



**Oregon Administrative Rules  
1998 Compilation**

**OREGON STATE SYSTEM OF HIGHER EDUCATION, EASTERN OREGON  
UNIVERSITY**

**DIVISION 1**

**PROCEDURAL RULES**

**579-001-0000** Notice of Rulemaking

**DIVISION 10**

**GRIEVANCE PROCEDURES**

**579-010-0006** Introduction

**579-010-0011** Definition of Terms

**579-010-0016** Categories of Complaints and/or Grievances

**579-010-0021** *Category 1:* Procedures for Complaints Involving Employee Relations -- Classified Staff and Students

**579-010-0026** *Category 2:* Procedures for Complaints Involving Employee Relations -- Academic Staff

**579-010-0030** *Category 3:* Procedures for Complaints or Grievances Pertaining to Acts of Prohibited Discrimination in the College's Educational Program, Including Sexual Harassment, as Defined in Oregon State Board of Higher Education Administrative Rules OAR 580-015-0010 to 580-015-0160 and ORS 659.150 and 659.155

**579-010-0035** *Category 4:* Grievances Pertaining to Courses and Grading

**579-010-0040** *Category 5:* Grievances by Students Pertaining to the Satisfaction of Graduation Requirements, Academic Probation, or Academic Suspension

**DIVISION 12**

**CONTESTED CASE PROCEDURES**

- 579-012-0000** Definitions
- 579-012-0010** Entitlement to Contested Case Hearing
- 579-012-0020** Contested Case Defined; Notice of Hearing
- 579-012-0030** Order When Affected Party Fails to Appear
- 579-012-0040** Subpoena, Deposition
- 579-012-0050** Hearing
- 579-012-0060** Evidentiary Rules
- 579-012-0070** Proposed Orders on Contested Cases; Filing of Exceptions and Arguments
- 579-012-0080** Final Orders on Contested Cases; Notification
- 579-012-0090** Ex Parte Communications to the Institution

**DIVISION 15**

**REVOLVING CHARGE ACCOUNT PLAN**

- 579-015-0000** Revolving Charge Account Plan Terms and Conditions

**Collecting Accounts and Notes Receivables**

- 579-015-0005** Collecting Accounts and Notes Receivables

**DIVISION 20**

**STUDENT FEES**

- 579-020-0006** Special Student Fees
- 579-020-0008** Fee to be Charged for the Assessment of Prior Learning and Experience for Credit
- 579-020-0012** Special Admission Rates
- 579-020-0017** Scientific Service Rates

**DIVISION 30**

**RENTAL RATES FOR RENTAL PROPERTY**

- 579-030-0005** Special Rental Rates for Rental Properties at Eastern Oregon State College
- 579-030-0010** Special Rental Rates for EOCENE Courts at Eastern Oregon State College
- 579-030-0015** Rates for Use of Campus Facilities by Off-Campus Organizations
- 579-030-0020** Fee Classifications and Usage Priorities

**DIVISION 40**

**STUDENT CONDUCT POLICY**

- 579-040-0005** Offenses Subject to Disciplinary Action
- 579-040-0010** Student Rights and Responsibilities

**Hearing Procedures and Disciplinary Actions**

- 579-040-0015** Preliminary Hearing Procedures

**Fact Finding Hearings**

- 579-040-0020** Fact Finding Hearings

**Appeals and Contested Case Hearings**

- 579-040-0025** Contested Case Hearing
- 579-040-0030** Appeals
- 579-040-0035** Emergency Action

