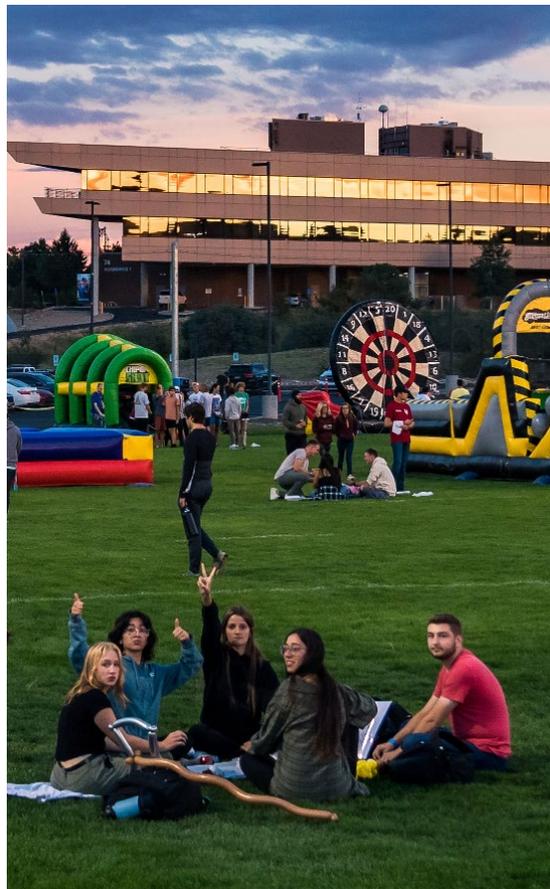


# **EMBRY-RIDDLE** Aeronautical University

PRESCOTT, ARIZONA

## **Student Handbook 2023-2024**



Applicable policies and procedures may be modified or updated periodically. The most recent and current date will be reflected below. Students are bound by the terms in effect and published online at the time of any given event or occurrence. The posted electronic version of applicable policies and procedures in this Student Handbook serves as the official current version.

*Revised August 22, 2023*

## **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.

## **Non-Discrimination Statement and Policy**

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.

## **Division of Student Affairs**

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, services, and learning opportunities that promote the intellectual and personal development of our students. Through collaboration with other university departments, we help to provide a comprehensive college and campus experience that is student-centered and prepares our students to be productive members of our rapidly changing global economy and society. We focus on critical issues including personal responsibility, sense of community, respect for others, appreciation for diversity, and ethical citizenship.

## **Dean of Students Office**

The mission of the Dean of Students Office is to support Embry-Riddle Aeronautical University and the Division of Student Affairs by providing services and resources for all of our students and by promoting an ethical and inclusive campus community through fairness, mutual respect, personal accountability, and responsible citizenship. Through our collaborative efforts, we work 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.

The Dean of Students Office is responsible for updating and maintaining the Student Handbook.



## Message from the Student Affairs Team

Welcome to the 2023 – 2024 academic year at Embry-Riddle Aeronautical University at our beautiful campus in Prescott, Arizona! The Division of Student Affairs is thrilled to extend a warm greeting as you embark on this exciting chapter of your educational journey. Our goal is to work with you to create co-curricular opportunities, and a supportive environment that will enrich your college experience, complement your academic pursuits, and empower you to successfully complete your degree!

This Student Handbook serves as a valuable resource. It outlines your obligations as a student here, including your rights and responsibilities, expected standards of conduct, important campus policies, rules, and procedures, and numerous campus and university resources that are available to assist you. We encourage you to familiarize yourself with its contents and refer to it. **Please pay special attention to the Standards of Conduct for Students and Recognized Student Organizations (RSOs), starting on p. 22 of this Handbook. It is the responsibility of each student and student organization to read, understand, and follow these standards and expectations carefully.** Don't hesitate to let us know if you have any questions.

While you are a student here, we hope you will engage with all aspects of our university and campus life. Our team is here to assist you in navigating university life. We hope that you take full advantage of the many opportunities available and that the lessons and experiences you gain this year will evolve into a commitment to life-long learning that will accompany you into your professional career as an alumnus of Embry-Riddle Aeronautical University. Our dedicated and caring staff and faculty are here for you and committed to your success.

Remember that you are a part of our dynamic community with other passionate and extraordinary students. Your unique perspectives, talents, and aspirations contribute to the rich tapestry of our university. We look forward to witnessing your achievements, growth, and meaningful contributions during your time with us.

Welcome again to our campus in the high desert of Northern Arizona, “everybody’s hometown” Prescott, and Embry-Riddle Aeronautical University! We are glad to have you here and wish you the very best for an outstanding and fulfilling academic year.

Go Eagles!

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# I. ACADEMIC CALENDAR

## FALL 2023

The Embry-Riddle, Prescott Academic Calendar is available at <https://prescott.erau.edu/campus-life/academic-calendar>  
Note – Dates are subject to change. Please check the above link above for the most up-to-date information.

### Fall 2023 Semester

#### August 2023

August 24-27	Orientation
August 28	First day of classes

#### September 2023

September 1	Last day to add classes, Last day to drop with 100% refund
September 4	Holiday – Labor Day
September 15	Last day to drop classes
September 16	“W” grades begin for dropped classes
September 22	Last day to complete “I” grades – Summer B/C
September 29	Last day to apply for Fall Graduation

#### October 2023

October 5	No Classes – Fall Expo
October 10	Follow Thursday Class Schedule
October 12-13	Fall Break
October 13	Midterm grades due

#### November 2023

November 6	Registration for Seniors, Masters
November 8	Registration for Juniors
November 10	Holiday – Veterans Day
November 13	Registration for Sophomores
November 15	Registration for Freshmen
November 17	Last day to withdraw or audit classes
November 22-26	Thanksgiving Holiday

#### December 2023

December 7	Last day of classes
December 8	Study day
December 9, 11-14	Final exams
December 16	Commencement

### Spring 2024 Semester – TBD

For the latest information, see <https://prescott.erau.edu/campus-life/academic-calendar>

## II. CAMPUS OFFICES, DEPARTMENTS & SERVICES

### Academic Advising

Professional academic advisors and faculty mentors are available within each college to assist students with degree planning, course registration, and program-focused mentorship. Advisor assignments can be found under the Academic Advising tile in the Campus Solutions Student Center.

### Athletics

#### Intercollegiate Athletics

*Eagle Athletic Complex Building 80, (928) 777-3777*

The university sponsors 14 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, softball, women's and men's cross country, baseball, 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- 3980*

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 football, volleyball, basketball, softball, dodge ball, and 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 athletic director assists sports clubs, chartered clubs, and organizations with the use of sports facilities and equipment. All students are encouraged to use all of our on-campus sports-related facilities, which include an 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. Through a partnership with the Student Government Association (SGA), we now offer outdoor recreation equipment for check-out to current students, staff, and faculty. We have inflatable kayaks, paddleboards, fishing equipment, hiking equipment, and bikes that are free for students to check out, to explore all of the outdoor opportunities Prescott has to offer!

### Behavioral Intervention Team (BIT)

*Dean of Students Office – Building 49, (928) 777-3836*

The purpose of BIT is to coordinate Embry-Riddle's resources to address the needs of students who are experiencing significant behavioral concerns or who are demonstrating threat of harm to self or others. Upon referral, the BIT will review the situation and recommend collaborative and purposeful interventions aimed at safety and helping the student achieve success. The BIT process is also designed to provide members of the university community, who have concerns regarding students' behavior, with an easily accessible avenue to report these concerns. Following a referral or information submission, the BIT will, when appropriate, identify assessment and/or referral recommendation options to the student. The ultimate goals are student and campus health, safety, and success. BIT's goal is to identify a behavioral problem prior to a student being entered into the student conduct process; however, depending on the nature of the behavior, a student might be engaged in support from BIT while being referred to the student conduct system.

If you need to report a life-threatening emergency, including a threat of imminent harm to self or others, call Campus Safety and Security at 928-777-3333 immediately or use a campus blue phone. For non-emergencies, submit a report [online](#).

## Campus Safety and Security Office & Safety Resources

Building 14, (928) 777-3333, <https://prescott.erau.edu/about/security>

The Campus Safety and Security Office patrols the Embry-Riddle Prescott campus 24 hours a day, seven days a week, all year round, and provides safety and security services to the entire campus community. Many officers and dispatchers have prior law enforcement or military experience and some have decades of safety and security experience.

Our campus safety and security services include:

### **On Campus Emergency Number: x73333**

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 Campus Safety can best assist emergency responders to quickly locate the emergency. If you dial 911 from a university phone, you will need to dial "9" first for an outside line, then 911.

### **Anonymous Tip Line**

To report something anonymously, use the new Eagle Guardian mobile app (see "Eagle Guardian" section below).

### **Annual Security Report (Clery Report)**

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, our can be found at <https://prescott.erau.edu/about/security/reports-procedures/safety-report> and also on the Campus Safety and Security website (<https://prescott.erau.edu/about/security>). The daily crime log is available at the Campus Safety and Security office in Building 14.

### **Body Worn Cameras**

Certain Campus Safety officers will be equipped with Body Worn Cameras (BWCs) during their patrols. Extensive research has proven that these cameras improve accountability and encourage responsible behavior. It's important to note that the use of BWCs is legal and will be subject to policies that protect privacy and avoid recording in areas where privacy is expected and objected to.

### **Confiscated items**

Campus Safety and Security has the authority to confiscate any policy violations found on campus until the items can be removed from campus or discarded. Students will have 5 days to retrieve confiscated items once they receive notice, they are able to do so. After 5 days, confiscated items will be destroyed.

### **Code Blue Emergency Phones**

Emergency telephones, available through free-standing and wall-mounted devices, are installed throughout the campus. Their distinctive blue identification lights for the phones, which stand out at night, also make 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 Campus Safety and Security Dispatch and activates a blue strobe light that draws attention to that location for emergency responders.

### **Eagle Guardian**

The Eagle Guardian mobile app adds personal safety capabilities to any smartphone or smart device, both on and off campus. Students, faculty, and staff can register to set up an account after downloading the app in the Apple or Google Play stores by searching for "Rave Guardian." Note – Guests, visitors, and contractors may also use Rave Guardian if they download the app. Users will be connected to Campus Safety and Security via the app by using the following features:

- A user profile may be set up to indicate any safety related information
- Inbox – To receive alerts/advisories sent out by Campus Safety and Security via RAVE Alert
- Important numbers
- Content Directory – Includes links to on-line resources, both within the university community and

- externally
- Virtual Escort – Allows the user to designate an official (Campus Safety and Security) guardian or an unofficial (friend or family member) guardian to virtually “escort” them on their trip via a timer and geo-tracking of their location to ensure they reach their destination safely
- Chat – Allows users to engage in non-emergency chat
- Anonymous Tip Line – Sends anonymous tips to Campus Safety and Security

### **Locked Out**

**Residence hall students:** If you are a resident of a university residence hall and are locked out of your room, you should first seek assistance from the Housing and Residence Life (HRL) office by calling (928) 777-3790. If Housing staff are not available, Campus Safety personnel will assist.

**Other campus facilities:** Campus Safety and Security will provide lock-out access to other on-campus facilities for individuals who are properly authorized.

### **Lost and Found**

Lost and Found is located in the Campus Safety and Security office in Building 14. If you find a misplaced item, please bring it to Building 14 promptly. We are open 24/7. If you have misplaced valuable property, visit us in Building 14 to see if we have it or to report your loss. Recovered property is held by Campus Safety for a period of thirty (30) days. Items unclaimed after 30 days are donated to a non-profit organization or destroyed. Exceptions include perishable items and food containers, which may be disposed of immediately.

### **Parking and Traffic Services & Regulations**

ERAU Prescott Traffic and Parking Regulations, including those that apply to Other Power-Driven Mobility Devices (OPDMD), can be found here:

<https://prescott.erau.edu/-/media/files/prescott/this-is-prescott/campus-safety/traffic-parking-regulations.pdf>

### **Online Parking Permit Registration**

Registration for on-campus vehicles is handled online. Visit the link [here](#) to get more information or to register your vehicle. Follow the instructions and print the temporary parking pass. 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. This system is activated in mid-August each year for the upcoming school year.

### **Longer-Term Parking Arrangements**

Please inform Campus Safety and Security of any plans to leave your vehicle on campus during semester or summer breaks. Lot N in front of Building 73 is typically used for off-campus students to park their cars on campus in order to take advantage of shuttle services.

### **RAVE Emergency Mass Communication System**

ERAU's [RAVE](#) system (type in “Embry-Riddle Aeronautical University”) is used to transmit emergency messages to registered participants via email, phone, text, and our outdoor public address system, as well as on Facebook (Embry-Riddle Campus Safety and Security Prescott). Another feature, called Alertus, will capture PC desktops and interrupt classroom presentations to advise students and employees of emergencies and recommended actions to take. Your ERAU email account is automatically enrolled to receive RAVE messages. We strongly recommend that you opt in to this system with your phone so you can receive voice and text messages wherever you are on campus. To update your contact information, please visit the link above.

### **Safe Walk**

Campus Safety and Security offers a Safe Walk to anyone who would rather not walk alone on campus, for any reason. This service is available to anyone, students and employees, day or night, with assistance between any locations on campus. Call Campus Safety and Security at (928) 777-3333 to request a Safe Walk. When possible, please call in advance so officers can prepare.

## Other Campus Safety and Security Resources

The Prescott Campus Safety and Security Department is supported by and collaborates with various offices within the university that also focus on issues related to safety. These include offices and resources that focus on aviation safety, emergency management, environmental health and safety, risk management, and safety culture. Please contact us for more information.

## Important Campus Safety and Emergency Numbers:

**IN AN EMERGENCY:** In the event of an on-campus emergency, call 911 (dial “9” first from on-campus phones). If you can, also call Campus Safety and Security at (928) 777-3333 so they can help direct responders.

### Frequently Used On-Campus Safety Numbers:

Campus Safety and Security Office:	(928) 777-3333
Wellness Center:	(928) 777-6653
Counseling Services:	(928) 777-3879
Dean of Students Office:	(928) 777-3879

### Off-Campus Safety Numbers (dial “9” first from on-campus phones):

Prescott Police & Fire – EMERGENCY	911
Prescott Police Department, non-emergency:	(928) 777-1900
Prescott Fire Department, non-emergency:	(928) 777-1700
Life Line Ambulance Service, Prescott:	911
Yavapai Regional Medical Center (YRMC), 1003 Willow Creek Road:	(928) 445-2700

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

## Career Services

*STEM Education Center, Building 76, (928) 777-6600*

Career Services supports preparation for career success through providing one-on-one advising, resume, cover letter, job application and other writing assistance, advice from and exposure to industry leaders and employers, employment trends, assistance with job and internship searches, and a variety of workshops to increase job skills and competitiveness. Career advising is also available for 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. Visit our website at <https://prescott.erau.edu/about/career-services> for information about our programs and staff, including the staff contacts designated for each degree program.

## Catalog – Undergraduate/Graduate

The academic catalog is the official source of the university’s academic programs, courses, academic policies, procedures, and regulations for both undergraduate and graduate students. The Prescott academic catalog can be found here: <https://catalog.erau.edu/prescott/>

## Center for Diversity and Inclusion

*J. R. Hunt Student Union – Building 16, Room 107, (928) 777-3968*

The Center for Diversity & Inclusion at the ERAU-Prescott Campus celebrates the diversity of students, faculty, and staff and assists in efforts that create an inclusive academic and learning environment through student programs, services, resources, and programming. The Center provides resources and advocacy on behalf women, people of color, the LGBTQ+ community, persons with disability, diverse socioeconomic and cultural/religious groups, etc. The Center – which works closely with the Dean of Students and the university’s Chief Diversity & Inclusion Officer –strives to be a collaborative campus partner that helps students to adapt and thrive in diverse environments, engage in creative, productive, and meaningful activities, and

understand the impacts of their behaviors on others. The Center also engages collaboratively in efforts that support enrollment, persistence, and retention, especially for students from underrepresented backgrounds.

Activities include:

- Producing programs by, 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 campus diversity
- Providing a safe outlet for diverse, underrepresented, minorities, or marginalized individuals and groups to voice their concerns
- Performing campus-wide assessment and planning activities to identify the current climate, obstacles to diversity and inclusion, and promising initiatives for the future

## **Center for International Programs and Services (CIPS)**

*Building 51, (928) 777-3773*

The Center for International Programs and Services (CIPS) is Embry-Riddle's hub for international information and services for international students. CIPS works to provide a diverse and international environment on the Prescott campus, ensuring that 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 multicultural education programs and activities. Our goal is for students to graduate as globally engaged citizens. For more information and to get involved please stop by! More information available on our website, <https://prescott.erau.edu/campus-life/international-students>

## **Chapel**

*Fred and Fay Haas Interfaith Chapel – Building 46, (928) 777-3312*

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, 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. The Chapel is open to students, staff and faculty from Monday through Friday after 5:00 PM and also all day on Saturday and Sunday.

## **Counseling Services**

*Haas Interfaith Chapel – Building 46, (928) 777-3312*

Counseling Services at Embry-Riddle Prescott offers a wide range of mental health, educational, career, and consultative services to students. The staff are committed to providing a safe, welcoming environment for all students regardless of their gender, gender expression, gender identity, ethnicity, race, language, culture, religious/spiritual beliefs, sexual orientation, national origin, immigration status, age, physical and mental/intellectual abilities, and/or socioeconomic status.

Services are provided at no out-of-pocket cost to the student. Counseling Services provides a safe and confidential place to discuss concerns or problems that might be interfering with personal growth and/or academic achievement. Counseling Services strives to help students achieve educational goals, learn problem solving, increase and enhance capacity for satisfying interpersonal relationships, narrow career goals, and make full use of their potential for continued growth beyond the educational experience at Embry-Riddle. The primary services offered by trained licensed counseling professionals at ERAU Counseling Services include individual, group, and couples counseling services, crisis management, outreach program development, consultation, and referrals. Counseling is available during business hours. To make an appointment, call Counseling Services at (928) 777-3312. If you are in need of 24/7 counseling services, please contact MySSP at 1-866-492-2252 or download the mobile app.

