

Student Housing Handbook

OREGON TECH STUDENT HOUSING HANDBOOK

ACKNOWLEDGMENTS

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OREGON TECH STUDENT HOUSING HANDBOOK

HANDBOOK INTRODUCTION

Welcome to Oregon Tech and on campus housing! Housing and Residence Life strives to develop an on-campus community that promotes academic success and fosters personal growth, while providing reasonably priced living environments that are clean, attractive, well-maintained, comfortable, and safe. Housing and Residence Life Staff members are here to assist you as a resident in our community.

As a member of the on campus community it is important for you to understand the policies and procedures, be involved in the opportunities on campus, and be tolerant of, cooperative with, and attentive to other community members, especially your roommate(s). The *Student Housing Handbook*, in addition to the Housing Contract Terms and Conditions and the *Oregon Tech Student Handbook*, explain the rules, regulations, policies, and procedures that govern our campus community. It is your responsibility as a member of our campus community to read and understand the **Housing Contract Terms and Conditions** as well as this *Handbook*. Please read this *Handbook* carefully. If you have questions, ask any Housing and Residence Life staff member.

In addition to reading and being familiar with the *Student Housing Handbook*, it is important that **you carefully read all memos, letters, flyers, etc. that you receive from Housing. Failure to read these materials may cause you great inconvenience and possibly additional charges to your student account.**

We anticipate an exciting year on campus and look forward to your participation in programs and other activities. Read on and keep this *Handbook* where you can refer to it later. This handbook is also available online at www.oit.edu/housing. Have a great year on campus and good luck with your academic pursuits.



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SECTION 1: ON CAMPUS COMMUNITIES

Community Living

Communities conducive to personal growth and development respect the rights of others. The success of your community depends on you and how you interact with other people. You will meet people of different backgrounds and lifestyles. To make the most out of your on campus experience, please be courtesy, respectful, and tolerant. Before you act, consider how your actions might infringe on the freedom and rights of others.

Facilities

The Residence Hall consists of four levels with each level split into an “A” side or “B” side. The ground floor includes the Service Desk, Rec Room, and Laundry Room on the A side (facing the College Union). The TV Lounge and Snack Bar are located on the ground floor B side (toward the Village). The Office of Housing and Residence Life is located on the A side of the first floor. The first, second and third floors house student and staff rooms, shower and bathrooms, lounges and maintenance/custodial areas. Each of the residential floors is divided into four communities. Each community has an inside hall, with rooms looking into the Quad, and an outside hall, with rooms overlooking the campus. Floor plans are on-line at www.oit.edu/housing as well as on the back of your door.

The Village consists of three buildings with three, four, and five bedroom apartments. Each building has a Laundry Room on the ground floor. Floor plans are at www.oit.edu/housing as well as on the fire escape route map by the front door inside each apartment.

Residence Hall Room Types

Double Rooms: All rooms in the Residence Hall are double rooms, designed and furnished for two students. Doubles are the most popular and cost the least.

Single Rooms: Single rooms are the **same size as double rooms**. These rooms house only one individual but provide only one bed.

Village Room Types

Bedrooms in the Village are single occupancy rooms. The shared common areas in the apartment include the bathrooms, living room, and kitchen. All residents share responsibility to keep the common areas clean.

Furnishings

Each room in the Residence Hall has closets, chests of drawers, desks, and desks chairs, and beds/mattresses for each occupant. Bookshelves and bulletin boards are in each room as well.

Each bedroom in the Village has a closet, chest of drawers, and desk with a hutch over the desk, and desk chair as well as a mattress and bed.

Every student room is carpeted and has window coverings.

All provided furniture in each room remains in the room.

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SECTION 2: RESIDENCE LIFE STUDENT STAFF

Oregon Tech Housing staff are available to help you find success. Please reach out to anyone, we are all happy to help!

Resident Advisors

Living in each community, is a Resident Advisor (RA). Your RA is the staff person to seek out and get to know. The RA is a student staff member who:

- Receives on-going training in topics such as: event planning, crisis intervention, roommate conflict resolution and other topics. Your RA is a great resource for any questions or issues.
- Has unique abilities and interests that they want to share, and is committed to make on campus living fun and rewarding.
- Is excited to hear your ideas about how to make your community a great one!
- Is a student just like you!

Senior Resident Advisors

The Senior Resident Advisors are students who work in the residential community as an RA, with additional responsibilities advising students and coordinating programs. The SRA must have a year of experience in a Housing position with Oregon Tech to be eligible.

Student Success Mentors

Student Success Mentors (SSMs) are Housing and Residence Life student staff members who work with the Tech Opportunities Program (TOP). They help connect students with campus resources,

provide academic support, and assist students with academic challenges.

SSMs host activities for students to hone skills that will help them with the rigors of academic life at Oregon Tech.

Service Desk Staff

Service Desk student staff members are available at the Service Desks in the Residence Hall and Village 2 (blue building) to assist residents and guests.

These student staff members work in the Mail Center to deliver your letters and packages to your PMB and/or the Service Desk for you to pick up. Always bring your student ID to pick up your packages. You will receive an email from Housing when your package has arrived and is ready for pick up.

Tech Assistants

These students maintain the On Campus Housing Network. They are available to assist residents with computer problems. If you have connection issues, contact a Tech at **541-363-7088**. Please leave a message including your name, room number, and contact information. A Tech will reach out and work with you to resolve your issues.

RHA Officers

Residence Hall Association (RHA) Officers serve as the exec team for the on campus student government. Join your RHA at general meetings to share your opinions and make your on campus experience a great one!

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Student Custodial Staff

Student custodians assist the full-time staff in maintaining all areas within Housing. Watch for signs advertising position openings throughout the year.

Staff Recruitment and Selection

Student positions open throughout the academic year. Career Services posts all student positions with Housing and Residence Life on Handshake. Visit the Career Services webpage regularly to see what on campus positions are available.

Recruitment, selection, and training for the upcoming year student Residence Life staff typically starts late **fall term with positions opening throughout the year**. If you are interested in joining the Housing and Residence Life student staff team, talk with a Residence Life staff member, or stop by the Housing Office.

SECTION 3: HOUSING OFFICE STAFF

The Housing and Residence Life professional staff members are available to assist residents. Take a moment to introduce yourself to the Office and Housing Facilities staff. They love getting to know you!

Director, Housing & Residence Life

The Director is responsible for the overall operation of Housing and Residence Life. This responsibility includes ensuring the safety and security of you and our facilities, staff supervision and development, developing policies and procedures, and maintaining the budget. The Director supervises all full time Housing and Residence Life personnel and

oversees the supervision of all student staff.

Residence Life Coordinator

The Residence Life Coordinator (RLC) supervises the Res Life student staff team, advises RHA, and works with the Director to address student issues. This person works to ensure all residents have a quality experience while living on campus.

Housing Office Manager

The Housing Office Manager oversees the Housing Office operations and assists the Director in overseeing housing occupancy and room assignment management.

Housing Custodial & Maintenance Staff

The Housing Custodial and Maintenance staff teams are responsible for the cleanliness and upkeep of the buildings. They keep the common areas clean and ready for your enjoyment. Please get to know the Custodial and Maintenance staff- they enjoy getting to know you and helping you have a quality collegiate experience.

If there is an issue not addressed to your satisfaction, please bring this to any staff member's attention immediately or stop by the Housing Office. We are all here to ensure you have a safe and comfortable place to call home while at Oregon Tech!

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SECTION 4: ON CAMPUS HOUSING SERVICES

Residence Hall Association (RHA)

Every student living on campus is a member of the Residence Hall Association (RHA). RHA and Housing sponsor numerous events including annual events such as Haunted House, Tech Con, Easter Egg Scramble, Spring Fling, and more-offering all Oregon Tech students a way to get involved, and be a part of their campus community.

A great way to get involved is to volunteer to be a Community Representative or join an RHA Committee. For more information about RHA, contact a staff member, the RHA President or the Housing Office.

Service Desks

The Service Desks are located in the main reception areas of the Res Hall and Village building 2 (blue building). The Service Desk staff assist visitors, grant residential students' access to the Rec Room in the Res Hall, and check out equipment to residential students to use. The Service Desk staff can provide directory information as well as general campus and community information.

Please note: the Service Desk staff **will not give out room numbers under any circumstances.**

The Service Desk in your community is the spot to pick up packages. Please stop by with photo ID when you see your name on the package board.

The Service Desk has equipment, games, carts and other useful items for check out.

Please visit a Service Desk to see the full list of items available!

Contact the Res Hall Service Desk at **541-885-1080** or the Village Service Desk in the blue building at **541-851-5776**.

The Service Desk hours are:

3:00 pm – 9:00 pm
(Except holidays and break periods)

Study Groups

A benefit of living on campus is the availability of other students striving for academic excellence. You are encouraged to participate in study groups and make connections with other students. If you are interested in joining or developing a study group, contact your RA or SSM and ask for their assistance to set up a group!

Televisions

Cable hookups are in every residential room. The Residence Hall has TVs in a couple of floor lounges. There is also the TV Lounge located in the Residence Hall by the Snack Bar on the ground floor "B" section. This lounge is used for RHA meeting and other special events.

Each Village main lobby also has a TV available for residents to use.

Our cable service is available to all residential buildings on campus. Please check out the [cable guide](#) to ensure the TV you bring to campus will connect to the cable services provided. You will also find instructions on how to program your TV to pick up our channel lineup.

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Study Areas/Lounges

Study areas and lounges are located throughout Housing. The lounges in the Residence Hall are located between the north and south wings on each floor.

Study rooms have a table(s) and chairs and some have a whiteboard or glass board for your convenience. Housing provides markers and erasers. If a study room needs new supplies, please stop by the Housing Office to share these needs!

Each floor in the Village has a lounge with chairs, tables, and glass boards. Housing provides markers and erasers. If a study room needs new supplies, please stop by the Housing Office and share these needs!

Laundry Rooms

The Residence Hall Laundry Room is located on the ground floor “A” section of the building. In the Village, the laundry room is on the first floor of each building.

These facilities are for **resident use only**. Your housing fees pay for laundry services; the doors are shut and locked to maintain the security of these spaces. Please access the laundry room with your room key or prox card. **Non-residents are not allowed to use the laundry room.**

If you have an issue with any machine, please report it to the Service Desk, an RA, or the Housing Office with the 6-digit machine number.

The Laundry Room equipment is equipped with [LaundryView® Mobile](#). Check out the posters to learn more about this exciting program or visit www.laundryview.com/oit to learn how these “smart” machines can help you get laundry done efficiently and moved back to your room!

