

EMBRY-RIDDLE

Aeronautical University

PRESCOTT, ARIZONA

Student Handbook

2021-2022



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 November 1, 2021

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.

Nondiscrimination Statement & 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 of 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 Dean of Students

Welcome to the 2021-2022 academic year at Embry-Riddle Aeronautical University! We are so glad to have you here, and we hope this year will be exciting and rewarding for you! Our student affairs and academic teams have been preparing all summer to welcome you to campus. We all want to support you as a student and work with you to create the learning environment and co-curricular opportunities and supports that will enrich your experiences and help you to thrive as you work on completing your academic degree. These are exciting times for you and we know this process will take a team effort. While you are here, we hope you will engage with campus life and take full advantage of the many extraordinary opportunities that will be available for you here at ERAU. We also hope the memories and lessons you gain from your time here will evolve into life-long learning that will accompany you always, including into your professional career after you leave. All of us – staff, faculty, and students – are here for you and we are committed to your success!

Please take the time to familiarize yourself with the contents of this *Student Handbook*. It outlines your obligations as a student at Embry-Riddle, including your rights and responsibilities, expected standards of conduct for students, important campus policies, rules, and procedures, and numerous resources that are available throughout the campus and the university to assist you. **I want to especially highlight our Prescott campus Standards of Conduct for students. It is each student's responsibility to read and understand these standards and expectations carefully.** Please don't hesitate to let us know if you have any questions.

My office is located in Building 49. Stop by anytime to say hello, ask for help, seek an answer to a question, or make a suggestion about how we can improve our programs and services for students. Please do not hesitate to come see me or any of the members of our student affairs team who are all here to support you.

I also wanted to let you know that over the course of this academic year we will be engaging in a process of reviewing and revising some of the policies, procedures, and resources described in this Handbook. An important goal for me is that campus policies and procedures, especially those that apply directly to students, are written as clearly as possible and always designed with student success in mind. Therefore, as you review the contents of this Handbook, please also feel free to let me know if you have any suggestions for potential changes to any of the content in these pages.

Welcome again to the high desert of Northern Arizona, "everybody's hometown" of mile-high Prescott, and our beautiful campus here at Embry-Riddle Aeronautical University! We are so happy to have you and we wish you the very best during your time here as a student.

Go Eagles! Here's to a safe and wonderful year!

Sincerely,

Dr. Rhondie Voorhees
Dean of Students

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ACADEMIC CALENDAR

2021 – 2022

The Embry-Riddle, Prescott Academic Calendar is also available: <https://prescott.erau.edu/campus-life/academic-calendar>

Fall 2021 Semester

August 2021

August 26 – 29	Orientation
August 30	First day of classes

September 2021

September 3	Last day to add classes Last day to drop with 100% refund
September 6	Holiday – Labor Day
September 17	Last day to drop classes
September 18	“W” grades begin for dropped classes
September 24	Last day to complete “I” grades – Summer B/C
September 30	Last day to apply for Fall Graduation

October 2021

October 14 – 16	Fall Break
October 15	Midterm grades due

November 2021

November 1 – 2	Registration for Seniors, Masters
November 3 – 4	Registration for Juniors
November 8 – 9	Registration for Sophomores
November 10 – 11	Registration for Freshmen
November 11	Holiday – Veterans Day
November 19	Last day to withdraw or audit classes
November 24 – 26	Thanksgiving Holidays

December 2021

December 9	Last day of classes
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December 10	Study day
December 11, 13 – 16	Final exams
December 18	Commencement

Spring 2022 Semester

January 2022

January 12	First day of classes
January 19	Last day to add classes Last day to drop classes with 100% refund
January 31	Last day to apply for Spring Graduation

February 2022

February 1	Last day to drop classes
February 2	“W” grades begin for dropped classes
February	Last day to complete “I” grades for Fall

March 2022

March 1	Midterm grades due
March 14 – 18	Spring Break
March 21 & 22	Registration for Seniors, Masters
March 23 & 24	Registration for Juniors
March 28 & 29	Registration for Sophomores
March 30 & 31	Registration for Freshmen

April 2022

April 5	Last day to withdraw or audit classes
April 28	Last day of classes
April 29	Study day
April 30	Final exams

May 2022

May 2 – 5	Final exams
May 7	Commencement

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. Students are encouraged to use all on-campus sports-related facilities (outdoor swimming pool, tennis and racquetball courts, gymnasium, and fitness center).

In addition to on-campus recreational activities, the Prescott area offers a variety of outdoor recreational opportunities. Through a partnership with the Student Government Association, (SGA), we now have outdoor recreation equipment for current students, staff, and faculty. We offer 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 58, (928) 777-3747 or (928) 777-6750, prbit@erau.edu

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 is demonstrating threat to self or others. The BIT will recommend collaborative and purposeful interventions aimed at helping students 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 treatment and/or referral recommendation options to the student, toward the ultimate goals of student health, safety, success, and retention.

All campus members are encouraged to report a person who is threatening harm to self or others. For emergencies and immediate response, contact Campus Safety at (928) 777-3333 or use a campus blue phone to report an emergency.

Campus Safety and Security

Building 14, (928) 777-3333

The Campus Safety and Security Department 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 while others have decades of safety and security experience.

Our 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

If you want to report something anonymously, please use the new Eagle Guardian app.

Annual Security Report (Clery Report)

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, our [Annual Security and Fire Safety Report](#) can be found on the Campus Safety and Security [page](#). The daily crime log is available at the Campus Safety and Security office in Building 14.

Code Blue Emergency Phones

Free-standing and wall-mounted assistance and emergency telephones are installed throughout campus. Their distinctive blue identification lights, which stand out at night, also makes them highly visible during the day. The phone panel has a small silver button labeled for non-emergency assistance calls. The large red button initiates an emergency call to Campus Security and Safety 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 (friends or family) 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.

Locked Out

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

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 and Security for a period of thirty (30) days. Items unclaimed after 30 days are donated to a non-profit organization or are destroyed. Exceptions include perishable items and food containers, which may be disposed of immediately.

Parking and Traffic Services & Regulations

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

Online Parking Permit Registration

All on-campus vehicle registration is handled online. Visit the link [here](#) to get more information or 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 routinely used for off-campus students to park their cars on campus in order to take advantage of the Arizona Shuttle service.

RAVE Emergency Mass Communication System

ERAU's [RAVE](#) system is used to transmit emergency message to registered participants via email, phone, text, and our outdoor public address system, as well as on Facebook @ERAUPrescottCampusSafety. Another feature, called Alertus, will capture PC desktops and interrupt classroom presentations to advise you of emergencies and the recommended actions to take. Your ERAU email account is automatically enrolled to receive RAVE messages. We strongly recommend 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 [here](#).

Safe Walk

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

Other Safety and Security Resources

The Prescott Campus Safety and Security Department is supported by the University Safety Office. That office provides information on their website about various campus and university resources, including for aviation safety, emergency management, environmental health and safety, risk management, and safety culture. More details are available [here](#).

Important Safety and Security Contact Information:

Frequently Used On-Campus Emergency Numbers:

EMERGENCY:	(928) 777-3333
Prescott Campus Safety and Security Department:	(928) 777-3333
Wellness Center:	(928) 777-6653
Counseling Services:	(928) 777-3312
Dean of Students Office:	(928) 777-3879

Off-Campus Emergency Numbers (Dial 9 first from campus phones):

Prescott Police EMERGENCY	911
Prescott Police Non-emergency:	(928) 777-1900
Prescott Fire EMERGENCY:	911
Prescott Fire Department Non-Emergency:	(928) 777-1900
Lifeline Ambulance EMERGENCY	911
Yavapai Regional Medical Center:	(928) 445-2700

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

Career Services

STEM Education Center, Building 76

Career Services supports preparation for career success through providing one-on-one advisement, resume, cover letter, job application and other writing assistance, advice from and exposure to industry leaders and employers, employment trends, 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. Contact us as follows:

- College of Arts & Sciences and College of Security & Intelligence: (928) 777-6681, Room 240, contact Marissa Owens
- College of Aviation and School of Business: (928) 777-3901, Room 242, contact Darren Hudak
- College of Engineering: (928) 777-3892, Room 241, contact Laura Polk
- Employer Relations: (928) 777-6270, contact Kevin Hewerdine

Cashiers Office

Building 13, (928) 777-3726

The Cashier’s Office offers a variety of student financial services. Cashiers will 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 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.

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 catalog is located here: Catalog.erau.edu/Prescott/

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 that students will graduate as globally engaged citizens. For more information and to get involved please stop by!

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 and pastoral counseling, are offered during the regular academic year. The Fred and Fay Haas Memorial Interfaith Chapel is the center where students, faculty, and staff can go to for their spiritual needs, be it meditation, quiet time and reflection, or for activities offered by religious clubs and organizations. It is also a place where special events are scheduled during the academic year. The Chapel is open to students, staff and faculty from Monday through Friday after 5:00 PM and also all day on Saturdays and Sundays.

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 all students. 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 major 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.

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, Crisis Response Network/Terros Health, at 1-877-756-4090.

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 Women’s & Diversity Center. These offices and departments also provide leadership for various campus programs and services including Orientation, Fraternity and Sorority Life, Clubs and Registered Student Organizations, and the Parent & Family Association. These offices are also provide oversight for various campus events and programs that typically occur each year such as the All Campus BBQ, OctoberWest/Homecoming, and Casino Night. The Dean of Students Office is also responsible for all policies and procedures related to student conduct.

The staff in the Dean of Students Office offer assistance and support for students who require extended absences from class due to personal issues, family emergencies, or other non-academic related difficulties. Staff also assist with concerns about student rights and responsibilities, student grievances, students of concern and the Behavioral Intervention Team (BIT), 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 in 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 release and management of students’ educational records. The Dean of Students Office serves as a centralized location for all student concerns, complaints, and grievances. If we cannot answer your question, we will direct you to the appropriate department or office for assistance. Students with specific academic concerns should be directed toward the deans of the colleges or the Registrar’s Office.

