

Student Housing Handbook 2024-2025

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Life Team

REVISED SEPTEMBER 2024



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Community Living

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

Facilities

The Residence Hall consists of four levels with each level split into an 'A' side or 'B' side. On the ground floor you will find the



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

Resident Advisors

Each community hosts a Resident Advisor (RA). Your RA is the most important staff person to seek out and get to know. The RA is a student staff member who:

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

Senior Resident Advisors

The Senior Resident Advisors are students who work in the residential community as an RA, with additional responsibilities to advise students and assist other RAs. The SRA worked with Housing and Residence Life for at least one year before taking on these additional responsibilities.

Student Success Mentors

Student Success Mentors (SSMs) are Housing and Residence



Residence Hall Association (RHA)

Every student living on campus is a member of the Residence Hall Association (RHA). RHA and Housing student staff sponsor events offering all Oregon Tech students a way to get involved and be a part of the campus community.

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

Service Desks

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

The Service Desk in your community is the spot to pick up packages. Please stop by with photo ID after you have received an email from Housing sharing your package is available for check-out. Please note, even if you get confirmation of delivery, Housing has not processed the package until you receive the email from us sharing it is available for pick up at the Service Desk.

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

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

Study Groups

One benefit of living on campus is the availability of your peers who are all striving for academic excellence. Housing encourages you to participate in study groups each term. If you are interested in joining or developing a study group, contact your RA or SSM and ask for their assistance to set up a group!

Study Areas/Lounges

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

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

and erasers.

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

If a study space needs new supplies, please stop by the Housing Office to share these needs!

Laundry Rooms

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

These facilities are for resident use only. Your housing fees pay for laundry services; In the Village you will need to use your prox card to access the laundry room in each building. This is not necessary in the Residence Hall. **Non-residents are not allowed to use the laundry room.**

If you have an issue with any machine, please report it to the Service Desk or an RA, AND submit a work request that includes the 6-digit machine number.

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

Residence Hall Oven

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

Residence Hall Kitchens

Kitchens with stove tops and microwaves are in the BN and BS breezeways in the Residence Hall.

Make sure to clean the stove top and surrounding areas after each use so that the space is ready for the next person. **NEVER** leave dishes in the sink or on the counter—they will be removed.

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

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

Residence Hall Elevator

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

Bicycle Storage

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

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

NEVER secure your bicycle to any railings or leave it unattended. Bicycles locked to railings etc. or found unattended will be removed. **Always lock your bike to a designated bike rack!** You are responsible for removing your possessions at the end of the academic year, or they will be considered abandoned and removed by University personnel.

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

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

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

Lost and Found

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

ResNet

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

Residents must use the internet appropriately by complying with the Acceptable Use Policy. Any infraction or illegal use of this service will result in disciplinary action and/or fines, including but not limited to restricted use of/or access to the network. Use of this service is subject to the provisions under the Residence Life Code of Conduct (Section 10 in this Handbook).

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

Mail and Package Services

Address mail and packages like this:

3205 Campus Dr.
Room Number: XXXX

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

Vending Machines

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

Oregon Tech Residential Students Weapons Storage Policy

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

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

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

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

1. Firearms include but are not limited to rifles and handguns. Weapons used for hunting include but are not limited to shotguns, 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



Sodexo offers a variety of dining experiences on campus.

Hours and more information are online at:

<https://oit.sodexomyway.com>

Meal Plans

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

The Marketplace Café is your dining room, designed for your enjoyment with friends. Please help the staff maintain a clean dining environment and dispose of all your trash in the provided receptacles and take your dishes to the Dish Return carousel. Use your Student ID Card to access your meal account. Present your card to the Cashier to gain access to your choice of dining options. The cost is deducted from your meal plan account, with all transactions are final at the time of purchase.

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

Your student ID/meal card is valuable. If you lose your card, report the loss immediately to the Campus Dining Office at 541-885-1076. A flag will be placed on your meal account so it can't be used by anyone who may find your card. You can obtain a replacement card at the College Union Information Desk (there may be a replacement fee for lost cards).

Residents who have demonstrated an inability or unwillingness to live with another resident in a double room may be required to convert a double space to a single. The room charges will be prorated considering the days as a double and days as a single. Room and status changes will be for the remaining period (current and subsequent term(s)) of the resident's contract unless otherwise amended. Subsequent changes will be considered on a case-by-case basis in conversation with the Director of Housing and Residence Life.

Village apartment consolidation occurs on an as needed basis.

Room Entry

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

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

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

Guest Policy

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

A guest is anyone you wish to stay with you in your assigned space.

guest from your roommate(s) before allowing a guest to stay.

If you do not gain permission and try to host a guest, your guest will be asked to leave the premises. Conduct action may occur for violating the Housing guest policy.

Register all guests prior to their arrival in the online guest registration system at oit.erezlife.com.

responsible for the behavior of your guest at all times.

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

Residence Hall Showers and Restrooms

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

Vacation Periods and Summer Break

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

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

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

Check-out Procedures

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

Follow these steps to check out:

1. Contact your RA and arrange to have your room inspected. This inspection will occur at a mutually convenient time for you and the staff members after you move out all your belongings and clean the space.
2. Remove all your belongings from the room and clean your space in the room/apartment. Return your room/apartment to similar conditions when you took occupancy. Failure to do so can result in charges to bring the space back to that condition.
3. Complete the Forwarding Address Form located in eRezLife.
4. Meet with your RA to complete the required check out information on the RCR.
5. Turn in your room key and prox card the RA.

