

# The Student Policy and Information Guide

University Housing & Dining Services  
[oregonstate.edu/uahds/uahds-policy-guide](http://oregonstate.edu/uahds/uahds-policy-guide)



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# UHDS Policy Guide Introduction

Updated September 2016

The [University Housing and Dining Services \(UHDS\) Policy Guide](#) serves as an extension of the [UHDS Room and Dining Contract](#) (“Contract”), the set of terms and conditions that each resident signs before moving into UHDS housing. In signing the Contract, the resident is agreeing to all of the policies outlined in this Policy Guide. **Violation of the Policy Guide may result in immediate disciplinary action up to and including cancellation of the Contract and dismissal from the university.**

This Policy Guide can be made available in alternative formats. Please contact UHDS at (541)737-4771, 1-800-291-4192, or [housing@oregonstate.edu](mailto:housing@oregonstate.edu) for alternative format requests.

**PLEASE NOTE THAT CHANGES TO THIS GUIDE MAY BE MADE AT ANY TIME AND FOR ANY REASON BY AUTHORIZED UHDS STAFF. Please review the latest version of this Guide periodically to ensure that you remain in compliance.**

## Safety and Security: A Shared Responsibility

Students contracted to live on campus agree to take primary responsibility for their own personal safety and security, and to support the safety and security of fellow residents, the buildings, and dining areas. The University and UHDS will work cooperatively with students to promote a safe and secure environment, although safety cannot be guaranteed. Students agree to read and abide by security policies and precautions stated in this publication and in all other University publications.

## Community Living / Compelling Community Interests

The rationale for most UHDS rules are guided by the four “Compelling Community Interest” principles set forth below (see *Judicious Leadership for Residence Hall Living*, Forrest Gathercoal, 1991, Caddo Gap Press). These principles also are generally applied to all individuals with regard to their rights and responsibilities on campus. These Compelling Community Interests are:

### Health and Safety

The University has established Compelling Community Interests with regard to the health and safety of students. Policies and procedures have been developed to help protect students against incidents or behavior that may jeopardize the physical, mental, emotional health and/or safety of either the group or the individual. As such, there is a need to limit certain rights of the individual for the common good of the community.

### Property, Property Loss, or Damage

While the campus has a relatively low incidence of crime, it is important to remember that no community can be totally risk-free from incidents that cause property loss and damage. Care and protection of both community and personal property are a shared responsibility.

## Serious Disruption of the Educational Environment

In order for a large number of people to live together successfully, it is the responsibility of each member of the community to respect the needs and rights of the other members. The establishment and enforcement of rules that foster and encourage a proper campus living environment are necessary to the efficient and successful operation of residence halls and family housing units. Please remember that you are responsible not only for your own behavior but also for the behavior of your guests. You and your guests must abide by the community standards to protect your rights, as well as the rights of others, in order to make residential living a positive aspect of your college experience.

## Furthering Educational Pursuits

Often in student government, staff training, and certain student conduct situations, the question is asked, "Why are you here?" Generally, the answer is, "To get a degree." With this basic and fundamental premise, anything not directly or indirectly contributing to the accomplishment of this goal goes against the educational goals of the University and of the housing system. Therefore, University Housing & Dining Services has established policies, procedures and programs that support the compelling community interest of "Furthering Educational Pursuits" on campus.

All OSU students are expected to follow all University policies and rules, including but not limited to the Student Code of Conduct at <http://oregonstate.edu/studentconduct/home>, and all applicable federal and state laws.

# UHDS/OSU Residents Rights and Responsibilities

The following is a list of some of your *rights* - things to which you are entitled as a student living in one of OSU's on-campus living environments – and your *responsibilities* – things that are expected of you as a member of a residential living unit and community. These rights and responsibilities are aspirational and are not legally binding (unless contained in your contract(s)) but they are principles that are meant to complement formal living group and university policies.

**YOU HAVE THE RIGHT** to as safe and secure a residence hall space as is reasonably practicable;  
**YOU HAVE THE RESPONSIBILITY** to keep your room door and hall doors locked, and to not prop them open or allow strangers into the building.

**YOU HAVE THE RIGHT** to a reasonably peaceful and quiet place in which you can sleep and study;  
**YOU HAVE THE RESPONSIBILITY** to observe quiet hours, to keep your stereo, other electronic devices, and your voice at a reasonable volume, and to remind others that you expect the same of them.

**YOU HAVE THE RIGHT** to reasonable expectations of privacy and to the proportionate use of your room, both in terms of space and time, and the right to be free of unwanted guests in your room;

**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 a difference you may have in a peaceful manner within the guidelines established in this UHDS Student Policy and Information Guide.

**YOU HAVE THE RIGHT** to safely and respectfully confront another person's behavior which infringes on your rights,

**YOU HAVE THE RESPONSIBILITY** to examine your own behavior when confronted by another and to work toward resolving conflicts.

**YOU HAVE THE RIGHT** to the assistance of your RA, RD, or other University staff members when you need help with a reasonably communicated problem;

**YOU HAVE THE RESPONSIBILITY** to notify a staff person of your problem in a timely manner and to be cooperative with those involved as they work with you to resolve your problem.

**YOU HAVE THE RIGHT** to know what behavior is expected in your living group;

**YOU HAVE THE RESPONSIBILITY** to read the information provided for you by OSU's UHDS, especially the Housing and Dining contract and applicable University Policies.

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. To a significant extent, your success will depend on your ability to understand and balance the rights and responsibilities of your college experience.

The University staff does not assume the role of campus parent, and you will seldom be told what to do or not do with regard to your personal behavior. The obvious exception, as with society at large, is when individual behavior disrupts the legitimate pursuits of others within the residence halls. As a resident of OSU's residence halls, you possess specific individual rights which your roommate and those living around you must respect. These rights carry with them a reciprocal responsibility on your part to ensure that these same rights exist for your roommate, suitemates, floor mates, and other residents.

You and your community may choose to add to this list. It is important that these items and the concept of others' rights and responsibilities be discussed throughout the year. The Residential Education staff does not, nor can it, guarantee you will attain these rights at all times. You share the responsibility. You can help ensure that everyone's rights will be honored through thoughtful discussion and open communication with roommates, suitemates, floor mates, and other residents.

The Residential Education staff is committed to offering you an environment which will allow you to grow. The choice is yours – you can choose to merely exist or to take full advantage of your living environment by participating in activities and speaking up for what you believe has value. There are risks associated with programs and activities within the University setting. Please take the time to recognize the voluntary nature of these activities and programs that are offered.

The Residential Education staff hopes you will invest in your own development and growth. This investment will pay off many times over. The staff is available and wants to help you accomplish this goal.

# Residential Education Policies and Contractual Agreements

## ***Acceptable Use of University Computing Facilities***

Students must follow the policy regarding the acceptable use of University computing facilities, which can be found at <http://fa.oregonstate.edu/gen-manual/acceptable-use-university-computing-resources> and <http://fa.oregonstate.edu/gen-manual/policy-file-sharing>. The University takes copyright infringement and unauthorized file sharing seriously and engaging in this behavior can have significant negative financial and legal ramifications.

## ***Alcohol***

1. All residents, guests of residents, faculty, and staff are expected to know and abide by all laws and University policies regarding the use of alcohol.
2. Residents and their guests who are under the age of 21 may not possess or consume alcohol. This policy is in accordance with Oregon state law.
3. Residents and their guests may not consume alcohol in the presence of those under the age of 21. It is a violation of policy for anyone under the age of 21 to be present in a room or common area where they know that alcohol is present.
4. Residents who are 21 years of age or older may possess alcohol in individual residence rooms, with the exception of residents who reside in substance-free living environments. The following are guidelines for individual possession for residents 21 years old or older:
  - a. Residents who are at least 21 years of age may not consume alcohol in the room in the presence of individuals, including roommates, who are under the age of 21.
  - b. Residents of legal age must discreetly transport alcohol to their rooms.
  - c. Residents of legal age may only store their alcohol out of view in their assigned area of the room.
5. It is a violation of housing policy to provide alcohol to anyone under 21.
6. It is a violation of housing policy to provide alcohol to anyone regardless of age who is visibly intoxicated.
7. Students regardless of age who exhibit behaviors that appear to have been influenced by alcohol may be subject to disciplinary action. Such behaviors may include but are not limited to slurred speech, smell of alcohol, and lack of balance or swaying.
8. Individuals under 21 years of age and all residents living in Substance Free Living Environments, regardless of age, may not display and/or possess alcohol containers (empty or full) within UHDS facilities or grounds.
9. Open containers of alcohol are not permitted in public or common areas either inside or outside of residential buildings. Common areas include, but are not limited to, outside entry or adjacent sidewalk areas, all lounges, lobbies, kitchenettes, recreation rooms, entertainment areas, hallways, bathrooms, stairways, fire exits, elevators, and laundry rooms, and a student room with an open door.
10. Common source containers (e.g. keg) and rapid consumption devices (e.g. beer bong) are prohibited.

University officials will ask individuals who violate the alcohol policy to dispose of all alcohol in their possession. Students who violate the alcohol policy may be referred for disciplinary action. University



officials have discretion to call police. UHDS staff will dispose of alcohol found abandoned in public areas. UHDS staff will direct students to dispose of alcohol that is determined to have been in the illegal possession of a student.

