



Regulations, Guidelines, & Conduct Process 2019-2020

Residential Education and Campus Housing

Updated July 1, 2019



Residential Education and Campus Housing
1801 E Cotati Avenue, Rohnert Park, CA 94928
(707)664-2541; Dial 711 for Relay Service

TABLE OF CONTENTS

Conduct Overview and Philosophy	3
General Regulations	3
<i>Alcohol</i>	4
<i>Civil and Responsible Behavior</i>	4
<i>Damage or misuse of Property</i>	5
<i>Drugs</i>	5
<i>Electrical Appliances and Equipment</i>	5
<i>Environmental Provisions/Waste Disposal</i>	5
<i>Fire Safety</i>	6
<i>Guests</i>	6
<i>Jeopardizing the Academic Success, health, and/or Safety of Self/Others</i>	7
<i>Marijuana</i>	8
<i>Noise and Quiet Hours</i>	8
<i>Pets/Animals</i>	9
<i>Safety and Security</i>	10
<i>Smoking/Tobacco Use</i>	11
<i>Weapons</i>	12
REACH Conduct Information and Process	13
Possible Sanctions	14
REACH Appeal Process	15
University Conduct and Title V	16
Non-Discrimination Policy	16
REACH Guidelines	17



CONDUCT OVERVIEW and PHILOSOPHY

It is a privilege to live in the Residential Community and we strive to maintain an environment which is conducive for residents to live, study and sleep in the community. Residential Education and Campus Housing (REACH) Regulations are designed to support this environment and the Seawolf Commitment which states that as a Seawolf, you will commit yourself to the highest ethical standards of:

Integrity- I will conduct myself with integrity in my dealings with students, staff, and faculty.

Excellence- I will strive for excellence in my academic work and relationships.

Respect- I will respect the rights and dignity of others.

Responsibility- I will accept the responsibility to conduct myself as an ethical member of my community.

The Residential Community consists of all suites and apartments, meeting rooms, sidewalks, recreational, common use areas, and designated parking lots within the community. By living in the Residential Community, you are expected to adhere to:

- REACH Regulations and Guidelines
- Student Housing License Agreement conditions
- Applicable State and Federal Laws
- Sonoma State University Policies and Regulations
- CSU Executive Orders

Students will be held accountable for violations within the Residential Community. The REACH conduct process is separate from the University Conduct process and is in support of the Student Housing License Agreement. Students who violate regulations in the Residential Community may also be held accountable for their actions by the University Conduct Office and Police Services. If a student has violated University policy, local, state, or federal laws, they could go through one or more of the processes, including legal prosecution. The University reserves the right to contact parent, guardian, or emergency contact when the actions of a community member threaten their individual health, safety, or ability to care for self. If you have questions regarding regulations or the conduct process, please contact the REACH Office at (707) 664-4033

GENERAL REGULATIONS

Abandoned Property

Items left in a resident's room after vacating will be considered abandoned property and a fee will be imposed to the resident's account for disposal. The fee will depend upon quantity and size of items. In compliance with Title 5 Sections 42375 and 42376 and California Civil Code, personal possessions abandoned on state property may be donated to another public institution or not-for-profit organization or otherwise disposed of if the item(s) is valued under three hundred dollars (\$300). If the item(s) are valued at or above three hundred dollars (\$300), the items may be held by the campus for a period of at least three months and if unclaimed after that time period, may be sold at the University's public auction.



Residential Education and Campus Housing
1801 E Cotati Avenue, Rohnert Park, CA 94928
(707)664-2541; Dial 711 for Relay Service

Alcohol

The following regulations are in support of a safe environment in regards to alcohol use within the Residential Community:

If you are under the age of 21:

You or your guest(s) may not possess alcohol in the Residential Community. No alcohol or alcohol containers are allowed in any apartment/suite designated as an under-21-year-old apartment/suite (no resident living in the space is 21+), even by guests over the age of 21.

If you are over 21:

You may possess alcohol in designated 21-year-old apartments/suites only. There should be no more than one drink serving open at any time per person of legal age. Alcohol should not be seen from outside of the apartment/suite.

The following are considered alcohol violations of the SSU REACH Regulations:

- Alcohol possession, consumption, or distribution that contributes to a potential high risk situation. A high-risk situation is defined as any action, behavior, or conduct which poses detrimental consequence to an individual, community member, or University property as a result of alcohol.
- Possession of mass consumption or common source containers or devices such as kegs, beer bong or funnels.
- Students under 21 may not possess or consume alcohol in the Residential Community.
- Possession of empty alcohol containers including collector's items.
- Hosting, contributing to, or presence at, a gathering in the Residential Community where alcohol violations occur.
- Using/possessing alcohol in any public area including outside, common areas, balconies, patios, stairwells and residential parking lots.
- Displaying items that can be viewed from outside that promote or advertise alcohol.
- Providing alcohol to a person under 21.
- Unable to care for self or others as a result of alcohol consumption.
- Exceeding the number of allowable containers for those 21 or older.
- Participating in drinking games, simulated drinking games, or possession of drinking game equipment/paraphernalia.

Civil and Responsible Behavior

Residents are expected act with integrity and in a manner that positively contributes to the Residential Community. All members of the Residential Community and University staff should be treated with respect and dignity. Being lewd, disorderly, disruptive, uncooperative, or providing false information/identification to University Staff in performance of their duties are violations of REACH Regulations.

Computing and Network Usage

By signing the Student Housing License Agreement, you are agreeing to adhere to the allowed use of your network connection as defined in the SSU Network Connection Policies and the California Penal Code, Section 502, regarding unlawful use of computers – this includes, but is not limited to, downloading entertainment files, file share and inappropriate use of campus computer systems in blogs, such as Facebook, Instagram, Snap Chat, etc. If you do not have access to the Internet, please contact Network Policies Request, Information Technology, 1801 E. Cotati Avenue, Rohnert Park, CA 94928 and information will be sent to you. For computer and network usage policies, please visit <http://www.sonoma.edu/it/about/policies/>.