Residence Hall Oven

An oven is located in the Residence Hall Laundry Room and is available for **resident use**. Please clean the oven after you use it so it is ready for the next person to use the oven.

Residence Hall Kitchens

Kitchens with stove tops and microwaves are located in the BN and BS breezeways in the Residence Hall for resident use. **Please use the exhaust fan at all times when using the stove.** Make sure to clean the stove top and surrounding areas after each use so that the space is ready for the next person. **NEVER** leave dishes in the sink or on the counter—they will be removed.

NEVER leave anything cooking on the stove top or in the microwave unattended. Anything found unattended will be turned off and disposed of properly.

Appliances with an open heating element **may only be used** in the kitchens, i.e., waffle maker, rice cooker, toaster, etc.

Residence Hall Elevator

Your Residence Hall room key will operate the Res Hall elevator. Please be thoughtful when using the elevator and opt for the stairs unless you have a true need to use the elevator.

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Bicycle Storage

Bicycles may be stored in the Residence Hall Quad (with the exception of Haunted House week in October) in a provided bicycle rack.

Each Village building has bicycle racks near each building for residential use.

Do not secure your bicycle to any railings or leave it unattended in any space. Bicycles locked to railings etc. or found unattended will be removed.

Please make sure to lock your bike to the bike rack at all times!

You can choose to store your bicycle in your room. If you choose to do so, please never ride your bicycle in the building, and make sure the bicycle is clean before you bring it into any building.

When you bring a bicycle to campus, please stop by the Housing Office to register it with Housing.

Bicycles, skateboards, roller shoes, rollerblades, and other sporting equipment can be stored in your room. **Using sporting equipment in the buildings is prohibited** and will result in disciplinary action (including, but not limited to, confiscation of equipment).

Lost and Found

If you find something, please turn the item into a Service Desk or the Housing Office. If you have lost something, contact a Service Desk or the Housing Office to see if the item(s) has been turned in. Items not claimed after 90 days will be discarded.

Cable Television and Hookup

Residential rooms are equipped with a cable TV hookup. If you have a cable ready TV, you can access cable service.

Please check out our cable provider website, www.campustelevideo.com/customercenter to learn about their services and to ensure your TV will connect to the cable services provided. Instructions on how to program your TV to pick up our channel lineup are here too.

ResNet

Internet access is provided to each student through a wired connection in every bedroom. All Housing facilities have some wireless access. If you would like assistance to set up a secure wireless connection in your room, please contact a Tech Assistant they are happy to help! Contact them at 541-363-7088.

Residents must use the internet appropriately by complying with the *Acceptable Use Policy*. Any infraction or illegal use of this service will result in disciplinary action and/or fines, including but not limited to restricted use of/or access to the network. Use of this service is subject to the provisions under the Residence Life Code of Conduct (Section 8 in this *Handbook*).

For assistance with ResNet, contact a Housing and Residence Life Tech Assistant at **541-363-7088**.

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Mail Services

Each resident is provided with a personal mail box (PMB) at the Oregon Tech Mail Center. At check in, you are issued a PMB number, and the key or combination to the box after completing Federal Form 1583. Please advise your correspondents to use the following address:

Your Name
3205 Campus Dr. PMB _ _ _ _
Klamath Falls, OR 97601

Mail not addressed in this way can be delayed or deemed undeliverable and returned to sender.

Packages

To receive packages please advise the sender to address the package as follows:

Your Name
Oregon Tech
ATTN: Res Hall or Village (choose the space you are assigned to)
3205 Campus Dr.
Klamath Falls, OR 97601

Packages not addressed in this way can be delayed or deemed undeliverable and returned to sender.

Vending Machines

Vending machines are located throughout Housing facilities. If you lose money or have problems with a machine, please see the Housing Office during business hours for assistance. Be prepared to share details about which machine, how much money was lost, etc.

Housing will work with the machine vendors to help you recover your lost money or product.

Oregon Tech Weapons Storage Policy for Residents

All items defined as weapons are subject to this policy (see points 1 & 2 below).

Paintball guns and air soft guns are excluded from the Oregon Tech Weapons Policy. Paintball and air soft guns may be stored in the resident's room as long as the following steps are taken:

1. Register each piece of equipment with your RA.
2. Ammunition, paintballs and propellant cartridges (including tanks) **MAY NOT EVER** be stored on campus-OR inside a vehicle parked on campus.

While prohibited on campus per Policy number ***Oregon Tech 50-010, Possession and Use of Firearms***, firearms used for hunting may be stored in the weapons locker in the Oregon Tech Campus Safety Office according to the following procedures:

1. Firearms include but are not limited to rifles and handguns. Weapons used for hunting include but are not limited to firearms, hunting knives, bows, and arrows.
2. Only Campus Safety personnel have access to the locker.
3. Use of the locker is limited to students living on campus.
4. Firearms presented for storage must be unloaded and have the firing pin or bolt removed or the trigger locked in place.
5. A list of students, firearms and other weapons stored in the locker is kept.

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- The list includes the make of the weapon, the caliber, and serial numbers, along with the on campus address and a current phone number.
6. A daily check-in/check-out log is maintained in the weapons locker room. A notation is made in this log by officers each time a firearm is checked in or out. The log includes the date and time the firearm was checked in or out. It also includes the owner's printed name and signature. The firearm stored will have an identifying number or code assigned to it for the duration of time the student stores the firearm in the locker.
 7. Students must provide **at least one-hour** advance notification to Campus Safety to retrieve a firearm. Please call 541-885-1111 to make an appointment to check out your firearm. Campus Safety Officers reserve the right to refuse to release a firearm or other weapon to any student.
 8. No weapons are allowed on campus unless checked into the locker or in transport to or from the Campus Safety Office. If a student has checked a weapon out of the locker, it must be taken directly off campus. Students checking weapons in to the locker must bring them directly to the locker from off campus.
 9. Any firearms found on campus outside of the weapons locker will result in loss of privileges to use the locker. Possession of a firearm or other weapon on campus will be handled as a disciplinary matter and could result in arrest. Any person possessing a weapon on campus is in violation of Oregon Tech policy.
 10. Ammunition will not be stored in the weapons locker. Ammunition is not

allowed to be stored anywhere on campus including in a vehicle.

Housing Custodial & Maintenance Services

Full time and student custodial staff clean all common areas in Housing. Our goal is to ensure a clean and pleasant living environment at **all** times. It is every resident's responsibility to help keep Housing facilities clean and safe by reporting problems and taking reasonable care of the facilities. By working together, the Housing facilities can kept clean and safe.

The Maintenance staff is responsible for making repairs and maintaining the Halls. If you have something in need of repair, complete a Work Order online through TEchWeb. You can also ask your RA or the Housing for assistance with any facilities needs you may have.

The Housing Facilities staff team work to correct reported problems as quickly as possible. If there are unforeseen circumstances beyond our control which may cause extended periods of delay, you will be notified by email of the delay and our plans to remedy the issue.

Vandalism and carelessness affects everyone. Please report vandalism to a staff member immediately.

Activities and Programs

On campus housing is a great place to meet people and to have fun, while meeting your academic goals. Programs provide an atmosphere that changes the Halls from a place to sleep and eat to a place to learn, grow, and have fun. Your college experience is what you make of it

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and a great way to ensure you have a great experience is to get involved.

Please join us throughout the year at any Housing activity. If you would like to see us host an event, please talk with any staff member about your idea!

Recycling

Recycling containers are located throughout each residential building. Residence Life staff collect cans and bottles with deposits to augment the cost of programming. **Cans and bottles placed in the recycling bins become the property of Housing and Residence Life.** Removal of cans/bottles from the recycling bins will result in disciplinary action and/or fines.

Trash

Dispose of your trash in the Residence Hall in the large lidded cans in the hall breezeways.

Dispose of your trash from the Village in the large dumpsters at the top of the hill across the street from the yellow building.

Students found not disposing of their trash in the appropriate manner will be subject to the conduct process.

Recycling in the Village is available in each of the first floors. Talk with your RA about where to appropriately place your recyclables.

If you have any questions about trash or recycling, please speak with your RA.

SECTION 5: SODEXO CAMPUS DINING

Sodexo Campus Dining offers a variety of dining experiences on campus.

Hours and a lot of other great information are online at <https://oit.sodexomyway.com>

Meal Plans

All residents living on campus at Oregon Tech are required to purchase a Meal Plan. First time residents choose between meal plan 1 or 2. Returning residents to Oregon Tech (anyone who has lived at Oregon Tech prior to the current year) have the additional option of meal plan 3.

The Marketplace Café is your dining room, designed for your enjoyment with friends. Please dispose of all your trash in the provided receptacles and take your dishes to the Dish Return carousel.

Use your Student ID Card to access your meal account. Make your selections and present your card to the Cashier. The cost is deducted from your meal plan account, with all transactions final at the time of purchase.

YOU MUST HAVE YOUR CARD TO USE YOUR PLAN.

You may also use your plan in other Sodexo campus food outlets, including the College Union Bistro, coffee shops, and The Snack Bar in the Res Hall.

Your student ID/meal card is valuable. If you lose your card, report the loss immediately to Campus Dining at 541-885-1076. A flag will be placed on your meal account so it can't be used by anyone who may find your card.

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You can replace a lost or damaged card at the College Union Information Desk (there may be a replacement fee for lost cards).

Conduct in the Marketplace Café and Dining Areas

The Residence Life Code of Conduct applies to behavior in the dining room. Sodexo and College Union Staff work to keep the areas clean and appealing. Intentional misuse of the area will be addressed through the Housing and Residence Life Code of Conduct. Please help us keep the area clean.

Comments and Questions

Constructive criticism and suggestions help make your dining experience a pleasant one. You are encouraged to stop by the Dining Office and talk with any of the Sodexo staff; they are here to help address any concerns.

SECTION 6: HOUSING POLICIES

Room Assignments

To be eligible for on campus housing, a student must be enrolled full time (12 or more credits) at Oregon Tech (or OHSU School of Nursing) and make satisfactory progress toward degree completion. You can request an exception to this policy with the Director of Housing & Residence Life.

You are assigned a room on a space available basis. Housing applications are processed in order of application date. If you are not initially assigned to the type of space you requested, your name will be placed on a waiting list. Opportunities to move or have a room assignment change may become available as space opens. (See Section 6-Space Consolidation)

Room Condition Reports

A Room Condition Report (RCR) form has been completed for each residential space. Upon moving in review the RCR and make any corrections through your RA, then sign the RCR. When you check out, this RCR will be reviewed at to ascertain damages or cleaning charges.

