

# 2019 – 2020 Student Handbook

**EMBRY-RIDDLE**  
Aeronautical University  
PRESCOTT, ARIZONA



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

*Revised: October 18, 2019*

## **Nondiscrimination Statement**

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

## **Our Student Philosophy**

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

A Student . . . is the most important person in this university.

A Student . . . is not an interruption of your work, but is the purpose of it.

A Student . . . is not a cold statistic, but a flesh-and-blood human being with feelings and emotions like your own.

A Student . . . is not someone to argue or match wits with.

A Student . . . is a person who brings us needs; it is our job to fill those needs.

A Student . . . is deserving of the most courteous and attentive treatment we can provide.

A Student . . . is the person who makes it possible to pay your salary whether you are faculty or staff.

A Student . . . is the lifeblood of this and every university.

A Student . . . is something you once were. Remember?

## **Statement of Values**

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

## **Division of Student Affairs**

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

## **Dean of Students Office**

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

## Message from the Dean of Students

Welcome to the 2019-2020 academic year at Embry-Riddle Aeronautical University! I hope this year will be exciting and rewarding for you. The goal of the Student Affairs team is to support you as a student and provide you with a wide array of co-curricular opportunities and a supportive learning environment while you work on completing your academic degree. These are exciting times for you and we know this process will take a team effort. We hope your engagement with campus life, opportunities, and programs during your time in college evolve into life-long learning experiences that will accompany you always, including into your professional life after you leave Embry-Riddle. All of us – staff, faculty, administration, and students – are here for you and committed to helping you succeed!

Please take 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 and procedures, and numerous resources available to you throughout the university to assist you. In particular, it is each student's responsibility to read and understand the Embry-Riddle Standards of Conduct for students.

We know that the safety of all of our students is enhanced when students look out for one another. Therefore, we also encourage you to be intentional about noticing when potentially unsafe situations are occurring and intervene when you see other students in situations that might jeopardize their personal safety. When you see something, say something; please let us know so we can help. We sincerely hope, with your assistance, that we can work together cooperatively to provide as safe a campus environment as possible.

My office is located in Building 49. Stop by anytime to say hello, 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 our Student Affairs professionals who are all here to support your success at Embry-Riddle.

I also wanted to let you know that over the course of this academic year we will engage in a process of reviewing and potentially updating 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, will be 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 to the Southwest, the high desert of Northern Arizona, "everybody's hometown" of mile-high Prescott, Arizona, and to Embry-Riddle Aeronautical University! We are so happy to have you and wish you the very best during this academic year and your time here as a student.

Go Eagles!

Sincerely,  
Dr. Rhondie Voorhees  
Dean of Students

## 2019 – 2020 Academic Calendar

### Fall 2019 (August 23 – December 13)

August 21 – 25	Orientation and Registration
August 26	Classes Begin
September 2	Holiday – Labor Day
October 3 – 67	OctoberWest/Homecoming
October 10 – 11	Mid-Semester Break
October 18 – 19	Parents’ and Family Weekend
November 11	Holiday - Veteran's Day
November 27 – 29	Holiday - Thanksgiving Break
December 5	Last Day of Classes
December 6	Study Day
December 7, 9 – 12	Final Exams
December 14	Commencement

### Spring 2020 (January 8 – May 2)

January 7	Orientation and Registration
January 8	Classes Begin
January 20	Holiday Martin Luther King, Jr. Day
February 17	Holiday - President's Day
March 9 – 13	Spring Break
April 23	Last Day of Classes
April 24	Study Day
April 25, April 27 – April 30	Final Exams
May 2	Commencement

### Summer A 2020 (May 13 – June 24)

May 11	Orientation and Registration
May 12	Classes Begin
May 25	Holiday – Memorial Day
June 18	Last Day of Classes
June 19	Study Day
June 20 & 22	Final Exams

### Summer B 2020 (July 1 – August 12)

June 29	Orientation and Registration
June 30	Classes Begin
July 2	Holiday – Independence Day
August 6	Last Day of Classes
August 7	Study Day
August 8 & 10	Final Exams

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# Campus Departments, Offices, and Services

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## Academic Advising

Professional academic advisors and faculty advisors 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.

## Academics

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

## Athletics

### Intercollegiate Athletics

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

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

### Intramurals & Recreation

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

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

## Behavioral Intervention Team (BIT)

Dean of Students Office – Building 58, Rm 104, (928) 777-3747, [prbit@erau.edu](mailto: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 in order to 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 ([click here to report a student/person of concern](#)). 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 to the health and safety of a student contact Campus Safety at (928) 777-3333 or use a campus blue phone to report an emergency.

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

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

BCA sponsors events and entertainment for the ERAU community. Programs include performers, movies, OctoberWest Homecoming and Casino Night. Attend events or become a part of the planning board. If you are interested in getting involved with the BCA, stop by their office in the Student Union.

## **Campus Ministry/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.

## **Career Advising**

STEM Education Center, Building 76

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

College of Arts & Science and College of Security & Intelligence	(928) 777-6681	Rm. 240
College of Aviation and School of Business	(928) 777-3901	Rm. 242
College of Engineering	(928) 777-3892	Rm. 241
Corporate Relations	(928) 777-3821	Rm. 225

## **Cashier's Office**

Building 13, (928) 777-3726

The Cashier's Office offers a variety of student financial services. Cashiers are on staff to assist you with any questions regarding your student account. The University offers semester payment plans that will be available for online enrollment approximately 30 days prior to the start of the fall and spring semesters and each summer session. Payments made at the Cashier's Office must be paid by cash, check, or pin debit. Credit card payments must be made online only and will be assessed a third party convenience fee. Payments for tuition and fees are due by the published due date prior to each term.

## **Catalog – Undergraduate/Graduate**

The catalog provides detailed information on many topics and includes descriptions of academic policies, procedures, and regulations for both undergraduate and graduate students. The catalog is located [here](#).

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

International Student and Scholar Services – Building 51, (928) 777-3773

Study Abroad and Global Engagement – Building 51, (928) 777-3774

The Embry-Riddle Language Institute (ERLI) – Building 20 (DLC), Room 110, (928) 777-3436

The Center for International Programs and Studies (CIPS) is Embry-Riddle's hub for international information. International Admissions, International Student and Scholar Services, the Embry-Riddle Language Institute (ERLI), and Study Abroad and Global Engagement collaborate to provide a diverse and international environment on the Prescott campus, ensuring that our students will be equipped to work in the rapidly changing world ahead of them. Embry-Riddle supports international education in all fields of study and encourages participation in multi-cultural education programs and activities so all students graduate as globally engaged citizens. For more information and to get involved please stop by!

## **Dean of Students Office**

Building 49, (928) 777- 3879

The Dean of Students Office provides leadership and oversight for the Division of Student Affairs, which includes the Wellness Center, Counseling Services, Housing and Residential Life, Student Engagement, Orientation, Fraternity and Sorority Life, Clubs and Organizations, the Veteran Students' Resource Center, Title IX resources and services, the Women's & Diversity Center, Student Conduct and Appeals, the Parent & Family Association, Graduation, academic calendars, various campus events, and special events programming including events such as the All Campus BBQ, OctoberWest/Homecoming, Parent & Family Weekend, Casino Night, and Safe Spring Break.

