



---

# 2022-2023 Residential Life Handbook

---

UVA, UVB, UVC, Downs and Family

Rogers State University

# Table of Contents

Frequently Called Numbers .....	5
Welcome to Rogers State University Residential Life!.....	6
RSU Residential Life Staff .....	6
Introduction .....	6
Housing Requirements.....	7
Housing Policy.....	7
Housing Reservation Commitment and Agreement Guidelines .....	7
Temporary Absence from University Housing .....	9
Payment Plans .....	9
Checkout Procedures.....	9
Abandoned Property .....	9
Room Change Policy .....	9
Room Consolidation.....	10
Delinquent Room and Board Payment .....	10
Property Damage.....	10
Policies, Rules and Regulations .....	10
General Standards .....	10
Standards of Student Conduct.....	10
Roommate Bill of Rights and Responsibilities.....	10
Residential Life Building/Community Meetings.....	11
Disciplinary Sanctions .....	12
Conduct Hearing and Appeal Process.....	13
Misconduct .....	13
Alcohol.....	14
Drugs Policy .....	15
Fighting, Threatening, Harassment or Act of Violence .....	15
Failure to Comply Policy .....	15
Bicycles .....	15
Cleaning Personal Space .....	15
Courtesy and Quiet Hours .....	16
Firearms/Explosives/Hazardous Materials – Zero Tolerance Policy .....	16
Common Areas .....	17
Rooftops .....	17
Misuse of University Property .....	17
Laundry Facilities .....	17
Courtesy Phones.....	17
Unit Personalization.....	18
UVA, UVB, UVC, & Downs Guest Policy .....	19
Family Housing Guest Policy .....	20
Illegal Entry/Propped Doors .....	20
Key Policy.....	20
Lock Out.....	21

Pets .....	21
Smoking/Tobacco Use .....	21
Solicitation .....	21
Stairwells and Breezeways.....	21
University Personnel – Official University Requests .....	21
Safety and Security .....	22
Gender-Based Misconduct Policy .....	22
Missing Persons Policy.....	22
Evacuation Procedures .....	22
<b>Fire Evacuation.....</b>	<b>22</b>
<b>Emergency Evacuation for Students with Disabilities.....</b>	<b>23</b>
Fire Safety Equipment.....	23
Tornado and Severe Weather Information.....	23
Theft .....	24
Programming .....	24
Computer and Telephone Services .....	24
Maintenance Concerns.....	24
Pest Control .....	24
Housing Facilities Use and Common Areas .....	24
Study Rooms .....	25
Courtyard Area/Pavilion .....	25
Bulletin Boards and Public Notices .....	25
University Services .....	25
Card Access.....	25
Cable TV and Telephone Use Policy.....	25
Parking Permits.....	26
Housing Parking.....	26
Visitor Parking.....	26
Food Services .....	26
Counseling Services .....	26
Students with Disabilities.....	27
Student Health Center .....	27
Career Services .....	27
Student Activities/Organizations .....	27
Always Something to Do!.....	28
Appendix A – Floor Diagrams.....	29
University Village A - 1 <sup>st</sup> Floor .....	29
University Village A - 2 <sup>nd</sup> Floor .....	29
University Village A - 3 <sup>rd</sup> Floor.....	30
University Village B - 1 <sup>st</sup> Floor.....	30
University Village B - 2 <sup>nd</sup> Floor .....	31
University Village B - 3 <sup>rd</sup> Floor .....	31
University Village C - 1 <sup>st</sup> Floor.....	32
University Village C - 2 <sup>nd</sup> Floor .....	32

University Village C - 3 <sup>rd</sup> Floor .....	33
Downs Hall .....	34
Family Housing.....	34

# Frequently Called Numbers

When dialing the 4-digit extensions from an off-campus phone, dial 918-343-XXXX.

## In Case of Emergency

Campus Police ..... 7624 or 911

## Housing Numbers

Office of Residential Life ..... 7789

UVA RA on Duty Cell Phone ..... 918-857-7867

UVB RA on Duty Cell Phone ..... 918-857-0747

UVC RA on Duty Cell Phone ..... 918-857-7956

Family & Downs RA on Duty Cell Phone..... 918-857-7867

## Student Success & Retention

Counseling Center ..... 7845

Testing Center ..... 7730

Disability Services..... 6828

## Academic Departments

Applied Technology..... 7663

Business ..... 7520

Communications ..... 7742

Fine Arts ..... 7740

Health Sciences ..... 7631

Mathematics & Physical Science..... 6812

Biology ..... 7695

Social & Behavioral Sciences..... 7683

## Helpful Numbers

Bookstore..... 7847

Business Office/Bursar ..... 7558

Campus Police..... 7624

Card Office ..... 6884

Student Development Office ..... 7707

Financial Aid..... 7553

Food Services ..... 7846

Career Services..... 7864

RSU Bartlesville ..... 918-338-8000

RSU Pryor ..... 7867

Student Affairs ..... 7579

Student Health Center ..... 7614

# Welcome to Rogers State University Residential Life!

Welcome to Rogers State University Residential Life, the unique community for students, faculty, staff, and affiliates of Rogers State University. This property is for residents who appreciate the convenience of on-campus living in a beautiful environment, and who will care for the community in which they live. The cleanliness, beauty, and enjoyment of the property will be enhanced if you will speak up whenever you observe a thoughtless act, unsafe condition, or suspicious person on the grounds.

It is our goal to help you enjoy the fun, challenging, and rewarding world of on-campus living. This handbook is presented to you in hopes that it may broaden your understanding of your housing obligations and of the opportunities presented in the residence halls. Residential Life staff recognizes that an important aspect of your educational experience is your living situation. Daily living experiences that are not learned in the classroom often occur in your informal living environment. Therefore, the Residential Life staff will work with you to provide an atmosphere that is safe and conducive to learning at a reasonable cost.

## RSU Residential Life Staff

The Residential Life staff consists of professionals whose responsibilities include recruitment, room assignments, contracts, facility management, staff supervision, student discipline, policy formation and enforcement, and conference and guest rentals.

The Office of Residential Life, located in the Clubhouse, is open from 8:00 AM to 10:00 PM Monday through Thursday and 8:00 AM to 5:00 PM on Friday except during academic breaks where hours are Monday through Friday from 8:00 AM to 5:00 PM. You may access the clubhouse after hours by swiping your student ID card. If you need assistance of any kind, feel free to stop by the office.

The Staff consists of:

- the Director of Residential Life
- the Assistant Director of Residential Life
- Senior Resident Assistant (RA)
- an Administrative Assistant
- Maintenance Supervisor
- four live-in RAs in University Village A
- four live-in RAs in University Village B
- eight live-in RAs in University Village C
- multiple student workers

One of the first people you will meet when you move in is your Resident Assistant (RA). RAs are valuable resources. They are students just like you that have been trained to handle various situations. RAs are also your avenue to meeting new people, learning to adjust to your new environment, and helping in emergency situations. There is an RA on duty each night that can be reached via cell phone.

## Introduction

The Office of Residential Life is a vital part of the University community. By promoting an atmosphere conducive to the academic, social, and personal needs of resident students, the Residential Life program supports the educational goals of the University. In the same regard, each member of the community has a responsibility to be courteous and observe basic personal safety practices. To be a positive member and contribute to the community on each floor, students must recognize and respect the rights of their neighbors. This collaboration allows for students' individual growth as well as the growth of others.

We understand that, in certain circumstances, a student's success at Rogers State University depends on his or her ability to live in a specific type of environment. Students who are concerned that they will be housed in a situation that could impact their personal development, ability to sleep or study at RSU can apply for special consideration. Students will need to contact the Office of Disability Services to complete required paperwork and submit proper documentation.

We offer some gender-sensitive housing options to accommodate the unique circumstances of individual students such as a co-ed housing unit in UVA and UVB. Housing assignments are made on a case-by-case basis, recognizing the variability of individual needs and the fact that spaces may be limited. As with any applicant to university housing, we cannot guarantee that all stated preferences can be met.

# Housing Requirements

## Housing Policy

The Housing Policy is based on the knowledge that living in University housing can provide both educational and social opportunities important to the success of college students.

**Eligibility** – Priority for living in University housing is given to full-time (12 or more semester hours) undergraduate and graduate students registered for classes at the University. With permission from the Director of Residential Life, part-time students may be assigned housing if space is available.

1. A resident who ceases to be a full-time student and remains enrolled on a part-time basis is in violation of his/her lease and must seek written permission from the Director of Residential Life if he/she wishes to remain in University housing. A 12 hours or less form will be emailed to the student to complete.
2. If a student withdraws from the University, the individual is no longer authorized to live in University housing, is in violation of his/her lease, and must properly check out within 48 hours.
3. No person under the age of 18 will be permitted to live in University student housing except with approval by a parent or guardian and the Director of Residential Life.

Under special circumstances, the Director of Residential Life may grant exceptions to the Housing Policy. Interested students should contact the Office of Residential Life to obtain the required forms and/or to request further information regarding exceptions to the Housing Policy.

## Housing Reservation Commitment and Agreement Guidelines

Students requesting/required to live in University housing must complete and sign a Housing Contract and pay a Housing Reservation/Damage Deposit. The following guidelines apply to all students in University housing:

1. **Facilities** - The Contract is for a space in any University residence hall, unit, or other facility that RSU may acquire, lease, or otherwise make available for student housing after the execution of the Contract. Applicants requesting a specific roommate, residence hall, unit, or other type of accommodation, must provide this information on the application form, but the University cannot guarantee that such requests will be fulfilled. The University reserves the right, at any time and for any reason, in its sole discretion, to change or cancel any room assignment.
2. **Agreement Period** - The Agreement Period commences when the contract is signed by the student and received by the Office of Residential Life. It is in effect until the specified end of the term of the contract the student has chosen, when the student officially withdraws from the University, or when the University otherwise terminates the contract.
3. **Rental Period** - The Rental Period begins when University housing officially opens and ends the week of finals when your contract expires. **IMPORTANT NOTE:** All residents must be checked out by **noon on Saturday**, following finals, with the exception of **graduating seniors who must be checked out by 1 pm on Sunday following finals**. Exceptions may be granted for student athletes competing in post season sport.
4. **Transferability** - The Housing Contract is between the University and an individual student and may not be transferred, sublet, or assigned by any party other than by the Office of Residential Life.
5. **Cancellation/Release Policy** - A student may request *cancellation* of a contract by submitting written notification to the Office of Residential Life before the first day of classes. After the first day of classes, *Releases* may be granted if a student must withdraw from the institution due to hardship or extraordinary circumstances, if the student is called to active military service during the term, or for any other reason that the Housing Contract Committee and the Director of Residential Life deems extraordinary. Releases from housing are not automatically granted. A student who desires to be released from his/her agreement must submit a contract release form, accompanied by supporting documentation, to the Director of Residential Life. The student will then receive written notice of the status of his/her request from the Director of Residential Life. If an individual is permitted to cancel, or is released from, his/her agreement, the written schedule of fees applies:

Prior to July 1 (for fall) or May 15 (for summer) or December 15 (for new spring contract)	100% of money paid is refunded
On or after July 1 (for fall) or May 15 (for summer) or December 15 (for new spring contract), before first day of classes	Loss of Deposit + refund of any rent paid
After first day of classes	Loss of Deposit + 25% of remaining balance of contract

Any student graduating from the University after the fall semester who does not wish to reside in the units for the spring semester must timely notify the Office of Residential Life in advance by properly submitting a Contract Release form, then student's housing contract obligation will cease. The Contract Release form can be obtained from the Director of Residential Life.

