



2008-2009 Reed College Residential Rights and Responsibilities Guide (RCRRRG)

This document is incorporated in and binding as a part of the Reed College room and board contract.

HONOR PRINCIPLE

The student senate and the faculty approved the following resolution (2000):

“We declare our commitment to responsible and honorable conduct in academic and community affairs, and we reaffirm one another’s rights to freedom of inquiry and expression in coursework, scholarship, and the day to day life of the Reed Community. In keeping with this declaration, we understand that all members of the community endeavor to be honest in every aspect of academic and community life.

We also understand that a commitment to responsible and honorable conduct means that members of the community should behave in a way that does not cause unnecessary embarrassment, discomfort or injury to other individuals or to the community as a whole. Alleged honor violations, except for those pertaining to academic dishonesty, should be resolved by mediation or other judicial processes, whichever is appropriate; cases pertaining to academic dishonesty shall be adjudicated as per the Faculty code. When specific rules and policies have been duly enacted in the best interests of the community, community members are on their honor to respect those rules and policies, and to accept any mediated consequence or judicial sanction should the violation of a rule or policy result in unnecessary embarrassment, discomfort or injury to other individuals or to the community as a whole.”

There are benefits and responsibilities that come from living in a college community. The policies and guidelines listed here have been established over the years to address problems, meet fire code and safety regulations, to clarify this business transaction, to protect the college’s property, and to ensure a reasonable living environment for all who live on campus.

The honor principle applies to this contract in two ways: Student’s conduct should respect other people and the community as a whole, and not cause any unnecessary embarrassment, discomfort, or injury; and students are asked to respect and comply with the policies outlined here and in other documents that pertain to living on campus. By signing a housing contract with Reed, students are agreeing to abide by its specifications and more specifically these guidelines in upholding the rights and responsibilities that come with living on campus.

OCCUPANCY GUIDELINES

- First-year students are encouraged to live on campus for their first two semesters.
- The college does its utmost to provide housing to all entering, full-time first-year students. However, preference for housing is given to those entering, full-time first-year students whose application for housing and deposit are received by **June 15**.
- Regular, full-time upper-class students apply to live on campus at the end of the previous spring semester on a space-available basis through a lottery.
- Students that start the semester as "special" or part-time students must petition the residence life office to live on campus.
- Students residing in the residence halls are required to be on board. The college provides the option of being off board in the college Apartments. First year students are usually not allowed to live in the college apartments.
- Student room charges are based on full occupancy.
- A student contracts for a space in a residence hall, but not for a specific room or roommate. The college reserves the right to assign roommates, reassign students who are without roommates, change room assignments, or use a room when it is not occupied.
- While Reed attempts to provide housing to all new students, it reserves the right to deny college housing to students who are less than 17 years old.
- A student may not sell, transfer, or sublet his or her contract to any other person.
- Any student permitted to occupy his/her room before the posted move-in date may be charged a \$50 per day fee.
- Students can expect to be charged a \$50 per hour fee up to 5 p.m. for not vacating the building on the posted closing date. In addition, after 5 p.m. on the closing day any student who does not vacate his or her room can expect to be charged an additional \$50 per day fee.
- Students leaving school for spring semester must vacate their room by the end of fall semester.
- Reed College reserves the right to close the residence halls during fall and spring breaks.
- Application for housing requires a \$100 deposit. The deposit must be submitted with a signed contract on the date posted for the lottery. The \$100 deposit will be credited to the student's tuition account at the end of the academic year upon receipt of the room key and verification of the condition of the room and residence hall common areas. Any other fines or fees owed to the college will be deducted from the deposit at that time.

TERMINATION OF CONTRACT

Once signed this contract is in effect through the last official day of spring semester unless terminated as provided below:

1) Contract cancellation deadline termination: Students desiring to terminate their contract prior to the beginning of the academic year must do so in writing on or before May 12th for a contract beginning fall semester. Students desiring to terminate a Spring only contract prior to the beginning of the spring semester must do so in writing on or before December 19, 2008. **After May 12th (or**

after December 19th for Spring only contracts), students desiring to terminate their contracts must use one of the contract termination procedures in items 3 or 4 below.