Dining Services (Sodexo)

Sodexo is the campus dining provider and is pleased to present 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 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

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. It is recommended that students seeking accommodations should contact the DSS office, by phone or email, as early as possible prior to the start of classes. Students may apply for DSS registration at any time throughout the semester, but allowing plenty of time will ensure that all accommodations are in place by the first day of classes. DSS staff will respond to calls and emails within twenty-four hours or on the following business day if the call or email was received outside of regular business hours. Students will then be guided through the DSS registration process, which includes a description of the documentation required to support a request for accommodations. Students seeking information may also visit the DSS website.

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.

Please 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 or 928-777-6276.

Students with concerns regarding approved accommodations should promptly contact DSS to discuss ways of addressing them. Students who believe they have experienced discrimination on the basis of a disability should follow the grievance procedure outlined in this *Student Handbook* under “Student Rights and Responsibilities.”

Eagle Cards

Eagle Card Office - Building 14, (928) 777-3900

All students, faculty, and staff members on the Embry-Riddle Prescott campus are required to have a university Eagle Card to identify themselves as a member of this campus. Eagle Cards are required for a variety of things including use of the library, cashier's office, food services, laundry, fitness center, bookstore, and attendance at campus events. You are required to present your Eagle Card promptly at the request of a university official, e.g., safety officer, staff member, professor or administrator. Eagle Cards will not be retained 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 Eagle Cards are the property of Embry-Riddle Aeronautical University.

Financial Aid Office

Visitors Center – Building 41, (928) 777-3765; 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

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 each of our chapter’s activities. Our community currently consists of six fraternities and three sororities.

Graduation

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. It is the student’s responsibility to 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 Manager. For information about graduation, refer to [this website](#).

Housing and Residence Life (HRL)

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

The Department of Housing and Residence Life is responsible for providing a safe and positive living 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

Hours of Operation: 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 learner-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, DVDs, journals, e-journals, newspapers, and scholarly databases. 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 to help you engage with the library's print and digital content and discovery tools in support of your research assignments, papers, and projects. When the library building is not open, you can access virtual and online information resources, ASK US (chat, text, email) services, hours, and policies by using the library webpage at <https://hazylibrary.erau.edu>.

Mail Room

Building 11, (928) 777-3782

The mail room is centrally located and offers a variety of services including full-service USPS and FedEx options. Students living on campus and international students are provided a mailbox to receive personal and university mail. It is the responsibility of each student to check 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

Registrar/Records

Building 12, (928) 777-3808, 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 we offer include academic evaluations of credit for incoming and continuing students, assistance with class registration, printing of official transcripts and enrollment verification letters, change of legal name, graduation application processing, 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. Contact information for each program is as follows:

Air Force ROTC	(928) 777-3868, Building 79
Army ROTC	(928) 777-3870, Building 70C
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 Government Association (SGA)

J. R. Hunt Student Union – Building 16, Room 115, (928) 777-3784

The Embry-Riddle Aeronautical University, Prescott Campus Student Government Association (SGA) is the official voice of students and student organizations. SGA provides advocacy, services, and representation in the effort of uniting and promoting cooperation between students, faculty, staff, and administration. 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) 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 Hunter Langemo, the SGA President (prsgapre@erau.edu) 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, a Public Relations Representative, and a Student Life Representative. 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 Jeremy Gordon, the SGA Vice-President (prsgavp@erau.edu) for more information.

SGA Committees

There are currently seven SGA committees: Budget Committee, Bylaws/Constitution Committee, Election Committee, Greek Life Committee, Special Events Committee, Resolution 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

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

Budget Committee & Funding Opportunities

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

SGA has numerous funding opportunities for students and student organizations, including SGA club/organization grants, SGA club funding, SGA sponsored events, and SGA proposals.

Compassion Initiative

The SGA Compassion Initiative serves as the last step of a three-step, student-led plan towards anti-discrimination. The mission of the Compassion Initiative is to strive for a campus community that is understanding, open-minded to knowledge, and comes together with compassion for all. Members on this committee reach out to the community to host respectful conversations, strive for inclusiveness, and offer support through compassion-sponsored events or efforts. Contact Sophia Williams, the Compassion Initiative Chair and SGA CBSI Representative (prsgacsi@erau.edu) for more information.

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.

Horizons Newspaper

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

Horizons Newspaper is Embry-Riddle Prescott's award-winning student-run newspaper which endeavors to provide Embry-Riddle's Prescott community with meaningful and up-to-date information about the university, local community, aviation news, and the world at large. Horizons Newspaper is published every two weeks throughout each semester, both printed and electronically at <http://horizons-newspaper.com/>. Get involved by contacting us at the email listed above.

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 Melissa Flores, the SGA Public Relations Representative (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, pulling lots of student and alumnus engagement. During this week, students embody school spirit as BCA carries out many traditions including free shirts, pillow stuffing, Friday Fair, fireworks, and so much more! The unique festivities for each OctoberWest are planned each year by student committees starting in the spring.

Outdoor Recreation Equipment Rentals Service

This past year, SGA partnered with Athletics 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. All equipment is free of charge for students, staff, and faculty. Contact Dylan Astrup, the SGA Treasurer (prsgatre@erau.edu) or Liz Theriault (theriaue@erau.edu) for more information.

Outreach to Students

SGA provides outreach to students through office hours, two suggestion boxes, frequent social media surveys, and other events such as bi-weekly Mondays with the SGA President. SGA also provides many ways for students to get involved with SGA. Follow SGA on Instagram at [@erau_sgapr!](https://www.instagram.com/erau_sgapr/)

Safe Ride

SGA provides a free transportation service through AAA Taxi, which returns students to their home addresses in the event they find themselves in an unsafe or uncomfortable situation. Forms for this service are available through the SGA website in ERNIE. Contact Ryan Dittes, the SGA CAS Representative (prsgacas@erau.edu) for more information.

SOAR

SOAR is an SGA program that develops future leaders on campus by instilling responsibility, providing opportunities for leadership, and allowing SOAR members to present themselves in a professional setting while upholding SGA core values. SOAR acts as the introductory Freshman-led SGA Auxiliary and includes three executive positions exclusively for freshmen. Contact Meagan Fama, the SGA Secretary (prsgasec@erau.edu) for more information.

Spirit Week

Starting last year, SGA utilized SOAR to put on a weeklong Spirit Week, which encourages college spirit and competition for bragging rights between our four academic colleges. This fun-filled week included daily giveaways, outfit of the day themes, competitions like tug-o-war, eating contests, building competitions, and more!

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. SCEF is comprised by a committee of 15 students. This committee ensures that all recommendations and proposals are considered and determines how the money is allocated. This fund continues to be a tremendous asset to students as it can help provide for both short-term and long-term needs of the university by purchasing items to make students' lives at the Prescott campus more enjoyable. SCEF forms can be picked up in the SGA office and returned to the SCEF box in the Student Union. They are also available on Eagle Life.

Student Food Nutrition Initiative

SGA has partnered with the local Salvation Army to provide food resources to any students that demonstrate need. Contact prsgasni@erau.edu for more information or to apply.

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 five executive positions; students from all class levels may apply. Contact Dylan Astrup, the SGA Treasurer (prsgatre@erau.edu) for more information.

University Committees

University Committees that SGA members serve on include the following: Academic Advisement Committee, Academic Standards, Procedures, and Admissions Committee, ACFAC, Bookstore Committee, Chapel Committee, Curriculum Committee, Diversity Advisement Committee, Food Service Committee, Graduation Committee, Institutional Effectiveness Committee, Library Committee, OctoberWest Committee, Orientation Committee, RC² Committee, and the Refund Committee.

Additional SGA Services & Programs

Additional SGA services and programs include campus Improvements, the Compassion International Flag Display, free snack/beverage service, 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

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 [here](#).

Transportation to Flight Line & Phoenix

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.

To Phoenix

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

Tutoring Services

The Tutoring Center, STEM 205, prTutor@erau.edu Hours: Monday – Friday, 9:00 AM – 6:00 PM

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 our 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 available in the evenings from Sunday to Thursday in select residence halls. The drop-in tutoring service is offered on a first come, first served basis with no appointment required.

Undergraduate Research Institute

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

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) 777-6733

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- 6733. 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.

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) 777-6733

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

Under the direction of a registered nurse, the Wellness Center provides comprehensive health care to students, with the goal of providing the highest quality health care possible. The Wellness Center 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 Thursdays. The Wellness Center also offers routine immunizations including flu shots. Since last year, the Wellness Center also provides testing and vaccines for Covid-19. Students must present their health insurance card at the time of appointment.

Due to the pandemic, the current policy of the Wellness Center requires that students and visitors must wear masks when entering the Wellness Center. If you are ill, please call before entering; you will be given instructions on what to do and wear to wait when you arrive.

The Women's and Diversity Center

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

The Women's and Diversity Center is part of the Women's and Diversity Initiative on the Prescott Campus. The Center is a resource and an advocate for diversity, including for groups underrepresented on the Embry-Riddle campus (women, people of color, LGBTQ, diverse socioeconomic and religious groups, etc.). The goal of the Women's and Diversity Center is to collaborate in the improvement of the diversity climate on campus for students, staff, and faculty by promoting mutual respect and the celebration of differences. The Center accomplishes this through educational programs, recommendations to various university departments, and development of long-term initiatives focused on increasing campus diversity and ensuring an inclusive and welcoming campus climate. 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

The Women's and Diversity Initiative is supported by the Diversity Advisory Board, which is comprised of students, faculty, and staff representatives from the Embry-Riddle Prescott Campus. The Board advises the Director and the campus on policy and program issues, contributes to various programming efforts, and directs financial support to diversity-focused efforts on campus.

STUDENT AND RECOGNIZED ORGANIZATION CONDUCT

Philosophy

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

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

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

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

Student and Organization Conduct Process

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

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

Conduct processes within the university are administrative rather than criminal proceedings. This process is an educational, administrative process, and does not apply the rules of evidence, criminal procedure, or the standards of the legal system. The authority of the university to hold students or organizations accountable for violations of university policies and procedures differs from the power of civil authority to deal with violations of criminal law. The conduct process is developed and administered utilizing the foundation of fundamental fairness as defined under Fair Hearing Principles. When possible,

the overarching goal of the conduct process is to educate students and organizations on how their behaviors impact themselves, their communities, and their future. Decisions of “responsible” or “not responsible” for violating university policy are based on the facts of the incident and the student’s meeting with the Conduct Officer. The Conduct Officer uses a “preponderance of the evidence” standard to determine if a student or organization is responsible for violating the Standards of Conduct.