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. The staff also assist with concerns regarding student rights and responsibilities, student grievances, Title IX education and compliance, Behavioral Intervention Team (BIT), medical 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 in implementing provisions of the Federal Education Rights to Privacy Act (FERPA), which guides college and universities with regard to the release 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.

Please note that student academic concerns should be directed toward the college deans or the Records Office.

## **Department of Housing and Residence Life (HRL)**

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

The Department of Housing and Residence Life is responsible for providing a safe and positive living/learning environment for residential students. In doing so, HRL offers a variety of activities and community programs within the residence halls.

## **Dining Services**

Sodexo is our campus dining provider and is pleased to present our innovative dining options to Embry-Riddle Aeronautical University. Sodexo not only guarantees a fresh, high-quality product, but is happy to bring culinary versatility in meeting the needs of our guests. Anyone with special dietary needs simply needs to ask 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, Twitter at ERAU Dining Prescott 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: [erau.sodexomyway.com](http://erau.sodexomyway.com). Dining options include:

- Earhart's Dining Hall – Building 5, (928) 777-6905
- WOW Café (World of Wings) – J. R. Hunt Student Union, Building 16
- Scholar's Café – Building 4, 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

Christine & Steven F. Udvar-Hazy Library & Learning Center – Building 43, Room 109, (928) 777-6750, [kellerm3@erau.edu](mailto:kellerm3@erau.edu)

The University is committed to creating an accessible academic community. The Disability Support Services (DSS) Office grants accommodations for equal access to qualifying students with disabilities who request them. Students seeking accommodations should contact the DSS Office by email several months prior to the start of classes. DSS will reply with an email that describes the process and required documentation. The process, along with helpful information, can also be found on the [Disability Support Services](#) web site. Students may apply at any time throughout the semester, however, please know that the application and accommodation implementation processes may take up to five weeks – more for certain accommodations. Each student’s specific abilities, barriers, and learning differences are privately.

Students who think they *may* have a disability, but have never been evaluated, are encouraged to contact the DSS Office for a confidential consultation on how to proceed. Diagnostic testing is not provided by the University, but a list of area specialists can be provided. Costs associated with evaluative testing are the responsibility of the student. Academic programs that are FAA-certified are subject to FAA regulations that may delay or preclude participation or licensure in those programs by persons with certain disabilities.

Concerns regarding approved accommodations or discrimination (including web inaccessibility) on the basis of a disability should be promptly submitted to the Director of Disability Services who serves as student advocate. Alternatively, complaints and concerns can also be submitted as noted in this Handbook under “Student Rights and Responsibilities.”

## Eagle Cards

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

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

## Financial Aid

Visitors Center – Building 41, Room 136, (928) 777-3765; [pcfinaid@erau.edu](mailto:pcfinaid@erau.edu)

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

## Fraternity & Sorority Life

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

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. So much more than that, however, it 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

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

Commencement (graduation) ceremonies are held twice per year, after fall semester in December and after spring semester in May. It is the student's responsibility to apply for graduation in the Office of the Registrar. Eligible seniors applying for graduation may submit an application up to a year prior to their graduation semester. 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 Dean of Students Office. For information concerning graduation, refer to [this website](#).

## Horizons Newspaper

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

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

## Information Technology (IT)

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

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

Information Technology (IT) has responsibility for planning, implementation, and support of information resources to serve the university's primary functions of instruction, research, and administration.

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

## Library and Learning Center

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

The Hazy Library is an information hub of student-centered resources, services, and facilities to support your interactive learning and research. It is a technologically rich and inviting learning environment that promotes your academic success. The collection is comprised of books, e-books, DVDs, journal subscriptions and newspapers in print and digital formats, and scholarly databases. You can use a variety of study accommodations and areas which 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 consultation to help you engage with the library's print and digital content, tools, and processes in support of your research assignments, papers, and projects.

Please refer to the library webpage <https://hazylibrary.erau.edu> for more information about hours, information resources, services and policies.

## Lost and Found

Safety & Security Office – Building 14, (928) 777-3333

Lost and Found is located in the Campus Safety and Security Office in Building 14. If you find a misplaced item, please bring to Building 14 promptly. We are open 24/7. If you have misplaced valued property visit us in Building 14 to see if we have it or to report your loss. Recovered property is held by the Safety & Security Department 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.

## **Mail Room**

Building 11, (928) 777-3782

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

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

## **Counseling Services**

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

Embry-Riddle Counseling Services offers a wide range of mental health, educational, career, and consultative services to all students of Embry-Riddle. Services are provided at no out-of-pocket cost to the student. ERAU Counseling Services provides a safe and confidential place to discuss concerns or problems that are interfering with personal growth and/or academic achievement. ERAU 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 ERAU Counseling Services at (928) 777-3312. For emergencies after hours, call 911 or campus safety at (928) 777-3333. If you are in a crisis after hours, call the 24/7 Crisis Hotline – Terros Health at 1-877-756-4090.

## **Office of the Registrar**

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

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

## **ROTC**

Air Force ROTC and Army ROTC programs, as well as a Marine Corps Platoon Leaders Class Program (PLC), are available on campus. These programs provide the opportunity to acquire leadership skills, physical conditioning and military training. Each of these programs helps to prepare students for commissioning as officers in their respective branches of the military.

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

## **Campus Safety & Security**

Building 14, (928) 777-3333

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

### **On Campus Emergency Number: x3333**

Call (928) 777-3333 to report an on-campus emergency 24/7. If you choose to call 911 first, call (928) 777-3333 immediately thereafter so that Campus Safety can assist emergency responders to quickly locate the emergency. If you dial 911 from a University phone you need to dial "9" first for an outside line, then 911.

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

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

### **Traffic & Parking Regulations**

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

### **Online Parking Permit Registration**

All vehicle registration is handled online. Visit the link [here](#) to get more information or register your vehicle. Follow the instructions, print the temporary parking pass, and your annual permit will arrive in the mail in about a week. No funds are collected during this transaction. Your parking permit fees are charged to your student account. Note: this system is activated in mid-August for the coming school year.

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

Please inform the Safety & Security Department of any plans to leave your vehicle on campus during semester or summer break. Lot N in front of Building 73 is routinely used for off campus students who park their cars on campus in order to take advantage of the Arizona Shuttle service.

### **Code Blue Emergency Phones**

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

### **Safe Walk**

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

### **Locked Out?**

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

### **Anonymous Tip Line**

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

## 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 Safety and Security [page](#). The daily crime log is available at the Campus Safety & Security office in Building 14.

## Other Safety & Security Resources

Prescott Safety & Security is supported by the University Safety Office. Resources offered at their website include aviation safety, emergency management, environmental health and safety, risk management, and safety culture. More details are available [here](#).

## Important Contact Information

On-Campus Emergency Numbers:

Emergency:	(928) 777-3333
Campus Safety & Security Department:	(928) 777-3333
Wellness Center:	(928) 777-6653
Counseling Center:	(928) 777-3312
Dean of Students Office:	(928) 777-3879

Off-Campus Emergency Numbers (dial 9 first on campus phones):

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

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

## Student Campus Enhancement Fund (SCEF)

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

The Student Government Association (SGA) allocates a portion of the SGA student fee to the SCEF committee each semester to be used for campus enhancement projects. SCEF is comprised by a committee of twelve students. This committee ensures that all recommendations and proposals are considered and determine how the money is allocated. This fund continues to be a tremendous asset to students as it can help provide for both short-term and long-term needs of the University by purchasing items to make the students' lives at the Prescott campus more enjoyable. SCEF forms can be picked up in the SGA office and returned to the SCEF box in the Hunt Student Union, they are also available in Eagle Life.

