



# **Student Housing Handbook**

# **OREGON TECH STUDENT HOUSING HANDBOOK**

## **ACKNOWLEDGMENTS**

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# OREGON TECH STUDENT HOUSING HANDBOOK

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# OREGON TECH STUDENT HOUSING HANDBOOK

## HANDBOOK INTRODUCTION

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

As a member of the on campus community it is important for you to understand the policies and procedures, be involved in 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, and email from Housing. Failure to read these materials may cause you great inconvenience and possibly additional charges to your student account.**

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



# OREGON TECH STUDENT HOUSING HANDBOOK

## 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 different 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 but provide only one bed.

### *Village Room Types*

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

### *Furnishings*

Each room in the Residence Hall has 2 closets, dresser drawers, 2 desks, 2 chairs, 2 beds/mattresses. Each room also contains 2 bookshelves and 2 bulletin boards.

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

Every student room is carpeted and has window coverings.

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

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## SECTION 2: RESIDENCE LIFE STUDENT STAFF

Oregon Tech Housing 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 on duty numbers posted 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: event planning, 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 make on campus living fun and rewarding.
- Is excited to hear your ideas about how to make your community a great one!
- Is a student just like you!

### *Senior Resident Advisors*

The Senior Resident Advisors are students who work in the residential community as an RA, with additional responsibilities to advise students and coordinate programs. The SRA has 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 assist them to be academically successful. 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.

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

### *Service Desk Staff*

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

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

### *Tech Assistants*

These students maintain the On-Campus Housing Network. They are available to assist residents with computer and networking issues. If you have connection issues, please contact a Tech Assistant at **541-363-7088**. 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.

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## *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. Career Services posts all student positions on Handshake. Visit the Career Services webpage regularly to see what on campus positions are available.

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

## **SECTION 3: HOUSING OFFICE STAFF**

The Housing and Residence Life professional staff members are in the building and Housing Office to help you enjoy your time on campus and live in a safe and 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.

## *Residence Life Coordinator*

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

## *Housing Office Staff*

The Housing Office staff oversee the 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 are a great resource and 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 common areas clean and ready for your enjoyment. Please get to know the Custodial and Maintenance staff-they enjoy getting to know you and helping you have a quality collegiate experience.

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

## **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 numerous events including Haunted House, Tech Con, Easter Egg Scramble, Spring Fling, and more offering all Oregon Tech students a way to get involved, and be a part of the campus community.

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

### *Service Desks*

The Service Desks are located 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 when you see your name on the package board or after you have received an email from Housing sharing your package is available for check out. Please note, even if you get a confirmation of delivery, Housing will not have possession of your 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 a Service Desk to see the full list of items available!

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

The Service Desk hours are **3:00 pm – 9:00 pm** 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!

### *Televisions*

Please stay tuned during the first week of fall term for more information about how to access the new line of up streaming entertainment options. The Residence Hall has a TV on the B side of the building in each lobby, as well as in the TV Lounge located in the Residence Hall by the Snack Bar on the ground floor "B" section.

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

## *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. If a study room needs new supplies, please stop by the Housing Office to share these needs!

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

## *Laundry Rooms*

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

### **These facilities are for resident use only.**

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

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

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

## *Residence Hall Oven*

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

## *Residence Hall Kitchens*

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

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

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

## *Residence Hall Elevator*

Your Residence Hall room key will operate the Res Hall elevator.

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## *Bicycle Storage*

Bicycles may be stored in the Residence Hall Quad (with the exception of Haunted House week in October) in a provided bicycle rack. There is also a bike rack located outside of the South Ramp entrance for residential use.

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

**NEVER** secure your bicycle to any railings or leave it unattended. Bicycles locked to railings etc. or found unattended will be removed. **Lock your bike to a designated bike rack at all times!**

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

Residents must use the internet appropriately by complying with the ***Acceptable Use Policy***. This policy can be found at [www.oit.edu/housing](http://www.oit.edu/housing). Any infraction or illegal use of this service will result in disciplinary action and/or fines, including but not limited to restricted use of/or access to the network. Use of this service is subject to the provisions under the Residence Life Code of Conduct (Section 8 in this ***Handbook***).

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

## *Mail Services*

Each resident is issued a personal mailbox (PMB) at the Oregon Tech Mail Center and is issued the access key or card upon checking into their room. Advise your correspondents to use the following address:

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

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

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## *Packages*

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

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

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

## *Vending Machines*

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

## *Oregon Tech Residential Students Weapons Storage Policy*

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

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

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

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

1. Firearms include but are not limited to rifles and handguns. Weapons used for hunting include but are not limited to firearms, hunting knives, bows, and arrows.
2. Only Campus Safety personnel have access to the locker.
3. Use of the locker is limited to students living on campus.
4. Firearms presented for storage must be unloaded and have the firing pin or bolt removed or the trigger locked in place.
5. A list of students, firearms and other weapons stored in the locker is kept. The list includes the make of the weapon, the caliber, and serial numbers, along with the on campus address and a current phone number.
6. A daily check-in/check-out log is maintained in the weapons locker room. A notation is made in this log by officers each time a firearm is checked in or out. The log includes the date and time the firearm was checked in or out. It also includes the owner's printed name and signature. The firearm stored will have an identifying number or code assigned to it for the duration of time the student stores the firearm in the locker.
7. Students must provide **at least one-hour** advance notification to Campus Safety to retrieve a firearm. Please call 541-885-1111 to make an appointment to check out your firearm. Campus Safety Officers