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

Fair Hearing Principles

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

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

- To be considered not responsible for any violation(s) until responsibility is established.
- To receive a Notice of Hearing. A Notice of Hearing includes specific section(s) of the Standards of Conduct in which a violation(s) may have occurred, and time and place when the hearing will be held. Communication of notice will be done via ERAU e-mail. In cases involving a student organization, an e-mail will be sent to the president or most senior officer of the organization as the representative for the organization. (Please note that an organization advisor or headquarters may be contacted at any time during this process.)
- To understand the specific Standard(s) of Conduct that the student or organization has allegedly violated.
- To be informed of all presented evidence.
- To select an advisor of their choosing to accompany them throughout the conduct process. The advisor may be a friend, mentor, family member, attorney or any other supporter a student or organization chooses.
 - Advisors are subject to the same campus rules, whether they are attorneys or not and may not formally present on behalf of any student or organization at any point during the conduct process.
 - Advisors are expected to refrain from interference with the conduct process. Any advisor who steps out of their role during any part of the conduct process will be warned. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor may be asked to leave the meeting or interview or withdraw as the advisor. When an advisor is removed from a meeting or interview, that meeting or interview will continue without the advisor present. Subsequently, the CO will determine whether the advisor may participate in future meetings or interviews, if they may be replaced by a different advisor, or whether the student or organization will forfeit the right to an advisor for the remainder of the process.
- To be informed of the outcome, including the decision of the violation(s) and sanction(s).
- To request an appeal of the decision or sanction(s) made by the CO(s). Please refer to the Student and Organization Conduct Appeals Process for more information.

Student and Organization Conduct Appeals Process

The opportunity to request an appeal of the decision by a CO(s) is afforded to Embry-Riddle students and organizations who are found responsible for violating the Standards of Conduct – when any of the criteria established for a Request for Appeal (see below) has been identified. The Request for Appeal form must be submitted within two business days of receipt of the CO(s) decision letter. Request for Appeal forms are available by [CLICKING HERE](#). Unless an exception is made by the Dean of

Students or designee, any sanctions levied by the CO(s) will remain in effect until the appeals process has culminated and a final decision has been rendered.

Request for Appeal

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

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

Request Process

1. If the SGAC grants an appeal in accordance with the established criterion above, they may return the complaint to the original CO(s) (excluding #3 above) or to a higher-level administrator for reconsideration in light of the basis for the appeal.
2. If the SGAC determines that there is not a sufficient basis to warrant an appeal based on the criterion listed above, the requestor will be notified in writing via ERAU e-mail and the original decision will remain in effect and be considered the final decision.
3. Appeals are deferential to the original hearing decision, and are not intended as a rehearing.
4. All sanctions from the original decision will remain in place during the request for an appeals process unless otherwise determined by the Dean of Students or their designee.

Appeal Process for Students and Organizations

Sanction 1-3 Appeals

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

Sanction 4-7 Appeals

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

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

Student Appeals Board (SAB)

The Student Appeals Board is composed of students serving on the Student Government Association Council in elected positions, faculty, and staff who receive training on university policies and procedures as well as best practices in

adjudication processes within higher education. The purpose of the SAB is to make recommendations to the university administrator rendering the decision in student and organization conduct appeal cases. Although most student and organization conduct actions are adjudicated by a University Conduct Officer, a CO may request the assistance and recommendation from the SAB during the original hearing.

Appeals During Breaks and Other Times when a Panel or Committee May Not be Available

During breaks and other times when a review panel or an appeal committee may not be available, the university reserves the right to appoint an administrator to evaluate the request or the appeal.

Conduct Committee

The Conduct Committee is composed of faculty and staff from various departments on campus who receive training on university policies and procedures as well as best practices in adjudication processes within higher education. This committee assists in reviewing policies and procedures and members may be asked to serve as advisors for students.

If the student and organization complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student may contact the State Board for further details:

Arizona State Board for Private Postsecondary Education 1400 W. Washington St. ~ Room 260
Phoenix, Arizona 85007
Telephone: (602) 542-5709 Website: <http://azppse.state.az.us>

Title IX of the Education Amendments of 1972 ("Title IX")

The U.S. Department of Education's [Office for Civil Rights](#) (OCR) enforces, among other statutes, [Title IX](#) of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Visit this link <https://www2.ed.gov/about/offices/list/ocr/docs/titleix-summary.pdf> to learn more about the Major Provisions of the Department of Education's Title IX Final Rule.

The university follows either its Title IX Sexual Harassment policy or its Sexual Misconduct policy based on jurisdictional requirements for any known or suspected violations. To access the university Title IX and Sexual Misconduct policies, click these links: [Title IX Sexual Harassment](#) and [University Sexual Misconduct](#).

Questions, concerns, and known or suspected violations of either policy should be directed to the Title IX Coordinator:

Dr. Elizabeth D. Frost, Title IX Coordinator – Prescott Campus
Building 73, Office 131
3700 Willow Creek RD
Prescott, AZ 86301
(928)777-3747
prtitle9@erau.edu or froste@erau.edu

STANDARDS OF CONDUCT FOR STUDENTS

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

All allegations of behaviors that fall under the Title IX Sexual Harassment or University Sexual Misconduct Policy, for students and employees, will be managed by the Title IX Office. For information about university policies and processes to address alleged behaviors of sexual harassment or sexual misconduct, 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 that may include but are not limited to fighting, threats, harassment, coercion, and/or other conduct or action that threatens the health and safety of any person. Students who are thought to be a threat to themselves or other members of the university, or who are experiencing serious medical or psychological issues that cannot be sufficiently handled by Embry-Riddle personnel, are subject to Administrative Leave of Absence from the university.
2. **Hazing** – Embry-Riddle Aeronautical University prohibits any form of hazing in or outside of a registered student organization. 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 no matter your membership status. 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 line-ups
 - 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 which 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 within 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 the above-mentioned activities or any other activities which may be construed as hazing should be reported to the Dean of Students Office immediately. Any organization that may have a question or concern regarding

this policy may contact the Dean of Students Office or Department of Student Engagement to seek clarification or approval of an event or activity.

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 that is not speech or conduct 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 under this Policy. Retaliation may include continued abuse or violence, other harassment, and slander and libel. Retaliation against an individual for an allegation, for supporting a reporting party or for assisting in providing information relevant to an allegation is a serious violation of university policy.
5. **Instigation** – Any intentional act or suggestion that encourages others to engage in or continue a behavior which threatens positive community within the university or residence hall.
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**

A student who uses marijuana in another state legally and then tests positive through means of a university or other drug test legal or otherwise brought to the attention of the university, may find themselves referred to the conduct process. It is possible for a student to be held Responsible or sanctioned through one university process (i.e., Athletics or ROTC) but not found Responsible through the conduct process.

- 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 ones cognitive and/or physical functionality.
- 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 legally prescribed medical 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 drugs, controlled substances or anything that may alter ones cognitive and/or physical functionality.
- E. Misusing prescribed medication, over-the-counter medication, herbal supplements or substance that may alter ones cognitive and/or physical functionality
- F. Drug paraphernalia or other paraphernalia includes but is not limited to bong, pipes (purchased or otherwise), or any items modified or adapted to be used to consume drugs is prohibited.

* Possession refers to: Being under the influence of a drug; holding or transporting drugs on university owned or 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 medical marijuana or paraphernalia on campus (see the Medical Marijuana Policy).

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) is prohibited.
- D. Disorderly conduct resulting from alcohol use.
- E. The possession of or use of powdered/vapor alcohol or vaptornis or similar devices on university owned or operated property is prohibited.
- F. The possession, 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

- A. The use of any tobacco products, e-liquids, vapor products, and/or alternative nicotine products is prohibited anywhere on/in university owned, operated, or leased property or vehicles, which includes but is not limited to the parking lots, buildings, residence halls, aircraft and personal vehicles, while on campus except in one of the designated locations on campus (see map later in this Handbook).
- B. Local fire restrictions may supersede campus policy.

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, including, but not limited to firearms, BB guns, lead pellet air guns, slingshots, knives (knives with blades less than three inches in length [pocket knives] or multi-tools are the exception), cross-bows, or other objects classified or used as dangerous weapons with the potential for danger or harm are prohibited. Any prohibited dangerous weapons or simulated weapons brought onto university property or ERAU sponsored event are subject to confiscation and will be held until removed from campus. Possession or use of a perceived or actual explosive or incendiary device/materials including but not limited to fireworks, chemical or combination of chemicals, compounds, and/or materials, manufactured for the purpose of rupturing or bursting (i.e., dry ice or “toilet cleaning chemical” bomb). Having knowledge of the above or being in the presence of a chemical violation may constitute equal responsibility and involvement under the Standards of Conduct.
- B. Possession of hazardous materials in undesignated areas is strictly prohibited. These items include, but are not limited to, flammable substances, flammable solvents, paint thinner, vehicle fluids (gas, jet fuel, and oil), and more than a reasonable amount of spray paint.
- C. Other pyrotechnic equipment including, but not limited to, fog, smoke, or fire machines may not be used in or around campus buildings.
- D. Failure to report any violation of the Weapons and Other Dangerous Materials Policy or being in the presence of, may constitute equal responsibility and involvement under the Standards of Conduct.

12. Passive Participation

- A. Student or a group of students who are aware of illegal activities, violations of the Standards of Conduct, other university policies, or state law and do nothing to prevent it, stop it, or report it may be held responsible for the alleged violation.

13. Criminal Acts

- A. Any act of arson, falsely reporting a fire or other emergency, falsely setting off fire alarms, tampering with fire alarms or fire extinguishers, hoses or other emergency equipment, or removing equipment from its intended location, except when used for emergency purposes.
- B. Security violations, including attempted violations, or misuse of computing facilities/ERAU infrastructure, software or hardware, including the unauthorized reproduction or use of copyrighted material, i.e., illegal file sharing and illegal downloading are prohibited.

- C. Unauthorized entry to university operated or owned facilities or property is prohibited.
- D. Unauthorized possession, duplication, or use of keys or access cards to any university operated or owned facilities or property is strictly prohibited.
- 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 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.
- G. Committing an act or attempting to commit an act that is a violation of local, state, and/or federal laws.