Student Initiated Room Changes

To request a room change, contact your RA to discuss the process. Take note of these important things as you consider a room change:

1. You can change rooms to **open** spaces. Trades (or swapping) **are not permitted**.

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2. If you make an unauthorized room change, you will incur a minimum charge of \$100.00. You may also be liable for rent on both spaces until any changes are approved or you have returned to your assigned room.
3. ONLY the Housing Office can grant a room change. You will be notified if your request to move has been granted. **All moves must be completed by the move date on the Room Change Authorization Form.** Arrange to check out of your current room and check into the new room with the appropriate RA(s), at a mutually convenient time.
4. Residents who do not move by the date specified on the Room Change Authorization Form may be charged rent on both spaces for each late day. Residents making a room change are required to clean the room they are vacating before they check out of the room. Those who leave a room in an unclean condition will be assessed cleaning charges.

Roommate Disputes

Living with other people requires patience and flexibility. Even the best of roommates will have disagreements from time to time. Before requesting a room change, you are expected to demonstrate you have made every effort to resolve the dispute. Follow the steps below to try and work through the issues. **Housing does not grant room changes until these steps are completed:**

1. Discuss the problem with your roommate(s) and try to work out your differences. Refer to the roommate

agreement you agreed to with your RA.

2. Contact your RA and ask the RA to assist you with mediation of the issue(s).
3. Contact a Senior Staff member for further assistance to try and resolve the issue(s).

If Steps 1-3 fail to resolve the problem, complete a Room Change Request. **The RA must sign this form, agreeing you have you completed the above steps before a room change is considered.**

The Housing Office reserves the right to move the person found to be the most responsible for the situation or both (all) residents.

Space Consolidations

Residents contracting for a double room in the Residence Hall that are without a roommate may have the following options when Housing consolidates space:

1. Consolidate with another individual who needs a roommate. A list of potential roommates is available through the Housing Office.
2. Convert the contract to a single and pay the single rate (prorated for the remainder of the contract period).
3. Remain in the present space as a double and understand that:
 - A. The Housing Office may assign another resident contracting for a double to the space at any time, with or without notice.

-- OR --

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- B. The Housing Office may require that you move if/when consolidation of space is necessary.

Residents who have demonstrated an inability or unwillingness to live with another resident in a double room may be required to convert a double space to a single, at the discretion of the Housing Office. The room charges will be prorated considering the days as a double and days as a single.

Room and status changes will be for the remaining period (current and subsequent term(s)) of the resident's contract unless otherwise amended. Subsequent changes will be considered on a case-by-case basis.

Village apartment consolidation will occur on an as needed basis.

Room Entry

The University, and Housing and Residence Life respect the privacy of a student's living accommodations. Housing reserves the right to enter a room for reasons of health, safety, maintenance, ensuring compliance with policies and regulations or emergencies. The University reserves the right to inspect articles to ensure compliance with policies as well as law. Reasonable cause is used to determine the need to enter without prior notice.

Residence Life and Housing staff will check each room/apartment on a regular basis (at a minimum of once per term) as well as at the beginning of every break as part of the Health and Safety program. You will receive notification of upcoming inspections as well as a post-inspection status report.

If there are issues you need to address, you and your roommate(s) will be given a short time to resolve the issues, followed by another inspection. If maintenance issues are noted during the inspection, Housing Facilities staff will work to remedy these issues.

Guest Policy

Residents may host **an overnight guest for no more than three (3) days per term**. You can request an exception through the Director of Housing and Residence Life.

A guest is anyone you wish to stay with you in your assigned space. **You must ask for and be granted permission to host a guest from your roommate(s) before allowing a guest to stay.** If you do not gain permission and try to host a guest, your guest must leave. Conduct action may occur for violating the Housing guest policy.

Register all guests with your RA. If your RA is not available, register with the duty RA, or Senior staff member on duty. **You as the resident (host) are responsible for the behavior of your guest at all times.**

Individuals discovered in the buildings that are not a registered guest will be asked to leave. Unescorted individuals will be asked to leave immediately and may be subject to arrest.

A current resident must accompany guests at all times.

Residence Hall Showers and Restrooms

Showers are for residents and registered guests only.

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Restrooms for non-residents are located in the Recreation Room and TV Lounge in the Residence Hall and in the front lobbies of each Village building.

Housing Custodial staff members clean the showers and restrooms in the Residence Hall every week day during working hours (7 am-4 pm). Village residents are expected to clean their showers and restroom facilities **at least weekly**.

Vacation Periods and Summer Break

Vacation periods include Thanksgiving break, as well as winter and spring breaks. Housing facilities are officially closed during these break periods. Residents are permitted to stay during breaks at no additional cost (**no meals are available**) but must register with the Housing Office prior to the first day of break.

If you leave a car on campus over a break period, please stop by the Housing Office to register the vehicle with Housing. Housing is not liable for any vehicle left, but it is helpful to know if you have left a car over a break period.

The contract period for each academic term begins the day Housing officially opens (fall term – the Wednesday prior to the start of classes; winter and spring terms – the Saturday prior to the start of classes) and ends the day after the last official final exam time (for fall and winter terms) or commencement day (spring term).

Housing during the summer term is available under a separate Contract Terms and Conditions (this contract is typically available in April).

Check-out Procedures

To move out of Housing, please follow the check-out procedures listed below.

Checking out properly protects you and the University. When you check into your room, you review and sign the Room Condition Report (RCR), attesting to the condition of the room and its contents. When the RA checks you out, another review of the condition of your room is done and is compared to the condition when you took occupancy as stated on the RCR.

Follow these steps to check-out:

1. Contact your RA and arrange to have your room inspected. This inspection must be at a mutually convenient time once you have completed the rest of these steps.
2. Remove all of your belongings from the room, and clean your space in the room/apartment. Return your room/apartment to similar conditions when you took occupancy. Failure to do so can result in charges to bring the space back to that condition.
3. Complete check-out information on the RCR and Charge Guide with your RA. Provide a forwarding address for mail on the Charge Guide.
4. Turn in your room key, prox card, mailbox key, or combo RA.

You do not have to be present for your room inspection. You can choose an **Express Check Out**. Damages documented during the checkout are assessed to your student account. If you choose an **Express Check Out**, you waive your right to contest cleaning and repair

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charges as you were not present for the inspection.

You can contest any assessed charges (except for those assessed from an ***Express Checkout***) in writing to the Director of Housing & Residence Life within 30 days of your check out. If you choose an Express Checkout, you waive your right to an appeal. **After 30 days, all charges are final.**

Failure to follow proper check-out procedures will result in an improper check-out charge. Room and/or board charges will be assessed until the check-out process has been completed.

Check-outs are not allowed during any University scheduled break period. Moving out **after** the last day of the term will result in significant charges (see the Housing Terms and Conditions of the contract). **Please note the closing dates and times for each term to make appropriate travel plans. Staying past closing is not allowed.**

If you determine over a break period that you are not returning to Oregon Tech Housing, contact the Housing Office at 541-885-1094 to discuss your options to check out before the next term starts to help you avoid significant charges.

Noise Regulations/Quiet Hours

Excessive noise and/or repeated noise violations subject the offender to disciplinary action under the Code of Conduct. Courtesy hours are in force at all times. Keep noise is to a minimum during quiet hours. Quiet hours are:

Sunday-Thursday 11:00 pm-8:00 am
Friday-Saturday 1:00 am-10:00 am

During dead week and finals week, follow the 23 hour quiet hours' rule. One hour (6:00pm-7:00pm) allows for more noise.

A person's right to quiet always supersedes a person's right to make noise. Maintain reasonable noise levels at all hours. It is a resident's responsibility to inform others if they are being disturbed and request that they quiet down before requesting staff assistance. A person needs to ask only once to have disturbing sounds stop.

The Residence Life Staff documents repeated violations. A violation of the noise policy is a violation of the Code of Conduct and subjects the offender to disciplinary action (including but not limited to, probation, fines, and/or confiscation of the offending noise creating devices).

Bed Height Options

If you have a height changing bed (wooden frame) and want to adjust the height, please fill out a bed change request form available in the Housing Office.

Bed heights and bunking beds work will be done during the first two weeks of a term. Requests received after this time will be completed at the start of the next term.

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Metal frame beds can be elevated to maximize storage space with leg extensions to raise the bed frame. If you have questions on how to most effectively elevate your bed, please talk with your RA. Any material not designed specifically for use as a bed riser is strictly prohibited.

Keys

When you check into your room, you receive a room key and a prox card. The prox opens the exterior door to your assigned building and the key opens your room.

Lock your door every time you enter or leave your room/apartment. Housing expects you to keep your door locked at all times. Report any lock problems to your RA immediately.

Carry your room key/prox card with you at all times. If you lock yourself out of your room, contact an RA on your floor, or a staff member on duty. If a staff member is not available and you are locked out, stop by the Housing Office during business hours for assistance.

If you lose your key and/or prox card, notify a staff member or the Housing Office immediately. Your safety and the security of your room/apartment depend on you promptly reporting a lost key and/or prox card.

Common Area Furniture

Every resident is responsible to help maintain the condition of the common areas and the provided furniture. These areas are for the comfort of and use by all residents. Moving and abusing furniture deprives every one of its use.

Do not remove common area furniture from the lounges. If you relocate furniture, you face a relocation fee and conduct consequences.

Residents are financially responsible for all damages to and losses of institutional property attributable to an act, omission, neglect, or participation in group activities. In the event that damage charges cannot be attributed to a specific resident or group of residents, charges will be allocated among all residents of a community, floor, or the entire building. Charges are added to the student's University account, including a 15% administrative fee. Acts of vandalism are subject to financial and disciplinary action and to prosecution by State authorities.

Ledges and Window Screens

Building ledges are not for personal use. Please stay off these spaces.

Do not ever remove or cut window screens. The screens are in place for the safety and security of all the residents.

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Bulletin Boards and Posting

Bulletin boards are located throughout each of the buildings. These are areas for postings approved through the Housing Office and posted by HRL staff. Housing removes any poster improperly posted and/or no longer valid. If you have something you would like to post, please stop by the Housing Office for assistance.

Refrigerators and Microwave Ovens

Students can bring in refrigerators and microwaves within the following specifications:

- Fridge must have a rated capacity equal to or less than 4 cubic feet.
- Both the fridge unit and the power cord must be UL approved.
- A fridge cannot be a self-defrosting or a self-illuminating unit.
- Microwaves must use 1000 watts or less.
- Microwave power cord must be UL approved.

The Village apartments have a refrigerator and microwave provided. We request you refrain from bringing in additional fridges or microwaves.

