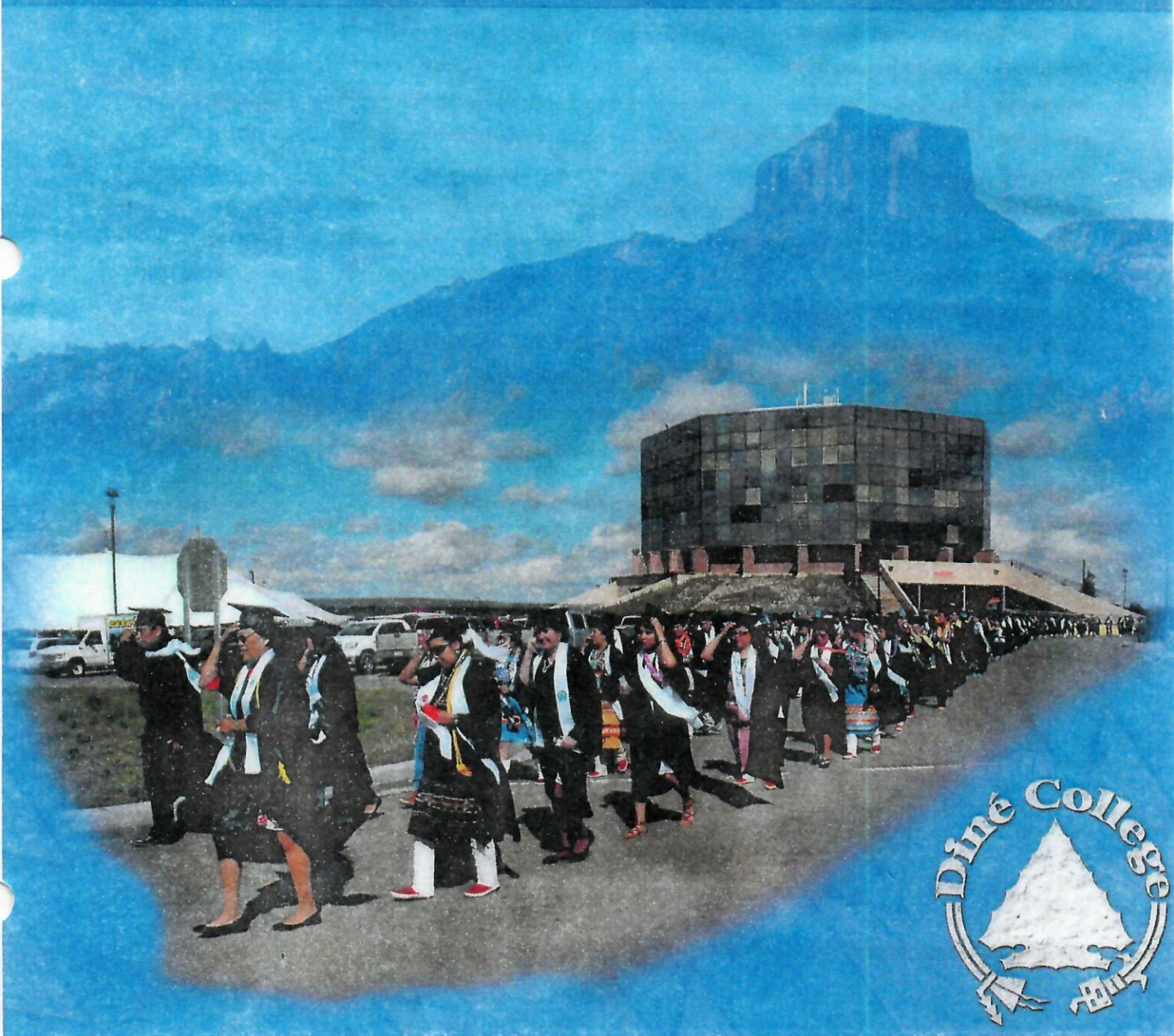


# DINÉ COLLEGE

## Warriors

# Residence Life Handbook





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## Introduction

The Residence Life Program is committed to providing a safe and healthy living environment that is supportive of a student's academic pursuits while contributing to personal growth. Living on campus provides many advantages including accessibility to Campus resources, the opportunity to develop strong social connections, and being part of a community.

There are 9 dorms available for students and building which houses the offices, computer lab, study room, conference room, fitness rom, and 4 guest rooms.

- Oak Hall                      Males under 21
- Pine Hall                      Traditional students
- Aspen Hall                    Honor's
- Cottonwood Hall              Females under 21
- Juniper Hall                  Family
- Maple Hall                    Co-ed 21-15
- Cedar Hall                    Females under 21
- Willow Hall                  Co-ed 21-25
- Pinon Hall                    Athletics
- Spruce Hall                   Office

	<b>Residence Life Policies and Procedures</b>	<b>Section 1.0 Living on Campus</b>
		<b>Adoption date:</b> 8/17/2015 <b>Effective date:</b> 8/23/2015
<b>SUBJECT:</b> Residence Life		<b>Applicability:</b> Residence Life Students
<b>Reference:</b> Jeanne Clery Act, Title IX, Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), US Department of Education, American with Disabilities Act (ADA) <b>Purpose:</b> <i>To provide a safe and healthy living and learning environment for students.</i>		

### Living on Campus

#### Single Housing

There are 8 Hogan-shaped buildings to accommodate single adult students without dependents. Each building consists of the following and is set for double occupancy;

- a. Rooms: Each room consists of two twin beds, two dressers, two desks, and two closets. There is a shared bathroom with shower between every two rooms. Oak Hall (freshmen males) has two common shower rooms.
- b. ADA Rooms (American with Disabilities) - There are two ADA compliant rooms located in Aspen Hall and two in Willow Hall.
- c. Lobby: Each building has a central lobby with fireplace and a TV, desks or tables and chairs to be used for studying. There is a courtesy phone located in each lobby. The lobby is a designated common area.
- d. Laundry Room: Laundry rooms are equipped with two coin-operated washers/dryers and sink for student usage only. The laundry room is a designated common area.
- e. Kitchen: Each building has a fully equipped kitchen that includes a refrigerator, stove, and microwave. The kitchen is a designated common area.
- f. Janitor's closet: Brooms, dustpans, mops, mop buckets and faucet are available in each closet. The janitor's closet is a designated common area.

#### Student Family Housing:

Student Family Housing is available in Juniper Hall and the Family Student Housing Units on the Tsaile Campus.

- a. Juniper Hall has 13 rooms available. Each room has a shared bathroom with the room adjoining.
- b. The Student Family Housing has 32 units with a combination of 2 and 3 Bedrooms. Four of these units are ADA (3 two bedroom and 1 three bedroom units). Each housing units has a living room, dining area, bathroom, and kitchen. All of the units are furnished with queen size bed and a dresser in the master bedroom; a bunk bed and 1 dresser in each room Other furnishing include a desk, chairs, kitchen table, and living room furnishings (chairs, sofa, end tables & coffee table).





## Residence Life Policies and Procedures

**Section 2.0**  
Application Procedures & Eligibility  
Requirements

**Adoption date:** 8/17/2015  
**Effective date:** 8/23/2015

**SUBJECT:** Residence Life

**Applicability:** Residence Life Students

**Reference:** Jeanne Clery Act, Title IX, Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), US Department of Education, American with Disabilities Act (ADA)

### Application Procedures & Eligibility Requirements

All students 18 years and older will be required to pass a criminal background check prior to moving into Residence Life housing facilities.