14. Disorderly Conduct

- A. Obstruction or disruption of teaching, research, student conduct proceedings, administration, residence hall operations, or other university sponsored activities.
- B. Conduct that could be perceived as offensive, lewd, indecent, or obscene to a reasonable person.
- C. Participation of students or groups of students in activities which may cause injuries to persons.
- D. Participation of students or groups of students in activities which may interfere with orderly function, or normal flow of traffic.
- E. Pledging or associating with a student organization that is not recognized or supported by the university.
- F. Creating a nuisance or disturbance within a community on or off campus. This includes, but is not limited to 'social hosting' guidelines found within your community.
- G. Flying drones on campus is prohibited except when complying with the university's UAS policy. {UA Safety Page - UAS Operating UAS on ERAU Property}.
- H. Any other disorderly, disruptive, or destructive behaviors that infringe upon the rights of others as deemed by the university administration not included above.

15. Theft

- A. Theft, wrongful appropriation (theft with intent to temporarily deprive the owner of possessions), unauthorized possession, or sale of stolen property.
- B. Any form of identity theft or unauthorized acquisition of another's personal information, identification, 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 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 operation of the university or a scheduled event that is sponsored by or contracted through the university.
- C. Forging, altering, falsifying, destroying, misusing, or unauthorized use of university documents, records, or

identification, or using Embry-Riddle stationery, business cards, or logo, or identifying oneself in any other way as an agent of the university for personal, non-university business. An “Agent” is defined as a person who is authorized to act for or in place of another.

- D. Fraudulent business transactions, including forgery.
- E. Manufacturing, and or possessing false documents including but not limited to: identification cards, driver’s licenses and Embry-Riddle Identification cards.
- F. Unauthorized use of official university wordmark, Eagle logo, Athletics logo, monogram, seal, or any other identity symbol.
- G. Unauthorized use of another’s personal information, identification, or access credentials.
- H. Providing to someone or using someone else’s Eagle Card is prohibited. The Eagle Card 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 rules and regulations governing the use of motor vehicles, as well as bikes, skateboards, folding Razor-like scooter, roller-skates, or in-line skates, on university-owned or controlled property as defined on the Safety and Security Website under the parking and traffic regulations.
- B. Property damage or physical harm caused by the operator and/or registered owner of a moving vehicle.

19. Failure to Comply

- A. Violations of the terms of conduct sanctions.
- B. Failure or refusal to comply with university officials acting in an official capacity. This could include, but is not limited to, Campus Safety, Housing Staff including RAs, and Dean of Students Office staff.

This also includes 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.
- C. To be present at or to have knowledge of any violation of the Standards of Conduct without reporting to a university official in a timely manner.
- D. Violation of published university policies, rules, and/or regulations.

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 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, damages created by the animal, and for proper disposal of animal waste

III. University Managed Housing Policies

- A. **Alcohol** – Only individuals who are 21 years of age or older are permitted to possess and/or consume alcoholic beverages and must follow these guidelines:

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

- B. **Prohibited Items in Residence Halls**

- I. **Fire Safety Hazards** – Halogen/ultraviolet/sun lamps; candles with wicks; flammable liquids/vapors; 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; 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 ft. or air conditioners not provided by the university; any appliance with an exposed heating element.
- IV. **Weapons** – As defined under the “Weapons and Other Dangerous Materials,” Section 14 in the Standards of Conduct. Exceptions for students living in residence halls may be granted for storage of paintball guns, soft pellet air guns, and archery equipment through a storage permit from the Department of Safety & Security. Weapons stored in Housing must be:
 - Contained in a locked and secured case
 - Transported to and from the student's assigned residence hall room
 - Stored only within their assigned space

Paintball guns, soft pellet air guns (air soft) and archery equipment may be stored in a student's vehicle if they meet specified requirements.

- 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** – Chaining 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; 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.

IV. **Recognized Student Organization (RSO) Policies**

A. **Group types** – RSOs shall be categorized as one of the following group types:

- I. General Student Organization – Any group of 5 or more students that meets the requirements set by the Department of Student Engagement (DSE) for recognition.
- II. Departmentally Sponsored Student Organization – Any group of 5 or more students that meets the requirements set by the Department of Student Engagement (DSE) for recognition and receives regular funding and support from an ERAU department or college.
- III. Fraternity and Sorority Life (FSL) Chapter – Any social organization with 5 or more students that meets the requirements set by DSE for recognition and is eligible to operate as a single sex organization in accordance with the provisions of Section 86.14 of the regulations of Title IX of the U.S. Educational Act Amendments of 1972.
- IV. Student Government Association (SGA) Service Organization – A special category of student organization operating under the umbrella of both the SGA and DSE.

B. **Advisors** –

- I. General and Departmentally Sponsored RSOs –
 - a. Campus Level Advisor – General and Departmentally Sponsored RSOs will be assigned a DSE point of contact at the start of the academic year to serve as the organization's campus level advisor for 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.

b. Content Advisor –

- i. RSOs may, if they so choose, select a faculty or staff member to serve as a content advisor. This individual is expected to have an interest or expertise in the organization’s mission or purpose and support the students as a subject matter expert.
- ii. Departmentally Sponsored RSOs are required to select a faculty or staff member to serve as a content advisor. This individual should have both an interest and expertise in the organization’s mission or purpose and support the student as a subject matter expert. Additionally, 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.

II. Fraternity and Sorority Life –

- a. Campus Level Advisor – FSL chapters and governing councils will be assigned a DSE point of contact at the start of the academic year to serve as the organization’s campus level advisor for 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. Additionally, this individual will provide oversight and guidance in those areas specific to FSL.
- b. Chapter Advisors – FSL chapters may, in accordance with the policies of the national or international headquarters, select one or more individuals to serve as chapter advisors. These individuals may be selected from on or off campus.

III. Student Government Association (SGA) Service Organization –

- a. Campus Level Advisor – SGA Service Organizations will be assigned a DSE point of contact at the start of the academic year to serve as the organization’s campus level advisor for 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.
- b. Content Advisors – SGA service organizations, if they so choose, may select one or more faculty or staff members to serve as a content advisor. This individual is expected to have an interest or expertise in the organization’s mission or purpose and support the students as a subject matter expert.

IV. Appointment of additional advisors – The Dean of Students and DSE reserve the right to appoint additional advisors to an RSO when doing so is deemed necessary to protect the integrity, honor, or safety of the RSO, the campus, or the community at large.

C. **Recognition** – Student organizations must meet all requirements to be a recognized student organization as put forth by the Department of Student Engagement on the Eagle Life platform and in the Student Handbook

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

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

II. Documentation – Must maintain a functional and current set of guiding documents: including, constitution and by-laws.

- a. The guiding documents must contain the following (in exact verbiage) to be a Recognized Student Organization:
 - i. 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.

- ii. 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.
 - III. Registration – Re-register the club/organization each year within the established time limit.
 - a. Clearly articulate and update current and future club leadership within Eagle Life.
 - b. Keep membership records up to date in the Eagle Life.
 - c. Ensure most current guiding documents are uploaded in the Eagle Life
 - d. Officers – Must maintain at least two officers within the organization who are enrolled as full-time students at ERAU Prescott and in good academic and judicial standing
 - IV. Council Affiliation (FSL Only)
 - a. FSL Chapters must maintain membership in a DSE recognized peer governing council.
- D. **Activity Release and Travel Forms** – Any organization that engages in activities that exposes a participant of that activity to a risk of physical harm and/or loss of or damage to your personal property must complete appropriate release forms. All forms are available on the Department of Student Engagement Eagle Life page, or may be found [HERE](#) on ERNIE.
- I. Travel – Travel forms must be completed and submitted no later than four business days before scheduled departure; however, the form may be edited on the day of travel to reflect accurate participant information.
 - II. General Activity Singular Event – Participants must complete the form before taking part in a one- time event.
 - III. General Activity Multiple Events – Participants may complete this form each semester to participate in regularly scheduled practices and/or meetings; however, this form does not include travel waivers or activities outside of the pre-scheduled events/activities.
 - IV. Under Eighteen – If any person(s) under eighteen wishes to participate in an event or activity departmental sign off is required. Consult the Department of Student Engagement.
- E. **Student Organization Travel Policy**
- I. Purpose/Scope
 - a. This policy applies to the travel of enrolled undergraduate or graduate students to attend activities or events that are organized and/or sponsored by any ERAU Prescott recognized student-based organization(s) and meet at least one, if not more, of the following:
 - 1. The trip extends through an overnight period.
 - 2. The trip’s activities are deemed a moderate or high risk.
 - 3. The destination is more than fifty (50) miles from campus.
 - II. Expectations/Considerations
 - a. All travel must relate to the purpose and guiding principles of the organization. Trip/event participants and leaders are expected to conduct themselves in a professional and positive manner as representatives of the organization and Embry-Riddle Aeronautical University.
 - b. All students must adhere to and are responsible for the *Student Handbook* as part of their enrollment at Embry-Riddle Aeronautical University. Failure to follow operating guidelines, trip leader directives, and the *Student Handbook* may result in disciplinary action.
 - c. Travel should be scheduled so that it does not create an unnecessary interference with a student’s academic responsibilities. Student-organization 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.
 - d. An advisor or their designee, is encouraged to travel with the students on all trips, however, it is an expectation that advisors travel with their groups when any one or more of the following are met*:
 - 1. The trip is longer than three days.
 - 2. There are more than ten (10) participants traveling on behalf of the organization.
- * Exceptions may be heard on a case-by-case basis by the Department of Student Engagement.

- e. Failure to comply with trip leader directives, engaging in prohibited conduct, or violation of any laws may result in disciplinary and/or legal action. Students may be discharged from the trip/event, face possible student conduct charges, and be fiscally responsible for transportation back to the ERAU Prescott campus under these circumstances. Any issues must be reported in a timely fashion to the Dean of Students Office as dictated by the *Student Handbook*.
- f. 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.

III. Transportation

- a. University Vehicles – See section V(F) below for specific policies relating to use of university vehicles.
- b. Personal Vehicles appropriate paperwork must be completed for every personal vehicle used, noting the individual's acceptance of the risk and liability associated with the proposed travel.
- c. Commercial Travel – Must comply with outside agencies policies and practices. Discounts may be available on certain flights and car rental – check with the Department of Student Engagement for clarification.