Safety and Security

Housing facilities are only as safe and secure as your participation in our safety measures. Security is everyone's responsibility. The possibility of intrusions, theft, physical violence, or fire is always present. Following are some precautions that will help keep our community safe and secure:

- Be observant. Report suspicious people, objects, or situations to the Housing Office, a Service Desk, or any staff member.
- **Lock your door every time you enter and leave your room and/or apartment.** If your room is found unlocked, the door will be closed and locked by a staff member.
- Safeguard your key. **NEVER** loan out your key or prox card.
- **NEVER** prop open exterior doors.
- Protect your valuables by purchasing a lock box or personal safe. Make sure to use your **Project ID** booklet to list all your valuables and keep the booklet in a safe space.
- Your room/apartment is equipped with a smoke detector. If it is not working properly, contact your RA. **DO NOT** tamper with or remove your smoke detector for any reason!

Housing secures every exterior door overnight and on weekends. Help us maintain a safe community-**NEVER prop open any exterior door!**

Health and Safety Inspections

Inspections take place regularly to ensure your space complies with all policies listed here as well as in the Housing Contract Terms and Conditions. Housing will post dates a week prior to inspection.

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Project ID

When you check in you will receive a **Project ID** booklet. Use this booklet to log your valuables. Keep it in a safe place for your reference.

Emergency Procedures

If an emergency arises, notify a staff member or Campus Safety immediately. **In case of a fire, activate the building alarm, leave the area, and then find a staff person for assistance.** To summon emergency personnel, dial 911.

In the event of an accident, please notify a Residence Life Staff member or the Housing Office immediately. Housing staff is trained to respond and obtain help as needed.

Fire Alarms and Fire Equipment

When the fire alarm sounds, leave the building immediately, following the emergency procedures outlined in this Handbook.

Initiating a false fire alarm or bomb threat is unlawful under Klamath Falls City Ordinance S470. This ordinance carries with it a maximum penalty of a \$500.00 fine and 90 days in jail. Housing and Residence Life/Oregon Tech can and will press charges against any person found to have knowingly initiated a false fire alarm or bomb threat. Anyone violating this provision will also face Residence Life and University disciplinary action and will be charged for the cost of evacuating the building. This cost is minimally \$1000.00.

Smoke Detectors

Each space is equipped with a smoke detector. Housing has inspected each unit to make sure it is operational, and will inspect each unit during health and safety inspections. If your unit begins to beep or you think it may not be functioning properly, please notify a staff member for assistance immediately. Housing staff will install a new battery **immediately**. If your detector is malfunctioning, contact your RA. Housing staff will respond and replace the unit.

If your smoke detector is found with a low or dead battery and it has not been reported, a \$25 minimum charge may be assessed to each resident of the space. Your safety and the safety of others in the building depend on your adherence to this regulation.

The fire safety systems are highly sensitive. Do not bump into the equipment, spray the equipment with any substance, or participate in any activity that may cause the alarm to sound. Setting off the fire alarm sound because of horse play subjects you to disciplinary action and/or fines.

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Fire Alarm

Fire alarms are real. NEVER assume otherwise. Evacuate the building as quickly as possible using the nearest safe exit to your current location. When the alarm sounds, take the following action:

1. Grab a coat, slip on footwear, turn off the stove/oven if you're cooking, and leave the room. Close and lock the door.
2. Leave the building using the nearest safe exit. Familiarize yourself with the emergency route found on the back of your door (RH) or next to the door (Village apartment) before an alarm.
3. After exiting, move away from the building. **DO NOT STAND IN THE ROADWAYS.** As Housing staff members arrive they will direct you to a gathering point, please follow their instructions.
4. Do not return to the building until instructed by Housing and Residence Life staff or Campus Safety.
5. Follow all instructions given by Housing and Residence Life staff and/or emergency personnel.
6. If you have a roommate(s), share if you will be absent for an extended period. In an emergency, knowing that you are not in the building saves precious time.
7. If you are physically impaired, tell your RA so they are prepared to help you in an emergency. The evacuation staff will try to assist you in leaving the building.

Buildings Lockdown or Other Emergency

If an emergency occurs that results in a campus lock down (no one can leave or enter), Housing and Residence Life Staff will be notified and instructed on what actions to take. Please comply quickly with all instructions. As the situation progresses, staff members will be updated with current information. Failure to follow a staff member's instructions may result in disciplinary action.

Earthquake

DON'T PANIC! If you are in a building during an earthquake, move into a hallway away from any objects that may break or fall. Once the shaking stops exit the building and proceed to the nearest parking lot, as it is safe to do so. Please assist others if you are able. Check for injuries but do not move seriously injured persons unless they are in immediate danger.

Do not use an elevator in an earthquake. Be aware of your surroundings as you exit the building once the shaking stops. If you notice broken electrical wires or water leaks, report it to a staff member as soon as you can and avoid the area.

Once you leave a building, do not return. Buildings must be inspected and deemed safe before re-entering.

If you are outside during an earthquake, move away from buildings and utility lines. When the shaking stops, never re-enter any building. Remain calm and wait for instructions from a campus official or emergency personnel.

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Following are a few things to take note of to be prepared in case of an earthquake:

- Familiarize yourself with potential locations of emergency supplies such as a flashlight and first aid kit. Know the locations of exits in your residential building as well as all of your classroom buildings.
- Be aware dangers like heavy light fixtures. Stay away from glass windows, doorways, shelves, and heavy equipment that may be dislodged.

Consider keeping a list of emergency telephone numbers including:

Fire/Ambulance	911
City Police	911
Campus Safety	541-885-0911
Facilities Services	541-885-1690
VP, Student Affairs	541-885-1011
RH Service Desk	541-885-1080
Village Service Desk	541-851-5776
Housing Office	541-885-1094

SECTION 7: PROHIBITED IN ROOMS/APARTMENTS

Open Flames

Open flames are prohibited in Housing. This includes but is not limited to: candles, incense, and lighters of any kind. You will be held liable for damages resulting from negligence. Failure to comply with this policy will result in disciplinary action.

Electrical Appliances

Items with a heating element, such as a hot plate, non-air popcorn maker, toaster, toaster oven, or crock pot are not permitted for use in residential rooms in the Residence Hall. These items are permitted for use **only** in a kitchen on your floor (storage in rooms is acceptable). In the Village, **only** use these appliances in the kitchen.

Never leave any appliance that produces heat unattended. Unattended appliances will be turned off and reported to the Housing Office.

All electrically operated items must have a UL approved cord. The following items may be used in rooms: fans, portable air conditioning units, radios, stereos, hair dryers, televisions, DVD players, air popcorn makers, computers, and related items.

The University reserves the right to require a resident to remove an item or reduce the electrical use within the room.

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Halogen Light Fixtures

Lamps with halogen light bulbs are a source of extreme heat. Halogen light fixtures **are not permitted** in Housing.

Motor/Internal Combustion Engines and other Flammables

Internal combustion engines, ammunition, engine parts, related petroleum products, lighter fluid, propane tanks, firecrackers, and other items that may cause a fire are prohibited in Housing. Any damage related to violation of this policy will be assessed to the person(s) responsible.

Room Modifications

Due to state codes, safety, and facility management concerns, room modifications are not allowed. Please do not install devices such as deadbolts, ceiling fans, dimmer switches, etc.

Smoking and Tobacco Use

Oregon Tech is a smoke and tobacco free campus. Using tobacco (forms of tobacco including “smokeless” chewing tobacco and e-cigarettes) of any kind is not allowed inside or outside of any space on Oregon Tech property including all residential areas. For the complete policy please read the Oregon Tech Smoke and Tobacco Free Campus Policy OIT-30-035.

Anyone found smoking and/or using tobacco products within or around housing facilities will be subject to disciplinary action.

Windows and Window Displays

All room windows have screens. Screen removal and/or damage to the screen are strictly prohibited. You will be charged for damaged and/or removed screens.

In the event of a fire, emergency personnel must be able to see into a room (through the window). **Do not install anything that prohibits emergency personnel from seeing in the room (foil, paper, etc.).** Violation of this policy will result in disciplinary action.

Door Decorations

Residents are encouraged to decorate their room/apartment door, but this is limited to only **20%** of the exterior side, per the State Fire Marshall. Violation of this policy will result in disciplinary action. Any damage to the door (inside or outside) will be charged to the resident(s) of the room. Talk with your RA about the best ways to decorate and not damage the walls/door.

Posting inappropriate or discriminatory items will not be tolerated and you will be asked to remove any offending item.

Water Beds

University policy prohibits the use of waterbeds in Housing.

Weapons and Firearms

Weapons and firearms are not permitted in Housing. A weapon is defined as any item that, by virtue of its design and function, could be used to harm another person or that discharges a projectile. This includes but is not limited to such items as handguns, rifles, shotguns, bows, and

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arrows, knives with a blade of 3 inches or more, etc. Some weapons may be stored with Campus Safety (see Section 4). Kitchen knives designed for cooking uses are excused from this policy.

Paintball and air soft guns are excluded from this policy and may be stored in a resident's room. All paintball and air soft guns must be registered with your RA.

Paintballs, propellants and other ammunition may not be stored in any residential building.

Pets

Pets/animals are not permitted on campus, with the exception of fish in a 10-gallon maximum aquarium.

This policy does not pertain to animals assisting persons that are visually, hearing, or physically impaired. Documentation from Oregon Tech Disabilities Services is required in order to make accommodations for assistance and/or emotional support animals. Please contact the Disabilities Service Office at 541-851-1227 if you have further questions.

Stereos and Subwoofers

Housing and Residence Life strives to maintain an environment that promotes academic success. Please keep noise to a minimum. **A person's right to quiet always supersedes a person's right to make noise.** If someone requests you to lower the volume, you need to comply. The following rules help to minimize noise problems:

- Sub-woofers are not permitted.
- Keep bass setting low at all times.
- Keep the door(s) closed when using radio, TV, computer, etc.

- Keep stereos, computers, televisions, radios, and other devices with volume set to low.
- Sound produced within your room should not be heard outside your room at any time.

Quiet Hours:

Sunday-Thursday 11:00 pm-8:00 am
Friday-Saturday 1:00 am-10:00 am

Dead week & Finals week: 23 quiet hours (6:00 pm-7:00 pm power hour).

The Director of Housing and Residence Life may grant exceptions for an event. Notice will be posted prior to any event.

- Power Hour, from 6:00-7:00 pm allows you to be a little louder. You must keep your room/apartment doors closed when participating in Power Hour. Bass vibration is not part of Power Hour. **A person's right to quiet supersedes another person's right to make noise.**

Quiet hours are firmly enforced. Residents are expected to comply with the letter and spirit of maintaining quiet and exercise common courtesy 24 hours a day, 7 days a week. Housing reserves the right to ask you to remove equipment if noise levels are deemed unusually loud or disruptive.

