



# **Student Housing Handbook 2024-2025**

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## 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 your community, 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, email, and text messages from Housing. Failure to read these materials may cause you great inconvenience and possible charges to your student account.

We look forward to an exciting year on campus and your participation in activities. Have a wonderful year on campus and good luck with your academic pursuits.

## SECTION 1: ON CAMPUS COMMUNITIES

### Community Living

Communities conducive to personal growth and development respect the rights of others. The success of our on-campus community depends on you and how you interact with other people. You will meet people of diverse backgrounds and lifestyles. To make the most out of your on-campus experience, please be courteous, 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. On the ground floor you will find 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 Housing and Residence Life Office 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 campus. Floor plans are on-line at [www.oit.edu/housing](http://www.oit.edu/housing) as well as on the back of each student room door.

The Village consists of three buildings with three, four, and five-bedroom apartments. Floor plans are at [www.oit.edu/housing](http://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 least expensive on campus housing option and the most popular.  
**Single Rooms:** *Single rooms are the same size as double rooms.* These rooms house only one individual and provide only one bed. These rooms are limited to those with a documented need for such a space, and student staff spaces. If space allows during the term, students who are not staff or without documented need may be offered a single if they are on the waitlist

### Village Room Types

Bedrooms in the Village are single occupancy rooms. The shared communal areas in the apartment include the bathrooms, living room, and kitchen.

### Furnishings

Each double room in the Residence Hall has 2 closets, 2 dressers, 2 desks, 2 desk chairs, 2 beds/mattresses, 2 bookshelves and 2 bulletin boards.

Each bedroom in the Village has a closet, one dresser, a desk with an added hutch, and a desk chair along with a mattress and bed frame.

Every student room is carpeted and has window coverings.

***All provided furniture in each room remains in the room.***

## **SECTION 2: RESIDENCE LIFE STUDENT STAFF**

Oregon Tech Housing and Residence Life staff are available to help you be happy and successful during your time at Oregon Tech. Reach out to anyone as we are all happy to help! You will find RA numbers living throughout the building or can stop by the Housing Office or contact us at 541-885-1094 or at [housing@oit.edu](mailto:housing@oit.edu).

### **Resident Advisors**

Each community hosts a Resident Advisor (RA). Your RA is the most important 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: community building, crisis intervention, roommate conflict resolution, and many other topics. Your RA is a great resource for questions or issues.
- Has unique abilities and interests that they want to share and is committed to making 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 to advise students and assist other RAs. The SRA worked with Housing and Residence Life for at least one year before taking on these additional responsibilities.

### **Student Success Mentors**

Student Success Mentors (SSMs) are Housing and Residence Life student staff members who work with students to support their academic success. The SSMs also partner with the Tech Opportunities Program (TOP) to offer residential TOP students additional support in housing. They help connect students with campus resources, provide academic support, and assist students with academic challenges.

### **Programming Assistants**

Programming Assistants (PAs) are student staff members who work with students and RHA to help create engaging and fun activities for our residents to enjoy and connect with the on-campus housing community.

### **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 also work in the Mail Center to deliver your letters and packages to your 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 and networking issues. If you have connection issues, please contact a Tech Assistant by filling out the Internet/Device work Order form on eRezLife. Leave a message including your name, room number, and contact information. A Tech Assistant will reach out and work with you to resolve your issues.

### **RHA Officers**

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

### **Student Custodial Staff**

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

### **Staff Recruitment and Selection**

Student positions open throughout the academic year, with recruitment and selection typically starting late Fall term. Career Services posts all student positions on Handshake. Visit the Career Services webpage regularly to see what on-campus positions are available. Student staff must return early in the fall to complete training with the team prior to the general student body returning. 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 in the building and Housing Office to help you enjoy your time on campus and thrive in a safe, clean environment. Take a moment to introduce yourself to the Office and Housing Facilities staff. They love getting to know you!

### **Director of Housing & Residence Life**

The Director is responsible for the overall operation of Housing and Residence Life. This 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.

### **Assistant Director, Residence Life**

The Assistant Director, Residence Life (ADRL) oversees all residence life operations in Housing. They supervise the Service Desk and collaborate with the RLC to supervise RAs and RHA. They are a great resource to get to know and learn more about being a member of the on-campus community.

### **Residence Life Coordinators**

The Residence Life Coordinator (RLC) supervises portions of the Residence Life student staff team, advise RHA, and works with the Assistant Director to address student issues. The RLC is here to ensure all residents have a quality experience while living on campus.

### **Housing Office Staff**

The Housing Office staff oversee Housing Office operations and assist the Director in overseeing housing occupancy and room assignment management.

These folks are the first ones you will meet when you stop by the Housing Office. If you have a question, they can help you find the appropriate resources you may need to be successful at Oregon Tech.

