

Student Conduct Code

It is the responsibility of all persons associated with OIT to respect the rights, dignity and worth of every individual in the college community, and to strive to maintain and improve a campus climate that enables the college to accomplish its educational mission.

The purpose of the Student Conduct Code is to document the rights and responsibilities of students as members of the OIT community, as well as the consequences for conduct that represents a failure to assume those responsibilities. OIT students accept the responsibility for compliance with all OIT policies and contracts.

Student Rights & Responsibilities

It is expected that all members of the campus community will strive to foster academic excellence and integrity, both in and out of the classroom. Within this community, students are entitled to certain rights and are expected to uphold certain responsibilities.

Student Rights

Specifically, students have the right to:

1. Participate in the institution's activities without being discriminated against on the basis of race, color, creed, national origin, religion, gender, age, disability, marital status, veteran status, or sexual orientation.
2. Participate in the formulation of policies and regulations directly affecting students through membership on appropriate committees as determined by the appropriate institutional authority.
3. Pursue educational, recreational, social, cultural, and residential activities in an atmosphere that challenges and promotes intellectual and personal growth.
4. Receive fair and impartial academic evaluations.
5. Access faculty, student services, administrative offices and facilities available on campus.
6. Receive accurate information regarding academic policies, graduation requirements, and individual course objectives and requirements.
7. Protection of confidential personal and academic records that are maintained in compliance with the Family Educational Rights and Privacy Act of 1974 and Administrative Rules.
8. Fair and impartial treatment in all instances of general discipline and academic discipline, as well as other rights pursuant to due process.

9. Freedom of Speech – the institution recognizes the rights for students to engage in discussion, to exchange thought and opinion, and to speak, write, or publish freely on any subject, in accordance with the guarantees of Federal or State constitutions. Students are free to organize and join associations to promote interests held in common with other students without the interference of the institution, and to engage in peaceful and orderly protest, demonstration, and picketing on institution-owned property provided such behavior does not infringe on the rights of others and does not disrupt functions of the institution.

10. A campus environment characterized by safety and order.

Student Responsibilities

Rights and responsibilities go hand in hand. Both are equally important to developing and maintaining OIT's community of learning. Specifically, students have the following responsibilities:

1. Active participation in the learning process by attending class (in its entirety) on a regular basis. Active participants in the process of education ask questions, seek and use resources, and read and respond to communication.
2. Become knowledgeable of academic requirements and expectations.
3. Practice civility in class. Maintain conduct that contributes to a learning atmosphere in which the rights, dignity, and worth of every individual in the University community are respected.
4. Respect the rights of others to hold various points of view, and resolve conflicts, disputes, and differences through participation and thoughtful discussion.
5. Balance responsibilities and obligations to family and work with responsibilities for the quality of education, particularly in the area of time management.
6. Follow institutional procedures, including notifying the institution of all changes in name, address, telephone number, and email address.
7. Be aware of and follow Student Conduct Code and other institutional policies, including the academic integrity policy assumed by the Academic Integrity Procedures, and the acceptable use policies for the campus network.
8. Hold one another accountable for behavior, taking responsibility for one's own behavior and that of guests.
9. Maintain physical and emotional health – seeking appropriate assistance when necessary – so that students' lives are not in danger and students can be effective learners.
10. Approach this educational opportunity with an open mind and a positive attitude,

recognizing all community members have much to learn.

11. Accept access to many resources, including libraries, computers, recreational facilities, classrooms, residence halls, faculty, and staff, while taking responsibility to treat all campus resources – people and property alike – with respect and integrity.