IV. Administrative Duties

- a. International travel must be registered through the international approval process outlined on the Study Abroad ERNIE page. Groups also need to submit paperwork as outlined in the point below.
- b. Travel within the United States must be registered through the Department of Student Engagement via Eagle Life prior to departure.
 - 1. The trip organizer must complete the Notification of Travel Form found in the Department of Student Engagement Eagle Life Page.
 - 2. All participants must complete the subsequent Travel Agreement Form, including any necessary Personal Auto Liability Waivers.

F. **Fundraising Policies** – Any RSO intending to raising funds, asking for donations or doing a raffle, the RSO must comply with all fundraising & raffle rules, laws, and policies:

I. Fundraising

- a. Use a system of checks and balances so that all funds are secure. Cash boxes are available for check out at the Student Union Desk.
- b. When asking for donations (monetary or in-kind), clearly list your organization name and how the donations will be used.
- c. Any student organization conducting a fundraiser involving the sale of food must read and comply with the Food Handling policy below.
- d. 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.
- e. 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.
- f. 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).
- g. Door-to-door fundraising efforts are not permitted.

II. Solicitation of Funds

- a. Follow appropriate Student Government Association (SGA) protocol.
- b. Follow appropriate Student Campus Enhancement Fund (SCEF) Protocol
- c. If the RSO is looking to connect with outside companies; only reach out with the approval and assistance of the Office of Philanthropy.

- G. **University Word Mark & Logo Restrictions** – Student Organizations may not use the official University Wordmark, Eagle logo, Athletics logo, monogram, seal and/or other graphic identity symbol without permission from the responsible University Communications Office and the Office of General Counsel.

V. Event Policies

- A. **Administrative Tasks** – Complete appropriate and thorough SchedulER, Eagle Life, facility work orders, and event technology requests in appropriate time at least five business days prior to event.
- B. **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.
- C. **Damages and Billing** – If damage occurs during the use of these facilities or equipment, the person(s) and/or Registered Student Organization 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.
- D. **Co-Hosting Events with Non-ERAU Groups** – If partnering with an outside organization, contracts and billing may need to be consulted. Seek clarification and approval with the Department of Student Engagement.
- E. **Animals at Events** – Events featuring animals must be registered through the Department of Student Engagement and Safety and Security. Additional cleaning fees may be applied to sanitize the space after the event concludes.
- F. **Vehicles** – Vehicle policy must be adhered to at all times; you may find the complete policy here.
- Only Risk Management approved drivers may operate university vehicles for university-related events.
 - Any user of the vehicle is responsible for the gasoline purchases. Vehicles must be returned with a full tank of gas.
 - Vehicles must be returned free of trash and debris.
 - Issues or concerns with the condition of a vehicle must be reported on the form located within the blue vehicle file box.
 - Reservations for vehicles must be submitted through an organization advisor or department sponsor.
- G. **Food Handling Policies** – All person(s) preparing food are expected to follow reasonable food safety practices when preparing food for their events. For questions about food safety, please contact the Department of Student Engagement. The following food handling rules apply:
- Solicit approval from the Department of Student Engagement at least one week prior to food-based event.
 - 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 Sternos 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.
- H. **Movie/TV Viewings** – All public viewings or private events in which video and/or television is shown must be approved through the Department of Student Engagement and Event Technology.
- I. **Liability and Risk** – Appropriate levels of approval and sign off are needed to travel and conduct high risk event(s)/activities. High risk activities include, but are not limited to, handling food, working with minors, construction

or demolition, playing sports, working with projectiles, and travel. Contact the Department of Student Engagement and Safety and Security for appropriate permissions.

- a. Complete, document, and store appropriate liability waivers for each member and/or activity.
- J. Alcohol at an Event on Campus – The university permits only beer and wine to be served and/or consumed at campus events and should be considered a secondary activity and not as the sole purpose/focus of the event.
- a. The Department of Student Engagement and Campus Safety & Security reserve the right to approve or disapprove the serving of alcohol at events on campus involving students.
 - b. All student involved functions requesting the use of alcohol on campus must complete the Alcohol Approval Form at least three (3) weeks prior to the event.
 - c. Only alcohol that is being served at the event may be consumed at the event.
 - d. Individuals may not bring alcohol to an event.
 - e. Food and alternative non-alcoholic beverages must be made readily available whenever alcohol is served at an event.
 - f. All individuals who are serving, in possession of, or consuming alcohol must be 21 years of age or older.
 - g. Attendance at events where the serving of alcohol has been approved is limited to members of the campus community and their invited guests.
 - h. The organization sponsoring an event must appoint monitors to circulate at the event, the vicinity of the event, and ensure that everyone consuming alcohol is properly identified (armband, stamp, etc.). Training will be provided for monitors. If a student club or organization is sponsoring the event, the advisor (or other ERAU employee designee) must be present for the duration of the event.
 - i. Anyone who appears to be intoxicated will be denied service of any additional alcohol. Anyone who is consuming or in the possession of alcohol is subject to being checked for appropriate identification as proof of being the legal drinking age of 21.
- K. Posting and Advertising – The content of postings and advertisements must avoid demeaning or discriminatory portrayals of individuals or groups, cannot be libelous, violate copyright law, or contain any material that is inconsistent with the standards of conduct found within the *Student Handbook*, including any references to alcohol, drugs, or sexual innuendos.
- A. Posting Areas
 - a. Bulletin Boards – Boards on the exterior of buildings are free for the general public to use.
 1. All flyers must contain a clear take down date and contact information.
 2. The take down date should not be more than three weeks from posting.
 3. Limit to one poster per content area per board.
 4. Promptly remove the flyer after the event.
 - b. Posting anywhere else
 1. Posting on brick is acceptable with use of blue painters' tape.
 2. Posting on any glass surface is prohibited.
 - B. Advertisements – Any event sponsored by a Registered Student Organization must be of appropriate content and support ERAU Prescott's idea of an inclusive campus and the university's nondiscrimination statement.
 - C. Digital Signage – PowerPoint slides may be sent to Tami Rosengren at wildonet@erau.edu to be entered into the computer background rotation. Keaton Ziem of the Marketing and Communications Department may be contacted for ERNIE banner publications.
 - D. Housing and Residence Life 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. HRL will not print flyers. Only HRL is authorized to hang flyers in/on the residence halls.
 - E. Chalking – 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.

STUDENT AND ORGANIZATION CONDUCT OUTCOMES AND SANCTIONS

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

Outcomes

Listed below are possible outcomes to conduct cases. When a student or organization is found RESPONSIBLE in a conduct case, one of the following outcomes will coincide with the university violation. Please note that the conduct process is not a 'step-up' process – meaning, if a student/organization receives a Warning, they would not automatically receive Probation next time they are entered into the conduct process. Each action is heard on its own merit. Prior conduct will be considered when sanctioning, however, the severity of the outcome will depend on the violation of the university policy and the impact to the individual and/or the community.

Written Reprimand

This outcome consists of minor violation(s) of the Standards of Conduct reflecting an unintentional breach of the Standards of Conduct, or inappropriate conduct that has limited impact on the community safety, personal integrity or honor.

Warning

This outcome consists of violation(s) of the Standards of Conduct, of conduct reflecting an intentional breach of discipline or inappropriate conduct that has a significant impact on the community, safety, personal integrity or honor. This is the highest outcome before the student's/organization's relationship with the university is in jeopardy.

Probation

This outcome entails probation for a specified period of time. Students on student conduct probation must meet with the Dean of Students or their designee prior to registering for classes while student organizations must meet with a representative from the Department of Student Engagement as sanctioned throughout the duration of the probationary period. If probation is completed without further violations of the Standards of Conduct, the probationary status may be lifted. Depending on the nature of the conduct, probation may be imposed for the remainder of a student's enrollment at Embry-Riddle. Guidelines for a student's/organization's behavior will be included by the Conduct Officer as conditions of the probation. If a violation of the Standards of Conduct is committed by during a probationary period, action may be instituted which results in suspension or dismissal including removal of the organization.

*At Probation, students and organizations are no longer considered in "good standing" with the university in regards to conduct. This may mean that if an organization or student employment requires a student to be in "good standing" to participate in leadership roles or employment, a student may no longer be eligible for those positions.

Suspension

Suspension is the involuntary separation of a student/organization from the university for a specified period of time. Students/organizations who face legal proceedings may also face university conduct action immediately or may be suspended from the university until culmination of the legal proceedings. If suspended as the result of legal proceedings, all university involvement, academic, social and financial, may remain status quo until legal proceedings have been concluded. Students who are suspended must apply for readmission to the university. Readmission after

suspension may include special conditions or requirements as outlined at the time the student was suspended. Students who are suspended are not permitted on campus without prior approval by the Dean of Students Office or the Department of Safety. Students living in the residence halls who are suspended must move out within 72 hours unless a request is submitted and approved in writing to the Dean of Students.

*Organizations on conduct suspension must meet with a representative from the Department of Student Engagement prior to reinstatement. If a violation of the Standards of Conduct is committed during a suspension period, action may be instituted which results in extended suspension or dismissal/removal of the organization.

Dismissal

Dismissal is the involuntary and permanent separation of a student/organization from the university. Students who are dismissed are not permitted on campus without prior approval by the Dean of Students Office or the Department of Campus Safety. Students living in the residence halls who are suspended must move out within 72 hours unless a request is submitted and approved in writing to the Dean of Students.

Responsible Action Policy (Former Amnesty 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. Educational referrals along with a request to meet with the Associate Dean of Students or designee may be sent to the student following the event. Please note that there are no consequences should a student choose not to attend the requested meeting.
- B. Students who have emergency medical attention 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. Educational referrals along with a request to meet with the Associate Dean of Students or designee may be sent to the student following the event. Please note that there are no consequences should a student choose not to attend the requested meeting.
- C. Embry-Riddle strives to create a community free from harassment, discrimination, and sexual misconduct. The reporting of alleged harassment, discrimination, and sexual misconduct is of great importance to our campus community. 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. Student Organizations 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 Student Organizations are not eligible for full amnesty under the Responsible Action Policy, the actions of a Student Organization that seek immediate assistance from appropriate sources will be taken into consideration if the organization finds themselves within the conduct system. Student Organizations 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 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, Faculty, administrative staff, residence hall staff including RA's)

- F. Embry-Riddle's Responsible Action 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 Embry-Riddle's Standards of Conduct occur, the university reserves the right to take judicial 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.
- 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.