**6. Refund of Reservation/Damage Deposit**

- a. Prior to moving into housing and upon cancellation of the Housing Contract, a refund of the housing reservation deposit will be based on the Housing Contract cancellation date. The deposit is refundable only if cancellation is made in writing to the Director of Residential Life in accordance with the following schedule:
  - i. Prior to July 1 for students new to University housing and enrolling for the fall semester;
  - ii. Prior to December 15 for students new to University housing and enrolling for the spring semester;
  - iii. Prior to May 15 for students new to University housing and enrolling for the Summer term.
- b. After moving into housing – A student will be eligible for a refund of his/her deposit when he/she has fulfilled the terms of his/her contract, has submitted a Move-Out Intent form, and has properly checked out.
  - i. Any damages to a student's room will be deducted from the deposit.
  - ii. The University reserves the right to withhold from a student's deposit any official charges and/or fines owed to the University such as unpaid rent, tuition, or fees.
  - iii. Students removed from University housing for disciplinary reasons are not eligible for refund of the deposit.
  - iv. Students removed from University housing due to academic suspension or complete withdrawals are not eligible for refund of the deposit.
- c. The deposit will be held as security to cover any unpaid balance resulting from improper checkout, room damages, or unpaid rent. If proper checkout procedures are followed, all outstanding charges are paid and the Housing Contract is fulfilled, then the deposit, or so much of it as remains, will be refunded.

7. **Agreement Termination by the University** - The University reserves the right to terminate this agreement at any time for violation of the terms and conditions stated herein or for any other reason that the University, in its sole discretion, deems to be good cause.

8. **Mailing Address** - You are provided a mailbox while residing on campus. The following is the format that you should have individuals or businesses use when sending mail. Furthermore, you will need to contact the individuals and businesses that you receive mail from when you move out of on-campus housing to have your address changed.

- a. First Name Last Name, 1705 W. Will Rogers Blvd Mailbox #, Claremore, OK 74017

9. **Unit Entry and Inspections** - University officials reserve the right to enter and inspect a residence unit, when necessary, to protect and maintain the property of the University, preserve the health and safety of its students, ensure compliance with University housing regulations, deal with emergency situations or to aid in the basic responsibility of the University to maintain discipline and perpetuate an educational environment, and provide tours of units. Normally in such cases, efforts will be made to notify the student in advance and to have them present at time of entry. On the MyRSU Residential Life Calendar, you will find schedule of pest control sprayings, health and safety weeks, drill dates, and other maintenance events.



## Temporary Absence from University Housing

When a student is going to be away from campus for one week or longer, the individual should notify his/her Resident Assistant as to where he/she can be reached in case of an emergency.

## Payment Plans

Payment Plans are available through the University Bursar's Office Online Payment System.

## Checkout Procedures

Prior to moving out of University housing, you must be properly and officially checked-out by an RSU Residential Life staff member. Checking-out consists of:

1. Removing all personal items from the unit.
2. Cleaning your personal space and the common areas.
3. Taking a walk-through inspection of the unit with Residential Life staff to check for damages and cleanliness. Please schedule an appointment for your walk-through; otherwise, you may have a considerable wait and/or be asked to complete a check-out release form.
4. Completing the appropriate paperwork. Turning in your keys.
5. Any damage found during the move-out process not written on your Unit Condition Report (UCR) will be bill to your account.

Detailed information concerning proper checkout procedures will be distributed at the end of each semester. Failure to properly checkout will result in loss of deposit and additional fines.

## Abandoned Property

The Residential Life Office and its staff are not responsible for any student property left in rooms or in public areas. In the event that student property is left after the contract period is over or after a student has checked out of his or her room assignment, the property will be removed and disposed of after 30 days. Residential Life will not provide storage for any abandoned property. Individuals will be assessed a minimum removal fee of \$15 for items left in personal bedroom. In alignment with minimum \$15 removal fee, the charge will be split among residents for items in common spaces such as bathroom, kitchen, and living room.

## Room Change Policy

1. Students may change rooms/units only with written permission from Office of Residential Life. THIS ALSO INCLUDES CHANGING OR SWITCHING OUT BEDS WITHIN A UNIT.
2. Room changes may not take place during the first two weeks of the fall and spring semesters.
3. A resident who wishes to change rooms must fill out a "Room Change Request" form. This form is available at the Office of Residential Life and My.RSU My Residence Information page. Once the form is submitted and reviewed, you will be given written notification concerning the status of your request. Approval for any move is subject to the discretion of the Director of Residential Life.
4. The University reserves the right to alter room assignments due to disciplinary infractions, irreconcilable differences, Title IX investigations, or any other reason that we deem necessary.
5. Students who complete an unauthorized room change will be charged for occupying two rooms and will be subject to disciplinary actions.

## Room Consolidation

The University reserves the right to relocate any resident for consolidation purposes. Individual room assignments are determined at the discretion of the University through Residential Life Staff.

## Delinquent Room and Board Payment

A student's Housing Contract may be terminated for not making payments to the University for tuition, fees, or room and board by the due dates. The University reserves the right, among other measures, to place a hold on a student's grades/records and enrollment status if the student is delinquent with his/her housing payments.

## Property Damage

Students are responsible for the condition of the unit to which they are assigned. Any damage to the unit or its furnishings, which is considered to be beyond normal wear and tear, will be charged to the student. Upon properly departing University housing, students will receive a refund of their deposit after all charges to the student's account have been settled. Deductions from the deposit will be made for room damages, improper checkout fines, room cleaning, lost keys/key cards, as well as any other outstanding bills a student may have with the University. Repair costs for damage to unit, or the replacement costs for lost or damaged room furnishings, will be charged to the resident(s) assigned to the unit. In each case, the charge will be divided equally between students involved unless there is an agreement on the part of the students that one student had greater responsibility. **It should be noted that students are jointly and individually liable for damages to their apartments.**

## Policies, Rules and Regulations

### General Standards

As a resident in the RSU Residential Life system, students have the right to an environment that is conducive to study, sleep, learning, and leisure. When individual needs come in conflict with those of other community members, it is the responsibility of the individual with concerns to initiate action addressing and alleviating these concerns.

1. The student should make all reasonable efforts to address concerns, needs and desires with the individual(s) involved. To effectively resolve conflict within the community, students must accept responsibility for themselves and their actions, as well as take responsibility for interacting with their community and its individual members.
2. A student may address his/her concerns to the Residential Life staff. Although staff members are assigned the responsibility for discipline and residence education, as a general rule, matters should be referred to them only after the individual has reasonably attempted to resolve concerns.
3. The Director of Residential Life and Assistant Director of Residential Life are available to assist the individual student to address or alleviate concerns.

### Standards of Student Conduct

As an integral element of the University's community, residents and their guests are expected to exhibit regard for the rights of others and respect the safety of persons and property. As citizens they are also expected to conform to all local, state and federal laws. Through appropriate procedures, which include due process, disciplinary action will be initiated in response to conduct that violates these principles.

### Roommate Bill of Rights and Responsibilities

Sharing a room with someone is like any other relationship -- to be successful it requires openness, flexibility, respect and compromise. Right from the beginning, it is very important to communicate openly with your roommate. Learning to live with another person, to acknowledge and respect each other's differences, and to allow one another the space to grow is one of the most valuable parts of the residence hall experience. This declaration outlines basic rights and responsibilities that will help healthy roommate relationships develop.

**As a roommate, you have the following RIGHTS:**

- To read and study free from undue interference in one's room
- To sleep without undue disturbance from noise, roommate, guests, etc.
- To expect that a roommate will respect one's personal belongings
- To a safe and clean environment in which to live
- To free access to your room and facilities without pressure from a roommate
- To personal privacy
- To host guests during approved visitation hours who respect the rights of your roommate and all on-campus residents
- To be free from fear of intimidation and physical and/or emotional harm
- To expect reasonable cooperation in the use of "room shared" appliances and a commitment to honor agreed-upon procedures

**As a roommate, you have following RESPONSIBILITIES:**

- To keep your door locked
- To observe quiet hours, keep your music/TV/other electronic devices and voice at a reasonable volume in the residence complex, and to remind others that you expect the same of them
- To let your roommate know of your wishes and preferences for hours of sleep, study, and guest visitation, and to work through any differences you may have in a peaceful manner
- To listen to your roommate's wishes and respond appropriately
- To read and follow the rules and regulations established to support the educational purposes of the university (provided for you by Residential Life Handbook) and to sustain a safe and comfortable living community in the housing complexes. You are responsible for what happens to your room
- To examine your own behavior when confronted by another and work toward resolving conflicts. You also have the responsibility to interact with others in a non-aggressive and non-threatening manner
- To notify a staff person of your problem in a timely manner, and to cooperate with the staff as they work with you to resolve your problem
- To participate in meetings and to adhere to and enforce community policy and guidelines
- To be a positive member and influence in your community

To recognize that community cannot exist if any individual is excluded. Any action, direct or covert, that discriminates on the basis of race, gender, handicap, national origin, age, sexual orientation, gender identity, or gender expression cannot be tolerated in a community based on mutual respect and cooperation

**Residential Life Building/Community Meetings**

1. Residents will be required to complete Safe College Residential Life training to ensure that they are knowledgeable of Residential Life staff, policies, and procedures.
2. Community meetings are held when deemed necessary by the Office of Residential Life. Notices will be posted on each floor announcing the time and place of the meeting. Attendance at these meeting is mandatory. Students are responsible for all information distributed and discussed during these meetings. Students who fail to attend the meeting will be subject to fines and other disciplinary measures.
3. A student's failure to attend the general meeting and/or his/her failure to attend subsequent floor/ unit meetings does not relieve him/her from being held responsible for knowing and complying with the topics, rules, and information addressed at these meetings.
4. Due to the virtual nature of the trainings, any questions can be directed to Residential Life Staff through the following means: setting up an appointment, emailing [reslife@student.rsu.edu](mailto:reslife@student.rsu.edu), or calling 918-343-7789.

## Disciplinary Sanctions

Please see below for guidance on process. The RSU Residential Life program uses a point system in which a point value is assigned to each offense. Most violations carry a 1- point value for the first offense, 2-point value for the second offense, and a 3-point value for the third offense. Below is a sample list of offenses. Other offenses may be charged to the student at the discretion of the Director of Residential Life or point values and educational sanctions may vary depending on the nature of the violation. ***Anyone who accumulates 6 points in an academic year (fall, spring, and summer semesters) will be subject to removal from University housing. If housing contract is terminated, you will have 48 hours to vacate from facility.***

The following descriptions are not inclusive of every violation possible, nor do they contain every variance of the violations listed. You will be notified of a policy violation through your student email account.