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- reserve the right to refuse to release a firearm or other weapon to any student.
8. No weapons are allowed on campus unless checked into the locker or in transport to or from the Campus Safety Office. **If a student has checked a weapon out of the locker, it must be taken directly off campus. Students checking weapons in to the locker must bring them directly to the locker from off campus.**
  9. Any firearms found on campus outside of the weapons locker will result in loss of privileges to use the locker. Possession of a firearm or other weapon on campus will be handled as a disciplinary matter and could result in arrest. Any person possessing a weapon on campus is in violation of Oregon Tech policy.
  10. Ammunition will not be stored in the weapons locker. Ammunition is not allowed to be stored anywhere on campus including in a vehicle.

### *Housing Custodial & Maintenance Services*

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

**to document your issue.** You can also ask your RA or the Housing for assistance with any facilities 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.

### *Activities and Programs*

On campus housing is a great place to meet people and to have fun, while meeting your academic goals. Programs provide an atmosphere that changes the Halls from a place to sleep and eat to a place to learn, grow, and have fun. Your college experience is what you make of it- have a great experience by getting involved. Please join in Housing or campus activities, and if you would like to see us host an event, please talk with any staff member about your idea!

### *Recycling*

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

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## *Trash*

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

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

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

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

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

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

Sodexo offers a variety of dining experiences on campus.

Hours and more great information are online at <https://oit.sodexomyway.com>

## *Meal Plans*

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

The Marketplace Café is your dining room, designed for your enjoyment with friends. Please 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 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 Res 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.

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## SECTION 6: HOUSING POLICIES

### *Room Assignments*

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

You are assigned a room on a space available basis. Housing applications are processed in order of application date. If you are not initially assigned to the type of space you requested, your name will be placed on a waiting list. Opportunities to move or have a room assignment change may become available as space opens. (See Section 6-Space Consolidation). 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, each resident reviews this RCR and makes any corrections through the RA. Each resident signs the RCR and returns the form to the RA. When you check out, this RCR will be reviewed to ascertain damages or cleaning charges.

### *Student Initiated Room Changes*

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

1. You can change rooms to open spaces. Trades (or swapping) **are not permitted**.
2. 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.
3. 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.
4. Residents who do not move by the date specified on the Room Change Authorization Form may be charged rent on both spaces for each late day. Residents making a room change are required to clean the room they are vacating before they check out of the room. Those who leave a room in an unclean condition will be assessed cleaning charges.

### *Roommate Disputes*

## OREGON TECH STUDENT HOUSING HANDBOOK

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

1. Discuss the problem with your roommate(s) and try to work out your differences. Refer to the roommate agreement as needed.
2. Contact your RA and ask the RA to assist you with mediation of the issue(s).
3. Contact a Senior Staff member for further assistance to try and resolve the issue(s).

If Steps 1-3 fail to resolve the problem, complete a Room Change Request through TechWeb under My Requests and the Housing section.

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

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

### *Space Consolidations*

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

1. Consolidate with another individual who needs a roommate. A list of potential roommates will be available in the Housing Office.
2. Convert the contract to a single and pay the single rate (prorated for the remainder of the contract period). **This option is only available if Housing has exhausted the single room waiting list.**

## OREGON TECH STUDENT HOUSING HANDBOOK

Remain in the present space as a double and understand that:

A. The Housing Office may assign another resident contracting for a double to the space at any time, with or without notice.

-- OR --

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

Residents who have demonstrated an inability or unwillingness to live with another resident in a double room may be required to convert a double space to a single. 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 will 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 you need to address, you and your roommate(s) will be given a **short time (24-28 hours)** to resolve the issues, followed by another inspection. If maintenance issues are noted during the inspection, Housing Facilities staff will remedy these issues.

### ***Guest Policy***

Residents may host **an overnight guest for no more than three (3) days per term**. Requests for an exception go to the Director of Housing and Residence Life.

A guest is anyone you wish to stay with you in your assigned space. **You must ask for and 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.

## OREGON TECH STUDENT HOUSING HANDBOOK

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

**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***

Showers are for residents and registered guests only.

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

### ***Vacation Periods and Summer Break***

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

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

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

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

# OREGON TECH STUDENT HOUSING HANDBOOK

## *Check-out Procedures*

To move out of Housing, please follow the check-out procedures listed below. Checking out properly protects you and the University. When you check into your room, you reviewed and signed the Room Condition Report (RCR), attesting to the condition of the room and its contents. When the RA checks you out, another review of the condition of your room is done and is compared to the condition when you took occupancy as stated on the RCR.