**Disposition of Complaints**

**579-040-0040** Public Notice

**579-040-0045** Student Records

**DIVISION 45**

**STUDENT RECORDS POLICY**

**579-045-0005** Student Records Procedures

**DIVISION 50**

**DOGS ON CAMPUS**

**579-050-0005** Dogs on Campus

-

**DIVISION 60**

**EOCENE COURT POLICIES AND PROCEDURES**

**(FAMILY HOUSING)**

**579-060-0140** Definitions

**579-060-0150** Qualifications for Family Housing

**EOSC Residence Halls**

**579-060-0160** Eligibility

**579-060-0170** Residence Life Contract

**579-060-0180** Hall Assignment and Room Changes

**579-060-0190** Policies

**DIVISION 65**

**THE REBARROW RESEARCH FOREST**

- 579-065-0015** Advisory Board
- 579-065-0020** Jurisdiction and Powers of Board
- 579-065-0025** Board Procedures
- 579-065-0030** Timber Harvest and Firewood Cutting Permits

**DIVISION 70**

**PARKING AND VEHICULAR TRAFFIC REGULATIONS**

- 579-070-0005** Purpose
- 579-070-0010** Permit Parking
- 579-070-0015** Visitor Parking
- 579-070-0025** Bicycle Parking
- 579-070-0030** State Vehicles
- 579-070-0035** Citations and Fines
- 579-070-0041** Appeals
- 579-070-0042** Parking Appeals Committee
- 579-070-0043** Parking Appeals Committee Authority
- 579-070-0045** Towing
- 579-070-0050** Change of Address

**DIVISION 75**

**EASTERN OREGON STATE COLLEGE USE OF  
VEHICLES FOR COLLEGE BUSINESS**

- 579-075-0000** Eastern Oregon State College Use of Vehicles for College Business
-

This online version of the OARs is provided for convenience of reference and enhanced access. The official, record copy of these publications is the printed copy. Discrepancies, if any, between the two versions are satisfied in favor of the printed version. In particular, tables, graphs, special characters, and other special formatting may not translate properly. Copyright 1998 Oregon Secretary of State: [Terms and Conditions of Use](#)

The 1998 Compilation contains Oregon Administrative Rules **filed through November 14, 1997.**

**Updates?** Use the [OAR Revision Cumulative Index](#) found in the [Oregon Bulletin](#) to access the full text of rulemaking actions after November 14, 1997.

---

[Alphabetical](#) Index of Agencies

[Numerical](#) Index of Agencies by OAR Chapter

[Search](#) the Text of the OAR

[Questions](#) about Administrative Rules?

[Return](#) to Oregon State Archives Home Page

[Search](#) the Text of the OAR

[Questions](#) about Administrative Rules?

[Return](#) to Oregon State Archives Home Page

579-010-0040

**Category 5:Grievances by Students Pertaining to the Satisfaction of Graduation Requirements, Academic Probation, or Academic Suspension**

- (1)*Step 1:* The College's Scholastic Committee should be contacted for any appeals of decisions regarding graduation requirements, academic probation, or academic suspension. The Scholastic Committee has regular procedures for appeals of such decisions.
- (2)*Step 2:* In the event that students are dissatisfied with the decision of the Scholastic Committee, the students may request that the Scholastic Committee hold a formal hearing using the rules described for "Proceedings of a Formal Hearing Before the Assembly Grievance Committee":
- (a)Within fifteen calendar days of receipt of the decision of the Scholastic Committee under Step 1 the student must file a formal **"Statement of Grievance" form** with the chair of the Scholastic Committee;
- (b)The formal hearing will be held by the Scholastic Committee within thirty calendar days of receipt of the "Statement of Grievance" except that the period from June 16 through September 15 shall not be included as part of the calendar since they are not normal parts of the academic year;
- (c)Within fifteen calendar days of the adjournment of the hearing, the Chair of the Scholastic Committee shall report in writing to the student and to the President of the College the Committee's decision.

[Publications: The Statement of Grievance Form referred to in this rule is available from Eastern Oregon University.]