Married students/single parents applying for family housing must complete criminal background checks for their spouses and any high school age over 18 years still residing with the parents. Parents must provide enrollment verification from the child's school. Only dependent children still in school will be eligible to live in family units with their parents/guardian. No extended family members are allowed to reside in the housing units.

It is the responsibility of the student to complete a housing application and attach all required paperwork. The Residence Life Office will accept only completed applications submitted by the set deadlines.

Single Applicants	Family – Married/Single Parent Applicants
<ul style="list-style-type: none"> <li>• Completed and signed Residence Life Application and Contract. If the student is a minor, the students' parent must sign the application and all other necessary paperwork requiring a signature.</li> <li>• Criminal background check clearance.</li> <li>• Class schedule (must be full time/12 credit hours)</li> <li>• Verification of funding sources</li> <li>• Security deposit receipt.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed and signed Residence Life Application and Contract. If the student is a minor, the students' parent must sign the application and all other necessary paperwork requiring a signature.</li> <li>• Married students applying for family housing must provide a marriage certificate/license or certified court order of a traditional Navajo wedding, common law marriage or child's birth certificate listing both parents.</li> <li>• Criminal background clearance for all applicable family members.</li> <li>• Class schedule (must be full time/12 credit hours)</li> <li>• Copies of birth certificates for all dependents.</li> <li>• Verification of funding sources</li> <li>• Security deposit receipt.</li> </ul>

All applications will be reviewed and notice of approval given to the student, through email or a written letter. Diné College does not guarantee housing. It is the student's responsibility to keep their address and other pertinent information updated with the Residence Life Office. Failure to do so may result in losing placement for housing.

Priority for housing are as follows;

1. Full time Students
2. Returning students in good academic standing with a 2.00 GPA and no infractions) from previous semester
3. New incoming students



4. Transfer students
5. Distance from the College

A waiting list will be created should the demand be greater than space availability. The waiting list applicant will be notified by telephone and given 2 days to respond before the next applicant in line is notified. If the waiting list applicant does not respond, their application will be moved to the end of the waiting list.

#### Room Assignments:

To avoid overcrowding, the College adheres to the following occupancy standards.

1. Residence Hall rooms are at double occupancy for maximum use of space.
2. 2 bedroom units will not exceed 5 people
3. 3 bedroom units will not exceed 7 people.
4. No more than two children 0-12 years of age are permitted to live with their parent(s) in Juniper Hall.

#### Satisfactory Academic Progress Requirement

1. During the academic year, participants must remain in good standing as defined in the current Diné College catalog. Students must meet these requirements each semester to remain eligible for housing. Students falling below the satisfactory academic progress requirement will be placed on Residence Life probation for the following semester. A second semester of non-satisfactory progress will result in ineligibility to reapply to Residence Life Halls OR eviction from Family housing units.
2. Students with families living in the family housing units, who maintain satisfactory academic progress are eligible to renew their application for the following academic year. They will remain in their assigned unit through the summer provided they are registered for the fall semester, current on their rent, and in good standing.
3. Students with families living in family housing units will be allowed to live in family housing for a maximum of three years for students pursuing an Associate's degree and an additional 3 years for student pursuing a Bachelor's degree. Students must maintain satisfactory academic progress, current on their rent, and in good social standing to remain eligible.

#### Criminal Background Check Clearance:

An applicant and applicable tenants for single and family housing will not be eligible if they are found to have been charged with:

1. violent or sex related crime,
2. domestic violence,
3. any drug offense,
4. furnishing alcohol to a minor,
5. any degree of burglary or robbery,
6. theft while using a firearm,
7. theft in the 1st or 2nd degree or,
8. theft in the 3rd degree more than 2 times

Students who have non-violent or non-sex related crimes older than one year are eligible to appeal to the Vice President of Student Success. Students must use the Appeal Form and submit all supporting documents to the Vice President of Student Success. Appeal forms can be obtained from the Residence Life Office, Spruce Hall.

Students must reapply each semester for housing.





## Residence Life Policies and Procedures

### Section 4.0 Deposit

**Adoption date:** 8/17/2015  
**Effective date:** 8/23/2015

**SUBJECT:** Residence Life

**Applicability:** Residence Life Students

**Reference:** Jeanne Clery Act, Title IX, Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), US Department of Education, American with Disabilities Act (ADA)

### Deposit

Residence Life requires a deposit for Student housing. All deposits are due upon move in.

- a. Student Family Housing Units - A required deposit of \$250.
- b. Residence Life Halls – A required deposit of \$150.

### Types of Security Deposit Refunds

#### Total Refund:

A student will receive their entire Security Deposit refunded if he/she checks out in accordance with the check-out requirements, and leaves a clean, damage-free room/family housing unit.

#### Timeline for Security Deposit Refund:

Refunds will be made thirty (30) days from the date the move-out form is completed and signed by the Student. A refund check will not be issued on the day of move-out.

#### Charges for Damage:


Charges will be assessed against the student for damages occurring during the student's stay in College Housing. This will include charges for repair and replacement of fixtures and furnishings. The security deposit will be applied toward charges and any amount exceeding the security deposit for damages, repair, and replacement charges will be assessed to the student.

#### Forfeiture of Security Deposit:

If a student owes a balance to the College, the deposit will be applied to the balance owed to the College.

#### No Refund:

If a student abandons or damages his/her room/ family housing unit, the Security Deposit will not be refunded. It will be applied to the cost of cleaning, repairing, and sanitizing, the room/ Student Family Housing unit.

	<b>Residence Life Policies and Procedures</b>	<b>Section 5.0</b> Check-In & Check-Out Procedures
		Adoption date: 8/17/2015 Effective date: 8/23/2015
<b>SUBJECT:</b> Residence Life		<b>Applicability:</b> Residence Life Students
<b>Reference:</b> Jeanne Clery Act, Title IX, Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), US Department of Education, American with Disabilities Act (ADA)		

### **Check-In Procedure**

Students accepted for Single College and Juniper Hall housing are required to check in at the Residence Life Office to receive their dorm/room assignment. Check in and room assignments will be completed by the Student Resident Advisor or/Residence Life Staff. Check in for the Student Family Housing Units will be in the central building located in the Southwest Quadrant Family Housing area.

Prior to moving into their housing assignment, students are required to sign a move in inspection form to document the condition of the room/housing unit. A Residence Life staff member or their designee will co-sign the inspection form. The form will be kept in the student's Residence Life file. Students need to be sure to complete this form.

### **Check-Out Procedure**

#### **End of Semester**

Students must move out within 24 hours after taking their last final exam or last day of the semester, whichever comes first. Residence Life staff will review students class schedule and final exam schedule to determine check out dates.

#### **Termination of Contract:**

Student must give Residence Life Manager a written notice before moving out. The student is expected to leave the room/unit in good, clean condition and return all keys when he/she vacates. Diné College is not responsible for any items left in the room/unit. Refunds for rent or meal plans are not given if the resident chooses to vacate prior to the end of the semester. The student will not be refunded any remaining rent. After 30 days, any unclaimed property will be disposed of.

- a. All students must check out with a Residence Life staff member.
- b. Appointments must be made at least 24 hours in advance for End of Semester checkout.
- c. Students must follow the Check Out procedures. Forms are available at the Housing Office.
- d. Failure to move out by the end of semester deadline will result in a \$30 to be charged to the student's account for improper checkout charge and may result in physical removal by Campus Security.
- e. All refunds are processed by the Business Office within 30 days from the date of checkout.
- f. Students are encourage to read the **Refund Policy in the College Catalog.**





## Residence Life Policies and Procedures

**Section 6.0**  
Early Move in/Extended Stay

**Adoption date:** 8/17/2015  
**Effective date:** 8/23/2015

**SUBJECT:** Residence Life

**Applicability:** Residence Life Students

**Reference:** Jeanne Clery Act, Title IX, Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), US Department of Education, American with Disabilities Act (ADA)

### Early Move-In

Students are not allowed to move in earlier than the assigned check-in date set in the College Catalog. Exceptions will only be granted to International Students or families with children enrolled in school based on the School district calendar.