### **Follow these steps to check-out:**

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

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

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

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

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

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

# OREGON TECH STUDENT HOUSING HANDBOOK

## *Noise Regulations/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 in force. 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**

During dead week and finals week, Housing enforces 23-hour quiet hours. One hour (6:00pm-7:00pm) allows for more noise, but you must always respect the need for quiet of others.

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

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

## *Bed Height Options*

If want to adjust the height, please fill out a bed change request form available in the Housing Office.

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

## *Keys*

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

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

Housing 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, stop by the Housing Office during business hours for assistance.

## OREGON TECH STUDENT HOUSING HANDBOOK

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

### *Common Area Furniture*

You are responsible for maintaining the condition of the common 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 common area furniture from the lounges. If you relocate furniture, you face a relocation fee and conduct consequences.**

Residents are financially responsible for all damages to and losses of institutional property attributable to an act, omission, neglect, or participation in group activities. 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.

### *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 will promptly remove any poster improperly posted and/or no longer valid. If you have something you would like to post, please stop by the Housing Office for assistance.

### *Refrigerators and Microwave Ovens*

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

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

The Village apartments have a refrigerator and microwave provided. Housing asks you to NOT bring in additional appliances.

# OREGON TECH STUDENT HOUSING HANDBOOK

## *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 the Housing provided *Project ID* booklet to list all your valuables and keep the booklet in a safe space.
- Your room/apartment is equipped with a smoke detector. If it is not working properly, contact your RA. **DO NOT** tamper with or remove your smoke detector for any reason!

All Housing exterior doors are always locked. Help us maintain a safe community-**NEVER prop open any exterior door!**

## *Health and Safety Program*

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

## *Project ID*

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

## *Emergency Procedures*

If an emergency arises, notify a staff member or Campus Safety immediately. To summon emergency personnel, dial 911.

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

## *Fire Alarms and Fire Equipment*

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

## OREGON TECH STUDENT HOUSING HANDBOOK

**In case of a fire, activate the building alarm, leave the area, and then find a staff person for assistance.**

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

### *Smoke Detectors*

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

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

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

# OREGON TECH STUDENT HOUSING HANDBOOK

## *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.** As Housing staff members arrive, they will direct you to a gathering point, please follow their instructions.
4. Do not return to the building until instructed by Housing and Residence Life staff or Campus Safety.
5. Follow all instructions given by Housing and Residence Life staff and/or emergency personnel.
6. If you have a roommate(s), share if you will be absent for an extended period. In an emergency, knowing that you are not in the building saves precious time.
7. If you 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.

## *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.

## *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.

## OREGON TECH STUDENT HOUSING HANDBOOK

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

If you are outside during an earthquake, move away from buildings and utility lines. When the shaking stops, 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 as well as all of your classroom buildings.
- 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:**

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

### SECTION 7: PROHIBITED IN ROOMS/APARTMENTS

#### *Open Flames*

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

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

## OREGON TECH STUDENT HOUSING HANDBOOK

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

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

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 strictly prohibited inside any Housing space. Damages related to violation of this policy will be assessed to the person(s) responsible.

### ***Room Modifications***

Room modifications are not allowed. Please do not install devices including but not limited to deadbolts, ceiling fans, dimmer switches, etc.

# OREGON TECH STUDENT HOUSING HANDBOOK

## *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 the Oregon University System is encouraged to develop policies that prohibit the use of tobacco products on campus .Oregon Tech adopts the following 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.

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

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

Penalties may be imposed for tobacco violations.

## *Windows and Window Displays*

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

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

## *Door Decorations*

Residents are encouraged to decorate their room/apartment door, but 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.

## OREGON TECH STUDENT HOUSING HANDBOOK

### *Water Beds*

Housing prohibits the use of waterbeds in Housing facilities.

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## *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 uses are excused from this policy.

Paintball and air soft guns are excluded from this policy and may be stored in a resident's room. All paintball and air soft guns must be registered with your RA. **Paintballs, propellants and other ammunition may not be stored in a residential building or in vehicles on campus.**

## *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. 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.

## *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.
- Keep bass setting low at all times.
- 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 to low.
- Sound produced within your room should never be heard outside your room.

## *Quiet Hours*

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

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

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

## **OREGON TECH STUDENT HOUSING HANDBOOK**

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

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.

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## *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 8 – Alcohol and Other Drugs).

## **SECTION 8: SEXUAL MISCONDUCT**

### *Introduction*

The following information is intended to educate and provide resources to individuals who have experienced or witnessed discrimination based on sex, sexual orientation, gender identification including sexual misconduct and sexual harassment (see definitions below). These are educational and informational materials, not policy. To access Oregon Tech's policies, resources, and reporting options pertaining to sex discrimination, visit the Title IX webpage: <https://www.oit.edu/title-ix>.