Sanctions

These are sanctions that may be assigned to an individual or organization. Prior conduct will be considered when sanctioning:

Educational Advisement

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

Loss of Privileges

Denial of specific privileges including but not limited to the use of certain university resources and participation in university activities for a specified period of time.

Parental Notification

The university may, at its discretion, notify parents and or guardians/sponsors regarding students in violation of campus alcohol and drug policies without the student's consent. In other circumstances when the university administration believes it is in the best interest of the student, parental notification may be appropriate.

Restitution

Monetary compensation for loss, damage, or injury.

No Trespass

Restricts an individual or an organization's ability to enter specific areas or buildings on university-owned, operated, managed property and/or university events.

No Contact Order

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

Educational Sanctions

Customized educational sanctions based on the individual/organization and the circumstances involved. These may include but are not limited to:

- Work assignments
- Service to the university
- Educational projects
- Community volunteer service
- Research reports

- Counseling/mental health evaluation and compliance with recommended treatment plan
- Mediation (provided all parties agree)
- Modules (fees may apply)
- Meetings with administrators, faculty, staff or other officials

Residence Hall Transfer

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

Deferred Eviction

Notice that any additional policy violation may result in immediate eviction from the residence halls. Students who are evicted from the halls due to conduct concerns are still financially responsible for the remainder of their housing contract.

Eviction

Immediate removal from the residence halls. Students who are evicted from the residence halls are financially responsible for the remainder of their housing contract and must move out of the halls within 72 hours.

Administrative Interim Measures

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

Interim Suspension for Students

Temporary involuntary separation while a student's actions and/or behaviors are under review, particularly if there is a potential threat to the health and safety of self or others, or a significant disruption of the university community. Students that are under Interim Suspension are not permitted on campus, unless for official business that must be coordinated through Campus Safety at least 24 hours prior to the business. Students who live in the residence halls and are issued Interim Suspension must temporarily vacate immediately and can only come back to their unit with approval/escort from Campus Safety.

Interim Suspension for Organizations

Temporary involuntary suspension of organization operations while an organization's actions and/or behaviors are under review, particularly if there is a potential threat to the health and safety of self or others, or a significant disruption of the university community. No activities are permitted to be held including meetings without prior approval by the administrator issuing the Interim Suspension.

STUDENT RIGHTS AND RESPONSIBILITIES

For additional information on students' rights and responsibilities, 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, including harassment, discrimination, and sexual misconduct. Any grievance involving civil rights equity, harassment, discrimination or sexual misconduct will be referred to the Title IX Office. Appeals concerning previously assigned grades are specifically 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 academically related issues.

Informal Procedure:

Students are encouraged to begin by addressing their grievance, 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 Sexual Harassment or University Sexual Misconduct 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.

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 of contention.
 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 Department Chair, Director, or College Dean 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.
- * Depending on the type of grievance, the Dean of Students office may be required to report the complaint to the Title IX office, may refer to Human Resources, or may refer to the Student and Organizations Conduct Process for processing.

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

Right to Pursue Disciplinary Action While Legal Action is Pending

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

Notification of 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, Then, 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.

ALCOHOL AND DRUG ASSISTANCE PROGRAM

Embry-Riddle Aeronautical University is providing alcohol and drug awareness and prevention information to our students and employees using guidelines established by the Drug-Free Schools and Communities Act. Students and employees who violate policies are subject to all of the potential sanctions by the University that are listed below in addition to applicable federal, state, and local laws and criminal sanctions.

Student Policies on Alcohol and Illegal Drugs

These policies apply to all students who are registered at Embry-Riddle Aeronautical University for at least one course for any type of credit, except for continuing education units. Students who hold part-time jobs within the institution are covered by both student and employee policies. These policies apply to all on-campus and off-campus activities that are considered to be sponsored by the institution. If the institution recognizes a student organization (including registered student organizations, fraternities and sororities, nationally-affiliated professional societies, etc.), then the activities of the organization are to be considered activities of the institution. Students are required to abide by all of the Standards of Conduct as outlined in this Handbook, even if off campus.

Drug/Alcohol Policies for All Students: The Standards of Conduct outlined in this Student Handbook include drug and alcohol policies that apply to all students and registered student organizations. These include policies related to Drugs (Section II.8), Alcohol (Section II.9), and Tobacco (Section II.10).

Residence Halls Policies: Additional policies related to the use of alcohol in the residence halls are described in the section, “University Managed Housing Policies,” Section III.A – Alcohol.

Event Policies: Policies related to the provision and/or use of alcohol at campus events are described in the section, “Event Policies,” Section V.J – “Alcohol at an Event On-Campus.”

Information on the student conduct process and potential sanctions for students and/or student organizations found to be in violation of any of these policies is in the section, “Student and Recognized Organization Conduct” in this Handbook.

Please also review the University's [APPM 8.6.1 - Substance Abuse Policy](#) for more information.

With regard to mandatory drug and alcohol testing, the University reserves the right to make any appropriate management decisions, including but not limited to a decision to impose disciplinary action based upon the results of drug or alcohol testing. For more information, please review [APPM 8.6.2 - Mandatory Drug and Alcohol Testing Policy](#).

Embry-Riddle Aeronautical University's mission encompasses a set of core values that are intended to create a respectful, diverse, and intellectually vibrant community. In choosing to be a member of our community, our expectation is that you act and make choices that help facilitate and enhance this mission. The University's alcohol and illegal substances policies support this vision of creating a community of educated and responsible individuals. Because your choices impact your life as well as the lives of others, we expect you to act in a manner that reflects an intrinsic desire to reach your full potential. We hope you will strive to be a productive citizen within and beyond the campus community.

The primary concern of the University is the health and safety of all members of the Embry-Riddle campus community. We hope to make the University policies clear, readily understood, consistent, and equally applicable to all students. All members of the campus community should be mindful of their responsibility to assist others in need of help because of a problem related to drugs or alcohol. If students choose to drink, they are expected to drink responsibly.

The University prohibits the unlawful possession, use, or distribution of illegal drugs and alcohol by students and employees. Any employee or student who violates any University alcohol and/or drug policy is subject to both institutional sanctions (described later in this section) and criminal sanctions as provided by federal, state, and local law.

Legal Sanctions

Arizona and Florida state law prohibits the possession of alcoholic beverages by persons under age 21. Punishments by state may vary.

In Arizona, it is a class 1 misdemeanor for a person under the legal drinking age (21 years of age) to buy, receive, or have in the person's possession or to consume spirituous liquor (Arizona State Statute 4-244). It is a class 1 misdemeanor for any person to sell, furnish, dispose of or give or cause to be sold, furnished, disposed of or given, to a person under the legal drinking age (21 years of age) any spirituous liquor. Alcohol violations that qualify as a class 1 misdemeanor are punishable by up to six months in jail, can include a hefty fine, may involve probation, or a combination of these.

In Florida, the first offense is punishable by a definite term of imprisonment not exceeding 60 days and/or a \$500, and for a subsequent offense by a definite term of imprisonment not exceeding one year and a fine of \$1,000. It is similarly prohibited and punishable to distribute alcohol to minors.

Depending on the location of the alcohol violation, other state statutes may apply.

In Arizona, state law says a person shall not knowingly possess or use a narcotic drug; possess a narcotic drug for sale; possess equipment or chemicals for the purpose of manufacturing a narcotic drug; manufacture a narcotic drug; administer a narcotic drug to another person; obtain or procure the administration of a narcotic drug by fraud, deceit, or misrepresentation; or transport for sale, import into this state, offer to transport for sale or import a narcotic drug. Arizona statute 13-3408 violations include a class 4 felony to a class 2 felony with a range of up to 15 years imprisonment. Additionally, a fine of not less than \$2,000 or three times the value of the narcotic drugs involved, whichever is greater (up to statutory maximum under 13-3408, Arizona Statutes).

Florida state law makes it a crime for any person to possess or distribute illicit drugs (controlled substances as described in Section 893.03, Florida Statutes) under Section 893.13, Florida Statutes. Law provides certain limited exceptions. The crimes range from second-degree misdemeanors (up to 60 days imprisonment and up to a \$500 fine) to first-degree felonies (up to 30 years imprisonment and up to \$10,000 fine). Trafficking (distributing specified large quantities of various controlled substances under Section 893.03, Florida Statutes) under Section 893.135, Florida Statutes is punishable, depending on the particular illicit drug, quantity involved and location, by a minimum term of imprisonment of 3 to 30 years and a fine of \$25,000 to \$500,000.

Depending on the location of the illegal substance violation, other state penal codes and local ordinances may apply. **Refer to official state regulations and statutes for specific guidelines and penalties relating to drug and alcohol violations.**

Federal trafficking penalties for first offenses, depending upon the illicit drug involved, range from not more than 1 year imprisonment and a fine of not more than \$100,000 for an individual to 40 years to life imprisonment and a fine of not more than \$200,000 for an individual to not less than life imprisonment and a fine of not more than \$8 million for an individual.

Health Risks of Alcohol and Drugs

There are many potential health risks associated with the use of illegal drugs and the abuse of alcohol. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood of accidents. Moderate doses of alcohol also increase the incidences of a variety of aggressive acts such as violence, sexual misconduct, and drunk driving. Moderate to high doses of alcohol can cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information. Heavy use may cause chronic depression and suicide and is associated with the abuse of other drugs. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described. The use of even small amounts of alcohol by pregnant women can damage their fetus.

Long-term heavy alcohol use can cause digestive disorders, cirrhosis of the liver, circulatory system disorders, and impairment of the central nervous system, all of which may lead to death. Repeated use of alcohol can lead to dependence, particularly in persons with one or more parents or grandparents who were problem drinkers. At least 15-20% of heavy users will eventually become problem drinkers or alcoholics if they continue drinking. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions, which can be life threatening.