## Student Employment

Visitors Center/Human Resources Office – Building 41, (928) 777-3725 or (928) 777-3712

On-campus and off-campus job postings are located in Ernie> Departments> Student Employment tab under Student Resources. More information available [here](#).

## Student Government Association (SGA)

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

The Student Government is responsible for maintaining a communication link between students, faculty, staff and administration. The SGA is the student resource for voicing concerns and suggesting new ideas for improvement to the University. Members of the Student Government Association are involved campus-wide. The SGA President serves as a student delegate to the Board of Trustees and each council member serves on a variety of committees including Food Services Committee and the Jack Hunt President's and Ed King Award selection committees. Student Government members also meet with the deans regularly to discuss academic and extra-curricular issues, provide

input on a variety of campus projects and sit in on student conduct appeals to ensure fundamental fairness to all students.

### **SGA Executive Council**

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

### **SGA Representative Council**

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

### **SGA Student Appeals Board (SAB)**

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

### **SGA Budget Committee**

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

### **Elections**

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

### **SGA Service Organizations**

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

### **SGA Services**

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

## **Student Clubs and Organizations**

J. R. Hunt Student Union – Building 16, Room 120, (928) 777- 3781 – [prdse@erau.edu](mailto:prdse@erau.edu)

Involvement in a club or organization is a great way to make new friends, meet people with similar interests, develop leadership skills, and make a difference on your campus and/or in the community. With over 120 student clubs and organizations, Embry-Riddle has something for you. Each semester, an activity fair is organized featuring student clubs and organizations. This fair is a great opportunity to seek out different ways to become involved and active within the Embry-Riddle community. Check [here](#) for a current listing of student organizations.

## **Study Abroad & Global Engagement (SAGE)**

Building 51 Room 104, (928) 777-3774

Embry-Riddle offers you a wealth of opportunities to study abroad in destinations around the world. You can choose from a variety of study abroad providers, go for a semester or a year on exchange programs, or travel in the winter or summer on faculty-led programs. Faculty-led programs are typically 2 to 6 weeks in length and offer 3 to 6 credits. You have opportunities to improve language and cross-cultural communication skills while gaining diverse perspectives in your area of study. Both domestic and international students are welcome to study abroad. Program fees and tuition are charged for each program. The fees will vary depending on the length of the program, the destination, and the number of participants. ERAU also supports a variety of semester and year-long programs offered by a range of study abroad providers and exchange programs. There are many study abroad scholarships available for qualified students. For more information on study abroad opportunities and scholarships, please stop by building 51, room 104 or email obrienk3@erau.edu.

## **Department of Student Engagement**

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

The Department of Student Engagement provides intentional programs and services for holistic growth and skill development, resulting in 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 or feel free to stop by our offices in the Student Union (125-127) and see how you can engage in your campus community!

## **Transportation**

### **To Flight Training Facilities**

A no cost van shuttle service to/from the ERAU Flight training facility at the Prescott Airport is offered by the university. The flight shuttle van service operates between flight training facilities and various locations on campus during the hours/days that the flight department is open. For flight shuttle information call flight supervisor at (928) 777-4316.

### **To Phoenix**

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

### **To Prescott – Weekly Shopping Shuttle**

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

## **Safe Ride**

The Student Government Association (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 are available through the SGA website in ERNIE for this service.

## **Tutoring Services**

Free peer-tutoring is available to all students. Our experienced peer tutors provide specific and knowledgeable guidance, suggest effective study strategies, and encourage independence in learning. Tutoring is conducted in locations throughout campus in walk-in, group, and one-on-one sessions. Students can access the current Tutoring Schedule in Ernie.

## **Undergraduate Research Institute**

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

The Undergraduate Research Institute (URI) promotes research, scholarly, and creative activities at the undergraduate level. URI is university-wide and invites students from all disciplines to participate. By participating in undergraduate research, you gain hands-on research experience, participate in national competitions, network with industry leaders, faculty, and other students, and share your findings at university, regional, national, and international conferences. Funding is available for teams of students to participate or develop new collegiate, national, or international design or research competitions, for grants to students wishing to participate in research and innovation under faculty/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 experiences and backgrounds. 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 as well as the Veteran Service Coordinator responsible for these programs are located in the VSRC building or at (928) 777-6733. Programs for the Veteran 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) – (928) 777-3796**

The SVO is a student club for all veterans attending ERAU. The SVO typically undertakes several charity projects during the year, such collecting toys and school supplies for orphans in Iraq. The SVO hosts the POW/MIA 5K 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.



Student Veterans who meet volunteer and engagement requirements as a member of the SVO are eligible for an SVO sash to be worn at graduation.

## **Wellness Center**

Haas Commons – Building 73, (928) 777-6653

The Wellness Center provides comprehensive health care under the direction of a registered nurse to ensure all students' health concerns are met. Many services are offered including confirmation of required immunization status for incoming students, treatment of immediate health care issues, referrals to medical care providers in the community when necessary, first aid/CPR classes, dietary counseling and wellness education. There are physicians on site 5 days a week, local dentists available for referrals. Chiropractic care is available every Tuesday and Friday, massage therapy available every Wednesday afternoon. Routine Immunizations are offered at the Wellness Center. Flu shots are available in mid-October. Health Insurance card must be presented at time of appointment. The Wellness Center offers weight management education.

## **The Women's and Diversity Center**

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

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

- Producing programs 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 the diversity of ERAU – Prescott.
- Providing a safe outlet for diverse, underrepresented, minoritized, 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 promising initiatives for the future.

The Women's and Diversity Initiative is supported by the Diversity Advisory Board, comprised of student, faculty, and staff representatives from the Embry-Riddle Prescott Campus. The Board advises the Director and the campus on

policy and program issues, contributes to various programming efforts, and directs financial support to diversity-focused efforts on campus.

## **Student and Recognized Organization Conduct**

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### **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.

### **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>

## **Civil Rights Equity & Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct Policy and Resolution Process (a.k.a. Title IX Policy & 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, but there is no time limitation on the filing of grievances, as long as the responding party remains subject to the University's jurisdiction. (Note the University also requires all employees except designated confidential reporters to promptly report knowledge of incidents to the Title IX Coordinator. These expectations are described further in the University Title IX Policy.) Reports are acted upon promptly. Every effort is made by the University to respect the privacy of all parties involved.

Please refer to <https://prescott.erau.edu/title-ix> for more information regarding the University's Title IX Policy & Process.

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  
Dean of Student’s Office – Building 58, Office 104  
3700 Willow Creek RD,  
Prescott, AZ 86301  
(928)777-3747  
[prttitle9@erau.edu](mailto:prttitle9@erau.edu) or [froste@erau.edu](mailto:froste@erau.edu)

## Standards of Conduct

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### Standards of Conduct – Violations

#### 1. Other Misconduct Offenses

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

- A. **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.
- B. **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:

- Forced or coerced use of alcohol
- Deprivation or excessive consumption of food or beverage
- Personal servitude
- Paddling in any form
- Creation of excessive fatigue
- Physical or psychological shocks or harassment
- Individual or group interrogations such as line-ups
- Expecting certain items to always be in one's possession
- Forced or coerced trips, including scavenger hunts or “kidnaps”
- Wearing of public apparel which is conspicuous and not normally in good taste
- Engaging in public stunts, pranks, or buffoonery
- Morally degrading or humiliating games or activities
- Other activities which are not consistent with academic achievement, university policy, local, state or federal law.