12. Comply with institutional rules and regulations, and local, state, and federal laws.

13. Be knowledgeable of how lifestyle choices affect academic success and personal growth.

14. Be positive contributors to the institution and their local and surrounding communities.

Prohibited Conduct

Students may be subject to disciplinary action for any behavior that interferes with the pursuit of OIT's educational mission, endangers the health or safety of University community members, or interferes with an individual's pursuit of an OIT education. Disciplinary action may also be taken for violation of local ordinances, state or federal laws, on or off campus, which adversely affects the health, well-being or safety of members of the campus community. Examples of off-campus behavior that may be subject to disciplinary action include but are not limited to: selling or distributing illicit drugs, sexual crimes, or actions which result in serious injury or death of another person(s). A student disciplined under the OIT Student Conduct Code could be prosecuted under Oregon Criminal Statutes concurrently.

The following conduct is prohibited by the Oregon State Board of Higher Education Administrative Rules, Chapter 580, Division 22, Section 0045, and hereby incorporated into this Student Conduct Code:

1. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other institutional activities, including the Institution's public service functions or other authorized activities on institutionally owned or controlled property.
2. Obstruction or disruption interfering with freedom of movement, either pedestrian or vehicular, on institutionally owned or controlled property.
3. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments on institutionally owned or controlled property, in contravention of law or institutional rules.
4. Detention or physical abuse of any person or conduct intended to threaten imminent bodily harm or endanger the health of any person on any institutionally owned or controlled property.
5. Malicious damage, misuse, or theft of institutional property, or the property of any other person where such property is located on institutionally owned or controlled property.

6. Refusal by any person while on institutional property to comply with an order of the president or appropriate authorized official to leave such premises because of conduct proscribed by this rule when such conduct constitutes a danger to personal safety, property, or educational or other appropriate institutional activities on such premises.
7. Unauthorized entry to or use of institutional facilities, including buildings and grounds.
8. Illegal use, possession, or distribution of drugs on institutionally owned or controlled property.
9. Inciting others to engage in any of the conduct or to perform any of the acts prohibited herein. Inciting means advocacy of proscribed conduct that calls on the person or persons addressed for imminent action, and is coupled with a reasonable apprehension of imminent danger to the functions and purposes of the Institution, including the safety of persons and the protection of its property.
10. Violating the board's Policy for Intercollegiate Athletics, as described in Section 8 of its Internal Management Directives, specifically including the subsection entitled Code of Ethics.

The following conduct is prohibited by Oregon Institute of Technology:

1. Academic integrity - honesty in academic work is a central element of learning. Academic dishonesty includes presentation of another individual's work as one's own and also includes but is not limited to:
 - A. Plagiarism: Submitting material in assignments, examinations and other academic work which is not the work of the student in question and where there is no clear and appropriate indication in the text of the assignment that the work is not that of the student
 - B. Cheating: Submitting material in assignments, examinations or academic work that is based upon sources forbidden by the instructor. Cheating also means the furnishing of materials to another person for purposes of aiding the other person to cheat (See Appendix A for Student Academic Integrity).
2. Falsification or misuse, including forgery, alteration or fraudulent misuse of University records, permits, documents or identification card.
3. Knowingly furnishing false or incomplete information to the University in response to an authorized request.
4. Disorderly, lewd, indecent or obscene conduct or behavior including but not limited to that which disrupts the orderly functioning of the academic community or interferes with an individual's pursuit of an education.
5. Hazing or any practice by a group or individual that degrades a student or endangers the student's health or safety, or interferes with the individual's pursuit of an education.
6. Sexual harassment: Any unwelcome and unwanted sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term of condition of employment or participation in a college-related activity
- Submission to or rejection of such conduct by an individual is used as a basis for employment or University-related decisions affecting such individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile or offensive working or learning environment.

Sex offense, forcible or non-forcible

- Forcible: any sexual act directed against another person, forcibly and/or against that person's will or, not forcibly or against the person's will where the victim is incapable of giving consent. This would include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling
- Non-forcible: unlawful, non-forcible sexual intercourse, e.g., incest and statutory rape.

8. Sexually oriented crimes: Any act for which informed consent is not given that is sexual in content, including but not limited to exhibitionism, voyeurism, obscene phone calls, sexual pictures, and prostitution.