### Extended Stay

Students may not continue to reside in their living space after the semester is over with the exception of:


1. Families with children enrolled in school.
2. Work study students or interns with a written request from their supervisor.
3. Athletes with a written request from their Coach or Athletic Director.

### Approval:

All requests for early move in and extended stays are subject to approval. The student is responsible for the cost of the room.

### Policy Adherence:

Students given the privilege to move onto campus before the established check-in date and/or remain on campus past the established check out dates must not have overnight guests. Students must adhere to the College's zero-tolerance policy and Student Code of Conduct. Any student involved in any violation during the approval period will be required to immediately vacate within 24 hours of being notified in person or in writing, whichever comes first.

	<b>Residence Life Policies and Procedures</b>	<b>Section 7.0</b> Residence Life Closure During Breaks
		<b>Adoption date:</b> 8/17/2015 <b>Effective date:</b> 8/23/2015
<b>SUBJECT:</b> Residence Life		<b>Applicability:</b> Residence Life Students
<b>Reference:</b> Jeanne Clery Act, Title IX, Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), US Department of Education, American with Disabilities Act (ADA)		

Spring Break

Residence Life Halls are closed during Spring Break. The only exception to this policy will be International Students, who are permitted to reside in Residence Life during spring break with the understanding that meal service will not be available.

Christmas Break

All Campus Housing is Closed over Christmas Break. Exceptions to the policy must be approved for the following:

1. Families with children enrolled in school. Extension will be granted according to the School District calendar.
2. Work study students or interns with a written request from their supervisor two weeks in advance of Residence Life Closure.

Summer Break Eligibility:

Summer housing is offered for students working on campus or taking summer courses.

Students must complete the summer housing application in order to reserve summer housing. Student residing in the family housing units may reside on campus provided they meet the eligibility requirements, pay the required rent and are registered for fall semester

Approval:

All requests for extended stays during semester breaks are subject to approval. The student is responsible for the cost of the room.

Policy Adherence:

Students given the privilege to move onto campus before the established check-in date and/or remain on campus past the established check out dates must not have overnight guests. Students must adhere to the College's zero-tolerance policy and Student Code of Conduct. Any student involved in any violation during the approval period will be required to immediately vacate within 24 hours of being notified in person or in writing, whichever comes first.





## Residence Life Policies and Procedures

**Section 8.0**  
Maintenance/Inspections

**Adoption date:** 8/17/2015

**Effective date:** 8/23/2015

**SUBJECT:** Residence Life

**Applicability:** Residence Life Students

**Reference:** Jeanne Clery Act, Title IX, Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), US Department of Education, American with Disabilities Act (ADA)

### Maintenance/Inspections

1. Maintenance inspections and services performed responding to work orders will be performed by the Maintenance Department during regular work hours (i.e., Monday through Friday, 8 a.m. to 5 p.m.) unless it is an emergency.
2. The rooms/housing units will be inspected for safety, sanitation and contract compliance as follows:
  - a. Move-in Inspection will be performed to record any discrepancies when the room/unit is being assigned.
  - b. Monthly Inspection will be conducted during occupancy, the room/housing unit will be inspected for sanitation, health, safety and compliance with the Contract terms.
  - c. Move-out Inspection will occur when the student terminates his/her housing contract. A Residence Life staff will inspect the unit with the student. Any discrepancies found during this Move-Out Inspection will determine the refund status of the security deposit to the student.
  - d. Annual Inspections will be conducted at the end of each Academic Year for all student housing.
3. Inspection Procedure:

Inspections are conducted for cleanliness, to determine if any repairs are needed, and to ensure that the safety and health standards are followed. A Residence Life staff member shall conduct the inspection. An Inspection Form will be used for each inspection. The staff will:

  - a. Give inspection notice to student,
  - b. Knock three times and identify self,
  - c. State the reason(s) for wanting to enter the room/housing unit,
  - d. Ask the occupant(s) to open the door
  - e. When the door is opened, conduct the necessary inspection.
  - f. Student/Family Member will acknowledge the inspection with his/her signature on the Inspection Form.
4. Usage of a Master Key for Inspection:

All rooms/housing units are to be inspected according to the scheduled inspection. The student should not interfere with the inspection process. If the student fails to open the door for the inspection team, a Residence Life staff member will unlock the door with a master key and enter the room/housing unit. The Residence Life staff member (i.e., Inspector) will inspect the room/housing unit and record all necessary findings, and leave the room/housing unit after completing the inspection. It is the responsibility of the inspector to secure the lock on the door. A notice shall be left for the student to see the Residence Life staff member in reference to the inspection.
5. Illegal Property in room/housing units:

If any illegal substances (alcohol, drugs, or weapons) or unauthorized property are found in the Room or/housing unit, the Residence Life staff will notify the security personnel and the Navajo Nation Police.

An Incident Report will be filed and a copy provided to the student. The Student Code of Conduct will be enforced.

6. Inspection Notice:

Students who do not pass their room/unit inspection will be shown the necessary housekeeping skills by Residence Life staff. If the student continues to fail the inspections, the following steps will apply:

- a. Verbal warning
- b. A written warning that becomes part of the student's folder for future Housing reference.
- c. Referral to Residence Life Manager for non-compliance of the Contract Agreement. To further assist the student with housekeeping skill, he/she will be placed on Residence Life probation status.

7. Sanitation:

In the event that a Residence Hall room/housing unit is found to have rodents, reptiles or ectoparasites (i.e...ants, spiders, bed bugs, lice, mice, etc...) the student must report it to the Residence Life Office immediately and follow protocol. Instruction will be provided by the Residence Life office.





## Residence Life Policies and Procedures

**Section 9.0**  
Visitation Hours and Guest Lodging

**Adoption date:** 8/17/2015  
**Effective date:** 8/23/2015

**SUBJECT:** Residence Life

**Applicability:** Residence Life Students

**Reference** Jeanne Clery Act, Title IX, Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), US Department of Education, American with Disabilities Act (ADA)

### **Visitation Hours and Guest Lodging**

1. Visiting Hours:

Visiting hours apply to Residence Hall room and Student Family Housing. These hours will be enforced by Security personnel and Residence Life Staff for the safety and well-being of all residents

Residence visiting hours are:

- a. Residence Halls - Monday-Thursday: 8:00 A.M. to 11:00 P.M. and Friday-Sunday: 8:00 A.M. to 10:00 P.M.
- b. Student Family Housing – Monday – Sunday: 8:00 AM to 9:00 PM

2. Guests:

Guests are any person(s) (including students) who are not approved to reside in College residence. The student assigned to the College residence (host) is responsible for seeing that their guest(s) follow the College policies. The host is responsible for the conduct of their guest(s) while in the College Residences.