### Non-Compliance:

- 1st Offense: 1 point
- 2nd Offense: \$100 Fine + 2 points
- 3rd Offense: 3 points resulting in contract termination with penalties

### Alcohol:

- 1st Offense: 1 point + Safe Colleges
- 2nd Offense: \$100 fine + 2 points + Alcohol Assessment/Alcohol Awareness Education
- 3rd Offense: 3 points resulting in contract termination with penalties + Referral to Office of Student Conduct & Development

### Alcohol Involving Minors:

- 1st Offense: \$50 fine +2 points + Safe Colleges
- 2nd Offense: \$100 fine + 3 points + Alcohol Assessment/Alcohol Awareness Education
- 3rd offense: Eviction from housing + Referral to Office of Student Conduct & Development

### Pulling Fire Alarm:

- 1st Offense: \$50 fine + 3 points
- 2nd Offense: 3 points resulting in contract termination with penalties

### Illegal Weapons:

- Automatic 6 points resulting in contract termination with penalties

### Guest Policy:

- 1st Offense: + 1 point
- 2nd Offense: \$100 Fine + 2 points
- **3rd Offense: 3 points resulting in contract termination with penalties**

### Trash:

- First offense: Warning letter
- Second offense: \$30 fine + 1 point

### Noise:

- 1st Offense: + 1 point
- 2nd Offense: \$100 Fine + 2 points
- 3rd Offense: 3 points resulting in contract termination with penalties

### Vandalism:

- 1st Offense: Cost of replacement and labor + 1 point
- 2nd Offense: Cost of replacement and labor + 2 points
- 3rd Offense: Cost of replacement and labor + 3 points resulting in contract termination with penalties

### Tampering with Smoke Alarms:

- 1st Offense: Written Warning
- 2nd Offense & Beyond: \$100 fine + 1 point

**Drugs:**

- 1st Offense: 3 points + Safe College + 30 hours of community service+ Reflection paper + Potential housing termination
- 2nd Offense: 3 points result in automatic termination of housing

**Roommate Mediation:**

- 1st Complaint: Meeting with Director of Residential Life
- 2nd Complaint: Meeting with Director of Residential Life + Behavioral Contract
- 3rd Complaint: Referral of all parties to Counseling

## Conduct Hearing and Appeal Process

The Residential Life Office can learn of alleged violations through a variety of means including but not limited to reports from other students or observing policy or contract violations directly. As noted elsewhere in this policy, although residents have a limited right of privacy in their room or unit, the University reserves the right to enter the room or unit at any time in cases of an emergency, for maintenance, repairs, and inspections, to perform pest control, cleaning, safety and health inspections, welfare checks, as authorized by another occupant, to retrieve University property, or when a University official, member of the Residential Life Office, or a Resident Advisor acting on behalf of the Residential Life Office has reasonable grounds to believe that an individual, guest, or invitee is or may be violating a University policy.

If during the course of these entries, evidence of a policy violation is discovered the individual resident or residents of the room may be subject to the conduct process as outlined herein. When a resident is suspected of violating a policy and/or terms of contract, the individual will receive an email from the Director of Residential Life providing notice of the alleged violation and requesting a conduct meeting. At the meeting, the individual will have the opportunity to respond to the allegations and provide any evidence that person has in his/her defense. After the meeting, the individual will receive a follow-up email of decision. If an individual is found not responsible for a policy violation, the matter is closed. If the individual is found responsible of a policy violation, the follow-up email will outline sanctions and deadlines for completing any required action items.

Students found responsible for a violation of the Residential Life Handbook may submit an appeal. The appeal will be processed through the Office of Student Affairs by the Vice President for Student Affairs (VPSA). In the event of a vacancy, a student will appeal to the designee appointed by the President of the University.

To file an appeal, the student must submit a completed Conduct Appeal Form to the VPSA no later than 5 pm five business days after notice of the Director's decision. Grounds for appeals are limited to:

1. Insufficient evidence to support the decision.
2. An error that significantly prejudiced the rights of the defendant.
3. Significant new information which could not with reasonable diligence have been discovered and introduced at the conduct meeting with the Director.

The VPSA will review the appeal form, the incident report, and the other related conduct materials. The VPSA will have 15 business days to respond to the appeal. Within the next 15 business day period, the student appealing will receive written notification of the final decision to uphold, modify, or reverse the violation from the Director of Residential Life. If the original decision is upheld, the violation and sanctions are final, and the matter is closed.

## Misconduct

Misconduct may include, but is not limited to:

1. Any violation of the Student Code of Conduct which can be accessed online at [Student Code of Responsibilities and Conduct - Rogers State University \(rsu.edu\)](https://www.rsu.edu/student-code-of-responsibilities-and-conduct).
2. Taking, damaging, or malicious destruction of property belonging to the University, to resident students, or to any visitor in University housing.

3. Unauthorized entry into or occupation of University housing facilities without reservations through the Office of Residential Life.
4. Failure to follow established rules, regulations, and policies. Tampering with or damaging fire safety equipment.
5. Failure to evacuate a building when an alarm is sounded.
6. Abuse and/or unauthorized use of telephone or cable television services.
7. Passing or throwing objects from windows.
8. Any violation of local, state, and/or federal laws or regulations.
9. Any tampering with or propping of the security doors is strictly prohibited.
10. Downloading and/or uploading music, videos and/or other proprietary digital information from free, unlicensed sources or sharing music and video files from your computer without proper licensing is considered illegal copyright infringement.
11. Distribution of and atmosphere that is safe and conducive to learning in community involvement.
12. Failure to provide identification upon request by a University official, or verbally harassing a University official who has requested a student provide identification, (state id, student id, etc.) may receive a failure to comply violation.

## Alcohol

The use of alcoholic beverages must be in compliance with federal, state, and local laws as well as University regulations.

1. In University Housing at Rogers State University:
  - a. Alcoholic beverages may not be possessed, consumed or served.
  - b. Students may not possess, display or collect empty alcoholic beverage containers in University housing.
  - c. Students may not exhibit signs of intoxication in housing facilities that result in disruption of peace.
2. Violations or Non-Compliance:
  - a. Students should expect significant sanctions commensurate with this view.
  - b. Possession or use of false identification will result in appropriate disciplinary and/or criminal action.
  - c. Appropriate disciplinary and/or criminal action may be taken in cases where persons of legal age are found providing alcoholic beverages to persons not of legal drinking age. Alcohol induced behavior that is disruptive will be treated as a violation of the Alcohol Policy.
  - d. Any alcohol found in plain view is grounds for Residential Life staff to request a resident present in the unit to open all cabinet doors, freezer, and refrigerator.
  - e. When alcohol is found out in the open or being consumed, all individuals in the unit will receive an alcohol violation. When empty alcohol containers are found and no one is present in the unit, then only the responsible individual will receive an alcohol violation instead of all occupants of the unit.
  - f. Alcohol found in unit will be confiscated by Residential Life staff and disposed of after conduct meeting.
  - g. If individual is presenting with extreme intoxication that could result in harm to self or others, appropriate referrals will be made. This could include ambulance, notification to emergency contact, or notifying parents/legal guardians.

## Drugs Policy

Rogers State University is a drug free campus. In compliance with local, state, and federal law, the possession, distribution and use of illicit drugs on University property is strictly prohibited. **Any person** found to be in violation of this policy may be referred to Campus Police and may be subject to criminal prosecution under federal and Oklahoma State Law. The Director of Residential Life on a case-by-case basis can determine if person will be permanently and immediately be removed from housing.

Possessing, using, providing, manufacturing, distributing, or selling drugs or drug paraphernalia is a violation of law and University policies. This includes the use or possession of prescriptions drugs other than by the person prescribed or for a purpose other than what was prescribed.

## Fighting, Threatening, Harassment or Act of Violence

The use of threat or force or violence against Residential Life staff, residents, guests, or property is prohibited. In addition, individuals are not allowed to take any threatening actions or to verbally harass any individual. Disciplinary actions will be taken on a case-by-case basis.

## Failure to Comply Policy

Residents must comply with all written and verbal requests and instructions from Residential Life staff and University officials. In addition, students can receive a failure to comply violation if individual fails to report a policy violation or contributes to a policy violation. This includes, but is not limited to, not providing identification, hiding during incident, and providing false name and/or information.

## Bicycles

Students who bring bicycles to the campus are responsible for their security. Bicycles are a good way to travel around campus. Here are some things to do or remember about having a bike on campus.

1. Good locks and casehardened chains are recommended for locking bicycles.
2. Exterior bike racks are located at each complex; this is the preferred method of storage.
3. Bicycles kept in individual rooms must not interfere with entering or exiting the room. Bicycle racks are not allowed in rooms.
4. Bicycles may not be stored in lounges, stairwells, interfere with fire exits, or any public interior area.
5. Retain a record of bicycles' serial number and/or copy of its registration or sales receipt.
6. Always lock your bicycle when unattended to bicycle rack making sure to secure frame and wheels.
7. Riding a bicycle anywhere inside the complex is strictly prohibited.
8. Operate your bike in a safe and reasonable manner whether you are sharing a sidewalk with pedestrians or a roadway with motor vehicles.
9. Know the rules of the road in Oklahoma as they apply to bicycles.

## Cleaning Personal Space

1. All units must be maintained in accordance with suitable health standards as defined by the Office of Residential Life. Cleaning of the individual unit is the responsibility of the resident(s) occupying the space. The maintenance staff maintains the cleanliness and upkeep of the lounges, lobbies, hallways, pool, and community facilities only.
  - a. When cleaning units, residents may not sweep trash and dirt into the hallways. Additionally, residents shall not shake, clean or hang clothes, rugs, mops, dust mops, etc. from windows or walkway railings.

- b. Students are responsible for properly disposing of unit trash in the dumpsters provided near each building. Under no circumstances is it permissible to leave trash in hallways, lounges or any other public area or grounds in or near the housing facilities. This includes placing personal trash bag inside a trash can in common space. At a minimum, students found in violation of this policy shall be subject to a \$30.00 fee.
2. Students' individual units are to be kept in such a condition that they do not present a health, fire, or safety hazard.
3. Students are responsible for removing all perishable items from their unit when the term of their Housing Contract has expired.
4. The Office of Residential Life reserves the right to conduct monthly health and safety inspections of every unit. Notice of inspections are posted on the Residential Life calendar on MyRSU at [my.rsu.edu](http://my.rsu.edu). If a student fails an inspection, the student will be given 48 hours from the date of notice to correct any deficiencies.
5. If we must clean a student's room in order to maintain cleanliness standards, he or she will be issued a fine and be responsible for incurring the costs of the cleaning service.
6. A \$50 minimum cleaning fee will be assessed during the first semester of contract except for Family Housing which is assessed at actual move-out. Additional cleaning charges may be assessed against residents whose housing units require other than routine cleaning including, but not limited to, carpet stains, tile stains, countertop stains, etc. PLEASE NOTE: Fines will be assessed for the cost of repair to any item in the unit that is found damaged at the time the Director of Residential Life or designee conducts final check out or at any other time such damage is discovered. This shall include, but is not limited to, damages to the walls, carpet, furniture, appliances, floor, fixtures, etc.

## Courtesy and Quiet Hours

Courtesy and quiet hours have been established to provide periods during which noise and other disturbing activities are kept to a minimum to allow residents a peaceful time to study and sleep. During courtesy hours residents are expected to honor the requests of others to restrict loud conversations, stereos, televisions, and other disturbing activities.

During quiet hours, conversations, stereos, televisions, operation of musical instruments, and other activities (running, horseplay, Frisbee playing, catch, and other activities best suited for outdoors) should not be audible in the hallways and other public areas of University housing.

Realizing that students' academic demands and personal schedules vary, students should always honor requests by others to minimize noise. All activities in reserved common spaces must be in compliance with quiet hours. Moreover, during quiet hours all lounges are to be used primarily as study areas. Therefore, students using the lounges must restrict their activities so that others using the lounge are not disturbed.

### Quiet Hours:

- All areas including inner courtyard (pool, volleyball court, Pavilion, basketball, fire pit)
- 10:00 pm – 10:00 am

### Final Exam Periods:

- Quiet Hours are in effect 24 hours a day throughout all University housing.

### Courtesy Hours:

- Courtesy Hours are in effect at all times.

## Firearms/Explosives/Hazardous Materials – Zero Tolerance Policy

It is a violation of University policy and Oklahoma State Law to bring firearms or other prohibited weapons<sup>1</sup> on to the Rogers State University campus.



**IMPORTANT NOTE:** Any student who possesses a firearm or prohibited weapon on the University campus (including without limitation to University Housing) may be immediately interim suspended from the University and dismissal proceeding instituted.