2) Student judicial board termination: The student judicial board has the ability to recommend to the Reed College president termination of a student's housing contract for violations of the honor principle or other community governance policies. (Refer to the student judicial board code which can be found on the community server on the Reed College computer network.) Any final termination decisions under provisions outlined above are effective immediately.

3) Academic status change termination: If the student withdraws, takes a leave of absence, graduates, or otherwise ceases to be a regularly enrolled student at Reed College, the tenancy terminates subject to a final determination by the residence life office, on the last date regularly specified for occupancy or three days after termination of student status, whichever comes first, unless otherwise agreed by the college in writing.

4) Housing petition committee termination: A petition for contract termination is considered when conditions exist that originated after the residence hall contract was signed, and over which the student has little or no control. A decision to cancel the residence hall contract is only made in an exceptional circumstance. The student must document the exceptional circumstance in a petition that must be submitted to the residence life office. Generally, a student is not released from a contract until the date upon which a petition is favorably decided. Due to the college's policy of generally meeting full financial need, financial hardship is not normally considered to be an exceptional circumstance.

5) Administrative termination: The college may deem it necessary to terminate the contract for noncompliance with any of the provisions of the contract, including the RCRRRG and any additional guidelines (as defined below), or for other health or safety reasons. Generally, students will be notified in writing of the intended termination, told the basis of that action, and be given a timeline within which to vacate their room. Students may, within 24 hours of such notice, provide any additional exonerating information as they believe may have bearing on the decision, and have the decision reconsidered by the vice president and dean of student services.

In the event the conduct or behavior of a student is of a serious nature and warrants immediate action, the vice president and dean of student services has the ability to immediately evict and prohibit the student temporarily from entering on-campus housing and/or the campus. The eviction and trespass may remain in effect until such time a student judicial board hearing is set (if the case is within their jurisdiction) or the vice president and dean of student services determines to administratively terminate the student's housing contract.

REFUNDS

If a student terminates the contract for any of the reasons outlined above, the college uses the following guidelines in determining a refund, less any sums owing for damages, keys, violations, or other charges.

a) In the case of a medical leave of absence, withdrawal, or a leave of absence, refunds are given on a daily prorated amount for room and board on the effective date of the termination, or the date of actual move-out, whichever occurs later. The business office determines the daily prorated amount.

b) No refund is made to students whose contract has been administratively terminated or who have been dismissed or suspended from the college. The student will still be responsible for fulfilling the financial obligation of their room and board contract.

c) **In cases of contract termination as outlined in the previous section the refund of the \$100 housing deposit will be determined by the following schedule:**

Fall semester—Before May 12- 100% refund, May 13 - August 1 - 50% refund of deposit, after August 1 - no refund of deposit
Spring semester—Before January 1 - 100% refund of deposit, after January 1 - no refund of deposit

KEYS

The best security for a student and a student's room is not at the entrance of the buildings, but at the student's room when the door is locked. To ensure such security, student cooperation in the careful distribution and collection of the keys is essential. Students must promptly return their room key whenever their contracts are terminated or they change rooms at any time during the academic year, and otherwise on or before the applicable final occupancy date for the spring semester. Students who fail to return the key to the college by the assigned due date as noted on the key request form or three days after the approved date of a room change, whichever occurs earlier, will be charged \$50 for a lock change. If a room key is lost, and the student reports the loss to the residence life office at the time of the loss, the lock is changed, a replacement key issued, and a \$50 charge is billed to the student's account. Students locked out of their room may request community safety to unlock their door, three times a semester. After three lock-outs the college will assume that the key has been lost and a lock change will be ordered at a \$50 charge to the student. If students temporarily misplace their key they may request a temporary key from facility services. This temporary key must be returned within three days or a lock change is ordered and the student is charged \$50 for a replacement. Students are not to duplicate any residence hall keys.

FURNISHINGS AND DAMAGES

The college furnishes each student with a single bed, desk, chair, overhead light, bureau, bookshelf, closet or wardrobe, and window coverings. Students must provide their own study lamps, rugs, linens, mirror, and other furnishings as desired. At the beginning of fall

semester, and whenever a room change occurs throughout the year, students are given an inventory of room furnishings and condition completed by a college staff member. Students are held financially responsible for any changes in the condition of their room, including fixtures and college furniture, beyond normal wear and tear at such time as they vacate the room. Students are also liable for any accidental damage to their room that results from personal items brought into the room.