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Alcohol and Other Drugs

Illicit and/or illegal drugs are not tolerated in Housing or on campus. You must have a current and valid doctor's prescription for any prescription in your possession. You are expected to keep your prescription medication(s) in your control at all times

Marijuana is prohibited on campus. It is a violation of federal law to possess or consume. This prohibition extends to medical marijuana.

For more information, please see *Alcohol and Other Drugs* under Code of Conduct section of this Handbook (see Section 8 – Alcohol and Other Drugs).

SECTION 8: RESIDENCE LIFE CONDUCT CODE

The relationship between students and Housing and Residence Life is guided by the principle that living on campus and participating in residential programs is an educational enterprise. Being a part of the on campus community is dynamic and challenging. The Office of Housing and Residence Life creates and maintains an environment that is supportive of residents and their academic goals.

Each resident has Rights and Responsibilities. Please review your Rights and Responsibilities at the end of this *Handbook*.

Rules act as a guide to behaviors that are supportive of the needs of individuals and the community. Students residing on campus are bound by the Terms and Conditions of the Housing Contract, regulations indicated in this *Handbook*, the *Oregon Tech Student Handbook*, federal/state laws, and city/county ordinances.

Residents are subject to action under the conduct process if they violate these rules, laws, and ordinances. Action taken by the Housing conduct process does not preclude action by the University, criminal prosecution, or civil action. The Residence Life Code of Conduct covers behavior in Housing and adjacent areas, Campus Dining, and at any sponsored Housing and Residence Life or Residence Hall Association (RHA) activity. Following are specific policies you are expected to read and comply with as a Housing resident.

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Physical Abuse and Intimidation

Physical abuse and intimidation will not be tolerated. Fighting is disruptive to the community and is damaging to those involved. Violation of this policy will result in disciplinary action which may include suspension or expulsion from Housing as well as a conduct response from the University.

Intimidation in any form will not be tolerated. Violation of this policy will result in disciplinary action which may include suspension or expulsion from Housing as well as a conduct response from the University.

Harassment

Harassment, defined as:

- a. Intentionally subjecting a person to offensive physical contact;
- b. Unreasonable insults, gestures, or abusive words, in the immediate presence, and directed to, another person that may reasonably cause emotional distress or provoke a violent response (including but not limited to electronic mail, social media, conventional mail, and telephone) except to the extent such insults, gestures or abusive words are protected expression; or
- c. Other types of prohibited discrimination, discriminatory harassment, and sexual harassment, as defined by law.

Health and Safety

Actions that create a hazard to the health and safety of residents or cause damages to Housing or resident owned properties are not permitted. Such actions include but are not limited to: throwing objects from windows; tampering with fire equipment, alarms, and smoke detection devices; tampering with electrical circuit breakers and fixtures; and any action that creates a health or safety hazard including personal hygiene issues and room cleanliness/odor.

You are expected to maintain an appropriate level of personal hygiene and room cleanliness. Bathe daily and clean your room/apartment to keep it odor free. Violation of this policy will result in disciplinary action.

You are expected to take care of your physical and mental health. If at any time it is deemed you are not upholding this expectation, you may be in violation of the Housing and Residence Life Code of Conduct and may be subject to the Conduct Process.

Health and Safety inspections occur at least quarterly by Housing and Residence Life staff. The staff will check all life safety equipment as well as take note of excessive trash or other issues that may cause concern. If your space does not meet Housing expectations, you will receive instructions to remedy the concerns and your space will be checked again to ensure compliance with Health and Safety Standards.

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Alcohol

Oregon Tech prohibits:

1. The illegal or unauthorized possession, consumption, or sale of alcoholic beverages. Furnishing or possession of alcoholic beverages to persons under the age of 21 years of age on property owned or controlled by the college or as part of any Oregon Tech event. Possession and consumption of alcoholic beverages in unauthorized areas by those over 21.
2. The consumption of alcoholic beverages by all College students and employees so as to 1) adversely affect academic or job performance, 2) endanger the physical well-being of others/oneself, and/or 3) lead to damage of property.
3. The possession, sale, distribution, promotion, or consumption of an alcoholic beverage in a manner that constitutes a violation of federal, state, or local laws, including the sale, directly or indirectly, of any alcoholic beverages at a premise or by an entity not licensed for such sales on OIT property or as part of any OIT event. No State funds (including College and student fees) may be used to purchase alcohol.
4. Alcoholic beverages are not allowed on campus for athletic contests or events unless authorized by the President.

Oregon Tech allows for alcohol in Housing within these parameters:

1. If you and your roommate(s) are 21+, alcoholic beverages may be stored and consumed in your assigned space. Individuals under 21 may not be in a 21+ space when alcohol is present or consumed.
2. If you are present in a room with open containers of alcohol, it is considered an act of consumption. Determination of responsibility occurs through the conduct process.
3. Keep the door to a 21+ space closed when consuming alcohol. Be responsible when consuming alcohol.
4. Being under the influence of alcohol or other substance is considered an act of consumption and/or possession and can result in disciplinary action.
5. If you are under 21, you are not allowed to possess empty alcohol containers. Empty alcohol containers are considered an act of consumption and/or possession and a violation of the Residence Life Code of Conduct.
6. Kegs/excessive stores of alcohol are not allowed. Alcoholic beverages illegally possessed, consumed, or sold, will be confiscated and destroyed by authorized staff including Housing and Residence Life Staff as well as Campus Safety, City, County, or State Police.
7. Disruptive behavior resulting from the use of alcohol is a violation of the Residence Life Code of Conduct and will incur disciplinary action.

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Controlled Substances

The possession, use, sale, or distribution of any illegal or controlled substance is forbidden. These actions will subject the violator to Residence Life and University disciplinary action and/or criminal prosecution. Discipline may include eviction from Housing, as well as discipline from the University.

Controlled substances include (but are not limited to) prescription medications (without a current/valid doctor's prescription for the possessor) and illegal drugs such as cocaine, marijuana, PCP, psilocybin, LSD, peyote, heroin, amphetamine, methamphetamine, mescaline, opium and its derivatives, and "designer" drugs.

Marijuana possession (in any form), and consumption, including but not limited to smoking, eating, or oils, is prohibited by federal law. Although Oregon has legalized marijuana for medicinal use and recreational use (for individuals 21 years of age or older), it is prohibited on the Oregon Tech campus. As a recipient of federal funds, the University is required to comply with federal law.

Oregon Tech, and Housing and Residence Life maintain a workplace and educational environment free from the unlawful manufacture, distribution, dispensation, sale, exchange, possession, or use of controlled substances and illicit drugs.

Controlled substances and illicit drugs are prohibited on any OIT property and at any site where individuals on behalf of OIT perform work. Prescription medications (appropriately prescribed for and used by the patient according to the prescription) are exempted from this prohibition.

Oregon Tech students, faculty, staff and students are expected to comply with applicable local, state and federal laws regarding the possession, use, or sale of controlled substances, whether on or off-campus.

Any student, faculty, or staff member who violates this policy or applicable law may be subject to disciplinary or conduct action consistent with provisions of state and federal laws; and campus administrative rules; and the OIT Student Code of Conduct.

Disciplinary actions for students may range from warning to expulsion as provided by the *Oregon Tech Student Handbook*, and /or the *Student Housing Handbook* and may include referral to Integrated Student Health or another agency for evaluation and/or treatment. Students receiving federal financial aid may lose aid. Students may also be referred for prosecution by the legal system. The severity of the sanction will depend, in part, on whether this is a first incident or a repeat violation, the seriousness of the misconduct, and the student's attitude.

Any disruptive behavior resulting from the use of drugs or any other illegal substance is a violation of the Residence Life Code of Conduct and will bring forth disciplinary action.

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In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, Oregon Tech prohibits:

1. The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances by college employees, students, or other members of the Oregon Tech community on college premises or as part of any college activity.
2. The illegal or unauthorized possession, consumption or sale of alcoholic beverages, or the furnishing of alcoholic beverages to persons under twenty-one (21) years of age on college property or at college-sponsored activities, or possession and consumption of alcoholic beverages in unauthorized areas by those over twenty-one.

Non-compliance with this policy may result in penalties up to and including expulsion from the college and termination of employment.

Marijuana

In light of Oregon law regarding legal use of marijuana in the state for those 21 years and older, we want to provide clear information to you regarding use and intoxication from marijuana on Oregon Tech campuses.

Why is marijuana use prohibited at Oregon Tech?

Because Oregon Tech receives federal aid and grants, we must follow federal law when it comes to marijuana use and possession. This means marijuana in any form, including but not limited to

smoking, edibles, oils and any other form, is prohibited by students of any age on campus.

Follow these guidelines to remember the rules.

An easy way to think about marijuana use is to compare it to alcohol and cigarette use. Ask yourself: could I walk across campus drinking a beer? No. I also can't do that with marijuana. Could I come to class high/drunken on alcohol? NO. I also can't do that with marijuana. Could I return to my on campus room drunk and under the influence? No. I also can't do that with marijuana. Can I safely use lab equipment and keep myself and others safe if I've been drinking alcohol? No, and I couldn't safely use equipment under the influence of marijuana. Could I drive drunk? No, I also can't do that with marijuana. Could I smoke a cigarette anywhere on campus? No, I also can't do that with marijuana.

What if I have a medical marijuana card-will that allow me to possess and use marijuana on campus?

Under federal law, marijuana use is considered illegal and students cannot possess or use medical marijuana in any form, even if in possession of a medical marijuana card. If you have any questions, please stop by the Housing Office or visit the Vice President for Student Affairs Office on the first floor of the College Union.

Who do I contact if I have questions about the marijuana use policy?

Please contact Erin Foley, Vice President for Student Affairs, at erin.foley@oit.edu; or visit the Student Affairs office on the second floor of the College Union.

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Sexual Misconduct

Residents are subject to the University policy regarding sexual misconduct published in the *Oregon Tech Student Handbook*.

Oregon Tech, and Housing and Residence Life do not tolerate rape or sexual misconduct in any form. You are encouraged to report all instances of gender discrimination and sexual misconduct in all forms.

Where there is sufficient information/evidence that University policies prohibiting gender discrimination, sexual harassment or sexual misconduct have been violated, Housing and Residence Life and the University will pursue disciplinary action. Even if law enforcement and criminal justice authorities choose not to prosecute a particular incident, the University may still pursue the incident as a student misconduct matter.

Housing Interim Suspension

If the conduct or behavior resident in Oregon Tech on campus housing is determined by the Vice President for Student Affairs/Dean of Student or the Director of Housing and Residence Life, to be a threat to self or others, the ability to live in on campus may be immediately suspended pending the outcome of a hearing. During an interim housing suspension, the student is immediately removed from their campus residence and is not to re-enter any campus housing space until a hearing is held and a decision regarding the pending complaint has been made.

