Fond du Lac Tribal and Community College

Residential Life Policy & Procedures Manual
Academic Year 2026 – 2027

Fond du Lac Tribal and Community College

Residential Life Office, 2101 14th St., Cloquet, MN 55720, (218)879-0800

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DP 1.0 Mission: Our mission is to provide at a reasonable cost a quality environment for our occupants that will enhance their educational, social, and personal growth at the same time allowing them to benefit from a dynamic and diverse college setting right at their doorstep. Student housing facilities are designed for the individual student to enjoy a safe and comfortable home while living on campus.

DP 1.1 Welcome: This Housing Handbook is a guide to community living and contains general information concerning daily life in the residence halls. Additional specific information will be posted on housing bulletin boards, in assigned mailboxes, and in the form of flyers that may be handed out individually to each student. You will be accountable for this information just as you are for contents of this housing handbook.

Respect where you live and remember that you are sharing this space with others. Do your part to keep the residence facilities safe and clean. Be mindful of behavior that may disturb others you share the building with. Respect each other's privacy, be tolerant of one another, and be courteous when addressing problems. Following these simple ground rules will help assure a comfortable and safe living environment.

We encourage you to become active residents and informed consumers. If you have any questions about a policy or procedure or believe you have an unusual circumstance that merits another solution, please contact the Director of Housing and Student Activities. Please remember that the earlier you talk with us, the better our chances will be of helping you establish your exceptional case or helping you find or develop other possible solutions.

DP 1.2 Eligibility: Only FDLTCC full-time students are eligible for permanent housing in our FDLTCC housing facilities, unless special circumstances occur and are explained to the housing director in advance. Students may need to provide a valid FDLTCC student ID and a

copy of current class registration as proof of eligibility. Placement is subject to the discretion of the Director of Housing and Student Activities.

DP 1.3 Application Procedures: An official FDLTCC Housing Facilities Application Form can be obtained from the Office of the Director of Housing and Student Activities or on the internet at http://fdltcc.edu/campus-life/campus-housing. Students may apply for housing at any time. The official Student Housing Application can be mailed to the following:

Director of Housing and Student Activities
Fond du Lac Tribal and Community College
2101 14th St.
Cloquet, MN 55720

Upon receiving your room request and prepayment fee, the Housing Office will confirm your request in writing or through a personal phone call to you. Since room assignments are based on the date of the application received, it is to your advantage to return the rental contract/application as early as possible to help ensure receiving your preferences. The Housing Office will make every effort possible to accommodate your requests indicated on your completed contract and application. The first step toward living on campus is to complete and return the Housing Application form and prepayment fee ($150 for first year students staying in the dorms, $100 for returning students that have lived in the dorms) as soon as possible. Rooms are available on a first-come, first-served basis, so don't wait until the last minute to apply!

***Housing application can be found at https://fdltcc.edu/admissions/campus-housing/**

DP 1.4 Accommodations: The spectacular architecture and functional room designs combine to offer a pleasant environment for all residents. Units are spacious and include the amenities of telephone service, Internet access, air conditioning, and all utilities. Basic cable access is available on the north and south side of the dorms. Computer study stations equipped with Internet access and popular software applications are available for educational use. A parking lot directly adjoining the residence hall is reserved for residents. On-campus housing is a great value for students. Utility costs for heat, electric, telephone, water, and garbage pick-up and recycling services are included in the room rental fee. Online computer service and Internet access is provided by the college. On-campus housing costs are used in calculating financial aid awards for eligible students. No-cost washers and dryers are located in the resident hall laundry room.

Apartment Style Living

The student housing complex consists of one building with two wings, providing accommodations for up to 100 residents. The units come completely furnished with bedroom, living room and dining room furniture. Each unit has a kitchen with a full-size refrigerator and stove, sink, and food storage areas. All units contain at least one bathroom with shower. Each resident is provided a bed with mattress, chest of drawers, and wardrobe closet in their unit. There are also desks to study on in each living room.

Unique architectural design elements such as the open-space talking circles in the lobby areas contribute to the idea of bringing students together. Other elements, including the large timber columns and many windows make the student living complex a very welcoming place.

Common areas include student lounge and laundry facilities. Reserved parking is available near the building. The entire housing facility is a non-smoking area and alcohol-free. **Regardless of the age of any resident or guest, no smoking or alcohol is allowed anywhere in the building, including individual student's rooms.**

All students living in the residence hall will share living space and bedrooms with other students. No single rooms are available. Students are assigned to rooms, two students per bedroom, until capacity is reached.