<sup>1</sup> Weapons violations, possession of weapons, firearms, explosives, fireworks, ammunition or incendiary devices on campus: Actual or constructive possession or control of any weapon, including but not limited to air pistols, air rifles, lock blades, fixed blades, knives with a blade longer than four inches, blackjacks, metal knuckles, chemical substances, bombs, or any other device found to be a violation of this Code by Student Conduct. Instruments designed to look like any of the above are included in this prohibition.

Additionally, any student violating this code will be subject to criminal prosecution under Oklahoma state law.

1. The possession or use of fireworks (including firecrackers, bottle rockets, etc.) is strictly prohibited on University property as well as within the city limits of the City of Claremore without permit.
2. Students may not bring into University housing any explosive or flammable materials, or any materials/items that are potentially hazardous to the residents of the building.

## Common Areas

*(study areas, tv lounges, and social lounges)*

Students are expected to use common sense and consideration for others when using these facilities. Use of the common areas is a privilege that may be withdrawn at any time. Making loud noises or playing music in the courtyard or other common areas is prohibited. Students and their guests are required to follow the posted rules and regulations. Please act responsibly in these areas and do not litter in hallways and lounges. Please take pride in your community.

## Rooftops

Residents and guests are not allowed on the roof of any Housing Facility or other University building for safety reasons. Individuals found on roof will receive 3 housing points, \$50 monetary fine and 4 hours of campus community service.

## Misuse of University Property

Items belonging to the University (couches, lounge furniture, tables, hallway cushions, etc.) are not allowed in resident rooms. University property, other than furnishings assigned to the resident's room, will be removed, and residents may be referred for disciplinary action. No University property may be moved or taken from the building.

## Laundry Facilities

Each complex has its own laundry room. UVA's is located on the 2<sup>nd</sup> floor common space between building 3 and 1 and has 6 washers and 6 dryers. UVB's is located on the 1<sup>st</sup> floor by west door entrance near Clubhouse and has 8 washers and 10 dryers.

UVC's is located on the second floor with 10 washers and 14 dryers. Family and Downs share a laundry room located in Downs Hall on first floor with 4 washers and 4 dryers. All residents in UVA, UVB, UVC and Family will automatically be charged a \$30 fee for each semester for usage of laundry facility. This will allow residents only to use washers and dryers without having to put Cat Cash on account or having quarters.

Please remember to be considerate of others and promptly remove clothes from the washing and drying machines. The University is not responsible for articles left unattended or any damage that occurs to articles. If you have problems with machines, please contact the Office of Residential Life with information about type of machine and machine number.

## Courtesy Phones

Courtesy phones are available on the 1st, 2nd, and 3rd floor common space of UVB along with hallways of UVC.

## Unit Personalization

Students are encouraged to make their unit feel like home, but in order to maintain the integrity and condition of University property, certain guidelines must be followed. Residents who do not comply with the room personalization policies and guidelines will be given instructions on how to meet these standards. Those who fail to do so will be subject to disciplinary action by the University including, but not limited to fines, restitution, confiscation of unauthorized, illegal or prohibited property, official disciplinary action, and/or referral to University Police.

1. **Room Furnishings** - The University provides different furnishing for each complex and unit which are listed below. These items may not be removed by the student. Residents will be billed for furniture replacement or repair (other than normal wear and tear). Due to safety concerns, the configuration of your furniture within the room must allow easy entrance and exit through both the main door, the bedroom door, and the bathroom door. You must also allow a clear line of sight from your room doorway into most of the room.
  - a. UVA 4 Bedroom Unit: 4 beds, 4-3 drawer dressers, 4 desks, 4 desk chairs, couch, coffee table, 4 wooden chairs
  - b. UVB 4 Bedroom Unit: 4 beds, 4-4 drawer stackable dressers, 4 nightstands, 4 desks, 4 desk chairs, couch, end table, coffee table, 2 cushion chairs
  - c. UVB 2 Bedroom Unit: 2 beds, 2-4 drawer stackable dresser, 2 nightstands, 2 desks, 2 desk chairs, loveseat, end table, cushion chair
  - d. UVB 1 Bedroom Unit: bed, 1-4 drawer stackable dresser, nightstands, desk, desk chair, loveseat, end table, cushion chair
  - e. UVC Unit: 2 beds, 2-3 drawer dresser, 2-2 part desk, 2 desk chairs
  - f. Downs Hall Double Units: 2 Bed, 2 chest of drawers, 2 desk, 2 desk chair, love seat, 2 cushion chairs, bookcase, coffee table, end table
  - g. Downs Hall Single Units: Bed, chest of drawers, desk, desk chair, love seat, 2 cushion chairs, coffee table, bookcase, end table
  - h. Family Housing: Bookcase
2. **Student Property** - The following guidelines have been established in the interest of individuals' safety and the preservation of University housing property. The following items ARE NOT permitted in University housing and will be typically confiscated and placed in storage if found during routine inspections except for street/public signs which will be returned to the appropriate City officials. Owners of pets will be contacted to remove animal from campus. If student fails to remove animal by next day, Animal Control will be contacted to remove animal from campus.
  - a. Halogen Lamps
  - b. Space Heaters
  - c. Sun Lamps
  - d. Flammable Liquids
  - e. Hot Plate
  - f. Electric Skillet
  - g. Griddles
  - h. Broilers
  - i. Deep Fryers
  - j. Portable Stovetop Burner
  - k. Outdoor Grills
  - l. Any appliance with open coil or open flame
  - m. Pets
  - n. Lithium ion battery powered hoverboards, etc.
  - o. Street or other public signs
  - p. Darts or dart boards
  - q. Paint guns & air soft guns
  - r. Lighters

**NOTE:** We do not allow multiple outlet, “octopus,” plugs in units unless they have a self-contained circuit breaker. All extension cords must be U.L. approved.

*The University cannot be held responsible for the loss of or damage to student’s money, valuables or other personal effects. The University does not provide insurance to cover such losses. Students should verify that their parents’ insurance policy covers the student’s personal possessions while at the University. If the parents’ insurance does not provide such coverage, students should consider purchasing an insurance policy of their own.*

3. **Appliances** - Some items are prohibited in housing, such as hot plates, electric skillets, portable stovetop burners, griddles, or any appliance with an open coil or open flame. This list is not comprehensive. If you have a questionable item, ask a Residential Life staff member before use. If a staff member finds a questionable item in your room upon any inspection, it may be confiscated. Furthermore, you will be subject to disciplinary action.
4. **Decorating Your Room** - Students are encouraged to decorate their room as long as it does not create any permanent damage to the room or create a fire hazard. Damage caused by the improper use of nails, tacks, staples, tape, etc., will be charged to the resident(s) of a room. All decorations should be temporary in nature so as to not permanently deface or damage any of your unit’s finishes.
  - a. Students may use:
    - i. Poster putty
    - ii. Clean removable adhesive hooks
    - iii. SMALL nails and tacks
  - b. You **may not** remove or store elsewhere ANY furnishings from your unit.
  - c. Items **not permitted** when decorating your room include, but are not limited to:
    - i. Large nails, tacks, staples, tape, etc.
    - ii. Permanent hooks or adhesive wall attachments
    - iii. Screws used in any room surface or cabinet
    - iv. Contact paper
    - v. Wallpaper
    - vi. Rubber backed carpet
    - vii. Carpet tape
    - viii. Candles, incense or any other flame/heat producing items
    - ix. Anything hung from the sprinkler heads
    - x. Covers over door, air vents, and/or ceiling air vents
    - xi. Waterbeds
    - xii. Plant hangers or similar hooks placed in ceilings or other room surfaces
    - xiii. Hanging, sticking, or erecting anything in, on or about any window if it can be seen from the outside (the provided blinds should be the only thing visible on the outside windows)
    - xiv. Hanging of sheets, blankets or any object obstructing emergency evacuation
    - xv. Hanging posters or other decorations that cover large portions of wall or other surfaces that could present a firehazard
    - xvi. Adhesive stickers and emblems on furnishings or any surface in student rooms or on doors
    - xvii. Display of ANY alcohol container (empty or full) such as cans, bottles or decanters

**NOTE:** If a resident is unclear about an item that is not on this list, it is the resident’s responsibility to inquire as to whether the item(s) comply with this section.

5. **Other Decorations** - You may decorate only your front door with holiday decorations that must be taken down within two weeks after the holiday. Appropriate school spirit items are allowed all year.

## **UVA, UVB, UVC, & Downs Guest Policy**

All guests are subject to the rules and regulations printed in this handbook. No person under the age of 18 is allowed in the University housing without a parent or guardian. Residents should escort their guests at all times. In addition, residents are not allowed to leave guest(s) in unit alone for any reason.

Residents are responsible for their guest's compliance with all rules and regulations. Any damages, vandalism, or other costs incurred by a guest can and will be the responsibility of the guest and/or the resident that invited the guest on campus. Any guest staying between the hours of 2:00 am and 7:00 am is considered an overnight guest. To register your guest, you will need to call the RA on duty for your complex before midnight to receive a guest pass. Please follow these guidelines concerning overnight guests:

1. Each resident of the RSU Residential Life system is allotted 5 guest nights each semester.
2. A non-resident can only visit for 5 nights total. Once a guest spends five nights on campus, their visitation rights are terminated for the rest of the current semester.
3. All roommates must approve an overnight guest. If one roommate expresses concern or uneasiness concerning an overnight guest (accomplished by notifying the Office of Residential Life or a Resident Assistant), that guest will not be permitted to stay overnight.
4. Violation of the guest policy may result in fines and/or other disciplinary action.
5. The Office of Residential Life reserves the right to refuse to issue a guest passes at any time, and for any reason.

**NOTE:** Roommates are urged to complete a grievance form if a guest becomes unwelcome.

## Family Housing Guest Policy

All guests are subject to the rules and regulations printed in this handbook. Residents should escort their guests at all times. Residents are responsible for their guest's compliance with all rules and regulations. Any damages, vandalism, or other costs incurred by a guest can and will be the responsibility of the guest and/or the resident that invited the guest on campus. The following is a brief description of the policies concerning overnight guests:

1. Any guest over the age of thirteen (13) must be registered at the Office of Residential Life. Upon registration, the guest will receive a guest pass. The guest must keep the pass with them at all times.
2. Each unit is permitted five (5) guest nights per semester.
3. Each guest is only permitted to stay overnight on campus for a total of five (5) nights. Anyone who is present in the complex after midnight is considered an overnight guest.
4. Any resident having guest underage of 18 without a parent must have Safe College Minor training completed.

## Illegal Entry/Propped Doors

To ensure the safety and security of the buildings and residents, exterior doors are not to be propped open. Furthermore, residents of University Village B and University Village C complexes will gain access by swiping student id card at external doors. Building windows are never to be used to enter or exit a building, and only in emergency circumstances would they be used to exit a building.

## Key Policy

Each resident is issued two keys and a mailbox key (UVA/UVB- unit and bedroom keys; UVC- unit and bathroom keys). Be very careful with these keys. Once issued, they are the resident's responsibility. **DO NOT ATTEMPT TO MAKE COPIES OF ANY KEY.** If you choose to copy any key issued to you by the Office of Residential Life, you will be charged to replace the locks and keys in your unit and be subject to disciplinary action. The bedroom key and bathroom key are for that specific student only.

The resident will be responsible for the cost of replacing all of the locks and keys in the unit if keys are lost. If a resident cannot locate keys, temporary replacement keys will be issued for 48 hours. If at the end of 48 hours, the resident is unable to locate the keys, the resident will be charged for a recombination fee. The current cost for replacing the lock is \$50 for bedroom, \$50 for unit front door, \$50 for UVC bathroom door. There is a \$25.00 fee for a lost mailbox key.