Abuse of all drugs is health threatening. Examples of how drugs may affect your system include:

- Impairment of short-term memory and comprehension and ability to perform tasks requiring concentration, lung damage, paranoia, and possible psychosis
- Nervous system disorders with possible death as the result of an overdose
- Liver damage
- Dependence and addiction

Available Support, Resources, and Treatment

Embry-Riddle provides support to students seeking help in dealing with drug or alcohol issues. Counseling Services provides substance abuse screenings. The severity of the substance use will determine whether counseling services are provided on campus or if the student may be referred to an addiction specialist in the community. Additionally, students may elect, or be required, as a student conduct sanction, to take part in an alcohol education program.

Campus Resources:

- Campus Safety and Security (928) 777-3312
- Dean of Students Office (928) 777-3879
- Counseling Services (928) 777-3312
- Wellness Center (928) 777-6653
- Housing & Residence Life (928) 777-3744

Community Resources:

- Alcoholics Anonymous, www.aa.org
- Narcotics Anonymous, (818) 773-9999 or www.na.org

Sanctions for Violations

All Embry-Riddle, Prescott students are expected to review the policies and procedures described in this Student Handbook. Outcomes and sanctions for individual students and/or student organizations found to be in violation of any of the policies found within this Handbook include the following:

- Written reprimand
- Warning
- Probation
- Suspension from the University, and/or
- Expulsion from the University

Depending on the violation, additional sanctions for individual students and/or organizations as outlined in this Handbook could include: educational advisement, loss of privileges, parental notification, restitution, no trespass order, no contact order, educational sanction, residence hall transfer, deferred eviction from the residence halls, eviction from the residence halls, interim suspension (, and/or additional administrative measures.

Any suspicion of drug use should be reported immediately to Campus Safety and Security. Withholding knowledge constitutes responsibility and involvement in the incident.

Depending on the location of the violation, additional state statutes may apply.

Disruptive or destructive behavior associated with, or as a consequence of, drinking is not an acceptable form of conduct. Being under the influence of alcohol does not excuse students and student organizations from negative behaviors and/or violations of the Standards of Conduct as published in this Handbook.

As a reminder, any student who violates the University's alcohol and drug policies is subject to both institutional student conduct proceedings and sanctions and criminal sanctions provided by federal, state, and local law.

OTHER CAMPUS AND UNIVERSITY POLICIES

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

Academic Integrity/Conduct

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

Academic Suspensions/Dismissals

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

Bulletin Board Policy

Campus Bulletin Boards are intended to provide our campus community with up-to-date information on a variety of topics such as special academic programs or speakers, items for sale, rides needed, apartments for rent, student activities & entertainment, and so on. Any board not incased in glass and posted on the exterior walls of our academic buildings are for open posting. All announcements must include: sponsoring organization or persons, contact information, and the date of the event or a clear take down date. Postings not meeting our required criteria, not complying with our university inclusion statement, expired, posted in an unapproved area or with unapproved materials, or those that have become damaged may be removed. The college reserves the right to remove any posting that it deems inappropriate.

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

Campus Expression

Freedom of expression and assembly are rights of all citizens, residents and sojourners in the United States of America. Embry-Riddle expects each member of our campus community to have an abiding interest in the university's well-being and reputation. In most instances, judgment, discretion and mutual respect are sufficient guides for action. We ask students to remember that although the United States Constitution guarantees the freedom of expression and assembly and, by judicial interpretation, campus groups have the right to official institutional recognition, these are not absolute rights. Only registered student organizations and university departments and committees are authorized to use university facilities and property for group activities and events. The university, however, reserves the right to regulate the time, place and manner in which

expression and assembly may take place. In all instances, the freedom of expression and assembly on campus must be balanced with consideration for the health and safety of all members of the university community. As specified, guaranteed constitutional rights are balanced against the importance of preserving the "general welfare," and so too must the right of free expression and assembly on a private university campus must be balanced by concern for the well-being and the sensibilities of the members of the university community.

Civil Rights Equity & Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct Policy and Resolution Process
Embry-Riddle Aeronautical University affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise and does not permit discrimination or harassment in its programs and activities on the basis of race, color, national origin, sex, gender identity, gender expression, sexual orientation, disability, veteran status, predisposing genetic characteristic, age, religion, pregnancy status or any other characteristic protected by university policy or state, local, or federal law.

Reports of discrimination, harassment and/or retaliation should be made to the Title IX Coordinator promptly, but there is no time limitation on the filing of grievances, as long as the responding party remains subject to the university's jurisdiction. All reports are acted upon promptly while every effort is made by the university to preserve the privacy of reports. Please visit <https://prescott.erau.edu/title-ix> for more information regarding the university's Title IX Policy.

Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the Title IX Coordinator:

Dr. Elizabeth D. Frost, Title IX Coordinator – Prescott Campus
Building 73, Office 131
3700 Willow Creek RD
Prescott, AZ 86301
(928)777-3747
prtitle9@erau.edu or froste@erau.edu

Disciplinary Action during Legal Proceedings

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

Falsification of Identity and Identity Theft

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

Gender Neutral Restroom/Locker-Room Accessibility

Every student, faculty, and staff have 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. In addition, 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:

- Building 21 (RASC) Rm. 106, 107, 117, 118
- Building 38 (Business Office & Summer Programs) 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

Information Technology Policy

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

- Acceptable Use of University Computing Resources
- Information Security Policy
- 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 department each year. All constituents are expected to read and understand the provisions contained within this and all information technology policies. Policies can be found on ERNIE by selecting Access APPM.

Life-Threatening Illnesses

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

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

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

Wellness Center	(928) 777-6653
Disability Support Services (students only)	(928) 777-6749
Human Resources (employees only)	(928)-777-3710

Medical Marijuana Policy

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

Under federal legislation entitled The Drug Free Workplace Act of 1988, and The Drug Free Schools and Communities Act of 1989, "no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees." federal law entitled The Controlled Substances Act prohibits the use, manufacture, distribution, dispensing, or possession of marijuana; it also classifies marijuana as a controlled substance and makes no exception for medical use. Proposition 203

does not change the fact that marijuana remains illegal under federal law; the university will therefore continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including medical marijuana, on its property or as part of any of its activities.

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

Non-Licensed Wheeled Vehicles Policy

Bicycles and other low impact forms of non-licensed wheeled transportation – including but not limited to skateboards, long boards, razors, and roller blades – represent an efficient, fun, and environmentally sound way to travel. Such conveyances are permitted outdoors on paved surfaces but are not allowed indoors. The operators of these vehicles are expected to exercise good sense and due caution, and to yield right of way to pedestrians.

Bicycles must be registered with the Safety & Security Department using the online vehicle registration system here. Note: There is no charge for this registration and bicycle permits do not expire annually so you need only register once. We strongly recommend that a helmet that meets ANSI/Snell Memorial Foundation/ASTM standards be worn during operation of these vehicles. Lights are required by law when operating a bicycle on public roads after dark.

Please lock your bicycles only to the bicycle racks provided by the university. Bicycles attached to any other university property, such as hand rails, furniture, trees, piping or conduit, may be subject to removal at the owner's expense. Unregistered bicycles that are locked to bicycle racks at the end of spring semester may be removed by cutting the lock and after 30 days donated to charity.

Notification of Criminal Activity Policy

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.

Official Communication Policy

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

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.

- Students may document their needs by visiting Disability Support Services 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 Safety & Security Office if they have any questions about using OPDMD on campus during their visit (Building 14, 928-777-3333)

In order to ensure the safety of all, anyone using OPDMD on campus walkways or roadways is expected to exercise good sense and due caution, especially when traversing the inner campus area. Speed must not exceed 5 mph in parking lots or on sidewalks. All operators of OPDMD are expected to remain on paved surfaces and use crosswalks whenever crossing roadways. At no time are these vehicles to be ridden across landscaped areas. As with all vehicles on campus, operators should avoid distractions while driving on campus.

Storage of electrically-powered vehicles in residence hall rooms is permitted as long as they do not interfere with access to or egress from the room or suite. They may not be parked in building stairwells, stair towers, corridors and ramps inside or outside of buildings, or marked parking spaces. The university prohibits the operation or parking of vehicles with internal combustion engines inside any building as they constitute a fire and safety hazard. Otherwise, ERAU is not responsible for the storage of these devices.

Pet Policy

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

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

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

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

Solicitation Policy

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

Student Health Insurance Policy

Embry-Riddle requires all students to participate in the Student Injury and Sickness Insurance Plan, unless the student is able to provide proof of comparable insurance coverage. All students will be automatically enrolled in the university’s student health insurance plan. Students who believe they have comparable coverage outside the university and wish to request a waiver of the university’s plan must complete the online request form. If the request for a waiver is granted, the premium 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 plan. HMO plans outside the Prescott area will likely not qualify as “comparable” health insurance. To access the waiver request form, please go to your ERNIE account > student center > find finance tab > find hyperlink that says “complete health insurance waiver.”

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. Call the Wellness Center at (928) 777-6653 if you have any additional questions or concerns.

Student Identification Policy

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

Tobacco Use, Smoking & Vaping Policy

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

The designated tobacco areas are adjacent to the following buildings:

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

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

Any student who violates this policy may be subject to Student and Organization Conduct action.

We understand that this policy may be difficult for smokers (and others who utilize tobacco products regularly) and we have no intention of forcing anyone to quit. We simply ask everyone to refrain from smoking or using tobacco substances on campus except in the designated tobacco use areas for their own health and the health of others.

We also realize that overcoming a dependence on tobacco can be extremely challenging. Therefore, the university, through the Wellness Center will provide information and access to a variety of cessation programs and a wide range of supportive systems to help our students' transition to a healthier lifestyle. Please contact the Wellness Center for information regarding these programs.

Trespass Notice Policy

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

Under the Age of 18 Policy

A student under the age of 18 may be required to have a signature from a parent or guardian to participate in certain campus events such as field trips, recreational activities and sporting events. Attempting to obtain the signature or consent of the student's parent or guardian for each and every such event or activity before the student may participate would be burdensome for both the student and the parent or guardian and a student may miss events normally associated with college life.

A waiver form may be signed one time by both the parent/guardian and the student to give consent for the student to sign in place of the parent/guardian for all activities and events that require written consent. Waiver forms are available in the Dean of Students Office, building 49. The waiver expires the day a student attains the age of 18.