This information is being provided in compliance with a variety of state and federal laws, including the Violence Against Women Reauthorization Act of 2013 (VAWA0, Title IX of the Education Amendments of 192 (Title IX), Title VII of the Civil Rights Act of 1964 (Title VII), the Jeanne Clery Disclosure of Campus Security police and Campus Crime Statistics Act (commonly known as the Clery Act, formerly the Campus Security Act), Camus Sexual Assault Victims' Bill of Rights and a number of Oregon Tech policies.

Oregon Tech will not tolerate discrimination based on sex, which includes, among other things, sexual misconduct, and sexual harassment. The University encourages survivors to report all known and suspected instances and all forms of sex discrimination. Oregon Tech cannot intervene, stop, deter, and prevent such discrimination, if it does not know it is occurring. This institution counts on students, faculty, and staff to embrace the "if you see something, say something" standard in both violence, suspicious conduct, and certainly any form of discrimination.

Oregon Tech is committed to providing a productive living and learning community where students can pursue their educational goals. Sex discrimination in any form undermines this commitment and affects the ability of students to focus on their educational goals, thrive in their academic pursuits, and enjoy their college years.

Where there is sufficient information to believe that the University's policies prohibiting sex discrimination have been violated by a student, the University will pursue strong disciplinary

## OREGON TECH STUDENT HOUSING HANDBOOK

action through its student conduct system. Even if law enforcement and criminal justice authorities choose not to prosecute a particular incident, the University may still address the incident as a student misconduct matter. Where it is determined that sexual discrimination more likely than not has occurred, University disciplinary sanctions will be applied. These can include suspension or even expulsion. Instances where sex discrimination is not addressed through the student conduct system the University may still have an obligation under Title IX to take action to eliminate the harassment, prevent its recurrence, and address its effects.

### ***Sexual Assault Victims' Bill of Rights***

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

The United States Congress enacted the “Campus Sexual Assault Victims’ Bill of Rights” in 1992 as a part of the Higher Education Amendments of 1992 (Public Law: 102-325, section 486 ©). It was signed into law by President George Bush in July of 1992.

The law requires the all colleges and universities (both publica and private) participating in federal student aid programs afford sexual assault survivors certain basic rights.

It also requires the school to notify survivors of their option to report their assault to the proper law enforcement authorities. Schools found to have violated this law can be fined up to \$27,500 or lose their eligibility to participate in federal student aid programs. Complaints about schools that have failed to comply with this law should be made with the U.S. Department of Education.

The “Campus Sexual Assault Victims’ Bill of Rights” exists as part of the campus security reporting requirements, commonly known as the Jeanne Clery Act, of the federal law that establishes all student aid programs, the Higher Education Act of 1965.

### ***Survivor Amnesty***

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

### ***Definitions***

#### **Gender Discrimination**

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

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## **Sexual Harassment**

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

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

Examples of violations:

- Unwelcomed sexual flirtation, advances, or propositions of sexual activities.
- Asking about someone else's personal, social or sexual life or about their sexual fantasies, preferences, or history.
- Discussing your own personal sexual fantasies, preferences, or history.
- Repeatedly asking for a date from a person who is not interested.
- Whistles, cat calls, or insulting sounds.
- Sexually suggestive jokes, innuendoes, or turning discussions into sexual topics.
- Sexually offensive or degrading language used to describe an individual or remarks of a sexual nature to describe a person's body or clothing. Calling someone a "hunk", "doll", "babe", "sugar", "honey", or similar descriptive terms.
- Displaying sexually demeaning or offensive objects and pictures.
- Staring repeatedly at someone.
- Invading a person's personal body space.
- Making sexual gestures with hands or body movements.
- Rating a person's sexuality.
- Treating a person differently based upon their gender.
- Massaging a person's neck or shoulders.
- Touching a person's body or hair.

## **Sexual Misconduct**

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

- a. Unwelcome sexual touching/exposure: The touch of an unwilling or non-consensual person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, or clothing

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covering same); touching an unwilling person with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts. This also includes indecent exposure and voyeurism.

- b. Non-consensual sexual assault: Unwilling or non-consensual penetration of any bodily opening with any objects or body part. This includes, but is not limited to, penetration of a bodily opening without effective consent (including when an individual is intoxicated and unable to provide sober/sound consent) through the use of coercion.
- c. Forced sexual assault: Unwilling or non-consensual penetration of any bodily opening with any object or body part that is committed either by force, threat, intimidation or through exploitation of another's mental or physical condition (such as lack of consciousness, incapacitation due to drugs or alcohol, age or disability) of which the assailant was aware or should have been aware.

### **Consent**

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

Effective Consent is:

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

Further:

- Initiators of sexual activity are responsible for obtaining effective consent.
- Silence or passivity is not effective consent.
- The use of intimidation, coercion, threats, force, or violence negates any consent obtained.