If you have any questions or concerns about alcohol use, you are encouraged to talk with a staff member at Student Health Services or Counseling & Psychological Services (CAPS). Both departments have trained staff that provides information, assistance, and counseling. For more information on alcohol and other drugs please visit the following website: <http://studenthealth.oregonstate.edu/alcohol-and-other-drugs>

## ***Building Security***

1. All residence halls are locked 24 hours a day. Propping doors jeopardizes the safety of students, staff, and property. Residents are prohibited from propping exterior doors or leaving doors propped open.
2. Residents may not open doors for non-residents of the hall or allow non-residents to follow them into the building. Residents are responsible for the behavior of anyone they allow into the building. See Visitors and Guests Policy (page 17 of this document) for more information.
3. Students are responsible for proper use of the key(s) and electronic access devices (ID card or proximity device) issued to them by the University and/or UHDS. Students may not loan keys, ID cards, or proximity devices to other people.
4. Residents may not duplicate keys.

Residents are encouraged to keep their room doors locked at all times, including when they leave their room (even for a short while) and when they are sleeping. To enhance safety and security efforts, security video cameras may be placed in a hall, lobby, stairwells, or other public areas. These cameras are not continuously monitored, but are intended to be used in investigations of alleged policy violations. See the UHDS web site at <http://oregonstate.edu/uhs/safety> for additional information.

## ***Disruptive Behavior***

1. Any act that poses a danger to health, safety, or property within UHDS facilities is prohibited.
2. Students shall not obstruct or disrupt the University living environment. Disruptive behavior is behavior that has the effect of obstructing or interfering with the University living and learning environment. Disruptive behavior may include, but is not limited to the following:
  - a. Excessive noise or nuisance;
  - b. Failure to cooperate with the reasonable directive of a University official (including all members of the UHDS faculty and staff), acting in the performance of their duties;
  - c. A student may not enter another resident's room without expressed consent from the resident(s) of that room.

Hall staff reserve the right to confiscate items that cause an ongoing disruption to the living environment.

3. The laws and University policies applicable in this area include, but are not limited to: disorderly conduct, malicious mischief, reckless endangerment, harassment (racial, sexual, etc., whether by phone, electronic medium, or in person, as set forth in OSU Policy.

(See: [studentlife.oregonstate.edu/studentconduct](http://studentlife.oregonstate.edu/studentconduct) and <http://oregonstate.edu/fa/manuals/gen>).

4. Any unauthorized use of electronic or other devices to make an audio or video recording of any person without that person's prior knowledge, or without effective consent when such a recording is likely to cause injury or distress, is prohibited. This includes, but is not limited to, surreptitiously taking pictures of another person in a restroom or other location where a person would expect privacy.

## **Drugs**

1. The possession, use or distribution of federally controlled substances, including marijuana in UHDS housing is prohibited. This is true even if you have a medical marijuana card or are over 21 years of age. The illegal possession, use or distribution of prescription drugs in UHDS housing is also prohibited.
2. The use of substances outside of their intended purposes and in a manner not prescribed by a physician is prohibited. Prescription drugs are permitted on campus if accompanied by an authentic medical prescription. Use of legal medication outside the parameters of the medical authorization is prohibited.
3. It is prohibited to be under the influence of federally controlled substances, including marijuana in any form. Students who exhibit behaviors that appear to have been influenced federally controlled substances use may be subject to disciplinary process. Such behaviors may include, but are not limited to, slurred speech, smell of marijuana or other drugs, lack of balance, or swaying. Students are reminded that being under the influence of drugs, including legal substances such as salvia, is not an excuse for disruptive behavior or other violations of University policies or rules.
4. Students may not possess drug paraphernalia. Drug paraphernalia includes equipment, products and materials of any kind which are marketed for use or designed for drug use including, but not limited to, bongs, smoking pipes, vaporizers, syringe needles, and roach clips. For a more complete listing of prohibited items please see Oregon Revised Statutes (ORS) 475.525.
5. It is a violation of policy for anyone to knowingly be present in a room/suite where federally controlled substances are present, or where violations of this policy are taking place.

University officials will refer residents and their guests who violate this provision to the Department of Public Safety and Oregon State Police. **Because marijuana is prohibited on campus regardless of age or medical marijuana cardholder status, UHDS staff will work with the Department of Public Safety to remove and destroy marijuana in any form and/or drug paraphernalia that is found in the residence halls.** For more information about marijuana at OSU, please review the following website: <http://main.oregonstate.edu/university-policies-regarding-marijuana>

If you have any questions or concerns about drug use, you are encouraged to talk with a staff member at Student Health Services or Counseling & Psychological Services (CAPS). Both departments have trained staff that can provide information, assistance, and counseling. For more information on alcohol and other drugs please visit the following website: <http://studenthealth.oregonstate.edu/alcohol-and-other-drugs>

## **Evacuation**

1. All residents are required to become familiar with the building fire evacuation plan. Each hall has an Emergency Evacuation Plan with detailed instructions for fire safety, evacuation, and

training requirements. See <http://fa.oregonstate.edu/publicsafety/fire> for additional information.

2. Fire alarm pull stations are located in each building. If there is a fire, pull the alarm and exit the building. When a fire alarm is activated, all persons inside residential or dining facilities must evacuate the building immediately, even if it is believed to be a drill.
3. When an alarm sounds, follow these guidelines:
  - a. Close room doors and windows.
  - b. Wear shoes and carry or wear a coat.
  - c. Don't panic - move quickly outside the building to at least 50 feet away from the structure and to the designated assembly point, and follow the direction of personnel from the Fire Department, Oregon State Police, Department of Public Safety and Residential Education hall staff. If you have questions about where your designated assembly point is located, please talk to your Resident Assistant or Resident Director.
4. Do not use elevators as exit routes. Use exterior stairwells or fire escape ladders. As a second option, use a central staircase.
5. If you are on an upper floor and are not able to escape from your room:
  - a. Close your door and seal it off with a towel or blanket. Dial 9-1-1 and report your situation to the dispatcher. Don't hang up until directed to do so.
  - b. Hang a brightly colored sheet or towel from your window to alert emergency crews to your location.
  - c. Open your window for fresh air if necessary. If smoke enters the room from the outside, CLOSE your window immediately.
  - d. Wait for rescue. You can be safe inside your room for a long time as long as you don't panic, open the door, or prematurely jump from your window.

It is the responsibility of all residents to familiarize themselves with proper fire and emergency evacuation procedures. Evacuation guidelines are posted in each room.

### ***Facility Maintenance***

1. Residents may not damage any UHDS-owned property or property owned by other residents.
2. Residents may not permanently alter UHDS-owned property/space.
3. Residents are required to report any individuals they see damaging property. A witness may be subject to disciplinary action for damaging property if they fail to report.
4. Residents must keep their contracted spaces (including bathrooms, common spaces, and shared kitchens in suite-style arrangements) clean and free of health and safety hazards.
5. Residents must clean up after themselves in common areas. Common areas can include kitchens, lounges, lobbies, bathrooms, laundry rooms or other space that is for general resident use.
6. All trash can be taken to the dumpster designated for your building, or to a receptacle within the building in a lounge or kitchenette.
7. Corrugated cardboard must be taken to your building's designated dumpster. Corrugated cardboard is not allowed in residence hall rooms and cannot be saved for storage.

Residents in UHDS facilities can be held responsible for the damages they have caused to UHDS or another resident's property. If a resident is found responsible for damaging property they may be billed for the cost to repair/replace the item damaged. Damages that are unaccounted for may be divided and

charged proportionately to each individual in that living unit, depending on the circumstances and the extent of the damage.

If you observe someone damaging property, please report the activity to hall staff or the Department of Public Safety at 541-737-3010. Residents who do not maintain cleanliness will be charged an hourly fee for the removal of trash or room cleaning. Maintaining cleanliness will help prevent pests from entering the living space. Please do your part to help maintain an optimal living environment.

### ***Failure to Comply***

1. Students must comply with directions of University officials or law enforcement officers acting in performance of their duties.
2. Students must identify themselves to University officials or law enforcement officers when requested to do so.
3. Students may not knowingly give untrue statements, hinder, delay, or obstruct any officer or University employee in the discharge of official duties.
4. Students are expected to complete required sanctions by the assigned deadline or face further disciplinary action, including, but not limited to, being removed from housing with responsibility for all appropriate charges and fees, having a hold placed on their account (preventing them from registering, dropping or adding classes, getting transcripts or grades), and being required to complete additional sanctions.
5. Students who assist anyone in a policy violation or a crime may be in violation of housing policy themselves.