- a. Guests are permitted in the Single Housing room only with the consent of the roommate(s). The room door must be kept open when there are guests of the opposite sex in the room for safety reasons.
- b. The College reserves the right to ask a guest to leave at any time.
- c. If an individual who is not assigned to a particular room/housing unit uses the space as if they were living there, or whose presence interferes with another student's ability to study or sleep will be in violation of this policy. Examples include but are not limited to;
  - i. Using a key to enter a room/housing unit they are not assigned to.
  - ii. Store clothing or other personal items in room/housing unit.
  - iii. Staying overnight in the room/unit on a regular basis.
  - iv. Using the bathroom or shower as if they lived there.
  - v. Lending keys to a guest or any other student is prohibited.

3. Previous residents who have been evicted from student housing for violation of residence hall policies are not allowed as guests/visitors in the residence halls or Student Family Housing.

**Repeated violations of visiting hours and guest requirements will result in eviction from College Residence.**





## Residence Life Policies and Procedures

### Section 10.0 Residence Life Student Responsibilities

Adoption date: 8/17/2015  
Effective date: 8/23/2015

**SUBJECT:** Residence Life

**Applicability:** Residence Life Students

**Reference:** Jeanne Clery Act, Title IX, Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), US Department of Education, American with Disabilities Act (ADA)

### Residence Life Student Responsibilities

Residence Life students shall respect the property and rights of each other while co-existing in the Residence Life Halls and Student Family Housing. Rules apply to all students living in Residence Life area, whether assigned to Residence Life Halls or Student Family Housing units.

1. It is also the resident's responsibility to:
  - a. Consider the needs of other residents,
  - b. Keep his/her room, bathroom, and common areas clean.
  - c. Communicate with other residents and staff members.
  - d. Let other residents know when they are disruptive.
  - e. Support campus and individual safety.
  - f. Attend all MANDATORY dorm meetings to receive information and updates that contribute to a safe living environment.
  - g. Accept responsibility for one's behavior at all times, and
  - h. Respect the rights of other individuals.
  
2. Resident Bill of Rights: Every resident shall have the right to:
  - a. Be respected and treated as an individual.
  - b. Read and study free from excessive interference in one's room.
  - c. Sleep without disturbance from noise, roommate's guests, etc.
  - d. Have his/her personal belongings respected.
  - e. A clean environment in which to live,
  - f. Free access to one's room and facility,
  - g. Privacy,
  - h. A fair grievance procedure as stated in the college catalog.
  - i. Residence Life Staff that is available to assist in settling conflicts.
  - j. A commitment to honor agreed upon payment procedures.
  
3. Misconduct: Residents will be immediately evicted for any and all violent behavior.
  - a. A student, who engages in any conduct prohibited under Navajo Nation, Federal laws, the Student Code of Conduct and/or Diné College Policies will be reported to Campus Security and Residence Life staff. The Residence Life Manager will review the details of the misconduct, and determine the procedure for disciplinary action. The procedure will be explained to the student including all possible consequences. All disciplinary actions will be enforced.
  - b. Prohibited Conduct in Residence Life Area: To enforce the policies of Diné College, the laws of the Navajo Nation, and applicable laws of the United States, the following conduct is strictly prohibited:
    - i. Use of, or possession of or being under the influence of alcoholic beverages, illegal drugs and mind-altering substances (Drug-Free Policy)
    - ii. Interfering with Diné College staff or authorized agent in fulfilling their duties
    - iii. Intimidation or threats (verbal or physical)
    - iv. Battery and/or assault
    - v. Possession/use of weapons




- vi. Robbery, theft, or fraud
  - vii. Sexual harassment / assault
  - viii. Harboring criminals
  - ix. Bullying, cyber-bullying, intimidation, threats, or other acts of violence will not be tolerated.
4. **Complaints:**  
All Complaints will be given in writing and signed by the student. The Residence Life staff will work with the student to address the issue(s). All information will be kept confidential.
5. **Maintenance and Repairs:**  
All items requiring repairs must be reported to a Student Resident Advisor or Residence Life staff. Staff will submit work orders for repairs. Any repair requests, that is not approved will be charged to the student submitting the request and if the damages are determined to be intentional.
6. **Pets:**  
No pets of any kind are allowed within the Residence Life area, including Residence Life Halls and Student Family Housing premises, with the exception of service animal certified for disability reasons. "The College acknowledges the American with Disability Act and the U.S. Department of Housing and Urban Development's Fair Housing Act, where applicable to provide accommodations based on a student's documented disability. The College's goal is to make all materials and facilities and services accessible." Student must provide all documentation prior to approval.
7. **Keys:**  
Residence Life room keys are the responsibility of the resident and are not permitted to be copied, loaned, or left unattended. Residents allowing non-residents use of their keys will be evicted. This is considered a serious safety violation that jeopardizes the safety of residents and their personal property. A student is issued one key upon check-in.
- a. Residence Life staff must be informed immediately if a resident loses his/her key(s).
  - b. The student will pay the lost key fee at the Business Office, located on the 6<sup>th</sup> floor of Ned Hatathlie Building, and, if necessary, will be charged for changing the locks.
  - c. Diné College is not responsible for any lost or stolen personal property.
8. **Mail Services:**  
A Post Office is located on campus. Students are responsible for checking their mail at the Post Office. Packages and mail can be sent to:
- (Student's Name)
  - Diné College
  - Residence Life
  - One Circle Drive
  - Tsaile, AZ 86556
9. **Loud Noise/Music:**  
Music shall be controlled and limited to the assigned room/housing unit only. Consideration and respect must be given at all times to other residents who wish to study or sleep. If a student repeatedly violates this policy, the music system shall be removed from the room/housing unit and stored until the can take it home. This policy also refers to loud music from vehicles in the parking lot.
10. **Furniture:**  
Beds, desks, drawers, and chairs are provided for student use. If the student damages the furniture he/she will be charged for replacement or repair costs.
11. **Décor:**  
Any décor items that may damage walls, paint, doors or blinds are permitted. This includes but not limited to the following: darts, wallpaper, paint, tacks, nails, and strong adhesives. Any posters or signs that are obviously intended to be pornographic, obscene or offensive are not permitted. Paint or markers on walls or windows are not allowed.



12. **Parking Lot:**  
Every student, who brings a vehicle to Diné College, shall provide the information as required in the Housing Contract Agreement and register the vehicle with purchase Campus Security Office. There is a two vehicle limit per family for the Student Family Housing parking lot. Both vehicles must be registered. Diné College is not responsible for any damages, theft, or liability of the vehicles parked on campus.
13. **Handicap Parking Lot:**  
The Handicap parking spaces are designated for individuals with disability (handicap placard must be displayed as required by law).
14. **Bicycles/Skateboards/ Roller Skates/Blades**  
Students may bring their bicycles but must be kept in the student's room with their roommate approval. For safety reasons bicycles may not be kept in the hallways or other common areas in the College residence. Students are responsible for securing their bicycle(s) while on campus at all times. Diné College is not responsible for any stolen or damaged bicycles. Bicycles, roller skates/blades and skateboards may not be used inside the College residence. Motorcycles, mopeds, or other vehicles must be kept in the designated parking lots.
15. **Inoperable (broken) vehicle:**  
Non-working/non-running vehicle are not permitted on campus and will be reported to Campus Security. The vehicle will be towed away after five days (5) from the date the Incident Report. Students will be responsible for all towing fines and fees. Diné College is not responsible for any damage to the vehicle.
16. **Trash Dumpsters:**  
All student tenants are responsible for properly disposing of their own trash in the trash dumpsters closest to their residence unit. Plastic bags must be used to when disposing trash into dumpsters. No oil, chemicals, or large broken furniture should be put into the dumpsters.
17. **Laundry:**  
Coin operated washers and dryers are available in the College residence for student use only. Students are responsible for all the laundry supplies. Diné College is not responsible for lost or stolen items.
18. **Housekeeping:**  
Custodial services are not provided in the College Residence. It is the responsibility of all students assigned to the building/housing unit to maintain a clean, safe, and healthy environment. Students are responsible for providing their own cleaning supplies. Failure to maintain clean rooms/housing units and common areas may result in safety or sanitation problems.
19. **Smoking**  
Smoking and use of tobacco products are not allowed in the College residence room or housing units. Smoking is not allowed within 25ft of any building on campus.
20. **Windows:**  
Residence Life building windows are NOT to be as an entrance or exit to a building except in an emergency. Any student caught doing so will be reported to the Residence Life Office, and appropriate sanctions of Student Code of Conduct will be applied and enforced.
21. **Screens**  
Except in an emergency, screens are not to be removed from the windows for any reason. Damage occurring from removal will result in a charge assessed to the student to replace the screens.
22. **Yard Maintenance:**  
Students living in the Student Family Housing Units are responsible for maintaining the front and back yards of the housing unit. The yard should be kept clean and clear of weeds. The housing unit porch must



