishers are located in hallways in the Village Complex.

**Thumb Butte Complex (M100-400 and TBA)**

Smoke detectors are located in bedrooms. Heat detectors are located in kitchens. Fire extinguishers are located in hallways. Activation of a detector will sound the alarm in the entire building. Residents should close bedroom doors when cooking or showering to avoid possible non-fire related alarms.

The Thumb Butte Complex is equipped with a sprinkler system. The sprinklers are heat and touch sensitive. Do not hang, touch or disrupt the sprinklers at any time. If a sprinkler goes off, the resident(s) in the room will be held accountable for damage costs. If the sprinkler is activated in
a common area, the residents of the building will be held accountable for damages unless the person who activated the sprinkler system is identified. Sprinkler system discharge can result in $10,000 or more in damages plus personal property loss.

Furniture
HRL provides each resident with a bed and mattress, desk, desk chair, and dresser. Each resident provides their own linens, bedding, cleaning materials and other personal items. Any requests for bed adjustments need to be submitted to prhouse@erau.edu within the first two weeks of the semester and will be evaluated based on furniture availability and timeliness of request by HRL prior to completing or denying the request. Non-University loft kits are not permitted due to safety concerns.

Residents are responsible for University provided furniture. Any damage that results from improper use of furniture will be charged to the residents.

The residents may not remove University provided furniture at any time. This includes moving furniture from a common space into a personal space. Removal of furniture may result in fines of up to $100 per piece of furniture or the cost to replace missing furniture.

Garbage
All residents are responsible for properly separating and disposing of any trash from their room/suite/apartment. All trash must be taken to the dumpsters located in the parking lots of the residence halls. Students found depositing room trash in University-provided receptacles in halls, lounges, common kitchens or laundry rooms may be subject to student conduct action.

Gender Identity
HRL makes housing assignments based on gender identity as indicated on the housing application. Students who have female/male gender identities will work collaboratively with HRL to find the best possible living environment.

Guest Information
Residents are permitted to have guests visit, including overnight. A guest is anyone who does not reside in the particular room in which they are visiting. This includes residents of other buildings, suites or apartments, Embry-Riddle students living off-campus, and people who are not affiliated with the University. Guests are must be escorted at all times within the residence halls. This means that guests may not remain in the apartment or suite without their host being present. Having a guest is a privilege, not a right, and this privilege is subject to immediate removal for violation of the guest policy.

Residents are responsible for the actions and behaviors of their guest at all times, and must ensure their guests are aware of and adhere to University policies. The roommates and suitemates must approve all guests. HRL or other University officials reserve the right to ask a guest to leave at any time.
Guests are permitted to stay overnight in the halls for up to two nights maximum within a calendar month. Exceptions may be made through the permission of HRL. Guests are not allowed to sleep or spend the night in public lounges.

Guests under 18 years of age must be approved by HRL at least seventy-two (72) hours prior to their visit.

Resident hosts must respect the rights and privacy of roommates and fellow residents when sponsoring a guest. Actions that may disrupt resident’s rights are prohibited.

A violation of the guest policy may result in an additional room charge on the student’s account. This means that if a guest stays beyond the registered time of two nights per calendar month, a student may be charged a prorated fee of the room rate and may be subject to student conduct action.

**Guest Parking**

Guests must park in residential “GREEN” lots, and they must have and display a guest parking permit. Guest parking permits are available at the Campus Safety Office located at Building 14.

**Health & Safety Inspections**

Health and Safety Inspections (HSIs) are conducted once a month in First-Year Experience areas and once a semester in all other areas. HRL reserves the right to increase the frequency of HSI’s. HSIs are performed by teams of two HRL staff members. Residents do not need to be present for Health and Safety Inspection.

If rooms or units are in an unsanitary or unsafe condition, resident(s) will be given forty-eight (48) hours to correct the concern. If the concern is not resolved in the allotted time, outside cleaning services may be brought in to correct the concern at the resident’s expense. Charges for corrective actions may be divided equally among the residents in the space. Repeated concerns may be referred to the Student Conduct process.

**Keys, Locks, Lock-Out Procedures**

Residents are responsible for the proper use and security of all keys issued by HRL. Key duplication or other misuse is strictly prohibited for safety concerns. If a key is lost or lock mechanism is damaged as a result of student abuse or misuse, the student’s account will be charged for repair or replacement.