### **Housing Custodial & Maintenance Staff**

The Housing Custodial and Maintenance teams are responsible for the cleanliness and upkeep of the buildings. They keep the communal 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 visit [oit.erezlife.com](http://oit.erezlife.com) and fill out a work order. We are all here to ensure you have a safe and comfortable place to call home while at Oregon Tech!



## 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 student staff sponsor events offering all Oregon Tech students a way to get involved and be a part of the campus community.

A fantastic way to get involved is to volunteer to be a Community Representative or join an RHA Committee. For more information about RHA, contact any staff member—they are happy to help you connect with an RHA officer.

### Service Desks

The Service Desks are in the main reception area of the Res Hall as well as in 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 after you have received an email from Housing sharing your package is available for check-out. Please note, even if you get confirmation of delivery, Housing has not processed the package until you receive the email from us sharing it is available for pick up at the Service Desk.

The Service Desk has equipment, games, carts, and other useful items for check out. Please visit any Service Desk to see the full list of items available!

***The Service Desk hours are typically 3:00 pm to 9:00 pm every day of the week.*** (Except holidays and break periods)

### Study Groups

One benefit of living on campus is the availability of your peers who are all striving for academic excellence. Housing encourages you to participate in study groups each term. 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!

### Study Areas/Lounges

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

Study rooms have tables and chairs, and some have a whiteboard or glass board for your convenience. Housing provides markers

and erasers.

Each floor in the Village has a lounge with chairs, tables, and glass boards. Housing provides markers and erasers.

If a study space needs new supplies, please stop by the Housing Office to 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; In the Village you will need to use your prox card to access the laundry room in each building. This is not necessary in the Residence Hall. **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 or an RA, AND submit a work request that includes the 6-digit machine number.

The Laundry Room equipment is equipped with CSCGO Laundry. Check out the posters to learn how these “smart” machines can help you get laundry done efficiently and moved back to your room! Laundry left for more than 4 hours unattended will be considered abandoned and removed.

### Residence Hall Oven

An oven is 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.

### Residence Hall Kitchens

Kitchens with stove tops and microwaves are in the BN and BS breezeways in the Residence Hall. *Please always use the exhaust fan 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

There is one elevator located in the Residence Hall. It is located in on the A side of the building. Residents are reminded to use proper elevator etiquette and remember that it is an older elevator and many residents and custodial/maintenance use it for both convenience and out of necessity. Improper use and/or “horsing around” that may cause the elevator to break may be subject to the conduct process in addition to the great inconvenience it will cause those living in the community.

## Bicycle Storage

Bicycles may be stored in the Residence Hall Quad in a provided bicycle rack. There are also racks located outside of the South Ramp and each Village building.

Only non-motorized bicycles are allowed to be stored in the Residence Hall Quad. Any motorized piece of equipment including battery or rechargeable scooter, bicycles, hoover boards or any other type of personal transport must be stored outside of any campus facility in a parking spot or if it is a bicycle, then a bicycle rack.

**NEVER** secure your bicycle to any railings or leave it unattended.

Bicycles locked to railings etc. or found unattended will be removed. **Always lock your bike to a designated bike rack!**

You are responsible for removing your possessions at the end of the academic year, or they will be considered abandoned and removed by University personnel.

You can also store your bicycle in your room. If you choose to do so, please do not ride your bicycle in the building, and make sure the bicycle is clean before you bring it into any building.

Housing asks all residents to register their bicycle with Housing. When you check in, you will receive notification on how to register your bicycle.

Bicycles, skateboards, roller shoes, rollerblades, and other sporting equipment can be stored in your room. *Use of any 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.

## ResNet

Internet access is provided for each student through a wired connection in every bedroom. All Housing facilities also have wireless access. For assistance in setting up a connection fill out an Internet/Device Work Order form on eRezLife.

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 10 in this Handbook).

For assistance with setting up ResNet or issues throughout the term contact a Housing and Residence Life Tech Assistant by filling out an Internet/Device Work Order form on eRezLife.

## Mail and Package Services

Address mail and packages like this:

**Your Name—First AND Last Name**

**3205 Campus Dr.**

**Room Number: XXXX**

**Klamath Falls, OR 97601**

Mail not addressed in this way may be delayed or deemed undeliverable and returned to the 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.

## Oregon Tech Residential Students Weapons Storage Policy

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

Paintball, air soft guns and NERF® type guns are excluded from this policy and may be stored in a resident’s room if the following steps are adhered to:

1. Register each piece of equipment with the correct form on eRezlife.
2. Ammunition, paintballs, and propellant cartridges (including tanks) **MAY NOT EVER** be stored on campus-OR inside a vehicle parked on campus.
3. Paintball, air soft guns and NERF® type guns not registered through eRezlife will be considered a violation.
4. Paintball, air soft guns and NERF® type guns can not be used in any student housing.