Failure to report the loss or theft of a key promptly or loaning your key to an individual not on the contract for your room is a violation of housing regulations and may result in disciplinary action.

## Lock Out

The Residential Life staff has access to resident room keys for emergency and maintenance purposes. Residents who forget their keys or are locked out of their room may contact a staff member for assistance. As a resident, you will receive 2 free lockouts per academic year. For lockouts 3 through 7, you as a resident will have to pay \$5 per lockout. For lockouts 8 and beyond, residents will have to meet with Residential Life staff pay \$10 for each one.

## Pets

Fish in properly maintained aquariums of 5 gallons or less are the **only** pets permitted in University Student Housing unless authorized by the Disability Services Coordinator as an accommodation.

## Smoking/Tobacco Use

The Board of Regents has established a Tobacco Free Policy. All properties and facilities of Rogers State University are tobacco, electronic cigarette and vaping device-free. See page 18 of the Board of Regents minutes:

[https://digital.libraries.ou.edu/regents/minutes/2014\\_01\\_29.pdf](https://digital.libraries.ou.edu/regents/minutes/2014_01_29.pdf)

Depending on the circumstances, leaving tobacco products and devices in the open sight within housing unit may be grounds for suspicion of a possible policy violation.

## Solicitation

Commercial-for-profit and charity solicitation is not permitted in University housing. Other types of door-to-door visits, including proselytizing (an individual visits with you to try and persuade you to do or join something) including but not limited to religious, political, or social causes are prohibited. If disturbed, contact Office of Residential Life.

Residents may not act as agents for business firms which would include solicitations, or the receiving of business offers or goods in the units. Residents may not use University phone numbers or Internet access for conducting business. The unit may not be used for business purposes of any nature. Babysitting is not permitted in University housing units. Individuals wishing to approach students in University housing for the purpose of soliciting sales or memberships must have approval from the Office of Residential Life.

1. Any individual or group wishing to survey or distribute surveys to resident students must have approval from the Office of Residential Life.
2. Any individual or group wishing to post/distribute informational materials in University housing must have permission to do so from the Office of Student Affairs and Office of Residential Life.

## Stairwells and Breezeways

1. In accordance with fire safety regulations, stairwells will be kept free of furniture, bikes, debris and other obstructions at all times.
2. Fighting, roughhousing, running, throwing, bouncing or kicking of any object in hallways, stairwells, and other common areas is strictly prohibited at all times. Additionally, riding bikes, roller blades, skateboards, etc. anywhere inside University housing is against University policy.
3. Keep breezeways and corridors clean and uncluttered at all times. Do not dry clothing or linens or store personal property in the breezeways or corridors at any time.

## University Personnel – Official University Requests

It is a student's responsibility to respond promptly and courteously to any official request from a University staff member. This includes requests for interviews, identification and other reasonable directives by a University official, faculty member or member of Residential Life staff, including Resident Assistants.

## Safety and Security

**Department of Public Safety/RSU Campus Police:** The University has officers on duty 24 hours a day, 7 days a week. Immediately report any crime you may witness, or may be a victim of, on campus to the University Police Department at 918- 343-7624 or by calling 911.

## Gender-Based Misconduct Policy

Rogers State University (“University”) is committed to fostering an environment that is free from gender-based discrimination and harassment, including sexual assault and all other forms of gender-based misconduct. The University recognizes its responsibility to increase awareness of such misconduct, prevent its occurrence, support victims, deal fairly and firmly with offenders, and diligently investigate reports of misconduct. In addressing issues of gender-based misconduct, all members of the University must come together to respect and care for one another in a manner consistent with our deeply held academic and community values.

The University complies with Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities. The Gender-Based Misconduct Policy for Students and the accompanying Procedures are intended to ensure a safe and non-discriminatory educational environment and comply with Title IX and other applicable laws. The full policy is accessible here: [www.rsu.edu/GenderBasedMisconductPolicy](http://www.rsu.edu/GenderBasedMisconductPolicy).

Gender-based misconduct comprises a broad range of behaviors focused on sex and/or gender that may or may not be sexual in nature. Sexual harassment, sexual assault, sexual exploitation, gender-based harassment, stalking, domestic violence, and dating violence are all forms of gender-based misconduct. Gender-based misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship.

Gender-based misconduct can be committed by anyone regardless of gender identity, and it can occur between people of the same or different sex or gender. The University does not tolerate any form of gender-based misconduct, and all gender-based misconduct is prohibited by this Policy.

To further the goal of eliminating gender-based misconduct from its community, the University offers: (1) educational and preventative programs; (2) services for victims and others affected by gender-based misconduct; (3) accessible, prompt, and fair methods of investigation and resolution of reports of misconduct; and (4) protections designed to prevent against recurrence.

The University’s Title IX Coordinator serves as the central point of contact for all University students affected by gender-based misconduct. Please call 918-343-7707 for more information.

## Missing Persons Policy

The purpose of this policy is to define the procedures for Rogers State University’s response to reports of missing students, as required by the Higher Education Act of 2008. The policy applies to students who reside in University Housing. For purposes of this policy, a student may be considered a “missing person” when he or she is absent from the university for more than 24 hours without any known reason.

## Evacuation Procedures

Emergency evacuation instructions are posted in hallways.

### Fire Evacuation

Whenever the fire alarm sounds, you and all other occupants in the complex must evacuate the building and proceed to the designated areas until you are notified it is safe to return to your building and room. It is essential for each student to know what to do if and when an evacuation of the hall is necessary. University housing conducts at least two emergency evacuation drills each semester.

- **NOTE:** Any student who fails to evacuate the building during drills will be charged a \$50.00 fine.
- Please exit the complex calmly and carefully.
- Please exit via the stairwell that is closest to your room.
- *DO NOT USE THE ELEVATOR*

**In Case of Fire:** After exiting the building, please gather in your specified location. Each building has a specified location to meet.

- UVA Building 1 & 2 – In front of library
- UVA Building 3 & 4 – Field north of UVA
- UVB – Refer to Appendix A to determine what exit you need to use to go to grassy area along north or south parking lot
- UVC – Refer to Appendix A to determine what exit you need to use to go to fence in north parking lot
- Family & Downs – Grass area across the street

## Emergency Evacuation for Students with Disabilities

Students with disabilities are responsible for seeking at least two other students on their individual floor as volunteers to assist them in an emergency evacuation. Each of designated student volunteers will serve as a back-up should one or the other be unavailable to assist the student with a disability.

Upon evacuation, the student with a disability and student volunteer will vacate the building through posted emergency exits. In the event the stairwell is in use by others, the student with a disability will wait on the landing while the student volunteer will evacuate the building and notify public safety authorities of the presence of the person with a disability in need of evacuation assistance. For further information on disability considerations, please contact Office of Residential Life at 918-343-7789.

## Fire Safety Equipment

The fire safety equipment installed in University housing MUST NOT be tampered with or used for any reason other than a genuine emergency. Any act of arson, falsely reporting a fire or other emergency, falsely setting off a fire alarm, tampering with or removing from their proper location fire extinguishers, hoses, smoke detectors or any other emergency equipment, except when done with real need for such equipment, is an extremely serious violation which may result in disciplinary sanctions such as points and fines to immediate termination of contract.

## Tornado and Severe Weather Information

Each resident should become familiar with the safety rules provided by the Oklahoma Department of Public Safety, which are available online. In the event of a tornado warning of such nature that the Claremore City-Wide Warning System is sounded, the areas designated below are to be used by residents of University Housing. **Students having advanced warning should immediately go to the basement of the Chapman Dining Hall.** If time does not permit, go to an unit on the first floor and seek shelter in the bathroom.

### National Weather Service Terminology:

- *Severe Thunderstorm:* Wind gusts of 58 mph or greater and/or hail three quarters of an inch in diameter or larger.
- *Damaging Wind:* Sustained or gusty surface winds of 60 mph or greater.
- *Tornado:* A violent local storm of short duration with very high-speed winds rotating about a vortex with a funnel extending from the base of the clouds to the ground.
- *Funnel Cloud:* A tornado-type funnel extending downward from the clouds but not touching the ground.
- *Tornado or Severe Thunderstorm Watch:* Issued by the National Weather Service when conditions for a tornado or severe thunderstorm are favorable in the named area.
- *Tornado or Severe Thunderstorm Warning:* Issued by the NWS when a tornado or severe thunderstorm has been sighted visually or detected by radar. The location, direction and speed of movement of the storm are provided. Residents of the specified area should take immediate safety precautions.
- *Tornado Warning Issued:* When a tornado warning is issued for Rogers County or the sounding of the sirens for three to five minutes:
  - Proceed immediately to the designated shelter in your residence hall.
  - To minimize danger from flying debris, close doors around the shelter area and all residence-hall room doors.
  - Remain in the shelter until the storm front clears the area or an all-clear signal is provided by the public broadcast media. It suggests you take a battery-operated radio or TV with you to the shelter.

**IMPORTANT:** In ALL situations where evacuation is necessary, **stay away from windows.**

## Theft

Students should **never** leave their rooms unlocked. The University discourages students from keeping cash and other valuables in plain view within their room. Remember to **LOCK YOUR DOOR**. Where possible, students are encouraged to take photographs of their valuables and label with contact information. Theft should be reported immediately to the Office of Residential Life and to the University Police by calling 918-343-7624. Any student caught stealing, or discovered in possession of stolen articles, will face immediate disciplinary action, and criminal prosecution may result from such involvement.

## Programming

Social, recreational, cultural, diversity, community service, and educational programs planned and implemented by RAs are offered to address the interests and needs of students. Students are encouraged to attend these programs, as they exist solely to improve the quality of life in University housing. Residents can also receive a free lockout for attending majority of RA events.

## Computer and Telephone Services

The University is the registered owner of all telephone numbers in University housing. The University has placed restrictions on the residence phone lines to prevent any unauthorized usage charges to these lines. The resident will be responsible for any usage charges appearing on the University's phone bill and is subject to a \$50.00 investigative/processing charge. Subscribing to additional services using a telephone number owned by the University is prohibited and may result in an additional \$50.00 investigative/processing charge for each infringement. Students should not use the telephone in their room to obtain services.

Phone service is provided for voice calls only. Modem and router use is prohibited. Phone lines are not to be used for Internet connections. Violations of this policy will result in a \$50.00 per incident fine. Residents must adhere to the Computer Use, Email and Cable TV/Telephone use Policies detailed in the Student Code of Responsibilities and Conduct Handbook.

Internet service is provided to support **one** PC per occupant. Connecting servers to the University network and/or peer-to-peer file sharing is prohibited. All personal computers connected to the University's network must be running updated virus protection software. Failure to adhere to these policies could result in the occupant forfeiting their Internet access and/or a \$50.00 per incident fine.

## Maintenance Concerns

Students are expected to report maintenance problems in University housing such as leaky faucets, inoperable lights, HVAC problems, broken windows, damaged blinds, telephone problems, etc., to the Office of Residential Life by coming to the Clubhouse or completing work order online. Failure to report issues that cause further damage can result in the additional charges.

Maintenance will be contacted, and repairs will be made as soon as possible. Emergency repairs will be handled immediately. For emergency repairs contact the Office of Residential Life 918-343-7789 between 8:00 am and 5:00 pm and for after business hours contact the RA via the emergency cell phone.

## Pest Control

All University housing facilities are sprayed bi-monthly and upon request from residents for pests. The treatment of individual rooms will be done upon the request of the residents and is subject to the discretion of the Director of Residential Life. Such requests must be submitted to the Office of Residential Life. If a unit is found to have bed bugs, the responsible student will be subject to paying decontamination fees.