For emergencies after hours, call 911 or Campus Safety and Security at (928) 777-3333. If you are in a crisis after hours, call the 24/7 Crisis Hotline – 988, Spectrum HealthCare – Crisis (928) 634-2236, or the Crisis Response Network/Terros Health at (877) 756-4090. The Counseling Services website is <https://prescott.erau.edu/about/counseling>

## Dean of Students Office

*Building 49, (928) 777- 3879*

The Dean of Students provides leadership and oversight for the Division of Student Affairs, which includes the Dean of Students Office, Counseling Services, Disability Support Services (DSS), Housing and Residence Life (HRL), Student Engagement, the Wellness Center, and the Center for Diversity and Inclusion. These offices and departments provide leadership for various campus programs and services including Orientation, Fraternity and Sorority Life, Clubs and Recognized Student Organizations (RSOs), and the Parent & Family Association. These offices also provide oversight for various campus events and programs. The Dean of Students Office is also responsible for all policies and procedures related to student conduct and the Behavioral Intervention Team (BIT).

The staff in the Dean of Students Office offer assistance and support for students who require extended absences from class due to hospitalization, family emergencies, or other reasons when the student is not available. Staff also assist with concerns about personal and family issues, student rights and responsibilities, grievances, students of concern, withdrawals, student policies and procedures, 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 by the Dean of Students Office. The Dean of Students Office works in cooperation with the Records Office to ensure compliance with the Family Educational Rights and Privacy (FERPA) Act, which establishes guidelines for college and universities related to the management and release of students' educational records, which includes student conduct records. The Dean of Students Office serves as a centralized location for student assistance. If we cannot answer your question, we will direct you to the appropriate department or office for assistance. Students with specific academic concerns can also be directed toward the deans of the academic colleges.

## Dining Services (Sodexo)

Sodexo is the campus dining provider and is pleased to provide innovative dining options to Embry-Riddle, Prescott students, faculty, and staff. Sodexo not only strives to offer a fresh, high-quality product, but is happy to bring culinary versatility in meeting the needs of guests. Anyone with special dietary should consult with our skilled culinarians; they will be happy to accommodate. This kind of specialized service is not reserved for specific medical conditions. Follow Sodexo on Facebook at Embry-Riddle Campus Dining or download our BITE App using code H3QQ3 for daily menus. For additional information regarding hours of operation, meal plans, and more, visit our dining website at <https://erau.sodexomyway.com/>

Dining options on campus and at the Flight Line include:

- Earhart's Dining Hall – Building 45, (928) 777-6905
- WOW Café (World of Wings) – J. R. Hunt Student Union, Building 16
- Scholars' Café – Building 43, Christine & Steven F. Udvar-Hazy Library & Learning Center
- Simply to Go – Hall 9 in the Village Complex
- Eagles Café – 2191 Sweginnis Loop, Flight Line, at the corner of Wilkinson Dr. and Sweginnis Loop
- TURBO – Mobile food cart at different locations across campus
- Rocket Deli & Salads – Next to WOW in the J. R. Student Union, Building 16

## Disability Support Services (DSS)

*Christine & Steven F. Udvar-Hazy Library & Learning Center – Building 43, Room 109, (928) 777-6751, [prdss@erau.edu](mailto:prdss@erau.edu)*

The university is committed to creating an accessible academic community. The Disability Support Services (DSS) office grants accommodations for equal access to qualifying students with disabilities who request them. Students seeking accommodations should submit an online application for accommodations through our website as early as possible prior to the start of classes. The website also has information on how to document a disability. Log into ERNIE and go to the DSS

Prescott webpage under “Departments.” Click on the “DSS Portal” to start your application. If you have questions about the application or what to submit for documentation, please contact our office at the above phone number or email address. Once you have submitted your application and documentation, you will be contacted about scheduling a meeting with DSS staff to discuss what accommodations you may need.

Students who think they may have a disability, but who have never been evaluated, are encouraged to contact the DSS office for information 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. Students needing temporary accommodations due to an injury or short-term illness should contact DSS as soon as possible to schedule a meeting.

Note – Academic programs that are FAA certified are subject to FAA regulations and students are expected to meet program standards with or without accommodations. If you have any questions about specific program standards, you should consult with your advisor or contact Career Services at [prcareer@erau.edu](mailto:prcareer@erau.edu) or (928) 777-6276.

Additionally, if you have been prescribed an ESA, contact us about requirements for documentation. Please note that we do not accept any type of certificate for which you may be charged a fee. Typically, these certificates can be costly and are unnecessary. Documentation usually involves obtaining a letter from your healthcare provider and we can give you guidelines to share with your provider.

Students with concerns regarding approved accommodations should promptly contact DSS to discuss ways of addressing them. Students who believe they have experienced discrimination based on a disability should follow the grievance procedure outlined in the Student Handbook.

## **EAGLEcards**

*EAGLEcard Office – Building 14, (928) 777-3900*

All students, faculty, and staff members on the Embry-Riddle Prescott campus are required to have a university EAGLEcard to identify themselves as a member of this campus. EAGLEcards are required for a variety of things including use of the library, Cashier’s Office, food services, laundry, fitness center, bookstore, and for attendance at various campus events. You are required to present your EAGLEcard promptly at the request of a university official, e.g., safety officer, staff member, professor, or administrator. EAGLEcards will not be retained by staff except in the case of an emergency or if the card is required for evidence. Damaged cards cost \$7.50 to replace, the fee for lost cards is \$15. All EAGLEcards are the property of Embry-Riddle Aeronautical University. For more information, visit the EAGLEcard website at <https://prescott.erau.edu/about/eaglecard>

## **Financial Aid Office**

*Visitors Center – Building 41, (928) 777-3765; [prfinaid@erau.edu](mailto:prfinaid@erau.edu)*

All students are encouraged to use the Financial Aid Office as a resource for funding questions or concerns. Financial Aid counselors are available to answer questions regarding the financial aid process and additional funding options. Use ERNIE to view outstanding “To Do List” items, financial aid offers, and disbursements. Students must reapply for federal financial aid every year after October 1. For most types of aid, including federal and institutional sources, students must maintain satisfactory academic progress standards to have their aid renewed. Please refer to our webpage for more detailed information at <http://prescott.erau.edu/financial-aid/index.html>

## **Fraternity & Sorority Life**

*J. R. Hunt Student Union – Building 16, Rm. 127, (928) 777-3434, [prgreeks@erau.edu](mailto:prgreeks@erau.edu)*

Participating in fraternity and sorority life can be one of the most exciting and fulfilling experiences during your college career. Joining a fraternity or sorority provides an opportunity to meet others through social events, volunteer in the community, develop leadership skills, feel supported academically, grow interpersonally, and network with alumni. It also offers you a sense of belonging on campus and a place to be yourself. The core values of scholarship, friendship, leadership, service, and accountability are the foundation for our chapter’s activities. Our community currently consists of six fraternities and three sororities. Visit the FSL website at <https://prescott.erau.edu/campus-life/student-engagement/fraternity-sorority-life>

## Graduation

*Academic Records and Graduation Status: Office of the Registrar, Building 12, (928) 777-3808*

*Ceremony Information: Office of the Chancellor, Building 41, (928) 777-4740*

Commencement (graduation) ceremonies are held twice per year, after fall semester in December and after spring semester in May. Students apply for graduation through the Registrar's Office, online through Campus Solutions.

Eligible seniors applying for graduation may submit an application during the term prior to their graduation semester (e.g., spring graduates may apply in fall and fall graduates may apply in summer/spring). We encourage students to apply early in case there are issues to resolve. 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 Campus Events Director. For information about graduation, visit our website at <https://prescott.erau.edu/campus-life/graduation>

## Housing and Residence Life (HRL)

*Haas Commons Building 73, (928) 777-3744; after hours (928) 777-3790*

The Department of Housing and Residence Life (HRL) is responsible for providing a safe and positive living and learning environment for residential students. HRL offers a variety of activities and community programs within the residence halls. A complete overview and listing of Housing and Residence Life policies, procedures, and services is provided in a section later in this Handbook. All students living in residence halls are expected to read and review these policies and procedures.

## Information Technology (IT)

*Contact: via ERNIE (choose "Need help?" from the log in page), call (928) 777-6990 or email [ITSupport@erau.edu](mailto:ITSupport@erau.edu)*

The IT Support Help Desk is available 24 hours a day, 7 days a week. Information Technology (IT) is responsible 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 Software.

## Library and Learning Center

*Christine & Steven F. Udvar-Hazy Library & Learning Center – Building 43, (928) 777-3811*

The Hazy Library is a student-centered information hub of resources, services, and facilities to support your interactive learning and research. It is a technologically rich and inviting learning environment that promotes your academic success. The collection is comprised of books, e-books, audiobooks, DVDs, journals, e-journals, newspapers, and scholarly databases. From laptops to computer projectors to calculators to Oculus VR devices, a wide variety of equipment is available for checkout for use in and out of the library. We offer a variety of study accommodations and areas that support different learning styles, including individual study carrels, group and collaborative presentation rooms and spaces, computer commons, and a quiet reading room. Librarians provide individualized consultations in person, online, or via chat, text, or email to help you engage with the library's print and digital content and discovery tools in support of your research assignments, papers, and projects. To access virtual and online information resources, services, policies, and hours, visit <https://hazylibrary.erau.edu>.

## Mail Room & Postal Services

*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 their campus mailbox daily.

The mailing address for the Embry-Riddle Prescott campus is:

Student name  
3700 Willow Creek Road  
ERAU Box Number  
Prescott, AZ 86301

For more information about the mail room and postal services at the Prescott campus, visit their website at <https://prescott.erau.edu/about/postal>

## Registrar/Records

*Building 12, (928) 777-3808, [records@erau.edu](mailto:records@erau.edu)*

The Office of the Registrar provides academic support services to students, faculty, staff and alumni and maintains student academic records while preserving their privacy and security. The many services offered 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, and degree conferral and production of diplomas. Additional information and a variety of online forms are available at our departmental website in ERNIE. Our staff is happy to answer questions you may have regarding your academic records or academic policies.

## ROTC

Embry-Riddle Prescott offers Air Force ROTC and Army ROTC programs, as well as a Marine Corps Platoon Leaders Class Program (PLC) on campus. These programs provide students the opportunity to acquire leadership skills, physical conditioning, and military training. Each of these programs helps prepare students for commissioning as officers in their respective branches of the military. The contact information for each program is:

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

## Student Employment

*Visitors Center/Human Resources Office – Building 41, Suite 155, (928) 777-3712*

On-campus job postings are posted in ERNIE> Workday> Career>Find Student jobs. Information about off-campus jobs is available in Handshake Jobs (tool) on ERNIE.

## Student Financial Services/Cashiers Office

*Building 13, (928) 777-3726*

Student Financial Services staff 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 and each summer session. Payments made at Student Financial Services/the Cashier's Office must be paid by check or pin debit. Credit card payments must be made online only and will be assessed a third-party convenience fee. Payments for tuition and fees are due by the published due date prior to each term. Failure to meet the payment deadline may result in classes being cancelled. More information here: <https://prescott.erau.edu/about/cashiers>

## **Student Government Association (SGA)**

*J. R. Hunt Student Union – Building 16, Room 115, (928) 777-3784, [prsga@erau.edu](mailto:prsga@erau.edu)*

The Embry-Riddle Aeronautical University, Prescott Campus Student Government Association (SGA) serves to strengthen the partnership between students, faculty, staff, and administrators while fostering a culture of excellence and pride for the lasting success of Embry-Riddle and its students.

The SGA is a primary student resource for voicing concerns and suggesting new ideas for improvement to the university. Members of the SGA are publicly elected each year and are heavily involved in campus-wide and often university-wide issues. The SGA President serves as a student delegate to the Board of Trustees for the university, and each SGA council member serves on a variety of SGA and campus committees.

SGA members hold 6-10 office hours each week and warmly welcome all students into the SGA Office. SGA's goal is to give back and serve students. This could range from addressing a concern to providing a free snack and warm cup of coffee. Contact SGA ([prsga@erau.edu](mailto:prsga@erau.edu)) for more information.

### **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. Contact the SGA President at [prsgapre@erau.edu](mailto:prsgapre@erau.edu) or (928) 777-4778 for more information.

### **SGA Representative Council**

The Representative Council consists of seven representatives with four college representatives (one for each of the four colleges), as well as an Organization Representative, two Student Life Representatives, and a Marketing Director. Student representatives are responsible for addressing student concerns, meeting with their college dean and other leadership to enhance student life, and voting on SGA funding, legislation and resolutions. Contact the SGA Vice-President ([prsgavp@erau.edu](mailto:prsgavp@erau.edu)) for more information.

### **SGA Committees**

There are currently seven SGA committees: Budget Committee, Bylaws/Constitution Committee, One Eagle Project Committee, Election Committee, Resolution Committee, Tailgates and Special Events Committee, and the Traffic Committee.

### **SGA Service Organizations**

The three SGA Service Organizations are the Board of Campus Activities (BCA), Horizons Newspaper, and the Student Campus Enhancement Fund (SCEF). Each is described in more detail in this section.

### **Board of Campus Activities (BCA)**

*J. R. Hunt Student Union – Building 16, Rm. 117, (928) 777-6622, [prbca@erau.edu](mailto:prbca@erau.edu)*

The Board of Campus Activities (BCA) sponsors events and entertainment for our ERAU campus community. Typical programs include performers, movies, OctoberWest/Homecoming, and Casino Night. We encourage students to attend our events or become a part of the board. If you are interested in getting involved with the BCA, stop by their office in the Student Union.

### **Horizons Newspaper**

*J.R. Hunt Student Union Building 16, Room 128, (928) 777-3891, [prnews@erau.edu](mailto: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, both printed and electronically at <http://horizons-newspaper.com/>. Get involved by contacting us at the email listed above.

## **Student Campus Enhancement Fund (SCEF)**

*J. R. Hunt Student Union – SGA Office Building 16, Room 115, (928) 777-3784, SCEF@myerau.edu.onmicrosoft.com*

SGA allocates a portion of the SGA student fee to the SCEF committee each semester to be used for campus enhancement projects. This includes both short-term and long-term items to make students' lives at the Prescott campus more enjoyable. SCEF is comprised of a committee of 15 students. This committee ensures that all recommendations and proposals are considered and determines how the money is allocated. SCEF forms can be picked up in the SGA office and returned to the SCEF box in the Student Union. They are also available on Eagle Life.

## **SGA Auxiliaries**

### **Student Outreach Action Resources (SOAR)**

SOAR is a voluntary underclassmen introductory program led by the SGA Secretary. SOAR's goal at its inception is to get students interested in SGA and begin their career in campus leadership. In this program, students will understand the ability to lead others, increase problem solving skills, engage in student advocacy, communication skills and most of all serving their campus. This program is an embedded auxiliary in SGA dedicated to building premier student advocates for tomorrow's student body.

### **Student Treasury**

**The Student Treasury of the SGA educates students about budget issues, conducts research to improve SGA and its abilities through funding, seeks ways to maintain better communication with clubs and organizations, promotes treasury events, and weighs in on funding appeals and club tiers. The Student Treasury offers several executive positions; students from all class levels may apply. Contact the SGA Treasurer ([prsgatre@erau.edu](mailto:prsgatre@erau.edu)) for more information.**

## **SGA Committees and Services**

**SGA has various committees and services to best serve our student body and they are listed below.**

### **Budget Committee & Funding Opportunities**

SGA has numerous funding opportunities for students and student organizations, including SGA club/organization grants, SGA club funding, SGA sponsored events, and SGA proposals. The SGA Budget Committee is the financial decision-making body of the SGA for fiscal issues. The committee approves the SGA budgets each semester and approves all requests for grants from service organizations and student organizations.

### **Elections**

SGA Student Council positions are open to the members of the student body through elections held each spring semester for the following academic year. Information about elections is available in the SGA Office.

### **Marketing Support**

SGA welcomes support from students to help expand our marketing division, which may lead to leadership and staffed positions in the future. Contact the SGA Public Relations Representative ([prsgamar@erau.edu](mailto:prsgamar@erau.edu)) for more information.

### **OctoberWest**

OctoberWest is organized each year by BCA and serves as ERAU Prescott's flagship Homecoming Week each year, engaging many students and alumni. During this week, students display school spirit as BCA carries out many traditions such as free shirts, pillow stuffing, Friday Fair, and so much more! The festivities for each OctoberWest are planned each year by student committees starting in the spring.

### **One Eagle Project**

The One Eagle Project's mission is to strive to unite the campus community under the banner that we are all "One Eagle." The Project's goal is to find what unites all people, specifically giving a voice to minorities on campus while actively working against discrimination in the campus community. Members of this committee reach out to the

community to host respectful conversations, strive for inclusiveness, and offer support through One Eagle Project sponsored events or efforts. Contact SGA for more information.

### **Outdoor Recreation Equipment Rentals Service**

SGA began partnering with Athletics in 2021 to offer free recreation equipment to students. This equipment is checked out at the Intramural office with other athletic equipment. The equipment that is currently available for student and employee rental includes kayaks, paddleboards, hiking gear, fishing gear, and other outdoor recreation equipment. Rental for all equipment is free of charge for students, staff, and faculty. Contact [prsga@erau.edu](mailto:prsga@erau.edu) or the intramural sports office for more information.

### **Outreach to Students**

SGA provides outreach to students through office hours, suggestion boxes, frequent social media surveys, and other events. Follow SGA on Instagram at @erau\_sgapr!

### **Safe Ride**

SGA provides a free transportation service through AAA Taxi, which returns students home in the event they find themselves in an unsafe or uncomfortable situation. Forms for this service are available through the SGA website in ERNIE. Contact SGA for more information.