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

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

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

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the

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“who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from taking of incapacitating drugs. A lack of verbal or physical resistance does not, by itself, constitute consent but may be considered by the trier of fact along with all other relevant evidence. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that they no longer want the act to continue, and, if that happens, the other person must stop immediately.

### **Stalking**

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

### **Dating Violence**

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

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

### **Domestic Violence**

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, psychological actions, or threats of actions that influence another person.

### **Violations**

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

Examples of violations:

- Ignoring an individual’s protest and engaging in sexual activity.
- Convincing somebody to have sex is likely to constitute intimidation or coercion. If someone is coerced, the yes is not effective consent.

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- Drinking and/or drug use may render an individual incapable of giving consent for sexual activity. For example, someone who is intoxicated may agree to have sex at the time, but have no memory of the consent. This person may have been functioning in a “blackout” and did not give effective consent.
- Holding a person down or preventing a person from leaving the room and forcing them to engage in sexual activity against their will.

### ***Retaliation***

The University will not tolerate retaliation against a person who brings a complaint forward in good faith. Retaliation against an individual who has brought a complaint forward or against an individual who has participated in an investigation (such as a witness) is prohibited. Retaliation is a separate form of misconduct and can result in University disciplinary sanctions, including suspension or even expulsion.

### **If you See Something, Say Something**

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

### **Reporting to Law Enforcement**

The University strongly encourages you to report sexual violence and any other criminal offenses to the police. This does not commit you to being involved in a criminal case but will empower law enforcement to gather evidence and information. When physical evidence and related is gathered quickly, this helps preserve future options. When law enforcement authorities are able to collect such information, this may also aid the University in related disciplinary actions and/or civil actions against the perpetrator, even if there are never any criminal charges.

**In an emergency, call 911.** If an incident occurs on the Klamath Falls campus, it can also be reported to Campus Safety in 231A Cornett Hall or at 541-885-0911. If the incident occurs elsewhere, it can be reported to the local law enforcement where the incident occurred. Please know that the information you report can be helpful in supporting other reports and/or preventing further incidents.

### ***Reporting for Student Instances***

Oregon Tech expects every student to report experienced, known, or suspected incidents of sex discrimination, including sexual harassment and sexual misconduct. Reports should be made to the Title IX Coordinator in Snell Hall room 108 (phone: 541-885-1108; email: [TitleIX@oit.edu](mailto:TitleIX@oit.edu)). Reports can also be made to Campus Safety at 541-885-0911. Another option for reporting is completing an online Report Form with an anonymous option available to report incidents of sexual misconduct at: <http://www.oit.edu/title-ix>.

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A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident. Due to the limitations of time and Title IX personnel, the University may decline to investigate any report of an incident occurring more than 365 days prior.

### ***Faculty and Staff Reporting Obligations***

Oregon Tech faculty and staff are expected to immediately report any type of sex discrimination, including sexual misconduct and sexual harassment, involving Oregon Tech students, faculty, or staff. Such reports are to be made directly to the Title IX Coordinator in Snell Hall, room 108 (phone: 541-885-1108; email: [TitleIX@oit.edu](mailto:TitleIX@oit.edu)).

### ***Survivor Information***

If you are survivor of sexual violence, you are not alone, and you are in no way responsible for your assault. Contact the Title IX Coordinator for resources and support. Additional information and resources are outlined belows.

#### **What to Do If You Are a Victim of Sexual Violence**

- a. If you are not safe and need immediate help, call the police. If the incident happened on the Klamath Falls campus, call Campus Safety at 541-885-0911. If the incident occurred elsewhere, call the law enforcement agency that has jurisdiction in the location where it occurred or by dialing 911.
- b. Do what you need to do to feel safe. Go to a safe place or contact someone with whom you are comfortable. You can call the Campus Sexual Assault Hotline (541-891-0648), the Klamath Crisis Center-Rape Crisis Line (541-884-0390 or 1-800-452-3669), or a national hotline at 800-656- HOPE (4673) to get advice and discuss options for how to proceed.
- c. Do not shower, bathe, douche, change or destroy clothes, eat, drink, smoke, chew gum, take any medications or straighten the room or place of the incident. Preserving evidence is critical for criminal prosecution. Although you may not want to prosecute immediately after the incident, that choice may not be available in the future without credible evidence. The evidence collected can also be useful in the campus disciplinary process.
- d. Go to the Sky Lakes Medical Center (or closest medical clinic) to receive care for any physical injuries that may have occurred. While in the emergency room, treatment will be provided for sexually transmitted diseases and to prevent pregnancy.
- e. If you call the Klamath Crisis Center-Rape Crisis Line (541-884-0390), a sexual assault nurse examiner (SANE), a police officer and a rape volunteer advocate will be sent to the exam site.
- f. Upon arrival at Sky Lakes Medical Center, you will be taken to a private exam area. The nurse, advocate, and police officer will be directed to this same location. You will be examined to treat any injuries and to gather evidence.
- g. The rape advocate will support you throughout the entire exam, which will be performed by the nurse. The advocate will provide a packet of written materials that contains information about common reactions to rape, follow-up medical needs, and support services.