Residents are expected to lock both their interior and exterior doors at all times and always carry their room key. If locked out during business hours, please go to HRL in Haas Commons, Bldg. 73. If locked out after business hours or on weekends/holidays contact HRL after-hours number at (928) 777-3790 for assistance.

Any lost keys must be reported to HRL immediately. The student's account will be charged for a lock core change and key replacement based on the area in which the student lives. A temporary key will be issued until the lock core change takes place. Residents will be notified when the core change takes place and new keys
must be obtained from HRL. Charges for lock core change and key replacement are dependent on the materials and labor needed:

- Thumb Butte Complex and Village suites: $60.00
- The Village Complex: $115.00
- Mingus Mountain Complex: $300.00

Broken or bent keys resulting from student misuse will be replaced for a charge of $15.

**Laundry Rooms**

There are seven laundry rooms available for use by current campus residents only. In the Mingus Mountain Complex there are two laundry rooms. One is on the first floor of Roadrunner Hall (1) and the second is on the first floor of Quail Hall (3). The Village Complex laundry room is part of Dells Hall (9). In the Thumb Butte Complex the laundry rooms are in Hall M-200 and on each floor in the Thumb Butte Apartments.

If there are problems with the machines, please submit the concern via the phone number or website posted in the laundry room. To better facilitate and expedite our work order process, please specify the laundry room location, machine type and number, and a brief description of the problem. Refund requests for laundry can be made at the Housing and Residence Life office. If you have a problem with your Eagle Card, please contact the Eagle Card Office in Bldg. 13, (928) 777-3963.

**Lofting**

See “Furniture”

**Maintenance, Work Orders**

For routine maintenance requests, please contact any RA or HRL. Please allow 5-7 business days (Monday through Friday) for completion of any non-emergency work request. If a work request has not been completed within seven (7) business days, please contact HRL to inquire about the status. In some cases where parts have to be ordered, or outside service agencies are called in, it may take more than seven (7) days.

For emergency maintenance requests (those issues that are life-threatening, may cause injury or illness, or seriously affect building integrity or operation), call HRL at (928) 777-3744 or the after-hours line at (928) 777-3790.

**Moving**

See “Room Changes”

**Pets**

Fish are the only pets allowed in the residence halls. Other animals are not allowed in the residence halls at any time (except Service Animals and Emotional Support Animals that are registered through Disability Support Services). If a student is in violation of this policy, they need to remove the animal from campus immediately and their living unit will be cleaned at a cost to the student of $250.
Emotional Support Animals (ESA) – see Disability accommodations
Any animal is considered a pet unless it is a Service Animal or the student has been approved for an ESA.

Posting
All publicity appearing in or around the residence halls must be stamped and approved by the Housing and Residence Life office, located in Building 73. Postings must contain the event date, time, location, contact information, and when applicable the cost/price associated with the event. All postings are removed after two weeks.

HRL is the only entity authorized to post in or around the halls. When wanting to post in the halls, plan on it taking two business days for approval for them to be posted in the halls and bring 35 copies of the posting.

Room Changes
Residents may request to make room changes any time after the second week of classes of each semester. Due to overcrowding at the beginning of the semester, along with the philosophy that students be given time to work out any possible roommate conflicts, no room changes will be granted during the first two weeks of each term.

To initiate a room change, all parties involved should schedule a meeting with their HRL professional. To set up a meeting with an HRL professional, drop by the office in Haas Commons or call (928) 777-3744. Failure to follow proper room change procedures may result in a minimum $50 fine and/or additional room charges as deemed appropriate.

Room Consolidations
The University reserves the right to change room assignments, assign new residents, reassign current residents and/or consolidate vacancies at any time in the interest of health, discipline, facilities concerns and maximum utilization of residence hall space.

Room Entry Procedures
Facilities Management, Campus Safety, HRL staff and other University officials are permitted to enter student rooms for completion of work orders, routine checks/inspections, emergencies, or to investigate suspected policy violation. Proper room entry procedures are expected to be followed at all times, with the exception of emergencies:

- Knock on the door three times.
- Announce identity and announce intention to key-in.
- Announce identity once again as the University official enters into the room.
- If no one is present, leave notice that a university official entered.

If incidents of imminent danger or extreme emergency, the preceding procedures may be suspended.
If a resident observes that this procedure is not followed, HRL should be notified immediately and corrective action will be taken.