### **Spirit Week**

Starting in 2021, SGA, through SOAR, put on a weeklong Spirit Week in our Spring semester, which encourages college spirit and competition for bragging rights between our four academic colleges. This fun-filled week includes activities such as daily giveaways, outfit of the day themes, competitions like tug-o-war, eating contests, building competitions, and more!

### **Student Food Nutrition Initiative**

SGA has partnered with the local Salvation Army to provide food resources to any students that demonstrate need. Contact SGA for more information.

### **University Committees**

SGA members serve on several university committees including the Academic Advisement Committee; Academic Standards, Procedures, and Admissions Committee; ACFAC; Curriculum Committee; Diversity Advisement Committee; Food Service Committee; Graduation Committee; Institutional Effectiveness Committee; International Student Committee; Library Committee; OctoberWest Committee; Opening Committee; RC^2 Committee, the Refund Committee; and the University Judicial Board Committee.

### **Additional SGA Services & Programs**

Additional SGA services and programs include the flag display in the library, free snack/beverage service for students, lockers and storage for students, and a shopping shuttle service.

## **Student Engagement & Student Organizations**

*J. R. Hunt Student Union – Building 16, Reception Desk, (928) 777- 3781, [prdse@erau.edu](mailto:prdse@erau.edu)*

The Department of Student Engagement provides programs and services for holistic growth and skill development, with the goals of creating foundations for personal and professional success and contributing to the meaningful co-curricular experience of Embry-Riddle Prescott students. Check out opportunities available to you through Eagle Life, attend events, and feel free to stop by our offices in the Student Union (125-127) to see how you can engage in your campus community!

### **Recognized Student Organizations**

Getting involved in co-curricular activities is a great way to make new friends, meet people with similar interests, develop leadership skills, and make a difference on your campus and in the community. With over 150 recognized

student organizations currently active on campus, Embry-Riddle has something for you. An activity fair is held at the beginning of each semester where you can meet with students from different organizations and seek out ways to become involved in campus life. You can also view a complete list of active organizations on Eagle Life [here](#).

## **Title IX Office**

*Building 41, Office 134, (928) 777-6205, [prtitle9@erau.edu](mailto:prtitle9@erau.edu)*

The Title IX Office oversees compliance of Title IX Sexual Harassment in accordance with Federal Regulations, as well as incidents falling under the University Sexual Misconduct policy. Policy violations can include sex/gender discrimination, sexual harassment, or sexual violence, such as rape, sexual assault, relationship/dating violence, sexual misconduct, and stalking.

Anyone may report suspected or known violations to the Title IX Office and may be able to receive supportive measures. Please see the Title IX website for additional information at: <https://prescott.erau.edu/title-ix>. Transportation to Flight Line & Phoenix

## **Transportation to Flight Line & Phoenix**

### **Transportation to Flight Training Facilities**

The university operates a no-cost van shuttle service that provides students with transportation between the ERAU flight training facility at the Prescott Airport and various locations on the Prescott campus. The shuttle service operates during the hours/days the flight department is open. For specific shuttle information, call the flight supervisor at (928) 777-4316.

### **Shuttle to Phoenix**

Shuttle service is available in the Prescott Tri-City area through various private companies. These services are used frequently by our students and employees, but they are not owned, operated, or endorsed by the university.

## **Tutoring Services**

*The Tutoring Center, STEM 205, [prTutor@erau.edu](mailto:prTutor@erau.edu)*

The Tutoring Center at the ERAU Prescott campus provides free tutoring to all students. Students can receive assistance by either scheduling an appointment or utilizing drop-in tutoring services. Scheduled appointments are 50 minutes long and provide 1-on-1 sessions. Students can schedule these appointments up to 14 days in advance with the option to schedule weekly reoccurring appointments. Both in-person and online appointments are available. Drop-in tutoring is also available in select residence halls. The drop-in tutoring service is offered on a first come, first served basis with no appointment required. Please contact the Tutoring Center for more information about hours and services.

## **Undergraduate Research Institute**

*Christine & Steven F. Udvar-Hazy Library & Learning Center – Building 43, (928) 777-3825, [boettcha@erau.edu](mailto:boettcha@erau.edu)*

The Undergraduate Research Institute (URI) promotes research, scholarly, and creative activities at the undergraduate level. By enhancing critical thinking, problem solving, and communication skills, URI helps prepare Embry-Riddle students to contribute as productive individuals, employees, and citizens. We facilitate interactions with industry and community partners as students build their professional network. URI is university-wide and invites students and faculty from all disciplines to participate. 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/staff mentorship, and to help students attend conferences to present the results of their research and scholarship.

## **Veteran Students**

*Veteran Services Resource Center (VSRC) Building 18, (928) 777-3796*

The Veterans Students Resource Center (VSRC) provides a location for all veterans on campus to meet and study, socialize, and exchange information and ideas with other students of similar backgrounds and experiences. The student peers and staff in the VSRC can provide opportunities for tutoring, problem solving, and learning across all disciplines. Information on the Student Veteran support programs available at ERAU and from outside sources, as well as the Veteran Service Coordinator responsible for these programs, are located in the VSRC building or at (928)777- 3796. Programs specifically designed for the Veteran student and family include mentoring, career guidance, resume assistance, VA benefits assistance, counseling assistance, housing assistance, community relations, and outreach. For more information about resources for Veterans, visit <https://prescott.erau.edu/veterans-resources>

### **VA Tuition & Benefits**

*Building 18, (928) 777-3795*

Veterans who wish to receive VA benefits must contact the Veteran Process Coordinator at (928) 777-3795 or in person at the VSRC building. Application for veterans' benefits should be made as soon as the admission process is started but no later than 30 days prior to the start of classes to avoid delays in processing of benefits.

### **Student Veterans Organization (SVO)**

*Building 18, (928) 777-3796*

The SVO is a student club open to all veterans and non-veterans attending ERAU. The SVO typically undertakes several charity projects during the year and hosts a variety of fund-raising events in support of the SVO scholarships at ERAU. They also work in conjunction with VSRC to sponsor social events, community events, graduation events, and orientation welcoming new veterans to the university. SVO members who meet volunteer and engagement requirements are eligible for an SVO sash to be worn at graduation.

## **Wellness Center**

*Haas Commons – Building 73, (928) 777-6653, [prwellnesscenter@erau.edu](mailto:prwellnesscenter@erau.edu)*

The Wellness Center provides comprehensive health care to students with the goal of providing the highest quality health care possible. The Wellness Center operates under the direction of a registered nurse and offers many health and medical services including confirmation of required immunization status for incoming students, treatment of immediate health care issues, referrals to medical providers in the community, first aid/CPR classes, weight management education, dietary counseling, and wellness education. Physicians are on site five days a week and referrals can be made to local dentists. Chiropractic care is available on Tuesdays and Wednesdays. The Wellness Center also offers routine immunizations including flu shots. Since the start of the pandemic, the Wellness Center has also provided testing and vaccines for Covid-19. Students must present their health insurance card at the time of appointment.

For the health and safety of everyone who visits and works at the Wellness Center, masks must be worn at all times by all visitors. If you are ill or have any symptoms, please call before entering; you will be given instructions on what to do and where to wait when you arrive.

### III. STUDENT 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 dean, 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 Office of the Registrar 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:

- Logging into ERNIE. On the 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 complete the following:
  - o Create AUX USER NAME
  - o Insert Relationship
  - o Create New Password, and CONFIRM it (at least 8-digits)
  - o Create Pin (at least 4-digits)
  - o Check the ADD/REMOVE Access box. Enter AUX User Email, click OKAY button. AUX User will be sent an E-mail, and can access Student Information Save.

## 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 withhold 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.

# IV. STUDENT CONDUCT

## STANDARDS OF CONDUCT AND PROCEDURES FOR STUDENTS & REGISTERED STUDENT ORGANIZATIONS (RSOs)

### Contents of this Section:

- A. Philosophy of Student Conduct
- B. Definition of a Student
- C. Jurisdiction
- D. Disciplinary Action during Legal Proceedings
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### **A. Philosophy of Student Conduct**

Embry-Riddle's policies and rules related to how it handles student conduct matters are established to protect the health, safety, and well-being of the campus community and its members. All students and Recognized Student Organizations (RSOs) are responsible for knowing and adhering to all published university and campus policies, procedures, and expected standards of conduct.

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 behaviors are fundamental elements of responsible citizenship and are basic to the character required for a successful academic experience and a productive career after college. All ERAU students are expected to exhibit positive character and good citizenship in their daily activities and interactions both on and off campus. When conflicts or concerns arise, it is expected that students will be open and receptive to understanding and taking responsibility for their actions, including the impact of their actions on others and the community.

When possible, the university will try to engage the student in an educational conversation about their behaviors, their choices, and the impact of those behaviors on others and the campus community. The goal will be for the student to learn from the experience so it does not occur again and they can be successful in the future. In cases in which students

demonstrate behaviors that are serious, and/or seriously disruptive to the health and well-being of the campus community and/or the learning environment for other students, the university may have to take the action of separating the student or organization from the campus environment.

## **B. Definition of a Student**

An individual is considered a “student,” including for student conduct purposes, upon engaging in their first university-sponsored activity and will remain a student until they break their continued student status as defined in the 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 the last enrollment date.

A Recognized Student Organization (RSO) is a group of students who register with and are approved by the Department of Student Engagement to operate as an RSO within the university.

## **C. Jurisdiction**

In general, the Standards of Conduct for students and Recognized Student Organizations (RSOs) apply to activities and events that occur on campus or at university-sponsored activities or events. However, since off-campus behaviors by students may also affect the health, safety, or well-being of the campus and/or other members of the campus community, the university reserves the right to pursue any allegation of a violation of the Standards of Conduct or other university policies for incidents and events occurring both on- and off-campus.

## **D. Disciplinary Action during Legal Proceedings**

If additional criminal or civil actions are pending or in progress, the university reserves the right to pursue separate disciplinary action while concurrent legal action may be pending or proceeding.

## **E. Responsible Action Policy**

This policy only provides amnesty from violations of Embry-Riddle Aeronautical University, Prescott Campus Standards of Conduct. It does not grant amnesty for criminal, civil, or legal consequences for students charged with violations of federal, state, or local law through a legal process. This policy does not provide amnesty from other obligations from entities within the university such as Flight, ROTC, Athletics, and/or student employment.

- A. Students who seek emergency medical attention for themselves or others related to consumption of drugs or alcohol will not be charged with violations of the Embry-Riddle’s Standards of Conduct related to that consumption.
- B. Students for whom emergency medical attention is called on their behalf will not be charged with violations of the Embry-Riddle’s Standards of Conduct related to consumption of alcohol or drugs, or intoxication.
- C. Embry-Riddle strives to create a community free from harassment, discrimination, and sexual misconduct. To encourage reporting, students reporting alleged harassment, discrimination, and sexual misconduct will not be charged for possession or consumption of alcohol or drugs related to the alleged misconduct.
- D. Recognized Student Organizations (RSOs) are required to seek immediate medical assistance for their members or guests when any potential health risk is observed, including medical emergencies related to the use of alcohol and/or drugs. While RSOs are not eligible for full amnesty under the Responsible Action Policy, the actions of an RSO that seeks immediate assistance from appropriate sources will be taken into consideration if the organization finds themselves referred for conduct. RSOs that fail to seek immediate medical assistance for members or guests in need of attention will likely be charged with violations of the Standards of Conduct and may face dissolution or termination as the outcome of such charges. It is imperative that student organizations seek medical assistance for their

members or guests in such an emergency situation.

- E. This policy applies only to those students who seek emergency medical assistance in connection with an alcohol or drug-related medical emergency and does not apply to individuals experiencing an alcohol or drug-related medical emergency who are found by university employees or outside agencies. (i.e., Campus Safety and Security, faculty, administrative staff, or residence hall staff including RAs)
- F. This policy is not intended to shield or protect those students or organizations that repeatedly violate the Standards of Conduct. In cases where repeated violations of our Standards of Conduct occur, the university reserves the right to take conduct action on a case-by-case basis regardless of the manner in which the incident was reported. The university also reserves the right to adjudicate any case in which the violations are egregious.
- G. The Dean of Students Office reserves the right to contact any student to discuss an incident whether or not the university's Responsible Action Policy is in effect.

## F. STANDARDS OF CONDUCT

### For Students and Recognized Student Organizations (RSOs)

#### I. Title IX Sexual Harassment, University Sexual Misconduct, and Discrimination

All allegations of behaviors that fall under the Title IX Sexual Harassment or the University Sexual Misconduct policies, for students and employees, will be managed by the Title IX Office. For the most current information about university policies and processes to address alleged behaviors of sexual harassment, sexual misconduct, or discrimination please refer to the Office of Title IX Compliance webpage at <https://prescott.erau.edu/title-ix>.

#### II. Other Misconduct Violations

1. **Verbal or physical abuse** – Actions or behaviors that may include, but are not limited to, fighting, threats, harassment, coercion, and/or other conduct or action that threatens the health or safety of any person or the campus community.
2. **Hazing** – Hazing is prohibited, for individuals and organizations. Permission or approval by the person(s) being hazed does not justify the behavior. Consent to participate in any action that may be identified as hazing does not grant approval, regardless of membership status in a group or organization. Hazing is defined as any action taken or situation actively or passively created by an individual or organization, whether on- or off-campus, that has the potential to produce mental or physical harm, discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to:
  - A. Forced or coerced use of alcohol
  - B. Deprivation or excessive consumption of food or beverage
  - C. Personal servitude
  - D. Paddling in any form
  - E. Creation of excessive fatigue
  - F. Physical or psychological shocks or harassment
  - G. Individual or group interrogations such as lineups
  - H. Expecting certain items to always be in one's possession
  - I. Forced or coerced trips, including scavenger hunts or “kidnaps”
  - J. Wearing of public apparel that is conspicuous and not normally in good taste
  - K. Engaging in public stunts, pranks, or buffoonery
  - L. Morally degrading or humiliating games or activities
  - M. Other activities which are not consistent with academic achievement, university policy, local, state or federal law.

Acts of hazing are often committed in connection with an initiation into, an affiliation with, or the maintenance of membership in an organization. However, the degree of affiliation with an organization or the willingness of an individual to participate in any such activity notwithstanding, any and all such activities or similar in deed or purpose may be considered an act of hazing. Hazing can occur regardless of the knowledge, consent, or endorsement of an organization’s members, advisor(s), alumni, or leadership.

Any suspicions of any of the above activities, or any other activities that may be construed as hazing should be reported to the Dean of Students Office immediately. Any organization or individual that has a question regarding this policy, or who wishes to seek approval of an event or activity, may contact the Dean of Students Office or the Department of Student Engagement.

3. **Bullying** (including cyber bullying) – Repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally, through speech or conduct that is not otherwise protected by the First Amendment.
4. **Retaliation** – Any 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. 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.
5. **Instigation** – Any intentional act or suggestion that encourages others to engage in or continue a behavior that threatens the campus community.
6. **Intimidation** – Implied threats or acts that cause an unreasonable fear of harm in another.
7. **Audio/Video Recording** – Any intentional recording (audio/video) of someone in a location where privacy is reasonably expected without that person’s consent.

8. **Drugs**

The following are prohibited:

- A. Selling and/or distributing any kind of medication or drug, including but not limited to, prescription medications, illegal or prohibited drugs, synthetic drugs, controlled substances, or anything that may alter one’s cognitive and/or physical functioning.
- B. Possessing\* and/or using prescription medication without a valid prescription, including but not limited to, using someone else’s prescription.
- C. Possessing\* or using marijuana, marijuana wax, marijuana oil, consumable forms of marijuana or alternative marijuana products even with a medical marijuana card\*\*.
- D. Possessing\* or using any illegal or prohibited drug, synthetic drug, controlled substance, or anything that may alter one’s cognitive and/or physical functioning.
- E. Misusing prescribed medication, over-the-counter medication, herbal supplements, or other substance that may alter one’s cognitive and/or physical functioning.
- F. Drug paraphernalia or other paraphernalia including, but not limited to, bongs, pipes (purchased or otherwise), or any items modified or adapted to be used to consume drugs.

A student who is prohibited from using cannabis through the terms of their enrollment and then tests positive through means of a university or other drug test, legal or otherwise brought to the attention of the university, may be referred to the conduct process. It is possible for a student to be held “responsible” or sanctioned through a different university process (i.e., Athletics, Flight, or ROTC) but not found “responsible” through the conduct process.

\* Possession refers to: Being under the influence of a drug, holding or transporting drugs on university-owned or university-operated property including university vehicles or rented vehicles, possessing seeds of plants that produce drugs, substances when combined produce drugs (i.e., manufacturing mushrooms), the odor or scent of a drug (i.e., marijuana), residue in paraphernalia.

\*\* Embry-Riddle does not permit the use or possession of any marijuana on campus, including medical marijuana.

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

- C. 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).
- D. Disorderly conduct resulting from alcohol use.
- E. The possession of or use of powdered/vapor alcohol or vaportinis or similar devices on university-owned or -operated property.
- F. The possession or use of items or activities (perceived or otherwise) that encourage or facilitate mass consumption of alcohol (i.e., kegs, beer bong, drinking games).

## 10. Tobacco Use/Smoking/Vaping

The use of any tobacco products, which include but are not limited to cigarettes, cigars, pipes, hookah, smokeless tobacco, and electronic delivery systems prohibited anywhere on or in university-owned, operated, or leased buildings, parking lots, property or vehicles except\* in one of the designated locations (see map later in this Handbook).

\* Note that local fire restrictions may supersede this policy at any time and without notice. In that event, students are expected to abide at all times by these restrictions.