9. Unauthorized structures including but not limited to tents, huts, gazebos, shelters, platforms and public address systems.

10. Publication, posting or distribution on University property or at authorized University activities of material that violates the laws of libel, copyright (including duplication of any copyrighted computer software), postal regulations or any other law.

11. Illegal or unauthorized possession, consumption or sale of alcoholic beverages or drugs, or the furnishing of alcoholic beverages to persons under the age of 21 years, or possession and consumption of alcoholic beverages in unauthorized areas by those over 21.

12. Traffic offenses listed under the OIT regulations governing traffic control.

13. Contempt of adjudicative proceedings, including impairing or interrupting the due course of proceedings in the presence of any tribunal created under this code.

14. Intentionally assisting in or being an accessory to a violation of the OIT Student Conduct Code.

15. Tampering with safety equipment, turning in a malicious alarm or engaging in behavior that constitutes a significant safety hazard.

16. Unauthorized access and use of any computer account not issued directly to the student by ITS. This includes, but is not limited to, log-on to the account, access to programs and reading or alteration of computer records (See Appendix C for the Computing and Information Resources, code of Ethics and Acceptable Use Policy).

Copyright Awareness

OIT expects all students to comply with federal copyright laws. Although the Copyright Act permits limited copying without the approval of the copyright holder under the concept of "fair use," this exception is very limited. You should not assume that any education-related use will qualify as "fair use." Almost all computer programs are protected under the copyright law. The only exception may be public domain software or shareware. Fair use should not be relied upon when using computer programs. You should examine the terms of the license carefully to determine if the program may be loaded on more than one computer at a given time. It will infringe the software publisher's copyright to make unauthorized copies. This may sometimes even include copying from a floppy disk to a hard disk. If using University software, check with the Director of Information Technology Services regarding the terms of the relevant license.

A student who knowingly infringes copyrights might incur significant civil penalties in addition to OIT disciplinary sanctions.

Disciplinary Structure

The following Commissions or Hearing Officers may hear student cases:

1. The Residence Hall Judicial Board composed of students living in the Residence Hall who handle cases involving prohibited conduct in the Residence Hall by those living there.
2. The Student Hearing Commission composed of faculty and students who handle cases at the discretion of the Vice President for Student Affairs or at the request of students as outlined in the following sections.
3. The Traffic Commission composed of faculty and students who handle cases involving violations of Traffic Control Regulations.
4. The Vice President for Student Affairs or his/her designee who handles cases in lieu of a Student Hearing Commission hearing at the discretion of the Vice President or his/her designee, or at the written request of the student.
5. Hearing officers appointed by the President as a contingency measure.

If the President determines that the commissions and/or administrators are not operating adequately because of an inability to schedule all cases for prompt hearing or because of repeated or continuous disruption of normal proceedings, he/she may temporarily set aside or supplement the Student Conduct Code procedures by appointing a Hearing Officer or officers. When Hearing Officers are appointed as a contingency measure they shall be persons outside of the University community and shall be practicing attorneys or persons otherwise considered qualified to serve in this capacity. The Hearing Officer will be directed to hear individual student discipline cases *only* in accordance with OIT procedures and to recommend appropriate action to the President in each case.

The commissions and/or the administrators are hereafter referred to as the Hearing Officer.

Immediate Suspension

The Vice President for Student Affairs or his/her designee, has the right to suspend the student when, in the Vice President for Student Affairs' opinion, the suspension is necessary to maintain order on campus. This power will be invoked only when a student interferes with the rights, health or safety of any person, or damages property of the University or its staff, guests, faculty or students. A student so suspended shall be entitled to a preliminary hearing before a Hearing Board within three (3) academic days of suspension. Based upon the evidence presented, the Hearing Board shall recommend to the Vice President for Student Affairs that:

1. The suspension be lifted; or
2. The suspension be continued until a resolution of the case is made.

Notification Procedures and Student Options for Disciplinary Action

When an alleged violation of the OIT Conduct Code occurs, the Vice President for Student Affairs shall inform the accused student of the following:

1. The charges, including:
 - A. A description of the alleged conduct
 - B. The date of the alleged violation
 - C. The location of the alleged violation
2. A citation of the OIT Conduct Code provision(s) alleged to be violated.
3. Whether the case will be adjudicated by the Vice President, his/her designee, or referred to the Student Hearing Commission or some other authority.
4. The student's option for adjudicating the case including references to the authority and jurisdiction of the adjudicators, the option to request alternative disposition through the University's Student Medical Leave Policy for medical or mental health conditions.
5. That the student's prior conduct will be considered in determining a penalty in the event the student is found guilty of the charges.

Upon being informed of the charges, if the student wishes to contest the charges, he/she will have three (3) academic days to notify the Vice President for Student Affairs, in writing, that he/she will do so. For the purposes of this document, academic days are those calendar days within each academic term or session, excluding Saturday, Sunday and holidays observed by the University, between the first day scheduled for student registration and the final day scheduled for final examinations, inclusive of both days. Any time period calculated on the basis of academic days which are not completed within one term or session shall be continued with the first academic day of the commencement of the next term or session until the completion of the time period in question. Any intervening calendar days that are non-academic days shall not be counted. The Vice President for Student Affairs for good cause as calculated above may grant any exceptions applied for within the time period.

Student Admits to Charges

When a student admits to the charges of misconduct, the Vice President for Student Affairs or his/her designee, will determine whether consequences will be determined by the Vice President/designee or referred to the Student Hearing Commission. If the case is not referred, the Vice President or his/her designee will notify the student of the sanctions being imposed. If referred to the Commission, a hearing board comprised of at least five (5) members of the Student Hearing Commission shall recommend disciplinary action to the Vice President for Student Affairs. At least one of the members shall be a currently enrolled student. The Vice President for Student Affairs shall inform the student in writing of the disciplinary action to be imposed.

Student Claims Innocence

A student claiming to be innocent of the charges of misconduct has the option of requesting an informal hearing or allowing the Vice President for Student Affairs to adjudicate the case. When a student requests a hearing, the Student Hearing Commission will conduct the hearing. The Student Hearing Commission consists of twelve (12) members, eight (8) faculty and four (4) students. A quorum shall consist of five (5) members, one of whom must be a student. If the student does not request a hearing and agrees that the Vice President or designee may hear the case, and if appropriate, determine disciplinary action, the Vice President or designee will notify the student of the disciplinary action to be taken, if any, and that the student may appeal that decision to the Student Hearing Commission (hereafter referred to as the Hearing Board).

Should the case go to an informal hearing the hearing shall be conducted in accordance with the following procedure:

1. Parties will be given notice of the hearing at least five (5) academic days prior to the hearing date.
2. The Vice President for Student Affairs or designee and Campus Safety shall investigate alleged misconduct and present the evidence at the hearing.
3. The student, upon satisfactory explanation to the hearing board, may request a change of hearing date. The student will be advised of any change in the hearing date at least three (3) academic days prior to the new hearing.
4. If the student is not present at the hearing or if the student should leave the hearing prior to its conclusion or adjournment, the hearing shall proceed nevertheless. The Hearing Board shall render a decision based on the evidence presented.
5. The hearing shall be closed to the public unless the accused student wishes it to be open. If a disruption occurs, the Hearing Board may order that the hearing be closed.
6. The student has the right to be accompanied to the hearing by an advisor (who may be an attorney). The advisor is free to be at the student's side and the student is free to consult with the advisor, but the advisor is not free to address the board or to ask

questions of them unless invited to do so.

7. The student is considered innocent of the charges against him/her until the University determines, by a preponderance of the evidence, the contrary.

8. The Office of the Vice President for Student Affairs and the accused shall make a list of witnesses available to the Hearing Board.