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.

- C. **Intimate Partner Violence** - also sometimes known as dating violence, domestic violence, or relationship violence; In general, intimate partner violence includes physically, sexually, economically and/or psychologically abusive behavior that arises in the form of a direct violent act, or indirectly as acts that expressly or implicitly threatens violence. Intimate partner violence also occurs when one partner attempts to maintain power

and control over the other through one or more forms of abuse, including sexual, physical, verbal, or emotional abuse.

- D. **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.
- E. **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.
- F. **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.
- G. **Intimidation** - Implied threats or acts that cause an unreasonable fear of harm in another
- H. **Audio/Video Recording** – Any intentional recording (audio/video) of someone in a location where privacy is reasonably expected without that person’s consent.

## 2. 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 refer to the Medical Marijuana Policy).*

### **3. 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 vaptinis 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).

#### **4. 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 here](#)).
- B.** Local fire restrictions may supersede campus policy.

#### **5. 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.

#### **6. Passive Participation**

- A.** Student or a group of students who are aware of illegal activities, violations of the Standards of Conduct, other University policies, or

state law and do nothing to prevent it, stop it, or report it may be held responsible for the alleged violation. ([Report a Concern](#) )

## **7. 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.

## **8. 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.

## **9. 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.

## **10. Property Damage**

- A. Vandalism or malicious destruction of private or public property.
- B. Damage or misuse of private or public property.
- C. Participation of students or groups of students in activities which cause damage to public or private property.

## **12. Fraud / Providing False Information**

- A. Furnishing false information to the University or any University official with intent to deceive.
- B. Falsely reporting the presence or attempted use of an explosive or incendiary device with the intent to or effect of disrupting the

operation of the University or a scheduled event that is sponsored by or contracted through the University.

- C. Forging, altering, falsifying, destroying, misusing, or unauthorized use of University documents, records, or identification, or using Embry-Riddle stationery, business cards, or logo, or identifying oneself in any other way as an agent of the University for personal, non-University business. An “Agent” is defined as a person who is authorized to act for or in place of another.
- D. Fraudulent business transactions, including forgery.
- E. Manufacturing, and or possessing false documents including but not limited to: identification cards, driver’s licenses and Embry-Riddle Identification cards.
- F. Unauthorized use of official University Wordmark, Eagle logo, Athletics Logo, monogram, seal, or any other identity symbol.
- 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.

### **13. 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.

### **14. 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 Security, Housing Staff including RAs, and Dean of Students Office Staff.

- 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.

## **15. 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 is a companion animal that provides therapeutic benefit for an individual with a documented disability. ESAs are specific to Housing – see Housing ESA policy.
- C. Animals (except Service Animals, ESA 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.

## **16. University Managed Housing Policies**

- A. Alcohol –only individuals who are 21 years of age or older are permitted to possess and/or consume alcoholic beverages and must follow these guidelines
  - I. Alcohol is only permitted in the residence halls designated where upper division and transfer students reside. All students who wish to consume/possess alcoholic beverages must obtain an alcohol permit from the Department of Housing and Residence Life (HRL) and post in plain view within their assigned living area.



- II. Alcohol is not permitted in the common areas and/or around the residence halls.
- III. Alcohol may not be consumed in the presence of any individual under the age of 21 who does not live in the suite/apartment.
- IV. Beer, wine, wine coolers, and malt beverages are the only types of alcohol permitted in the halls. The maximum amount of alcohol allowed by a permit-holding student at any given time is 12 (12oz) bottles of beer/wine cooler/malt beverages and/or two bottles of wine. Hard liquor and alcohol/energy combination drinks of any kind are prohibited.

#### B. Prohibited Items in Residence Halls

- I. Halogen lamps/ultraviolet or sun lamps
- II. Candles (with wicks)
- III. Flammable liquids, flammable vapors, and other dangerous substances. Reasonable provisions will be made for aerosol hairsprays, deodorants, and such; however, these are potentially hazardous and should not be stored in the halls in large quantities.
- IV. Loft kits not provided by the University
- V. Empty alcohol containers in rooms without alcohol permits
- VI. Portable heaters not provided by the University
- VII. Refrigerators over 4.0 ft<sup>3</sup> not provided by the University
- VIII. Air-conditioners not provided by the University
- IX. Dart boards
- X. Satellite dishes
- XI. Motorcycles, mopeds or other similar vehicles and/or parts
- XII. Waterbeds, Jacuzzis, hot tubs or pools
- XIII. Pornography in public/common areas
- XIV. Pets EXCEPT fish in a tank that is no larger than 10 gallons

XV. Weapons as defined under the Weapons and Other Dangerous Materials section found within the Standards of Conduct. Exceptions may be granted for storage of paintball guns, soft pellet air guns and archery equipment via a storage permit from the Department of Safety and Security. Weapons stored must be:

- Contained in a locked and secure case
- Transport to and from their assigned residence hall room
- Stored within their assigned space
- Stored in their vehicle: paintball guns, soft pellet air guns (air soft) and archery equipment if they meet specified requirements.

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

XVII. Any sort of appliance with an exposed heating element.

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

- I. Playing amplified instruments
- II. Chaining bikes or other personal items to anything other than bike racks
- III. Storing personal items in common areas, including hallways and lounges. Any items in common areas may be considered abandoned
- IV. Adjusting University provided beds. All requests for bed adjustments need to be made in the first two weeks of the semester
- V. Removing University provided furniture from the assigned space
- VI. Repairing or attempting to repair damages to University property. All repairs must be completed through HRL

- VII. Moving rooms without HRL authorization
- VIII. Splicing/splitting or altering any cable or data port
- IX. Use of personal routers, wireless access points, switches, hubs, and 2.4 GHz phones
- X. Climbing/scaling/rappelling off buildings, trees, lamp posts or rooftops
- XI. Using University resources such as the internet for commercial enterprises
- XII. Excessive noise during quiet/courtesy hours
- XIII. Propping/forced entry of entrance doors
- XIV. Using or storing gas, propane, or charcoal grills inside
- XV. Reentering prior to approval or not evacuating the building during a fire alarm
- XVI. Engaging in behavior that may cause damage to facilities or harm to persons
- XVII. Failure to maintain a healthy living space (i.e., failing a Health & Safety Inspection)
- XVIII. Painting on windows to include auto paint and spray snow
- XIX. Using window cling or gel cling on HRL facilities
- XX. Removing window screens for non-emergency situations
- XXI. Not complying with a University Official (including RAs or other student employees)
- XXII. Using materials that cause airborne contaminants or vapors (i.e. spray paint, certain glues, welding, soldering) inside of the residence halls. If you use these materials plan to do so outside, in a fume hood, or use other ventilation equipment and keep the project out of the halls until the fumes are no longer present.
- XXIII. Guests are permitted in the residence halls. Residents are responsible for the actions and behaviors of their guests at all times and must escort while they are on-campus. Guests under the age of 18 must be approved by HRL at least seventy-two hours prior to their visit. Overnight guests are allowed for two

nights in a calendar month with the permission of roommate(s).