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. 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. 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 a one-hour advance notification to Campus Safety to retrieve a firearm. Please call 541-885 2143 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 managed 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 communal areas in Housing. Our goal is always to ensure a clean and pleasant living environment. 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 be 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 the Maintenance Request

(Work Order) form on eRezLife. You can also ask your RA or the Housing for assistance with any facility's needs.

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 affect everyone. Please report vandalism to a staff member immediately or file an Incident Report.

### **Activities and Programs**

On-campus housing is a wonderful 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- have a great experience by getting involved. Please join in Housing or campus activities, and if you have a creative idea for 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 are Housing and Residence Life property. 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 or lobbies.

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.

## **SECTION 5: SODEXO CAMPUS DINING**

Sodexo offers a variety of dining experiences on campus.

Hours and more 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 help the staff maintain a clean dining environment and 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. Present your card to the Cashier to gain access to your choice of dining options. The cost is deducted from your meal plan account, with all transactions are 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 Night Owl Snack Bar in the Resident Hall.

Your student ID/meal card is valuable. If you lose your card, report the loss immediately to the Campus Dining Office 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. You can obtain a replacement card at the College Union Information Desk (there may be a replacement fee for lost cards).

### **Conduct in Dining Areas**

The Residence Life Code of Conduct applies to behavior in dining areas. Intentional misuse of these areas is addressed through the Housing and Residence Life Code of Conduct.

### **Comments and Questions**

Constructive criticism and suggestions help make your dining experience pleasant. Stop by the Dining Office to talk with 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, you can submit a form through eRezlife to be placed on the waitlist. Opportunities to move or have a room assignment change may become available as space opens. (See Section 6 Space Consolidation). Please check your oit.edu email address as this is the method used to notify you of any openings.

### Room Condition Reports

A Room Condition Report (RCR) form has been completed for each residential space. Upon moving in, you will review and add to your Room Condition Report, then sign and return the Report electronically. This form is very important, it is OIT's way of documenting the condition of the room/space when you move in. When you move out this will report will be referenced to assess any damages that you may be held financially responsible for. You are highly encouraged to review the RCR when you move in. When you check out, this same Room Condition Report will be reviewed to ascertain damages or cleaning charges regardless if you have accepted the form or not at the beginning of the year.

### Student Initiated Room Changes

To request a room change, your RA is the first person to talk with to discuss the process and what is leading to your desire for a room change. Take note of these important things as you consider a room change:

1. If you change rooms without Housing authorization, 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.
2. The Housing Office grants room changes. 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.
3. 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 others 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 will not grant room changes until these steps are completed:**

1. Discuss the problem with your roommate(s) and try to work out any differences.
2. Contact your RA and ask for assistance with mediation of the issue(s) and will assist you and your roommate in setting up a Roommate Agreement if applicable
3. Contact a Senior Staff member for further assistance to try and resolve the issue(s).

If and only after Steps 1-3 have been followed, but issues continue, complete a Room Change Request through the forms section at oit.erezlife.com.

A room change can only be granted as space allows. If there is no open space, you must continue to work on areas of concern with your roommate(s).

The Housing Office reserves the right to move resident or residents at the discretion of the Housing and Residence Life full-time staff.

### 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 will be available in the Housing Office.
  2. If there is no waiting list, or any other need for a room, you may be offered to 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:
    - The Housing Office will assign another resident contracting for a double to the space at any time.
- OR --**
- 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. 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 in conversation with the Director of Housing and Residence Life.

Village apartment consolidation occurs 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 check each room/apartment on a regular basis (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 that need addressing.

If there are issues you need to address, you and your roommate(s) will be given **24-48 hours** to resolve the issues, followed by another inspection. If maintenance issues or damage caused by students are noted during the inspection, Housing Facilities staff will remedy these issues and resident(s) will be charged hourly for this work to be completed.

### Guest Policy

Residents may host an overnight guest for **no more than three (3) days per term**. Requests for an exception to this length of time may be granted by the Director of Housing and Residence Life for extremely extenuating circumstances.

A guest is anyone you wish to stay with you in your assigned space. **You must ask for and obtain 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 will be asked to leave the premises. Conduct action may occur for violating the Housing guest policy.

Register all guests prior to their arrival in the online guest registration system at [oit.erezlife.com](http://oit.erezlife.com). **You as the host are responsible for the behavior of your guest at all times.**

**A current resident must always accompany guests.** Anyone discovered in the buildings that are not a registered guest or anyone unescorted by a current resident will be asked to leave immediately and may be subject to arrest.

### Residence Hall Showers and Restrooms

Shower rooms are for residents and registered guests only. Restrooms for non residents are in the Recreation Room and TV Lounge in the Residence Hall and in the front lobbies of each Village building.

### Vacation Periods and Summer Break

Vacation periods include Thanksgiving break, winter break, and spring break. 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 the break.

The contract period for each academic term begins the day Housing officially opens a few days before the start of fall 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 (available in April).