9. Reasonable rules of relevancy shall guide the Hearing Board in ruling on admissibility of evidence.

10. The student will hear the charges, answer questions of the board, offer information on his/her behalf and question the witness(es).

11. A witness who testifies shall be cautioned concerning the serious nature of the hearing and the obligation and responsibility to give truthful testimony. Disciplinary action may be imposed for knowingly giving false testimony.

12. The Hearing Board shall make a tape recording of the hearing that shall be maintained in the Office of the Vice President for Student Affairs until all appeal processes have been completed. Final disposition of recordings and/or typed transcripts shall be made in accordance with maintenance timelines imposed by the State of Oregon.

13. The Board shall clear the hearing room and make a determination of guilt or innocence based on the evidence presented. The Hearing Board shall also make a recommendation to the Vice President for Student Affairs as to appropriate penalties, if the student is found to have violated the Student Conduct Code. In making its recommendation, the Board may consider the student's prior, related violations of the Conduct Code.

14. Within five (5) academic days from the day the hearing is closed, the office of the Vice President for Student Affairs shall notify the student, in writing, of the following:

- A. Whether or not a violation of the Student Conduct Code was found
- B. The penalty if a violation was found

Second Hearing

A student has the right to request another hearing based on evidence not known at the time of the previous hearing of the case. A written request for a new hearing along with the evidence shall be presented to the Vice President for Student Affairs or his/her designee within five (5) academic days from the date the student receives the final decision. The Vice President for Student Affairs or his/her designee shall make the decision to grant or deny the student a new hearing. If a rehearing is granted, the same Hearing Board shall be used.

Appeals

The student may appeal the decision of the Vice President for Student Affairs or his/her designee in writing to the Student Hearing Commission, and may appeal decisions of the Student Hearing Commission, in writing to the President of the University. The Vice President for Student Affairs, designee or the Hearing Board must submit the appeal to the

President within five (5) academic days of the decision.

Entitlement to and Procedures for a Contested Case Hearing

1. Non-entitlement to Contested Case Hearing. No person is entitled to a contested case hearing when:

- A. A contested case hearing is waived.
- B. A student is charged with an offense under the Student Conduct Code that cannot result in suspension, expulsion or monetary penalty or payment.
- C. In any case involving collection of fees or fines for parking, improper parking or traffic fines or penalties.

2. Persons entitled to be heard. The following may request a contested case hearing:

- A. Any student or former student of OIT alleging wrongful or erroneous denial of registration or having such registration wrongfully or erroneously canceled.
- B. Any student alleging a wrongful or erroneous requirement to pay a fine or penalty to the institution except a parking or traffic fee or fine.
- C. Any person alleging a wrongful or erroneous withholding of money by the institution
- D. Any student charged with an offense under the Student Conduct Code which can result in suspension, expulsion or monetary penalty or payment when the student has not waived a right to the contested case hearing.

3. Contested Case Hearing Procedures: contact the Vice President for Student Affairs Office.

Disciplinary Sanctions

The authority for sanctions for students who fail to accept responsibility to abide by the standards of conduct is provided in the Administrative Rules of the Oregon State Board of Higher Education. The specific authority for applying sanctions for student failure to accept responsibility to abide by standards of conduct is vested in the President of the University who has in part delegated this authority to the Vice President for Student Affairs. The following sanctions may be imposed as a result of any disciplinary hearing. Sanctions may be imposed only after a disciplinary hearing at which the student has had the opportunity to be present. Students whose behavior or acts violate any of the standards of conduct are subject to:

- 1. Loss of Privileges -- denial of on-campus use of an automobile for a specific period of time removal from the Residence Hall Complex or other loss of privilege including the use of specific University facilities consistent with the offense committed.
- 2. Fines -- financial assessment imposed by the Hearing Officer.
- 3. Restitution -- reimbursement by transfer of property or services to the University or a member of the University community in an amount not in excess of the damages or loss incurred.
- 4. Warning -- official notice to a student that certain conduct or actions are in violation of the

Student Conduct Regulations. The continuation of such conduct or actions may result in further disciplinary action.