CLEANING AND MAINTAINING A ROOM

Students are responsible for cleaning and maintaining their rooms. If students need assistance with maintenance or housekeeping matters, they should email the facilities services office or call extension 7283 or contact the Residence Life office via email or by calling 7536. When the facilities services staff is contacted about a service request, students will be deemed to have agreed to immediate entry without any advance notice unless other arrangements are made with facilities services office. Generally, a note indicating entry is left if the student is unavailable.

The facility services staff does routine maintenance of public areas. However, all residents share the responsibility for the condition of hallways and common areas. Charges in an amount calculated to cover costs may be assessed equally to those officially listed as residents of that hall or floor whenever undue housekeeping or repair is required. In such instances, a notice of the charges will be sent to the house adviser(s) to post. Registration may be held until the damages are paid.

A \$50 per day fee is charged for any materials or possessions not completely removed from a room by the final specified occupancy date. Whenever students vacate a room, whether it is to move into another room, move off campus, or leave at the conclusion of spring semester, they must remove any garbage or trash from the room. Students are charged for any extra cleaning. The college may remove abandoned materials without notice if not immediately claimed by the student. The college is not responsible for packing and shipping students' belongings. However, in extenuating circumstances such that students are unable to pack up their own belongings, it is the student's responsibility to make alternative arrangements with the college to have things packed up and stored or shipped. The college is not responsible for any damage or costs associated with loss, storage, or shipping.

ROOM ALTERATION

Students are not allowed to paint or permanently alter their rooms, doors, or any public area. If students believe that their rooms are in need of painting or repair, they should speak with the residence life office. Students painting rooms, doors, furnishings, or common areas or otherwise permanently altering the appearance or structure without permission are charged the cost of restoration. Students who wish to paint murals in common areas must have the design and materials approved by the residence life office and the director of facilities services.

ROOM CHANGE

Students must first speak with their house adviser(s), and then their resident director to discuss the possibility of a room change. After a discussion with hall staff, students may be referred on to the assistant dean of residence life for a possible room change.

ROOM ENTRY

The college respects students' rights of privacy. However, the college reserves the right to enter all rooms to complete maintenance or repairs, to protect personal and college property, or to respond to an emergency, and for periodic fire safety inspections. If a college staff member needs to enter a room for other than these concerns, an attempt is made to notify the student **24 hours** in advance. A note indicating entry should be left if the student is unavailable.

FIRE SAFETY

Misuse or tampering with fire safety equipment including covering smoke detectors, the removal of smoke detectors or door closures will result in a \$100 fine and possible disciplinary action. Hanging anything from fire sprinkler pipes or blocking sprinkler heads is prohibited. Corridors must be kept free of personal property, including bicycles, motorcycles, and furniture. No motorcycles or scooters are allowed in the residence halls. Students are not permitted on the residence hall roofs or on the outside ledge of MacNaughton, Foster, or Scholz. Because of fire code requirements hot plates, space heaters without automatic shut offs, halogen lamps without safety cages, and twinkle lights that are not commercial grade are not permitted. Power strips with internal fuses are permitted, but putting two power strips together (daisy-chaining) is not permitted. No hazardous materials of any kind may be used or stored in the dorms. This includes flammable materials such as white gas and propane, corrosives such as acids and bases, or any chemical that could harm or injure roommates, other students, Reed employees, guests, and others. Fire inspection fines will be charged to students for any fire code violations

STORAGE

There is a high demand for storage space in the residence halls. The storage rooms are only for students who currently live on campus. To gain access to a storage room, a student must use posted storage room hours in the fall and spring and ask the resident director for that particular building at other times.

All articles must be clearly marked and labeled with a Reed College storage sticker and properly stored on the storage racks provided. The college reserves the right to remove abandoned materials or unmarked materials without notice if not immediately claimed by the student. Students may store up to four items for a maximum of two years.