Floor Plan Options
Fond du Lac Tribal and Community College offers three room options. These descriptions provide a general idea of the layout options available in the housing facility:

Two-bedroom option
A comfortable-sized, apartment-style unit accommodating four students, with two students in each bedroom, and one bathroom inside the apartment. It features kitchen with dining area, and a pleasant living room area.

Three-bedroom option
The most popular apartment-style configuration accommodates six students, with two students in each bedroom, and two bathrooms inside the apartment. It features kitchen with dining area, and a spacious living room, some with uniquely vaulted ceilings.

Quad dorm room
Basic floor plan accommodates up to four students in one large living area. It includes kitchen and bathroom inside the unit. Four beds are double bunked.

What to bring (See “What to bring, what not to bring” sheet also)

Residents will need to provide their own cooking and eating dishes, utensils, linens, mattress pad, pillow, towels, and study lamp. Four no-cost washers and dryers are located in the residence hall laundry room on the second floor of the dorms. An elevator is centrally located, and the housing facility is accessible for students and guests using a wheelchair. No single rooms are available.

Staff and Security

The residence halls at Fond du Lac Tribal and Community College are managed and supervised by a Housing Director who is an employee of the college. Additional staff include student Residence Advisors who assist in the operation of the facility and help plan activities for residents. The facility has a 24-hour security system with video surveillance in public areas inside and outside the building.

Per Mar Security Services is a hired company that monitors, supervises, and secures the dorms and campus during the evening on the weekends during the school year. They can help with escorting students to and from the buildings to their cars. The main purposes of Per Mar are to make sure the dorms and campus are safe for all students, faculty, and staff and that housing and campus policies and procedures are being followed.

Activities

Residents in the housing complex have access to and participate in a wide range of activities including movie outings, barbecues, concerts, athletic events, and various cultural and community activities. Fond du Lac Tribal and Community College is located in a region where the climate provides four distinct seasons, and there is an endless list of recreational opportunities for students. The college is less than 30 minutes from the major retail shopping and entertainment offerings of Duluth, and Jay Cooke State Park and the Munger Trail are only about five minutes away. Students can participate in activities sponsored by the college, or form a new group of friends to explore a common interest.

DP 1.5 Room Assignments: FDLTCC reserves all rights related to occupants' eligibility and room assignments. All possible accommodations within reason will be made to ensure each student has access to a safe and enriching environment. However, room assignments are completely at the discretion of the Director of Housing and Student Activities.

FDLTCC wants to ensure a respectful environment for all students. As a resident, you have rights and responsibilities. It's important to remember that your fellow community members have these same rights as well. As members of a community, we're all responsible for treating each other with dignity and respect. It's important to learn to compromise with others in order to maintain a positive environment that supports the academic pursuit of all residents.

DP 1.6 Occupancy: The occupant may choose an initial lease term for fall semester and/or spring semester. There is limited space during summer semester due to the amount of camps and academies that stay. Occupant will not be allowed to terminate his/her lease during an academic session except under extenuating circumstances or withdrawal from the college and only with approval from the Director of Housing and Student Activities. An immediate and written notice to the Director of Housing and Student Activities, during the academic session is required for lease termination. Early lease termination from FDLTCC and failure to give written notice to the Director of Housing and Student Activities (or both) will result in forfeiture of the remainder of that semester's housing fees with the exception of withdrawal from the college. Occupant must be enrolled full-time as defined by the FDLTCC Catalog/Student Handbook and continued occupancy will be contingent upon full-time student status at all times until graduation requirements are fulfilled. Since all students know the date of graduation or termination from FDLTCC, written notice must be given before vacating student housing 30 calendar days prior to that date (termination or graduation). This is to provide for immediate occupancy by new students. Delays can only be made by special permission from the Director of Housing and Student Activities and all requests for vacating delays must be in writing.

Occupant must agree that the leased premises are to be occupied only by the number of persons indicated on the lease, and that no additional persons will be permitted to reside in the premises. All violators will be removed.

***The final decision concerning the eligibility of a particular apartment mate(s) is the sole discretion of the Director of Housing and Student Activities.**

Occupant cannot sublease the premises.

DP 1.7 Rental Charges: FDLTCC reserves the right to change fees and rental charges. All financial indebtedness to FDLTCC must be cleared prior to graduation. A $50 charge may be assessed to all NSF checks. The Director of Housing and Student Activities can waive the notice to vacate for occupant who can document that financial aid is pending.