### ***Fire Safety***

1. Students may not tamper with, disable, cover or damage fire equipment, including but not limited to sprinkler heads, smoke detectors, alarms/strobe lights, exit signs, pull stations, sprinkler system, fire doors and fire extinguishers, heat sensors, and fire safety signage. Students who tamper with fire equipment may face disciplinary action, a monetary fine, or both. Students may not hang items from the sprinkler heads, cages covering the sprinkler heads, or pipes associated with sprinklers.
2. OSU is a smoke-free campus. Smoking of any kind (e.g. cigarettes, hookahs, smokeless apparatus such as electronic cigarettes, vaporizers, etc.) in any residence hall, dining center, or UHDS office, meeting, or classroom space is strictly prohibited. See the Smoke Free Policy for more information (<http://oregonstate.edu/smokefree/>).
3. Students may not use or possess candles, incense, and any other object that smolders or produces an open flame inside of UHDS buildings and within 30 feet of UHDS buildings (for any purpose, including ceremonial, decorative, or burning purposes). If you are in need of a religious and/or spiritual accommodation, please contact the UHDS office at [housing@oregonstate.edu](mailto:housing@oregonstate.edu).
4. The following items may not be used or possessed inside of UHDS buildings and within 30 feet of UHDS buildings: extension cords without fuse protectors, combustible materials or liquids, live cut trees, dried plants, light bulbs that generate excessive heat (including halogen and/or incandescent bulbs that exceed 60 watts), or other large flammable material. **See *Possession of Prohibited Items* section for additional approved and prohibited items.** (<http://uhds.oregonstate.edu/housing/what-bring-leave-behind#appliances>)

5. Hall fire doors MUST be closed at all times unless they are held open by magnets that are connected to the fire alarm system. These doors must be free of obstruction and able to close should the fire alarm sound.
6. Students may loft their bed if they follow the rules outlined at the following site: <http://oregonstate.edu/uahds/loft-kits>
7. Students may not plug power strips or extension cords into other power strips or extension cords. Hallways must remain clear of all items that pose a tripping hazard. These items include, but are not limited to shoes, bikes, bed parts, and trash.
8. Residents and their guests are not allowed to sleep in public or common areas.
9. Residents and their guests may not leave food unattended while cooking. Residents may only put food and items that are microwave safe into a microwave.
10. Doors and walls in the hallway must be clear of large coverings that are taped or tacked to the surface. No more than 30% of any door or wall surface may be covered with combustible materials. Wall surfaces include doors, resident doors, windows, ceilings and floors. Please refer to the UHDS General Promotion Guidelines for additional information about posting materials anywhere other than your assigned residence hall room door.
11. Fog, smoke, and haze machines are prohibited.
12. When a fire alarm is activated, all persons inside a residential or dining facility are required to leave the building immediately, even if it is believed to be a drill or false alarm.

Failure to respond to a fire alarm or to Residential Education staff requests during an evacuation may result in University disciplinary action and/or municipal fines. University officials may refer residents to the Oregon State Police for investigation and prosecution through the District Attorney's Office if they appear to be engaged in any of the following activities: Pranks or false fire alarms that violate any fire safety policy, attempted arson, or arson. In addition, they are subject to immediate housing removal and other University disciplinary action, including fines and restitution.

Any fire equipment that requires maintenance should be reported immediately to a Residential Education staff member or to the Service Center.

### ***Firearms, Weapons, Destructive Devices, Fireworks, Explosives and Combustibles***

1. Possession, use, or threatened use of firearms, ammunition, dangerous chemicals, weapons, and destructive devices are prohibited.
  - a. "Firearm" means a weapon, by whatever name known, which is designed to expel a projectile by the action of black powder, smokeless powder, or compressed air and which is readily capable for use as a weapon.
  - b. "Weapon" means any object that may be used to injure. Not all weapons can be listed here. Some common weapons that are prohibited include, but are not limited to, knives having a blade that projects or swings into position by force of a spring or by centrifugal force and is commonly known as a switchblade knife or any knife with a blade longer than 3 inches or not intended for kitchen use. Weapons also include, but are not limited to, any dirk, dagger, sword, slingshot, bow and arrow, BB/pellet gun, blowgun, paintball gun, metal knuckles, stun gun/tasers or any similar instrument by the use of which injury could be inflicted upon the person or property of any other person.

- c. "Destructive Device" means a projectile containing an explosive or incendiary material or any other dangerous chemical substance; or a bomb, grenade, missile, or similar device or any launching device.
2. Firearms are not allowed in any residence hall, dining center, or UHDS office, meeting, or classroom space, even if an individual has a license to possess the firearm. Law enforcement officers acting in the performance of their duties are exempted.
3. Items that have the appearance of being weapons, including but not limited to parts of weapons, pellet guns, and air soft BB guns, are not allowed in any residence hall, dining center, or UHDS office, meeting, or classroom space. Imitation weapons are also prohibited.
4. Any device that projects items, including, but not limited to, slingshots, blowguns, and air soft guns are prohibited.
5. Residents may not possess more than .5oz of pepper spray. Misuse of personal defense devices is prohibited.
6. Explosives and highly combustible or corrosive materials may not be used or stored in or near the living groups. This includes, but is not limited to, fireworks, any kind of explosive device (whether it uses combustible or non-combustible fuel), gasoline, propane, kerosene, lighting fluids, laboratory chemicals, photography chemicals, gun powder, paints, car batteries, tear-gas, and paint thinners.
7. Equipment and vehicles that use combustible fuel are also prohibited in or near the buildings.
8. Setting off firecrackers and other explosive devices in and around the living groups is prohibited and may be subject to immediate removal from housing.

## ***Gambling***

The University prohibits gambling as proscribed by Oregon Revised Statutes (ORS). It is a violation of UHDS policy to participate in games of chance when real money or units representing real money (i.e., poker chips) are at risk. This includes online gambling from one's room or using OSU's computer network. Games of chance where real money is not at risk (e.g., Casino Night sponsored by the Residence Hall Association) are allowed.

For more information about gambling or for resources and support, please see <http://studenthealth.oregonstate.edu/college-gambling>.

## ***Improper Use of Facilities***

1. Room and common area furniture may not be removed from their designated locations. Lost or damaged furnishings will be charged to the residents of the room. Violators may be referred for conduct proceedings and/or prosecuted for theft.
2. UHDS provided facilities, furniture, and property must be utilized in the manner for which they were intended. This includes but is not limited to not stacking common area furniture and misusing fire escapes.
3. Absolutely no person or property is allowed on the outside window ledges, window frames, roofs, outside walls, stairwell grids, or other outside exteriors. Students may not climb, rappel, sit on, or jump from roofs, ledges, or balconies. Throwing or dropping anything from or to buildings, windows, balconies, or ledges is prohibited.
4. Students may not access roof areas on any UHDS building or overhang.

5. Residents may not hang items outside their room windows (such as towels, lights, banners, etc.), except in the case of an emergency in which the room resident(s) requires rescue by emergency personnel.
6. Students may not remove window screens. This includes but is not limited to lounge and resident room window screens.

If a personal item such as a Frisbee gets stuck on a roof, overhang, or walkway, the resident will need to alert the Service Center staff, Resident Assistant, or Resident Director in order to have the item returned safely. Anyone, including guests, violating this policy may be immediately removed from the facility, damages may be assessed to the responsible student(s), and further conduct action may be taken. Students responsible for throwing objects from or at a living group may be subject to immediate disciplinary action and possible removal from the building. This includes but is not limited to pouring water out of windows.

### ***Noise Policy / Quiet Hours***

The realities of community living dictate that individuals respect community needs for the moderation of noise regardless of established quiet hours. Noise is any sound which is disturbing to any resident. In an effort to reduce the amount of noise in the living groups, specified quiet hours are established in each living group.

#### ***Excessive Noise***

Noises that are disruptive at any time are prohibited. Disruptive noises, including but not limited to loud stereos, amplified instruments, or loud voices, infringe on the rights of other students. Residents with stereos are encouraged to use headphones. Amplifying music or other sounds out of residence hall windows into public spaces is prohibited. While it is the responsibility of all to control noise, it is also the responsibility of those bothered by noise to contact the offending party and request that the problem be corrected. All residents must assume responsibility for monitoring their own behavior.

#### ***Courtesy Hours***

Courtesy hours are in effect at all times. Courtesy hours allow all residents to sleep, study, and relax or host visitors without distracting noises from neighbors. If any student makes a reasonable request that another student reduce the volume of their music, talking, and TV, they must comply with the request. Residents must comply with staff requests to reduce noise; for more information see the failure to comply policy. Retaliation against the person requesting may result in further conduct action.

#### ***Quiet Hours***

Quiet hours are in effect from 10 PM – 10 AM Sunday through Thursday, and midnight – 10 AM Friday and Saturday. Individual living groups, by action of hall councils, may choose to establish a stricter policy at any time, should they so desire. When quiet hours are in effect, the living environment should be quiet enough to allow others to sleep.

During the week before Finals and Finals Week, quiet hours are extended to 22 hours per day, with courtesy hours in effect from 7-9 PM. Please note that in Study Intensive Communities, the Quiet Hours are expanded. You may review the Addendum at the end of the Policy Guide for more specific information.

Students in violation of quiet hours during the final two weeks of the term may be asked to immediately leave the living group.

## ***Pets***

Student residents may not have pets in any residential building, with the exception of fish kept in one aquarium no larger than 10 gallons. Fish kept as pets in the residential buildings must remain in their aquariums at all times. No gravel is allowed down the drains in the sinks, showers, or toilets.

Exceptions to this policy are granted for students who have preapproval for a service or assistance animal through Disability Access Services. For more information please visit: <http://oregonstate.edu/accessibility/serviceanimalpolicy>

If you notice stray animals in or around the living groups, please notify a staff member so that the animal can be appropriately assisted or relocated. You must not abuse, feed, or bring the animal into any UHDS building.

## ***Possession of Prohibited Items***

- Please exercise good judgement when deciding to bring items to the residence halls. All items need to meet the following criteria to be permitted within the residence halls:
  - All items should be in good working order. Any damaged or altered items are prohibited.
  - All appliances should be UL listed and have an automatic shutoff.
  - No exposed heat source.
  - No open flame.
  - Any appliance that produces steam, smoke, or grease laden vapors is prohibited. Clothes irons and electric kettles used to boil water are the only exceptions to this.
  - Any device with light bulbs that generate excessive heat is prohibited (including halogen bulbs and/or incandescent bulbs that exceed 60 watts).
  - Any device that would exceed the electrical load is prohibited.
  - Not otherwise interfere with OSU's wireless or network infrastructure.
  - Any approved cooking appliance must be attended at all times.
- The following items are never approved in the residence halls:
  - Air conditioners, barbecues and grills, electric fryers, electric grills and sandwich makers/presses, electric woks, extension cords, fog, smoke, and haze machines, gasoline, electric, or hybrid powered scooters, hookahs, hookah smoking accessories, e-cigarettes, vaporizers, hot plates, microwaves (unless combination microwave/refrigerator unit provided by a UHDS approved vendor or microwave provided by UHDS), portable space heaters, and wireless network routers and wireless access points.
  - If you have a special need for an exception, please talk to your Resident Director, who can guide you through the process.
- Exceptions
  - Coffee Makers. As long as your coffee maker doesn't use a warming plate to keep the coffee warm, you can use it in your room.