**Roommate Notification and Reassignments**

When possible, residents will be given twenty-four (24) hour notice by HRL via University e-mail of receiving a new roommate. Unless a resident is paying for a single room, the room must always be ready for double or triple occupancy. Students who do not keep the room ready for double or triple occupancy may be charged for a single room or relocated.

**Room Searches**

Residence halls and other facilities on the Prescott campus are the property of Embry-Riddle Aeronautical University. Therefore, the University reserves the right to enter and/or search residence hall rooms and common areas for the purposes of inventory, fire protection, sanitation, health and safety, maintenance, and enforcement of policies and regulations. Inspections for sanitation, health and safety, or maintenance are done routinely and may be done with or without advance notice. To preserve the student's privacy, other than routine room inspections, searches are conducted only when reasonable belief has been established that a University/HRL regulation/policy or State/Federal statute has been violated or there is a threat to self or others. These regulations and policies may include, but are not limited to alcohol, drugs, sexual misconduct, theft and weapons. After reasonable belief has been established, the procedure for searching a room is as follows:

- An attempt is made to have a resident of the room present in order to carry out the search. The search is conducted by members of HRL and/or Campus Safety. During a search, there will be at least two professional staff members present. All searches must be authorized by the Director of HRL or designee.

- The resident, if present, will be advised that a room search is being conducted, the purpose of the search and the University officials conducting the search. If the resident refuses and reasonable belief has been established, the University will proceed and conduct the search without consent.

- Illegal substances found during a search may cause University officials to secure the room until local law enforcement officials arrive. If other policy violations found during the course of the search, those items will be confiscated, inventoried and stored in the Campus Safety & Security Office. These items may be used as evidence in an administrative and/or student conduct process on the campus and/or criminal prosecution in the local community.

In incidents of imminent danger or extreme emergency, the preceding procedures may be suspended.

If in the course of the search possible violations of local laws are discovered, HRL may contact the local police.
Single Rooms
Single rooms are charged at an additional rate of $1,400 for the semester when available.

Temperature Control
The rooms in the Village and Mingus Complexes have temperature control for the living unit. The temperature should be set so that all residents are comfortable. HRL recommends the units are set at 71 degrees in the spring/summer and 68 degrees in the fall/winter.

The temperature control for the Thumb Butte Modulars are regulated through HRL and any tampering with the units may result in referral to the Student Conduct system and/or damages charged to the students account.

Thermostats for the Thumb Butte Apartments are set at 71 degrees in the spring/summer and 68 degrees in the fall/winter. Residents are able to adjust the temperature in their unit +3 degrees using the in unit thermostats.

Vending Machines
Problems with the vending machines, please call the Business Office at (928) 777-3764.
Housing & Residence Life - Important Phone Numbers

Housing and Residence Life main office
Haas Commons, Bldg. 73
(928) 777-3744
prhouse@erau.edu

HRL After-hours Emergency Line
(928) 777-3790
Listen to prompts.

Jason Langston, Director
(928) 777-6972
Jason.Langston@erau.edu

TBD, Assistant Director
(928) 777-6970

Christina Knowlton, Area Coordinator, Village Complex
(928) 777-6935
David.Escobar@erau.edu

DJ Escobar, Area Coordinator, Mingus Mountain Complex
(928) 777-6935
David.Escobar@erau.edu

Thomas Rice, Area Coordinator, Thumb Butte Complex
(928) 777-6932
Thomas.Rice@erau.edu

Sandra Saar, Coordinator
(928) 777-3746
Sandra.Saar@erau.edu

Debbie Williams, Administrative Assistant
(928) 777-3946
Willid99@erau.edu
Important Dates for Residence Halls

Please remember that the halls will remain open during Thanksgiving, Winter and Spring Breaks