5. Disciplinary Probation --a period of observation and review of conduct during which the student must demonstrate his/her compliance with the Student Conduct regulations or face further disciplinary action.

6. Deferred Suspension -- a period of observation and review during which time, if a student is found to have violated College regulations it will result in suspension.

7. Suspension -- exclusion for a period of time, generally from two terms to one year, after which application may be made for re-admission. Suspension means a student is denied any privileges and services of the institution 24 hours after notification of the suspension and during the period excluded. Privileges and services include that of residing in the Residence Hall during the period of suspension, attending classes or using other University facilities.

8. Expulsion -- permanent exclusion from the University.

9. A combination of any of the above sanctions.

Requests for Information about Sexual Assaults

To protect the individual's privacy, discuss the incident only with those campus employees who have a need to know so that they can provide services to the parties involved. News media or other requests for information about an alleged sexual assault on campus should be referred to the Director of Public Relations.

Cases Involving Rape, Sexual Assault or Sexual Harassment

The OIT campus will not tolerate rape, sexual assault or sexual harassment in any form, including acquaintance rape. Where there is probable cause to believe that the campus regulations prohibiting sexual misconduct of any kind have been violated, the campus will pursue strong disciplinary action through its own channels. This discipline includes the possibility of suspension or expulsion from the University. A student charged with sexual misconduct can be prosecuted under Oregon Criminal Statutes and disciplined under the OIT Student Conduct Code. If the criminal justice authorities choose not to prosecute, the campus may pursue disciplinary action. For the purpose of this policy statement, the following definitions apply:

1. Sex Offense, Forcible or Non-forcible

A. *Forcible*: any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent. This would include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.

B. *Non-forcible*: unlawful, non-forcible sexual intercourse, e.g., incest and statutory rape.

2. "Sexual assault" is the imposition of non-consensual sexual conduct, excluding rape and including but not limited to oral copulation, penetration by a foreign object, or caressing, fondling or touching, or forcing someone to touch a person's genitalia, buttocks or breasts.

3. "Acquaintance Rape" is forced, manipulated or coerced sexual intercourse by a friend or an acquaintance. It is an act of violence, aggression and power wherein a person is forced to

have sex through verbal coercion, threats, physical restraint and/or physical violence, and whose protests are ignored by the assailant.

4. "Consent" is active agreement, including verbal assent in a context of free will. The person consenting must act freely and voluntarily and with knowledge of the nature of the act. Consent may not be assumed from silence or passivity. The determination regarding the presence or absence of consent shall be based on the totality of the circumstance, including the context in which the incident occurred. Substance intoxication of either party during the incident is not a defense for the offender.

Reporting Sexual Harassment or Sexual Offenses

Any incident of sexual harassment, which does not include physical assault of some form, should be reported to the Affirmative Action Officer or the Vice President for Student Affairs. Stranger rape, acquaintance rape and other sexual assaults are crimes against persons and the state. Victims of these crimes are encouraged to report to police authorities in order to protect the right of future prosecution. Victims of such sex offenses need to be aware that medical evidence must be collected as soon as possible.

In addition to or instead of reporting to the police, the victim has the right to report incidents of rape or sexual assault to campus authorities. This report may be made to Campus Security, the Vice President for Student Affairs or the Affirmative Action Officer. During the review of the complaint, the complaining party has the right not to have his/her sexual history discussed. A person of his/her choice may accompany the complaining party. Complaints will be handled in accordance with OAR Chapter 578, Division 33. Complainants are assured the maximum possible anonymity; however the victim may be required to testify at student conduct hearings. Retaliation for making a complaint is prohibited by federal and state law.