## 11. 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 is prohibited. Any prohibited weapons or simulated weapons brought onto university property or to ERAU-sponsored events\* are subject to confiscation. Weapons include but are not limited to:
  - Firearms, parts specific to firearms or ammunition
  - BB guns, soft or lead pellet air guns (e.g. airsoft), paintball guns or slingshots
  - Swords or knives (blades less than three inches in length [e.g. pocket knives] or multi-tools are exceptions)
  - Archery equipment or crossbows
  - Electroshock weapons
  - Chemical deterrents (e.g. pepper spray)
  - Make-shift or 3d printed weapons
  - Other objects used as a weapon with the potential for danger or harm
  - Simulated weapons or anything that resembles a real weapon or can be reasonably mistaken for one

Any prohibited weapons or simulated weapons brought onto university property or to ERAU-sponsored events\* are subject to confiscation.

\* Campus Safety may grant exceptions to allow Registered Student Organizations to have simulated weapons on campus for officially recognized events/activities.

- 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, including those manufactured for the purpose of rupturing or bursting (i.e., dry ice or "toilet cleaning chemical" bomb). Having knowledge of the above and/or being in the presence of a chemical violation may constitute equal responsibility and involvement.
- C. 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), modified or damaged LiPo batteries, and more than a reasonable amount of spray paint.
- D. Other pyrotechnic equipment including, but not limited to: fog, smoke, or fire machines, which may not be used in or around campus buildings.
- E. Failure to report any violation of weapons or other dangerous materials, or being in the presence of any of the

above, may constitute equal responsibility and involvement.

## **12. Passive Participation**

Being present at or having knowledge of any violation of the Standards of Conduct without reporting it to a university official in a timely manner is prohibited.

## **13. Criminal Acts**

- A. Any act of arson; falsely reporting a fire or other emergency; falsely setting off fire alarms; tampering with fire alarms, fire extinguishers, hoses or any other emergency equipment; or removing equipment from its intended location in non-emergency situations.
- B. Misuse of ERAU computing facilities, technology infrastructure, software, or hardware, including the unauthorized reproduction or use of copyrighted material. Illegal file sharing and illegal downloading are prohibited.
- C. Unauthorized entry to university-operated or university-owned facilities or property.
- D. Unauthorized possession, duplication, or use of keys or access cards to any university-operated or -owned facilities or property.
- E. Any student cited or charged for a misdemeanor or felony crime, regardless of incident location, 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.
- F. Any student who has a criminal case pending, or those which have already been adjudicated within the court system as a sexual offender, 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.
- G. Committing, or attempting to commit any act that is a violation of local, state, and/or federal laws.

## **14. Disorderly Conduct**

- A. Obstruction or disruption of teaching, research, university conduct proceedings, administration, residence hall operations, or other university sponsored activities.
- B. Conduct that could be perceived by a reasonable person as offensive, lewd, indecent, or obscene.
- C. Participation of students or groups of students in activities that may cause injuries to other people.
- D. Participation of students or groups of students in activities that may interfere with the orderly function or normal flow of vehicle or foot traffic.
- E. Pledging or associating with a student organization that is not recognized or supported by the university.
- F. Creating a nuisance or disturbance.
- G. Flying drones on campus except when complying with the university's [UAS policy](#).
- H. Any other disorderly, disruptive, or destructive behavior that infringe upon the rights of others, as deemed by the university administration and not included above.

## **15. Theft**

- A. Theft, wrongful appropriation (theft with intent to temporarily deprive the owner of possessions), unauthorized possession, and/or sale of stolen property.
- B. Any form of identity theft or unauthorized acquisition of another person's personal information, identification, and/or access credentials.

**16. 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 may cause damage to public or private property.

**17. 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 normal operations of the university or a university event.
- C. Forging, altering, falsifying, destroying, misusing, or unauthorized use of university documents, records, or identification.
- D. Identifying oneself as an agent of the university for personal or non-university business. An “agent” is defined as a person who is authorized to act for or in place of another.
- E. Fraudulent business transactions, including forgery.
- F. Manufacturing and/or possessing false documents, including but not limited to: identification cards, driver’s licenses, and Embry-Riddle identification cards (EAGLEcards).
- G. Unauthorized use of Embry-Riddle stationery, business cards, or logo.
- H. Unauthorized use of official university wordmark, Eagle logo, Athletics logo, monogram, seal, or any other identity symbol.
- I. Unauthorized use of another person’s personal information, identification, or access credentials.
- J. Using someone else’s EAGLEcard or providing someone else’s EAGLEcard to another person for their use. An EAGLEcard may only be used by the individual to whom it is issued and is non-transferable.

**18. Motor Vehicles and Other Forms of Transportation**

- A. Violation of any rule or regulation governing the use of motor vehicles on university-owned or -controlled property, as defined on the [Campus Safety and Security website](#).
- B. Violation of any rule or regulation governing the use of bikes, skateboards, folding Razor-like scooter, roller-skates, or in-line skates, on university-owned or controlled property as defined on the Campus Safety and Security website.
- C. Property damage or physical harm caused by the operator and/or registered owner of a moving vehicle.

**19. Failure to Comply**

- A. Violations of the terms of any conduct sanction.
- B. Failure or refusal to comply with university officials acting in an official capacity and within the scope of their authority and duties. This includes, but is not limited to, Campus Safety and Security staff, Dean of Students Office staff, and Housing and Resident Life staff, including RAs.
- C.
- D. Violation of published university policies, rules, procedures, and/or regulations.
- E. Failure to comply with and/or follow all appropriately issued directives from university administration and local, state, and/or federal health, safety, fire, or environmental agencies in the case of a health safety emergency. This includes requirements and expectations related to face coverings, other personal protective equipment, procedures intended to avoid close contact between individuals, temperature and/or other wellness check procedures, etc.

## 20. Animals on Campus

- A. Service Animals are defined as dogs that are individually trained to work or perform tasks for people with disabilities. Service Animals are welcome wherever the public is allowed. Service Animals must be harnessed, leashed, or tethered, unless these devices interfere with the Service Animal's work or the individual's disability prevents using these devices. Students with Service Animals must seek lab monitor's approval prior to entering lab space and special safety equipment may be required.
- B. Emotional Support Animal (ESA) is a companion animal that provides therapeutic benefit for an individual with a documented disability. ESAs are specific to Housing – also see [Housing ESA policy](#), below.
- C. Animals (except Service Animals, ESAs in student's specific housing assignment, and fish) are prohibited in campus facilities and on athletic/recreational fields, or other marked area.
- D. Any animal on campus must be restrained by a leash or other physical control device (unless a Service Animal, see above).
- E. Animals cannot be left unattended and must be within arm's reach of the owner at all times (except Service Animals and ESAs).
- F. Students with animals are responsible for the animal's behavior, any damages created by the animal, and for proper disposal of animal waste

## III. Recognized Student Organizations (RSOs) Policies

In addition to the Standards of Conduct listed above, RSOs must also comply with the following policies.

### 1. Recognition

- A. Failure to maintain membership records, officers, advisors, and/or guiding documents up-to-date through the RSO's Eagle Life page.
- B. Failure of an RSO to follow their guiding documents as documented on their Eagle Life page.
- C. Failure to respond to meeting requests from the RSO's Department of Student Engagement Point of Contact.
- D. Failure to register a new organization that is operating without recognition as an RSO.
- E. Failure of an RSO to re-register, while the group continues to operate.

### 2. RSO Events

- A. Hosting an event that was not registered and/or approved.
- B. Failure to follow RSO Event Policies as outlined in this Handbook.
- C. Failure to follow campus partner policies and procedures.

### 3. RSO Travel

- A. Failure to register and receive approval for a trip or travel.
- B. Failure to follow RSO travel policies as outlined in this Handbook.

## IV. 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 flavored malt beverages (i.e. seltzers) 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 coolers, or flavored 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. **Fire Safety Hazards** – Halogen/ultraviolet/sun lamps; candles with wicks; flammable liquids/vapors; modified or damaged LiPo batteries, anything hanging from the ceiling, and/or 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”).
- II. **Facilities/Décor Items** – Loft kits not provided by the university; self-adhesive light strips of any kind; empty alcohol containers in a room without alcohol permits; satellite dishes; motorcycles, mopeds, or similar vehicles and/or parts; waterbeds, hot tubs, or pools; pornography in common/public areas; pets except for fish in a tank no larger than 10 gallons.
- III. **Certain Appliances** – Portable heaters, refrigerators over 4.0 Cu. Ft. or air conditioners not provided by the university; any appliance or item with an exposed heating element; induction cooktops.

#### **C. Prohibited Behaviors in and around the Residence Halls**

- I. **Community Standards** – Excessive noise during quiet/courtesy hours; storing personal items in community areas, including hallways and lounges; climbing/scaling/rappelling/parkour/free-running off buildings, trees, lamp posts or rooftops.
- II. **Guests** – Guests are permitted in the residence halls, unless indicated otherwise by Housing and/or the university for safety reasons. Residents are responsible for the actions and behaviors of their guests at all times and must escort them when they are on campus. Guests under the age of 18 must be approved by HRL at least 72 hours prior to the visit. Overnight guests are allowed for two (2) nights in a calendar month with the permission of roommate(s).
- III. **Facilities Standards** – Securing bikes or other personal items to anything other than bike racks; adjusting university-provided beds (requests must be submitted to HRL in the first two weeks of the semester); removing university-provided furniture from assigned space; repairing or attempting to repair damages to university property; tampering with or altering thermostats or other temperature control devices; splicing/splitting or altering any cable or data port; use of personal routers, wireless access points, switches, or hubs; using university resources such as the internet for commercial enterprises; any improper or illegal use of university resources; using or storing gas, propane, or charcoal grills inside; propping/forced entry of entrance doors; failure to maintain a healthy living space; painting on windows; using window cling or gel cling on any surface in the halls; removing window screens for non-emergency situations; using materials that cause airborne contaminants or vapors inside the residence halls.
- IV. **Administrative Standards** – Moving or switching rooms without HRL authorization; not evacuating the building during a fire alarm or re-entering prior to approval; posting without permission (i.e., flyers, banners); providing HRL room key or access card to anyone.

#### **D. Service Animals and Emotional Support Animals in the Residence Halls**

An Emotional Support Animal (ESA) is a companion animal that provides therapeutic benefits for an individual with a documented disability. ESAs are specific to Housing.

- I. Students are responsible for the behavior of their Service Animal or ESA, including mitigating disruption to the community (i.e., noise/barking), damages, and proper disposal of waste.
- II. Students must abide by local laws/regulations regarding licensing, vaccinations, and other requirements regarding Service Animals and ESAs.
- III. Students must ensure the animal is well cared for at all times. The student is responsible for providing all basic necessities. Animal supplies should be kept in a closed container within the student’s bedroom.

- IV. ESAs are only permitted in the student’s living unit and the immediate egress area associated with their specific living unit.
- V. ESAs may not be left in housing overnight to be cared for by an individual other than the owner.

## **G. Student Conduct Procedures – For Individual Students**

### **Student Rights & Fair Hearing Principles**

Students have rights as well as responsibilities as citizens of our campus community. The overall goal of our university student conduct process is to render fair, impartial, and appropriate decisions when students are alleged to have violated the Standards of Conduct and/or other university policy(ies). Throughout our proceedings, we adhere to the overall concept of fundamental fairness.

University student conduct proceedings are administrative rather than criminal proceedings. As such, this process does not apply the rules of evidence, criminal procedures, or other standards typically associated with the legal system. Students are not judged “guilty” or “not guilty” in a university conduct proceeding; rather, they are found “responsible” or “not responsible” for violating a policy. Student conduct proceedings are handled with the intent to educate students about their behaviors and the impacts of those behaviors on the community, and to hold them appropriately accountable when needed.

Students have the following rights throughout the conduct proceeding:

- To have a meeting, sometimes known as a “hearing” with a Conduct Officer designated by the university to hear the case.
- To be heard and to provide a response.
- To be considered “not responsible” for any violation(s) until responsibility is established.
- To receive notice of an initial conduct meeting with the Conduct Officer. This notice will include a brief summary of the alleged incident, the specific Standard(s) of Conduct that were allegedly violated, and a time and place when the meeting will be held.
- To understand the specific Standard(s) of Conduct that have allegedly been violated.
- To be informed of the evidence available to the university.
- To select an advisor of their choosing to accompany them throughout the conduct proceeding. The advisor may be a friend, mentor, family member, attorney, or any other supporter.
  - Advisors, including attorneys, may not formally present on behalf of the student at any point during the conduct proceeding.
  - Advisors are expected to refrain from interference with the conduct proceeding. Any advisor who fails to adhere to these expectations during any part of the proceeding will be warned. If the advisor continues to disrupt or otherwise disrespect the limits of the advisor role, the Conduct Officer has the discretion to ask the advisor to leave the meeting and/or proceeding. When an advisor is removed, the proceeding will continue without the advisor present. The advisor’s future role in the process will be at the discretion of the Conduct Officer.
- To be informed of the outcome of the proceeding, including whether the student has been found “not responsible” or “responsible” for any policy violations, and if found responsible, the sanction(s) that are issued.
- To receive reasonable accommodation when requested. All decisions about reasonable accommodation are made by the Conduct Officer and are at the discretion of the university.
- To request an appeal of the findings of “responsible” or “not responsible” and/or the sanction(s) issued.

## **Student Conduct Procedures**

### **Evidentiary Standard**

The evidentiary standard used for student conduct cases is the "preponderance of the evidence" standard, which means it is "more likely than not" that a policy violation occurred.

### **Conduct Officers**

Conduct Officers are university administrators who are designated with the authority, by the Dean of Students Office, to hear and adjudicate student conduct cases.

### **Initial meeting**

The Conduct Officer will meet with the student to:

- a. Provide a summary of the alleged incident
- b. Review the specific Standard(s) of Conduct the student is alleged to have violated
- c. Discuss the incident with the student
- d. Provide the student an opportunity to respond, including an opportunity to provide any information that the student wishes to be considered

At the conclusion of the initial meeting, the Conduct Officer may elect to (a) pause the proceeding in order to conduct further investigation, or (b) proceed with making a finding of "responsible" or "not responsible" and determining appropriate sanction(s) accordingly (see next section, "Sanctions").

### **Investigation**

If there is a need for further investigation beyond the initial meeting, the Conduct Officer may, at their discretion and at any point, gather any additional evidence that may be helpful. This may include physical evidence, including documents, photos, digital communications, card swipe data, etc., and it may also include further witness testimony from other involved parties. The Conduct Officer may also choose to contact the student again at any time throughout the proceeding for further information or clarification.

The university may elect to add additional charges later during the conduct process with notification to the student based on new discovery during the investigation or hearing process.

The Conduct Officer, in consultation with the Dean of Students Office, has the authority to dismiss charges in a student conduct case after further investigation and if warranted.

### **Finding(s)**

After the Conduct Officer has completed an initial meeting with the student, and/or any additional investigation, they will make a decision about whether the student is "responsible" or "not responsible" for violating each Standard of Conduct as charged.

### **Failure to Respond or Participate**

If a student chooses to not respond at any time throughout a student conduct proceeding, the university will continue with the case. The student will have the opportunity to rejoin at any time as the case progresses, but if the student chooses to not appear, the university will consider the information available, proceed at every step, and make final decisions accordingly. The student will be provided notice of those final decisions.

### **Right of the University to Proceed after Withdrawal**

The university reserves the right to pursue disciplinary action in a student conduct matter if a student violates a policy and withdraws from the university before conduct action is able to be taken.

## **Break Periods**

If an incident occurs during a break period or at any other time that presents unusual circumstances, such as a Conduct Officer not being available, the university reserves the right to proceed by appointing an administrator to hear the case.

## **Sanctions**

If a student is found in violation of the Standards of Conduct and university policy through a student conduct proceeding, the university may issue one or more of the following sanctions.

In considering the appropriateness of the sanction(s), the Conduct Officer may consider prior offense(s), severity of the offense, impact on others or the campus community, mitigating circumstances, and/or aggravating circumstances. Repeated or aggravated violation(s) of the Standards of Conduct or any university policy may result in more severe sanctions than any individual violation might warrant, including immediate suspension or dismissal.

Failure to complete sanctions as assigned may result in additional conduct charges, account holds, and/or other restrictions or outcomes.

Disciplinary sanctions for students found in violation of one or more of the Standards of Conduct may include:

### **Warning**

The student is warned that their behavior was in violation of university policy, and that further misconduct may result in more severe disciplinary sanctions.

### **Probation**

The student may continue attendance at the university, but is subject to restrictions and/or conditions imposed by the university for a period of time. It is expected that the student not engage in any further violations of university policy during the probationary period; if further violations should occur, the student may be subject to more severe disciplinary sanctions including suspension or dismissal.

Students on probation are not considered to be in good standing with the university

### **Suspension**

The student is separated from the university for a specified period of time. During the period of suspension, the student may also be excluded from university-owned or university-controlled property or events. Notice of these restrictions during suspension will be provided to the student in the suspension letter.

### **Dismissal**

The student is permanently separated from the university. The student may also be excluded from university-owned or university-controlled property or events. Notice of these restrictions will be provided in the dismissal letter.

*Additional sanctions may include, but are not limited to:*

### **Loss or Restriction of Privileges**

The loss or restriction of specific privileges or university resources for a period of time. This may include, but is not limited to, the use of university resources, the ability to access or use certain university spaces or buildings, or participation in university-sponsored activities or events.

### **Restitution**

Monetary compensation for loss, damage, or injury.

### **No Trespass**

The university may restrict an individual from entering specific areas of the campus or buildings on university-owned, operated, managed property and/or university-sponsored events.

### **No Contact Order**

The university may restrict an individual from forms of contact or interaction with another person or group of people. (Note – No Contact Orders may be issued by Campus Safety or Title IX in situations that are not related to a student conduct proceeding through the Dean of Students Office and may not be part of a sanction.)

### **Parental Notification**

The university may, at its discretion, notify parents or guardians/sponsors regarding students found in violation of university alcohol and drug policies. This notification may occur without the student's consent. In circumstances not involving violations of drug or alcohol policies, the university may, at its discretion, contact parents or guardians/sponsors if it believes doing so is in the best interest of the student or the university.