- Toasters and toaster ovens. All toasters and toaster ovens may be stored and used in the community kitchen or in-suite kitchens within Halsell Hall and Orchard Court in your building after talking to your Resident Director.
- Clothes irons, curling irons, hot curlers and flat irons. These items are permitted as long as they are used according to manufacturer's instructions.
- Power strips or a plug multiplier. Power strips and plug multipliers must have built in circuit breaker to be permitted within the residence halls.
- If the use of your item poses a health or safety concern, causes a disruption to the community, causes property damage or property loss, regardless of whether the item is approved, you may be subject to disciplinary action and associated costs or sanctions.

### ***Smoke-Free Policy***

1. Smoking or carrying any lighted smoking device, including but not limited to cigarettes, electronic cigarettes, cigars, pipes, and incense, is prohibited within all UHDS facilities and on the entire OSU Corvallis campus. For more information, please see OSU's Smoke-Free Policy at <http://oregonstate.edu/smokefree/>.
2. It is a violation of policy for anyone to knowingly be present in a room/suite where someone is smoking.
3. Students may not store or use hookahs or smoking apparatuses such as e-cigarettes or vaporizers in their room.

### ***Solicitation***

1. For the protection and privacy of residents and to prevent the interruption of studies, solicitation, advertising, promotion, and commercial transactions are prohibited in the living areas of the residence halls. If you encounter such activity, contact a staff member or the Department of Public Safety immediately.
2. Exceptions:
  - a. Solicitation in the living areas may take place pursuant to explicit written approval by faculty associated with the Austin Entrepreneurship Program in a "by students for students" business model for educational purposes and only within Weatherford Hall.
  - b. If students wish to receive donations for a cause in exchange for a service in the hall, the following conditions must be met:
    - Participants must be residents of the building.
    - Participants need Hall Council and Resident Director pre-approval. (Hall Council can ask the resident to give something back to the hall, such as a program about their travel or experience.)
    - Participants and Sponsors will provide posters to the Resident Director for posting (approved by Hall staff) in the living group at least 3 days before the event stating date, time, what they will be doing, and why.
    - Participants and Sponsors may only go to open doors and ask residents if they would like the offered service (e.g. trash removal). They may not knock door-to-door. They may not approach closed doors. Residents may donate the monetary amount they would like for the service. (For instance, residents should not be required to give a specific amount. They should be able to give as much or as little as they deem fit.)

## ***Sports and Recreation***

1. Activities in hallways, residence hall rooms, lounges, or other indoor areas, or areas adjacent to buildings that could interfere with the living-learning environment are prohibited. This includes, dribbling basketballs, running in the halls, throwing or catching objects of any kind, skateboarding, riding bikes, and any other activity that could be considered a sport.
2. Students may only lock bikes to designated bike racks.
3. Bicyclists must walk their bikes when they are in the building.
4. All roommates must agree that a bike may be stored in a room. If one roommate opposes, a bike must be locked to a designated bike rack or in a bike room.
5. No stunts, jumps, tricks or other such activities are permitted on UHDS property. This includes, but is not limited to jumps, stunts and tricks using skateboards, rollerblades or bicycles; parkour; or slack lining outside of designated areas.
6. Drones may not be used inside residential facilities or in a manner that violates other institutional policies.
7. The use, possession, or storage of hoverboards or other self-balancing scooter devices is prohibited inside all UHDS facilities.

Students are encouraged to utilize the facilities provided to them on campus. These facilities include the Dixon Recreation Center, Mc Alexander Field House, Student Legacy Park, among others. All bicycles that are found locked to something other than a designated bike rack may be immediately impounded by the Department of Public Safety. We encourage students to check on their bikes regularly and to report missing property to the Department of Public Safety. OSU is not responsible for lost, damaged, or stolen items of personal property. Please visit this website for more information about bike safety on campus: <http://fa.oregonstate.edu/publicsafety/bikers-beware>.

## ***Visitors and Guests***

1. Guests and visitors are defined as any individuals who are not contracted residents of the specific room or building in question. No persons other than escorted guests, residents, or University staff on University business may enter a living group.
2. Residents must escort their guest(s) the entire time their guest(s) is in the building.
3. Residents are responsible for the behavior of their guest(s). Guests are expected to comply with all state, federal and University rules and policies.
4. Only people assigned to a room may reside in that room.
5. Overnight guests are permitted only with the permission of the contracted resident(s) of the room and then only in designated areas. Residents may have guests stay providing they meet all of the following criteria:
  - They receive permission from all roommate(s) or suitemate(s), if applicable;
  - the guest does not violate fire occupancy restrictions;
  - the guest stays no longer than three consecutive nights; and
  - Residents may only have a guest stay for a total of seven nights in an academic year.
6. Residents may not give their room or hall key to their guests.

Guests that are violating policies or damaging property may be asked to leave. Roommates are strongly encouraged to take some time to talk about arrangements for guests and about how all parties feel

about the potential disruption guests can cause before the guests are invited to stay. If roommates feel that their rights are being violated, it is their responsibility to contact a staff member. If roommates feel a crime has been committed, they should contact the Department of Public Safety.

## **Common Area/ Use Policy**

“Common Area” refers to any space in a UHDS Residence Hall that is intended for the general use of the students who live in that facility. Common Areas typically include main lounges, floor lounges, lobby areas, study rooms, and meeting rooms. UHDS provides Common Areas for students to study, socialize, and build relationships. The purpose of this Common Area Use Policy is to attempt to assure that the use of space in the building is maximized for all residents who wish to utilize the space consistent with University policy.

Students are permitted to share use of Common Area space for individual or informal small-group purposes when the space is not reserved. Students using Common Areas must not interfere with others’ use of the space and are subject to the other policies in this Guide. When, however, residents want to designate a specific purpose for a Common Area for a certain period of time (e.g., for meetings or presentations), such that others cannot reasonably use it for other purposes, then a reservation request needs to be submitted to the Resident Director, following the guidelines provided below.

Only designated Common Area spaces may be reserved. These spaces are typically the main lounge and meeting rooms; check with the respective Resident Director for a list of the designated areas in your particular hall. Although most halls will have designated Common Area spaces that may be reserved, some halls may not have them as a result of their specific layouts.

Common Areas can and will be occasionally reserved and used for University-organized activities, such as staff/hall council meetings, programs, and floor meetings. The Resident Director will coordinate reservation of space, often in collaboration with the hall councils. If you wish to host an event in a Common Area, please contact your Resident Director as early as possible to seek approval.

### ***Guidelines Regarding Common Area Reservations:***

- Reservations must be made in writing to the Resident Director by a current resident of the building in which the event is to take place.
- Requests must be made no less than one week in advance of the event.
- Groups not a part of UHDS must be hosted by a resident and may only reserve twice a year. Each event will be limited to no more than 2 hours in duration for outside groups. Residents are reminded that they are responsible for guest’s behavior while in the building, per policies in this Guide.
- All reservations are subject to availability.
- Reservation requests must be for weeks 2-8 of the academic term and between the hours of 7pm to 10 pm.

Resolving date/time conflicts about the use of Common Areas will be in the discretion of the Resident Director. In general, priority will be given as follows:

1. Staff/Hall Council programs and meetings
2. Residents’ academic use
3. Residents’ recreational/social use

#### 4. Other activities/meetings

Commercial transactions are not permitted in common areas of residence halls. For additional information see the Solicitation policy. It is the responsibility of the person(s) using common area space to clean up after themselves and assure that the space is returned to the original condition.

All state and local laws and University and UHDS policies are applicable when using common area space.

## Advertising and Promotion in UHDS Residence Halls

### *General Promotion Policy Guidelines*

1. Advertisements must meet the following requirements to be considered for UHDS distribution:
  - a. Advertisements must be submitted by, and in promotion of events affiliated with, OSU departments and registered student organizations.
  - b. Must not be misleading, fraudulent, or promoting an illegal activity.
  - c. Must not be used for any purpose that would be in direct competition with fee-based services of University Housing & Dining Services.
  - d. Must contain the name of the sponsoring organization, name of the president (or other leader or contact person), and a current phone number or email address.
  - e. Must have pertinent information (i.e. dates, times, contacts, etc.) written in English, or if written in a foreign language, must be accompanied by an English language translation to ensure communication with the overall University community.
  - f. Must include one of the following statements:
    - i. *For alternative formats or accommodations related to a disability, please contact [sponsoring department/organization contact name] at [phone or email]; or*
    - ii. *Accommodation requests related to disability should be made by [specific date] to [sponsoring department/organization contact person, phone number, and email address].*
2. Because Residence Halls are secured as private residences, UHDS community members not residing in the respective facilities in which they wish to advertise must first have their material approved by UHDS (through this [Residence Hall Advertising and Promotion Request Form](#) link) and bring that material to the Oxford Administrative Offices (957 SW Jefferson Ave) for distribution.
3. Advertisements that have not been approved under this policy may be immediately removed and any associated **costs or physical damages will be charged** to those responsible parties. Students or representatives of the advertised organizations may also be referred to Student Conduct for disciplinary action.