be kept in an orderly manner and not be cluttered with personal property. Sidewalks are to be kept clear and not be blocked by bikes, toys, lawn furniture and etc.

	<h2 style="margin: 0;">Residence Life Policies and Procedures</h2>	<b>Section 11.0</b> Roommates
		<b>Adoption date:</b> 8/17/2015 <b>Effective date:</b> 8/23/2015
<b>SUBJECT:</b> Residence Life		<b>Applicability:</b> Residence Life Students
<b>Reference:</b> Jeanne Clery Act, Title IX, Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), US Department of Education, American with Disabilities Act (ADA)		

### Roommates

Room assignments will be made at the discretion of the Residence Life Manager. As a courtesy, Residence Life Staff will attempt to notify residents at least 24 hours prior to a new roommate moving in. If the resident is not available, the Manager reserves the right to move in the new resident without the discretion/notification of the resident. The resident will not be notified if a new suitemate moves in.

### Roommate requests

Residents may request a specific roommate, and the Residence Life Manager will make every effort to honor these requests. However, all final decisions regarding placement will be at the discretion of the Residence Life Manager.

### Room Transfers

Granting of requests for room transfers will be at the discretion of the Residence Life Manager. Additionally, the Manager reserves the right to require room transfers to ensure a safe, healthy living environment for all residents to efficiently manage the Residence Life Halls/Student Family Housing.

### Room Freeze Period

The Room Freeze period will be in effect during the first 3 weeks of the student's housing contract. During this period, the student is required to stay with their assigned room and with assigned roommate. After the Room Freeze Period concludes, residents may make requests for a room change. All requests must be made in writing. The Residence Life Manager will make every effort to accommodate individual requests but cannot guarantee them.

### Single Room Requests:

Requests for Single Room Occupancy will be reviewed on a case by case basis. Single Room requests are available to junior/senior students with a CGPA of 3.5 and non-traditional students who are 40 years of age or older. Single room requests will only be honored if room vacancies are available.





## Residence Life Policies and Procedures

### Section 12.0

Parents with Children Living in  
Residence Life

**Adoption date:** 8/17/2015

**Effective date:** 8/23/2015

**SUBJECT:** Residence Life

**Applicability:** Residence Life Parents

**Reference:** Jeanne Clery Act, Title IX, Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), US Department of Education, American with Disabilities Act (ADA)

### Parents with Children Living in Residence Life

Parents residing in College housing are responsible for the behavior and supervision of their children at all times. All students and their families must comply with the Navajo Nation curfew law while residing on Diné College Campus.

1. Children in Residence Life
  - a. Diné College cannot assume responsibility or liability for the safety of children beyond reasonable expectations. Any resident is expected to report unattended children to the Residence Life staff or Campus Security immediately.
2. Parent Responsibilities
  - a. Parents are expected to maintain a clean and safe environment for their children while residing in Residence Life housing facilities. It is the responsibility of the parent to ensure that their child or children is taken care of at all times. Parents are responsible for any damage or disturbance caused by their child or children.
3. Supervision of the Child/Children
  - a. Parents are not allowed to leave children under 12 unattended in the Residence Life housing facilities at any time.
  - b. Children under 12 years old are not permitted to provide direct supervision for children under 6 years of age.
  - c. If children under 12 years of age are found without proper parental supervision and the parent or caregiver cannot be located, Campus Security will be contacted. In addition, the Navajo Nation Police Department and Social Services may be contacted.
  - d. An adult must supervise children while playing on the playground area.
  - e. Children are to be in their assigned dorm/units by 8:00 pm.
4. Care of the Child
  - a. Parents are expected to provide the Residence Life Staff with the proper information/documentation for the needs of their child in case of an emergency.
  - b. Parents are responsible for ensuring appropriate care for children who are sick or have medical/therapeutic needs.
  - c. Parents have a responsibility to work closely with the Navajo Nation Childcare services and/or the child's school for the safety and welfare of the child. It is the responsibility of the parent to keep the Child Care Center and schools informed about the matters involving your child.
  - d. Parents are expected to clean up after their children.
5. Other Rules and Responsibilities
  - a. Children are not permitted to use the public computers in Residence Life computer labs.



- b. Any custody requirements or disputes should be brought to the attention of the Residence Life Manager and Campus Security and appropriate documentation must be on file.
- c. Parents may request that their children be assigned an exterior door key, but final determination of issuance of any keys is at the discretion of the Residence Life Manager.
- d. Children are not to be disruptive to the learning environment of the residents.

6. Child Abuse and Neglect

- a. Residence Life staff are required to call the necessary authorities if they suspect or witness child abuse or neglect. Residents will be evicted from Residence Life immediately if charged with child abuse. Residents will be evicted from Residence Life immediately if child abuse or neglect is witnessed.



## Residence Life Policies and Procedures

**Section 13.0**  
Violations

**Adoption date:** 8/17/2015  
**Effective date:** 8/23/2015

**SUBJECT:** Residence Life

**Applicability:** Residence Life Students

**Reference:** Jeanne Clery Act, Title IX, Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), US Department of Education, American with Disabilities Act (ADA)

### Violations

Diné College is committed to keeping the Residence Life Housing areas drug and alcohol free. Campus Security will be called for any drug, alcohol or violence violations. Self-disclosure of violence, alcohol or illegal drug use/possession in the Residence Life areas constitutes evidence of violating these policies. This includes but is not limited to: posting information or photos/videos on Facebook or other social networking sites or in the rooms or common areas of the Residence Life Halls, or disclosing information to any Diné College employee. Diné College reserves the right to evict for violations, depending upon the severity. Continued violations of any kind may result in eviction at the discretion of the Residence Life Manager.

#### Three-Tier System

Students documented for policy violations on campus will be referred and accountable to a three-tiered system.

Example- a student arrested for PI (Public Intoxication). The Student will be accountable to:

1. Residence Life
2. Campus Security
3. VP of Student Success

NOTE: students removed from housing for violations of the Student Code of Conduct (including alcohol and drug violations) are not eligible for any refund of room and board payments and can be held financially responsible for the terms of the Contract Agreement.

Behaviors or activities that threaten or endanger the individual or other residents, such as possession of weapons, use of drugs, verbal and/or physical assault will result in immediate eviction from the Residence Life Halls/Student Family Housing.