Cooking

Due to health and safety concerns, residents may only cook in apartment kitchens. Cooking is prohibited inside residential suites. Microwaves and coffee pots with auto shut-off systems are the only cooking appliances allowed in residential suites. All other exposed coils and other electrical cooking appliances are prohibited.



Residential Education and Campus Housing
1801 E Cotati Avenue, Rohnert Park, CA 94928
(707)664-2541; Dial 711 for Relay Service

Damage or Misuse of Property

It is a violation to damage, misuse, alter, or vandalize University property. University property includes all furnishings and structures in the residential living spaces and public areas. Violations include, but not limited to, removing public area furniture from the intended location, tampering with television, telephone, or computer connections, chalking or marking on sidewalks or buildings, unauthorized removal of items from bulletin boards, hanging items or coverings from exterior surfaces, and removal of window screens. Residents found responsible for violations may be assessed an administrative charge for replacement, repair, or removal of items or damage.

Drugs (*Marijuana is a separate section*)

Except as legally prescribed, use or possession of dangerous drugs, restricted drugs, narcotics, and drug paraphernalia is prohibited. Drugs are defined as, but not limited to: any stimulant, intoxicant other than alcohol, nervous system depressant, hallucinogen, other chemical substance/compound or combination of the aforementioned when used to induce an altered state. Additionally, the unlawful manufacturing, distribution, dispensing, possession, **sale** or use of any controlled substance other than for intended use of the individual is prohibited. Residents will be held responsible for behavior or actions that may result from being under the influence of drugs.

Electrical Appliances/Equipment/Space Heaters

In order to maintain a safe environment within the Residential Community, refrigerators 3 cubic feet or smaller, microwaves, and coffee pots are the only kitchen appliances allowed in residential suites. All other exposed coils and other electrical cooking appliances are prohibited. Space heaters, 3-D printers, portable air conditioners, clothes washers and dryers, Halogen lamps, and additional full size refrigerators are prohibited. All electrical equipment must be UL approved and in safe operating condition. CSU Chancellor's Office Executive Order 785, Provision Nine – Operations & Maintenance – prohibits the use of space heaters in campus buildings including the Residential Community.

Environmental Provisions/Waste disposal

As a Seawolf and a member of the Residential Community, it is expected that you will adhere to the highest ethical standards that comprise the Seawolf Commitment. The following are important standards and expectations that help preserve and maintain a safe clean, sustainable community:

- Garbage is to be disposed of in the dumpsters located in each village. Recycling is to be deposited in designated areas. The bins provided by REACH are to remain in the apartment or suite at all times. Placing garbage in an undesignated area is a violation of REACH Regulations and may result in appropriate sanctions and a disposal fee.
- Releasing hazardous substances or materials to campus storm drains, water, sanitary sewers, roads, green space, or University property is prohibited. Substances include, but are not limited to, motor oil, antifreeze, battery acid, paint, and pesticides. A resident shall be liable for the cost of cleanup determined by the SSU Director of Environmental Health and Safety and may be subject to fines or imprisonment [Penal Code 374.8]. *Eviction, cleanup cost, the imposition of fines, or imprisonment shall not apply under circumstances where the hazardous materials release occurred as a result of an accident or emergency and the person promptly reported the release to University Police at 911. All cleanup costs for hazardous materials releases remain with the responsible party. Cleanup costs include, but are not limited to, spill response equipment, hazardous waste disposal fees, personnel time, and all other items of expense necessary to restore the environment to its original condition.*
 - In an effort to maintain environmental and financial responsibility, Sonoma State University uses reclaimed non-potable water with elevated nitrate levels and trace contaminants for irrigation. Please avoid drinking, bathing, or other direct contact. The areas that use reclaimed water are often designated with signs or purple colored caps, covers, or fixtures. The entire water system has been thoroughly tested to ensure no cross connections exist between domestic and reclaimed water.
- Disposal of biomedical sharps, defined as any device with acute rigid corners, edges, or protrusions for cutting or piercing usually in the form of a hypodermic needle, cannot be disposed of in the standard garbage and must be done using the following procedure:
 - Place used sharp into approved sharps container available from the Student Health Center or pharmacy
 - Bring the full container to the Student Health Center for disposal free of charge for residential students only. If it is the end of the semester or you are moving off campus, you may bring a container that is not full.



Residential Education and Campus Housing
1801 E Cotati Avenue, Rohnert Park, CA 94928
(707)664-2541; Dial 711 for Relay Service

Fire Safety

Residents are expected to be responsible in regards to fire safety and the prevention of harm to the community. Residents and guests must follow procedures and immediately evacuate a building upon the sound of an alarm. Fire safety violations may be subject to local, state, and federal laws. Violations of the Fire Safety REACH Regulations include, but not limited to:

- Starting, or attempting to start, fires or creating a high risk fire situation.
- Jeopardizing the ability of University or local officials to respond to a fire situation; or the ability for individuals to evacuate a building.
- Activating a false alarm.
- Misusing, tampering with, disabling, covering, or removing any fire safety devices including: fire extinguishers, exit signs, smoke detectors and door self-closing mechanisms.
- Open flames are prohibited in the Residential Community to include, but not limited to, lit candles, incense, laboratory burners, and torches.
- Cooking is prohibited in any residential space other than a kitchen.
- Flammable or dangerous materials such as lighter fluid, gasoline, solvents, and caustic chemicals other than household cleaning agents are also prohibited.
- Possession of, discharging or attempting to discharge firecrackers or fireworks of any kind within or adjacent to the Residential Community.

Please be advised that local emergency agencies, when responding to fires, medical assists, and other emergency situations in the SSU's Residential Community can legally charge the responsible student(s) reimbursement fees.