Please visit <http://uhds.oregonstate.edu/advertising-and-promotion-uhds-residence-halls> for more information about UHDS promotion opportunities and promotion request forms.

# University Housing and Dining Services (UHDS) Conduct Action

The University expects each student to exercise self-discipline, which will enhance the individual's educational experience and the total learning environment at the University. UHDS is committed to encouraging an educational environment that is conducive to learning.

Accordingly, all students residing in UHDS housing are bound by the University Conduct Policies, UHDS Conduct Policies, the terms and conditions of the University Housing Contract, applicable federal, state and local laws and University administrative rules. Failure to observe these conduct regulations may result in disciplinary action by UHDS, OSU's Office of Student Conduct and Community Standards, or the Office of Equity and Inclusion ("OEI").

Students are responsible for their actions and the actions of their guests and will be held accountable for violations of applicable policies, laws, and rules regulating conduct. UHDS, the Office of Student Conduct and Community Standards, and OEI have concurrent jurisdiction over conduct matters involving students who reside in UHDS housing. Students who no longer have a contractual relationship with UHDS are referred to the Office of Student Conduct and Community Standards for any follow-up or additional conduct action. UHDS may refer any conduct matter to the Office of Student Conduct and Community Standards or OEI at any point. Matters referred to the Office of Student Conduct and Community Standards or OEI, over which UHDS does not maintain concurrent jurisdiction, are subject to the policies and procedures outlined in OSU's Student Conduct Code, at <http://studentlife.oregonstate.edu/studentconduct/>.

Conduct matters over which UHDS maintains concurrent or sole jurisdiction are subject to the conduct policies and procedures outlined below. The procedures outlined below are designed to ensure student residents have notice and an opportunity to be heard with respect to an alleged violation. However, formal rules of evidence are not applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to students or the University results. The Four Compelling Community Interests will be used to guide policy development and conduct hearings. Students, staff, faculty (including administrative staff) and visitors or guests may refer a complaint or grievance to UHDS Residential Education Staff.

## UHDS Conduct Hearings Process

### *Pre-Hearing*

1. The student resident facing UHDS conduct charges ("student resident") may request a meeting prior to the UHDS conduct hearing with the administrative conduct officer identified in the notice to review applicable process and procedural information.
2. Student residents have the right to review all written or physical evidence relied on by the hearing officer during the conduct process. All such records may be reviewed by the student resident during normal business hours, provided the student provides at least 12 hours' notice of intent to review the records. In the instance where 12 hours' notice is provided but a review

of documents is not possible prior to the scheduled hearing, the hearing will be postponed for a reasonable amount of time to allow for document review.

3. If using, the name of the advisor and the names of relevant witnesses must be provided to the administrative conduct officer no later than 12 hours prior to the conduct hearing. Anyone who is disruptive to the conduct hearings process will be asked to leave and, if necessary, the hearing may be postponed or rescheduled.
4. UHDS staff will attempt to eliminate any actual or perceived administrative conduct officer bias in the conduct process. If a student resident is concerned about any actual or perceived bias, they may request a different administrative conduct officer in advance of the hearing.

## ***Notice of Charges***

1. UHDS will provide notice of the UHDS conduct hearing at least 24 hours in advance of the scheduled hearing. The notice will be sent to one of the following locations: the student resident's on-campus mailbox, ONID email account, or on-campus residence. Student residents are responsible for checking their mailbox and ONID email regularly and often.
2. The notice will provide the date and location of the incident underlying the charges to be heard and general information about the incident. The notice will also provide information regarding the date, time and location of the conduct hearing.
3. The student resident may also be sent notice that a conduct hearing needs to take place and be given a deadline by which the student resident must set up a time to meet with the conduct officer. If that deadline passes and the student resident has not set up a time to meet with the conduct officer, then a hearing may take place without the student resident present.
4. If the student resident has an unavoidable conflict for the designated hearing time, as determined by the administrative conduct officer, the student resident may contact the administrative conduct officer identified in the notice as soon as possible in advance of the UHDS conduct hearing to schedule an alternate meeting date or time.

## ***Hearing***

1. A student resident facing UHDS conduct charges will generally be provided an opportunity for a hearing before sanctions are imposed. At the hearing, UHDS meets to:
  - a. Discuss whether a violation has occurred;
  - b. Determine the student's level of involvement;
  - c. Determine the student's responsibility for a specific violation; and
  - d. If appropriate, assign a sanction. If UHDS determines that more information is needed, UHDS may interview witnesses or do other fact-finding prior to making a decision. The resident may choose to attend this meeting.
2. Student residents are not required to attend the conduct hearing and may submit written statements on their behalf. Student residents are encouraged to attend and to participate in the conduct hearings, however, as participation is considered critical to the learning objectives of the conduct process. A student resident who fails to appear is nevertheless subject to any findings resulting from the conduct hearing. The conduct hearing will take place as scheduled, and findings will be made based on information available at the time.
3. The student resident has the right to remain silent at the conduct hearing and the choice to remain silent will not be taken as an admission of responsibility, though the student resident is encouraged to participate in the conduct hearing.

4. The student resident has the right to present one's own case and to be accompanied by one advisor (who is not a party to the case or a potential witness) for personal consultation during the conduct hearing. However, only the student resident, and not the advisor, may speak on the student resident's behalf during the conduct hearing. The student resident has the right to present relevant, prior-named witnesses; to submit questions for witnesses to the conduct hearing officer (which will then be vetted by the hearing officer); and to respond to and question all information and charges presented. The number of witnesses called may be limited by the presiding administrative conduct officer or officers to prevent redundancy or the inordinate prolonging of the hearing. The relevancy of a witness will also be determined by the conduct hearing officer.

### ***Findings and Post-Hearing***

1. Findings issued by the administrative conduct officer must be supported by a preponderance of information, which requires that the findings be "more likely than not," as determined by the administrative conduct officer or officers in the review of the information.
2. The student resident will receive a written notice of the conduct hearing findings after the conduct hearing. UHDS will deliver a written copy of the findings to the student resident by personally serving the student with the findings, sending the findings to the student's ONID e-mail address or the student resident's mailbox.
3. Student residents have the right to one appeal from any student conduct or Policy Guide findings within UHDS (See the end of this section for more information regarding "Appealing Conduct Hearing Findings").
4. Student residents who voluntarily withdraw from UHDS housing or the University prior to the completion of proceedings are nevertheless subject to any findings issued as a result of the proceedings.

### **Educational Interventions/Sanctions**

The following sanctions may be imposed by UHDS as a result of the conduct hearing process as an educational means of holding students accountable for violations of conduct regulations. Educational sanctions are active and/or passive requirements that aim to foster and facilitate student learning as an outcome of the conduct process. If they are assigned, students are required to complete sanctions.

Sanctions may include:

1. UHDS Warning- An oral or written notice stating the student has been warned that his/her actions or behaviors are not acceptable, that we expect that behavior modifications occur in alignment with institutional and housing policies, and that subsequent infractions may result in further disciplinary action.
2. Educational Sanctions- Educational sanctions include reflection papers, research papers, letters, workshops, posters, fliers, pamphlets, follow up meetings, RA rounds, or other such sanctions with an expected attendance and/or production of an artefact that demonstrates critical thinking and learning.
3. Program Participation, including IMPACT- The IMPACT program sanction may be issued to any student resident who violates the alcohol or illegal drugs policy and who has the potential of benefiting from the program. It is not designed to meet the needs of a student resident with a serious drinking or drug problem. The student resident must pay consultation and class fees at the time of the class.

4. Community Service-as specifically detailed by the administrative hearing officer.
5. UHDS Probation – Any violation of UHDS or OSU policies or laws may result in the canceling of a student’s housing contract. Probation means that a resident is not in good standing with UHDS, and any further violations may result in more severe sanctions.
6. Relocation of the student resident’s designated living space to another Hall or to another room within the same Hall - Relocation often includes educational sanctions and restrictions on access to the room or hall where the student resident formerly resided.
7. Cancellation of the UHDS Room and Meal Contract- When contracts are cancelled to remove a student from the residence hall as a result of administrative action taken by UHDS or Student Conduct and Community Standards the student is not permitted in any UHDS facility without expressed consent from UHDS. Removals may occur within 48 hours of official notification. The student will still be required to pay the standard cancellation fees. If a student is permanently removed from a specific community, typically the student is restricted from accessing all UHDS facilities, even for visitation.
8. Restitution - The student is required to make payment to the University or to other persons, groups, or organizations for damages for which he/she is responsible. This is true whether the action was intentional or an accident. If it was intentional, other sanctions may also apply. Damage caused in public areas in which there is not a known perpetrator may be charged to all residents in a wing, floor or entire hall, depending on the reasonableness of the charge based on the circumstances.
9. Fines associated with fire violations, including fines associated with sprinkler discharge, elevator tampering and furniture misuse and/or loss may be applied to a student’s account. See fees section of this policy guide ([UHDS Fees, Charges and Assessments](#))

## Appealing Conduct Hearing and Policy Guide Findings

Residents in the Housing conduct process have the right to one appeal of student conduct and Policy Guide findings. The request for an appeal must include specific justification, including at least one of the below:

1. Procedural errors (such as failing to follow the student conduct process)
2. Failure to consider all of the evidence presented, including any new evidence not known at the time of the original hearing (failure to attend the hearing does not constitute a lack of evidence);  
or
3. Any other action which denied the student a fair hearing.