### **Educational Sanctions**

Educational sanctions may include, but are not limited to:

- Work assignments
- Service to the university or the community
- Educational projects
- Workshops
- Research reports and/or reflection papers
- Mediation (provided all parties agree)
- Training or learning modules (fees may apply)
- Meetings with university officials or other designated authorities

### **Administrative Interim Measures**

Students who are being investigated for possible violations of the Standards of Conduct or university policy may be issued an intermediate action until the conduct process is complete. Examples of interim measures may include, but are not limited to, interim suspension, restriction on participation in university sponsored activities, loss or restriction of privileges, modifications to class schedules, trespass from particular locations on campus, and no contact orders.

### **Interim Suspension**

Temporary involuntary separation from the university while a student's actions and/or behaviors are under review.

Interim suspension may be applied if there is a threat or potential threat to the health or safety of the campus community, or if there is disruption or threat of disruption to the campus community and/or normal university processes and activities. Students who are under interim suspension are generally not permitted on campus and are subject to all terms and conditions applied. Students who live in the residence halls and are issued interim suspension must follow all instructions for temporarily vacating their residence hall room.

*Additional sanctions that may be issued to residence hall students:*

### **Residence Hall Transfer**

Involuntary transfer of a residence hall student to another residence hall room, housing unit, or residence hall.

### **Deferred Eviction from the Residence Halls**

Notice that any additional policy violation(s) may result in immediate eviction from the residence halls.

Unless specified otherwise, a Deferred Eviction will remain in effect for one calendar year from the date it is issued. Note that students who are evicted from the residence halls due to conduct concerns are still financially responsible for the remainder of their housing contract.

### **Eviction from the Residence Halls**

Immediate removal from the residence halls.

Students who are evicted from the residence halls are financially responsible for the remainder of their housing contract. Unless specified otherwise, students who are evicted from the residence halls may not live in the residence halls for one calendar. If a student wishes to request to live on campus after that one-year period, they must apply in writing to the Director of Housing and Residence Life. The Director will evaluate the request and issue a decision within five (5) business days.

The final decisions and outcomes of any student conduct matter, including disciplinary sanctions for student conduct violations, become part of the student's overall educational record with the university. Student conduct records are managed by the Dean of Students Office.

### **Additional Possible Outcome – Educational Advisement**

In lieu of formal charges, a Conduct Officer may elect to assign the outcome of "Educational Advisement." This means that the student has successfully completed a meeting or other approved communication with the Conduct Officer or designated university official to:

- Discuss how the student's minor policy infraction(s) have impacted the student and/or the campus community, and
- Ensure that the student clearly understands the policy and rules for the future.

The outcome of Educational Advisement is considered a proactive, administrative courtesy and is therefore not entered into the student's official conduct record nor is it eligible for appeal.

### **Appeals Process – For Individual Students**

Students may request to appeal the findings in a student case ("responsible" or "not responsible"), and/or the sanction(s) assigned.

In all cases, "business days" are defined as Mondays through Fridays, excluding university holidays.

#### ***Decisions and Sanctions Stay in Place Pending the Final Outcome of the Appeals Process***

All decisions and sanctions made by the original Conduct Officer will remain in place during the appeals process and until all appeal procedures have concluded and final deadlines have passed, unless otherwise specified by the Dean of Students or their designee.

#### ***Grounds for Appeal***

Students may appeal their case based on any of the following grounds:

1. A sanction that is disproportionate to the violation(s)
2. A deviation from written procedures
3. A demonstrable bias in the conduct proceeding
4. New information, unavailable at the time, that could impact the original findings(s) and/or sanction(s)

In general, appeals are deferential to the original hearing decision and are not intended as a rehearing of the entire case.

## ***Request for Appeal Process***

The purpose of this stage of the process is to evaluate the student's rationale and grounds for their appeal and determine whether the student will be granted an opportunity for a hearing.

Detailed instructions about how to schedule a Pre-Appeal Meeting (below) and submit an Appeal Request Form (below) will be included in the final decision letter in the case sent to the student by the Conduct Officer.

- A. **Pre-Appeal Meeting** – If a student is considering an appeal, the student must email the Dean of Students office ([prdos@erau.edu](mailto:prdos@erau.edu)) to inform them of their desire to appeal. The student must send this email to the ADOS within two (2) business days of receipt of the Conduct Officer's decision letter. This email does not need to be lengthy in content; it simply serves to notify the ADOS that the student is interested in appealing.

Upon receipt of this email, the Dean of Students Office will arrange for the student to meet with another university official who serves as a Conduct Officer – different from the official who already heard the case – for a Pre-Appeal Meeting. The university will make every effort to schedule this meeting within two (2) business days of the student's email requesting a pre-appeal meeting.

The goals and purposes of the Pre-Appeal Meeting are to:

- a. Inform and educate the student about the appeals process
- b. Discuss with the student their rationale and grounds for appeal
- c. Assist the student in thinking through the content they would like to include on their Request for Appeal Form, should they choose to submit it

Important note: The university official in the Pre-Appeal Meeting serves as a neutral party. Their role is not to guide, direct, encourage, or discourage, in any way, the submission of an appeal request by a student. Rather, their role is to inform and educate the student about the appeals process so the student – on their own – has the knowledge needed to submit an informed and well-written appeal if they wish. All decisions about how to proceed are ultimately the sole responsibility of the student.

After the Pre-Appeal Meeting, the student may choose to end the process and not pursue an appeal, or the student may move to Step B.

- B. **Submit a Request for Appeal Form** – If the student wishes to proceed with requesting an appeal, the student must fill out and submit a Request for Appeal Form within two (2) business days of the date the Pre-Appeal Meeting was scheduled to take place. Detailed instructions for submitting a Request for Appeal Form will be provided to the student after the Pre-Appeal Meeting.
- C. **Appeals Review Panel** – The Request for Appeal form will be considered by a panel of three (3) members of the Student Government Association (SGA).
- Prior to the meeting of the Appeals Review Panel, the name of the appealing student will be given to the potential SGA panel members. If there are any conflicts of interest, a panelist will recuse themselves and a new panelist will be chosen.
  - The Appeals Review Panel will meet in closed session for a paper review only; the appealing student does not appear before the panel.
  - Attendees of the Appeals Review Panel meeting will include the three SGA panelists, the SGA Secretary, who is responsible for the SGA appeals process, and a representative of the Dean of Students Office to oversee process and procedures only. The only voting members are the three SGA panelists.
  - The written documentation the Appeals Review Panel will consider will typically include the following:
    - The Request for Appeal Form submitted by the student
    - Any additional supporting documentation submitted by the student

- A response and supporting documentation submitted by the original Conduct Officer for the case
- The Appeals Review Panel is charged with reviewing the available written documentation and determining whether there are adequate grounds for an appeal to move on, to be heard in a Student Conduct Appeals Board hearing.
- The appealing student will be notified in writing of the decision of the Appeals Review Panel:
  - **Appeal request not granted:** If the Appeals Review Panel determines that there is not a sufficient basis to warrant an appeal, the appealing student will be notified of this decision in writing. This decision shall be the final decision of the university.
  - **Appeal request granted:** If the Appeals Review panel determines that there is a sufficient basis to warrant an appeal, the appealing student will be notified in writing and will be informed of the next step of the appeals process.

During break periods or other times when a student panel may not be available, the Dean of Students Office reserves the right to appoint an administrator to review the appeal request and make a decision accordingly.

### ***Student Conduct Appeals Board and Hearing Process***

If a student is granted an appeal through the Request for Appeal process as outlined above, the appeal will be referred to the Student Conduct Appeals Board. The Student Conduct Appeals Board is charged with hearing the appeal and making a recommendation to the Dean of Students or their designee. At their discretion, the Appeals Board may make recommendations on findings (“responsible” or “not responsible”) and/or sanctions issued in the case.

**Composition of the Student Conduct Appeals Board:** The Student Conduct Appeals Board will be comprised of one student appointed by the Student Government Association (SGA), one faculty member, and one staff member or administrator. The Dean of Students Office is responsible for convening and managing the Student Conduct Appeals Board for a hearing on an appeal.

**Hearing Attendees:** Attendees at the hearing will include the appealing student and an advisor if desired, the original Conduct Officer for the case, the three Appeals Board Members, and a representative from the Dean of Students Office to oversee process and procedures only. The only voting members are the three Appeals Board members.

Prior to the Appeals Board hearing, the name of the appealing student will be given to the potential board members. If there are any conflicts of interest, a member will recuse themselves and a new member will be chosen.

### **Elements of the Hearing:**

In general, Appeals Board hearings will include the following elements:

- Opening statements by the appealing student and the Conduct Officer
- Opportunities for each side to present witnesses and/or additional information
- Questions from the Appeals Board for either party
- Closing statements

At the conclusion of the hearing, the appealing student and the Conduct Officer will be excused and the Appeals Board members will remain for deliberations.

### **Recommendations of the Board to the Dean of Students and Final Decisions**

The Appeals Board will deliberate and make written recommendations on finding(s) and/or sanction(s) to the Dean of Students or their designee. The Dean of Students has the authority to uphold, overturn, or modify any recommendations of the Appeals Board. The appealing student will be notified in writing of the final decisions of the Dean of Students or their designee. The determinations of the Dean of Students or their designee shall be the final decisions of the university.

### **Arrangements During Breaks and Other Times when a Hearing Board May Not be Available**

During breaks and other times when a hearing board may not be available, the university reserves the right to appoint an administrator to review the appeal and make a recommendation to the Dean of Students or their designee.

If the student complaint cannot be resolved after exhausting the institution's procedures as outlined in this Student Handbook, the student may file a complaint with the Arizona State Board for Private Postsecondary Education:

Arizona State Board for Private Postsecondary Education  
1740 W. Adams, Suite 3008  
Phoenix, AZ 85007  
Telephone: (602) 542-5709 Email: [info@azppse.gov](mailto:info@azppse.gov)  
Website: <https://ppse.az.gov/>

## **H. Student Conduct Procedures – For Recognized Student Organizations (RSOs)**

### **Definition of an “RSO”**

A Recognized Student Organization or “RSO” is a group of students who register with and are approved by the Department of Student Engagement to operate as a recognized organization within the university. For conduct purposes, an RSO may be considered an RSO even if they are not recognized at the time of the incident due to suspension of the organization or failure to re-register.

### **RSO Conduct Philosophy**

Embry-Riddle's policies and procedures are established to protect the health, safety, and well-being of the campus community and its members. RSO members, leaders, and advisor(s) are responsible for knowing and adhering to all published policies, rules, and procedures, including those that apply to student organizations.

It is important to note that both the individuals and/or RSO involved in a suspected policy violation may go through the conduct process, independently of the other.

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 behaviors are fundamental elements of responsible citizenship and are basic to the character required for a productive career. All Embry-Riddle students are expected to exhibit positive character and integrity in their daily activities and interactions, both on and off campus, including in their roles within their RSOs.

It is the philosophy of the university to respond in an educational way to RSO actions and behaviors, either on-or off-campus, that may be a violation of a university policy, rule, or procedure. The intent, if possible, is to educate, reorient, and positively change RSO behavior and guide students toward the development of personal responsibility, conscientiousness, and ethical decision making. The university hopes that students will learn to take full responsibility for their actions and make amends when needed. However, in some cases, punitive actions may be required if an RSO's actions and behaviors are extreme, endanger community well-being, and/or bring harm to the university.

Student conduct proceedings are administrative rather than criminal proceedings. As such, this process does not apply the rules of evidence, criminal procedures, or other standards typically associated with the legal system. RSOs are not judged “guilty” or “not guilty” in the university conduct process; rather, they are found “responsible” or “not responsible” for violating a policy. Sanctions are imposed based on the seriousness of the violation. Repeated violations will be justification for an increased severity of sanctions, up to and including suspension or permanent removal of the RSO from the university.

## Rights of RSOs & Fair Hearing Principles

The RSO conduct process is designed to ensure that fair and impartial decisions can be reached. With this overall goal in mind, RSOs have the following rights in a conduct proceeding:

1. To be considered not responsible for any violation(s) until responsibility is established based on the evidence.
2. To attend a conduct meeting, sometimes called a “hearing,” regarding the alleged violation(s) with a university Conduct Officer.
  - a. RSOs may lose this right if reasonable requests for a conduct meeting by the Conduct Officer are not responded to by the RSO Representative.
3. To receive written notice of the violation(s) that are alleged to have occurred, notice of the section(s) of the Standards of Conduct and/or the Student Handbook in which the policy(ies) appear, a summary of the alleged violation(s), and a time and place when the conduct meeting will be held.
  - a. This notice will be sent to the RSO Representative\*.
4. To understand the specific Standard(s) of Conduct or other university policy(ies) that the RSO allegedly violated.
5. To be represented in the conduct process by a student leader of the RSO’s choosing, known as the RSO Representative\*.
6. To select a conduct advisor of their choosing to accompany the RSO throughout the conduct process. The conduct advisor may be a friend, mentor, family member, attorney, RSO advisor, or any other support person the RSO chooses, but may not be a student member of the RSO.
  - a. Conduct advisors may not formally present on behalf of the RSO or otherwise act in the place of the RSO at any point during the conduct process, whether they are attorneys or not. If the conduct advisor does not adhere to these expectations, the Conduct Officer has the discretion to remove them from the process.
7. To present relevant evidence and witnesses to be considered.
8. To be silent in the conduct process, preferably by notifying the Conduct Officer of the decision to not participate.
  - a. If an RSO chooses to not participate in the conduct process, the university will proceed with hearing the case based on the available information. The RSO will have the opportunity to rejoin as the case progresses, but if the RSO chooses to never appear, the university will proceed accordingly, consider the information available, and make final decisions accordingly.
9. To be informed of the outcome in writing, including the finding(s) of “responsible” or “not responsible” and any sanctions if applicable.
10. To receive reasonable accommodations when requested. All determinations about reasonable accommodations are made by the Conduct Officer and are at the discretion of the university.
11. To request an appeal of the finding(s) and/or the sanction(s) made by the Conduct Officer (see “Appeals Process” section below).
  - a. RSOs waive the right to an appeal if an outcome is decided via the Informal Process (see more below).

\* The RSO Representative will default to the RSO president or most senior officer of the organization as registered with the Department of Student Engagement unless the RSO submits written notice of a change.

## RSO Conduct Procedures

Anyone may report a suspected violation of university policy by an RSO to either the Dean of Students Office or the Department of Student Engagement. The Dean of Students Office reviews all reports or alleged misconduct and may contact the person who submitted the report to gather additional information.

The Dean of Students Office will review the alleged violation(s) and evaluate potential health or safety concerns. The Dean of Students Office has the discretion to determine whether charges under these proceedings will be brought against the RSO, against an individual or individuals, or a combination. That may change as the case evolves.

If the Dean of Students Office determines that continued operations of an RSO constitute a reasonable threat of harm to individuals, damage to university property, or disruption to the educational mission of the university, it may choose to apply administrative interim measures up to and including interim suspension of all RSO activities. These interim measures will remain in place until the conduct process is completed. When interim measures are applied, the Dean of Students Office will notify the RSO Representative and other appropriate parties (e.g., advisors, parent organization) in writing. If an RSO wishes to seek a review of these interim measures, the RSO must submit a written request to the Dean of Students.

When the Dean of Students Office has completed its preliminary review, it may choose to dismiss the case, assign an Educational Advisement (see more below), or it may assign a Conduct Officer to move forward with the conduct process. This Conduct Officer may at any point contact an RSO advisor and/or parent organization to inform them of the alleged violation(s). In some cases, a parent organization may wish to participate in a joint interview process; this may occur at the discretion of the Conduct Officer. However, both the university and the parent organization retain separate authority on the outcomes of their respective processes.

Conduct Officers are university administrators who are designated with the authority, by the Dean of Students Office, to hear and adjudicate student conduct cases.

**Initial conduct meeting:** If a Conduct Officer has been assigned to the case, they will schedule an initial conduct meeting with the RSO Representative. The RSO Representative may request to have additional student leaders present at the initial conduct meeting, within reason. During this meeting, the parties will review the alleged violation(s) and discuss the incident as it has been reported. At this point, the RSO Representative will be given the option to move forward with either the Informal Resolution Process or the Formal Resolution Process (see below). However, if interim measures have been issued, the RSO is already on probation or suspension, and/or the alleged violation(s) include hazing and/or physical harm; the case will automatically move forward with the Formal Process. The Dean of Students Office always has the discretion to send a case directly to a Formal Process, regardless of the circumstances or the wishes of the RSO.

As the case progresses, the Conduct Officer, in consultation with the Dean of Students Office, has the authority to dismiss charges if warranted. The university may also elect to add additional charges later during the conduct process with notification to the RSO based on new discovery during the investigation or meeting process.

As a case progresses, the role of the university and the Conduct Officer is to determine whether an RSO is “responsible” or “not responsible” for violating university policy as charged.

**Evidentiary Standard** – The evidentiary standard used for student conduct proceedings, including for RSO conduct cases, is the “preponderance of the evidence” standard, which means it is “more likely than not” that a policy violation occurred.

### ***Informal Resolution Process***

If an RSO chooses to move forward with the Informal Process, the Conduct Officer may use the remainder of the initial conduct meeting to work with the RSO to develop an investigation scope and timeline based on circumstances of the case and the nature of the allegation(s). The Conduct Officer and RSO Representative will review the RSO’s guiding documents for any internal conduct or disciplinary procedures to determine if those procedures must be followed when moving forward. If an RSO does not have internal procedures or those procedures are impractical for the situation, the Conduct Officer and RSO Representative must work together to develop a process for the investigation.

The RSO is responsible for completing the investigation tasks that have been agreed-upon and submitting a written investigative report to the Conduct Officer within the established timeline. The investigative report will contain at a minimum: the names of individuals involved, a summary of the information gathered, a recommended determination of responsibility, any internal disciplinary action the RSO may have implemented, and recommendations for university sanctions (see section below for a full list of possible sanctions). If needed, resources will be provided to the RSO Representative regarding the investigation process and written investigative report.