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### *On and Off-Campus Resources*

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

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

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## CONFIDENTIAL RESOURCES

Oregon Tech Integrated Student Health Center (counseling and medical services) can be reached at 541-885-1800.

Located in Klamath Falls on the south end of the Village apartments Counseling services are offered at Integrated Student Health Center. Counselors offer personal, educational, and crisis counseling to students. Sessions are private and confidential. All students are eligible for a free assessment session. Depending on a student's presenting concerns and the resources available, ongoing counseling is available free of charge to students enrolled in six or more on-campus credits and to other students who have paid the Student Health Fee. Sometimes students are referred to services off-campus to better address their needs.

Students in crisis during office hours should call for an appointment or come directly to the Student Health Center. Staff will do their best to accommodate the needs of these students as soon as possible. When Student Health is closed, requests for emergency counseling for Klamath Falls students may be directed to the Klamath Crisis Center at 541-884-0390 or 1-800-452-3669, or a national hotline at 800-656-HOPE (4673). Individuals may also go directly to an Emergency Room or call 911.

**Klamath Crisis Center Sexual Assault Hotline: 541-883-7273 or 1-800-452-3669.** This is a 24/7 hotline providing confidential support and advocacy services with an in-person response available in Klamath County.

**National Sexual Assault Hotline/RAINN (Rape Abuse & Incest National Network) Hotline: 1-800-656-4673.** National hotline providing 24/7 hotline support and information services.

## NON-CONFIDENTIAL RESOURCES

### **Oregon Tech Sexual Assault Hotline 541-891-0648**

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

### **Oregon Tech Campus Safety department**

541-885-0911 (emergency) or 541-885-1111 Located in Cornett Hall 231A

### **Office of Student Affairs – Klamath Falls**

541-885-1011

Located in College Union 217

### **Oregon Tech Title IX Office**

541-885-1108; located in Snell Hall 108; email: [TitleIX@oit.edu](mailto:TitleIX@oit.edu)

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Additional information on resources as well as educational information on sexual assault violence prevention can be found at [www.oit.edu](http://www.oit.edu) and <http://www.oit.edu/sexualassault>.

### ***How to Support a Friend***

If a friend or acquaintance is a survivor of sex discrimination, including sexual misconduct and sexual harassment, the following information can offer guidance on how to help and support.

- a. Listen and accept what you hear. Do not press for details. Allow your friend to reflect on what has happened and to share some of their feelings.
- b. Keep what is shared confidential.
- c. Let your friend know that they are not to blame. Many survivors tend to blame themselves for the offender's actions, especially if the perpetrator was an acquaintance.
- d. Encourage your friend to obtain a medical examination.
- e. Allow your friend to make their own decision about their next steps.
- f. Seek emotional support for yourself.
- g. Accept their choice of solution to the assault even if you disagree with what they have chosen to do. It is more important that they feel empowered to make choices and take back control than it is for you to impose what you feel you think is the correct decision.
- h. Encourage your friend to contact Oregon Tech's Title IX Coordinator. Contacting the Title IX Coordinator does not commit the reporting party to being involved in the investigative or complaint process but will allow Oregon Tech to gather information and also offer the reporting party resources and support. Even if the friend is not interested in reporting the matter themselves, you can report directly or anonymously what you know. Oregon Tech cannot help harmed individuals or stop wrong-doers if it does not know about the incident.
- i. Remind your friend of campus resources including Office of Student Affairs and the Integrated Student Health Center.

### ***Preventative Measures***

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

### ***Awareness Education***

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

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### ***Bystander Intervention***

An individual can stop an incident before it occurs by being an intervener. The Bystander Intervention Model predicts that people are more likely to help others under these conditions:

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

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

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

### **Tips for Intervening**

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

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

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

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## *Resources to Learn More about Intervening*

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

The goals of STEP UP! are to:

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

Contact the Office of Student Affairs in 217 College Union or at 541-885-1011 to receive further education and information on bystander intervention.

## *Campus Safety Tips*

Students at college accept new responsibilities, including taking appropriate measures 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:**

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 doors.
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. Never hide your keys outside your apartment or room. Do not put your name or address on your key rings.
6. Take all valuable items home with you during vacations.
7. 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.

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## **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 along 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.

For additional information on campus safety tips, contact Campus Safety in 231A Cornett Hall or at 541-885-1111 or visit [www.oit.edu/safety](http://www.oit.edu/safety).

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## *Student Conduct Resources*

### **How to File a Complaint**

There are several ways to report an incident to the appropriate official. It is Oregon Tech's expectation that students, faculty and staff will report all violations of which they become aware. If you need assistance determining how or to whom an incident should be reported, contact the Office of Student Affairs. A "complaint" is an official report to the university alleging that an Oregon Tech student has violated the Student Code of Conduct.