### Check-out Procedures

To move out of Housing, please follow these check out procedures listed below. As a part of the checkout process, Residents are responsible for returning all Housing issued keys including the room key, prox card, and any other keys issued through Housing and Residence Life. A final inventory of the bed space and any applicable common area spaces will be conducted by a member of the Residence Life staff. The room must be cleaned and empty before the checkout process can begin. Failure to follow or complete the checkout process will result in an improper checkout charge as well as other charges from any damages.

**Follow these steps to check out:**

1. Contact your RA and arrange to have your room inspected. This inspection will occur at a mutually convenient time for you and the staff members after you move out all your belongings and clean the space.
2. Remove all 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 the Forwarding Address Form located in eRezLife.
4. Meet with your RA to complete the required check out information on the RCR.
5. Turn in your room key and prox card the RA.

In special circumstances, Housing may grant you an **Express Check Out** option. For this option you are not present for the check out. If you choose to accept an *Express Check Out*, you *wave your right to contest cleaning and repair 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 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 being added to your student account (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 or email [housing@oit.edu](mailto:housing@oit.edu) to discuss your options to check out before the next term starts to help you avoid significant charges.

### Bed Height Options

If students want to adjust the height of their bed, please fill out a bed change request form available online at [oit.erezlife.com](http://oit.erezlife.com). Bed height changes will be done during the first three weeks of a term. Requests received after this time will be completed at the start of the next term.

### Keys

When you check into your room, you receive a room key and a prox card. In the Residence Hall, the prox opens the exterior door to your assigned building and the key opens your room. In the Village, the prox card opens the exterior door to your building and the Residence Hall to allow Village residents access to the Housing Office. The prox card may open the main door to your department or the main door might utilize the key. The key will open the door to your individual room within the apartment.

**Lock your door every time you enter or leave your room/apartment.**

Housing always expects you to keep your door locked. Report any lock problems to your RA immediately.

**Always carry your room key/prox card with you. 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 during business hours, stop by the Housing Office.**

**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. A loss prox card is \$10, Residence Hall key is \$30, and a lost Village key is a \$300 charge.

### Common Area Furniture

You are responsible for maintaining the condition of the communal areas and all 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 communal 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. If 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. The cost of repair or replacement will be assessed to the responsible student account or be shared with all occupants.

### Bulletin Boards and Posting

Bulletin boards are located throughout Housing facilities. These areas are designated for postings approved through the Housing Office and posted by HRL staff. Housing promptly 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:

- A 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. Housing asks you to NOT bring in additional appliances.

## Safety and Security

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. Use a 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 or cover it for any reason!

Housing exterior doors are locked for safety. **NEVER** prop open any exterior door! Never allow someone to follow you in or let someone into the building unless they are your guest.

## Health and Safety Program

Inspections take place twice a term to ensure your space complies with Housing policies. Housing will post dates a week prior to inspection.

## Emergency Procedures

If an emergency arises, notify a staff member or Campus Safety immediately OR call 911.

Students are encouraged to store the Campus Safety number and on-call numbers in their cell phone for easy access.

In the event of an accident, please notify a Housing & 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.

In case of a fire, activate the building alarm, safely evacuate the building, and if possible, find a staff person and pass on any information you may know about the fire.

Initiating a false fire alarm 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 a minimum of \$1000.00.

## Smoke Detectors

Each space is equipped with a smoke detector. Housing inspects these units ensuring they are 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, notify a staff member for assistance immediately.

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

Fire safety systems are sensitive. Do not bump into the equipment, spray the equipment with any substance, hang things from alarms or participate in any activity that may cause the alarm to sound. Setting off the fire alarm when not needed subjects you to disciplinary action and/or fines.

## 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 ROADWAYS.** When 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 & 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 become physically impaired at any point during the year, 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.
8. Do not leave campus during a building evacuation. Campus authorities are responsible for your safety and need you to remain in the evacuation area until you are released.

## Buildings Lockdown or Other Emergency

If an emergency occurs that results in a campus lock down (no one can leave or enter campus), Housing and Residence Life Staff will be notified and instructed on their next steps. Please comply



quickly with any instructions given to you by any Housing and Residence Life staff member. 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.

### Missing Person Notification Procedures

In accordance with the Higher Education Opportunity Act of 2008, Oregon Tech has established procedures for missing student notification and campus response. This procedure outlines the process campus officials will follow in response to a report of a missing student from on campus housing (residence halls) locations.

This missing student procedure applies to any student who lives in an on-campus student housing facility, regardless of their age, status, or whether they have registered a confidential contact person. Students, staff, faculty, parents/legal guardians, Campus Security Authorities, or any other person who is aware that a student, who resides on campus, is missing should report that information immediately. Missing students should be reported to a Campus Safety officer at 541-891-2143. Missing students can also be reported to Housing staff, the Vice President for Student Affairs, Athletics Director, or the Student Health staff.