Appeals must be in writing and filed with the Assistant Director of Residential Education for Student Conduct and Community Standards or designee by emailing the Assistant Director of Residential Education for Student Conduct and Community Standards or by submitting it via email to [Housing@oregonstate.edu](mailto:Housing@oregonstate.edu). Appeals must be made within 15 calendar days of the decision date. The student is responsible for completing all original sanctions and deadlines while the appeal is being reviewed.

The appeal will be reviewed by the Assistant Director of Residential Education for Student Conduct and Community Standards or designee. A final written determination on the student’s appeal upholding, modifying, reversing the decision or remanding the case will be issued to the student within a reasonable time. The appeal decision rendered by the appellate body is final.



## Emergency Interim Measures

1. The Director of Residential Education or designee and the Director of Student Conduct and Community Standards or designee may take emergency interim measures when necessary to secure the health or safety of other persons or the student with whom an action is taken. Emergency Interim Measures may also be taken if an alleged offense occurs during the last two weeks of a term that causes a serious disruption or a potential for serious disruption to the educational environment.
2. UHDS Emergency Interim Measures includes, but is not limited to:
  - a) Issuing no contact directives between involved parties;
  - b) Immediate removal from the assigned residence hall and/or the housing system; or
  - c) Restriction of the involved student's presence on specific UHDS property and/or at UHDS events.
3. At the time the emergency interim measure(s) takes place, the Director of Residential Education or designee or the OSU Director of Student Conduct or designee shall:
  - a) Inform the student involved of the reason for the emergency interim measures;
  - b) Inform the student involved that a preliminary fact-finding meeting will take place and that the student involved will be informed of the meeting date, time and location.
4. The preliminary fact-finding meeting shall take place within two business days of the emergency interim measures. At this preliminary meeting, the involved student:
  - a) Shall have full opportunity to demonstrate to the Director of Residential Education or designee or the Director of Student Conduct or designee that none of the conditions specified in Section 1 of Emergency Interim Measures above apply;
  - b) May be accompanied by an advisor, but must speak for themselves at all times. Anyone who is disruptive to the fact-finding meeting will be asked to leave and, if necessary, the meeting may be postponed or rescheduled;
  - c) Depending on the outcome of the fact-finding meeting, the student involved may be subject to the disciplinary or other University processes.
5. Based on the evaluation of the information presented at the fact-finding meeting, the Director of Residential Education or designee or the Director of Student Conduct or designee shall notify the student charged within 24 hours of the decision to:
  - a) Dissolve the emergency interim measures and take no further action;
  - b) Dissolve the emergency interim measures but proceed with a full conduct hearing regarding the involved student's behavior as prescribed in the Student Code of Conduct and/or UHDS Student Policy Guide;
  - c) Modify emergency interim measures and take no further action;
  - d) Modify emergency interim measures but proceed with a full conduct hearing;
  - e) Sustain the emergency interim measures until such time as a complete conduct hearing regarding the involved student's conduct may be held and a final decision is rendered.

Any questions regarding these procedures should be directed to UHDS Professional Residential Education Staff.

# Residential Facility Policies

## Loft kits

Students must follow policies regarding loft kits, which can be found at:

<http://oregonstate.edu/uhrs/loft-kits>

## Damage

1. Within 72 hours of checking into your room, residents are required to update and accept their Room Condition Report via <http://myuhrs.oregonstate.edu>. In addition to reflecting the condition of their room, we encourage students to upload a photograph if they would like to visually document any damages noted. Any damages not declared on the Room Condition Report and not the result of normal wear and tear will be the responsibility of the Resident and will result in a charge upon move-out. Students that have any additional maintenance needs throughout the year can submit a maintenance request via MyUHDS.
2. Residents may be charged for cleaning of the room and for any change in the general condition of University property that is not the result of normal wear and tear. All repairs to residential facilities must be performed by University personnel and not by the resident; students should not attempt to make any repairs themselves. The costs of repairs for damaged items include materials and labor; the standard labor charge is \$45 per hour. Common damage charge amounts are detailed on the "Common Residence Hall Charges" sheet, which can be found on page 33 of the UHDS Policy Guide.
3. Residents who lose or damage residential property, even accidentally, will be billed for it. This includes any portion of the facility itself and does not preclude prosecution or disciplinary action for vandalism, destruction, and/or theft of state property.
4. Residents should report any damage to their Residential Education staff immediately.
5. Damages in common areas (such as lounges, hallways, bath-rooms, stairwells and elevators) are charged to the individuals found to be responsible.
6. Unaccounted for damages may be charged to the hall program account or divided and charged proportionately to each individual in that living unit, depending on the circumstances and the extent of the damage.
7. If residents see others damaging the hall, they should ask them to stop if they reasonably believe that it is safe to do so, and then advise a staff person or contact the Oregon State Police at 541-737-7000 immediately.

## Decorating Your Room

1. Creating a "home" while living in University residences makes the room or apartment more pleasant and comfortable. Extras such as small pieces of furniture, plants, lamps, rugs, bedspreads, and posters help personalize your space.
2. When planning to decorate, it is important to keep in mind that no permanent changes may be made to the spaces, and any damage done by decorating the room or by removing decor at the end of the year will result in a charge to the resident.
3. Painting by residents is not permitted. Room painting in residence halls is done by the University painting professionals on a rotating basis. If the painted walls in a resident room are

in need of repair, residents should report the situation via a work order by logging into MyUHDS.

4. Strong adhesive, including but not limited to duct tape and packaging tape, may not be used on painted, glass or metal surfaces. Residents should consult with hall staff prior to purchasing tapes or adhesives. Any residue from tape needs to be removed by the resident or they will be billed and may face conduct proceedings.
5. Use of cinderblocks in residence halls is not permitted.
6. Use of stickers or glow stickers on ceilings and walls is not permitted.
7. Use of nails, tacks, and similar items that puncture surfaces are prohibited.
8. Student will be assessed cleaning and repair charges for removal of items left in their room at checkout and for damaged room items, including non-UHDS provided loft kits.

## Cleanliness

1. If hall staff become aware of unhealthy living conditions, including, but not limited to rotting food, unclean bathroom facilities or excessive odors, UHDS staff may require resident(s) to clean their contracted space or charge resident(s) for a cleaning service. Staff may become aware of cleanliness issues in a room during health and safety checks at the end of each term, from complaints from other residents or personal knowledge if perceived when in common areas.
2. Bloss, Buxton, Halsell, Hawley, the International Living-Learning Center, and Tebeau Halls offer a suite-style living arrangement that places the responsibility of bathroom cleaning on the residents of the suite. UHDS encourages suite residents to coordinate a scheduled, routine and shared cleaning of the bathroom facilities. Consider utilizing the agreement form found at <http://oregonstate.edu/uahds/living-with-a-roommate>. Hall staff may require residents to periodically clean the bathroom or be charged for a cleaning service and face conduct action if the condition of the bathroom poses a health and safety risk or property damage if not resolved. Additionally, Tebeau Hall has combination lock cubbies in common area kitchens, and hall staff may check these during health and safety checks or if they become aware of a cleanliness issue or policy violation.
3. Placing garbage or recyclables in unapproved locations is prohibited. Personal room trash should be taken to common area trash receptacles or out to the outside garbage dumpsters by residents. Paper and comingled beverage containers can be disposed of in the designated containers within the hall. Corrugated cardboard should be flattened and taken out to the outside cardboard recycle containers.

**Integrated Pest Management (IPM)** is a planned program to prevent pests and disease vectors from causing unacceptable damage or injury to people, operations, property, or environment. It is an environmentally sensitive approach to managing pest problems that takes advantage of all suitable pest management options, with the emphasis on the prevention of pest infestations rather than reacting with chemical pesticides. This program requires participation, cooperation, and communication from everyone associated with UHDS facilities, especially student residents – hence the term “integrated.” To prevent pest infestations, we should all do everything possible to eliminate habitats conducive to pest growth and survival. There are three things pests need to thrive: food, water, and shelter.

Keeping buildings free of food debris, spilled water, scrap paper and cardboard are essential to a successful IPM program. University staff will dispose of improperly stored food items found in public spaces including but not limited to counters and cupboards in common area lounges, kitchens, and common area refrigerators and freezers.

Residents can take small measures to support a pest-free environment. Residents should keep all consumable food in plastic storage containers and wipe up water spills. Residents should keep all community spaces free of food waste and scraps. Immediately remove cardboard products from the building and place in designated outdoor recycle containers.

## Room Displays

Residents are free to display posters and other items in your room, provided they follow the Decoration policy described above with regard to the method of affixing the posters to the doors, walls or ceiling. Residents should check with Residential Education/UHDS staff if they have questions about what posters may or may not be appropriate. Some room displays in public view may constitute a violation of University policies, including but not limited to those regarding racial or sexual harassment. Please remember that while residents are free to express themselves, they are asked to exercise that freedom responsibly and respectfully.

## Energy Conservation and Heat Sensor Rooms

Our energy conservation program requires that our maintenance staff monitor the temperature of the residence halls and make computer assisted adjustments in order to heat the building in the most efficient manner. We monitor the building temperature by using numerous heat sensors which are located throughout the building, including some residents' rooms. These sensors work like thermostats to turn the heating system on and off for the entire building. If one of these sensors is located in your room, you will receive an email that explains how they work and the expectations for you as someone living in a heat sensor room.

Residents assigned to a "heat sensor room" will be notified via email that sets forth UHDS expectations regarding the treatment of the sensors. In order for all residents of the hall to remain comfortable, residents in heat sensor rooms are obligated to do the following things:

- Leave the heater completely turned on and fully operational.
- Keep windows closed at all times when no one is in the room. We encourage periodic ventilation of the room, but for short periods of time (10 minutes or less) only during the heating season, typically the months in which the average temperature remains below 70 degrees.
- Do not touch or tamper with the heat sensor in any way.
- Cooperate with the housing maintenance staff that may need to enter the room to adjust the heat sensor.