## Residence Life Policies and Procedures

**Section 14.0**  
Parental Notification

**Adoption date:** 8/17/2015  
**Effective date:** 8/23/2015

**SUBJECT:** Residence Life

**Applicability:** Residence Life Students  
(Parents)

**Reference:** Jeanne Clery Act, Title IX, Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), US Department of Education, American with Disabilities Act (ADA)

### Parental Notification

Parents or legal guardians of dependent students (as defined under Section 99.31 (a) (8) of the Family Educational Rights and Privacy Act of 1974) may be notified for violation of the alcohol and drug policy.

#### 1. Alcohol


- a. Alcohol is strictly prohibited within Residence Life and on Campus. Any student caught using or in possession of alcohol in Residence Life or its premises will be evicted immediately. Residence Life Staff reserve the right to enter the room/units without student permission if they suspect alcohol use/possession. Campus Security will be called immediately.
- b. It is unlawful for anyone under the age of 21 to acquire, have in his/her possession or consume any alcoholic beverage. Residence Life staff will call Campus Security when a minor is found to be intoxicated or in possession in Residence Life housing area. This includes, but is not limited to “minor in possession by consumption” as well as “residual amounts of alcohol in an unmarked container”. It is unlawful for anyone to purchase, provide or sell alcohol to minors. Providing or selling alcohol in Residence Life will be cause for immediate eviction.
- c. If a resident of legal drinking age has returned to campus intoxicated Campus Security will be called immediately. This will result in a disciplinary action, including possible eviction.
- d. Residents are responsible for any guest that they bring to Residence Life. If a guest is in violation of alcohol policies, Campus Security will be called, the guest will be removed, and the resident will be required to meet with the Residence Life Manager. Depending on the severity of the disturbance/violation, Diné College reserves the right to evict immediately.
- e. Guests found in violation of the alcohol policy will not be allowed to return as a guest to Residence Life. Guests found in violation of the policy may not be allowed to become a resident at any Diné College housing facility.
- f. All alcoholic beverages will be immediately confiscated by the Residence Life Staff or Campus Security.
- g. Posters and other items advertising alcohol are prohibited in Residence Life. This includes posters, banners and lighted signs, etc.
- h. Residents, who are in violation of the alcohol policy in Residence Life will forfeit their damage deposit and may be fined additional charges for cleaning, damages, etc.

#### 2. Illegal Drugs

- a. Illegal drugs are strictly prohibited within Diné College Residence Life and on Campus. Any student caught using or in possession of illegal drugs in Residence Life or on campus will be evicted immediately without the option for re-admittance.
- b. Residence Life Staff reserve the right to enter the room/units without permission if they suspect illegal drug use/possession. Campus Security will be called immediately and a supervised search of the dorm room/unit will be conducted with assistance from the Residence Life staff.
- c. It is unlawful for anyone to use, purchase, provide or sell illegal drugs. Using, purchasing, providing, housing or selling illegal drugs in Residence Life will be cause for immediate eviction and Campus Security will be called immediately.

- d. Residents are responsible for any guest that they bring to Residence Life. If a guest is in violation of illegal drug policies, Campus Security will be called, the guest will be removed, and the resident will be required to meet with the Residence Life Manager. Depending on the severity of the disturbance/violation, Diné College reserves the right to evict immediately.
- e. Guests found in violation of the drug policy will not be allowed to return as a guest to Residence Life. Guests found in violation of the policy will not be allowed to become a resident at any Diné College housing facility.
- f. Posters and other items advertising drugs are prohibited in the public areas of Residence Life. This includes posters, banners and lighted signs visible in the resident's window.
- g. Residents who are evicted from Residence Life for violating any illegal drug policy will not be allowed to return to Residence Life as a guest of other residents. Campus Security will be called immediately if the evictee is found on the premises.
- h. Diné College reserves the right to bring a K9 unit to Residence Life for inspection upon the determination of Campus Security and Navajo Nation Police Department.
- i. Residents who are in violation of the illegal drug policy in Residence Life will also forfeit their damage deposit and may be fined additional charges for cleaning, damages, etc.



	<b>Residence Life Policies and Procedures</b>	<b>Section 15.0</b> Safety and Security
		<b>Adoption date:</b> 8/17/2015 <b>Effective date:</b> 8/23/2015
<b>SUBJECT:</b> Residence Life		<b>Applicability:</b> Residence Life Students
<b>Reference:</b> Jeanne Clery Act, Title IX, Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), US Department of Education, American with Disabilities Act (ADA)		

### Safety and Security

Diné College is committed to ensuring the safety and security of all students, faculty and staff. Students, faculty, and staff are expected to obey all Tribal, State and Federal laws, and the policies of Diné College. Diné College Residence Life does not have medical staff available and the Residence Life staff will not be held responsible for ensuring that residents take required medicine prescribed by doctors for their individual health needs.

#### Security Policies

1. To ensure the safety of residents and their belongings, residents should keep their room and bathroom doors locked.
2. Diné College holds no responsibility for any items that are lost or stolen from individual student rooms.
3. Residents are not permitted to prop open the exterior door of College residences.
4. Residents are not permitted to give or loan their keys to anyone.
5. Residents may not allow entrance to any unknown persons. The resident will be held responsible for any damage or disturbance caused by anyone he/she has allowed to enter the building.
6. Any residents with a no contact or restraining order must give a copy of the order to the Residence Life Manager and to Campus Security to assist in avoiding a breach of the order.

#### Emergency Procedures

1. Whenever possible the college will coordinate with tribal, state, and federal agencies, etc. to allocate facilities, equipment, and personnel to assist with a crisis on campus involving college students, personnel or visitors. Residents will follow the directions of any college employee in an emergency situation. Failure to comply may result in eviction from Residence Life.
2. If there is an emergency, accident or injury; dial 6911 immediately and give the dispatcher the following information:
  - a. Your Name
  - b. Location: One Circle Drive, Diné College Residence Life, Building/Room/Unit number.
  - c. Type of emergency.
  - d. Any other important information.
  - e. Contact Residence Life staff on duty immediately after calling 6911.

#### Illegal Entry

1. Entering any Diné College area without permission of the authorized user is a violation and may result in eviction. These areas include but are not limited to: employee office, resident room, or storage facility.

#### Vandalism

1. Destruction or defacing of public or private property is prohibited. All individuals in Residence Life are responsible for the care of the common area, entry ways, kitchens, laundry room, and furniture located in these areas.

#### Violence (physical violence, verbal assault, harassment, intimidation)



1. Physical assaults in Residence Life will not be tolerated. Staff will call Campus Security if a physical altercation occurs in the Residence Life area. This will result in a disciplinary action, including possible eviction for all parties involved regardless of who initiates the physical altercation.
2. Verbal assaults/harassment/intimidation in Residence Life will not be tolerated.
  - a. First Offense - Meet with the Residence Life Manager and follow through with all requests in order to maintain resident status. Diné College reserves the right to evict immediately depending on the severity of the offense.
  - b. Second Offense - Eviction from Residence Life without the option for re-admittance. Violence will not be tolerated in Residence Life halls/units.
3. Cyber bullying, cyber stalking or any other media-based violence is also considered a violation of these policies and will not be tolerated.
  - a. First Offense - Meet with the Residence Life Manager and follow through with all requests in order to maintain resident status. Diné College reserves the right to evict immediately depending on the severity of the offense.
  - b. Second Offense - Eviction from Residence Life without the option for re-admittance.
4. Residents are responsible for any guest that they bring to the Residence Life halls/units. If a guest is in violation of violence policies, Campus Security will be called, the guest will be removed, and the resident will be required to meet with the Residence Life Manager. Depending on the severity of the disturbance/violation, Diné College reserves the right to evict immediately.
  - a. Guests found in violation of the violence policy will not be allowed to return as a guest to the Residence Life halls/units. Guests found in violation of the policy will not be allowed to become a resident at any Diné College housing facility.
  - b. Residents who are evicted from Residence Life for violating any violence policy will not be allowed to return to Residence Life as a guest of other residents. Campus Security will be called immediately if the evictee is found on the premises.
  - c. Residents who are in violation of the violence policy in Residence Life will also forfeit their damage deposit and may be fined additional charges for cleaning, damages, etc.