Once submitted, the Conduct Officer will review the investigative report and make one of three possible conclusions:

- (A) If the Conduct Officer determines that the investigation was accurate and thorough, and the recommended sanctions are appropriate, the finding(s) and sanction(s) will be accepted and implemented and the conduct process will be complete.
- (B) If the Conduct Officer determines that the investigation and report are insufficient or incomplete, or that the recommended sanction(s) are not appropriate, they may choose to provide feedback to the RSO Representative and give instructions for further investigation or review. An updated timeline will be negotiated and established.
- (C) If the Conduct Officer determines that the RSO has intentionally provided inaccurate or incomplete information, obstructed the process, or is otherwise non-compliant or uncooperative in any way, the Conduct Officer has the discretion to refer the case to the Formal Resolution Process.

At any point in the Informal Process, the RSO Representative can choose to move the case to the Formal Process by providing written notice to the Conduct Officer. The Conduct Officer may also choose to end the Informal Process early if concerns about the investigation process arise.

Regardless of how an Informal Process ends, the Conduct Officer will provide written notice to the RSO Representative with information on either the outcome of the case or next steps.

### ***Formal Resolution Process***

If an RSO is ineligible for or declines to participate in an Informal Process, the case will automatically move forward in a Formal Process. If an Informal Process was attempted and no conduct outcome was determined, a new Conduct Officer will be assigned by the Dean of Students Office for the Formal Process and a new initial conduct meeting will be scheduled. At the discretion of the Dean of Students Office, the new Conduct Officer will have access to the documentation from the Informal Process.

The Conduct Officer for the Formal Process will gather any relevant information by interviewing RSO members and/or other witnesses and requesting any pertinent documentation from the RSO or any other relevant party. The Conduct Officer is charged with reviewing the information available and (a) making a finding of whether the RSO is responsible for violating policy or not, and (b) if applicable, assigning appropriate sanctions.

The Conduct Officer will provide written notice to the RSO Representative and all RSO officers about the finding(s) and/or sanction(s) and will provide the RSO Representative the option to schedule an outcome meeting to explain the rationale for the decisions.

### **Sanctions for RSOs**

If an RSO is found in violation of university policy through an informal or formal conduct proceeding as described above, one or more of the following disciplinary sanctions may be issued.

In considering the appropriateness of the sanction(s), the following may be considered: Prior offense(s), severity of the offense, impact on others or the campus community, mitigating circumstances, and/or aggravating circumstances. Repeated or aggravated violation(s) of the Standards of Conduct or any university policy may result in more severe sanctions than any individual violation might warrant, including immediate suspension or permanent removal.

Failure to complete sanctions as assigned may result in additional conduct charges, account holds, loss of recognition, and/or other restrictions or outcomes.

Disciplinary sanctions for RSOs found in violation of one or more Standards of Conduct may include:

#### **Warning**

The RSO is warned that their behavior was in violation of university policy, and that further misconduct may result in more severe disciplinary sanctions.

**Probation**

The RSO is subject to restrictions and/or conditions imposed by the university for a period of time. Probation for RSOs is assigned for no more than two (2) calendar years. RSOs on probation must meet with a representative from the Department of Student Engagement throughout the duration of the probationary period. Release of an RSO from probation is ultimately at the discretion of the university, but will generally occur if there are no further violations of the Standards of Conduct during the probationary period.

RSOs on probation are not considered to be in good standing with the university. During the probationary period, it is expected that the RSO not engage in any further violations of university policy; if further violations should occur, the RSO may be subject to suspension or permanent removal.

**Suspension**

The involuntary separation of the RSO from the university for a period of no more than six (6) calendar years. If applicable, a notice will be sent to the RSO parent organization informing them that ERAU-Prescott students are prohibited from affiliating with the organization for the duration of the suspension period.

At the completion of the suspension period, the RSO must meet with a representative from the Department of Student Engagement to discuss the reinstatement process. Reinstatement and any potential conditions or requirements that may be attached are ultimately at the discretion of the university.

**Permanent Removal**

The involuntary and permanent separation of an RSO from the university. If applicable, a notice will be sent to the RSO parent organization to inform them that ERAU-Prescott students are prohibited from affiliating with their organization, and to request a revocation of that specific RSO's authorization to operate.

*Additional sanctions for RSOs may include:*

**Loss or Restriction of Privileges**

The loss or restriction of specific privileges or university resources for a specified period of time. This may include, but is not limited to, the use of university resources, the reservation or use of university spaces, or participation in university-sponsored activities or events such as the Organization Fair.

**Restitution**

Monetary compensation for loss, damage, or injury.

**Educational Sanctions**

Educational sanctions based on the circumstances of the case may include, but are not limited to:

- Educational programming
- Service to the university or community
- Educational projects and/or reflection papers
- Workshops
- Mediation (provided all parties agree)
- Training or learning modules (fees may apply)
- Meetings with university officials or other designated authorities

**Structural Sanctions**

Structural sanctions specific to the RSO and the circumstance of the case may also be applied. These may include, but are not limited to:

- Changes in RSO operating procedure
- Review of RSO leadership and/or membership
- Changes to RSO advising support

When applicable, the university has the discretion to involve the RSO's parent organization in the development of structural sanctions.

### **Administrative Interim Measures**

RSOs who are being investigated for possible violations of the Standards of Conduct or university policy may be issued an intermediate action until the conduct process is complete. Examples of interim measures may include, but are not limited to, interim suspension of the organization, loss or restriction of privileges, and/or structural sanctions.

### **Interim Suspension**

Temporary involuntary separation of the RSO from the university while its conduct is under review.

Interim suspension may be applied if there is a threat or potential threat to the health or safety of the campus community, or if there is disruption or threat of disruption to the campus community and/or normal university process and activities.

The final outcomes of any student conduct proceeding involving an RSO become part of the RSO's conduct record with the university. Student conduct records, including those for RSOs, are managed by the Dean of Students Office.

## **Additional Possible Outcome – Educational Advisement**

In lieu of formal charges, a Conduct Officer may elect to assign the outcome of "Educational Advisement" to the case. This means that the RSO has successfully completed a meeting or other approved communication with the Conduct Officer or another designated university official to:

- Discuss how the RSO's minor policy infraction(s) have impacted students and/or the campus community, and
- Ensure that the RSO clearly understands the policy and rules for the future.

Educational Advisement is considered a proactive, administrative courtesy and therefore is not entered into an RSO's official conduct record nor is it eligible for appeal.

## **Appeals Process**

If an RSO disagrees with the outcome from the Formal Process, it may request an appeal of the Conduct Officer's decision(s) to the Dean of Students. This appeal may include a request to review the finding(s) of responsibility and/or the sanctions(s) issued.

If an RSO wishes to appeal, they must submit a request in writing to the Dean of Students or their designee, with a rationale for the appeal, no later than five (5) business days from the date of the final outcome provided to the RSO by the Conduct Officer. The Dean of Students has the authority to uphold, overturn, or modify any decisions of the Conduct Officer. The determination of the Dean of Students or their designee shall be the final decision of the university.

# V. Recognized Student Organization (RSO) Policies & Procedures

## A. Group Types

Recognized Student Organizations (RSOs) are categorized as one of the following group types:

- **General Student Organization** – Any group that meets the requirements set by the Department of Student Engagement for recognition.
- **Departmentally Sponsored Student Organization** – Any group that meets the requirements set by the Department of Student Engagement for recognition and receives regular funding and/or support from an ERAU department or college.
- **Fraternity and Sorority Life (FSL) Organization** – Any social group that meets the requirements set by Department of Student Engagement for recognition and is eligible to operate as a single sex organization in accordance the provisions of Section 86.14 of the regulations of Title IX of the U.S. Educational Act Amendments of 1972 or that requires affiliation with such an organization for membership.
- **Student Government Association (SGA) Service Organization** – A special group that meets the requirements set by the Department of Student Engagement for recognition and operates under the dual umbrella of both the SGA and Department of Student Engagement.

## B. Creating a New Organization

Students are encouraged to look at the active RSOs on our campus to see if any meet their interests and needs and if none do, they are welcome to create a new RSO.

New FSL RSOs are subject to additional procedures. Please reach out to the Department of Student Engagement (DSE) to learn more.

### Process Overview

New RSOs can only register during a specific timeframe, offered at the beginning of each semester. We recommend you reach out to DSE prior to this timeframe to prepare your registration materials.

The process officially begins when a student completes and submits the New RSO Registration Form. Once this is done, DSE will review the group’s guiding documents and contact them with any questions, to discuss any changes, and schedule the required meeting with the SGA RSO Advisory Panel.

During this time, DSE will work with the student leaders to determine the new RSO’s group type and help to identify advisors as needed.

Some RSOs, based on the group’s mission or regular activities, also require additional review by university-level risk management. In these cases, DSE will notify student leadership and work with them to complete the review.

The goal of this process is to support student leaders in their efforts to enrich our campus community and provide a framework for new RSOs to be setup for both immediate and sustainable, continued success beyond their founders’ involvement.

### Requirements

To create a new organization on campus, students must:

- Complete the New Organization Registration Form in Eagle Life during the new organization registration period (typically the first 2 weeks of each semester).

- Find at least 5 ERAU Prescott students to be the group’s first members.
- Create a functional set of guiding documents to be submitted with the New Organization Registration Form. Sample guiding documents can be found on Eagle Life. Guiding documents must include:
  - A list of officers and their duties
    - All RSOs must have at least two officers – a chief executive (i.e., president) and a financial officer (i.e., treasurer). These officers, and any others, must be enrolled as students at ERAU Prescott, and in good academic and student conduct standing with the university
  - A process for the selection of new officers
  - A process for changing the guiding documents
  - The University Policy Compliance Clause and Non-Discrimination Clause – These must be included using this exact verbiage:
    - “This organization is a recognized student organization at Embry-Riddle Aeronautical University – Prescott and adheres to all campus policies as set forth by the Department of Student Engagement and ERAU Prescott administration.”
    - “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 and therefore eligibility for membership or appointed or elected student officer positions may not be limited on any of the above qualities.”
- Meet with a DSE staff member and the SGA RSO Advisory Panel to learn what resources the SGA has for RSOs and how the SGA can help a new RSO to be successful. The SGA RSO Advisory Panel is made up of the SGA Treasurer, SGA Marketing Director, and SGA Student Organization Representative.

Once all of these requirements have been met and the process has been completed, DSE will formally grant recognition and the rights included with that recognition to the new organization.

## C. Recognition

Groups must meet the following requirements maintain their status as an RSO:

### Membership

RSOs must maintain at least five active members currently enrolled as students at Embry-Riddle Aeronautical University – Prescott.

- Community members (non-ERAU Prescott student and over the age of eighteen) are permitted to participate within ERAU Prescott RSOs, pending the completion of a Community Member Agreement. ERAU Prescott students must make up at least sixty percent of an RSO’s total membership.
- Membership records are to be maintained and kept up to date through the RSO’s Eagle Life page.

### Student Leadership

RSOs must have at least two officers – A chief executive (i.e., president) and a financial officer (i.e., treasurer). These officers, and any others, must be enrolled as students at ERAU Prescott, in good academic and student conduct standing, and accurately listed in the RSO’s Eagle Life page.

### Advisors

Advisors are professional mentors that assist RSOs with the execution of the organization’s mission. Advisors are not members of the RSO but may participate in a limited capacity in the organization’s activities. Advisors should act in a

mentorship capacity, with decision making and goal setting for the RSO remaining in the hands of student membership (except in cases where advisors step in to prevent health/safety incidents).

The Dean of Students Office and Department of Student Engagement reserve the right to appoint additional advisors to an RSO or remove advisors from their role when doing so is deemed necessary to protect the integrity, honor, or safety of the RSO, the campus, or the community at large.

### **Campus Level Advisor**

A campus level advisor assists RSOs with those functional areas common to all organizations, regardless of mission, purpose, etc. These areas include, but are not limited to, general organizational operations, meeting procedures, event planning, by-law and constitution revisions, officer transitions, budgeting and finance, risk management, and the use of Eagle Life.

All RSOs will be assigned a Department of Student Engagement point of contact at the start of the academic year to serve as the organization's campus level advisor.

### **Content Advisor**

A content advisor is an individual with both an interest and expertise in the organization's mission or purpose and a willingness to support the RSO as a subject matter expert. RSOs are not limited in the number of content advisors they may select. All content advisors must be listed on the RSO's Eagle Life page. Content advisors not affiliated with ERAU Prescott must complete the Community Member Agreement form and may receive access to Eagle Life by contacting the Department of Student Engagement.

Departmentally Sponsored RSOs are required to select a faculty or staff member to serve as a content advisor. This individual is expected to come from the department or college providing the organization with funding and/or access to resources in order to ensure proper oversight of the use of those funds and/or resources.

FSL RSOs are required to, in accordance with the policies of their parent organization, select at least one individual to serve as a content advisor. This individual may be selected from on or off campus.

## **Guiding Documents**

RSOs may update their guiding documents, following the process outlined in the current guiding documents, at any time. Department of Student Engagement staff are available to help craft and/or review guiding documents as necessary. Sample guiding documents are also provided on Eagle Life.

RSOs must maintain a functional and current set of guiding documents, uploaded through the RSO's Eagle Life page, which must contain the following (in exact verbiage):

- "This organization is a recognized student organization at Embry-Riddle Aeronautical University - Prescott and adheres to all campus policies as set forth by the Department of Student Engagement and ERAU Prescott administration."
- "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 and therefore eligibility for membership or appointed or elected student officer positions may not be limited on any of the above qualities."
  - FSL RSOs, per the provisions of Section 86.14 of the regulations of Title IX of the U.S. Educational Act Amendments of 1972, may remove "sex" from this statement.

The RSO's guiding documents must also include a list of officers and their duties, a method of selecting those officers, and a process of amending the guiding documents.

If the RSO's policies at the local or parent organization level conflict with university policies, the university's policies will supersede.

### **Registration**

All RSOs must re-register their organization each year within the published dates during the Spring semester.

### **Council Affiliation (FSL Only)**

FSL chapters must maintain membership in a Department of Student Engagement recognized peer governing council.

## **D. RSO Events**

### **Defining an RSO Event**

RSOs host many events throughout the year. The university defines an RSO event as an event in which a reasonable person would associate a specific RSO with that event. However, we know that many RSO members choose to hang out outside of RSO events and that may create confusion about what events are truly hosted by that RSO. The questions below, among others, are used to help the university interpret what is or is not an RSO event:

- Is the event being hosted in a university space that was reserved by the RSO?
- Is the event registered in Eagle Life by the RSO?
- Is any aspect of the event financially sponsored by the RSO?
- Is the event advertised by the RSO to non-members using flyers, social media, or other public marketing methods?
- Is the event listed on the RSO's calendar (either private or public) and not registered by another RSO?
- Is the event noted in the RSO's meeting minutes and not registered by another RSO?
- Is the event being hosted at an off-campus location where the RSO traditionally holds events?
- Do a majority of the RSO's executive board members have prior knowledge of the event?
- Is the event announced at a meeting of the RSO's members and/or is it marketed to RSO members using an email listserv, group chat, or other RSO communication method?
- Is the event actively or passively endorsed by a majority of the RSO's members as an RSO event?
- Are apparel or other items associated with the RSO prominently visible at the event (i.e., shirts, banners)?
- Are members attempting to rename the event in order to give the appearance that it isn't associated with the RSO?
- If guests were stopped on the way to the event, would they say they were going to an event associated with the RSO?
- Have members of the RSO lied or intentionally withheld details about this event from campus staff?

### **Registering a RSO Event**

All RSO events (on-campus, off-campus, virtual) need to be registered and approved through the Eagle Life event registration process. Approval should not be assumed, and it is the responsibility of the submitter to check for questions regarding the event in Eagle Life.

If partnering with an outside organization or vendor, the Business Office may need to be consulted. Seek clarification and approval with the Department of Student Engagement.

If your registered event is no longer taking place, it is your responsibility to cancel the event in Eagle Life and email [prdse@erau.edu](mailto:prdse@erau.edu) about the cancellation.

## **Blackout Dates**

The university reserves the right to cancel or deny facility reservations and/or services during peak use times. Examples include, but are not limited to: Winter Break, Orientation, OctoberWest, Preview Day, Open House, Parents Weekend, Wildfire Academy (Spring Break), and Graduation.

## **Campus Partners**

Several departments on campus, including but not limited to Event Technology (Media Services), Facilities Management, Sodexo catering, Athletics, the Business Office, and Campus Safety, can be involved with making your event a success. Each of these departments have their own policies and procedures that RSOs must follow when using their services. Information about campus partner policies and procedures is provided on Eagle Life, but it is the responsibility of the RSOs to ensure they are following the most current process for each department.

## **Event Policies**

### ***Activity Release Forms***

Any organization that engages in activities that expose a participant of that activity to a risk of physical harm and/or loss of or damage to personal property must complete the appropriate activity release forms. Activity Release Forms can be submitted in-person or electronically. Printable forms can be found on Eagle Life and should be submitted to the Department of Student Engagement and Campus Safety, with one copy retained by the RSO. An electronic version of the form can be submitted via Eagle Life.

If the organization is scheduling recurring instances of the same event, participants can list multiple dates on the activity release form. For example, Rugby Club members can include all scheduled practices and Riddle Riders Motorcycle Club members can include all scheduled rides.

### ***Alcohol at an Event on Campus***

The university acknowledges that alcohol may be involved with certain on-campus events. When that is the case, alcohol should be considered a secondary activity and not the sole purpose/focus of the event.

An RSO wanting to have an event with alcohol on campus must complete the Alcohol Approval Form at least three (3) weeks prior to the event. The Department of Student Engagement and Campus Safety reserve the right to approve or deny these requests.