Sexual Assault Victims' Bill of Rights

- Survivors shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

Victim Amnesty

While the University and Housing and Residence Life do not condone underage drinking or violation of the other college policies, we consider reporting assaults to be of paramount importance, and will therefore extend limited immunity to victims in order to foster reporting and adjudication of sexual assaults on campus.

Definitions

Gender Discrimination

Gender discrimination is unequal or disadvantageous treatment of an individual or group of individuals based on gender.

Sexual Harassment

Sexual harassment is a form of gender discrimination. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature when:

- a. Submission to such conduct is made explicitly or implicitly a term or condition of leadership, membership in an organization, student social events, academic standing, or participation in any University activity.

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- b. Submission to or rejection of such conduct by an individual is used as a basis for evaluation, particularly in making employment or academic decisions affecting the individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with the other individual's performance or creating an intimidating, hostile, or offensive educational and University environment. Sexual harassment can create a hostile environment. Sexual harassment should be reported even if it doesn't reach the point of a hostile environment. A hostile environment is defined as subjectively and objectively offensive and sufficiently severe or pervasive to alter the conditions of the victim's educational, employment or University environment.

Examples of violations:

- Unwelcomed sexual flirtation, advances, or propositions of sexual activities.
- Asking about someone else's personal, social or sexual life or about their sexual fantasies, preferences or history.
- Discussing your own personal sexual fantasies, preferences, or history.
- Repeatedly asking for a date from a person who is not interested.
- Whistles, cat calls, or insulting sounds.
- Sexually suggestive jokes, innuendoes, or turning discussions into sexual topics.

- Sexually offensive or degrading language used to describe an individual or remarks of a sexual nature to describe a person's body or clothing. Calling someone a "hunk", "doll", "babe", "sugar", "honey", or similar descriptive terms.
- Displaying sexually demeaning or offensive objects and pictures.
- Staring repeatedly at someone.
- Invading a person's personal body space.
- Making sexual gestures with hands or body movements.
- Rating a person's sexuality.
- Treating a person differently based upon their gender.
- Massaging a person's neck or shoulders.
- Touching a person's body or hair.

Sexual Misconduct: Sexual misconduct is a broad term encompassing any nonconsensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior including but not limited to the following examples of prohibited conduct:

a. **Unwelcome sexual touching/exposure**

The touch of an unwilling or non-consensual person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, or clothing covering same); touching an unwilling person with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts. This also includes indecent exposure and voyeurism.

b. **Non-consensual sexual assault**

Unwilling or non-consensual penetration of any bodily opening with any objects or body part. This

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includes, but is not limited to, penetration of a bodily opening without effective consent (including when an individual is intoxicated and unable to provide sober/sound consent) through the use of coercion.

c. **Forced sexual assault**

Unwilling or non-consensual penetration of any bodily opening with any object or body part that is committed either by force, threat, intimidation or through exploitation of another's mental or physical condition (such as lack of consciousness, incapacitation due to drugs or alcohol, age or disability) of which the assailant was aware or should have been aware.

Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agree upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain the other has consented before engaging in the activity. For consent to be valid there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

Effective Consent is:

- Informed
- Freely and actively given
- Mutually understandable words or actions
- Indicates a willingness to participate in mutually agreed upon sexual activity

Further:

- Initiators of sexual activity are responsible for obtaining effective consent.
- Silence or passivity is not effective consent.

- The use of intimidation, coercion, threats, force, or violence negates any consent obtained.

Consent is not considered effective if obtained from an individual who is incapable of giving consent due to the following:

- person has a mental, developmental, or physical disability; or
- person is under the legal age to give consent (under 18 years old in Oregon); or
- person is intoxicated by alcohol, beer, or under the influence of drugs.

A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the individual responding party of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other individual.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from taking of incapacitating drugs. A lack of verbal or physical resistance does not, by itself, constitute consent but may be considered by the trier of fact along with all other relevant evidence. Consent to

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some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that they no longer want the act to continue, and, if that happens, the other person must stop immediately.

Stalking

Stalking includes, but is not limited to, the persistent, severe, or pervasive harassment of another person in a manner that would cause a reasonable person to feel frightened (for their safety or the safety of others), intimidated, threatened, harassed or molested, or suffer substantial emotional distress. This may include repeatedly contacting another person (through any means, such as in person, by phone, electronic means, text messaging, etc.), following another person, or having others contact another person on your behalf.

Dating Violence

Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such relationship shall be determined based on a consideration of the following factors:

- Length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

Domestic Violence

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner.

Domestic violence can be physical, sexual, emotional, economic, psychological actions, or threats of actions that influence another person.

Violations

Individuals who commit acts of sexual misconduct assume responsibility for their behavior and must understand that the use of alcohol or other drugs does not reduce accountability for their actions.

Examples of violations:

- Ignoring an individual's protest and engaging in sexual activity.
- Convincing somebody to have sex is likely to constitute intimidation or coercion. If someone is coerced, the yes is not effective consent.
- Drinking and/or drug use may render an individual incapable of giving consent for sexual activity. For example, someone who is intoxicated may agree to have sex at the time, but have no memory of the consent. This person may have been functioning in a "blackout" and did not give effective consent.
- Holding a person down or preventing a person from leaving the room and forcing them to engage in sexual activity against their will.

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Retaliation

The University will not tolerate retaliation against a person who brings a complaint forward in good faith. Retaliation against an individual who has brought a complaint forward or against an individual who has participated in an investigation is prohibited.

Reporting

All forms of gender discrimination, sexual harassment, or sexual misconduct should be reported, no matter the severity. Options for reporting are 1) to law enforcement; 2) to campus for action(s); 3) to law enforcement and campus; or 4) to campus anonymously. Reporting an incident may prevent further incidents and/or may assist in supporting other reports.

Reporting to the Police

The University strongly encourages you to report sexual violence and any other criminal offenses to the police. This does not commit you to prosecute but will allow the gathering of information and evidence. The information and evidence preserve future options regarding criminal prosecution, university disciplinary actions, and/or civil actions against the perpetrator. If the incident happened on the Klamath Falls campus, it can be reported to Campus Safety in 231 Cornett Hall or at 541-885-0911. If the incident occurred elsewhere, it can be reported to the local law enforcement with jurisdiction in the location where it occurred. Please know that the information you report can be helpful in supporting other reports and/or preventing further incidents.

Reporting for Student Instances

Students can report any instances of gender discrimination, sexual harassment, and sexual misconduct to the Diversity/Title IX Officer in the LRC 257A or at 541-885-1073. A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident. An Anonymous Report Form is available to report incidents of sexual misconduct: hardcopy form is available at several campus offices or it is available online at www.oit.edu/campus-life/student-affairs/campus-resources/sexual-assault-prevention.

If either the victim or the accused are students, the incident will be addressed through the Student Conduct process.

Additionally, as stated above, the University strongly encourages that you report any instance of gender discrimination, sexual harassment, and sexual misconduct to the police and/or the Diversity/Title IX Officer at 541-885-1073 or to Campus Safety at 541-885-0911.

Employee Obligation to Report-Student Instances

University employees, who become aware of a student instance of sexual misconduct, instances of gender discrimination including sexual harassment, shall contact to the Diversity/Title IX Officer in the LRC 257A or at 541-885-1073.

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Reporting for Faculty and Staff-Non-Student Instances

Faculty and staff shall report any instances of gender discrimination, sexual harassment, and sexual misconduct by another faculty or staff member to the Diversity/Title IX Officer in the LRC 257A or at 541-885-1073. As stated above, the University also strongly encourages that you report any instances to the police.

Victim Information

If you are victim of sexual violence, you are not alone and you are in no way responsible for your assault.

What to Do If You Are a Victim of Sexual Violence

- a. If you are not safe and need immediate help, call the police. If the incident happened on the Klamath Falls campus, call Campus Safety at 541-885-0911. If the incident occurred elsewhere, call the law enforcement agency that has jurisdiction in the location where it occurred or by dialing 911.
- b. Do what you need to do to feel safe. Go to a safe place or contact someone with whom you are comfortable. You can call the Campus Sexual Assault Hotline (541-891-0648), the Klamath Crisis Center-Rape Crisis Line (541-884-0390 or 1-800-452-3669), or a national hotline at
- c. 800-656- HOPE (4673) to get advice and discuss options for how to proceed.
- d. Do not shower, bathe, douche, change or destroy clothes, eat, drink, smoke,

chew gum, take any medications or straighten the room or place of the incident. Preserving evidence is critical for criminal prosecution. Although you may not want to prosecute immediately after the incident, that choice will not be available without credible evidence. The evidence collected can also be useful in the campus disciplinary process.

- e. Go to the Sky Lakes Medical Center (or closest medical clinic) to receive care for any physical injuries that may have occurred. While in the emergency room, treatment will be provided for sexually transmitted diseases and to prevent pregnancy.
- f. If you call the Klamath Crisis Center-Rape Crisis Line (541-884-0390), a sexual assault nurse examiner (SANE), a police officer and a rape volunteer advocate will be sent to the exam site.
- g. Upon arrival at Sky Lakes Medical Center, you will be taken to a private exam area. The nurse, advocate, and police officer will be directed to this same location. You will be examined to treat any injuries and to gather evidence.
- h. The rape advocate will support you throughout the entire exam, which will be performed by the nurse. The advocate will provide a packet of written materials that contains information about common reactions to rape, follow-up medical needs, and support services.

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On and Off-Campus Resources

Sexual harassment and sexual violence can be very emotionally disruptive, and it takes time to come to terms with such a major stress. In addition to support that may be found in family and friends, the following agencies and departments can serve as resources for you.

It is important to be aware that different individuals who you may contact for assistance following an incident may have different responsibilities regarding confidentiality, depending on their position. Under state law, some individuals can assure the victim of confidentiality, including counselors and certified victims' advocates. In general, however, any other university employee cannot guarantee complete confidentiality, unless specifically provided by law. As is the case with all colleges and universities, the University must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large.

Oregon Tech Sexual Assault Hotline

541-891-0648

The hotline number is a cellphone carried by Student Affairs staff 24/7 when classes are in session. The person who answers will assist the caller in getting medical assistance, determining reporting options to both campus and law enforcement, and other reasonable accommodations on campus (academic classes, work, housing, and transportation).