FDLTCC will block a student's pre-registration or registration and hold transcripts until all debts are resolved. In addition, FDLTCC may file suit to collect any debt. There is a $50 charge for all checks returned by the bank for any reason, including non-sufficient funds.

Refunds of FDLTCC Housing Facilities payments are made on a case-by-case basis by the Director of Housing and Student Activities.

DP 1.8 Use of Housing Facility and Property by Occupant: FDLTCC is not liable for any damages or loss to personal property caused in any manner at said premises, and is not liable for personal injury/damage or loss of occupant's personal property from theft, vandalism, fire, water, mildew, rain, smoke, explosion, or any other cause whatever.

FDLTCC recommends that occupant obtain some type of personal property or renter's insurance. When it comes to protecting your personal possessions, FDLTCC does not provide insurance or cover personal possessions. Be sure to check your homeowner's insurance coverage information to see if your personal property is covered. If not, it might be a good idea to consider purchasing renter's insurance.

Occupant must abide by the following regulations:

- Occupant may not alter the structure of the premises, its furnishings or its surroundings. No outside radio or television antennas. No modifying or tampering with electrical outlets or fixtures or plumbing or heater or stove or refrigerator or air-conditioner (tampering with electrical outlets, sprinkler pipes or fixtures present cause for eviction. In addition to, no painting walls, no installation of floor tiles or carpet.)

- No holes will be drilled in the walls or floors, nor placement of hooks, tie racks, etc. on woodwork. Violation of policy will result in a minimum fine of $50 and up based on the size of the hole and cost to fix it.

- Occupant must complete a Maintenance Request Form for all maintenance services. The forms are located outside the Student Housing office. If appropriate, the work will be performed as soon as possible by Facility Services.

- Pets (whether mammals or reptiles) are not allowed inside or within the vicinity of the premises. The pet will be removed and a $50 fine may be assessed to occupant who allows such a pet into his/her residence under any circumstances for any length of time.

- Occupant cannot store gasoline, gasoline motors, oil, paints, varnishes, or any other explosive or flammable materials in or around FDLTCC Housing Facilities. Candles are not permitted; a $100 fine may result if the policy is violated.

- Certain electrical appliances, including electrical heaters, commercial deep freezers, toaster ovens, hotplates, clothes dryers, and washing machines, may not be operated in the apartments or dormitory rooms. Failure to adhere to the policy will result in a $50 fine and removal of said appliance at student's expense.

- Garbage or trash is to be disposed of only in the containers provided by the Housing Facility. Occupant is responsible for disposing of their trash. Trash found in the hallways, stairwells or laundry rooms will result in a $50 fine for each offense. No excuses will be accepted.

- According to the rules of the State Fire Marshal, live Christmas trees are not permitted.

- All apartments, dorm rooms and dorm suites including dorm kitchens must be kept reasonably clean at all times by occupants in order to prevent insect infestation. Occupants are responsible for cleaning up after themselves in all areas of the residence halls. Violations will result in a $50 fine.

- Tampering with the elevator in the dorms will result in a $50 fine or the cost to replace any damages assessed.

DP 1.9 Standards of Conduct: Occupant is responsible for knowing all policies and procedures as specified herein and in the FDLTCC Catalog/Student Handbook and all official FDLTCC publications, including official memos/correspondence from any FDLTCC department. The primary purpose of FDLTCC Housing Facilities is to provide attractive, comfortable, economical, and pleasant living quarters for occupants while completing their academic work.

- Reasonable efforts should be made to keep the noise level down. Disturbing noise between 10:00 p.m. and 8:00 a.m. will not be tolerated. The Director of Housing and Student Activities can require occupant to take reasonable measures to decrease the noise level. Repeat violators of the noise policy will be removed. Occupant is responsible for the actions of their visitors.

- Sales and solicitation are prohibited and any such attempts should be reported to Student Housing Management. Occupant is not allowed to sell or solicit from the premises or in the immediate vicinity of the premises. Possession and consumption of alcoholic beverages will be handled in accordance with FDLTCC no tolerance policies.

- Firearms, weapons, explosives, and hazardous materials are prohibited and will be confiscated according to FDLTCC policies; violators will be removed immediately from the dorms.

- The fire doors on all the hallways must always remain closed. DO NOT PROP OPEN ANY DOOR or FIRE DOOR, including doors to common areas. A $25 fine will be charged to each occupant residing in the premises if the door closer is dislodged, propped, or removed.