#### Sexual Misconduct

- a. Diné College is committed to providing an environment, in which one can live, sleep and study free from sexual harassment, sexual exploitation and sexual assault. Individuals who engage in these types of behaviors will be evicted from Residence Life immediately and may be subject to criminal charges.
- b. Limitations of Confidentiality
  - \* If a person has been assaulted, harassed, exploited or victimized in any way, Diné College encourages the incident to be reported to any staff member that a student may feel safe with. Campus Security and the Counselor will be called and a report made by the staff member. If the offended party would like to remain anonymous, no further action will be taken. However, other information told in the course of the report, including incident locations, identities of perpetrator(s) or witnesses, and other relevant facts may be divulged in the report.
- c. Options for Victims of Crime
  - i. There is a 72-hour time requirement for a PERK (Physical Evidence Recovery Kit) or rape kit. If a survivor would like someone to accompany them they can either ask the staff person they have reported the incident to or Campus Security to accompany them to the hospital. Anything with evidence on it (ex. clothing, etc.) must be collected in a clean PAPER bag.
    - (1) Reporting can be done through any faculty or staff member or Campus Security.
    - (2) Reporting can be done through any counselor, friend, family member or clergy. Campus officials will be notified in order to ensure that all other students are warned and protected.
    - (3) Campus officials should still be notified in order to ensure that all other students are warned and protected.
    - (4) Reporting can be done through the Navajo Nation Police Department by calling 6911. Campus officials should still be notified in order to ensure that all other students are warned and protected.
- d. Any consensual (and legally able to consent) sexual acts in Residence Life that interfere with other resident's rights will be cause for disciplinary action.
  - i. First Offense - Meet with the Residence Life Manager and follow through with all requests in order to maintain resident status. Diné College reserves the right to evict immediately depending on the severity of the offense.



- ii. Second Offense - Eviction from Residence Life without the option for re-admittance. Sexual Misconduct will not be tolerated in the Residence Life Housing facilities.
- e. Voyeurism
  - i. Voyeurism is defined as spying on people engaged in intimate behaviors, such as undressing, sexual activity, or other activity usually considered to be of a private nature. Individuals who engage in voyeuristic behaviors will be evicted from Residence Life immediately and may be subject to criminal charges.

#### Smoking and Chewing Tobacco

- a. Smoking is not permitted inside the Residence Life halls/units, or within 25 feet of any building. Smoking is allowed only in designated areas. Smoking inside Residence Life will result in forfeiture of damage deposit. Chewing tobacco usage is strictly prohibited.

#### Open Flame Products or Incense

- a. Because of a potential fire hazard, open flame products and incense are not allowed in the Residence Life rooms or halls/units. This includes but is not limited to: candles, oil lamps, and unauthorized cooking appliances.

#### Quiet Hours

- a. Residents are expected to exercise good judgment and consideration in maintaining a learning environment. Noise that disturbs other residents shall not be allowed. Any requests to reduce noise levels must be honored. Contact Residence Life Staff as needed if noise issues continue.
- b. Quiet hours
  - i. Quiet Hours: Monday through Sunday, from 9:00 p.m. to 8:00 am, Quiet hours apply to all Residence Life housing areas.
- c. Music & Televisions
  - i. Stereos, radios, and televisions should be kept at volumes that cannot be heard outside the resident's room. The use of headphones for stereo equipment is recommended. Stereo speakers are not allowed in windows. If volume levels become excessive, the resident may be required to remove the equipment from the Residence Life area.

#### Firearms & Weapons

- a. Possession of firearms or other weapons in Residence Life will result in immediate eviction, with no option for re-admittance.

#### Sanctions

- a. Depending on the severity of the violation residents may be evicted immediately from Residence Life. Violations will be delivered in writing and kept in the student's permanent file. If a resident commits a crime, Campus Security will be called. Continued violations of any kind may result in eviction at the discretion of the Residence Life Manager.

#### Appeal Process

- a. Residents wishing to appeal a Residence Life sanction must provide in writing using the Appeal form within 5 days of the violation notice:
  - i. A copy of the written violation/sanction from Residence Life.
  - ii. Why the resident is submitting an appeal.
    - (1) An incorrect decision was made
    - (2) The sanction is unfair or disproportional
  - iii. Any supporting documentation,
  - iv. Completed FERPA waiver if the resident wishes for Diné College staff to discuss the case with a third party.
  - v. Residents will be notified of the result of their appeal in writing within 5 days.
  - vi. Determinations of the VP of Student Success are final. Students who are sanctioned an eviction are not permitted to stay in Residence Life housing facilities while awaiting the determination of their appeal.





## Residence Life Policies and Procedures

Section 16.0  
Missing Student Notification

Adoption date: 8/17/2015  
Effective date: 8/23/2015

**SUBJECT:** Residence Life

**Applicability:** Residence Life Students

**Reference:** Jeanne Clery Act, Title IX, Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), US Department of Education, American with Disabilities Act (ADA)

### Missing Student Notification

A resident is “determined to be missing” when a missing person report investigation concludes that the student has been absent from the College for a period of 72 hours or longer without any known reason. The Residence Life Manager in conjunction with the VP of Student Success, or designee, and Campus Security will make the official determination of whether a student is deemed missing. The Manager or Residence Life staff should be notified of any planned absences from Residence Life for any period of time longer than 72 hrs.

Amber Alert - For children (17 years of age and younger) the time period changes to 24 hours.

### Procedure for Determination of Missing Student

Any concerned person who has information that a resident may be a missing student must notify the Residence Life Staff as soon as possible so that an official determination may be made about whether or not the student is missing. The Residence Life Manager will follow the procedures for notifying Campus Security. Campus Security will follow procedures in notifying the Navajo Nation Police Department. The Residence Life Manager will assist external authorities with these investigations as requested.

1. The Residence Life staff will gather all essential information about the resident from the reporting person and from the resident’s acquaintances.
2. The Residence Life Manager and other appropriate campus staff will be notified to aid in the search for the student.
3. If the above actions are unsuccessful in determining the location of the student within the last 72 hours, or it is apparent immediately that the student is a missing person (e.g. witnessed abduction) the student will be determined a missing student.

### Procedure for Official Notification for Missing Students

Once a student is determined to be missing:

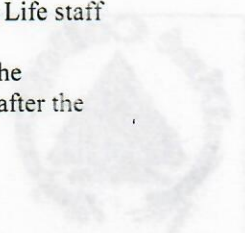
1. The Residence Life Manager or designee will notify the confidential emergency contact; and the Residence Life Manager or designee will notify Campus Security for assistance.
2. In addition, the administration of the College reserves the right to notify the parents of a student of any age if he/she has been determined to be missing, regardless of whether the parent is listed as an emergency contact. The FERPA health and safety exception fully permits this.


Procedure for Designation of Confidential Emergency Contact Information:

1. All residents have the opportunity to identify an individual or individuals to be contacted by the Residence Life Manager or designee at such time that the resident is determined to be missing in accordance with the procedures set forth above.
  - a. Residents must register their designated contact person on their application or they may submit a contact in writing to Residence Life staff.
    - i. A designation will remain in effect in the resident file until changed or revoked by the student.