Grills/BBQs

Only charcoal grills with lids and legs are allowed in the Residential Community. Gas grills of any kind are prohibited. Charcoal lighter fluid is prohibited; pre-soaked briquettes or a chimney style paper charcoal lighter should be used. Grills may only be used outside and away from building walls. Grills may not be used on balconies or in corridors. Briquettes and ashes must be completely cold before being properly disposed in a dumpster and may not be thrown on the lawns or any other ground locations.

Guests

Guests are defined as any non-resident of the suite or apartment to which a resident are assigned. Residents are responsible for their guests adhering to regulations and must accompany them at all times.

The following is important information to consider when residents have guests in the Residential Community:

- Residents will be held accountable for any violation(s) of guests.
- Guests in the common space are a privilege and mutually agreed upon by the residents of the apartment/suite; barring a lack of “agreement”, there must be no concerns and/or objections.
- Residents may have up to 4 visitors at any time, and no more than 20 persons total in a suite at any time
- Guests may stay up to two nights in a two-week period. Exceptions may be requested from a resident’s Area Coordinator. Residents may be subject to a \$50 charge per night for unapproved guests who exceed the length of stay allowed.
- Overnight guests must be registered by scanning the QR Code on the door.
- No overnight guests are allowed during finals week.
- SSU students and guests, due to behavior, may be declared by REACH as a *Non-Approved Guest* and not permitted in any part of the Residential Community for a period of at least 1 year. University Police will be notified when individuals are declared non-approved guests.
- It is a violation to knowingly have a guest in the Residential Community who is non-approved.



Residential Education and Campus Housing
1801 E Cotati Avenue, Rohnert Park, CA 94928
(707)664-2541; Dial 711 for Relay Service

Identification

Students and their guests are required to show proof of identification while in the Residential Community. Failure or refusal to provide identification to a University staff member performing their duty is a violation of REACH Regulations.

Jeopardizing the Academic Success, Health, and/or Safety of Self/Others

Residential Education and Campus Housing acknowledges that civility, understanding, and mutual respect are responsibilities of all members of the university community and its visitors. These tenets are intrinsic to excellence in teaching and learning and to the existence of a safe and healthy community/workplace. Threats of violence or acts of violence not only impact the individuals concerned, but also the mission of the university to foster higher education through open dialogue and the free exchange of ideas. Each member of the university community has the obligation to report threats or acts of violence to the appropriate university authority. The following items describe the REACH Regulations relating to jeopardizing the academic success, health, and/or safety of self/others:

- Any activity which can be interpreted as endangering to or harming any community member or guest thereof, including oneself, is prohibited. Any resident who demonstrates an inability to live in the Residential Community based on the tenants below may be asked to leave their community. REACH reserves the right to remove any individual exhibiting behavior deemed by the REACH Staff as a threat to themselves or others.
- Behavior that endangers or disturbs others' or one's own personal safety is prohibited. This includes intentionally, recklessly, or negligently causing physical harm. Creating undue mental or emotional harm to any person such that it limits their ability to access the essential services of the university and/or REACH is prohibited.
- The health and safety of our residents is paramount. In accordance with the Good Samaritan Policy/Save a Seawolf found on the [Student Conduct website](#), REACH will consider the fact that a person made a call for assistance a mitigating factor in determining any sanction(s). Failing to call for emergency or medical assistance (including when alcohol or other drugs are involved) will be considered an aggravating circumstance and result in more serious sanctions.
- Any threat or action of physical, emotional, or verbal harm in any form (including, but not limited to online postings, written statements, verbal interactions, assault/battery, physical fights, malicious pranks, etc.) to any community member or guest is prohibited.
- Any action taken by residents that has the potential to cause harm, injury, or damage to another person, their room or their possessions is not permitted. This includes acts perceived as "pranks" against members of the Residential Community.
- The placing of telephone calls, emails, texts messages, Instant Messages (IMs), and/or posting to social networking websites that are harassing in nature or that negatively impacts another's success may result in conduct action. Social media posts and visible photographs may be used as evidence of alleged violations.
- Students are expected to practice appropriate personal hygiene and to maintain an environment within their room and community which is sanitary.
- Residents shall abide by the California Code of Regulations Title 5 Standards for Student Conduct
- Rewiring, the placing of attachments, or attaching unauthorized devices on a telephone or computer is prohibited.

Laundry Rooms

Laundry rooms are available for current residents only in each village within the Residential Community. Residents have access to the laundry rooms by using their Seawolf ID card. The right to use the wash machines and dryers is included in a resident's rental rate. Providing access for non-residents to the laundry rooms is a violation of REACH Regulations.



Residential Education and Campus Housing
1801 E Cotati Avenue, Rohnert Park, CA 94928
(707)664-2541; Dial 711 for Relay Service

Marijuana

Although recreational marijuana is legal for individuals 21 years old or may be prescribed for medicinal purposes in California, due to the Federal Drug-Free Schools Act, possession of marijuana on the SSU campus is a violation of REACH Regulations and University Policy.

In addition to possession of marijuana, the following are considered violations of these Regulations:

- Marijuana possession, use, or distribution that contributes to a potential high risk situation. A high-risk situation is defined as any action, behavior, or conduct which poses detrimental consequence to an individual, community member, or University property as a result of marijuana.
- Possession of edibles, tinctures, topicals and ingestible oils.
- Possession of marijuana storage and preparation equipment, such as canisters, scales, and bud grinders, butane torches, etc. All items will be confiscated and destroyed.
- Supplying or selling marijuana to others.
- Possession of marijuana paraphernalia, smoking devices, vaporizers, pipes (all materials), bong, filters, one-time use devices, hookahs, and dab rigs. All items will be confiscated and destroyed.
- Possession of high-volume marijuana, considered greater than 1 oz. of marijuana or 8 gr. of concentrated cannabis.
- Hosting or attending a gathering where marijuana is present or being used.
- Individual behavior where one is in such a condition that he or she is unable to exercise care for his or her own safety or the safety of others while under the influence of marijuana.
- Posters, signs, or any insignia relating to marijuana that can be viewed from outside of the apartment/suite.
- The smell of marijuana in the Residential Community.