Any university official who receives a report that a student is missing shall immediately contact the Campus Safety Department. If the student lives in on-campus housing, the Campus Safety Department will open an official investigation and retain status as the primary response unit. A welfare check of the student's on-campus residence will be made. If the student lives off campus, the appropriate law enforcement agencies will be contacted. All reasonable efforts will be made to locate the student to determine their status and well-being.

Oregon Tech Housing and Residence Life maintain emergency contact information for each student that lives in an on-campus housing facility. Each student that lives in on-campus housing has the option to identify a contact person or persons whom the university will notify if the student is determined to be missing after a 24-hour period. As with all emergency contact information will remain confidential, be accessible only to authorized campus officials and law enforcement and will not be disclosed outside of a missing student investigation.

The Campus Safety Department is responsible for determining whether a student is missing. Once a student is determined missing for 24 hours, Oregon Tech will notify the designated contact person within 24 hours. If the student is under 18 years of age and is not emancipated, the student's custodial parent or guardian must also be notified within 24 hours. The appropriate law enforcement agencies will be contacted within 24 hours of the determination that the student is missing. This notification will be made even if the student has not registered as a contact person.

### Earthquakes

**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 any available staff member as soon as you can and avoid the area.

Once you leave the 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, DO NOT re-enter any building. Remain calm and wait for instructions from a campus official or emergency personnel.

Take note of the following 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.
- Be aware of dangers like heavy light fixtures. Stay away from windows, doorways, shelves, or equipment that may dislodge from the shaking.

#### Keep a list of emergency telephone numbers including:

<b>Fire/Ambulance</b>	<b>911</b>
<b>City Police</b>	<b>911</b>
<b>Campus Safety</b>	<b>541-891-2143</b>
<b>Facilities Services</b>	<b>541-885 1690</b>
<b>VP, Student Affairs</b>	<b>541-885 1011</b>
<b>Housing Office</b>	<b>541-885 1094</b>

## SECTION 7: PROHIBITED IN ROOM/APARTMENTS

### Open Flames

Open flames are prohibited in any Housing space. 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, including but not limited to a hot plate, non-air popcorn maker, toaster, toaster oven, rice cooker, insta pot, air fryer, or crock pot are not permitted for use in residential rooms in the Residence Hall. If you have questions, please contact any Housing and Residence Life staff member. These items may be used *only* in the 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 University reserves the right to require a resident to remove an item or reduce the electrical use within the room.

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 inside any Housing space. Damages related to violation of this policy will be assessed to the person(s) responsible. *This includes e-bikes or any related battery and/or rechargeable mode of transportation including removable battery packs for such devices.*

### Room/Apartment Modifications

Modifications are not allowed. You are welcome to decorate your walls, but please only use command strips, painters' tapes, or poster putty to adhere things to the walls. Please leave command strips for maintenance to remove when you vacate your room but remove putty and tape on your own with care.

### Smoking and Tobacco Use

Oregon Tech seeks to promote the health and well-being of the entire campus community. In that spirit, as scientific evidence on the health risks of tobacco use and secondhand smoke are

well documented and per Executive Order 12-13 1.c. in which Oregon university institutions are encouraged to develop policies that prohibit the use of tobacco products on campus, Oregon Tech adopted the policy that students, staff, faculty, visitors, and all others affiliated with Oregon Tech are entitled to and will be provided a tobacco-free environment to study, work, teach, and otherwise participated in University activities.

- Effective Fall term 2013, all campuses associated with Oregon Tech including the Klamath Falls campus and the Portland-Metro campus, became Tobacco-Free.
- This policy applies to students, staff, faculty, administrators, visitors, and any other individual associated with Oregon Tech.
- Distribution and/or promotion of tobacco products on campus will be prohibited.
- Smoking cessation assistance will be made available to all faculty, staff, and students of Oregon Tech.

A tobacco free awareness program and implementation plan has been established to inform employees, students, and visitors of the following:

- The existence of and content of this policy for maintaining a tobacco free campus.
- Dangers of smoking and secondhand smoke to all those affiliated with an Oregon Tech campus.
- Availability of tobacco cessations programs for employees and students.

Penalties may be imposed for tobacco violations.

This policy includes the use of vapes or vape pens and smokeless tobacco on campus.

### Windows and Window Displays

All windows have screens. Screen removal and/or damage to the screen are 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.** Violation of this policy will result in disciplinary action.

### Door Decorations

Residents are encouraged to decorate their room/apartment door, but decorations are 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. Refusal to do so may result in conduct proceedings.

### Water Beds

Housing prohibits the use of waterbeds in Housing facilities.

### 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 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 use are excused from this policy.

Paintball, air soft guns and NERF® type guns are excluded from this policy and may be stored in a resident's room if the following steps are adhered to:

1. Register each piece of equipment with the correct form on eRezlife.
2. Ammunition, paintballs, and propellant cartridges (including tanks) MAY NOT EVER be stored on campus-OR inside a vehicle parked on campus.
3. Paintball, air soft guns and NERF® type guns not registered through eRezlife will be considered a violation.
4. Paintball, air soft guns and NERF® type guns can not be used in any student housing.