- XXIV. Posting without permission (flyers, banners, posters, etc...)
- XXV. Providing an HRL room key or access card to anyone

#### D. Service Animals and Emotional Support Animals

- 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 animal is well cared for at all times. Student is responsible for providing all basic necessities and animal supplies should be kept in a closed container within the student's bedroom.
- IV. ESAs are only permitted in the students 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

### 17. Additional & Specific Recognized Student Organization (RSO) Policies

- A. **Recognition-** Student organizations must meet all requirements to be a registered student organization as put forth by the Department of Student Engagement on the Eagle Life platform and in the Student Handbook.
  - I. **Membership** - 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. Community members are not permitted to hold executive leadership positions or serve as the primary advisor for an organization. Of RSO participants, ERAU Prescott students must make up at least sixty percent of the 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. **Primary Advisor** – Must be a full-time ERAU Prescott employee working physically on the Prescott campus.

- i. Advisors must be up to date on all trainings and orientations as required by the Department of Student Engagement.
- ii. Advisors must agree to be the primary advisor for the RSO and complete the yearly Advisor Agreement.

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

- i. The guiding documents must contain the following (in exact verbiage) to be a Recognized Student Organization:
  - 1. 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.
  - 2. 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.

a. Fraternity and Sorority Life may include alternate verbiage approved by the Department of Student Engagement to reflect their single-sex membership status, based upon the provisions of Section 86.14 of the regulations of Title IX of the U.S. Educational Act Amendments of 1972.

ii. Organizations are to adhere to their published documents, policies, and procedures, as well as directives from University entities.

IV. **Registration** – re-register the club/organization each year within the established time limit.

i. Clearly articulate and update current and future club leadership within Eagle Life.

ii. Keep any and all membership records up to date in the Eagle Life.

iii. Ensure most current guiding documents are uploaded in the Eagle Life.

V. **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.

**VI. Fraternity and Sorority Life Specific Academic Standards** - A chapter must contribute to the advancement of scholarship through the maintenance of a scholarship program for members.

- i. Each chapter shall establish and maintain minimum grade point standards for officers and general membership.
- ii. Each chapter must maintain an average chapter cumulative GPA of 2.600 or higher and an average chapter semester GPA of 2.600 or higher. Should a chapter not maintain cumulative GPA of a 2.600 or higher each semester, the chapter will be placed under Academic Review. Academic Review includes three steps:
  1. Academic Support: The first semester of Academic Review requires that the chapter submit an academic improvement plan and meet with the Coordinator of Fraternity and Sorority Life monthly to ensure implementation.
  2. Academic Probation: The second consecutive semester of Academic Review includes continued Academic Support, loss of social privileges (including but not limited to Greek Week and Formals), and a restriction on alcoholic events. Additionally, all recruitment activities must be pre-approved by the Coordinator of Fraternity and Sorority Life.
  3. Academic Suspension: The third consecutive semester of Academic Review will result in a chapter review by the Coordinator of Fraternity and Sorority Life and the Dean of Students or their

designee. The outcome of this review will, at a minimum, maintain Academic Probation and may result chapter suspension or revocation of University recognition.

**B. 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 partake 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.

**C. Student Organization Travel Policy**

- I. **Purpose/Scope**
  - i. 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**

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.

- v. 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.
- vi. 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**

- i. **University Vehicles** see section E (below) for specific policies relating to use of University vehicles.
- ii. **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.
- iii. **Commercial Travel** 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

- i. 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.
- ii. 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.

D. **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

- i. 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.
- ii. When asking for donations (monetary or in-kind), clearly list your organization name and how the donations will be used.
- iii. Any student organization conducting a fundraiser involving the sale of food must read and comply with the Food Handling policy below.
- iv. All brochures, advertisements, or notices used in connection with a drawing by

chance must disclose: (a) any special rules associated with the drawing; (b) the date, hour, and place where the winner will be chosen; and (c) that no purchase or contribution is necessary.

- v. It is unlawful for any organization to promote, operate, design, engage in, or conduct any drawing in which the winner is predetermined by means of matching, instant win, or preselected sweepstakes or otherwise or in which the selection of the winner is in any way rigged.
- vi. 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).
- vii. Door-to-door fundraising efforts are not permitted.

## II. Solicitation of Funds

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

- E. **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 Council.

## 18. 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](#).
- i. Only Risk Management approved drivers may operate University vehicles for University related events.
  - ii. Any user of the vehicle is responsible for the gasoline purchases. Vehicles must be returned with a full tank of gas.

- iii. Vehicles must be returned free of trash and debris.
- iv. Issues or concerns with the condition of a vehicle must be reported on the form located within the blue vehicle file box.
- v. 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:
- H.** Solicit approval from the Department of Student Engagement at least one week prior to food-based event.
  - I.** Post signage that states food was prepared off premises and may contain allergens.
  - J.** 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.
  - K.** Make sure all equipment is clean and sanitary before using it.
  - L.** 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.
  - M.** Do not have a food-based event run for more than four hours at a time.
  - N. 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.
  - O. 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.

- P. Complete, document, and store appropriate liability waivers for each member and/or activity.

**Alcohol at an Event on Campus** – 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.

- i. The Department of Student Engagement and Safety and Security reserve the right to approve or disapprove the serving of alcohol at events on campus involving students.
- ii. 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.
- iii. Only alcohol that is being served at the event may be consumed at the event.
- iv. Individuals may not bring alcohol to an event.
- v. Food and alternative non-alcoholic beverages must be made readily available whenever alcohol is served at an event.
- vi. All individuals who are serving, in possession of, or consuming alcohol must be 21 years of age or older.
- vii. Attendance at events where the serving of alcohol has been approved is limited to members of the campus community and their invited guests.
- viii. 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.
- ix. Anyone who appears to be intoxicated will be denied service of any additional alcohol.
- x. 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.

**Q. 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](mailto: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](mailto: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**

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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.

## **Sanctions**

Listed below are possible sanctions that may be assigned to an individual or organization. Prior conduct will be considered when sanctioning.

### **Responsible Action Policy (Former Amnesty Policy)**

*This Policy only provides amnesty from violations of Embry-Riddle Aeronautical University's 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.

## **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, may 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 Trespasses**

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 or the University's Civil Rights Equity & Sex/Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy maybe issued an intermediate action until the adjudication process is complete. Some of the intermediate action may include but is not limited to: interim suspension, restriction on participation of University sponsored activities, modifications to class schedules, trespass from particular locations on campus and no contact orders.

## **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 the Campus Safety office 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**

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

### **Grievance Procedure**

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

The Dean of Students Office will provide advice and guidance to students who present grievances or complaints, whether personal or academically related, including 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 Process:**

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

## **Formal Process:**

1. The Dean of Students or their designee will meet with the student to discuss options.
2. Students who wish to file a 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.

## **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:

- Log into **ERNIE**. On ERNIE homepage click into the **CS Student Center**. Scroll down on the Homepage to Personal Information Section. Click the **AUXILIARY ACCESS** link (Left side). Read and Accept the Terms and Conditions. From the Auxiliary Access page click the **ADD** Button. From this Page Fill-in:
  - Create **AUX USER NAME**
  - Insert Relationship
  - Create New Password, and **CONFIRM** it (at least 8-digits)
  - Create Pin (at least 4-digits)
  - Check the **ADD/REMOVE** Access box, Then, Enter **AUX User** Email, click **OKAY** button. **AUX User will be sent an E-mail**, and can access Student Information Save.