Noise and Quiet Hours

The Residential Community is committed to developing a community built on respect and civility toward all members. In supporting the mission and purpose of the University, REACH, and the Seawolf Commitment, noise in the Residential Community should be kept to a level that is not disruptive. 24-hour courtesy noise levels are expected by residents and their guests at all times, including music, gaming, and movies, etc. The Residential Community observes official quiet hours during which the noise level inside a respective suite/apartment should not be so loud that it can be heard outside of the apartment/suite.

QUIET HOURS:

Sunday – Thursday: 10 p.m. – 8 a.m.

Friday – Saturday: 2 a.m. – 10 a.m.

Any member of the community has the right to ask any person(s) in the room, apartment, or suite to minimize or stop the noise if they believe it has become a disturbance. All members of the community have the responsibility to comply with the request to minimize or stop noise that has become a disturbance or interferes with the ability to study, rest, or quietly enjoy the community. Failure to comply with a reasonable request to lower or stop a disturbing noise may result in a violation of REACH Regulations.

The following actions are considered violations of the Noise and Quiet Hours Housing Regulation:

- Playing drums or amplified systems including stereos, televisions, subwoofers, or other sound systems
- Bouncing balls or objects against any surface or structure in the Residential Community
- Skateboarding through the Residential Community during Quiet Hours
- Any noise, not specified, that is considered a disturbance

During final exams week, 24-hour quiet hours will begin at 11:59 p.m. on the Friday night before the first scheduled final and remain in effect until the Residential Community closes. Each night between 5:00-5:15 p.m. quiet hours will be suspended for the Seawolf Howl.



Residential Education and Campus Housing
1801 E Cotati Avenue, Rohnert Park, CA 94928
(707)664-2541; Dial 711 for Relay Service

Patio/Patio Furnishings

Enclosed patios may be furnished with furniture designed for outdoor use subject to approval by REACH. Non enclosed first floor patios in Zinfandel are considered community space and all furniture must be removed each night at the discretion of REACH Staff. Furniture, bikes, and other items blocking walkways, hallways and breezeways in the Villages are not permitted. Items may not be attached to, cover, or hang from balconies, patios, or any exterior surface. The use of pavers, stepping stones, or other walkway materials is prohibited. Patios should not be used as routes into and out of your apartment due to potential damage to landscaping and irrigation system or personal safety.

Pets/Animals

Due to concerns for health, safety, sanitation, property and noise, no pets or animals are allowed within the Residential Community, except fish in an aquarium no larger than 10 gallons. Residents who are found responsible for a violation are subject to a room inspection from REACH and will be assessed appropriate charges for any damages, cleaning, or fumigation services. Residents must adhere to the Sonoma State Animals on Campus Policy found at <http://www.sonoma.edu/uaffairs/policies/animalspolicy.htm> . Questions about service animals or support animals should be directed to [Disability Services for Students](#).

Postings and Signage

The posting of general flyers and advertisements must abide by University and REACH posting and signage policies prior to placement. Placement is the responsibility of REACH. Please see the [Time, Place, Manner Policy](#) for complete details.

Public Area Furniture

Furnishings provided in the Residential Community public areas are provided for the entire community to use. Residents are not to remove furniture from the public areas and may be assessed an administrative charge for removal of items or damage and subject to the REACH conduct process.

Room Cleaning Requirements

Residents are expected to maintain their living space (room, apartment, patio, and balcony) in a reasonable, clean and sanitary condition throughout the occupancy period. At the end of each semester, residents are required to thoroughly clean and restore their living space to the original move-in condition. If your living space is found to be unsafe or poses a health risk due to uncleanliness, excessive trash, or damage, you will be asked to restore your space to a healthy and safe condition. Failure to comply with this request may result in administrative charges for cleaning and sanctions that may have an impact on your current and future ability to live in the Residential Community. If uncleanliness has led to a pest infestation, such as roaches or rodents, the individual or individuals may be charged for the cost of having a pest management company treat the issue and replace appliances if needed.

Room Decorations

Push pins, thumbtacks, and Command Strips may be used to attach decorations to walls. Nails, screws, toggle and molly bolts are not allowed. Double-sided glue or adhesive type stickers are not allowed, since both damage sheetrock and paint when removed. Residents are not allowed to install hooks, shelving on any wall, or any other modification attached to walls or ceilings.

Room Entry and Search

Sonoma State will respect residents' right to be free from unreasonable searches and intrusions into residential living areas. However, authorized University staff may enter a residence with or without notice under certain limited circumstances as stated in the Student Housing License Agreement. Right of Entry includes any emergency, health, safety, maintenance, management of applicable regulations, or other lawful purposes. It is standard for University staff to inspect each unit at the conclusion of the fall semester or when a bed space becomes vacant. Facilities Management may conduct spot checks for quality control or enter a space when a maintenance issue has been discovered. While the staff will announce themselves before entering, these entries may be unscheduled.



Residential Education and Campus Housing
1801 E Cotati Avenue, Rohnert Park, CA 94928
(707)664-2541; Dial 711 for Relay Service

Room Furnishings

Bed frames, mattresses, desks, chairs, couches, etc. must remain in the suite and must not be placed outside. Bedroom furniture needs to remain in the assigned bedroom space, not in common living areas.

- Lofts are not permitted to be built in rooms because of Uniform Building Code regulations.
- Waterbeds are not allowed because of the potential for damage if they leak, the cost to heat them, and the lack of space to store existing beds.
- Window screens must not be removed at any time. Facilities Management staff is required to reinstall any screen or screen door that is removed and charge the resident.