### Pets

Animals are not permitted on campus, except for fish in a 10-gallon maximum aquarium.

This policy does not pertain to animals assisting persons that are visually, hearing, or physically impaired or animals that are approved as Emotional Support Animal Documentation from Oregon Tech Disabilities Services is required for assistance and/or emotional support animals. Contact the Disabilities Service Office at 541-851-1227 if you have further questions. If unauthorized animals are found, they will be expected to be removed immediately, and disciplinary action may follow.

### 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 issues:

- Sub woofers are not permitted.
- Always keep bass setting low on speakers or TVs
- Keep the door(s) closed when using radio, TV, computer, or other noise emitting devices.
- Keep stereos, computers, televisions, radios, and other devices with volume set on low.
- Sound produced within your room should never be heard outside your room.

### Quiet Hours

Excessive noise and/or repeated noise violations subject the offender to disciplinary action under the Housing Code of Conduct. Courtesy hours are always enforced. Keep noise to a minimum during quiet hours. Housing wide quiet hours are:

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).**

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.

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

**A person's right to quiet supersedes another person's right to make noise.**

Maintain reasonable noise levels at all hours. Residents are encouraged to inform others if they are being disturbed and politely request, they quiet down before asking for staff assistance. A person needs to ask only once to have disturbing sounds stop immediately.

Quiet hours are firmly enforced. Residents are expected to comply with the letter and spirit of maintaining a quiet environment 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.

### Alcohol and Other Drugs

Illicit and/or illegal drugs are not tolerated in Housing or on campus. Marijuana is prohibited on campus as it is a violation of federal law to possess or consume. This prohibition extends to medical marijuana.

You must have a current and valid doctor's prescription for any prescription in your possession. You are always expected to keep your prescription medication(s) in your control.

For more information, please see Alcohol and Other Drugs under Code of Conduct section of this Handbook (see Section 10 – Alcohol and Other Drugs).

## **SECTION 8: OFFICE OF DIVERSITY, INCLUSION, & CULTURAL ENGAGEMENT (DICE) & TITLE IX**

Oregon Tech is committed to creating and maintaining a safe, respectful, supportive, and productive environment for our students. The Office of Diversity, Inclusion, and Cultural Engagement (DICE) is a resource for students experiencing discrimination, harassment, and/or inequities. Discriminatory conduct has no place on Oregon Tech's campus and will not be tolerated. Students who believe they have experienced or witnessed discriminatory or harassing conduct are encouraged to make a report with the DICE office through the "Report an Incident" button located on the DICE webpage, found at: <https://www.oit.edu/about/diversity-inclusion>. Students can file both anonymous and formal reports regarding discriminatory and harassing behavior. Students have the opportunity to work with a representative from the DICE office

to determine their best reporting option, any supportive and/or protective measures the student may need, and to explore all the possible avenues for resolution available to the student. The DICE office also houses Oregon Tech's Title IX office. Title IX protects all students against sex-based discrimination in connection with their education. Students who experience sex-based discrimination (Stalking, dating violence/domestic violence, sexual assault, sexual harassment, or differential treatment based on sex, including based on sexuality, gender expression, gender identity or pregnancy/parenting status) are encouraged to report this conduct to the Title IX Coordinator at [titleix@oit.edu](mailto:titleix@oit.edu) or by using the "Report an Incident" button located on the Title IX webpage <https://www.oit.edu/title-ix>. A report can also be filed using the Housing Incident Report form found in eRezLife.



## SECTION 9: SAFETY TIPS FROM CAMPUS SAFETY

Students at college accept new responsibilities, including acting appropriately to ensure their own personal safety. In combination with Oregon Tech's efforts to maintain a safe living and learning environment, the University encourages students to follow these safety tips to protect themselves.

### **At home, in your apartment, or in a residence hall room**

1. Keep your room door locked when you are napping/sleeping or not in your room.
2. Never let unauthorized persons come into your room, enter residence halls, or enter apartment security doors. Always ask to see proper identification.
3. Never prop open any exterior door.
4. Do not hide keys outside your room or apartment. Do not put your name or address on your key rings.
5. Avoid working or studying alone in a campus building.
6. Never dress in front of a window. Close the blinds or curtains after dark.
7. If you are awakened by an intruder inside your room, do not attempt to apprehend the intruder. Try to get an accurate description of the intruder and call the police.
8. Any suspicious activity should be reported to Campus Safety immediately.