Campus Response to Reports of Sexual Misconduct

The University's first responsibility to reports of sexual assault is caring for the individuals involved (the victim, roommates, parents, close friends and the alleged assailant). If an incident is reported to you, recognize that the individual will be struggling with painful feelings - denial, fear, embarrassment or rage - when seeking assistance. To build trust and to assist the individual in getting further help, validate the courage the person has shown in talking to you and make assurances that the individual is not alone in the struggle with this issue. Keep in mind that while no one invites sexual assault, many people may feel that it was the victim's fault. Be careful not to suggest that the individual is at fault (i.e., asking if they were drinking, why they were out late or suggesting their clothing or manner initiated the assault). Such behavior might contribute to feelings of guilt and impede the healing process. Urge the individual to seek assistance from campus services for counseling and medical care. Offer to accompany the individual to the appropriate service. Encourage the individual to seek medical care as soon as possible because of the physical and emotional trauma that may accompany a sexual assault. The risk of sexually transmitted diseases and pregnancy are also concerns to which health professionals can respond.

A variety of services are available to meet the needs of OIT students who have been involved with an incident of rape, sexual assault or sexual harassment. Counseling is provided at the

Integrated Student Health Center. Counseling is free and confidential to OIT students about issues related to sexual harassment, rape or sexual assault, as well as other issues. Students who are the victims of such incidents are encouraged to talk with a counselor about their concerns. The OIT Integrated Student Health Center is available to meet the medical needs of students who have been victimized. The Rape Crisis team of the Klamath Crisis Center is also available for advocacy and consultation. Advocacy may include emotional support, having someone accompany the victim through medical procedures and interviews with law enforcement, information and referral, crisis counseling and other support. The Crisis Center operates a 24-hour crisis line.

Appeals

Within the University structure there is opportunity to appeal decisions made by governing groups, discipline committees, administrators and University faculty members concerning academic matters. Particular care is taken to provide safeguards for the student in any action which significantly alters his/her status at OIT, i.e. changes the living situation, prohibits participation in certain activities, results in suspension from the institution, or affects academic standing. Any questions regarding appeal procedures should be directed to the Vice President for Student Affairs. The following basic procedures should be followed:

Academic Grievances

(See Chapter 6)

Administrative Grievances

1. Student Employment Appeals: students may appeal in writing to:
 - A. Immediate supervisor
 - B. Career Services
2. Student Financial Aid Appeals: students may appeal a decision of a financial aid staff member either in person or in writing to:
 - A. Director of Financial Aid
 - B. Financial Aid Committee
3. University-owned Student Housing Appeals: students may appeal in writing to:
 - A. Director of Housing & Residence Life
 - B. Vice President for Student Affairs
4. Student Activities and Organization Appeals: decisions of student organizations that affect students personally or as a group may be appealed to:
 - A. Student organization making decision
 - B. Appropriate committees or organization having policy-making authority
 - C. Director of Campus Life

D. Vice President for Student Affairs

5. Traffic Violations Appeals: student appeals on violations of traffic rules and regulations are appealed to either:

A. Campus Traffic Commission

B. District or Municipal Court in Klamath Falls

Discrimination Grievances

OIT is committed to providing an academic environment free from discrimination on the basis of gender, disability, race, color, religion, national origin, sexual orientation or age. Grievances regarding such discrimination, including incidents of sexual harassment, are administered under OIT Administrative Rule 578-12-010. Students are encouraged to attempt resolution through informal means prior to filing a formal complaint. Any student experiencing such discrimination or harassment is urged to contact Campus Access and Equal Office. A copy of the OIT Grievance Procedure for Discrimination Issues may be obtained from the Director of Human Resources and Affirmative Action Officer or the Vice President for Student Affairs Office.

Standards of conduct are authorized by Oregon State Board of Higher Education Administrative Rules, Chapter 580, Division 22, Section 0045, and by concurrent action of the ASOIT and the Faculty Senate with the approval of the President of the College acting on behalf of the Oregon State Board of Higher Education.

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