Room Inspections and Charges

When a resident changes rooms or vacates the Residential Community, a room inspection is performed to identify any excessive damage or cleaning needed to restore the room back to move-in condition. Residents remaining in the bedroom or unit will be notified of the required inspection by REACH, either by phone or email. If REACH is unable to reach a resident of the unit, they are permitted to enter the space to perform the inspection as stated in the Student Housing License Agreement per Section XV Right of Entry. All residential spaces are inspected at the end of the fall semester and academic year. Findings from the room inspection are reconciled with the Room Condition Form that may or may not have been submitted at the start of occupancy. Charges are equally divided by the occupants, unless someone claims responsibility for specific damage or cleaning by completing a Damage Responsibility Form. Students will receive notification if they have been charged any damage or cleaning charges and may further inquire with the REACH Office about specifics. Disputes of damage charges can be directed to ssu.housing@sonoma.edu and a response will typically be sent back within two weeks.

Room Maintenance & Repairs

Residents are responsible for monitoring and maintaining their living space in good condition. The resident is responsible for notifying the University in a timely manner with any maintenance repairs to the unit. Failure to keep residence in good condition because of abuse, neglect to clean, or lack of reporting maintenance needs will result in resident covering the cost to bring unit back to good order. Residents shall submit a request online at [maintenance request online](#).

Condensation/Water Intrusion/Mildew

Condensation, water intrusion or mildew growth can occur in “wet areas” of the unit. Residents are expected to maintain the areas in reasonable, clean, and sanitary conditions, and assure all visible surfaces with condensation or standing water dry properly before discontinuing exhaust vent use. Promptly remove any standing water on floors, window sills, window wells or other similar locations. Residents shall take all reasonable and pertinent steps to prevent conditions that may cause mildew/moisture build-up in the units and are expected to report to the University any evidence of water intrusion, leaks, moisture accumulation or mildew in any location of the residence.

Safety and Security

Residents are expected to be proactive and responsible in regards to safety and security within the Residential Community. In order to provide an environment that encourages safety and security, the following are violations:

- Jeopardizing or interfering with any safety or security devices, locking systems, emergency phones or security lights within the Residential Community.
- Providing your apartment or suite access card/code to any other person resident or non-resident.
- Playing sports in the Residential Community other than designated areas. Designated areas are limited to: Laura Gale Field located in Zinfandel Village; swimming pool; grass area in Verdote Village directly behind Meritage and Chenin Blanc and next to the basketball court; Sauvignon Village Green, grass area next to the Cooperage; and Hillside quad grass area located near the Beaujolais Meeting Room.
- Unauthorized presence on rooftops, attic, or other spaces designated for authorized personnel only. Including hanging, climbing, or scaling on rooftops; balancing from balconies; or entering and using attic or crawl space. Facilities will retrieve any items on or in these spaces.
- Throwing, propelling, dropping, or causing objects/substances to fall from structures in the Residential Community.



Residential Education and Campus Housing
1801 E Cotati Avenue, Rohnert Park, CA 94928
(707)664-2541; Dial 711 for Relay Service

Skateboarding/Rollerblading/Scooters/Hover boards/Bicycles

Bicycling, skateboarding, rollerblading, roller skating, and use of razor scooters are allowed within the Residential Community for transportation purposes only that does not cause injury to pedestrians. Trick stunts are not allowed. During quiet hours, skateboarding or other noise making transportation is prohibited within the Residential Community. Electrically motorized boards and devices are not permitted to be stored in the Residential Community which includes units, parking lots, patios, and community space.

Smoking/Tobacco Use

Sonoma State University is a smoke and tobacco free campus. The smoking policy defines “smoking” as lighting, burning, carrying, inhaling, exhaling, or holding a lit cigarette, cigar, bidi, pipe, or other smoking or recreational vapor delivery apparatus containing tobacco or another substance. To view the full smoking and tobacco use policy, please visit <http://www.sonoma.edu/uaffairs/policies/smokingandtobaccofreepolicy.htm>.

Social Media/Internet Postings and Visible Photographs

Social Media, internet postings, and visible photographs that show violations of these regulations may be used as evidence in the conduct process.

Solicitation/Operating a Business

Commercial solicitation or operating a private business, whether in person, by phone, or by distribution through mailboxes, or the University network is prohibited within the Residential Community. Businesses that violate this policy will be referred to the University Police.

Door-to-door solicitation is not permitted within the Residential Community, except when authorized by REACH staff. Examples include, but are not limited to the Residential Housing Association, related Residential Community organizations, and the Associated Students may contact residents on a door-to-door basis in order to fulfill their governmental responsibilities. Written materials shall not be left in front of residents' doors or laying around in public areas. Other student organizations that are found in violation of this policy will be referred to the Director of Student Involvement, which could affect their campus charter.

Swimming Pools and Spas

The swimming pool and spa areas are available for current residents and their guests and can be accessed using the Seawolf ID card. Below are the regulations regarding the use of pool and spa areas, residents found violating this regulation by giving non-residents access to these areas will be subject to the conduct process.

POOL and SPA HOURS

Daily

8 a.m. to 12 Midnight

- Alcohol is prohibited, regardless of age.
- Glass bottles are prohibited in the pool areas.
- Animals are prohibited in the pool areas.
- Swimming pools and spas are for the use of residents and their guests only. Guests must be accompanied by their host at all times. Residents may host up to four (4) guests at a time at the pool for capacity reasons and in consideration of other students.
- The life ring and safety pole are not for recreational use and must remain in position ready for an emergency
- If, through heavy use or pump/filter failure, the drain in the bottom of the pool cannot be seen through the turbid water, the pool areas must be evacuated and the gate locked.
- Roughhousing, pushing or throwing people into the pool or spa is prohibited.
- Pool users will be required to follow Residential Community Courtesy Quiet Hours.

Theft

Theft of others' personal or campus property, or possession of stolen property is prohibited.



Residential Education and Campus Housing
1801 E Cotati Avenue, Rohnert Park, CA 94928
(707)664-2541; Dial 711 for Relay Service

Thermostats

Thermostats are set to achieve optimum comfort levels and energy conservation and are not allowed to be tampered with.