Questions about this heat sensor program should be referred to the Resident Director or Resident Assistant (RA).

## Room Inspections

### Room Entry and Room Search

Room entry and search may be necessary, and the University may exercise its contractual right to do so under certain circumstances. The University recognizes and respects students' desire for privacy, especially within the context of a group living environment. In its efforts to protect privacy, UHDS has

defined and restricted the conditions under which authorized University personnel may enter or search a student room.

The following procedures have been developed as a guide for University staff and Housing and Dining Services staff to enable them to perform their duties and to maintain certain standards, while giving due recognition to the rights of privacy. UHDS reserves the right to enter rooms for reasons including, but not limited to:

- Provision of maintenance and housekeeping services
- Preparation of space for a new resident
- Inspection of room conditions upon vacancy of a resident, during break periods, or for sanitation, security, or safety reasons
- Elimination of nuisances
- When reasonable cause exists to indicate a violation of established conduct or health and safety standards

UHDS performs health and safety inspections at the end of each term, during other breaks such as Thanksgiving and in some halls, at the beginning of break periods. During health and safety inspections, contraband items (such as drug paraphernalia, alcohol, and other prohibited items) may be confiscated and reports may be made to Oregon State Police, trash/recycling may be removed (with labor costs charged to the student), room/bathroom cleaning may be completed with appropriate charges to the students assigned to the room/suite, and policy violations that are noted during inspections may result in referral for conduct action. Additionally, Tebeau Hall has combination lock cubbies in common area kitchens, and these may be checked during health and safety checks or if hall staff becomes aware of a cleanliness issue or policy violation.

The following University and University-affiliated personnel are authorized to enter residents' rooms under the procedure described below:

1. Resident Directors or Department of Public Safety personnel, and full-time professional staff members of UHDS, including our Operations and Facilities personnel;
2. Senior Resident Assistants, Resident Assistants, service center staff, and other residence staff;
3. Employees of the University's Department of Occupational Safety and Environmental Health;
4. University and non-University personnel contracted to perform maintenance and repair or provide other services on behalf of UHDS;
5. Other members of the University staff and/or civil authorities may enter student rooms under the conditions described below only when accompanied by a member of the professional or residential staff. In an emergency situation, fire/emergency personnel may enter a room unaccompanied.

## **Room Entry Procedure**

1. Except in an emergency, no room shall be entered without knocking. Entry following the knock shall be preceded by a time lapse of sufficient duration to provide occupants with ample opportunity to open the door.
2. When it is necessary for authorized University personnel to enter a room, there shall be, whenever possible, two authorized staff members present. If it is necessary, under the conditions outlined, for authorized University personnel to enter a room when an occupant(s) is not present, the resident(s) will be notified of the entry and the reason for the entry upon returning to the room. This provision does not apply to housekeeping and maintenance

personnel performing routine or requested duties, or to staff conducting a health and safety check. Health and safety checks traditionally take place at the end of each term during which staff may check rooms to evaluate cleanliness and safety issues.

3. UHDS staff members may remove an item of personal property from a resident room without prior consultation with the owner when it is the judgment of the staff member that the item represents an imminent hazard to persons or property. UHDS staff are also authorized to remove from a resident room clearly identifiable University or UHDS property not provided as part of the room furnishings. If an item is removed under the above conditions, the resident will be notified promptly of the removal, and a notice left regarding the removed item. If the removed item may be legally possessed by the resident, but it is in violation of this Policy Guide or Oregon State University standards, it may be claimed by the resident but not retained in the building. If illegal or prohibited goods are found and confiscated during the authorized room inspection, the resident may be subject to criminal prosecution and/or disciplinary action.
4. Entry of student rooms will be done only as necessary. Attempts to notify the occupant(s) in advance will always be made unless there is a critical situation which precludes notification.
5. Entry of student rooms by UHDS personnel shall only be permitted, except in the case of an emergency, with prior consultation with the Director of Residential Education or designee. In these instances, room entry will be conducted by no less than two authorized UHDS staff members.
6. UHDS is opposed to general room searches; that is, the search of a number of rooms in a given area in the absence of cause to search a specific room. General room searches, except in the case of emergency, will be permitted only after authorization by the Director of Residential Education or designee.
7. State and federal law governs the entry into a resident's room by law enforcement officers. Situations which may permit such entry include, but are not limited to, officers in possession of a valid search/arrest warrant, health/safety emergency, or certain circumstances where search warrants are not required by law. Entry under such circumstances may be facilitated by UHDS staff.
8. Residents may make requests to hall staff to be present at the time of their room being checked during break periods.
9. Suites in West have a hallway space between the suite door and the room and bathroom doors. Residents, staff and invited guests have free access to this space and any other hallway in the building.

## General Information

### Dining Center Policies

Questions relating to policies in the dining centers, including attire, ID card use, promotional activities and social events should be directed to [Housing@oregonstate.edu](mailto:Housing@oregonstate.edu) or by calling the Central Office at 541-737-4771.

### Services and Facilities

Residential facilities are intended for use solely by resident students and their guests.

## Security Cameras

To enhance safety and security efforts, security video cameras may be placed in hall lobbies or other public areas. These cameras are not continuously monitored, but are intended to be used in investigations of alleged policy violations. See the UHDS web site for additional information:

<http://oregonstate.edu/uhs/safety>.

## Keys

An extra room key is available for check-out for a maximum of 20 minutes from the Service Center office, should you get locked out of your room. If a key has not been returned by the resident by the appropriate time, a lock change may be required. The charge for a room lock change is \$50.00. Three or more requests in a term for temporary room keys may be referred to the Resident Director to ensure that keys are not missing and that abuse of staff resources do not occur.

## Custodial Services

The residence halls have a staff of custodians assigned to do general cleaning in public and common areas, common bathrooms, lounges, kitchenettes and hallways. The custodial staff members are people you will come to know, respect and appreciate. Suite style rooms/bathrooms are cleaned by the residents assigned to the room. Custodians work cooperatively with the students to make each residence hall a clean, healthy, and safe place to live. Other specific tasks are done in order to maintain good housekeeping throughout the halls.

Custodians have a heavy work load, which includes performing specific tasks at specific frequencies, and are not expected to clean up excessive messes after parties, practical jokes, or any other unusual circumstance. Individual room cleaning is the responsibility of the occupants.

## Maintenance Services

Although every effort is made to maintain the facilities in the best condition possible, fixtures and furnishings will occasionally need repair. The maintenance staff is available for repairs in the residence halls.

If you have a maintenance concern in your room, update your room condition on MyUHDS within the first 72 hours of move in. To put in a work order for your room or for a public area, you can click "Submit a maintenance request" from your MyUHDS page. You can also contact your Service Center or Resident Assistant/ Resident Director about the issue.

A work request will be generated and the maintenance staff will respond as quickly as possible. Maintenance and custodial staff are encouraged to report to hall staff violations of health and safety policy they encounter while performing their duties.

## Crisis and Disaster Response

Please refer to the following website <http://fa.oregonstate.edu/publicsafety/emergency-response> for information about crisis and disaster response. UHDS strongly recommends that all students [register for the campus alert](#) system.

## **Laundry Facilities**

Facilities for washing, drying, and ironing are available in each living unit. Laundry facilities are not to be used for large or heavily soiled items, such as sleeping bags, car mats, animal blankets, and saddle blankets. The cost of laundry facilities is included in the room and board rate. Residents may utilize unlimited use of laundry facilities without the need for coins, tokens, or laundry cards. Please keep in mind energy conservation practices when doing laundry. Note that use of UHDS washing facilities is for residents only. We have high efficiency washers in our facilities – a small amount (less than 1/4 cup) of LIQUID laundry detergent is recommended to get the maximum efficiency from the washers. Using more than the recommended amount of detergent will cause the laundry machine to shut down and require repair.

## **Recycling**

Because of the need to reduce the number of landfill sites, and because Oregon is an environmentally responsible state, OSU students, faculty and staff are encouraged to recycle/ reduce/reuse any and all materials whenever possible. Receptacles for newspapers, white and colored paper, aluminum, cardboard, glass, and plastic containers are available in each residence hall. Please make sure that only recyclable materials are placed in recycling receptacles and that trash is disposed of appropriately. You can help keep our buildings pest-free by keeping the recycling rooms clean. The Residence Hall Association and each living group have recycling educators who work to organize and promote recycling efforts in cooperation with Campus Recycling. Residents may not take recyclables from the recycle bins without permission, even to redeem for cash.

## **Abandoned Property**

Any personal items (including lost and found and items left in common areas) left abandoned after a student moves out may be disposed of after 5 business days or by the close of each term. Items that are confiscated because they are in violation of UHDS policies will be kept until the end of the term, unless otherwise noted. Any costs associated with disposal will be charged to the student's account.

## **Television Cable Service**

Cable television service is provided in most residence lounges and is included in the room rate.

## **Vending Services**

Vending machines are located in each residence hall. If money is lost in a vending machine or there are mechanical problems, call the service number listed on the vending machine. The University has no responsibility for these vending machines, and all residents agree to hold the University harmless from any liability in connection with the use thereof.

## **Housing During Vacation/Break Periods**

All halls are open during the Thanksgiving, Winter, and Spring vacation breaks. There is no extra charge to stay, as it is included in the room rate. However, students are required to “sign up” for break periods so that Residential Education staff is aware of who is in the building during a lower occupancy period. Students must be signed up to live in UHDS for the term/period immediately following the break in order to be eligible for break housing.