Oregon Tech Integrated Student Health Center (counseling and medical services)

541-885-1800

Located in Klamath Falls on the south end of the Village apartments

Counseling services are offered at Integrated Student Health Center. Counselors offer personal, educational, and crisis counseling to students. Sessions are private and confidential. All students are eligible for a free assessment session. Depending on a student's presenting concerns and the resources available, ongoing counseling is available free of charge to students enrolled in six or more on-campus credits and to other students who have paid the Student Health Fee. Sometimes students are referred to services off-campus to better address their needs. Students in crisis during office hours should call for an appointment, or come directly to the Student Health Center. Staff will do their best to accommodate the needs of these students as soon as possible. When Student Health is closed, requests for emergency counseling for Klamath Falls students may be directed to the Klamath Crisis Center at 541-884-0390 or 1-800-452-3669, or a national hotline at 800-656-HOPE (4673). Individuals may also go directly to an Emergency Room or call 911.

Oregon Tech Campus Safety department – Klamath Falls

541-885-0911 (emergency) or
541-885-1111

Located in Cornett Hall 231

Diversity/Title IX Officer

541-885-1073

Located in LRC 257A

Office of Student Affairs – Klamath Falls

541-885-1011

Located in College Union 217

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How to Support a Friend

If your friend is a victim of gender discrimination, which includes sexual misconduct and sexual harassment, the following information can offer guidance on how to help and support:

- a. Listen and accept what you hear. Do not press for details. Allow your friend to reflect on what has happened and to share some of their feelings.
- b. Keep what is said confidential.
- c. Let your friend know that they are not to blame. Many victims tend to blame themselves for the offender's actions, especially if the perpetrator was an acquaintance.
- d. Encourage your friend to obtain a medical examination.
- e. Allow your friend to make their own decision about their next steps.
- f. Seek emotional support for yourself.
- g. Accept their choice of solution to the assault even if you disagree with what they have chosen to do. It is more important that they feel empowered to make choices and take back control than it is for you to impose what you feel you think is the correct decision.
- h. Encourage your friend to file a police report. Filing a report does not commit the person to prosecute but allows for gathering of information and evidence. The information and evidence preserve future options regarding criminal prosecution, university disciplinary actions, and/or civil actions against the perpetrator. Information can be helpful

in supporting other reports and/or preventing further incidents, (even anonymous reports are somewhat useful).

- i. Remind your friend of campus resources including Office of Student Affairs and the Integrated Student Health Center.

Preventative Measures

The University encourages students to help in preventing harmful and negative incidences by being responsible for their own personal safety, intervening if they are a bystander of such incidences, and by educating themselves through University sponsored trainings.

Awareness Education

Education on sexual violence can be presented to any group of students, faculty, or staff by making a request through the Office of Student Affairs. Topics include but are not limited to sexual assaults, sexual harassment, the conduct process for sexual misconduct, how to support a victim, bystander intervention, prevention strategies and resources available for victims.

Bystander Intervention

An individual can stop an incident before it occurs by being an intervener.

The Bystander Intervention Model predicts that people are more likely to help others under these conditions:

1. Notice the incident: Bystanders first must notice the incident. If they don't take note of the situation, they won't see a need to help

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2. Interpret incident as emergency: Bystanders also need to evaluate the situation and determine whether it is an emergency or if someone needs assistance. Again, if people do not interpret a situation as one in which someone needs assistance, there is no need to provide help.
3. Assume responsibility: A decision bystanders make is whether they should assume responsibility for giving help. One repeated finding in research studies on helping is that a bystander is less likely to help if other bystanders are present. When other bystanders are present, responsibility for helping is diffused. If a lone bystander is present, he or she is more likely to assume responsibility.
4. Attempt to help: This can be to help the person leave the situation, confront a behavior, diffuse a situation, or call for other support/security. (See Tips for Intervening and Bystander Playbook below)

The best way bystanders can assist in creating an empowering climate free of interpersonal violence is to diffuse the problem behaviors before they escalate. Individuals can do that by:

1. Educating themselves about interpersonal violence AND sharing this information with their friends.
2. Confronting friends who make excuses for other people's abusive behavior
3. Speaking up against racist, sexist, and homophobic jokes or remarks.

Tips for Intervening

In a situation that potentially involves sexual assault, relationship violence, or stalking, consider these tips when intervening:

1. Approach everyone as a friend.
2. Do not be antagonistic.
3. Avoid using violence.
4. Be honest and direct whenever possible.
5. Recruit help if necessary.
6. Keep yourself safe.
7. If things get out of hand or become too serious, contact the police immediately.

Remember that any situation that threatens physical harm to yourself or another student should be assessed carefully. The police are always an important resource to assist in defusing a situation.

Additional Intervention Resources

STEP UP! www.stepupprogram.org is a social behavior and bystander intervention program that educates students to be pro-active in helping others. Teaching people about the determinants of prosocial behavior makes them more aware of why they sometimes don't help. As a result, they are more likely to help in the future.

The goals of STEP UP! are to:

1. Raise awareness of helping behaviors.
2. Increase motivation to help.
3. Develop skills and confidence when responding to problems or concerns.
4. Ensure the safety and well-being of yourself and others.

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General Regulations

The following actions are prohibited:

1. Falsification, alteration, forgery, or misuse, of any Housing and Residence Life documents, student ID, or other University documents.
2. Withholding information from or providing incorrect information to any University staff person (including student staff) when asked in the performance of their duty.
3. Malicious destruction, damage, or misuse of University property, personal property of a member of the campus or Housing community, or a guest of these communities.
4. Theft or the unlawful conversion of the property of another.
5. Hazing or any practice by a group or individual that degrades another person, endangers their health and safety, prevents class attendance, or detains a person against their will.
6. Intentional disruption of the operation of Housing and Residence Life.
7. Solicitation by outside entities and/or student groups is prohibited. Exceptions may be granted by written petition through the Director of Housing and Residence Life.
8. Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons.
9. Unauthorized entry into or intentional defacement of any Housing facilities, equipment, or the property of another.
10. Nudity or any acts of indecent exposure. Nudity is defined as an unclothed human figure or a representation of it. Indecent exposure is defined as any act that is perceived as improper, offensive, or not in good taste.
11. Playing ball, throwing objects, playing with Nerf guns, operating RC vehicles, riding a bike, skateboarding, and rollerblading, etc. within Housing.
12. Publication, posting, or distribution of documents that violate the laws of libel, copyright, obscenity, postal regulations, or any related laws or statutes.
13. Throwing snowballs/having snowball fights in or around residential buildings. Violators will be fined \$75.00 per infraction. Damage caused by throwing snowballs will be charged to the responsible party or parties in addition to the fine(s).
14. Tampering with or forcing open any doors within Housing. These actions result in a \$200 fine plus any costs to repair the door(s).
15. Allowing a conduct violation(s) to occur without reporting the violation(s), knowingly withholding information, or providing false information. You can be held responsible for the violation as much as the individual(s) actually committing the violation.
16. Residents are responsible for the conduct of anyone visiting their room. Violations occurring within a room will be the responsibility of the resident(s) assigned to the room.

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Compliance

Failure to comply with a University official in the performance of their duties will result in disciplinary action. A University official includes all full time Housing and Residence Life full time and student staff acting in an official capacity.

Residents are expected to comply with the directions of Campus Safety, police and emergency personnel at all times.

Conduct Process

In any society, rules governing behavior provide the stability for our basic freedoms. Housing and Residence Life, as a community, owes to its members the right to conduct their affairs and to pursue their academic goals and social objectives in an environment conducive to those ends. The conduct process and the Residence Life Code of Conduct are designed to support such an environment. The Residence Life Code of Conduct and the Conduct Process are based on the Oregon Tech Student Code of Conduct.

Violations (and suspected violations) of the Residence Life Code of Conduct subjects the alleged offender to the Conduct Process. If a staff member observes or has reason to believe a resident has violated the Code, the student will be warned that their behavior/actions are inappropriate and that they should discontinue or change their behavior/actions.

If the infraction is considered minor, the student may be counseled and warned either verbally or in writing, be required to provide an oral or written apology, or lose Housing related privileges. Restriction of privileges must be in response to violation

of the rules and regulations related to the area restricted.

If the Conduct Officer or designee decides that the violation is more serious, or if the individuals involved are repeat offenders, or are on behavioral contracts, then the student will go through the Conduct Process.

Notification Procedures and Student Options for Disciplinary Action

When an alleged violation of the Residence Life Code of Conduct occurs, the Conduct Officer shall inform the accused student of the following:

1. The charges, including:
 - A description of the alleged conduct
 - The date of the alleged violation
 - The location of the alleged violation
2. The person who will serve as the conduct officer. This person could be the Director of Housing and Residence Life, her designee, or another authority figure.
3. The date and time, the student meeting is set with the Conduct Officer. If this date/time does not work, contact the Conduct Officer to re-schedule.

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Hearing Procedures

1. Student will be given notice of the hearing at least three (3) academic days prior to the hearing date.
2. The Conduct Officer shall investigate alleged misconduct and present the evidence at the hearing.
3. The student, upon satisfactory explanation to the Conduct Officer in writing (email is fine), may request a change of hearing date. Any change in the hearing date will be communicated least three (3) academic days prior to the new hearing.
4. If the student is not present at the hearing or if the student should leave the hearing prior to its conclusion or adjournment, the hearing shall proceed without the student present. The Conduct Officer shall render a decision based on the evidence presented.
5. The hearing shall be closed to the public unless the accused student wishes it to be open. If a disruption occurs, the Conduct Officer reserves the right to close the hearing.
6. The student is considered innocent of the charges against the student until the University determines, by a preponderance of the evidence, responsibility.
7. At the meeting, the student will hear the charges, answer questions of the Conduct Officer, offer information on their behalf and question any witnesses.
8. All participants and witnesses who testify shall be cautioned concerning the serious nature of the hearing and the obligation and responsibility to give truthful testimony. Disciplinary action may be imposed for knowingly giving false testimony.
9. The Conduct Officer has the option to take up to three (3) business days to make a determination of guilt or innocence based on the evidence presented.
10. Within five (5) academic days from the day the hearing is closed, the Conduct Officer shall notify the student, in writing, of the following:
 - Whether or not a violation of the Housing and Residence Life Code of Conduct was found
 - The penalty if a violation was found

A student's prior conduct will be considered in determining a penalty in the event the student is found responsible for the charges.

It is a serious violation of the Housing and Residence Life Code of Conduct to provide false information or to withhold information during the course of the Conduct Process.