Vacant Spaces and Room Restoration Requirements

During the year you may have a vacant space in your unit. The Student Housing License Agreement is for a bed space; therefore you are not entitled to decide who will occupy the vacant space. You are required to maintain the bedroom/unit so that a potential roommate will be able to move in. This means you must:

- Keep vacant furniture assembled and accessible, all storage and surface areas clean and empty, ready for a new resident to be assigned to the space. This is especially important at the end of the fall semester when new roommates will likely be moving in for the spring. Failure to comply with this regulation will result in potential sanctions and administrative charges for cleaning or actions taken to restore the space to move in condition.
- Welcome a potential or new resident into the vacant space without harassing, threatening, or intimidating. Any residents or suitemates that behave in a manner mentioned or discourage the resident, is subject to the conduct process that may have an impact on the ability to live on campus.

Vehicles and Parking Lot Use

It is a violation to drive, park, or store a car (or parts), motorcycle, moped, or other motorized vehicles within the Residential Community including bedrooms, suites, apartments, or patios. Residents must adhere to the University Policies regarding parking and transportation found at <http://web.sonoma.edu/parking/> and exercise safe driving behavior at all times within the posted speed limits in all residential parking lots. Residents must have their current residential parking decal visible at all times.

Weapons

Possession of firearms or other deadly weapons is prohibited. Firearms include, but not limited to, rifles, hand guns, BB guns, paint ball guns, air guns, stun guns, Tasers, or any object that replicates or resembles firearm. Weapons include any device deemed a "deadly weapon" by the California Penal Code 626.10 or other devices or replicas used in a manner intended to harm. Any knife in the Residential Community with a blade that exceeds 2 ½ inches is prohibited (culinary knives excluded), as well as, blackjacks, sling shots, club, metal knuckles, dirk, dagger, ice pick, unguarded razor blade, metal pipe or bar intended for harm. See FAQ's located on the [Residential Life](#) and [Housing webpages](#) for further information.



Residential Education and Campus Housing
1801 E Cotati Avenue, Rohnert Park, CA 94928
(707)664-2541; Dial 711 for Relay Service

REACH CONDUCT INFORMATION and PROCESS

The residential conduct process has been developed to address incidents involving behavior that does not align with the values and expectations of the Residential Community. The goal of the Residential Conduct Process is to help maintain a safe environment that supports the University, help develop and sustain a community that demonstrates the Seawolf Commitment, and provide an educational opportunity for residents to reflect upon their actions and the effects such actions can have on the community; additionally, through the process, residents should gain new insight and skills to help them make better choices in the future.

Rights

The conduct process adheres to due process and afford residents with the following rights:

- Residents have the right and responsibility to inform REACH staff members if they notice alleged violations of these Regulations and Guidelines; and document situations when requested.
- Residents have the right to be noticed of the alleged violations which they may have violated.
- Residents are presumed not responsible for a violation until proven otherwise by a preponderance of information.
- Residents may choose to respond to the allegations or present relevant information.
- Residents may choose not to respond to the allegations or present relevant information.
- The conduct officer/board's decision shall constitute the written record of the hearing. These records will be subject to all applicable privacy acts. All proceedings shall be closed.
- The conduct officer's decision may be appealed in writing within three (3) business days of the date of the decision letter. The resident's written statement must cite specific reasons for requesting the appeal.

Process

When it has been reported that there has been an alleged violation of REACH Regulations residents may be subject to the REACH conduct process. In addition, residents may also be subject to action by University Police or University Conduct, including conduct action that may include, but are not limited to: incidents involving physical assault, harassment, distribution or sale of a controlled substance, or other alleged violations of University policies. Residents may go through one or more processes concurrently or separately.

The REACH conduct process includes:

- Receipt of incident report
- Notification of alleged violations and request to meet
- REACH conduct meeting
- Notification of outcome
- An opportunity to appeal if you choose to participate in the conduct process

Why am I being documented for an incident?

It is common for an information report to be submitted with the name of everyone present during the time of an incident, persons who lives in the apartment/suite that may not have been present at the time of the incident, or a resident who is reported as having information about an incident. Being documented in an incident does not mean that you are responsible for violating a regulation or policy.

What happens after I am documented for an incident?

Once a Conduct Officer (Area Coordinator, Community Conduct Officer, or other REACH Professional Staff) has received a report, they will decide the course of action. Generally, the incident will be investigated by speaking to those who may have knowledge about the particular incident. It is the goal of the Conduct Officer to have the most accurate understanding of an incident before determining an outcome.



Residential Education and Campus Housing
1801 E Cotati Avenue, Rohnert Park, CA 94928
(707)664-2541; Dial 711 for Relay Service

A meeting with a Conduct Officer

Conduct Officers will typically contact you within three days* after receipt of the information report in which alleged violations occurred. This contact will usually be an emailed letter to your SSU email account with the meeting date, time, location, and person you have been scheduled a meeting with.

**It is our desire to provide a timely resolution for all conduct matters, there are factors that may delay the process including but not limited to; new information learned in the investigative process, number of individuals involved in the conduct process, other University conduct or investigative processes that need to be resolved prior to investigating the Residential Education & Campus Housing conduct process, etc.*

What to expect in your conduct meeting

Conduct Officers will focus on the behavior and actions of the individual involved in the incident. The purpose of the conduct meeting is to determine responsibility and, if necessary, to provide the appropriate sanction(s) and/or educational opportunities. You can generally expect to answer questions about details of the incident. We value Integrity, Respect, Excellence, and Responsibility and the role of each in the Residential Community. Because we care about the holistic development of individuals and the community, you may be engaged in a dialogue about the impact the incident or behaviors had on you, your neighbors, or your academic and career goals, etc.