University Wordmark Violations

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

University Nomenclature Violations

Unauthorized use of the university name or misrepresenting oneself or a student organization as a department, division, employee or an authorized entity of Embry-Riddle is prohibited. Student Organizations may only use the name “at Embry-Riddle” at the end of their name as in the following example: “The Student Activities Fan Club at Embry-Riddle”. It would be inappropriate to use the term “Embry-Riddle Student Activities Fan Club.”

Additional Policies Related to Health and Safety

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).

HOUSING AND RESIDENCE LIFE

Welcome from the Department of Housing and Residence Life (HRL)

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

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

The Housing and Residence Life staff, 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 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 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. For us, this means (a) listen with empathy, (b) support with respect, and (c) 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 are a part of. The HRL staff is comprised of both Housing and Residence Life professionals and para-professionals, all of whom are committed to supporting you in your housing needs and academic pursuits.

Housing Policies, Procedures and Services

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

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

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

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

Abandoned Items

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

Unclaimed abandoned items will be held for a period of ten (10) days. At the end of the ten (10) day period, unclaimed items will become the property of the university. Exceptions include perishable items and any property that remains in a room after checkout or at the end of the student's contract for that term. Perishable items and property left in a room after checkout may be disposed of immediately.

All items left in community 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 hall(s) used for summer housing.

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

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

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, the online RCR allows the resident to make their own comments and attach any pictures of the room. It is the responsibility of each resident to complete the RCR for their living environment within 5 days of checking in. These notes will be compared to the condition of the room upon check-out and any damages beyond normal wear and tear or extra cleaning will be noted and charged to the resident's account. If the resident does not complete the RCR within 5 days of moving into the place, they automatically default to agreeing to the condition of the space as deemed by the HRL inspection.

Early Arrivals

HRL does not guarantee occupancy beyond the dates in the Terms and Conditions. Residents may request to check in early at a cost of \$40 per night. On-line requests are available here and must be submitted at least 10 business days before check-in and will be granted based on availability.

Checking out

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

Extensions

HRL does not guarantee occupancy beyond the dates in the Terms and Conditions. Residents may request to checkout late at a cost of \$40 per night. On-line requests are available here and must be submitted at least 10 business days before check-out and will be granted based on availability.

Cleaning

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

Health and Safety Inspections (HSIs) are conducted regularly to ensure that rooms are maintained in a clean and sanitary condition. All residents must keep their spaces clean. See "Health and Safety Inspections" for more information.

Contract Release

All contracts are for the entire contract period (i.e., Fall/Spring semester or Summer). Any release from the contract must meet the criteria stated in the Terms and Conditions of the contract, which are at the HRL website. A student must submit the request to break their contract via the "Apply to Break my Housing Contract" on-line form. Contractual release is only upon written approval from HRL. All housing refunds are based on the refund policy stated in the University Catalog.

Courtesy Hours

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

Damages

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

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

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

Decorating

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

Disability Accommodations & Emotional Support Animals

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

Emotional Support Animals (ESA)

ESA requests must be made through the Department of Disability Support Services. When making the request, DSS will

provide the student with a document that outlines definitions, procedure, and the responsibilities of ESA owner. ESA's are not allowed in common areas of the halls (lounges), other student rooms, or other campus buildings. Only after DSS has approved a request will an animal be considered an ESA, otherwise they are considered a pet (see Animal Policy).

Doors, Propping, or Forced Entry

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

Emergency Information

The safety of each individual and their property is of immediate concern to HRL. Emergencies should be reported immediately to your RA or the RA on call/duty by dialing (928) 777-3790. If neither is available, please contact Campus Safety by dialing 73333 on a campus phone or (928) 777-3333. In a life-threatening situation, FIRST call 911, and THEN call an Embry-Riddle staff member. RAs are on call/duty when the Department of Housing and Residence Life office is closed. A HRL professional staff member is on duty twenty-four (24) hours a day, seven (7) days a week.

Fire Evacuation Procedures & Equipment

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

Fire Codes require that the university conduct two fire drills each year in every hall. We do these drills in the first two weeks of the Fall and Spring semesters. Students must evacuate buildings during all fire alarms. The fire code does not allow for any exceptions to this requirement.

Fire Alarm Evacuation Procedures:

- Exit the building immediately.
- If in your room, lock your door and take your key.
- Use stairways; not elevators.
- Once outside, move 100 feet, or more, away from the building to the designated assembly point.
- Notify staff of the possible location of the fire, if known, or the possible cause of the alarm, and of possible residents remaining in the building.
- Do not re-enter an evacuated building until a university official indicates the residents may return to the building. Silencing of an alarm does not indicate the building is safe to reenter.
- Failure to evacuate the building in a timely manner during any fire alarm may result in a \$50 fine.

Fire Safety Equipment

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

Tampering with any fire safety equipment (including smoke detectors, pull stations, sprinklers and fire extinguishers) may result in a minimum fine of \$100.

Mingus Mountain Complex (Halls 1-5)

Smoke detectors are located in bedrooms. Heat detectors are located in lounges/kitchenettes. Fire extinguishers are located on the exterior walkways/balconies. Activation of a detector will sound the alarm in the entire building 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.

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, 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.

Furniture

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

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

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

Garbage

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

Gender Identity

HRL makes housing assignments based on gender identity as indicated on the housing application. Students 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 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 halls for up to two nights maximum within a calendar month. Exceptions may be made through the permission of HRL. Guests are not allowed to sleep or spend the night in public lounges. Guests under 18 years of age must be approved by HRL at least seventy-two (72) hours prior to their visit. Resident hosts must respect the rights and privacy of roommates and fellow residents when sponsoring a guest. Actions that may disrupt resident's rights are prohibited.

A violation of the guest policy may result in an additional room charge on the student's account. This means that if a guest stays beyond the registered time of two nights per calendar month, a student may be charged a prorated fee of the room rate and may be 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 Office located at Building 14.

Health & Safety Inspections

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

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

Keys, Locks, Lock-Out Procedures

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

Residents are expected to lock both their interior and exterior doors at all times and always carry their room key. If locked out during business hours, please go to HRL in Haas Commons, Bldg. 73 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: \$75.00

Village Apartments, Thumb Butte Apartments and Thumb Butte Suites: \$125.00

Mingus Mountain Complex: \$300.00

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

Laundry Rooms

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

If there are problems with the machines, please submit the concern via the phone number or website posted in the laundry

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

Lofting

See "Furniture"

Maintenance, Work Orders

For routine maintenance requests, please contact any RA or HRL. 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 are called in, it may take more than seven (7) days.

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

Moving

See "Room Changes"

Pets/Animals

Fish are the only pets/animals allowed in the residence halls, (except Service Animals and Emotional Support Animals that are registered through Disability Support Services). If a student is in violation of this policy, they need to remove the animal from campus immediately and their living unit will be cleaned at a cost to the student of \$250.

Emotional Support Animals (ESA) – 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

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

HRL is the only entity authorized to post in or around the halls. When wanting to post in the halls, plan on two business days for approval before they are posted in the halls and bring 40 copies of the posting.

Room Changes

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

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

Room Consolidations

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

Room Entry Procedures

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

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

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

If a resident observes that this procedure is not followed, HRL should be notified immediately and corrective action will be taken.

Roommate Notification and Reassignments

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

Room Searches

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

- An attempt is made to have a resident of the room present in order to carry out the search. The search is conducted by members of HRL and/or Campus Safety. During a search, there will be at least two professional staff members present. All searches must be authorized by the Director of HRL or designee.
- The resident, if present, will be advised that a room search is being conducted, the purpose of the search and the university officials conducting the search. If the resident refuses and reasonable belief has been established, the university will proceed and conduct the search without consent.
- Illegal substances found during a search may cause university officials to secure the room until local law enforcement officials arrive. If other policy violations 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 criminal prosecution in the local community.

In incidents of imminent danger or extreme emergency, the preceding procedures may be suspended. If in the course of the search possible violations of local laws are discovered, HRL may contact the local police.

Single Rooms (Buy Out a Double)

Single rooms are charged at an additional rate of \$1,400 for the semester, when available.

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 and any tampering with the units may result in referral to the Student Conduct system 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, please call the Business Office at (928) 777-3764.

Important Phone Numbers and Contact Information for Housing & Residence Life

Important phone numbers for Housing & Residence Life:

- Housing and Residence Life Main Office – Haas Commons, Building 73, (928) 777-3744, prhouse@erau.edu
- HRL After-hours Emergency Line: (928) 777-3790, listen to prompts

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/Finance Office	(928) 777-3943
Cashiers Office	(928) 777-3726
Chapel	(928) 777-3312
Campus Visits	(928) 777-6600
Career Services:	(928) 777-6276
College of Aviation	(928) 777-3901
College of Engineering	(928) 777-3821
College of Arts & Sciences	(928) 777-6681
College of Security & Intelligence	(928) 777-6681
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 Engineering	(928) 777-3844
College of Security & Intelligence	(928) 777-6617
Copy Center	(928) 777-6690
Counseling Services	(928) 777-3312
Dean of Students Office	(928) 777-3836
Disability Support Services	(928) 777-6750
Eagle Card Office	(928) 777-3900
Emergencies (Safety & Security Department)	(928) 777-3333 or 911
Financial Aid	(928) 777-3765
Flight Operations	(928) 777-4312
Food Services/Sodexo Dining Services	(928) 777-6904
Fraternity & Sorority Life	(928) 777-3434
Hazy Library & Learning Center	(928) 777-3811
Horizons Newspaper	(928) 777-3891
Housing & Residence Life	(928) 777-3744
Information Technology Help Desk	(928) 777-6990
Intramural Sports	(928) 777-3980
Mail Room	(928) 777-3782
Records and Registration/FERPA	(928) 777-3808
ROTC – Air Force	(928) 777-3868
ROTC – Army	(928) 777-3870
Safety & Security Department/Dispatch (24 hours)	(928) 777-3333
Student Employment	(928) 777-3712
Student Engagement/Student Organizations	(928) 777-6931
Student Government Association (SGA)	(928) 777-3784
Study Abroad	(928) 777-3774
Title IX Office	(928) 777-3747
Veterans Affairs	(928) 777-6733
Weather Hotline	(928) 777-6666
Wellness Center	(928) 777-6653
Women’s & Diversity Center	(928) 777-3968

TOBACCO USE – APPROVED AREAS