**IMPORTANT TITLE IX UPDATE:** Please note that the federal regulations tied to Title IX were updated in May 2020 with an effective date of August 14, 2020. Oregon Tech is updating its hearing process for matters involving Title IX. For details about the student conduct process for matters involving Title IX, visit the Title IX website at [www.oit.edu/title-ix](http://www.oit.edu/title-ix). For all other types of student misconduct, the process described below applies.

Provide as much detail as possible in your complaint, giving dates and times of events and a detailed description of what has occurred. If other people observed what happened or are familiar with the situation, you may also complete a witness statement.

Once your complaint has been received, the Office of Student Affairs will contact you and begin an investigation into the situation.

### **Student Code of Conduct**

The Oregon Tech Student Code of Conduct can be found online at [www.oit.edu/studentaffairs](http://www.oit.edu/studentaffairs).

## *Code of Conduct Process*

### **Once You Have Filed a Complaint**

The University wants you to be knowledgeable about the process that occurs once you have filed a complaint. The following describes the investigation process, the hearing itself and the outcome of the hearing. The Office of Student Affairs will be available to explain the process to you individually as requested.

### **Investigation**

- a. You will be notified of receipt of your complaint and the actions of the University official will take.
- b. A University official will meet with you to discuss the complaint submitted, review the investigation and hearing process, and to determine the outcome you desire from your complaint.
- c. An investigation will be conducted by a University official. This investigation will include:
  - Meeting personally with the complainant;
  - Meeting personally with the student(s) accused;

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- Meeting personally with any witnesses; and
  - Reviewing any documentary evidence.
- d. The investigation of complaints will be adequate, reliable, and impartial.
- e. The investigation process can take up to 60 days.
- f. The University official will determine if a discipline hearing is possible.
- g. If it is determined the University will proceed with a formal disciplinary proceeding, the complainant and the accused student(s) will be notified of the hearing date.

### Hearing

- a. You will be notified at least 5 days in advance of the hearing date, time and location. Hearings will be scheduled around your academic schedule.
- b. A hearing will be conducted by the Student Hearing Commission. The hearing panel will be comprised of at least five members, one of which is a student.
- c. The hearing includes opening statements, providing evidence and witnesses, and closing statements.
- d. You are permitted to have a person of your choosing to accompany you throughout the disciplinary hearing as an adviser.
- e. You are permitted to present during the disciplinary hearing (except during deliberations of the panel). You and the accused student(s) will be in the same room in a pre-arranged, nonthreatening set-up. If there is a known immediate safety risk, communicate this to the Office of Student Affairs and accommodations can be arranged.
- f. You are permitted to make statements, present witnesses and introduce evidence during the disciplinary hearing. Witnesses and evidence need to be directly related to the incident.
- g. The standard of proof used in all university disciplinary cases is preponderance of evidence, which means the determination to be made is whether it is more likely than not a violation occurred. This is significantly different than proof beyond a reasonable doubt, which is required for criminal prosecution.

### Outcome

- a. Possible outcomes can include the entire range of sanctions listed in the Student Code of Conduct. When it is determined that sexual misconduct is more likely than not to have occurred, the outcome can include separation from the University.
- b. You have the right to be informed of the outcome. You will be notified within two business days after the hearing, at the same time the accused is informed of the outcome.
- c. You have the right to appeal the decision reached through the hearing proceedings within seven days after the hearing.

### Resources and Support

The Office of Student Affairs and the Title IX Coordinator can provide support, interim measures, and resources to student survivors of sex discrimination, including sexual harassment or sexual misconduct, as appropriate.

- a. We can assist you in filing a complaint with the university disciplinary process and the appropriate law enforcement agencies against the student(s) who caused harm.

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- b. We can assist you in completing a Campus No Contact Order between you and the accused, which would prohibit contact between you and the accused through any means of communication, as well as having others contacting you on behalf of the accused.
- c. We can assist you in filing for a Restraining Order in court. This is a court-ordered petition that prohibits contact between the complainant and accused.
- d. We can coordinate any reasonable arrangements that are necessary for your ongoing safety. This includes changing your living arrangements or that of the accused, changing your class or work schedule or that of the accused, transportation arrangements or providing an escort.
- e. We can coordinate any reasonable arrangements to address the effects of the sexual violence on you, including connecting you with counseling, health care, or academic support resources.

### **University Employee Obligation to Reporting**

University employees who become aware of a criminal offense shall immediately report it to Campus Safety in 231A Cornett Hall or at 541-885-1111. In addition, University employees shall also report such instances to the Office of Student Affairs in 217 College Union or at 541-885-1011.

### **The Role of an Adviser**

You are allowed to have an adviser present with you during a student conduct hearing. Advisers are limited to advising you and may not present information, ask questions or make statements during the hearing. An adviser cannot speak for or on behalf of the student. An adviser may be an Oregon Tech faculty or staff member, another Oregon Tech student, a parent, a friend, an attorney or any other person of the student's choosing. The adviser's role is to support you during the hearing.