What to expect after your meeting

After your meeting, the Conduct Officer will evaluate the totality of the information gathered from the investigation of the incident and determine if there was a violation of the REACH Regulations. If you were found responsible for a violation based on the preponderance of information, then appropriate sanctions and/or educational opportunities will be assigned. At the conclusion of the investigation, whether found not responsible or responsible, you will receive an email notification with the outcome of your case that will include any applicable sanctions and instructions for completion.

Note: If you do not show up for the scheduled meeting, the Conduct Officer will make a decision based on the preponderance of information without the benefit of your input at the time of the scheduled meeting.

POSSIBLE SANCTIONS

Administrative Warning

An Administrative Warning is the lowest level outcome given when found responsible for a violation of housing regulations. A record shall be made of any administrative warning.

Judicial Educator/Educational or other Appropriate Sanctions

An online Judicial Educator Module is a directed educational experience regarding expectations and responsibilities of living on campus. Other appropriate sanctions may include alcohol and or drug education workshops (\$65.00 Fee), research projects, educational programs, community involvement, administrative move, restriction of privileges, or other appropriate learning experiences.

Housing Probation

Housing Probation is given when severe or repeated violations occur, and signifies that student choices are in conflict with the values of the Residential Community. Factors determining Housing Probation may include, but are not limited to type and severity of incident, role of the student, and/or previous violations. Housing Probation is in effect for 1 calendar year from the date of the outcome decision. During this period of time any additional violation of University policy, REACH Regulations or conditions of Housing Probation may result in more significant sanctioning including the possibility of Loss of Housing or Termination of Housing License Agreement.

**If a student is responsible for a violation after the Housing Probation period has expired, the nature of the violation, the role of the student and the amount of time that has passed since the previous incident will be taken into consideration when determining outcome of new incident.*



Residential Education and Campus Housing
1801 E Cotati Avenue, Rohnert Park, CA 94928
(707)664-2541; Dial 711 for Relay Service

Loss of Housing

Loss of Housing is given when severe or repeated violations occur, and signify that student choices are in conflict with the values of the Residential Community. Students with Loss of Housing are ineligible to re-contract for Campus Housing for the following academic year, and any offer will be revoked once this sanction becomes final.

Termination of License Agreement

The Student Housing License Agreement is terminated when a severe, egregious, or repeated violations of housing regulations occur. The resident will be given a notice to vacate within a specified time and will not be able to re-contract for the next academic year and is not permitted to be in the Residential Community for 1 calendar year. This includes suites and apartments, parking lots, recreational areas, sidewalks in residential areas, or other public areas within the Residential Community. Permission for privileges to re-contract or visit within the community requires approval from the Associate Director of Residential Conduct and Leadership or designee.

Failure to comply with sanctions or complete assigned sanctions in the specified time in the specified manner will subject a resident to a registration hold being placed on a student account and additional conduct processes and may have an impact on the ability to live on campus or apply for future Housing.

APPEAL PROCESS

Students found responsible for violations of REACH Regulations and received any sanction(s) may appeal* the decision within 3 business days of the date of the outcome letter if you meet at least one of the following conditions:

- Due process error(s) occurred at which affected the outcome of the case.
- Compelling new evidence, relevant to the outcome of the case, was discovered and demonstrably not available at the time of the meeting with the Conduct Officer.
- Specific conditions exist that provide good cause for reconsidering the case. This can include unduly harsh sanctions or demonstrated bias against the resident during the conduct process.
- The decision is not based on the preponderance of information.

The appeal process exists to review whether the decision of responsibility was appropriate. All appeals must be submitted in writing to the REACH Office by the student. Residents appealing their decision must have a clearly articulated rationale that goes beyond not liking the outcome. Appeals that do not meet the criteria may be denied. Generally, residents should note that assigned sanctions will not be initiated prior to the completion of the appeal process. The appeal is the final step afforded the resident under the REACH conduct process.

The Associate Director for Residential Conduct & Leadership or designee will review the incident and information, the outcome, and appeal statement to make a decision. A meeting may be requested to discuss the appeal further. Submitting an appeal may result in additional or higher level sanctions.

Appeals for Termination of a Student Housing License Agreement are heard by a 3-person board if the criteria are met. The Associate Director for Residential Conduct & Leadership or designee will coordinate the hearing which will usually occur within 2 weeks after the appeal has been submitted. The resident has the right to have a support person present during the hearing that they may consult with but the person may not speak on behalf or for the resident. Residents may also have a witness or witnesses speak at the hearing. The name(s) of any witnesses must be provided to the Associate Director for Residential Education and Leadership prior to the hearing. If a student appeals a termination of the Student Housing License Agreement the original move-out date is not enforced. If the result of the appeal is to uphold the termination decision a new move-out date will be determined and provided in the appeal outcome letter.

**Students who choose not to participate in the conduct process by meeting with a conduct officer or fail to respond to a conduct meeting request are not eligible to appeal a conduct process outcome.*



Residential Education and Campus Housing
1801 E Cotati Avenue, Rohnert Park, CA 94928
(707)664-2541; Dial 711 for Relay Service

Other Administrative Actions

In some instances, other administrative actions may be taken in addition to or apart from the REACH conduct process. A REACH professional staff member may require residents to move to another apartment/suite. Reasonable notice under the circumstances shall be given. Apart from the REACH conduct process, these actions do not constitute sanctions and cannot be appealed.

UNIVERSITY CONDUCT AND TITLE 5

University Conduct Process

Residents who have allegedly violated University Conduct Regulations ([California Code of Regulations](#)) or serious REACH Regulations may be referred to the University Conduct Office and participate in the [University Conduct Process](#).

NON-DISCRIMINATION POLICY

Students are responsible for conducting themselves on the campus or at any University sponsored off-campus activity in a way that ensures that their actions do not discriminate against any other individual. Actions constituting sexual harassment are forms of discrimination.

Discrimination, including Harassment, because of any Protected Status: i.e., Age, Disability (physical and mental), Gender (or sex), Gender Identity (including Transgender), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color or ancestry), Religion (or Religious Creed), Sexual Orientation, sex stereotype, and Veteran or Military Status, is prohibited at SSU.