- Occupants found tampering with smoke detectors, fire extinguishers, sprinkler pipes, sprinkler heads, or fire hoses may be evicted. DO NOT HANG ANYTHING FROM THE SPRINKLER PIPES OR SMOKE DETECTORS. A $100 fine may be charged and any amount of damage to FDLTCC property will need to be repaid at the discretion of the housing director if anything is found hanging from the sprinkler pipes causing damages.

- Our Housing Facilities are required to conduct fire drills. Occupants must vacate the buildings when the alarm is activated. Any occupant that does not leave the premises may be fined $75. Do not attempt to drive out of the parking lot during the fire alarm.

DP 2.0 Rights of Housing Director: FDLTCC reserves the right, without prior notice, to enter any premises at any reasonable time for the purpose of inspection, emergencies, repairs, pest control, or as deemed necessary to maintain the safety and well-being of the premises. FDLTCC reserves the right to reassign an occupant to other premises for repairs, maintenance, and/or in response to specific concerns. The safety and well-being of the overall premises will be considered as a priority. FDLTCC reserves the right to remove and prohibit any sign, notice, drawing, or other posted material from the occupant's exterior door, wall or window.

DP 2.1 Vacating Dormitory Property: Occupant must fulfill the initial term of their lease. Failure to do so will result in forfeiture of the remainder of that semester's housing fees. Occupant must give thirty (30) days written notice before vacating the premises. Occupant must vacate the premises upon graduation. Occupant can receive a Notice for Removal from the Director of Housing and Student Activities, regardless if rent has been paid.

RULES FOR MOVING OUT

- Occupant vacating student housing must complete and submit a checkout form that can be obtained from the housing office.

- Premises must be left reasonably clean (e.g. all trash removed and floors swept) and free of any damage.

- All appliances and bathroom fixtures must be cleaned.

- Occupant must remove all personal belongings from the premises. FDLTCC Housing is not a storage unit. If personal belongings are not removed upon the final checkout, personal belongings will be thrown out unless prior approval has been given.

- Occupant must not leave any personal belongings in the hallway outside the premises.

- When moving out on the weekend or anytime the Director of Housing and Student Activities Office is closed, occupant must present the Housing Director / RA their blue key fob and front entrance key in an envelope along with their forwarding address. This must be done at time of move-out inspection.

Students still in school but having moved out of an FDLTCC Housing Facility will receive a block on records and be charged rent until their blue key fob is returned. Charges will also be made to reimburse FDLTCC for any housing fees, fines or rent due. Moreover, charges will be made to reimburse FDLTCC for the cost of extra cleaning and/or maintenance to restore the leased premises. Charges for extra cleaning will be levied at predetermined rates established by the Director of Student Housing for material and labor. A minimum fall, spring, or summer cleaning charge of $50 will be added to the final bill of a student who doesn't clean reasonably and vacates the dorms without a proper checkout upon the discretion of the housing director.

DP 2.2 Eviction from Dormitory Property: The lease may be terminated by FDLTCC at any time. Immediate termination and removal can occur if the situation warrants such action. The occupant will vacate the premises within 24 hours of termination or at the discretion of the college.

DP 2.3 Maintenance: Maintenance requests can be made in writing and dropped off at the RA office or student information center. Maintenance tasks are usually addressed by Facility Services within 24 hours after the request is issued or earlier if Facility Services deems the situation an emergency. The monthly rent includes hot and cold water, basic cable TV, electricity, internet services, and ordinary building maintenance. Temporary failure by FDLTCC to furnish such services or temporary mechanical or electrical failure of such equipment does not give occupant claim for damages or for a reduction of rent.
***Maintenance request form is located in the appendix**

DP 2.4 Dormitory Key Fob: Key fobs to any FDLTCC Housing property are the property of the college and are not to be given or loaned to any individual other than the registered occupant. Lost or stolen key fobs are to be reported immediately to the on-duty RA or the

Housing Office. Failure to follow key fob procedures constitutes a serious breach of facility security and will be handled as such according FDLTCC housing policies and procedures.

DP 2.5 Changing Room Assignments: Because of the high demand for student housing on the FDLTCC campus, requests to transfer to another type of accommodation cannot always be immediately granted. If an occupant requests to transfer to another accommodation and that accommodation is not readily available, the occupant can then request to have their name placed on a waiting list. Such requests are to be emailed to: jstirewalt@fdltcc.edu and are granted at the discretion of the Housing Director.

DP 2.6 Excessive Noise Complaints: Complaints about excessive noise should be directed to the on-duty RA. Multiple excessive noise complaints will result in a $50 fine and/or community service around the college at the discretion of the housing director. Continued complaints may result in eviction.