### **Protect your possessions:**

1. Always keep your doors locked. Never prop open a door.
2. Secure your vehicle. Close all windows and lock all doors.
3. Adequately protect all valuables in your room, such as wallets, jewelry, credit cards, cash, and computers. Do not leave valuables or cash in plain view.
4. Do not lend your keys to anyone.
5. Take all valuable items home with you during vacations.
6. When in a public place, keep valuable possessions out of sight. If you must leave for any length of time, take personal items with you.

### **When driving:**

1. Carry your car keys when approaching your vehicle so you can enter quickly.
2. Always check underneath your car upon approach and in the rear seat for intruders before entering your automobile.
3. Lock your doors and keep windows rolled up whenever possible.
4. Drive on well-traveled and well-lit streets.
5. Never hitchhike, and never pick up hitchhikers.

6. If someone tries to enter your stopped vehicle, sound the horn and drive to a safe area such as a convenience store.
7. If your vehicle breaks down, ask any person who stops to help to call the police. Do not allow any person access to you or inside your car. Roll down your window no more than an inch. Be aware that an accident may be staged to give the other driver an opportunity to commit a criminal act.
8. Leave enough room between your car and the one ahead of you so you can drive around if necessary.
9. Call ahead when driving home late at night and have someone watch you walk from your car to your residence.
10. Limit distractions such as cell phones.

### **While walking or jogging:**

1. Avoid walking or jogging alone and try not to walk or jog after dark.
2. Avoid dark or vacant areas and walk along well-lit routes.
3. Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or move quickly to a lighted area or a group of people.
4. Have your keys ready when returning home. Keep your personal or valuable items concealed and close to your body.
5. Avoid wearing headphones or earbuds when walking or jogging. Always be aware of your surroundings and avoid risky actions.

### **Socially:**

1. Do not give out your personal information such as your phone number, email address, social media usernames, etc. to individuals you don't trust.
2. If you perceive communication from another individual to be inappropriate or is making you uncomfortable, threatened etc. do not respond.
3. Don't put your daily schedule, phone number, or address online.
4. Make sure you trust online websites where you choose to share your personal information (especially financial information such as credit cards).
5. Before going to a party where alcohol will be present, make a plan, know your limits, and appoint a designated driver to remain sober.
6. At a party, stay and leave with the friends you came with.
7. Always make your own drink and keep it in your hands.
8. If someone is pressuring you into drinking, leave the situation.

## **SECTION 10: CODE OF CONDUCT**

The Oregon Tech Student Code of Conduct can be found online at [www.oit.edu/studentaffairs](http://www.oit.edu/studentaffairs). All students enrolled at Oregon Tech are expected to be familiar with and follow this Code of Conduct.

### **Housing and Residence Life Code of Conduct**

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 function as a guide to behaviors that support 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. The following are specific policies you are expected to read and comply with as a Housing resident.

### **Physical Abuse and Intimidation**

Physical abuse and intimidation is not 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 is not 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:

- Intentionally subjecting a person to offensive physical contact
- 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

- Other types of prohibited discrimination, discriminatory harassment, and sexual harassment, as defined by law.

Harassment is never tolerated. If you believe you are being harassed, please reach out to your RA or the Housing Office for assistance or file a report through the Title IX Office or the Housing online reporting system

### **Hazing**

Hazing is prohibited. A student organization (member thereof) or an individual cannot haze another person to gain member status or to be a pledge of an organization. Haze means:

- To subject an individual to whipping, beating, striking, branding or electronic shocking, to place a harmful substance on an individual's body or to subject an individual to other similar forms of physical brutality
- To subject an individual to sleep deprivation, exposure to the elements, confinement in a small space or other similar activity that subjects the individual to an unreasonable risk of harm or adversely affects the physical health or safety of the individual
- To compel an individual to consume food, liquid, alcohol, cannabis, controlled substances, or other substances that subjects the individual to an unreasonable risk of harm or adversely affects the physical health or safety of the individual; or
- To induce, cause or require an individual to perform a duty or task that involves the commission of a crime, or an act of hazing on another individual.

Students found responsible for an act of hazing will be given sanctions that could include suspension or expulsion from the university.

### **Health and Safety**

Actions that create a hazard to the health and safety of residents or cause damage 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
- 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 at least daily to maintain your personal hygiene and clean your room/apartment to keep it odor free at least weekly. 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 Housing 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 of concern. If your space does not meet Housing expectations, you will receive instructions to remedy these issues and your space will be checked again to ensure compliance with Health and Safety Standards.

## 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+ years of age, 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. The door to a 21+ space must remain closed when alcohol is being consumed in the room. All occupants are expected to 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 alcohol containers, even if the containers are empty. 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.

## 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 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 maintains 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 the Integrated Student Health Center 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.

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 Information and FAQs

With the change in law in Oregon regarding legal use of marijuana in the state for those 21 years and older beginning July 1, 2015, we want to provide clear information to you regarding use and intoxication from marijuana on Oregon Tech campuses and centers so that you can make informed, smart choices.

### *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:*

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 pot.