## **FERPA – Privacy Information**

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

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

Educational records covered by FERPA include grades, housing information, financial status, results of disciplinary proceedings, etc. FERPA does not apply to Medical, Disability and Counseling records, which are confidential and protected.

FERPA permits the release of directory-type information to third parties outside the institution without written consent. Students may file a [Request for Non-disclosure](#) of Student Directory Information, meaning no information, including directory information, will be released, except as required by law. This means that the University cannot verify enrollment and degrees earned requests from potential employers or insurance companies. Requests from the student for Enrollment Verifications or Transcripts may be honored regardless of the hold with verified student authorization. Requests for non-disclosure remain in effect even after graduation and may be rescinded with a verified signature. For students who have rescinded their Non-disclosure and left the University, it can only be reinstated if the individual re-enrolls. Directory information includes:

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

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

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

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

### **To request Non-Disclosure of Directory Information:**

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

Non-directory information contained within a student's educational record may include grades, GPA, disciplinary proceedings, and social security and student numbers. Disclosure of non-directory, personally identifiable information requires student consent. This means that the University must 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.

## **Amnesty Policy\***

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

adjudicated through the student conduct system for his/her consumption/use or involvement.)

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

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

*\* Please note that students, who are obligated to report incidents to other departments such as ROTC, may still be required to do so. This policy is only applicable to individual students not to organizations.*

## **Disciplinary Action**

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

## **Other Campus and University Policies**

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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.

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

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

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

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

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

The Biennial Review must also include a determination as to:

- The number of drug- and alcohol-related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials;
- The number and type of sanctions the IHEs impose on students or employees as a result of such violations or fatalities.

Embry-Riddle Aeronautical University acknowledges its legal obligations under the Drug-Free Schools and Communities Act and is committed to the wellbeing of the campus community. The University provides alcohol and drug awareness and prevention information to our students and employees through student and employee handbooks. Students and employees who violate policies are subject to the institution's sanctions in addition to applicable federal, state, and local laws and criminal sanctions.

## **Health Risks**

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

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

## **Available Support, Resources, and Treatment**

### **Federal Drug Prevention Agencies and Programs**

*DRUG ENFORCEMENT ADMINISTRATION (DEA)*: In addition to dismantling the major drug trafficking organizations, DEA is committed to reducing the demand for drugs in America. DEA's Demand Reduction Program is carried out by Special Agents across the United States who work in

communities to share expertise and information on drug trends, emerging problems, and the dangers of drugs.

[www.dea.gov](http://www.dea.gov)

[www.JustThinkTwice.com](http://www.JustThinkTwice.com)

[www.GetSmartAboutDrugs.com](http://www.GetSmartAboutDrugs.com)

*OFFICE OF NATIONAL DRUG CONTROL POLICY (ONDCP)*: This office reports to the President of the United States. ONDCP administers the Youth Anti-Drug Media Campaign.

[www.abovetheinfluence.com](http://www.abovetheinfluence.com)

[www.whitehousedrugpolicy.gov](http://www.whitehousedrugpolicy.gov)

*SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA)*: This organization is responsible for overseeing and administering mental health, drug prevention, and drug treatment programs around the nation. The Center for Substance Abuse Prevention (CSAP) and the Center for Substance Abuse Treatment (CSAT) are part of SAMHSA.

[www.samhsa.gov](http://www.samhsa.gov)

[www.samhsa.gov/prevention](http://www.samhsa.gov/prevention)

*U.S. DEPARTMENT OF EDUCATION (ED)*: ED has many anti-drug programs.

[www.ed.gov](http://www.ed.gov)

*NATIONAL INSTITUTE ON DRUG ABUSE (NIDA)*: NIDA conducts and disseminates the results of research about the effects of drugs on the body and the brain. NIDA is an excellent source of information on drug addiction.

[www.nida.nih.gov](http://www.nida.nih.gov)

### **Other Resources**

Alcoholics Anonymous, [www.aa.org](http://www.aa.org)

Narcotics Anonymous, (818) 773-9999 or [www.na.org](http://www.na.org)

Behavioral Health Treatment Services Locator

<https://findtreatment.samhsa.gov/>

### **For Students**

Embry-Riddle Aeronautical University promotes substance abuse awareness by sponsoring educational programs and distributing literature on the subject. The University is additionally committed to assisting students in the resolution of problems associated with



substance abuse, and encourages students to seek additional help through referrals from the Wellness Center and/or Counseling Center.

The Counseling Center provides substance abuse screening inventories and assessment in conjunction with support services. Students with issues of substance misuse will be offered supportive counseling services and referred to a campus-supported substance educational program or similar. Students with issues of substance dependence may be referred to addiction specialists in the Prescott community.

### **Resource Phone Numbers**

ERAU Counseling Center	(928) 777-3312
ERAU Wellness Center	(928) 777-6653
ERAU Safety	(928) 777-3333
Dean of Students Office	(928) 777-3879
ERAU Housing and Residence Life	(928) 777-3744

### **State and Federal Policies & Law**

The State of Arizona requires persons to be 21 years of age or older to possess, purchase, and consume alcohol ([A.R.S. §4-101\(18\)](#) [A.R.S. §4-244\(16\)](#)).

The U.S. Department of Justice and Drug Enforcement Administration –

- [Title 21 U.S. Code Controlled Substances Act](#)
- [https://www.dea.gov/druginfo/ftp\\_chart1.pdf](https://www.dea.gov/druginfo/ftp_chart1.pdf)

### **Arizona DUI & DWI**

(<http://www.dmv.org/az-arizona/automotive-law/dui.php>)

#### **Implied Consent to Drug Test**

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

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

A *standard DUI* is classified as driving a vehicle with a BAC of:

- 0.08% or more.
- 0.04% or more, if you are driving a commercial vehicle.
- Any percentage, if you are younger than 21 years old.

An **extreme DUI** is classified as driving with a BAC of 0.15% or higher.

An **aggravated DUI** is classified as:

- DUIs committed with a driver's license that is suspended, revoked, or cancelled.
- A 3rd offense for dui within 84 months.
- A dui committed while driving with a passenger who is younger than 15 years old.

Each type of DUI in Arizona comes with a different set of penalties and the more severe the DUI, the harsher the consequences.

***NOTE:*** *Depending on the judgment of your arresting officer and the discretion of the court, you may still be charged with a DUI even if you have a BAC of less than the legal limits above.*

### **DUI Penalties in Arizona**

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

When you are stopped on suspicion of a DUI by a police officer and either fail or refuse to take the BAC/breathalyzer test, the Arizona Motor Vehicle Division will typically suspend your driver's license (regardless of any criminal findings) on the spot for:

- 12 months **OR**
- 24 months, for a 2nd refusal or failure within 84 months.

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

### **Penalties for a Standard DUI**

For a 1st offense of a standard DUI, you may face:

- 10 days in jail.
- A fine of \$1,250.
- Required completion of an alcohol/drug screening, treatment, and education program.
- An ignition interlock requirement for every vehicle you drive.

- Community service.

For a 2nd offense or subsequent offenses, you will likely face:

- Jail time of at least 90 days.
- A fine \$3,000.
- A driver's license revocation for 12 months.
- Required completion of an alcohol/drug screening, treatment, and education program.
- An ignition interlock requirement for every vehicle you drive.
- Community service.