DP 2.7 Fire Safety: Be aware of special fire hazards that exist on campus and cooperate with campus authorities in fire prevention efforts. You should know proper emergency procedures and phone numbers should a fire occur. Fires can occur by carelessness of smoking materials, candle flames, decorations, trash, flammable liquids, furniture, electrical appliances, and arson. Candles are not permitted. Smoking is not allowed inside FDLTCC dorm rooms, stairwells and corridors. Violation of policies will result in a fine and/or possible removal from the dorms. False alarms are also a hazard. To prevent fires, smoke only in designated areas. Do not store combustibles and check all electrical appliances carefully. A $50 fine will be charged to anyone who tampers with or covers smoke detectors. Report and remove accumulated trash. Be alert for suspicious activities.
To be fully prepared in the event of an emergency, the Student Housing Staff is required to have current information on mobility impaired students. (Students who can't descend the stairs to the ground floor in a timely manner without assistance). Notify the Director of Student Housing if you are mobility impaired or become temporarily mobility impaired.

Know about all the facility's safety features. Such features include:

- Fire extinguisher locations
- Fire alarm locations
- Fire escapes
- Smoke detectors. **Note**: If a smoke detector in a hallway is activated, this will set off the general fire alarm throughout the entire building. If a smoke detector inside an apartment or dorm is activated, this will not set off the general alarm fire throughout the entire building. If there is an actual fire, the occupant must activate the nearest pull station to set off the building's general fire alarm.
- Fire doors
- Sprinkler head locations
- Emergency numbers
- In case of a fire, act quickly, stay calm, sound the alarm in the hallway, contact the Cloquet Fire Department by calling 911. All fires should be reported. In case of fire in

your housing facility, all persons will evacuate the building as quickly and orderly as possible using the stairwells and NOT the elevators. Move to the "area of refuge" at the cultural center/gymnasium area and report your name and room number to the individual in charge (Fireman, Police Officer, or Housing Staff representative). Do not leave the area of refuge until given the "all clear" signal.

- **DO NOT attempt to drive out of the parking lot during a fire alarm. There are evacuation plans for each floor posted on the wall in each room as well as in the hallways on both the first and second floor of the dorms. Occupants should familiarize themselves with the layout of the building as well as the emergency evacuation plans. A fire log is accessible in the RA Office and in the VP of Student Services and Enrollment Management's office in accordance with the Clery Act policy.**

DP 2.8 Fire Drills: All occupants must vacate the premises during a Fire Drill and report immediately to the area of refuge. Failure to report to the area of refuge will impede accountability of personnel. The area of refuge for the Residence Hall is located at the cultural center/gymnasium. Upon arrival at the area of refuge, provide your name and room number to the individual in charge (Police Officer, Fireman, or representative of Housing Staff). Do not leave the area of refuge until given the "all clear" signal.

FDLTCC Housing Facilities will have scheduled and unscheduled fire drills. There will be a $75 fine if occupant does not leave the building during the drill. There are no acceptable excuses for not leaving. Refusal by occupant to leave may result in eviction.

If there is a fire alarm, every FDLTCC Housing Facility staff member should evacuate the building quickly and calmly.

DP 2.9 Sprinkler Policy:

- DO NOT hang anything from the sprinkler pipes and do not stack any material near sprinkler heads, as such actions may impact the function of the sprinkler system. A $100 fine will be charged if something is hanging from the head or pipes as well as any and all damages caused by a sprinkler upon the discretion of the housing director.

- The Director of Housing and Student Activities reserves the right to evict anyone who tampers with the sprinkler system.

- FDLTCC is not liable for any damages to property caused by water in accordance to our rental insurance statement in DP 1.8.

DP 3.0 Parking Regulations for Student Housing: FDLTCC housing facilities have adequate parking facilities for occupants. Occupant is required to obey the Parking Rules and Regulations.
Specifically, occupant will be required to:

- Park between the lines – in designated places only.
- Inform Student Housing Director's Office when you purchase, rent, or borrow a vehicle and fill out a vehicle description form that can be provided at the RA Office.
- Inoperable vehicles will be towed at the owner's expense. You will receive written notice and have 48 hours to remove the inoperable vehicle.