- December 17, 2017 – Students only living on campus for Fall must move out (see Contract Terms & Conditions)
- December 18, 2017 – Reduced Services for residential students begin
- January 2, 2018 – full services resumed
- Late January/Early February – Housing application for Fall 2018/Spring 2019 go live
- May 7, 2017 (12 noon) – residence halls close for all students without summer contract
### Helpful Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
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<tbody>
<tr>
<td>Toll Free – Switchboard</td>
<td>1 (800) 888-ERAU (3728)</td>
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<tr>
<td>Admissions</td>
<td>(928) 777-6600</td>
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<tr>
<td>Alumni Relations</td>
<td>(928) 777-6961</td>
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<tr>
<td>Athletics</td>
<td>(928) 777-3777</td>
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<tr>
<td>Bookstore</td>
<td>(928) 777-3732</td>
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<tr>
<td>Business/Finance Office</td>
<td>(928) 777-3943</td>
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<tr>
<td>Cashier</td>
<td>(928) 777-3726</td>
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<tr>
<td>Chapel (Reserve through Wellness Center)</td>
<td>(928) 777-6653</td>
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<tr>
<td>Career Services:</td>
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<tr>
<td>College of Aviation</td>
<td>(928) 777-3901</td>
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<tr>
<td>College of Engineering</td>
<td>(928) 777-3821</td>
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<tr>
<td>College of Arts &amp; Sciences</td>
<td>(928) 777-6681</td>
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<tr>
<td>College of Security &amp; Intelligence</td>
<td>(928) 777-6681</td>
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<tr>
<td>Chancellor’s Office</td>
<td>(928) 777-3800</td>
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<tr>
<td>Chief Academic Officer</td>
<td>(928) 777-3837</td>
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<tr>
<td>College of Arts &amp; Sciences</td>
<td>(928) 777-3701</td>
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<td>College of Aviation</td>
<td>(928) 777-6621</td>
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<td>College of Engineering</td>
<td>(928) 777-3844</td>
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<td>College of Security &amp; Intelligence</td>
<td>(928) 777-6617</td>
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<td>Copy Center</td>
<td>(928) 777-6690</td>
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<td>Counseling Services</td>
<td>(928) 777-6653</td>
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<td>Dean of Students</td>
<td>(928) 777-3879</td>
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<td>Development Office</td>
<td>(928) 777-4210</td>
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<td>Disability Support Services</td>
<td>(928) 777-6750</td>
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<td>Eagle Card Office</td>
<td>(928) 777-3900</td>
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<td>Emergencies (Safety Department)</td>
<td>(928) 777-3333</td>
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<td>FERPA/Records &amp; Registration</td>
<td>(928) 777-3808</td>
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<td>Financial Aid</td>
<td>(928) 777-3765</td>
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<td>Fitness Center</td>
<td>(928) 777-3787</td>
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<td>Flight Dispatch/Operations</td>
<td>(928) 777-4312</td>
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<td>Flight Supervisor</td>
<td>(928) 777-4316</td>
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<tr>
<td>Food/Sodexo Dining Services</td>
<td>(928) 777-6904</td>
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<tr>
<td>Fraternity and Sorority Life</td>
<td>(928) 777-3434</td>
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<tr>
<td>Hazy Library and Learning Center</td>
<td>(928) 777-3811</td>
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<td>Horizons’s Newspaper</td>
<td>(928) 777-3891</td>
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<td>Housing, On-Campus</td>
<td>(928) 777-3744</td>
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<td>Information Technology Help Desk</td>
<td>(928) 777-6990</td>
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<td>International Student Services</td>
<td>(928) 777-3773</td>
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<td>Intramural Sports</td>
<td>(928) 777-3980</td>
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<td>Mail Room</td>
<td>(928) 777-3782</td>
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<tr>
<td>Records and Registration</td>
<td>(928) 777-3808</td>
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<td>ROTC-Air Force</td>
<td>(928) 777-3868</td>
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<tr>
<td>ROTC-Army</td>
<td>(928) 777-3870</td>
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<tr>
<td>Safety and Security Department *</td>
<td>(928) 777-3333</td>
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<tr>
<td>Student Activities/Engagement</td>
<td>(928) 777-6931</td>
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<td>Student Conduct</td>
<td>(928) 777-3747</td>
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<td>Student Employment</td>
<td>(928) 777-3700</td>
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<td>Student Government Association</td>
<td>(928) 777-3784</td>
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<tr>
<td>Student Veteran’s Affairs/Organization</td>
<td>(928) 777-6733</td>
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<td>Study Abroad</td>
<td>(928) 777-3774</td>
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<td>Title IX (Sex/Gender-based harassment, discrimination, and sexual misconduct)</td>
<td>(928) 777-3747</td>
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<tr>
<td>Wellness Center</td>
<td>(928) 777-6653</td>
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<tr>
<td>Women’s and Diversity Center</td>
<td>(928) 777-3968</td>
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*Available 24 hours every day, the Safety & Security Department provides a comprehensive security and safety program.*