## Housing Facilities Use and Common Areas

When space is available, residents of a given area may reserve community areas for private use, group meetings, discussions, etc. For information about reserving community areas, see your Resident Assistant or stop by the Office of Residential Life. Completion of reservation form must be three business days before event to ensure that request does not conflict with University's educational mission and space is available.



## Study Rooms

University Village A study room that remains unlocked 24 hours a day is located on the second floor next to laundry room. University Village B has open and closed study rooms on all three floors that remain unlocked 24 hours a day. University Village C has three study rooms per floor to ensure that each community has its own study space.

## Courtyard Area/Pavilion

University Village A has a covered patio recreation area equipped with charcoal grills along with an outdoor sand volleyball court and swimming pool. University Village B has a half-court basketball court and several areas with pergolas. University Village C has an outdoor fire pit, grill, and lounge space. Groups may schedule activities in these areas by completing a reservation form.

## Bulletin Boards and Public Notices

Please take time to read the bulletin boards daily. You can find updates on MyRSU > My Residence Information, RSU Residential Life Facebook, and RSU Residential Life Instagram.

Notices of importance and interest to students will be posted as they become available. Notices placed on the bulletin boards must be approved and posted through the Office of Residential Life and/or the Office of Student Affairs.

All public notices posted in University housing must be approved and posted through the Office of Residential Life and the Office of Student Affairs.

## University Services

### Card Access

The following are some important dining policies:

- Residents in UVA will have door access to Clubhouse.
- Residents in UVB will have door access to UVB complex and Clubhouse.
- Residents in UVC will have door access to UVC complex and Clubhouse.
- Your card will automatically have required meal plan dollars on it.
- Lost or Damaged ID cards can be replaced in Card Office located in Markham Hall Room 206B at the cost of \$20 per card.

### Cable TV and Telephone Use Policy

1. This policy sets forth the standards for responsible and acceptable use of University cable television and telephone resources. The following is prohibited:
  - a. Altering system configurations without authorization or disrupting or interfering with the delivery or administration of cable TV and telephone resources. Line features are established by the University. Students are prohibited from attempting to change the features.
  - b. Using cable TV or telephone resources for commercial or profit-making purposes without the University's express written authorization.
  - c. Using cable TV or telephone resources for illegal activities or for conduct violating any University policy. Criminal and illegal use may include, but is not limited to, threats, harassment, copyright infringement, theft, and unauthorized access.
2. Any individual engaging in unauthorized use of cable TV, telephones, or other electronic communication systems resulting in charges or expenses to the University will be billed the amount incurred by the University, fined, and subject to disciplinary action, if deemed appropriate.
3. Suspected or known violations of this policy should be reported to the Office of Student Affairs. Violations will be processed by the appropriate University authorities and/or law enforcement agencies. Violations may result in revocation of cable TV and/or telephone resource privileges, academic integrity proceedings, faculty, staff, or student disciplinary action, or legal action.
4. Students wishing to utilize provided Cox Cable will need to check out a remote from Office of Residential Life.

## Parking Permits

During your check-in, you will have the opportunity to obtain your parking permit. If you do not have vehicle information at that time, then you can obtain parking permit in the Clubhouse during normal business hours.

## Housing Parking

Parking is provided for residents of all University Village complexes and the residents are required to park on the University Village parking lots with the appropriate sticker. Parking in a nonresidential parking space on other RSU parking lots is prohibited from 7:00 am until 5:00 pm, Monday through Friday, when the University is open and classes are scheduled.

Due to the inherent hazards and potential environmental consequences, no residential parking lots may be utilized for general repair or maintenance of motor vehicles. Please restrict mechanic work to checking tire inflation, oil, transmission or other fluid levels, or changing a tire or air filter. Additional service must be performed off campus at a properly equipped facility. Derelict vehicles may not be parked on campus and are subject to impoundment.

## Visitor Parking

Visitors need to park in the overflow lots and are not to park in any on campus residential parking lots.

## Food Services

Serving hours for all food service facilities will be displayed at the Hillcat Cafe at the DCTC and will be posted in the UVB Clubhouse for residents to review. Please contact Sodexo to receive more information about menu. Hours of operation for the Chapman Dining Hall for 2017-2018 Monday through Thursday includes Breakfast 7:45 am to 10 am followed by Lunch 11 am to 2:30 pm and Dinner 5:30 pm to 8:00 pm. Hours of operation Friday through Sunday includes brunch from 10:30 am to 1 pm followed by dinner from 5 pm to 7 pm. The schedule is subject to change.

As a Family Housing or Downs Hall resident, you may purchase a meal plan. With voluntary purchase of meal plan D, unused block meals and declining flex dollars purchased should roll over from fall to spring with no additional meal plan purchase required.

As a Resident Student, I understand and agree that:

- I am required to purchase a meal plan for the Fall and Spring semesters, and,
- If I select Meal Plan A, B, or C, any unused meals will be forfeited each week, unused Flex Dollars will roll over from the Fall semester to the Spring Semester, and any unused meals or Flex Dollars remaining at the end of the Spring semester will be forfeited, or,
- If I select Meal Plan D (Block Plan), any unused meals or unused Flex Dollars will roll over from the Fall semester to the Spring semester and any unused meals or Flex Dollars remaining at the end of the Spring semester will be forfeited, and,
- I have guests meals each semester associated with meal plan selected. The breakdowns per plan is as follows: 5 for meal plan A, 4 for meal plan B, 3 for meal plan C, and none with meal plan D. Any guest meals associated with each meal plan shall not roll over from one semester to the next meaning that guest meals are forfeited at the end of each semester.
- I have the first two weeks of the fall and spring semester to change my meal plan with additional charges, if applicable, applied to my student account depending on Flex Dollars activity on my account through the date which I request a change in my plan.

## Counseling Services

The University Counseling Center was developed to provide services which complement the Rogers State University mission to prepare students to achieve professional and personal goals in dynamic local and global communities. The Counseling Center can assist with situations that are unique to the university student.

- Personal Issues including Anxiety and Depression
- Academic Concerns
- Conflict Resolution

- Time Management
- Adjustment to University Life
- Stress Management
- Financial Concerns
- Study Skills

RSU Counseling Services are designed to help students meet their educational goals, learn the process of problem solving, increase and enhance their ability for satisfying interpersonal marriage/family and peer relationships, define future career goals, and maximize their capacity for continued emotional growth beyond the University educational experience. There are no costs for counseling services, and all information is confidential in accordance with professional, legal, and state ethical guidelines.

The Counseling Center, located in the Dr. Carolyn Taylor Center, is open from 8 am to 5 pm weekdays. Appointments may be made either in person, by phone at 918-343-7845, or by booking online. Appointments outside of regular office hours may also be available. The Counseling Center is here for the benefit of the most important people on the RSU campus, our students.

## **Students with Disabilities**

Rogers State University is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Consistent with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Rogers State University ensures that no “qualified individual with a disability” will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination on the basis of disability under any program or activity offered by Rogers State University.

Rogers State University will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship, would result in a fundamental alteration in the nature of the service, program, or activity, or would cause undue financial or administrative burdens. The term reasonable accommodation is used in its general sense in this policy to apply to students. A student must self-identify as an individual with a disability and provide appropriate diagnostic information that substantiates the disability. The Office of Disability Services then will assess the impact of the disability on the student’s academic program and record the required academic accommodations in a memo the student may give to appropriate faculty members. All diagnostic information is confidential. Individuals who have complaints alleging discrimination based upon a disability may file them with the Equal Opportunity Officer in accordance with prevailing University discrimination grievance procedures. Contact the Equal Opportunity Officer in the Office of Student Affairs to obtain a complete copy of the University’s Reasonable Accommodation policy.

## **Student Health Center**

The RSU Student Health Center is located in Downs Hall on the west side of the Health Sciences Building. You may also access the center through the Health Sciences Building, Room 164.

Please check their website for hours of operation which is <https://www.rsu.edu/campus-life/health-wellness/> . However, it is best to call 918-343-7614 to make an appointment.

Examples of the services provided include physical exams, immunizations, free OTC medications, treatment for acute conditions and a few on site lab tests.

## **Career Services**

Career Services prepares students for future employment or graduate school opportunities by offering personalized career counselling. Through career planning and assessment tools, our staff will help you every step of the way from choosing a major, developing a career search strategy, applying for internships, applying to graduate schools, and accepting jobs.

## **Student Activities/Organizations**

As you are about to find out, the college experience is more than just reading textbooks, taking good notes, and earning your final grades. It is often those times you share outside of the classroom that will provide you with some of the greatest lessons you will learn during your time at RSU – whether it is making new friends, participating in campus events, being part of student organizations, or helping those less fortunate in the community.

The University is committed to educating the whole person - that means participating in community service projects, beginning lifelong friendships, and putting classroom knowledge to work in real-world situations.

In order to develop your “real world” skills outside the classroom, the University encourages you to become involved with on-campus organizations. For more information contact the Office of Student Activities at 918-343-7755 or stop by the Student Affairs Office located in the Dr. Carolyn Taylor Center.

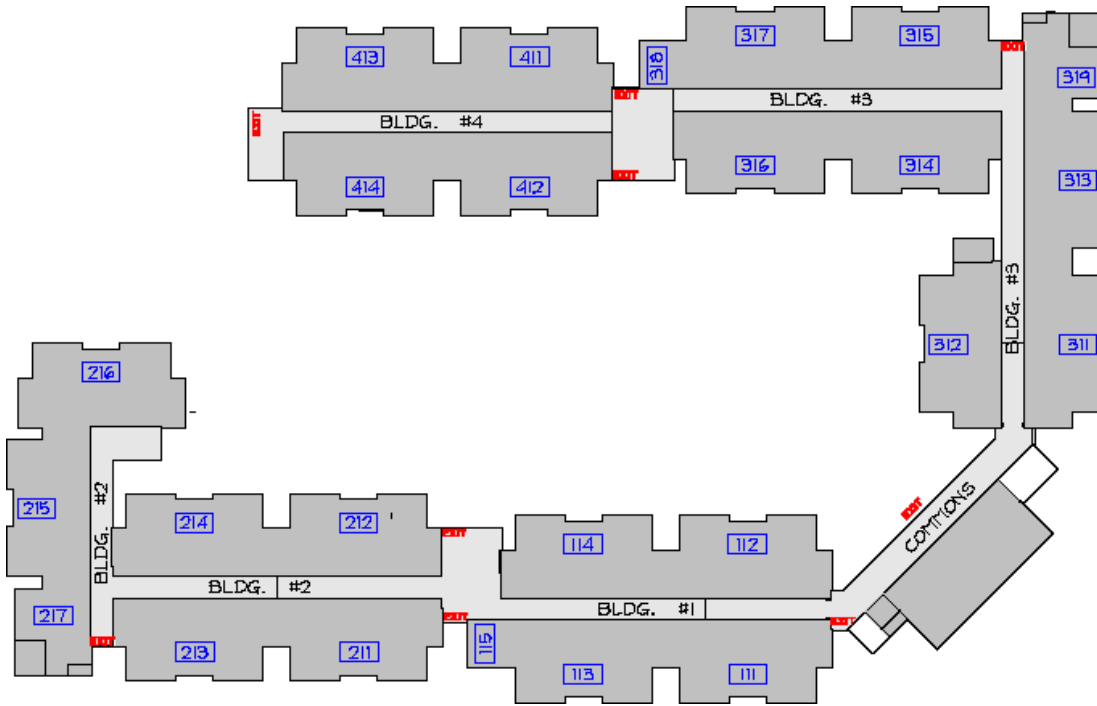
## **Always Something to Do!**

On-campus student activities range from the silly to the serious – but all are designed to spark your social, physical, and intellectual development. Plus, it is a great way to meet people, take a much-needed study break, or explore a new interest. Student activity programming includes everything from lectures and fine arts events to movie nights, intramural sports events, musical performances, on-campus concerts, and games at the Centennial Center.