*** FDLTCC Housing Facilities Assumes No Responsibility for Vehicles or Other Property Stolen, Damaged or Vandalized While Parking at FDLTCC.**

DP 3.1 Computer Network Information Policy:
CONNECTING
Internet services are provided in two ways to Housing students:

High-speed Internet — There are a minimum of two jacks with which students can connect to the College network. A standard Ethernet cable can be used.
Wireless — The wireless network does not have the capacity of the wired network, and, because of the construction of the building, we cannot guarantee even coverage throughout the building. However, our aim is to provide wireless capability at a bandwidth in excess of that required for any coursework. The wireless network will support web and secure web connections only. Many video, gaming, and social media apps are not supported.

Remember that even though you are "at home" in the residence hall, you are still on the FDLTCC system and are bound by the FDLTCC computer policy. Failure to follow the school policy will result in disciplinary action. Specifically, illegal downloading of copyrighted material (music, videos, movies, etc.) will result in disciplinary action in accordance with Minnesota State policy.

You are not allowed to setup any web (HTTP) server or FTP server or attach a personal router or network device to the College network. Wireless routers will
be disabled and disciplinary action will be taken as they interfere with the wireless signals for other users.
Telephones must be plugged in and functional at all times. In addition, please remember that the FDLTCC network is for academic productivity only and as stated in the official school policy, you are not allowed to use it for any personal monetary gain or commercial purposes.

Currently all data passing through the FDLTCC network is being logged and flagged. Your traffic can be tracked down to your computer. This network is here for us to use, please do not abuse the system. If you use an alternate Internet
Service Provider (cell data) within the premises, you are NOT bound by the
FDLTCC computer policy. The policy is only for those using the FDLTCC network to connect to the Internet.

You should have current Anti-Virus software installed along with the latest operating system updates.

We reserve the right to modify these rules to maximize network performance for all College users.

DP 3.2 Agreement to Abide by FDLTCC Dormitory Policies: Please see agreement form located in the appendix.

DP 3.3 Missing Student Policy: The purpose of this policy is to establish procedures for the college's response to reports of a missing student, as required by the Higher Education Opportunity Act of 2008. This college policy applies to students who reside in college operated residence hall.

For purposes of this policy, a student may be considered to be a "missing student" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include a reasonable/reliable report or suspicion that the missing student may be endangered. Examples include, but are not limited to, possible victim of foul play, expression of suicidal thoughts, alcohol or other drug abuse, a life-threatening situation, or recent contact with persons who may endanger the student's welfare.

All information provided will be registered confidentially. This information will be accessible only to authorized campus officials and it will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

If a student has gone missing for more than 24 hours, please contact the following people:

Housing Director: 218-590-3345 RA's/RA Office: 218-879-0708

VP of Student Services and Enrollment Management: 218-879-0805

Procedures for designation of emergency contact information

a. Students age 18 and above and emancipated minors.

Residential students will be given the opportunity upon check at FDLTCC residence hall/apartment, to designate an individual or individuals to be contacted by FDLTCC no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.

b. Students under the age of 18.

In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, FDLTCC is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

Official notification procedures for missing students

a. Any individual who has information that a student may be missing must notify the College official as soon as possible. Note: In order to avoid jurisdictional conflicts, the VP of Student Services and Enrollment Management will immediately notify local law enforcement authorities. FDLTCC will assist external authorities with these investigations as requested.

b. The VP of Student Services and Enrollment Management will work with campus offices, the reporting person(s) and the student's acquaintances to gather all essential information about the student. (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the student's physical and mental well-being, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.

c. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student may be endangered (e.g., witnessed abduction), the VP of Student Services and Enrollment Management will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation.

d. No later than 24 hours after determining that a student is missing, the

VP of Student Services and Enrollment Management, or designee, will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

e. For missing students who are 18 years of age or older, and did not designate an individual to be contacted, the VP of Student Services and Enrollment Management will act in accordance with FERPA and Minnesota Government Data Privacy guidelines with regard to contacting a parent/guardian.

Campus communications about missing students

In cases involving missing persons, law enforcement personnel are trained to provide information to the media in a manner designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the College Communications Office. All inquiries to the college regarding missing students, or information provided to any individual at the College about a missing student, shall be referred to the President/VP, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the FDLTCC community with any information about a missing student, the College Communications Office shall consult with the VP of Student Services and Enrollment

Management, local law enforcement authorities, and the Office of the President to ensure that communications comply with FERPA and Minnesota Government Data Privacy guidelines and do not hinder the investigation.

DP 3.4 Drug and Alcohol Policy: If it is reported that alcohol consumption, consumption or possession of illegal drugs or possession of drug paraphernalia has occurred in a residence, but it is unclear to the RA's and Housing Director which resident/s participated, the result will be that each resident will be found in violation of the Drug and Alcohol policy and, as a result, will receive the appropriate sanction.