Discrimination means Adverse Action taken against a Student by the CSU, a CSU employee, or another Student because of a Protected Status.

Bias

Complaints of discrimination will be investigated promptly and thoroughly. The University recognizes that under certain circumstances, it has an independent duty to ascertain where discrimination exists irrespective of whether a complaint is actually filed (for example, recurrent or systematic patterns of discrimination). The University will act vigorously to prevent any retaliation being taken against individuals filing a complaint, and/or participating in a complaint investigation.

Sexual Misconduct

All sexual activity between members of the CSU community must be based on Affirmative Consent. Engaging in any sexual activity without first obtaining Affirmative Consent to the specific activity constitutes Sexual Misconduct and is a violation of this policy, whether or not the conduct violates any civil or criminal law.

Sexual Misconduct is a form of Sexual Harassment and may create a sexually hostile environment that affects access to or participation in CSU programs and activities. SSU prohibits all such conduct whether or not it also amounts to Sexual Harassment.



Residential Education and Campus Housing
1801 E Cotati Avenue, Rohnert Park, CA 94928
(707)664-2541; Dial 711 for Relay Service

Temporary Interventions

In cases when a resident files a charge of discrimination against another resident, the following immediate actions may be taken:

- During the time of the investigation, the alleged offender(s) may be physically moved to a temporary living arrangement which may be on or off-campus. This is to comply with legal and ethical regulations that the alleged offender(s) be separated from the alleged victim(s).
- During the investigation, the alleged offender(s) may be denied access to certain areas of the Residential Community, including recreational, public, or common use areas.

Students are expected to adhere to the CSU System wide Non-Discrimination Policies which can be found at <http://www.sonoma.edu/hr/erc/discrimination/>.

GUIDELINES

Break Periods

The academic year Student Housing License Agreement includes the Thanksgiving, winter, and spring break periods. Residents may stay in their rooms during those break periods; except after fall finals to the start of Winter Intersession classes. Only residents continuing from fall to spring semester have permission to occupy their space while winter intersession is in session. Residents may leave their belongings in their rooms over semester break. We do advise residents to take home valuable items for the break. The Kitchens is closed during these break periods; however, other venues on campus may be available when the University is open for business.

During the semester break, University staff will perform safety and security checks. Documented violations may be confiscated/destroyed and the case may be processed over the break.

Communication with Students

Sonoma State University uses student email accounts for distribution of official University communications. Students are responsible for reading messages regularly and managing their sonoma.edu email account.

REACH provides a variety of information via email, such as monthly newsletters, contracting updates, needed maintenance repairs, scheduled meetings and other business matters. Visit <http://www.sonoma.edu/it/email/> for information about SSU's email system.

Lost Keys and Temporary Keys

It's the responsibility of the resident to report lost keys to Seawolf Service Center. There is a non-refundable fee for replacing your Seawolf ID card. If students misplaced or locked themselves out of their units, they can visit one of the kiosks (Zinfandel lobby, Cellars, near Beaujolais pool) to get a three day temporary card. The resident must get their Seawolf card re-encoded before their temp card expires. If the resident fails to re-encode Seawolf card by the expiration date and is locked out after hours, they will need to contact the RA on-call for a lockout service. The first lockout service is free; second, third, and fourth are \$25, and fifth and beyond are \$50 each. Educational intervention for misuse of lockout services may be implemented for repeat offenders.



Residential Education and Campus Housing
1801 E Cotati Avenue, Rohnert Park, CA 94928
(707)664-2541; Dial 711 for Relay Service

Missing Persons

Federal law requires that the University report both to local law enforcement and to the student's designated contact person, when campus residents are determined missing for 24 hour (i.e., no one can identify where they are). If the missing student is less than 18 years of age and not emancipated, the University is also required to notify their parent or guardian. Campus residents have the opportunity to provide a confidential contact person, (separate from emergency contact information) if they are determined missing, along with other emergency contact information at their building meetings with the REACH staff. Only authorized campus officials and law enforcement officers will have access to this contact person information in the furtherance of an official missing person investigation. Even if a student has not registered a confidential contact, local law enforcement will be notified when the student is determined missing.

When a campus resident is believed missing, the situation should be reported immediately to any member of the REACH staff or University Police. After investigation of the missing person report, and the person is determined missing for 24 hours, The Dean of Students or designee will notify the student's missing student contact, if provided, and the SSU Police will notify Sonoma County law enforcement agencies - no later than 24 hours after the student is determined to be missing.

Residency Limit

Campus housing is not guaranteed for multiple years of residency. Priority for returning is determined on a lottery basis with consideration given to current residents who have lived on-campus the least amount of time.

Room Changes

Resident Requested - There are opportunities throughout the year to change rooms. Prior to moving to a different room on campus or even within your own suite, a resident must receive authorization from Residential Education and Campus Housing professional staff. A student can request a room change by taking the following steps:

1. The Room Change process begins with the student submitting a room change request online.
2. Residential Education and Campus Housing will review the room change request and either contact the student directly or forward the request to the professional staff.
3. In some instances, room changes may not be automatic and will require intervention from Residential Education and Campus Housing staff with potential agreements being established. Some behaviors may be identified as needing to change. After all avenues have been exhausted, the Residential Education and Campus Housing professional staff may approve the room change.

If a room change is approved, the following will happen:

1. The resident will be given a few choices of rooms to visit on Wednesdays.
2. Resident will meet roommates and notify Housing of the desired room no later than Thursday of that week.
3. The resident will then come in Friday afternoon for their SSU ID to be encoded with the new room so they can move over the weekend. They will be issued a temporary card for the old room which must be returned to Housing that following Monday.



Residential Education and Campus Housing
1801 E Cotati Avenue, Rohnert Park, CA 94928
(707)664-2541; Dial 711 for Relay Service