The following policies apply:

- Alcohol over 15% ABV is not permitted to be served and/or consumed.
- Only alcohol that is being served at the event may be consumed at the event. Individuals may not bring alcohol to an event.
- Alcohol must be served by a licensed Sodexo bartender.
- Food and alternative non-alcoholic beverages must be made readily available, at no additional cost.
- 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.
- All individuals who are serving, in possession of, or consuming alcohol must be 21 years of age or older. They must have their age verified through an ID check and will be properly identified by monitors (wristband, stamp, etc.).
- Attendance is limited to members of the campus community and their pre-invited guests.
- An ERAU-affiliated advisor (or other ERAU employee designee) must be present for the duration of the event.
- The sponsoring RSO must appoint monitors to circulate at the event and ensure that everyone consuming alcohol is properly identified (wristband, stamp, etc.), and to watch for signs of over-intoxication.
- Anyone who appears to be intoxicated will be denied service of any additional alcohol. The university reserves the right to limit the quantity of alcoholic beverages being served to two drinks per person.

- The service of alcohol may begin no earlier than the starting time of an event and is limited to two (2) hours, unless a special allowance is granted for extended service. The service of alcohol must end at least thirty (30) minutes before the scheduled end of the event.

### ***Animals at Events (excluding Service Animals)***

Events involving animals must receive special approval from the Department of Student Engagement and follow the Animals on Campus Policy.

Questions about the Animals on Campus policies can be directed to the Department of Student Engagement.

### ***Damages and Billing from Events***

If damage occurs during the use of university facilities or equipment, the person(s) and/or RSO holding the reservation will be held responsible. This may include any damage that occurs as a result from failing to ensure that the space is properly secured after use and any additional cleaning charges resulting from animals in the space, authorized or not.

### ***Drugs at Events***

The use, sale, or distribution of any kind of drug including, but not limited to, prescription medications, illegal or prohibited drugs, synthetic drugs, controlled substances or anything that may alter one's cognitive and/or physical functionality is prohibited at all RSO events.

This includes cannabis – regardless of the legality of cannabis at the event location. Since the university receives federal funding, the existence of federally illegal drugs at events affiliated with the university is not permitted.

### ***Food Handling***

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 the Department of Student Engagement.

At least one individual with a current food handler's certification must be present at all times when non-professionally prepared, temperature-controlled food is being prepared and served. They must ensure that food safety policies are followed, including but not limited to:

- Post signage that states food was prepared off premises and may contain allergens.
- All persons handling food must 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, and have access to a hand washing station.
- Make sure all equipment is clean and sanitary before using it.
- Use thermometers to ensure adequate and proper cooking temperatures during preparation and serving. Coolers and warmers must be used to keep food at appropriate temperatures.
- Do not have a food-based event run for more than four hours at a time.

### ***Fundraising Policies***

Any RSO intending to raise funds, host a raffle, or ask for donations must comply with all fundraising and raffle rules, laws, and policies.

#### ***Fundraising/Donations***

- When fundraising, clearly list your organization's name and how the donations will be used.
- Use a system of checks and balances so that all funds are secure. Cash boxes are available for checkout from Student Engagement.
- Any student organization conducting a fundraiser involving the sale of food must read and comply with the Food Handling policy.

- Door-to-door fundraising efforts are not permitted on or off campus.
- If fundraising with an off-campus partner (e.g., percentage nights at restaurants), do not use the university's EIN number without the permission of the Business Office.
- Contact the Office of Philanthropy for approval and assistance with donation requests to off-campus organizations or companies.

### **Hosting a Raffle**

- When hosting a raffle, clearly list your organization name and how the donations will be used.
- 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; and (c) that no purchase or contribution is necessary.
- 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 or in which the selection of the winner is in any way rigged.
- The RSO 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; and (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).

### **Marketing for RSOs**

The content of postings and advertisements cannot contain demeaning or discriminatory portrayals of individuals or groups, be libelous, violate copyright law, or contain any material that is inconsistent with the Standards of Conduct found in this Student Handbook.

#### ***Posting Areas***

- Bulletin boards on the exterior of buildings and interior of the Student Union are free for all members of the campus community and general public to use if the following policies are followed:
  - All postings must contain email and/or phone contact information.
  - All postings must contain a clear event and/or take-down date.
  - The event and/or take-down date should not be more than three weeks from the date it was posted.
  - No duplicate postings on the same board.
  - Promptly remove the posting after the event or take-down date has passed.
  - The use of staples is prohibited – use push-pins instead.
- Posting on brick is acceptable with use of blue painters' tape.
- Postings inside buildings are only permitted with the written approval of the building manager.
- Posting on any glass surface or anywhere not explicitly listed above is prohibited.
- Leaving postings on tables or counter spaces without the written approval of the building manager is prohibited.
- Housing and Residence Life (HRL) reserves the right to control what is posted in and around the residence halls. Flyers may be submitted for approval prior to printing by e-mailing [prhouse@erau.edu](mailto:prhouse@erau.edu). HRL will not print flyers. Only HRL is authorized to hang flyers in/on the residence halls.

#### ***Other Advertising Options***

- Computer backgrounds on campus have a rotation of advertisements. To include your posting in this rotation, send a PowerPoint slide to Debbie Celebucki at [celebucd@erau.edu](mailto:celebucd@erau.edu)

- Certain advertisements may be included on the ERNIE banner. Contact the Marketing and Communications Department for more information.
- Chalk must be intended for sidewalk use and easily cleaned. There is to be no use of spray chalk or chalking on vertical surfaces. Chalking is prohibited in and around the residence halls, within campus buildings, on stairs, or under awnings/areas in which the chalk could not be washed away easily.

### **Minors on Campus**

All RSOs that are hosting or participating in events with non-ERAU individuals under 18 years of age are required to follow the university's Minors on Campus policy found at the [University's Risk Management](#) page in ERNIE.

Questions about the Minors on Campus policies can be directed to the Department of Student Engagement.

### **Movie/TV Showings**

RSOs must obtain the rights for any movies, televised, and/or streaming content shown on campus. An individual streaming account does not grant those rights. Questions about obtaining rights can be directed to the Department of Student Engagement and Department of Event Technology.

### **Vehicle Usage**

The use of any university, personal, or rental vehicles must abide all Driver and vehicle policies outlined at the [University's Risk Management](#) page in ERNIE and the additional policies outlined below. These policies include but are not limited to:

#### **University Vehicle Specific Policies**

- Only Risk Management-approved drivers listed on the vehicle reservation may operate university vehicles.
- Approved drivers under 21 years of age are restricted from traveling no more than 100 miles from campus.
- The maximum driving time shall not exceed 8 hours per approved driver per 24-hour driving period.
- Vehicles must be returned with a full tank of gas at the cost of the RSO.
- Vehicles must be returned free of trash and debris.
- Issues or concerns with the condition of a vehicle must be reported to Facilities Management immediately.
- Reservations for vehicles must be submitted through the DSE Point of Contact.

#### **Personal Vehicle Specific Policies**

- Drivers must complete the Waiver and Release for Usage of Personal Auto Form.

#### **Rental Vehicle Specific Policies**

- Only Risk Management-approved drivers listed on the vehicle reservation may operate rental vehicles
- Approved drivers under 21 years of age are restricted from traveling no more than 100 miles from campus.
- The maximum driving time shall not exceed 8 hours per approved driver per 24-hour driving period.
- Travelers using rental vehicles should NOT purchase the optional liability or physical damage insurance coverage offered, as the university provides this insurance.
- The university may be able to provide discount codes for rental vehicles. Contact DSE for more information.

If a vehicle accident occurs, please contact 911 in case of bodily injury, damage to vehicle, and/or others' property. Then contact Campus Safety and Security to report the accident as soon as practical.

## RSO Responsible Action Policy

This policy only provides amnesty from violations of Embry-Riddle Aeronautical University, Prescott Campus Standards of Conduct. It does not grant amnesty for criminal, civil, or legal consequences for students charged with violations of federal, state, or local law through a legal process. View the full Responsible Action Policy in the “Student Conduct” section of this Student Handbook.

- RSOs are required to seek immediate medical assistance for their members or guests when any potential health risk is observed, including medical emergencies related to the use of alcohol and/or drugs. While RSOs are not eligible for full amnesty under the Responsible Action Policy, the actions of a RSO that seek immediate assistance from appropriate sources will be taken into consideration if the organization is referred to the conduct system. RSOs that fail to seek immediate medical assistance for members or guests in need of attention will likely be charged with violations of the Standards of Conduct and face dissolution or termination as the outcome of such charges. It is imperative that RSOs seek medical assistance for their members or guests in an emergency situation.
- The Responsible Action Policy is not intended to shield or protect those RSOs that repeatedly violate the Standards of Conduct. In cases where repeated violations of the Standards of Conduct occur, the university reserves the right to take conduct action on a case-by-case basis regardless of the manner in which the incident was reported. Additionally, the university reserves the right to adjudicate any case in which the violations are egregious.

## E. RSO Travel

Embry-Riddle Aeronautical University encourages RSO travel as a means of providing a comprehensive and diverse learning environment. All travel must relate to the purpose and guiding principles of the organization. RSO travel is defined as a trip where the destination is more than one hundred (100) miles from campus and/or where the travel extends through an overnight period.

Travel should be scheduled so that it does not create an unnecessary interference with a student’s academic responsibilities. RSO travel does not necessarily constitute an “excused absence” from class; each traveler is responsible for notifying their faculty members and arranging to make up any work that is missed.

Travelers are expected to conduct themselves in a professional and positive manner as representatives of Embry-Riddle Aeronautical University as outlined below:

- Travelers must adhere to expectations outlined in the Student Handbook as part of their enrollment at Embry-Riddle Aeronautical University.
- Travelers are expected to uphold all expectations and policies as outlined by additional third parties including, but not limited to, conference organizers and hotel staff.
- A Trip Lead must be designated and accompany the group on each trip. A faculty or staff member is encouraged to travel as the Trip Lead, however the Dean of Students, Director of Student Engagement, or their designee, at their discretion, may require the Trip Lead to be a faculty or staff member.
- When personal vehicles are involved in transporting people participating in the trip, the “Waiver and Release for Usage of Personal Auto” form must be completed by each driver.
- When rental vehicles are involved in transporting people participating in the trip, drivers must be authorized by the university’s Risk Management team and comply with all policies from the rental agency providing the vehicle.
- When university vehicles are involved in transporting people participating in the trip, drivers must be authorized by the university’s Risk Management team. Approved Driver Database can be found at the [University’s Risk Management](#) page in ERNIE,

- Failure to comply with Trip Leader directives, engaging in prohibited conduct, or violations of any university policies or laws may result in disciplinary and/or legal action. Students may be discharged from the trip and be fiscally responsible for transportation back to the university under these circumstances. Any issues must be reported in a timely fashion to the Dean of Students Office.
- Travelers who are not Embry-Riddle Aeronautical University students, staff, or faculty are subject to the same travel expectations as outlined above. Failure to comply with the stated expectations may result in legal action and/or an inability to participate in future trips or events.

We recommend that the Trip Lead have a meeting with all travelers to review these and any other expectations prior to travel. Possible topics to cover include: attendance expectations for trip events, appropriate attire, professional behavior, expectations regarding legal alcohol/drug usage, and any responsibilities to share information upon return to campus. Many travel groups make separate behavioral agreements forms that each traveler signs and may be held accountable to via the conduct process outlined in the Student Handbook.

### **Registering RSO Travel**

All RSO travel must be registered and approved through the Eagle Life event registration process. Travel must be registered at least seven days prior to the departure date, but we recommend registering domestic travel as soon as you are aware of it.

Before registering your trip, make sure you can answer the following questions:

- Where are you going?
  - Lodging address, conference name/address, etc.
- How are you traveling there?
  - Personal vehicle, university vehicle, rental vehicle, commercial airfare, ridesharing/taxis, etc.
- Who is traveling with you?
  - Additional contact information will be required for the Trip Lead and all non-ERAU travelers

After the Notification of Travel form is submitted, DSE staff will review the submission and contact the individual designated as the Trip Lead to review their responsibilities and ensure they understand this policy.

Based on the method of travel selected, ensure that you are following all Vehicle Usage policies as listed above in the Student Handbook.

Approval for travel should not be assumed, and it is the responsibility of the submitter to check for questions regarding their travel in Eagle Life.

Before departing for travel, it is the responsibility of the trip lead to ensure that all travelers complete and sign the Trip Release and Activity Waiver and submit the form to the Department of Student Engagement by emailing it to [prdse@erau.edu](mailto:prdse@erau.edu). This is to ensure that the university has an accurate record of who has actually traveled and is able to contact the appropriate people in the event of an emergency.

### **Registering RSO International Travel**

RSOs looking to travel internationally must also follow the International Travel policies outlined in [APPM 2.3.8](#). Depending on the destination, this may include a safety review board approval. We recommend registering international travel as soon you are aware of it.

## VII. HOUSING AND RESIDENCE LIFE – INFORMATION & POLICIES

### 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, personally, and professionally. It will help you develop the skills needed to be successful after college. The HRL section of the Student 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. Several 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 also 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, Board of Campus Activities (BCA) and other organizations host events and activities for your enjoyment and success. Please talk to your Resident Assistant (RA) or check out [Eagle Life](#) 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 we 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 the student experience. We accomplish this mission and that of the university by applying these principles:

#### ***Customer Service:***

We must view our students (and their parents) as customers and do our very best to provide the best possible customer service.

- Listen with empathy
- Support with respect
- Explain the why

#### ***Connections***

We must build connections that result in student satisfaction and retention.

- Intentionally foster relationships between students and the campus community
- Collaborate with others to best serve students

## **Care**

Lastly, we must care about our students, our duties, and our facilities

- Utilize compassion and empathy in all that we do
- Focus on individual student success

## **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 live. 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, as well as the rights of the other individuals living in the community.

In addition to the Housing policies outlined below, all students are expected to adhere to the Standards of Conduct, which apply to all students at the Embry-Riddle, Prescott campus.

## **Abandoned Items**

Items found in public areas, including public hallways and laundry rooms, that cannot be traced to the owner will be considered abandoned.

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, any items that remain at the end of the student's housing contract for that term, storage items not claimed by the date outlined in the contract, or clothes left in laundry rooms. Perishable items, property left in a room after checkout, storage items not claimed and clothes left in laundry rooms may be disposed of immediately.

All items left in community spaces and 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 residence hall(s) used for summer housing and properly registered with Campus Safety and Security.

Unclaimed items may be disposed of in one or more of the following ways:

- Conversion to university use
- Donated to a social service or other community organization
- Sold at auction
- Destruction or disposal

## **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 an inspection of the space before residents arrive; the online RCR allows the resident to make their own comments. It is the responsibility of each resident to complete the RCR for their living environment within 5 days of checking in. Those 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/Extensions***

HRL does not guarantee occupancy beyond the dates in the Terms and Conditions. Residents may request to check in early or check out late at a cost of \$50 per night. On-line requests are available [here](#) and must be submitted at least 10 business days before check-in or checkout 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 any potential damages that will be charged to the resident. Failure to review/comment within 5 days will negate a resident's ability to dispute the damage charges.

## **Cleaning**

Residents are responsible for cleaning their bedrooms, bathrooms and common spaces as needed. Bathrooms in each of the units will be professionally cleaned on a weekly basis during the semester. These cleanings are only in the bathroom area (shower, water closet, vanity area) and do not include other spaces. Professional cleaning of the bathrooms helps maintain our facilities.

Residents may check out a vacuum cleaner from their RA. 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 the section, "Health & Safety Inspections" for more information.

## **Contract Release**

All contracts are for the entire contract period (Fall/Spring semesters 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 [on-line portal](#). Each term has a specific application to request to be released from the contract – be sure you are completing the request for the correct term. Contractual release is only upon written approval from HRL. All housing refunds are based on the refund policy stated in the Catalog.

## **Courtesy Hours**

Being courteous to your fellow residents is an important aspect of a good community. Close living conditions and the effects of noise travelling through the buildings 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 and learning environments 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 for the damages. If damage occurs in an apartment, suite, or a common area 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 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 damage themselves. Self-repairs may result in higher costs for residents, as they 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. Students need to talk with an HRL staff member about damage to get the discount on the repair.

## **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 damage 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 are not permitted to paint their room/common areas.

## **Disability Accommodations & Emotional Support Animals (ESAs)**

HRL is dedicated to providing disability accommodations on an as-needed basis. All disability accommodation requests must be made through Disability Support Services (DSS). To enable a reasonable timeframe for implementation, all requests should 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 Disability Support Services (DSS). When making the request, DSS will provide the student with a document that outlines definitions, procedure, and the responsibilities of the ESA owner. ESAs are not allowed in common areas of the halls (lounges), other student rooms, or in other campus buildings. Only after DSS has approved a request will an animal be considered an ESA; otherwise, they are considered a pet (see Animal Policy). If DSS approves the animal as an ESA, the student must meet with the Director of Housing and Residence Life or their designee to review expectations.

## **Doors, Propping, or Forced Entry**

Entry doors to buildings may not be propped open. For reasons of fire safety, personal safety, and building security, these doors are to remain closed and locked twenty-four (24) hours per day. Residents have card access to halls that require it for entry and are required to use their EAGLEcard for building access.

## **Emergency Information**

The safety of each individual and their property is of primary 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 and Security by dialing x73333 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. An HRL professional staff member is on duty twenty-four (24) hours a day, seven (7) days a week.

## **Fire Evacuation Procedures & Equipment**

All windows, doorways, hallways, and stairwells are to always remain unobstructed. To block such areas is a violation of local fire codes as it poses a potential egress concern.

Fire Codes require that the university conduct two fire drills each year in every residence 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 and additional student conduct charges.

### ***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, as well as applicable student conduct charges. Dismantling, covering or otherwise altering fire safety equipment (smoke/heat 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 and additional student conduct charges.

### ***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 and will result in an evacuation of the 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. The smoke detectors within the suites/apartments 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.