- b. This information is maintained confidentially and will be available only to Residence Life staff and local law enforcement if needed.
- c. For non-emancipated residents under the age of 18, the College is required to notify the emergency contact as well as the custodial parent or guardian no more than 24 hours after the resident is determined to be missing.



	<b>Residence Life Policies and Procedures</b>	<b>Section 17.0</b> Fire Safety and Procedures
		<b>Adoption date:</b> 8/17/2015 <b>Effective date:</b> 8/23/2015
<b>SUBJECT:</b> Residence Life		<b>Applicability:</b> Residence Life Students
<b>Reference:</b> Jeanne Clery Act, Title IX, Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), US Department of Education, American with Disabilities Act (ADA)		

**Fire Safety and Procedures**

In case of fire, residents should NEVER re-enter a burning building to save personal possessions. The designated evacuation location is the parking lot of the Residence Life Halls and at the central courtyard of Diné College (between the Library and GCB) for Student Family Housing residents.

1. In the Event of a Fire
  - a. Upon discovery or suspicion of a fire residents should:
    - i. Pull the nearest fire alarm
    - ii. Exit the building
    - iii. Attempt to warn others while exiting
  - b. Regroup in the Residence Life parking area if safe or at the central courtyard of Diné College (between the Library and GCB) for Student Family Housing residents
  - c. Contact Residence Life staff once in a safe location.

For the protection of students, all rooms/building/units are equipped with safety equipment.

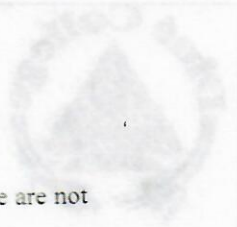
1. Smoke Detector:
  - a. No person or student shall tamper with the smoke detector. If the equipment is malfunctioning, a work-order shall be submitted for immediate repair(s). The occupants of the room/unit will be charged for any replacement or damages and possibly fined if there is evidence of tampering with the equipment. The appropriate authorities will be notified of any tribal or federal violations.
2. Fire Extinguishers:
  - a. All Residence Halls and Student Family Housing units are equipped with Fire Extinguishers. Students will be charged for any replacement or damages if there is evidence of tampering with the equipment. The equipment shall be tested and inspected during the routine inspection of the units. Extra extinguishes shall be available in the event the original equipment becomes inoperable. No building or units shall be without a Fire Extinguisher at any time.
3. Fire Drills:
  - a. Fire Drills will be conducted within the Residence Life Halls and Student Family Housing for residents every semester/session.
4. Fire Escape Plans:
  - a. In all the Residence Life Hall rooms and Student Family Housing units, Fire Escape plans shall be posted for the safety of the residents.

For safety reasons, violations of any of the policies below will result in disciplinary action and criminal charges.

1. A resident may not set off a fire alarm or use any fire-safety equipment, except with reasonable belief of the need for the alarm or equipment.
2. A resident may not tamper with, disable, or obstruct any fire-safety equipment, including smoke detectors, fire extinguishers and cases and fire sprinklers.




3. Intentional misuse of fire safety equipment is prohibited.
4. Residents must promptly vacate Residence halls when a fire alarm is sounded.
5. Purposely setting fire to college property is prohibited.
6. Candles, incense, kerosene lamps or other similar items are not allowed in Residence Halls.



**Explosives**

1. Firecrackers, fireworks, explosives, flammable chemicals/materials, or pyrotechnics of any nature are not permitted. In addition, propane tanks and car batteries are also restricted.

	<p style="text-align: center;"><b>Residence Life Policies and Procedures</b></p>	<p><b>Section 18.0</b> Personal Property Insurance</p>
		<p>Adoption date: 8/17/2015 Effective date: 8/23/2015</p>
<p><b>SUBJECT:</b> Residence Life</p>		<p><b>Applicability:</b> Residence Life Students</p>
<p><b>Reference:</b> Jeanne Clery Act, Title IX, Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), US Department of Education, American with Disabilities Act (ADA)</p>		

**Personal Property Insurance**

Diné College is not responsible for lost, damaged or stolen items. Students are advised to purchase their own personal property insurance.





## Residence Life Policies and Procedures

Section 19.0  
Internet Usage

Adoption date: 8/17/2015  
Effective date: 8/23/2015


**SUBJECT:** Residence Life

**Applicability:** Residence Life Students

**Reference:** Jeanne Clery Act, Title IX, Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), US Department of Education, American with Disabilities Act (ADA)

### Internet Usage


The student is responsible for the proper use of the services provided. Unlawful downloading and illegal activity are monitored and will result in termination of services.

	<b>Residence Life Policies and Procedures</b>	<b>Section 20.0</b> Termination and Eviction Procedure
		<b>Adoption date:</b> 8/17/2015 <b>Effective date:</b> 8/23/2015
<b>SUBJECT:</b> Residence Life		<b>Applicability:</b> Residence Life Students
<b>Reference:</b> Jeanne Clery Act, Title IX, Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), US Department of Education, American with Disabilities Act (ADA)		

### Termination and Eviction Procedure

1. Termination and Eviction: Student will be served an eviction letter when a violation or crime has occurred along with all necessary and important identification information of the student, no later than forty-eight hours following the violation. Residence Life staff or authorized agent of the college shall serve the student with an eviction letter. The letter shall include the following:
  - a. Statement of the specific violations of Diné College policies.
  - b. Specific date and time when the students must check out of Residence Life.
  - c. Statement that the student has a right to appeal to the Vice President of Student Success. Supporting documents will be provided to the Vice President of Student Success for appropriate decision.
2. The following violations will result in an eviction letter:
  - a. Any violation for which eviction is sanctioned (see "Violations"). Engagement by the student, any member of the student's dependent(s) or visitor(s), in a criminal activity that threatens the health & safety of the residents or employees of Diné College.
  - b. False or misleading information on your housing application
  - c. Failure to pay the costs associated with on-campus housing
  - d. Continued violations of any kind
  - e. Abandonment of Apartment:
    - i. Abandonment exists when the tenant has not occupied the assigned apartment/family housing for fifteen (15) consecutive days without notification to the Residence Life Office.
  - f. Failure to maintain satisfactory academic progress for two consecutive quarters
  - g. Course Load Requirement – students who fall below the course load requirement including, but not limited to, dismissed or withdrawn students, are subject to immediate removal from Diné College Residence Life. The following process will take place.
    - i. Residence Life Manager will contact the student's advisor to verify enrollment status.
    - ii. Residence Life staff will notify the student and meet with the student about enrollment status.
    - iii. The student will be given an eviction letter and given two business days to complete the check-out procedure.
    - iv. Residence Life staff will be notified of the eviction letter and the Student Resident Advisor will be notified.
    - v. Students below the credit hour requirement may appeal to the Vice President of Student Success, however, approval is not guaranteed. It will be a case by case review of, and including but not limited to, grades, class attendance, class participation, social standing, and extenuating circumstances.



	<b>Residence Life Policies and Procedures</b>	<b>Section 21.0 Amendment/Waiver</b>
		<b>Adoption date: 8/17/2015 Effective date: 8/23/2015</b>
<b>SUBJECT: Residence Life</b>		<b>Applicability: Residence Life Students</b>
<b>Reference: Jeanne Clery Act, Title IX, Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), US Department of Education, American with Disabilities Act (ADA)</b>		

**Amendment/Waiver**

Diné College reserves the right to amend any part(s) of these policies.