In addition, non-residents found with alcohol, drugs, or drug paraphernalia in the residence hall will have their access to housing suspended and the individual who hosted the individual will be found in possession of alcohol, drugs, or drug paraphernalia will be subject to disciplinary procedures described below.

College sanction for violation of the Drug and Alcohol Policy will result in the following consequences, with the possibility of other sanctions to be determined by the VP of Student Services and Enrollment Management.

First Offense: Student meets with the VP of Student Services and Enrollment Management and/or Housing Director to review the violation and an investigation will occur. Students found in violation will receive a $250 fine that will be added to the student's account. As a result of the violation, the student will be placed on disciplinary warning and will receive written notification. Campus support and community resources will be offered to the student. If no further violations occur during the school year, the fine will be removed from the student's account. However, a record of the violation will be maintained by the Housing Director and VP of Student Services and Enrollment Management. A second violation in subsequent school years may result in removal from the dorms.

Second Offense: Student meets with the VP of Student Services and Enrollment Management and/or Housing Director to review the violation and an investigation will occur. If the student is found to have violated policy for the second time, the student will be asked to leave student housing immediately, and the student may be provided a list of area housing resources. FDLTCC is not responsible for locating new housing accommodations for the student. Also, the student will be trespassed from the residence halls for the remainder of the academic school year.

If the student wishes to return to housing the following school year, an application can be submitted and will be reviewed by the Housing Director and FDLTCC administration for approval.

More serious offenses may result in immediate dismissal from housing and classes.

DP 3.5 Smoke Free Campus: On August 1, 1979, Chapter 211, Sessions Laws of 1975, known as the Minnesota Clean Indoor Air Act, became effective. The act prohibits smoking or use of other tobacco products in public places and at public meetings except in designated smoking areas. This law has been interpreted to apply to FDLTCC as follows: smoking or use of other tobacco products is not permitted in any college building used by the public or serving as a place of work except in designated smoking areas. This applies to classroom, hallways, lounges, auditorium, reception areas, entrances, and any portion of college buildings except in designated posted smoking areas. Smoking is also prohibited in all college vehicles.

DP 3.6 Marijuana Policy: Legislation passed during the 2023 Minnesota legislative session permits individuals 21 years of age and older to possess, transport, and use cannabis in certain locations.

The federal Drug-Free Schools and Communities Act and Drug-Free Workplace Act continue to apply at FDLTCC. Cannabis possession, use, and transport is prohibited on campus, including the residential and workplace setting. Students found in violation of this policy can result in student disciplinary action.

DP 3.7 Fighting and Physical Assault Policy: Fond du Lac Tribal and Community College wants all students to feel safe. If a student or students are involved in a physical fight on campus and/or in the dorms, the student may be fined a minimum of $100, a written letter will be issued to all students involved, and a formal meeting with the Housing Director and VP of Student Services and Enrollment Management will take place. At the discretion of the college, the students involved may be removed from the dorms and possibly from the college, based on violations to the college and the housing code of conduct on case by case incidents.

DP 3.8 Conduct and Criminal Background Policy: Fond du Lac Tribal and Community College reserves the right to deny or cancel a resident hall contract to an individual whose conduct and/or criminal record indicates an actual or perceived threat or danger to the college community, including students, faculty, and staff.

Fond du Lac Tribal and Community College may relocate any resident without cause or prior notice for health and safety reasons or to protect the college property, restore operations, or meet the needs of the college community or its individual members.

DP 3.9 Sexual Harassment, Sexual Assault and Bullying Policy: Sexual harassment, sexual assault and/or bullying are absolutely not tolerated at Fond du Lac Tribal and Community College. If you are victim of any of these actions listed below, please contact the Housing Director and/or VP of Student Services and Enrollment Management immediately, so that the investigation can begin. If you are caught harassing, sexually assaulting, and/or bullying another person, you could be fined, removed from the dorms, removed from our college, and/or prosecuted by the local police at the discretion of the Housing Director and/or VP of Student Services and Enrollment Management.

Harassment, assault, and/or bullying are physical, verbal, and visual conducts that creates an intimidating, offensive, or hostile environment, which interferes with work and/or academic performance. This includes harassment and bullying because of race, sex, sexual orientation, religious creed, color, national origin, ancestry, disability or medical condition, age, or any other basis protected by federal, state or local law, ordinance or regulation.

