

Policy Title:	Residence Halls
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Governing Body:	Southern Oregon University	Policy Number:	FAD.067 (573-070)
Policy Contact:	Director of Housing	Date Revised:	August 2016
Custodial Office:	Finance & Administration	Date Approved:	August 2016
Approved By:	President	Next Review:	August 2019
Related Policy:			

Revision History

Revision Number:	Change:	Date:
-	Initial version	January 2001
1	Revision	August 2016

A. Policy Statement

<p><b>A. Division 70, 573-070-0001 Housing Department and Housing Policy Committee</b></p> <p>1. The Housing Department shall establish additional housing policies, procedures and practices that may not conflict with SOU policies.</p> <p>2. A Housing Policy Committee shall be created to advise the Housing Department regarding policies, procedures and administration of housing operations, including Residential Life, Conference Services, Senior Programs and Food Services. It shall be a standing administrative advisory committee of the university whose membership shall consist of students, faculty and staff from the university, appointed through the appropriate administrative advisory committee procedures:</p> <ul style="list-style-type: none"> <li>(a) Four members of this committee shall be students, three of whom must be residence hall students;</li> <li>(b) Four members of this committee shall be faculty and three members of this committee shall be classified staff;</li> <li>(c) The director of housing and residential life shall be an ex officio, nonvoting member of the committee;</li> <li>(d) Additional nonvoting members of the committee may include the director of residential life, housing office manager, director of food services, director of senior programs and/or the conference coordinator;</li> <li>(e) The chairperson of the committee shall be elected from within the membership of the committee.</li> </ul> <p>3. The Housing Policy Committee, or appropriate sub-committee (see 573-070-0004 below), may provide advice in the following areas:</p> <ul style="list-style-type: none"> <li>(a) Contractual matters, housing rates and fees, and policy and procedure formulation and implementation related to housing, residential life, food services, senior programs and conferences;</li> <li>(b) Hear appeals of financial charges imposed upon residents by the Housing Office. Appeals will be processed and administered by the Housing Office;</li> <li>(c) Hear appeals regarding exceptions to policies and procedures based upon unusual circumstances.</li> </ul>
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4. A quorum shall be necessary for the transaction of business. A quorum is defined as a simple majority of the committee or sub-committee members.

### **B. Division 70, 573-070-0004 Department of Residence Halls, Conference, Senior Programs and Food Services Policies**

All departmental policies for residence halls, conferences, senior programs and food services shall be maintained in appropriate policy documents in the Housing Office. Copies of these policy documents shall be made available upon request. Policies shall be developed and/or revised in the following manner:

1. A sub-committee of the Housing Policy Committee may be appointed by the Chairperson to work on specific policy revisions or hear specific appeal cases:

(a) The housing director or his/her designee shall chair the committee;

(b) Committee members shall include the following:

(A) The committee Chairperson;

(B) A departmental representative from one of the following areas appointed by the housing director:

(i) Residence halls;

(ii) Conferences;

(iii) Senior Programs;

(iv) Food Services;

(C) A minimum of two students from the Housing Policy Committee;

(D) At least one classified staff member and one faculty member from the Housing Policy Committee.

2. The Chairperson of the committee shall convene the committee on an as-needed basis for policy review and/or revision.

3. Recommendations of the Housing Policy Sub-committee shall be forwarded to the Housing Policy Committee for review and recommendation.

4. The recommendations of the Housing Policy Committee shall be forwarded to the housing director for review and implementation.

5. Those policies needing approval from the appropriate division director or the president shall be forwarded by the housing director to the appropriate division director or the president.

### **C. Division 70, 573-070-0005 Freshman Live-In Requirement**

Single freshmen students who enroll at Southern Oregon University (SOU) within one year of high school graduation must live in the residence halls unless they are living with parents, legal guardians, or have notarized written parent or guardian approval to live off campus.

### **D. Division 70, 573-070-0011 Residence Hall Room and Board Agreement**

1. Each applicant for residence hall accommodations shall be required to sign a Room and Board Agreement before occupying a room. The Room and Board Agreement specifies all contractual obligations for resident students. All rules and regulations in the Room and Board Agreement are binding.

2. Copies of the current Room and Board Agreement will be available in the Student Housing Office.

3. If a student is evicted from, moves from, or otherwise leaves a residence hall, but does not withdraw from the institution, the student is assessed a per day fee for the remaining days of the agreement period.
4. If a student changes rooms anytime during the contract period, the student will be assessed a \$10 moving fee for each move not to exceed \$50.
5. If a student fails to follow procedures when completing a room change, the student is subject to a \$20 improper moving fee not to exceed \$50.
6. With an approved petition a student may be released from his or her Residence Hall Room and Board Agreement without the per day penalty. The main criteria used in approving such a petition are as follows:
  - (a) Health reasons, verified by a licensed physician, preferably local, who is acceptable to the Housing Policy Committee;
  - (b) Student teaching or academic programs requiring the student to live in another community;
  - (c) If a student is a non-freshman and finds a suitable replacement to take over the agreement, i.e., someone not required by university policies to live in residence halls and someone who has not previously contacted the Housing Office;
  - (d) Being dropped from SOU for academic reasons;
  - (e) Officially withdrawing effective the current academic term.

#### **E. Division 70, 573-070-0012 Residence Hall Application/Room Reservation Fee**

Students applying for residence hall accommodations shall be required to complete the Residence Hall Application form and submit it to the Housing Office accompanied by a \$50 nonrefundable application/room reservation fee. When the student moves into the residence hall, one half of the application/reservation fee will be retained as an application fee and the remaining one half will be applied to the student's room and board charges. Residence hall space is assigned on a first-come, first-served basis, based upon the date that the \$50 application fee is received by the Housing Office.

#### **F. Division 70, 573-070-0013 Forfeiture of Residence Hall Application/Room Reservation Fee for Failure to Take Timely Occupancy**

If a student fails to take occupancy the date the residence hall opens for the academic term for which he or she has reserved a residence hall space, the \$50 application/room reservation fee will be forfeited and the application will be cancelled. If a student fails to qualify for admission, the entire application/room reservation fee will be refunded.

#### **G. Division 70, 573-070-0067 Student Housing and Residential Life Student Conduct Policies and Procedures**

1. All student housing rules and regulations, as well as judicial policies and procedures governing student conduct in and around the residence halls, shall be published in the following documents:
  - (a) The SOU Residence Hall Handbook;
  - (b) Residence hall rules and regulations may also be published in the SOU Student Handbook.
2. Copies of the Residence Hall Handbook and the Student Handbook shall be made available upon request.

## **H. Division 70, 573-070-0068 Resident Hall Policy Implementation**

1. All agencies affected by any change in policy shall be notified of any and all policy changes no less than ten working days before the changes are implemented:

2. In the case of a policy change that would affect the student population of the residence halls, the students shall be informed and the policy change implemented in the following manner:

(a) Notice of the policy change shall be sent to the following offices:

(A) The Housing and Residential Life Office;

(B) The Office of the Student Advocate.

(b) During the first week of the academic term in which the policy change is to be implemented, notice of the policy change shall be posted in each of the residence halls and announced during residence hall meetings.

(c) After being properly announced, a copy of the changed policy shall be made available from the Housing Office and the Hall Directors to any student who requests it.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

### **B. Policy Consultation**

Revisions to the text of the policy were posted for campus comment on August 24, 2016.

### **C. Other Information**

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.