Stat. Auth.: ORS 351.070  
Stats. Implemented: ORS 351.070

Hist.: EOSC 1-1978(Temp), f. & ef. 4-6-76; EOSC 4-1978, ef. & ef. 7-3-78; EOSC 1-1990, f. & cert. ef. 9-24-90

This online version of the OARs is provided for convenience of reference and enhanced access. The official, record copy of these publications is the printed copy. Discrepancies, if any, between the two versions are satisfied in favor of the printed version. In particular, tables, graphs, special characters, and other special formatting may not translate properly. Copyright 1998 Oregon Secretary of State: [Terms and Conditions of Use](#)

The 1998 Compilation contains Oregon Administrative Rules **filed through November 14, 1997.**

**Updates?** Use the [OAR Revision Cumulative Index](#) found in the [Oregon Bulletin](#) to access the full text of rulemaking actions after November 14, 1997.

- [Alphabetical](#) Index of Agencies
- [Numerical](#) Index of Agencies by OAR Chapter
- [Search](#) the Text of the OAR
- [Questions](#) about Administrative Rules?
- [Return](#) to Oregon State Archives Home Page



[Numerical](#) Index of Agencies by OAR Chapter

[Search](#) the Text of the OAR

[Questions](#) about Administrative Rules?

[Return](#) to Oregon State Archives Home Page



**Oregon Administrative Rules  
1998 Compilation**

**OREGON STATE SYSTEM OF HIGHER EDUCATION, EASTERN OREGON  
UNIVERSITY**

**DIVISION 15**

**REVOLVING CHARGE ACCOUNT PLAN**

**579-015-0000**

**Revolving Charge Account Plan Terms and Conditions**

A revolving Charge Account Plan is available to all Eastern students under the following terms and conditions:

- (1) Payment: One third of the current term's charges must be paid prior to or at the beginning of the current term. Any unpaid balance is part of the Revolving Charge Account Plan. Any subsequent payments will be applied to the unpaid balance on a first in, first out basis. Financial aid, refunds, and any other amounts due to the student from this institution will be applied toward any amount due this institution *before* any monies are released to the student. The option to pay the unpaid balance in full always exists.
- (2) Interest: Interest will be charged each month on any unpaid balance at the rate of one percent per month, or fraction thereof (12% APR). This is subject to change as mandated by the Oregon Administrative Rules.
- (3) Due Date: All current term's charges (tuition, fees, dorm and meal charges) are due and must reach the Cashier's Office by the date specified in the "Class Schedule" each term. Irrespective of the fact that only a payment of one third of the amount due (plus full payment of any past due balance) is required to validate the current term's registration, the balance of the amount due will incur interest charges each month until paid. Payment of the remaining amount due for the current term is required by the last day of the current term. Payment for all additional charges (i.e., parking fines, telephone charges, library fines, etc.) are due on the first day of each month after the charges are incurred.
- (4) Past Due Accounts: It is the student's responsibility to make the scheduled payments by the due dates regardless of the circumstances. Failure to receive a billing prior to the first of the month is *not* an acceptable excuse for late payment. Interest charges and applicable late fees will be assessed on all past due accounts. The following penalties will apply:
  - (a) An institution collection fee of \$25 will be assessed to any account not paid in full at the beginning of the subsequent term;
  - (b) Registration may be denied to any student whose account has a past due balance;
  - (c) The extension of credit, provision of services, grade reports, diplomas, and transcripts may be withheld from any student with a past due balance;

(d) Eviction from student housing may result when past due amounts relate to dorm charges. Telephone services may be disconnected or denied when past due accounts relate to telecommunication charges;

(e) Delinquent accounts referred to outside collection agencies will be assessed all costs and charges incurred, including, but not limited to, collection costs, attorney's fees and court filing fees. The status of this account may be reported to credit bureaus.

(5) Address Information: The student is responsible for informing this institution's Business Office of any name and/or address change occurring during the life of this contract.