No employee/student, male or female, should be subjected to unsolicited and unwelcome overtures or conduct, either verbally, visually, physically, or electronically transmitted. Although this list is not all-inclusive, examples of conduct that is prohibited include:

*Taking any personnel/academic action on the basis of an employee's/student's submission to or refusal of sexual overtures

*Unwelcome or unwanted conversation

*Unwelcome or unwanted touching

*Continued or repeated verbal abuse of sexual nature

*Explicit or degrading verbal comments, suggestions, or slurs about another individual or his/her appearance

*Offensive comments regarding sexual or private matters

*Display of sexually suggestive pictures and/or objects

*Offensive jokes

*Verbal abuse, comments, names, or slurs that in any way relate to an individual's race, color, sex, sexual orientation, age, religion, national origin, or disability

*Any other offensive or abusive physical, visual or verbal conduct

DP 3.10 Visitor Policy: All visitors must sign in when the RA Office is open. Visiting time is every day until 10:00 p.m. No one under the age of 18 is allowed in the building unless approved by the housing director prior to entering.

There will be no overnight visitors allowed to stay in the dorms. We will monitor this each semester and let students know if we change our policy.

If a dorm resident has an underage guest in the dorms, that dorm resident may be disciplined and/or not allowed to have future guests visit the dorms.

All visitors entering the dorms will be required to show their identification to verify name and age if they are unknown to staff and RA’s. Failure to have identification on yourself may result in removal from the dorms.

The college's number one goal is student safety and wellbeing. It is the responsibility of the dorm resident to inform the guest about the policies and procedures of the dorms. If a guest breaks a rule in the dorms, the resident that was responsible for that guest may be disciplined and/or fined. The guest may be banned from the dorms as well.

If a resident violates the visitor policy he or she will receive the following:

1st violation – Verbal warning and review of visitor policies

2nd violation – Resident will be banned from having any guests for the remainder of the semester

3rd violation – Resident will meet with housing director and administration to determine if the resident will be removed from the dorms

Updated by Jesse Stirewalt on August 13, 2026

Appendix

Form 1: Maintenance Request Form

Form 2: Student Agreement Form

Maintenance Request Form

Student making request: _____

Room number: _____

Contact number: _____

Date of request: _____

Time of request: _____

Submitted by: Print or Email (Please circle one)

Brief description of the repairs needed:

_____
_____
_____
_____
_____
_____
_____

Is this request being submitted in regards to a safety concern? If yes, contact the on-duty RA immediately for assistance.

*Please allow 24-36 hours for your request to be processed and contact to be made.

Student Agreement 2026 - 2027

I hereby acknowledge, I fully understand the policies and procedures contained within the Residential Life Policy and Procedures Manual for Academic Year 2026-2027 found online at the link below and which was provided to me during housing orientation.

I understand it is a privilege to live in the Fond du Lac Tribal and Community College (FDLTCC) student housing complex. As a student living in FDLTCC's residence hall, I agree to the following:
I understand I must not violate the Residential Life Policy and Procedures, the college Student Conduct Code, the Alcohol and Drug Policy, and all other college policies in order to remain in FDLTCC student housing.

1. The College believes in student success/retention, and I understand that as a student at FDLTCC, my academic progress will be monitored. I am aware the College uses an Academic Alert process and other reporting systems, which allows FDLTCC instructors to notify the college's Retention Specialist, Housing Director, and VP of Student Services and Enrollment Management if I am not attending class or making academic progress in each class.
2. I understand that if I am not attending classes regularly, FDLTCC's Housing Director and the college's Retention Specialist will be reaching out to me to share college support services in an effort to help me succeed in my classes.
3. I am aware I must submit my homework regularly and take exams as required by my instructors. If I am not meeting academic progress the Housing Director and the college's Retention Specialist will be reaching out to me to share support services to help me succeed in my classes.
4. Each semester, I am aware I am expected to register for a minimum of 12 credits.
5. At the end of each semester, I understand I must meet satisfactory academic progress by maintaining an overall 2.0 GPA, and a 67% credit completion rate. Failure to meet satisfactory academic progress requirements and failure to attend classes regularly may result in me being asked to leave student housing.

By signing this document, I acknowledge that I will abide by all college policies and procedures set forth by FDLTCC. I was provided information during housing and/or New Student Orientation. I am hereby bound by this agreement and all penalties associated therein.

Student Signature and Date _____

Print Name_____

To view policies online, please go to https://fdltcc.edu/admissions/campus-housing/. At the bottom of the page, there is a copy of the Residential Life Policy and Procedures Manual Academic Year 2026 - 2027 that must be read in order for you to sign and return this agreement.