In special circumstances, Housing may grant you an **Express Check Out** option. For this option you are not present for the check out. If you choose to accept an

You can contest any assessed charges (except for those assessed

from an Express Checkout) in writing to the Director of Housing & Residence Life **within 30 days of check out**. If you choose an Express Checkout, you waive your right to an appeal. **After 30**

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.

Moving out the last day of the term will result in significant charges being added to your student account (see the Housing Terms and Conditions of the contract). **Please note the closing dates and times for each term to make appropriate travel plans. Staying past closing is not allowed.**

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

Bed Height Options

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

Keys

When you check into your room, you receive a room key and

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.

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

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

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

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

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

Earthquakes

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

Do not use an elevator in an earthquake. Be aware of your surroundings as you exit the building once the shaking stops. If you notice broken electrical wires or water leaks, do not touch them.

ways to decorate and not damage the walls/door.

Posting inappropriate or discriminatory items will not be tolerated and you will be asked to remove any offending item. Refusal to do so may result in conduct proceedings.

Water Beds

Housing prohibits the use of waterbeds in Housing facilities.

Weapons and Firearms

Weapons and firearms are not permitted in Housing. A weapon is defined as any item that, by virtue of its design and function, could be used to harm another person or that discharges a projectile.

This includes but is not limited to such items as handguns, rifles, shotguns, bows, and arrows, knives with a blade of 3 inches or



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

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



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

Housing and Residence Life Code of Conduct

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

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

Rules function as a guide to behaviors that support the needs of individuals and the community. Students residing on campus are bound by the Terms and Conditions of the Housing Contract, regulations indicated in this

, federal/state laws, and city/county ordinances.

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

Physical Abuse and Intimidation

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

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

Harassment

Harassment, deyned as:

- Intentionally subjecting a person to offensive physical contact
- Unreasonable insults, gestures, or abusive words, in the immediate presence, and directed to another person that may reasonably cause emotional distress or provoke a

violent response (including but not limited to electronic mail, social media, conventional mail, and telephone) except to the extent such insults, gestures or abusive words are protected expression; or

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

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

Hazing

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

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

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

Health and Safety

Actions that create a hazard to the health and safety of residents or cause damage to Housing or resident owned properties are not permitted. Such actions include but are not limited to:

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

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

You are expected to take care of your physical and mental health. If at any time it is deemed you are not upholding this expectation, you may be in violation of the Housing and Residence Life Code of Conduct and may be subject to the Housing Conduct Process. Health and Safety inspections occur at least quarterly by Housing and Residence Life staff. The staff will check all life safety equipment as well as take note of excessive trash or other issues of concern. If your space does not meet Housing expectations, you will receive instructions to remedy these issues and your space will be checked again to ensure compliance with Health and Safety Standards.

Alcohol

Oregon Tech prohibits:

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

Under federal law, marijuana use will still be considered illegal even after July 1, 2015 and students cannot possess or use medical marijuana in any form, even if in possession of a medical marijuana card. If you have any questions, please see the Vice President for Student Affairs Office on the first floor of the College Union.

General Regulations

The following actions are prohibited:

1. Falsification, alteration, forgery, or misuse of any Housing and Residence Life documents, student ID, or other University documents.
2. Withholding information from or providing incorrect information to any University staff person (including student staff) when asked in the performance of their duty.
3. Malicious destruction, damage, or misuse of University property, individual property of a member of the campus or Housing community, or a guest of these communities.
4. Theft or the unlawful conversion of the property of another.
5. Intentional disruption of the operation of Housing and Residence Life.
6. Solicitation by outside entities and/or student groups is prohibited. Exceptions may be granted by written petition through the Director of Housing and Residence Life.
7. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons.
8. Unauthorized entry into or intentional defacement of any Housing facilities, equipment, or the property of another.
9. Nudity or any acts of indecent exposure. Nudity is defined as

Action

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

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

Hearing Procedures

1. Student receives electronic notice of the hearing at least three (3) academic days prior to the hearing date. Email is sent to the oit.edu email address.
2. The Conduct Officer investigates alleged misconduct and presents the evidence at the hearing.
3. The student, upon satisfactory explanation to the Conduct Officer in writing (email is fine), may request a change of hearing date. Any change in the hearing date will be communicated at least three (3) academic days prior to the new hearing.
4. If the student is not present at the hearing or if the student leaves the hearing prior to its conclusion or adjournment, the hearing proceeds without the student present. The Conduct Officer shall render a decision based on the evidence presented.
5. The hearing is closed to the public unless the accused student wishes it to be open. If a disruption occurs, the Conduct Officer reserves the right to close the hearing.
6. The student is considered innocent of the charges against the student until the University determines, by a preponderance of the evidence, responsibility.
7. At the meeting, the student will hear the charges, answer questions of the Conduct Officer, offer information on their behalf and question any witnesses.
8. All participants and witnesses who testify shall be cautioned
GHVLJRWKQJ

Written Reprimand

A written reprimand notifies the offender of inappropriate behavior

Student Bill of Rights and Responsibilities

As a resident of Oregon Tech Housing, you possess individual rights and responsibilities, which must be exercised responsibly, which are expected of you as a resident. Both are a necessary part of your physical, educational, and social pursuits in the college experience.

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**