## Check-In Procedures and Room Condition Acceptance

Check in to your room on the fall move in day at your residence hall, and outside of those days at the Service Center in that area of campus. You will need your OSU ID card or other identification to check-in. Upon check-in, you will be able to note the condition of your room on your MyUHDS account within the first 72 hours of moving in. When you check out, you may be responsible for any damages beyond normal wear and tear not noted by you at check-in.

## Check-Out Procedures

1. Please make an appointment with your Resident Assistant (RA) to check out. Please remember that RAs are students and will have classes, so planning ahead is critical to everyone's success. Once your appointment has been set, please note what cleanliness entails for your space.
2. **Before your Check-Out Appointment:**
  - a. Remove all of your belongings from your room. Be sure to open all drawers to make sure you have everything.
  - b. De-loft bed if it is a personal loft. If your bed has a UHDS-provided loft, this is not necessary. Personal loft-kits must be removed from the room and taken home.
  - c. Completely clean the room. **Cleanliness** is the absence of dirt, including dust, stains, bad smells and garbage. Cleaning is not only just about appearance but is critical to the overall health and productivity of each hall's residents. Cleanliness upon checkout includes but is not limited to:
    - All room surfaces wiped down (i.e., window sill, desk top, and wall).
    - Floor is swept, mopped and vacuumed.
    - Closet/wardrobe/dresser is emptied and wiped down.
    - Room door, ceiling, and walls are free of tacks, tape, adhesive strips, posters, stickers, moon/stars/comets.
    - Mattress is wiped down and bed is assembled correctly.
    - Room window has screen in place and is free of stickers, smudges, dirt, and cobwebs.
    - All room furniture is clean and in condition noted upon check in. Any discrepancies could result in a damage fee being assessed.
    - Trash and recycling bins have been emptied and are clean inside.
    - Garbage disposal cleaned with soap and water (if applicable).
    - Stove range wiped down (if applicable).
    - Toilet, shower and sink surfaces all wiped down (if applicable).
  - d. You are responsible for ensuring all original furniture is in the room.
3. **During your Scheduled Check-Out Time:**
  - a. Go through the Room Condition Checklist completely with your RA. Note that this is a general cleanliness check of the room only. The room will be inspected for damages at a later time, and your student account will be charged for any damages found. **Please be sure to check your ONID email and your OSU student account frequently.**
4. **After You Have Been Checked-Out by Your RA:**
  - a. Once the Room Condition Checklist is completed and signed by your RA, take the checklist to your service center and turn it in with your key(s).
  - b. Change your address at OSU's Online Services to ensure that your mail gets to you in a timely manner: <http://oregonstate.edu/main/online-services>. **Mail is only forwarded for up to 3 months after your checkout date.** After 3 months, it will be returned to

sender, so please update your address with the various companies from whom you receive mail.

## **UHDS Fees, Charges and Assessments**

Please see the following link for a list of UHDS Fees, Rates, and Common

Charges: <http://uhds.oregonstate.edu/housing/halls/information/room-dining-rates-common-charges>

Fees are subject to change. For questions relating to these fees and to learn of changes, or in the case that the link does not work, please contact your service center or the main UHDS office, or email UHDS at [Housing@oregonstate.edu](mailto:Housing@oregonstate.edu).

## **Links to Campus Resources and Additional Policies**

**Office of Student Conduct and Community Standards:** <http://oregonstate.edu/studentconduct/home/>

**Roommate Agreement:** <http://oregonstate.edu/uhds/living-with-a-roommate>

**Equal Opportunity and Access:** <http://eo.oregonstate.edu>

**Information on sexual assault, OSU policies, and resources:** <http://leadership.oregonstate.edu/survivor-support>

**Consensual Relationships Policy:** <http://eo.oregonstate.edu/consensual-relationships-policy>

**Safety and Security:** <http://oregonstate.edu/dept/security/safety-tips>

**ResNet Use Policies:** <http://oregonstate.edu/resnet/>

## **Agreement Verification**

As a member of the Residence Hall community, I agree to comply with the rules and regulations set forth in the Student Conduct Code, the University Housing & Dining Services Student Policy and Information Guide, the University Housing & Dining Services Room and Meal Contract, Fire Safety Regulations, my hall constitution, and applicable city, state and federal laws. I agree to respect the individual rights of my fellow residents by creating and upholding an atmosphere that is conducive to the successful pursuit of an academic degree.

I understand that any alleged infraction of these rules and regulations will be handled in accordance with the policies and procedures set forth in the UHDS Policy Guide or Student Conduct Code.

## **UHDS Agreement Addenda**

This Addenda for University Housing and Dining serves as an extension of the University Housing and Dining Services Room and Dining Contract that residents may be asked to sign before moving into specified on-campus housing. The contract can be accessed in a readable format online

at: <http://uhds.oregonstate.edu/housing/halls/information/amenities-services/contracts>. *This*

*Addendum can be made available in alternative formats. Please contact the main UHDS office in 957 Oxford Administration Building or online for more information.*

## **Substance Free Environment Agreement Addendum**

**I understand that I am choosing to live in a wing that is designated as Substance Free. I understand that all students who live on this wing will be expected to completely abstain from alcohol and marijuana (regardless of age) and other illegal or illicit drug use and agree not to be under the influence of them when in the community, and that this expectation extends to visitors and guests of this wing. I hereby agree not to bring, have or use, and I agree not to allow my guests to bring, have or use alcohol or drugs not prescribed to me by a licensed physician in the *Substance Free Environment*, and I agree not to engage in activities that disrupt the academic and philosophical environment of the community. I understand that a first-time violation of this addendum may result in me being moved to another location within the residence halls, cancellation of my University Housing & Dining Services contract, or other conduct action in accordance with the policies and procedures set forth in the UHDS Policy Guide and Student Conduct Code. Finally, I understand that I may request a room change by going to my Resident Director and completing a room change request form.**

## **Study Intensive Environment Agreement Addendum**

**I understand that I am choosing to live in a wing that is designated as Study Intensive. I understand that all students who live on this wing are expected to comply with 24 hour quiet hours to promote a quiet living and learning environment. Quiet means that the environment is quiet enough that students can sleep and study without distraction, and that this expectation extends to visitors and guests of this wing. I hereby agree to abide by 24 hour quiet hours, and to monitor and manage my own noise in the community so that other residents can sleep or study without distraction, and I agree not to engage in activities that disrupt the academic and philosophical environment of the community. I understand that a first-time violation of this addendum may result in me being moved to another location within the residence halls, or other conduct action in accordance with the policies and procedures set forth in the UHDS Policy Guide and Student Conduct Code up to and including cancellation of my University Housing & Dining Services contract. Finally, I understand that I may request a room change by submitting a completed room change request form to my Resident Director.**

## **Female Only Living Agreement Addendum**

**I understand that I am choosing to live in a community designated as Female Only, and that this expectation extends to the room, hallway, and shared bathroom of the community. I understand that all students who live in this suite MAY NOT host guests who are not female within the rooms, hallway, or bathroom of this community, and that this expectation extends to visitors and guests of this wing. I hereby agree not to bring or host guests who are not female into this community past the wing door and I agree not to engage in activities that disrupt the academic and philosophical environment of the community. I understand that a first-time violation of this addendum may result in me being moved to another location within the residence halls or other conduct action in accordance with the policies and procedures set forth in the UHDS Policy Guide and Student Conduct Code up to and including cancellation of my University Housing & Dining Services contract. I also understand that any UHDS/University staff, including male-identified staff, may need to access the space for business**

purposes. Finally, I understand that I may request a room change by submitting a completed room change request form to my Resident Director.

## **Male Only Living Agreement Addendum**

**I understand that I am choosing to live in a community designated as Male Only, and that this expectation extends to the room, hallway, and shared bathroom of the community. I understand that all students who live in this suite MAY NOT host guests who are not male within the rooms, hallway, or bathroom of this community, and that this expectation extends to visitors and guests of this wing.** I hereby agree not to bring or host guests who are not male into this community past the wing door and I agree not to engage in activities that disrupt the academic and philosophical environment of the community. **I understand that a first-time violation of this addendum may result in me being moved to another location within the residence halls or other conduct action in accordance with the policies and procedures set forth in the UHDS Policy Guide and Student Conduct Code up to and including cancellation of my University Housing & Dining Services contract.** I also understand that any UHDS/University staff, including female-identified staff, may need to access the space for business purposes. Finally, I understand that I may request a room change by going to my Resident Director and completing a room change request form.

## **Gender Inclusive Living Agreement Addendum**

**I understand that I am choosing to live in a community designated as Gender Inclusive, and that this expectation extends to the room, hallway, and shared bathroom of the community.** I understand Gender Inclusive Living means that (through UHDS Assignments and Room Management) anyone can select to live in a room or suite with anyone else in apartment-style or double/ suite room assignments including students who desire to live with friends, family, partners, etc. This also may include students of all gender identities and expressions including men, women, transgender, and many others. I acknowledge that I intend to live in a community that is supportive of the diversity of gender identity and expression. I agree to uphold the following aforementioned community expectations in choosing to live in this communities.

By choosing to live in this community, I agree not to engage in activities that disrupt the academic and philosophical environment of the community, and understand that failure to abide by this addendum may result in my removal from the community or **other conduct action in accordance with the policies and procedures set forth in the UHDS Policy Guide and Student Conduct Code.** Finally, I understand that I may request a room change by going to my Resident Director and completing a room change request form.