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Appeals

Appeals must be filed with the Director of Housing & Residence Life (or the Dean of Students if the Director held the hearing) within three (3) business days of receiving the disciplinary record. Appeals must be in writing and legible (a typed document is appropriate). Failure to follow these procedures will nullify your right to appeal. The written appeal must include support for the following grounds for appeal:

- Noncumulative material and relevant evidence, new or newly discovered, which with reasonable diligence, could not have been produced prior to imposition of sanction.
- Unlawful discrimination or prejudicial error.
- Unreasonable, arbitrary, or capricious action.
- The imposing of an excessively severe sanction.
- The imposing of an insufficient sanction.

The Director will review the appeal and may, conduct a hearing to review the information provided in the appeal or hear oral arguments from the appellant, the Conduct Officer, and other parties to the matter. The Director may:

- Remand the case back to the Conduct Officer for further consideration.
- Modify the decision.
- Sustain the decision.
- Overturn the decision.

Sanctions

The objective of imposing of sanctions is to provide an educational opportunity. Sanctions examine not only the needs of the individual, but also the needs of other members of the residential community. The process allows freedom, but with freedom comes responsibility.

Sanctions may be imposed separately or in addition to other sanctions.

Housing Probation

Housing probation is a period of observation and review during which the resident must demonstrate compliance with Housing and Residence Life policies and regulations. If further violations occur during this period, additional sanctions will be put in place.

Written Reprimand

A written reprimand notifies the offender of inappropriate behavior and becomes part of the student's Housing record. It may specify that more severe consequences will be imposed should subsequent violations occur.

Restitution

Restitution is compensation for damages to University, Housing and Residence Life, or personal property. This is not a fine, but a repayment for costs associated with a behavior. Restitution can include, but is not limited to, cost associated with damages or theft, and administrative costs. Restitution may include monetary payment for service.

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Letter of Apology

A letter of apology may be directed to be written by the student to the appropriate person(s) or the community as a whole.

Education or Counseling

A student may be required to attend or develop educational programs, seek counseling or secure other professional assistance. Housing and Residence Life staff members work with the student in securing the appropriate assistance and will follow up to document the student has completed his/her particular requirement.

Community Service

Community service includes a minimum of 5 hours of work benefiting the campus and/or Housing and Residence Life. The Conduct Officer will determine tasks. Tasks must be completed in the time allotted for the student to complete this sanction.

Failure to complete community service will be converted to a monetary restitution charge equal to \$5.00 per hour plus a 10% administrative charge. Additional hours may be added if the student fails to appear for work assignments or does not complete the work assignment in the time allotted.

Loss of Privileges

A student may lose privileges to attend programs, enter various areas of Housing, check out equipment or other privileges related to their stay in campus housing.

Room Reassignment

A student may be assigned to another space in Housing. This usually occurs

when it is determined that the student or the community will benefit.

Behavioral Contract

A behavioral contract is an agreement between the student and the Conduct Officer. It can carry with it additional sanctions and procedures should its provisions be violated.

Fines

When determined to be appropriate, a fine may be assessed. The minimum fine is \$25.00.

Suspended Fines

When determined to be appropriate that a fine be assessed, it may also be suspended pending probation and review. If any future violations occur during the probation period, the suspended fine plus any other fine(s) may be assessed.

Immediate Eviction

The Director has the right to evict a student when, in the opinion of the Director, the resident's eviction is necessary to maintain order in Housing and areas under jurisdiction of the Residence Life Code of Conduct. This authority will only be invoked when a student interferes with another person's rights, welfare (mental or physical) or safety, uses illegal substances, or damages University property or the property of another. A student so evicted shall be entitled to a preliminary hearing and arraignment within three business days of the eviction. Based upon the evidence presented, the Director may:

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1. Lift the eviction, pending resolution of the case.
2. Continue the eviction until resolution of the case is heard and completed.

Evictions

A student may be evicted from Housing for violations of the Residence Life Conduct Code. Eviction is imposed for serious infractions involving the physical or mental well-being of the student and/or community. Evictions are also a sanctioning option for repeat offenders and for those that, in the opinion of the Conduct Officer, or the Director are unable and/or unwilling to make the commitments necessary to live in the Housing community.

(Note: This provision does not apply to those elements of the Housing Contract that govern a student's eligibility to reside on campus. These include, but are not limited to, non-payment of fees and becoming a non-student).

Suspension of Sanctions

Any sanction may be suspended. Suspension allows the student to correct their behavior and to demonstrate willingness to adjust to Housing community standards. A subsequent violation may result in the suspended sanction being re-imposed along with additional sanctions.

SECTION 9: ROOMMATE RELATIONSHIPS

Roommate Issues

In order to minimize conflicts, roommates are encouraged to discuss common sources of conflict. Some suggested areas to discuss at the beginning of the year include:

- Cleaning and personal hygiene /habits. Identify what is OK and what is not OK and respectfully communicate your needs to your roommate(s). Ensure everyone can enjoy satisfactory living conditions.
- Talk about what you are willing to share, and what you are not willing to share. Respect your roommate(s) decisions about their willingness to share personal items.
- Discuss when guests are welcome and when they are not. Discuss guest's use of personal belongings. Talk about where overnight guests (limited to 3 nights per term) can sleep.
- Talk about studying in your space, as well as appropriate noise levels in the space.
- Discuss your sleeping requirements; how long you need to sleep, and when you expect to sleep undisturbed.

Spend quality time with your roommate(s) and talk about what you expect from each other. Be open, honest and clear in your communication. Your RA is a good resource. Talk with your RA about a Roommate Agreement to fill out together to address the common issues that may occur between roommates.

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RA Involvement in Roommate Issues

Sometimes conflicts arise where an RA's involvement may be helpful. When you approach your RA with a concern, the RA will ask questions about your concerns and what you would like to see changed. Together you will identify the next steps to work for resolution.

Roommate Conferences

Mediation is a voluntary process that involves the intervention of an acceptable, impartial, and neutral third party (RA). The ability to reach an acceptable solution rests with the parties involved (not the third party). The goal is to reach an acceptable solution to the disagreement.

Before setting up a time and place for the conference, the RA will collect all relevant information about the disagreement by talking to all parties involved.

Roommate(s) Mediation

The staff member serving as a mediator will define mediation and their role as mediator. The mediator assists in structuring the discussion, but will not take sides. Address issues of confidentiality, the need for cooperation and honest, open conversation. Establish a time frame for the meeting at the beginning with the mediator.

Negotiate ground rules. The mediator will ask each participant to identify rules to follow. Two ground rules to get agreement on are:

1. One person talks at a time.
2. Only speak about the relevant facts. No innuendo or character defamation allowed.

After establishing ground rules, the negotiation process begins. Each person makes a brief opening statement to define the issues. If a Roommate Agreement was completed, review the agreement.

The mediator and roommates work together to define the issues for further discussion and negotiation.

The mediator will assist the roommates in developing options that will alleviate the issues of concern.

Finalize the process by developing an implementation plan. Include specific responsibilities of all parties in writing. It can take the form of a roommate contract, or a revision of one done previously. The plan should include the following:

1. How to deal with future changes.
2. A framework for the plan.
3. Define how to ensure that all parties are following through on agreed rules.
4. Alternative ways of handling a future dispute.

The final plan should be accepted by and agreed upon by all parties. Once agreed upon, all parties should sign and distribute the plan to all involved.

Adapted from: Serr, R.L., & Taber, R.S. (1987). Mediation: A judicial affairs alternative. In R. Coruso & W.W. Travelstead (eds), *Enhancing campus judicial systems. New directions for student services*. No. 39. San Francisco; Jossey-Bass.

Also adapted from: Blimling, G. (1995). *The resident assistant*, 4th Edition. Dubuque, IA: Kendall/Hunt

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Student Bill of Rights and Responsibilities

As a resident of Oregon Tech Housing, you possess individual rights and responsibilities, which must be held in high regard. This document defines your rights, in which you are entitled to as a resident, and responsibilities, which are expected of you as a resident. Both are a necessary part of your physical, educational, and social pursuits in the college experience.

Your **RIGHTS** and **RESPONSIBILITIES** as a Resident:

1. One of the basic purposes of the University is the dissemination and application of knowledge:
 - You have the **RIGHT** to a reasonably peaceful and quiet space in which you can sleep and study.
 - You have the **RESPONSIBILITY** to observe the levels of your noise, your stereo, and the noise of your guests and to keep them at a reasonable volume, and remind others that you expect the same.
2. Optimum physical environmental conditions are essential as they support, reinforce, and provide for positive conditions in which to learn and live:
 - You have the **RIGHT** to a safe, secure, clean, attractive, well maintained, and comfortable environment.
 - You have the **RESPONSIBILITY** to clean up after yourself, keep your door locked, and report any unusual behavior to any Housing and Residence Life staff member.
3. You should expect freedom from interference regarding your personal activities, and should be able to maintain privacy for other than academic purposes:
 - You have the **RIGHT** to choose your means of recreation and relaxation.
 - You have the **RESPONSIBILITY** to know and abide by the University's policies, including those that pertain to alcoholic beverages and controlled substances.
 - You have the **RESPONSIBILITY** to follow the rules and regulations established to support the educational purposes of the University and to sustain a safe and comfortable living and learning environment.
4. You should have the opportunity to maintain personal contacts and friendships with other persons in order to fulfill your needs for socialization:
 - You have the **RIGHT** to privacy, to host visitors, and to your share of your room in terms of space and time.
 - You have the **RESPONSIBILITY** to let your roommate know of your wishes and preferences for hours of sleep, study, and visitation, and to work through any differences in a peaceful manner.

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5. You should expect Housing and Residence Life to function in the most educationally profitable manner, where the right to initiate actions and referrals for impartial and fair adjudication of grievances is held paramount:

- You have the **RIGHT** to know what is acceptable and what is not acceptable in the Housing community.
- You have the **RIGHT** to confront others' behavior that infringes on your rights.
- You have the **RIGHT** to the assistance of any Housing and Residence Life staff member, Campus Safety Officer, or any other University official when you need help.
- You have the **RESPONSIBILITY** to examine your own behavior when confronted by another and work towards resolving conflicts.
- You have the **RESPONSIBILITY** to notify a staff person of your needs promptly, and to cooperate with them as they work with you to meet your needs.
- You have the **RESPONSIBILITY** to report any self, community, roommate, or peer concerns to an appropriate University official.
- You have the **RESPONSIBILITY** to read the information provided from the Housing Office, campus, the Student Housing Handbook & the Oregon Tech Student Handbook.

Nothing in the **Bill of Rights and Responsibilities** and/or its implementation shall deny any individual basic rights guaranteed under the United States Constitution, nor deny other alternatives for redress of grievances that are available under the individual's status as a student and as a citizen of the State of Oregon. These are some of your **“rights”** and **“responsibilities”** – think about them, talk about them, and make them a part of what you do during your stay here.