### *Beware if edible forms of marijuana:*

There are many forms of edible marijuana. Please understand that edible marijuana does not immediately impact your system and so it is easy to eat several "servings" of it and get too high, resulting in physical and mental distress, and sometimes the need for medical attention. Recent media stories have pointed out that a single marijuana infused candy bar, for example, is 6-8 servings of pot, yet many would assume that one candy bar is one serving for one person. Please be a good friend and let others know about the need for caution with edibles.

### **Here is additional information on marijuana use on campus:**

#### *What are the consequences if a student is caught using or possessing marijuana on campus?*

The consequences are the same as possession of any controlled substance on campus. Students will face disciplinary action as outlined in the Student Conduct Code, which can include suspension or expulsion, depending on the circumstances. See website <https://www.oit.edu/conduct>

#### *If you are 21, can you smoke marijuana on campus?*

No, you cannot possess any amount of marijuana in any form on campus-including leaf/bud, hash, edibles, oils or any other form of marijuana or marijuana infused products. Doing so is a violation of the Student Conduct Code and other Oregon Tech policies. These policies are in force because these products can put other students at risk and as discussed above, use and possession of marijuana products is a violation of federal law.

#### *Are the consequences for possession the same as they were before the law changed?*

Yes, the disciplinary consequences at Oregon Tech for marijuana use, possession and intoxication are the same after July 1, 2015 as they were before.

#### *What happens if I legally smoke marijuana off campus and then come to campus under the influence?*

If you are under the influence of any controlled substance, whether marijuana, alcohol, or other controlled substance, you are subject to the mandates for substance use in the Student Conduct Code.

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

Under federal law, marijuana use will still be considered illegal even after July 1, 2015 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 see the Vice President for Student Affairs Office on the first floor of the College Union.

## 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, individual 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. Intentional disruption of the operation of Housing and Residence Life.
6. 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.
7. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons.
8. Unauthorized entry into or intentional defacement of any Housing facilities, equipment, or the property of another.
9. 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.
10. Playing ball, throwing objects, playing with Nerf guns, operating RC vehicles, riding a bike, skateboarding, and rollerblading or using any type of wheeled recreational equipment within Housing facilities.
11. Publication, posting, or distribution of documents that violate the laws of libel, copyright, obscenity, postal regulations, or any related laws or statutes.
12. Throwing snowballs/having snowball fights in or around Housing 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).
13. Tampering with or forcing open any doors within Housing. These actions result in a \$200 fine plus any costs to repair the door(s).
14. 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) committing the violation.

15. 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.

## 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 and student staff acting in an official capacity.

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

## Conduct Process

Rules governing behavior provide stability for our basic freedoms. The Housing and Residence Life 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 support this environment with the Residence Life Code of Conduct and the Conduct Process 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, their designer, or another authority figure.
3. The date and time of the meeting is set with the Conduct Officer. If this date/time does not work, contact the Conduct Officer to reschedule.

## Hearing Procedures

1. Student receives electronic notice of the hearing at least three (3) academic days prior to the hearing date. Email is sent to the oit.edu email address.
2. The Conduct Officer investigates alleged misconduct and presents 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 at least three (3) academic days prior to the new hearing.
4. If the student is not present at the hearing or if the student leaves the hearing prior to its conclusion or adjournment, the hearing proceeds without the student present. The Conduct Officer shall render a decision based on the evidence presented.
5. The hearing is 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 up to 3 academic days to determine if a student is responsible or not responsible for a conduct violation 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 electronically, 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 Conduct Process.

## Appeals

Appeals to a conduct decision 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 most 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 excessively severe sanction(s)
- The imposing of an insufficient sanction.

The Director (or Dean of Students) 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 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 including potential removal from housing depending on severity of incidents

**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.

**Reflection Paper**

An essay that requires you to express your opinion or analyses on a topic. The subject, length and specifics will be determined by the Conduct Officer.

**Restitution**

Restitution is compensation for damage 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, costs associated with damage or theft, and administrative costs. Restitution may include monetary payment for the service.

**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 this 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. This may include moving to a space with higher housing rates. Students will incur and be responsible for additional housing charges.

**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 authority 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:

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 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 11: ROOMMATE RELATIONSHIPS

### Roommate Issues

To minimize conflicts, discuss with your roommate(s) common sources of conflict. Suggested areas to discuss at the beginning of the year include:

1. 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.
2. Talk about what individual property 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.
3. 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) may sleep.
4. Talk about studying in your space, as well as appropriate noise levels.
5. Discuss your sleeping needs including 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 reliable resource. Talk with your RA about a Roommate Agreement to fill out together to address the common issues that may occur between roommates.

### 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(s) Conferences/Mediation

Mediation is a process providing the intervention of an acceptable, impartial, and neutral third party (RA). In order to have room changes considered, the roommates will need to go through a mediation process. 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.

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 limit 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(s) 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 managing 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*

# 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, 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 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.