### **Penalties for an Aggravated DUI**

If you are convicted of an aggravated DUI, you will likely face:

- 2 years in prison.
- A driver's license revocation for 1 year.
- Required completion of an alcohol/drug screening, treatment, and education program.
- An ignition interlock requirement for every vehicle you drive.
- Community service.

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

### **Arizona Ignition Interlock**

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

### **Arizona Marijuana Laws**

Marijuana possession, sale, and distribution is regulated by both state and federal law. In Arizona, marijuana is regulated as a "Schedule I" controlled substance. (Ariz. Rev. Stat. Ann. § 36-2512.)

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

The penalties for first offenses are listed below, penalties increase for repeat offenses and for possession near a school. (Ariz. Rev. Stat. Ann. §§ 13-703, 13-3411.)

### **Possession for Personal Use**

Penalties depend on the amount of marijuana in the defendant's possession.

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

### **Possession for Sale**

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

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

### **Penalties for Drug Paraphernalia**

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

### **Marijuana Cultivation, Sale, and Trafficking**

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

### **Penalties for Cultivation**

Penalties depend on the amount of marijuana being grown.

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

### **Penalties for Transporting or Importing**

Penalties depend on the amount of marijuana being transported or imported.

- Transportation for sale or importing into the state (or offering to transport or import) less than two pounds of marijuana is a **class 3 felony**, punishable by a sentence of two to nine years.
- Transportation of more than two pounds of marijuana is a **Class 2 felony**, punishable by a sentence of three to ten years. (Ariz. Rev. Stat. Ann. §§ 13-3405, 13-702.)

## **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  
Title IX Office- Building 58, Office 104  
3700 Willow Creek RD  
Prescott, AZ 86301  
Prtitle9@erau.edu or [froste@erau.edu](mailto: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 Identification (Eagle) cards is strictly prohibited. These standards apply equally to student organizations and individual students.

## **Harassment Policy**

Harassment is defined as any willful, intentional or persistent act which harms or annoys another individual. It is the persistence of an act or the repetition of such which constitutes harassment. Harassment may take a variety of forms from subtle to blatant, but any action which is carried out on a continuous or systematic basis with the express purpose of annoying, persecuting or otherwise disturbing an individual or group may be considered harassment. Harassment is not acceptable within the University community and is subject to student and organization conduct/resolution action. Any such action should be reported to the Dean of Students Office in Building 49.

Counseling Services will provide support for victims of harassment. If you feel that you are being harassed you can discuss options for reporting in a confidential, secure environment with a personal counselor. [Counselors, or designees, can be requested to serve as, or recommend an advisor for the victim throughout the process, to include accompanying the victim while making reports.] To use the support services mentioned here, call Counseling Services at (928) 777-3312.

## **Hazing Policy**

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

- use of alcohol
- paddling in any form
- creation of excessive fatigue

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

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

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

## **Information Technology Policy**

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

- Acceptable Use of University Computing Resources
- Information Security Policy
- 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) 777-6750
Human Resources (employees only)	(928)-777-3710

## **Medical Marijuana Policy**

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

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

dispensation, possession or use of a controlled substance, including medical marijuana, on its property or as part of any of its activities.

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

## **Nondiscrimination Policy**

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

## **Non-Licensed Wheeled Vehicles Policy**

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

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

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

### **Other Power-Driven Mobility Device's (OPDMD's)**

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

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

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

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

## **Notification of Criminal Activity Policy**

Any student cited or charged 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.

## **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.

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

Every student, faculty, and staff has the right to use campus facilities without being harassed, bullied, or victimized. Embry-Riddle affirms that every student, faculty, and staff has the right to use the restroom/locker-room that corresponds with their gender identity. In addition, there are single-stall gender inclusive restrooms for 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, 2<sup>nd</sup> floor) Rm. 205
- Building F3 (Flight Line) Rm. 102, 103
- Building F7 (Simulator building break room) Rm 133A

## **Serving Law Enforcement & Government Agency Requests**

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

All legal documents to be served by *law enforcement officers* directed to University students will be facilitated through the Dean of Students Office and/or

the Campus Safety & Security Department. If a *law enforcement officer* is on campus to speak with a student regarding an investigative matter, the *law enforcement officer* is 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 & 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 & 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 proof of comparable insurance coverage is provided. All students will be automatically enrolled in the University’s student health insurance plan. Students who have comparable coverage must complete the online **Waiver form** to remove the premium from their student account.

Students with limited insurance coverage are urged to carefully review their options before waiving the University’s plan. HMO plans outside the Prescott area may not qualify as comparable health insurance. To access the waiver form please go to your ERNIE account>student center> find class schedule>find hyperlink that says complete health insurance waiver. There will be 10 questions appear, you must answer them and the box will disappear once you hit submit In

24 hours the \$1364 charge will be removed from the tuition fees if you have comparable insurance.

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

## **Student Identification Policy**

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

## **Substance Abuse Policies & Resources**

### **Substance Abuse Policy**

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

The University substance abuse policy extends to all students who violate drug and alcohol policies and to those whose behavior on campus attracts the attention of University officials when they have engaged in the use of drugs or alcohol off campus. The policy also extends to students who violate local and State laws off campus, particularly if they are arrested.

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

### **Drug Testing**

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

as evidence of drug use and those students may expect a minimum sanction of probation from the University.

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

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

The University has a responsibility to educate and promote healthy, low-risk choices within our student population and to support similar policies within the aviation and aerospace industry.

## **Substance Abuse Policy – Flight Training Participants**

### **Legal Offenses**

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

The student will immediately notify their Training Manager, who will then notify the Chief Instructor and the Chair of the Flight Department. The Training Manager will ground the student. Regardless of the student's guilt or innocence, the student must meet with the Dean of Students who will determine the student's need for further alcohol and substance evaluation and treatment prior to reinstatement into the flight education program. The student will remain grounded pending the outcome of the Dean of Student's conduct review. The Flight Department Chairman and Chief Instructor will review the student's flight history and determine the student's suitability and timing for continuation in the flight program. If the student is returned to flight status, the student may be subject to increased alcohol and substance surveillance testing at his/her expense.

If a court convicts the student of the DUI, the student may be dismissed permanently from the flight training program. If a student is returned to active flight status after a DUI conviction and is arrested for a subsequent alcohol related traffic event or is convicted of another DUI, the student shall be



removed permanently from the flight education and Aeronautical Science degree programs. The Chairman of the Flight Training Department may recommend the student's dismissal from the University through the Student Conduct Review process.

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

1. Within 12 hours after the consumption of any alcoholic beverage;
2. While still under the influence of alcohol in any way;
3. While using any medicine or drug that affects the faculties in any way contrary to safety; or
4. Received a DWI/ DUI for driving an automobile while under the influence of alcohol and has not reported this fact to the Flight Department Chair.

Any association or use of narcotic drugs, marijuana, depressant or stimulant drugs, or any illegal substance as defined in Federal, State, or Local statute is strictly forbidden and will result in the immediate suspension from the flight-training program and referral to the student conduct review process

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

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

Embry-Riddle recognizes that tobacco use has a negative impact on students' health and lives. Because smoking is hazardous to 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 of misrepresenting oneself or a student organization as a department, division, employee or an authorized entity of Embry-Riddle is prohibited. Student Organizations may only use the name "at Embry-Riddle" at the end of their name as in the following example: "The Student Activities Fan Club at Embry-Riddle". It would be inappropriate to use the term "Embry-Riddle Student Activities Fan Club."