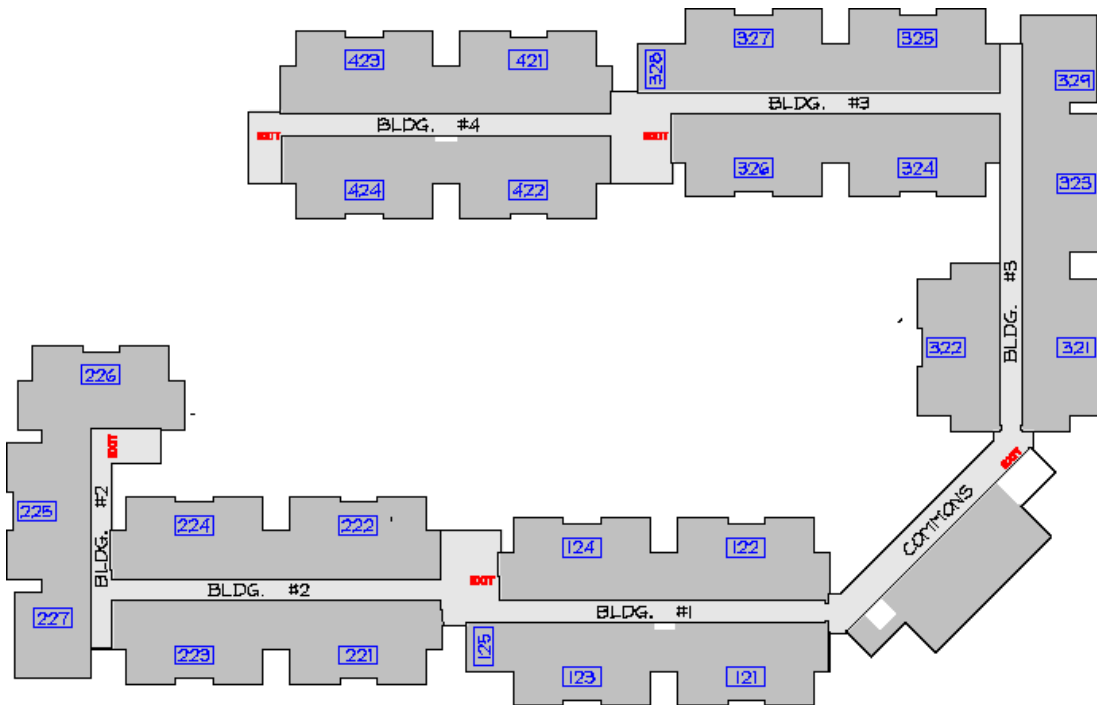
The DCTC is the focal point for student activity on campus. A wide variety of events are hosted in the building throughout the year, and it contains table games, a study area, 24/7 computer lab, lounges, restrooms, vending and a television lounge. The Hillcat Café, Hilltop Coffee Shop & Juice Bar, and the University Bookstore are also located in the DCTC.

# Appendix A – Floor Diagrams

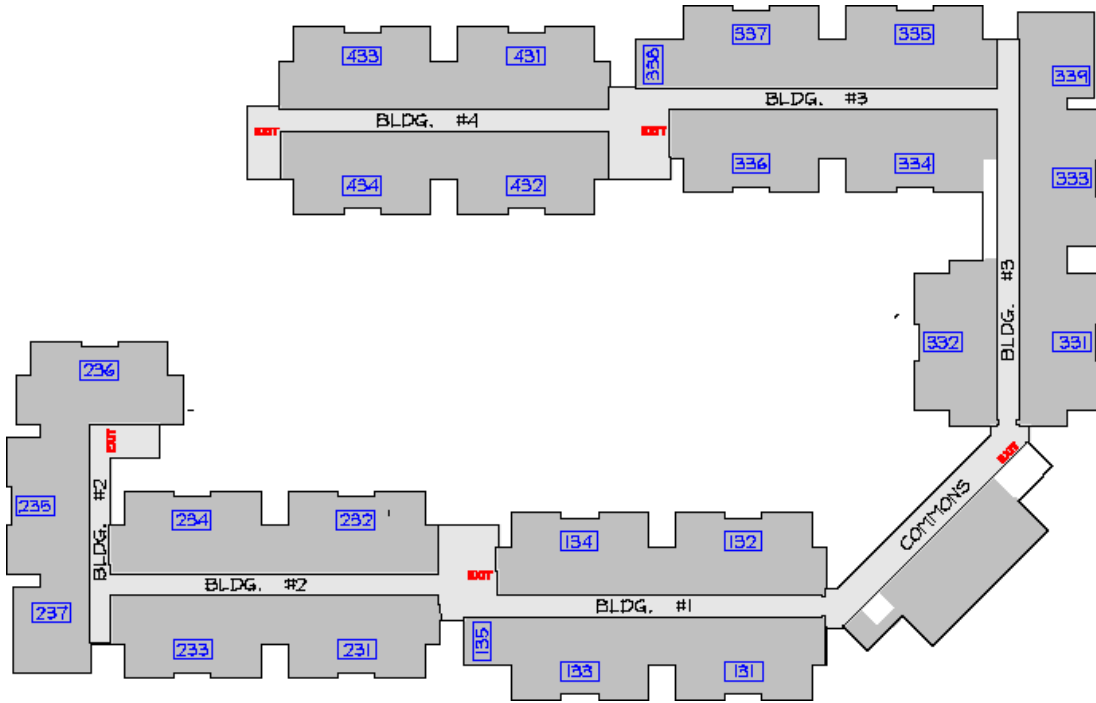
## University Village A - 1<sup>st</sup> Floor



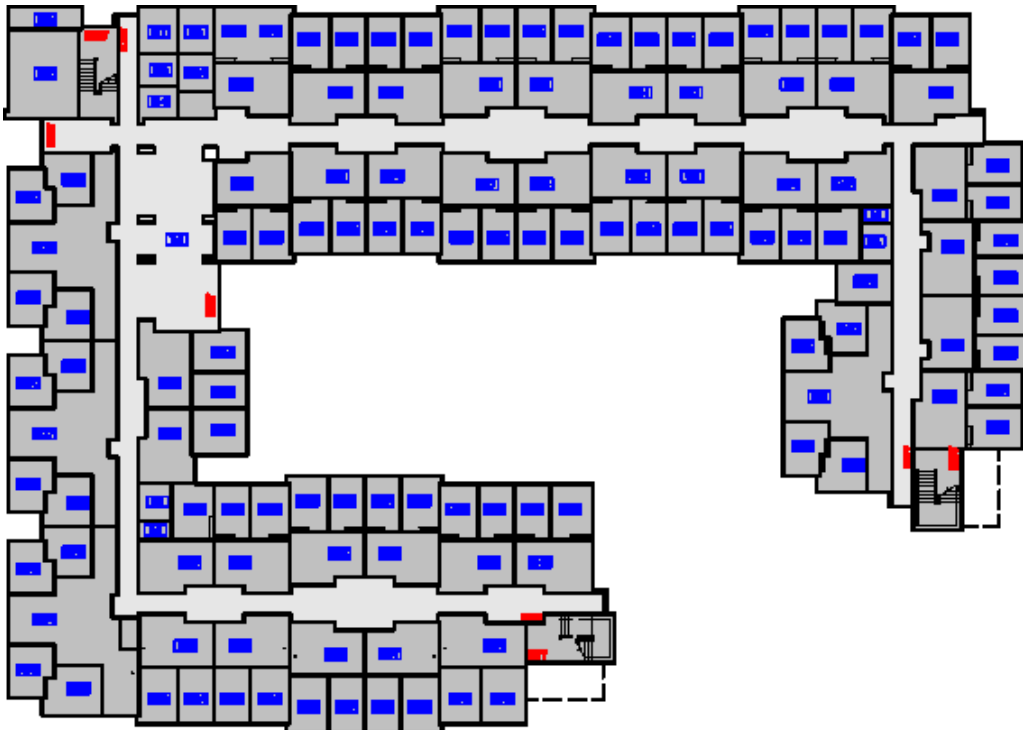
## University Village A - 2<sup>nd</sup> Floor



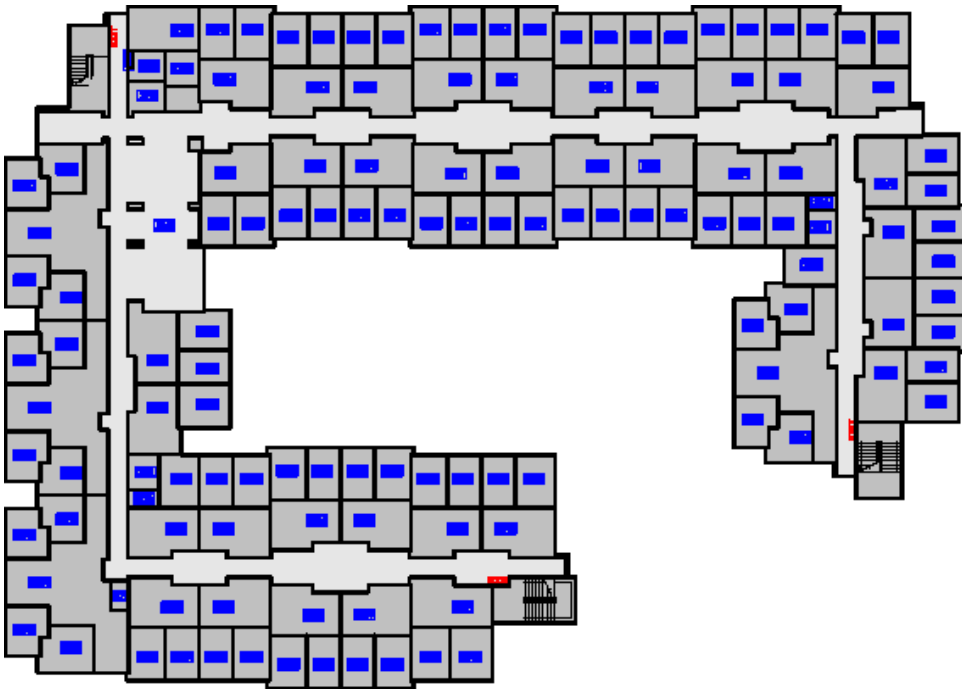
## University Village A - 3<sup>rd</sup> Floor



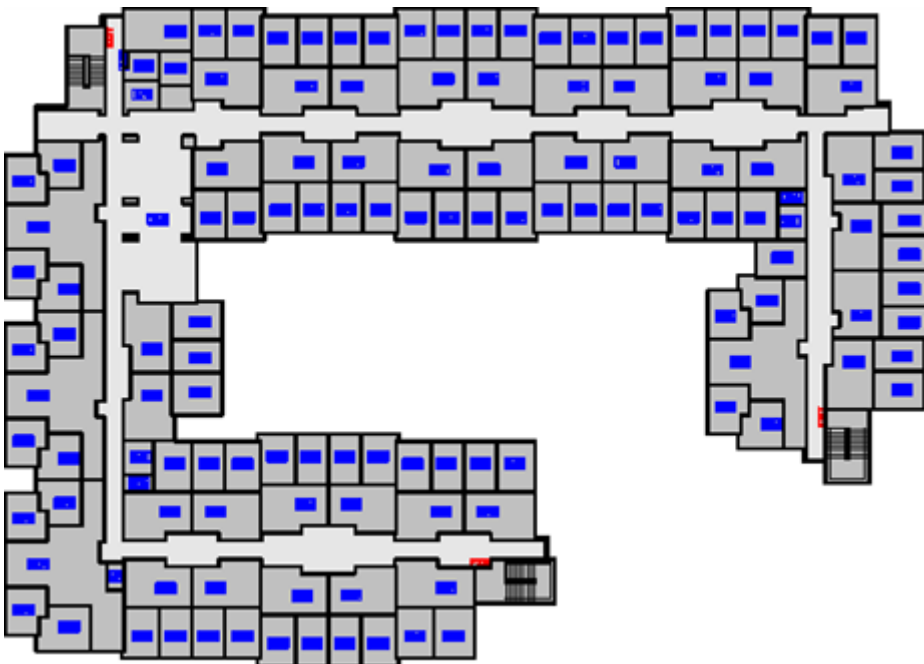
## University Village B - 1<sup>st</sup> Floor