Due to limited space and fire code requirements, students may not store bicycles, motorcycles, or furniture in the storage rooms. In addition, all empty boxes (including computer boxes) must be broken down and stored flat. The college reserves the right to move

stored items to other locations. Complete storage room guidelines are posted outside of the storage rooms. Fire inspection fines may be assessed to students who do not properly store items in designated storage areas.

The college does not assume any responsibility for students' personal property whether it is in the students' rooms, the storage area, or elsewhere on the premises. Thus it is advised that students do not store computers and other valuables in the storage rooms. Insurance covering personal property loss from fire, damage, theft, or other loss or injury is the students' choice and responsibility. Property must be cleared from storage rooms at the same time as the room is vacated (with the exception of students who are returning to the residence halls the following semester) and if not removed may be treated in the same manner as property left in the room. The college reserves the right to remove abandoned materials without notice if not immediately claimed by the student.

SUMMER STORAGE

Students may store personal items over the summer if they plan on living on campus in the fall. Items stored over the summer may not be retrieved until the residence halls reopen for the fall semester. All items must be clearly marked and labeled with a Reed College storage sticker and properly stored on the storage racks provided as indicated in the above storage section. Once the storage rooms are full as determined by the residence life office, no additional items may be stored.

DRUG POLICY

Students are expected to be familiar with and uphold state and federal laws and college policies regarding the use and possession of drugs and alcohol. The college's policy is distributed to each student at the beginning of the academic year.

SMOKING

Smoking of any substances is not permitted in the residence halls. This includes smoking out of the window while you are in the building. Smoking tobacco products is permitted on balconies. It is expected that a request to discontinue smoking on a balcony will be honored. Students found smoking in the halls will be fined \$100 per incident with possible disciplinary action for continued use. Students will be charged a minimum of \$100 for additional cleaning upon moving out of their room if there is evidence of smoking in the room.

PETS

Caged animals and fish are permitted in the residence halls. Students are responsible for the well being of their pets including keeping cages and fish tanks clean and caring for pets. When the halls are closed for break periods all animals must be removed from the halls. Complaints from other residents about pet care may result in the removal of a pet and possible disciplinary action. Dogs and cats are not permitted in the residence halls.

WEAPONS

Firearms are prohibited on the Reed College campus. Anyone found to be in possession of a firearm will be subject to the appropriate college disciplinary procedure and the firearm will be remanded to the care of the community safety office. Ammunition, explosive devices, fireworks, knives, weapons of any kind, and any other material or device determined by the college to pose a present or potential danger to people or property are strictly forbidden in the residence halls. Complaints from other residents about any personal possessions not intended to pose a threat but which may cause other residents to feel uncomfortable may result in removal of those possessions and possible disciplinary action.

NOISE AND MUSIC

The playing of stereos at loud volumes, drums, instruments that require electronic amplification and/or instruments that otherwise cause an undesirable level of noise are distracting and not conducive to an academic environment where students have a variety of studying and sleeping schedules. Stereos, and other noise-making items, must be kept at reasonable volumes that do not distract others.

GUESTS

The rights of one's floormates or roommates to sleep and study must be respected at all times. Occasional overnight guests are permitted in a student's room with the consent of the roommate(s), if any, for a total of 14 days during each semester. (A guest is defined as any person other than the official occupant of the room.) A period beyond two weeks would blur the distinction between resident and guest, and be an abuse of the college's right to charge for the use of its facilities. Students who wish to have a guest should inform their house adviser about the guest and the expected time and duration of the visit. Students are responsible to ensure that their guests are registered with the community safety office. Residents are responsible for seeing that their guests know and comply with college and residence hall regulations, should be present while their guest is visiting, and are responsible for their guest's actions and behaviors. Failure to comply with these requirements will result in disciplinary action.

ADDITIONAL GUIDELINES

The college retains the right to adopt additional guidelines and procedures ("Additional Guidelines") that are needed to ensure the safety and convenience of the residents during the specified contract period. These Additional Guidelines include items such as the housing lottery, summer storage, and residence hall closures. Students are generally informed of such Additional Guidelines through

notices placed in their mailboxes, or by the residence life staff. Such additional guidelines are incorporated into this RCRRRG and become part of students' housing contract.