If you choose to have your attorney as your adviser, you will need to let the Office of Student Affairs know at least two days in advance. In that case, the University may have an attorney in attendance.

## SECTION 9: RESIDENCE LIFE CONDUCT CODE

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

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

Rules act as a guide to behaviors that 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. Following are specific policies you are expected to read and comply with as a Housing resident.

### ***Physical Abuse and Intimidation***

Physical abuse and intimidation will not be tolerated. Fighting is disruptive to the community and is damaging to those

involved. Violation of this policy will result in disciplinary action which may include suspension or expulsion from Housing as well as a conduct response from the University.

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

### ***Harassment***

Harassment, defined as:

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

### ***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:

- a. 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

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- individual to other similar forms of physical brutality;
- b. 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;
  - c. 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
  - d. 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 damages to Housing or resident owned properties are not permitted. Such actions include but are not limited to:

- Throwing objects from windows
- Tampering with fire equipment, alarms, and smoke detection devices
- Tampering with electrical circuit breakers and fixtures
- Any action that creates a health or safety hazard including personal hygiene issues and room cleanliness/odor.

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

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

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## *Alcohol*

Oregon Tech prohibits:

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

### **Oregon Tech allows for alcohol in Housing within these parameters:**

1. If you and your roommate(s) are 21+ 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.

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### *Controlled Substances*

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

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

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

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

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

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

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

Disciplinary actions for students may range from warning to expulsion as provided by the *Oregon Tech Student Handbook*, and /or the *Student Housing Handbook* and may include referral to 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.

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

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

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

## ***Marijuana 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:*

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

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

There will be many forms of edible marijuana in pot shops and some student will be tempted to sample these. Please realize that edible pot does not immediately impact your system and so it is very 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 actually 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. Recent stories in the media, including the Denver Post and the Oregonian noted how much wrong

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information is printed on edibles' labels (with actual THC both higher and lower in almost all cases tested) and the problems this has caused, including ER visits and even the death of a student in Wyoming. See website [www.denverpost.com/news/ci\\_25488963/marijuana-edibles-spotlight-colorado-after-students-death](http://www.denverpost.com/news/ci_25488963/marijuana-edibles-spotlight-colorado-after-students-death).

### **Here is some 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 it is legal across the state, then why will it still be impermissible to use or possess marijuana on campus?*

Marijuana remains illegal under federal law. Despite legalization of the possession, sale, and use of marijuana in Oregon for those 21 and older, Oregon Tech must comply with federal law. This includes prohibiting the possession and use of marijuana in all forms. Oregon Tech is legally permitted to implement and enforce internal policies on our campus which may or may not be the same as state laws but are in the best interest of student safety. For example, while Oregonians may currently carry a concealed firearm if they have a permit, doing so is not allowed on the Oregon Tech campus due to safety concerns.

*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 change?*

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.

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## *General Regulations*

### **The following actions are prohibited:**

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

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## ***Compliance***

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

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

## ***Conduct Process***

Rules governing behavior provide the 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, her designee, or another authority figure.
3. The date and time, the student meeting is set with the Conduct Officer. If this date/time does not work, contact the Conduct Officer to re-schedule.

## **Hearing Procedures**

1. Student will receive electronic notice of the hearing at least three (3) academic days prior to the hearing date. All email is sent to the oit.edu email address-students are expected to check and respond to this email account at least once a day.

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

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- Unreasonable, arbitrary, or capricious action.
- The imposing of an excessively severe sanction.
- The imposing of an insufficient sanction.

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

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

## *Sanctions*

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

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

## **Housing Probation**

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

## **Written Reprimand**

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

## **Restitution**

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

## **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.

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## Community Service

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

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

## Loss of Privileges

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

## Room Reassignment

A student may be assigned to another space in Housing. This usually occurs when it is determined that the student or the community will benefit.

## Behavioral Contract

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

## Fines

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

## Suspended Fines

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

## Immediate Eviction

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

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.

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(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 10: ROOMMATE RELATIONSHIPS

### *Roommate Issues*

In order to minimize conflicts, discuss with your roommate(s) common sources of conflict. Some 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 personal 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 in the space.
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 good 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 voluntary process providing the intervention of an acceptable, impartial, and neutral third party (RA). The ability to reach an acceptable solution rests with the parties involved (not the third party). The goal is to reach an acceptable solution to the disagreement.

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

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

### **Negotiate ground rules**

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

1. One person talks at a time.

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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 handling a future dispute.

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

Adapted from: Serr, R.L., & Taber, R.S. (1987). Mediation: A judicial affairs alternative. In R. Coruso & W.W. Travelstead (eds), *Enhancing campus judicial systems. New directions for*

*student services*. No. 39. San Francisco; Jossey-Bass.

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

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## Student Bill of Rights and Responsibilities

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

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

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

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

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