# **Housing and Residence Life**

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## **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 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 student learning.

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

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

- Work in conjunction with other departments to support the University mission

And upholding our core values:

- Customer Service
- Connections
- Care

## **Respect for Individualism and Diversity**

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

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

## **Housing and Residence Life Staff**

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

## **Housing Policies, Procedures and Services**

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

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

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

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

### **Abandoned Items**

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

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 space, they automatically default to agreeing to the condition of the space as deemed by the HRL inspection.

### **Early Arrivals**

HRL does not guarantee occupancy beyond the dates in the Terms and Conditions. Residents may request to check in early at a cost of \$40 per night. 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 inspections will include any potential damages that will be charged to the resident(s). Failure to review/comment on the check-out inspection will negate a resident's ability to dispute and damage charges.

### **Extensions**

HRL does not guarantee occupancy beyond the dates in the Terms and Conditions. Residents may request to checkout late at a cost of \$40 per night. 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.

### **Cleaning**

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

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

### **Contract Release**

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

## **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 cannot be 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 and animal be considered an ESA, otherwise they are considered a pet (see Pet Policy).

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

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

## **Emergency Information**

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

## **Fire Evacuation Procedures**

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

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

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

Fire Alarm Evacuation Procedures:

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

- Failure to evacuate the building in a timely manner during any fire alarm may result in a \$50 fine.

### **Fire Safety Equipment**

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

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

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

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

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

Hallway and community areas contain smoke and heat detectors. Activation of these devices will result in an evacuation of the building. There are smoke detectors within the suites/apartments 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. Residents should close bedroom doors when cooking or showering to avoid possible non-fire related alarms.

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

## **Furniture**

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

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

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

## **Garbage**

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

## **Gender Identity**

HRL makes housing assignments based on gender identity as indicated on the housing application. Students needing special consideration or who would like to talk about their options based on their gender identity are encouraged to contact our office at [prhouse@erau.edu](mailto:prhouse@erau.edu) or (928) 777-3744. We will work collaboratively with students on an individual basis to provide a space that meets their needs.

## **Guest Information**

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

Residents are responsible for the actions and behaviors of their guest at all times, and must ensure their guests are aware of and adhere to University policies. The roommates and suitemates must approve all guests. HRL or other University officials reserve the right to ask a guest to leave at any time.

Guests are permitted to stay overnight in the halls for up to two nights maximum within a calendar month. Exceptions may be made through the permission of HRL. Guests are not allowed to sleep or spend the night in public lounges.

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

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

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

### **Guest Parking**

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

### **Health & Safety Inspections**

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

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

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

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

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

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

Thumb Butte Modulars and Village suites: \$60.00

Village Apartments, Thumb Butte Apartments,

and Thumb Butte Suites:	\$115.00
Mingus Mountain Complex:	\$300.00

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

**Laundry Rooms**

There are ten 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**

Fish are the only pets allowed in the residence halls. Other animals are not allowed in the residence halls at any time (except Service Animals and Emotional Support Animals that are registered through Disability Support Services). If a student is in violation of this policy, they need to remove the animal from campus immediately and their living unit will be cleaned at a cost to the student of \$250.

## **Emotional Support Animals (ESA) – Also see disability accommodations**

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

### **Posting**

All publicity appearing in or around the residence halls must be stamped and approved by the Housing and Residence Life office, located in Building 73.

Postings 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 it taking two business days for approval for them to be 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. Proper room entry procedures are expected to be followed at all times, with the exception of emergencies:

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

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

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

### **Roommate Notification and Reassignments**

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

### **Room Searches**

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

- An attempt is made to have a resident of the room present in order to carry out the search. The search is conducted by members of HRL and/or Campus Safety. During a search, there will be at least two professional staff members present. All searches must be authorized by the Director of HRL or designee.
- The resident, if present, will be advised that a room search is being conducted, the purpose of the search and the University officials conducting the search. If the resident refuses and reasonable belief has been established, the University will proceed and conduct the search without consent.
- Illegal substances found during a search may cause University officials to secure the room until local law enforcement officials arrive. If other policy violations found during the course of the search, those items will be confiscated, inventoried and stored in the Campus Safety & Security Office. These items may be used as evidence in an administrative and/or student conduct process on the campus and/or criminal prosecution in the local community.

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

If in the course of the search possible violations of local laws are discovered, HRL may contact the local police.

### **Single Rooms (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 are 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 students 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.

## **Housing & Residence Life – Important Phone Numbers**

**Housing and Residence Life Main Office** – Haas Commons, Building 73  
(928) 777-3744, [prhouse@erau.edu](mailto:prhouse@erau.edu)

**HRL After-hours Emergency Line**  
(928) 777-3790, listen to prompts

**Jason Langston, Director Housing and Residence Life**  
(928) 777-6972, [Jason.Langston@erau.edu](mailto:Jason.Langston@erau.edu)

**Justin Munz, Assistant Director of Residence Life**  
(928) 777-6970

**Madison Weber, Area Coordinator, Thumb Butte Complex**  
(928) 777-3745, [Madison.Weber@erau.edu](mailto:Madison.Weber@erau.edu)

**Beth Bolinger, Area Coordinator, Mingus Mountain Complex**  
(928) 777-3746, [Elizabeth.Bolinger@erau.edu](mailto:Elizabeth.Bolinger@erau.edu)

**Vacant, Area Coordinator, Village Complex**



(928) 777-6935

**Andy Aslaksen, Assistant Director of Housing Operations**

(928) 777-6932, [Andrew.Aslaksen@erau.edu](mailto:Andrew.Aslaksen@erau.edu)

**Debbie Williams, Housing Coordinator**

(928) 777-3946, [Willid99@erau.edu](mailto:Willid99@erau.edu)

## **Important Dates for Residence Halls**

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

- December 15, 2019 – Students only living on campus for Fall must move out (see Contract Terms & Conditions)
- December 16, 2019 – Reduced Services for residential students begin
- January 6, 2020 – Full services resumed
- Late January/Early February – Housing application for Fall 2020/Spring 2021 go live
- May 2, 2020 (12 Noon) – Residence halls close for all students without summer contract

# Helpful Campus & University Phone Numbers

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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
Cashier	(928) 777-3726
Chapel	(928) 777-3312
Campus Visit	(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	(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) 777-3879
Office of Philanthropy	(928) 777-4210
Disability Support Services	(928) 777-6750
Eagle Card Office	(928) 777-3900
Emergencies (Safety Department)	(928) 777-3333
FERPA/Records & Registration	(928) 777-3808
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, On-Campus	(928) 777-3744
Information Technology Help Desk	(928) 777-6990
Intramural Sports	(928) 777-3980
Mail Room	(928) 777-3782
Parents’ & Family Association	(928) 777-3879
Records and Registration	(928) 777-3808

ROTC-Air Force	(928) 777-3868
ROTC-Army	(928) 777-3870
Safety Department/Dispatch	(928) 777-3333
Student Employment	(928) 777-3712
Student Engagement	(928) 777-6931
Student Government Association	(928) 777-3784
Student Life/Housing	(928) 777-3744
Study Abroad	(928) 777-3774
Switchboard	(928) 777-3728
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

\*Available 24 hours every day, the Safety & Security Department provides a comprehensive security and safety program.

# Tobacco Use Approved Areas