The Village Complex is equipped with a sprinkler system. The sprinklers are heat and touch sensitive. Do not hang anything

from, touch, or disrupt the sprinklers at any time. If a sprinkler goes off due to negligence or malicious actions, the resident(s) in the room will be held accountable for damage costs. If the sprinkler is activated in a common area due to negligence or malicious actions, 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 and student conduct charges.

### ***Thumb Butte Complex (M100-400, Thumb Butte Apartments, and Thumb Butte Suites)***

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 and will result in an evacuation of the 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 anything from, touch, or disrupt the sprinklers at any time. If a sprinkler goes off due to negligence or malicious actions, the resident(s) in the room will be held accountable for damage costs. If the sprinkler is activated in a common area due to negligence or malicious actions, 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 and student conduct charges.

## **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 the Housing office at [prhouse@erau.edu](mailto: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.

Residents are responsible for furniture provided by the university. 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 and student conduct charges.

## **Garbage**

All residents are responsible for properly disposing of any trash from their room/suite/apartment. All refuse must be taken to the appropriate dumpsters located in the parking lots of the residence halls. Students found depositing room refuse 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 needing special consideration or who would like to talk about their options based on their gender identity are encouraged to contact our office at [prhouse@erau.edu](mailto:prhouse@erau.edu) or (928) 777-3744. We will work collaboratively with students on an individual basis to provide a space that meets their needs.

## **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 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 residence 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 students who are hosting guests must respect the rights and privacy of roommates and fellow residents when sponsoring a guest. Actions that may disrupt other residents' 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 referred to the student conduct process.

## **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 and Security Office located in Building 14.

## **Health & Safety Inspections (HSIs)**

Health and Safety Inspections (HSIs) are conducted to ensure the living environment is safe for all living there. The inspections occur once a month in first-year areas and once a semester in all other areas. Notice of the inspection is posted in the halls prior to HSIs. HRL reserves the right to change the frequency of HSIs. HSIs are performed by teams of two HRL staff members. HSIs involve an open-sight inspection of the entire unit and any appliances provided by HRL. University provided refrigerators, freezers, and microwaves will be opened as part of the process. Residents do not need to be present for Health and Safety Inspections.

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 Office in Haas Commons, Building 73 for assistance. 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 Modulars and Village suites: \$100.00

Village Apartments, Thumb Butte Apartments and Thumb Butte Suites: \$150.00

Mingus Mountain Complex: \$325.00

Broken or bent keys resulting from student misuse will be replaced for a charge of \$25.

## Laundry Rooms

There are ten total laundry rooms available for use by current campus residents only:

Mingus Mountain Complex: 1<sup>st</sup> floor Hall 1 and 1<sup>st</sup> floor Hall 3

Village Complex: Hall 9 next to Simply to Go

Modulars (M100-M200): M200

Thumb Butte Apartments (T1) and Thumb Butte Suites (T2): On each floor, center of the building

All students are encouraged to download and use the CSCGO app. This allows students to pay for laundry directly from their phone, get alerts when their laundry is done, and see what machines are available.

Any clothes left in the laundry room will be considered abandoned and may be disposed of immediately.

If there are problems with the laundry machines, please submit the concern to [prhouse@erau.edu](mailto:prhouse@erau.edu) or (928) 777-3744. 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 EAGLEcard, please contact the EAGLEcard Office in Building 13, (928) 777-3963.

## Lofting

See "Furniture"

## Maintenance & Work Orders

For routine maintenance requests, please contact any RA or HRL at (928) 777-3744 or [prhouse@erau.edu](mailto:prhouse@erau.edu). When you notify HRL of something that needs to be fixed, please be sure to include the hall, room number, and a detailed description of the concern. Please allow 5 to 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 need to be called in, it may take more than seven (7) days.

Students can also use the ReADY [request](#) form online to submit work orders themselves. For more information on the ReADY system go to [Facilities Management in ERNIE](#).

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

## Moving/Changing Rooms

See "Room Changes"

## Pets/Animals

Fish are the only pets/animals allowed in the residence halls (except Service Animals and Emotional Support Animals that are approved and registered through Disability Support Services). If a student is in violation of this policy, they will 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) – Also see Disability Accommodations & Emotional Support Animals***

Any animal is considered a pet unless it is a Service Animal or the student has been approved for an ESA.

## Posting

HRL is the only entity authorized to post fliers or notices in or around the halls. All postings appearing in or around the residence halls must be stamped and approved by the Housing and Residence Life office, located in Building 73.

Postings are only for university-sponsored events or activities. 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. If you want to post in the residence halls, plan on two business days for approval and posting, and bring 50 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 the HRL senior staff assigned to their area. To set up a meeting with an HRL professional, drop by the office in Building 73 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/or maximum utilization of residence hall space.

## **Room Entry Procedures**

Facilities Management, Campus Safety and Security, 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(s). The following proper room entry procedures are expected to be followed at all times, except for 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.

For incidents involving imminent danger or extreme emergency, these procedures may be suspended. If a resident observes that this procedure is not followed, HRL should be notified immediately for corrective action.

## **Roommate Notification and Reassignments**

When possible, residents will be given twenty-four (24) hour notice by HRL via university email 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 issues, maintenance, and enforcement of policies and regulations. Inspections for sanitation, routine 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 a state or 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 and Security. During a search, there will be at least two 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 law enforcement officials arrive. If other policy violations are found during the course of the search, those items will be confiscated, inventoried, and stored in the Campus Safety and Security office. These items may be used as evidence in an administrative and/or student conduct process on the campus and/or for purposes of criminal prosecution.

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 (Buy Out a Double)**

Single rooms, when available, are charged at an additional rate for the semester. The current rate for single rooms will be published on the [Housing and Residence Life website](#).

## **Temperature Control**

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

The temperature control for the Thumb Butte Modulares and Village Complex are regulated through HRL. Any tampering with the units may result in referral to the student conduct process and/or damages charged to the student's account.

Thermostats for the Thumb Butte Apartments and Suites 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**

If you have problems with the vending machines in any of the residence halls, please call the Business Office at (928) 777-3764.

## **Important Phone Numbers & Contact Information for Housing and Residence Life**

Housing and Residence Life (HRL) Main Office:

Haas Commons, Building 73, (928) 777-3744, [prhouse@erau.edu](mailto:prhouse@erau.edu)

HRL After-Hours Emergency Line: (928) 777-3790, listen to prompts

## VIII. STUDENT GRIEVANCE PROCEDURE

*For additional information on the student grievance procedure, contact the Dean of Students Office, Building 49, unless otherwise noted.*

### **Grievance Procedures**

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.

Any allegation involving civil rights equity, harassment, discrimination, or sexual misconduct will be referred to the Title IX Office, which operates separately from the Dean of Students Office.

Appeals concerning previously assigned grades are addressed through the academic administrative procedures, 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 academic issues and will refer students to the appropriate resource or authority.

Requests for tuition refunds are directed through the Refund Committee.

#### **Informal Procedure:**

Students are encouraged to begin by addressing their grievance or concern directly with the appropriate Embry-Riddle individual or organization. (Note – The exception to this is if the situation involves any matters that be a violation of Title IX Policy, whether personal or academic. In that circumstance, the student is referred to the Title IX Coordinator for further consultation.) This part of the grievance procedure is considered an “Informal” aspect of the 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.

Depending on the type of grievance, the Dean of Students Office may report the complaint to the Title IX office, Human Resources, or any other appropriate avenue for processing.

If no agreement is reached, students may choose to address 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 Procedure:**

1. The Dean of Students or their designee will meet with the student to discuss options.
2. Students who wish to file a formal grievance must provide a written grievance or complaint electronically if possible. Students are encouraged to include details, specific information, and a complete description of the issue or circumstance. Supporting documentation may be attached.
3. The written complaint will be electronically filed in the Conduct Data Management System for record-keeping purposes. If the complaint involves an employee, a copy of the report will be forwarded with High Importance

notation to the supervisor, department chair, college dean, or HR as appropriate, along with a request for review and follow-up. If the complaint involves another student or an organization, the Dean of Students Office will forward the report to the appropriate director or department 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.

When appropriate, the Dean of Students Office may arrange for informal mediation services for dispute resolution. Mediation may take place in lieu of any conduct proceedings, but requires the understanding of both parties that the process and the outcome are informal. At any time, either party may decide to stop the mediation process and may elect to move forward with a formal process as discussed above.

## VIII. OTHER CAMPUS AND UNIVERSITY POLICIES & RESOURCES

Our campus and university are 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.

### **Academic Integrity/Academic Misconduct**

Embry-Riddle is committed to maintaining and upholding academic integrity. Each student is expected to carry out their own course of study within the parameters set by instructors, administrators, and university values. These values include avoiding cheating and plagiarism; maintaining the quest for excellence in study, written assignments, and other academic tasks; and reinforcing honesty and rigor in all academic behavior. All students, faculty, and staff have obligations to reinforce these expectations 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.

### **Alcohol and Drug Information and Resources**

Alcohol and drug assistance information and resources for students on the Prescott campus can be found at the following link: <https://prescott.erau.edu/campus-life/dean-of-students/alcohol-drug-assistance>

### **Bulletin Board and Posting 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, and student activities and entertainment. Any boards not encased in glass and posted on the exterior walls of our academic buildings are available for open posting. Postings may also be made on the brick exteriors of buildings with blue painters' tape. Postings made on glass surfaces, inside restrooms, on light poles, left on tables/counters, or posted elsewhere are prohibited without the permission of the building manager. All postings must include: sponsoring organization or individual(s), contact information, the date of the event, or a date by which the posting will be taken down. Postings not meeting our required criteria, not complying with our university inclusion statement, expired, posted in an unapproved area or with unapproved materials, posted more than once per bulletin board, or those that have become damaged, may be removed. The university 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 Residence 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 Recognized Student Organizations (RSOs) 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.

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

Every student, faculty, and staff member has the right to use campus facilities without being harassed, bullied, or victimized. Embry-Riddle affirms that every student, faculty, and staff member has the right to use the restroom/locker-room that corresponds with their gender identity.

There are single-stall gender inclusive restrooms for use by members of the Embry-Riddle community throughout campus. Gender inclusive restrooms can be found in the following buildings and locations:

- Building 21 – RASC, Rm. 106, 107, 117, 118
- Building 38 – Business Office, Rm. 108
- Building 65 – Plant Maintenance, Rm. 115, 116
- Building 67 – Material Management, Rm. 104
- Building 80 – Athletic Complex, 2nd floor, Rm. 205
- Building F3 – Flight Line, Rm. 102, 103
- Building F7 – Simulator building break room, Rm. 133A
- Building T2 lobby

## **Health and Safety Policies – Additional Expectations**

In addition to university policies, students are also expected to abide by local, state, and federal health, safety, fire, and/or environmental regulations and policies by agencies including, but not limited to, the Centers for Disease Control (CDC), the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), the Federal Aviation Administration (FAA), and the Department of Homeland Security (DHS).

## **Information Technology**

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
- Password Security Policy
- Email 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 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.

## **Notification of Criminal Activity**

Any student cited or charged with a misdemeanor or felony crime must notify the Dean of Students Office within 24 hours or the 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.

## **Other Power-Driven Mobility Devices (OPDMDs)**

In accordance with the Americans with Disabilities Amendments Act (ADA) and subsequent regulations, it is the policy of Embry-Riddle Aeronautical University 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 with the Disability Support Services (DSS) Office.

- Students may document their needs by visiting Disability Support Services (DSS) located in the Udvar-Hazy Learning Center, Building 43, (928) 777-6649.
- 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 Campus Safety and 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 may these vehicles 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.

## **Pet Policy**

Pets are not permitted inside university facilities (for residence hall exceptions, please see “Pets”). Pets (except Service Animals, ESAs in student’s specific housing assignment, and fish) are prohibited in campus facilities and on athletic/recreational fields, or other marked areas. 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 causes to university property, as well as for cleaning up after their pet. Dangerous and venomous pets are not permitted on campus at any time except where an educational program/presentation is involved; in that case, 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 (DSS) 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 Campus Safety**

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. This includes any behaviors that occur on- as well as off-campus. Accordingly, the university may, at the university’s sole discretion, temporarily or permanently bar any person 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.

## **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 to Human Resources.

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 Campus Safety and Security. If a law enforcement officer is on campus to speak with a student regarding an investigative matter, the law enforcement officer is encouraged to contact the Campus Safety and Security Department, who will attempt to locate the student and facilitate a non-disruptive meeting in a private location.

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 Campus Safety and Security. 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 encouraged to contact Campus Safety and Security, 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.

## **Solicitation**

Solicitation of and by ERAU students for money, goods, or services is prohibited without prior approval. Recognized Student Organizations (RSOs) may request approval through the event registration process on Eagle Life. Individuals may request approval through the Business Office. Door-to-door solicitation in the residence halls will not be approved.

## **Student Health Insurance Policy**

Embry-Riddle requires all students to participate in the university's health insurance plan unless the student is able to provide proof of a comparable insurance plan. Students will be automatically enrolled in the university's health insurance plan. Students who believe they have comparable coverage from outside the university may request a waiver of the university's plan. If the request for a waiver is granted, the charge for the university plan will be removed from the student's account.

Students with limited insurance coverage are urged to carefully review their options before requesting a waiver of the university's health insurance plan. HMO plans outside the Prescott area will likely not qualify as comparable health insurance.

For a full description of the coverage of the university's plan, including costs, benefits, exclusions, reductions, and limitations, and for a description of the terms under which the coverage may remain in place, please go to the United Healthcare Student Resources website (click on "Find My School's Plan" and select "Embry-Riddle Aeronautical University"). If you have questions, please contact United Healthcare Student Resources directly at 1-800-237-0903 ext. 6240 or visit their website at [www.uhcsr.com](http://www.uhcsr.com). Call the Wellness Center at (928) 777-6653 if you have any additional questions.

## **Student Identification Policy**

Students should have access to their university ID (EAGLEcard) at all times and must show that card at all times if their identification is requested by a university official.

## **Tobacco Use, Smoking and Vaping Policy**

Embry-Riddle recognizes that tobacco use has a negative impact on students' health and lives. Because smoking is hazardous to an individual's health, as well as a hazard to the health of others, we seek to protect our students, faculty, staff, and guests from second-hand smoke. In addition to health-related concerns, smoking on campus has the potential of causing fires that can result in disastrous consequences, especially in the arid southwest climate. 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, especially when local fire restrictions are in effect.

The designated tobacco areas are adjacent to the following buildings:

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, electronic delivery systems 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 disciplinary action by the university.

We understand that this policy may be difficult for smokers and others who utilize tobacco products regularly, and the university has 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 more information regarding these programs.

A campus map of areas approved for tobacco use is included at the end of this section.

\* Note that local fire restrictions may supersede this policy at any time and without notice. In that event, students are expected to abide at all times by these restrictions.

## **Under the Age of 18**

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. Obtaining the signature or consent of the student's parent or guardian for each and every such event or activity would be burdensome for both the student and the parent or guardian.

Therefore, a waiver form may be signed one time by both the student and the parent or guardian 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 reaches the age of 18.

## **University Email – Expectations of Students to Check Frequently**

The campus and university will make official contact with students through university e-mail. Students are expected to check their university e-mail on a regular basis. Failing to check university email regularly could lead to missing important information, deadlines, and/or obligations. It could also lead to violations of the Standards of Conduct.

## **University Nomenclature Rules and Violations**

Unauthorized use of the university name, or misrepresenting oneself or a student organization as a department, division, employee, or authorized entity of Embry-Riddle, is prohibited. Student organizations may only use the name, "at Embry-Riddle" at the end of their organization name as in the following example: "The Student Activities Fan Club at Embry-Riddle." As such, it is inappropriate to use the term "Embry-Riddle Student Activities Fan Club."

## **University Wordmark Violations**

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

# Approved Areas for Tobacco Use on Campus



## IX. HELPFUL CAMPUS & UNIVERSITY PHONE NUMBERS

Toll Free – Switchboard	1 (800) 888-ERAU (3728)
Admissions	(928) 777-6600
Alumni Relations	(928) 777-6961
Athletics	(928) 777-3777
Bookstore	(928) 777-3732
Business Office	(928) 777-3943
Cashiers Office	(928) 777-3726
Chapel	(928) 777-3312
Campus Safety and Security/Dispatch (24 hours)	(928) 777-3333
Campus Visits	(928) 777-6600
Career Services	(928) 777-6276
Center for Diversity and Inclusion	(928) 777-3968
Center for International Student Services (CIPS)	(928) 777-3773
Chancellor’s Office	(928) 777-3800
College of Arts & Sciences	(928) 777-3701
College of Aviation	(928) 777-6621
College of Business, Security and Intelligence	(928) 777-6617
College of Engineering	(928) 777-3844
Copy Center	(928) 777-6690
Counseling Services	(928) 777-3312
Dean of Students Office	(928) 777-3836
Disability Support Services (DSS)	(928) 777-6750
EAGLEcard Office	(928) 777-3900
Financial Aid	(928) 777-3765
Flight Operations	(928) 777-4312
Food Services/Sodexo Dining Services	(928) 777-6904
Fraternity & Sorority Life	(928) 777-6931
Hazy Library & Learning Center	(928) 777-3811
Horizons Newspaper	(928) 777-3891
Housing and Residence Life (HRL)	(928) 777-3744
Information Technology (IT) Help Desk	(928) 777-6990
Intramural Sports	(928) 777-3980
Mail Room	(928) 777-3782
Records Office	(928) 777-3808
ROTC – Air Force	(928) 777-3868
ROTC – Army	(928) 777-3870
Student Employment	(928) 777-3712
Student Engagement/Student Organizations	(928) 777-3434
Student Government Association (SGA)	(928) 777-3784
Title IX Office	(928) 777-3747
Veterans Affairs	(928) 777-6733
Weather Hotline	(928) 777-6666
Wellness Center	(928) 777-6653