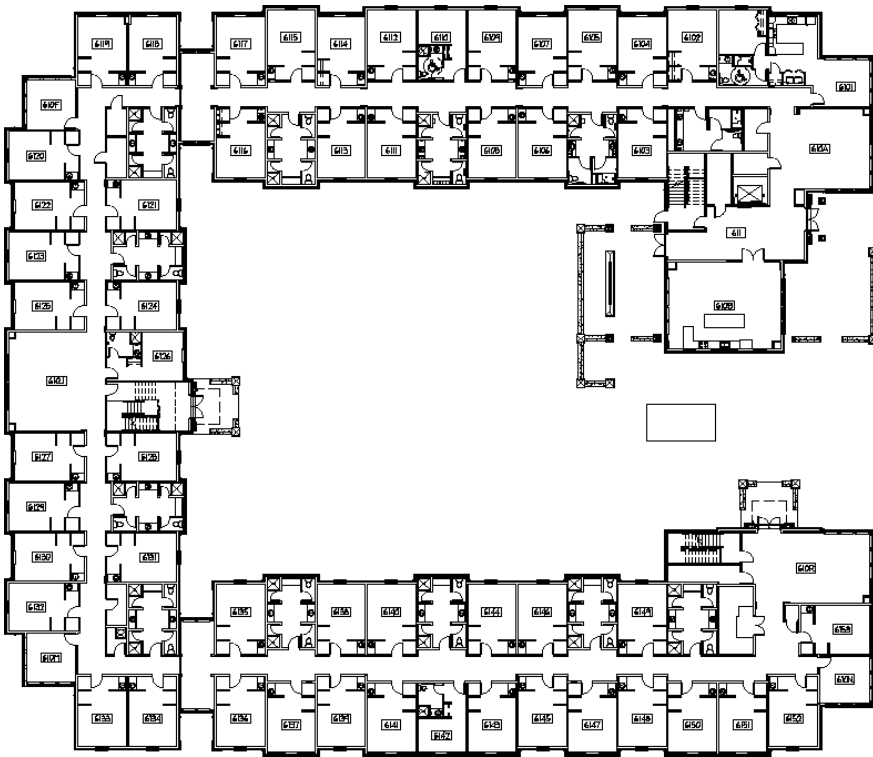
## University Village B - 2<sup>nd</sup> Floor



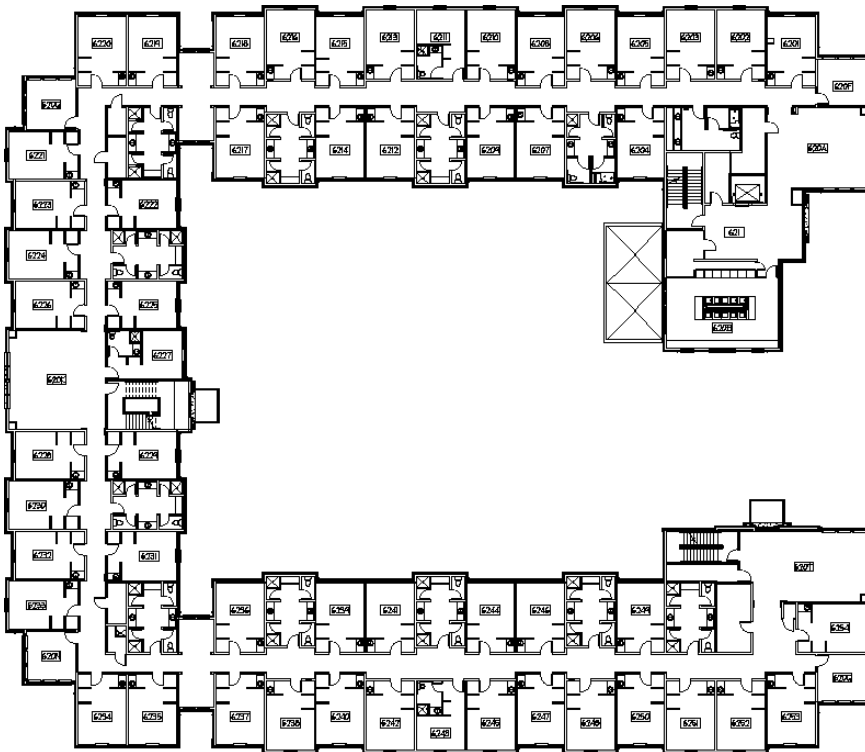
## University Village B - 3<sup>rd</sup> Floor



## University Village C - 1st Floor

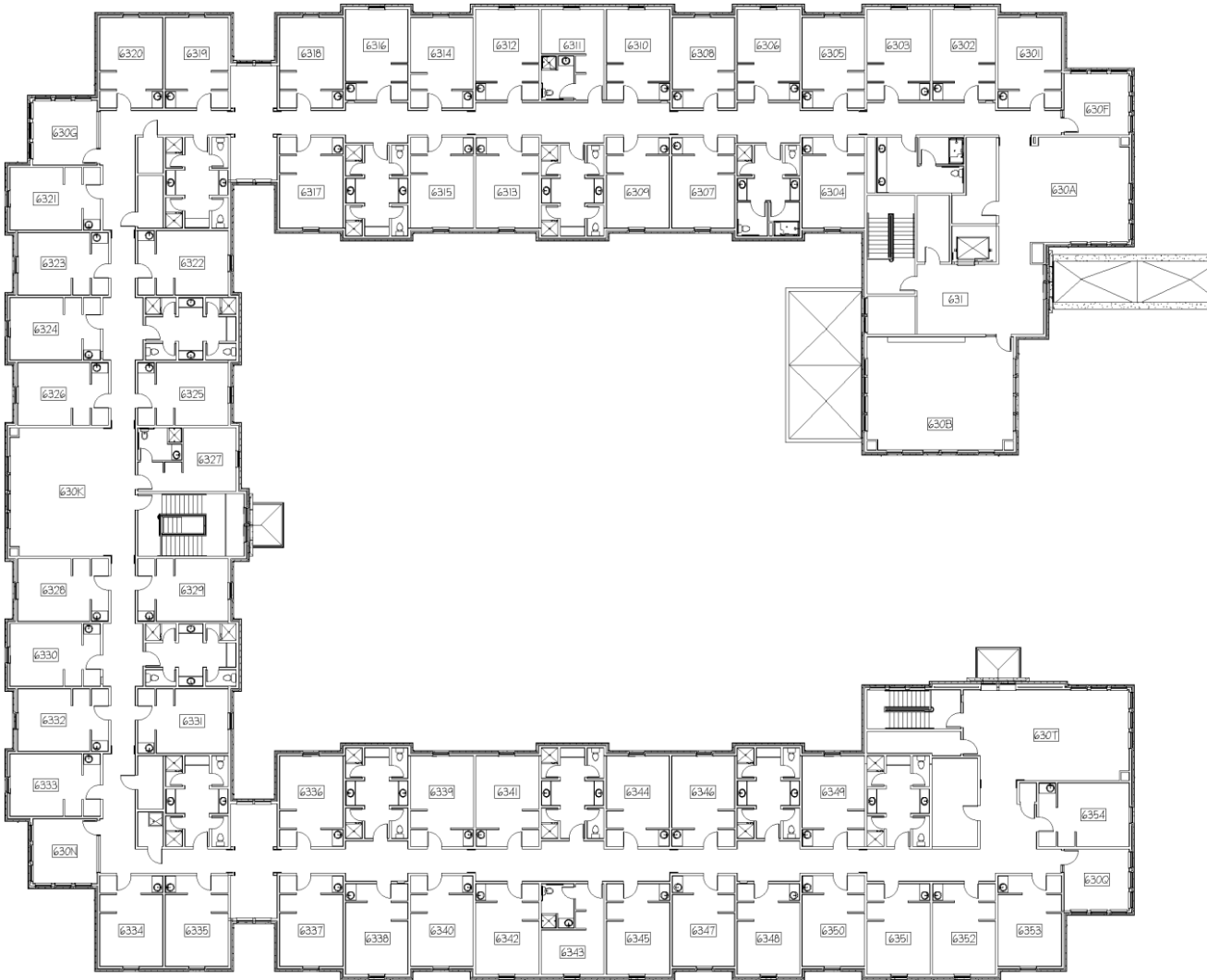


## University Village C - 2nd Floor

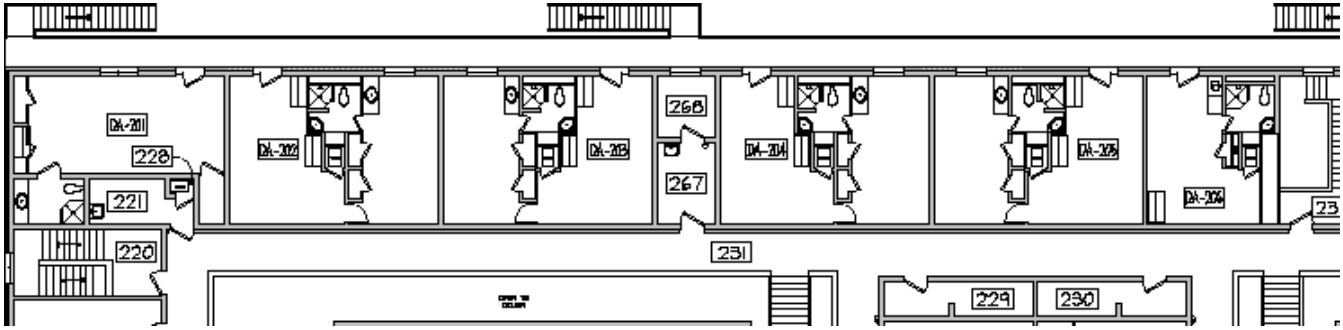
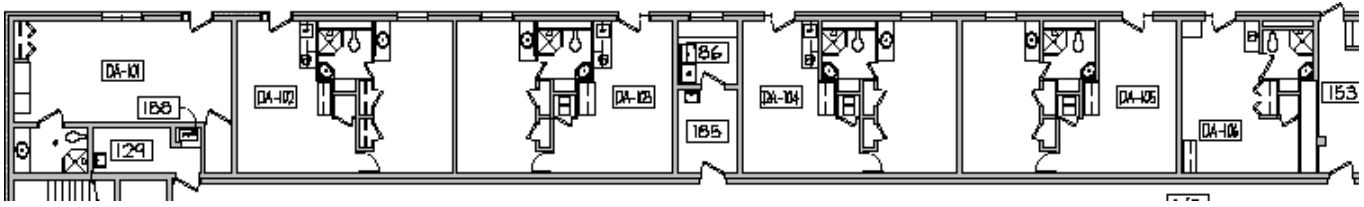




# University Village C - 3<sup>rd</sup> Floor



# Downs Hall



# Family Housing