(6) Billing Rights: A student may challenge a charge within 60 days of the origination of the charge by directing his/her inquiry to: Eastern Oregon State College, Accounts Receivable, 1410 "L" Avenue, La Grande, OR 97850 (503) 962-3306. Any questions regarding this agreement can also be directed to the above address.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 351.070

Hist.: EOSC 3-1994, f. & cert. ef. 7-25-94

## **Collective Accounts and Notes Receivables**

### **579-015-0005**

#### **Collecting Accounts and Notes Receivables**

(1) As directed by Oregon State Board of Higher Education OAR 580-041-0010(1), the Business Office at Eastern Oregon State College exercises diligence in collecting accounts and notes receivables due it by following, as appropriate, these remedies:

(a) Withholds student's diploma, transcripts, or other instruments of degree confirmation/verification; (see section (2) of this rule);

(b) Denies or cancels registration;

(c) Withholds further accounts receivable privileges;

(d) Withholds employee's wages after written notification;

(e) Applies any non-exempt credits in favor of debtor to debt;

(f) Adds penalties and interest as allowed by statutes and regulations;

(g) Utilizes offset procedures with other state agencies;

(h) Sends letter of demand;

(i) Uses "skip trace" information as allowed by statutes;

(j) Utilizes Department of Revenue as a collection agent;

(k) Institutes legal action as permitted by statutes.

(2) The office of the Registrar, at the request of the Director of Business Services, may withhold a student's diploma, transcript, or other instruments of degree confirmation/verification, when:

(a) The student has an outstanding account receivable or notes receivable balance;

(b) The student has failed to complete a required exit interview (exit interviews are necessary to have students sign repayment agreements, obtain forwarding addresses and to gather other data needed when a student leaves an institution);

(c) The student has not made arrangements to pay the balance due or complete an exit interview; and

(d) The student has notice that an account balance is due, or an exit interview is required; and that the student's diploma, transcript or other instrument of degree confirmation/verification may be withheld.

(3) The Director of Business Services, Eastern Oregon State College, or his designee, may waive any of the above remedies only in those circumstances which serve the best interests of the institution, the state, or the federal government, or where required by state or federal statutes. (The discharge of debt through bankruptcy prevents the taking of any further action to collect.)

(4) The procedures are in conformity with the requirements of federal and state laws and regulations and were formally adopted as a rule after public hearing under the Administrative Procedures Act.

(5) The Eastern Oregon State College Business Office will grant hearings to any individual requesting information or expressing concern about the amount owed or circumstances related thereto. The written procedures to be followed in requesting a hearing are available at the Business Office.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 351.070

Hist.: EOSC 5-1979, f. & ef. 6-27-79; EOSC 7-1979, f. & ef. 10-12-79; EOSC 1-1989, f. & cert. ef. 3-31-89; EOSC 1-1993, f. & cert. ef. 2-25-93

---

This online version of the OARs is provided for convenience of reference and enhanced access. The official, record copy of these publications is the printed copy. Discrepancies, if any, between the two versions are satisfied in favor of the printed version. In particular, tables, graphs, special characters, and other special formatting may not translate properly. Copyright 1998 Oregon Secretary of State: [Terms and Conditions of Use](#)

The 1998 Compilation contains Oregon Administrative Rules **filed through November 14, 1997**.

**Updates?** Use the [OAR Revision Cumulative Index](#) found in the [Oregon Bulletin](#) to access the full text of rulemaking actions after November 14, 1997.

---

[Alphabetical](#) Index of Agencies

[Numerical](#) Index of Agencies by OAR Chapter

[Search](#) the Text of the OAR

[Questions](#) about Administrative Rules?

[Return](#) to Oregon State Archives Home Page



**Oregon Administrative Rules  
1998 Compilation**

**OREGON STATE SYSTEM OF HIGHER EDUCATION, EASTERN OREGON  
UNIVERSITY**

**DIVISION 20**

**STUDENT FEES**

**579-020-0006**

**ASpecial Student Fees**

Eastern Oregon State College intends to adopt by reference **Special Student Fees** for the 1996-97 school year.

[Publications: The publication(s) referred to or incorporated by reference in this rule are available from Eastern Oregon University.]

Stat. Auth.: ORS 351.070.

Stats. Implemented: ORS 351.070

Hist.: EOSC 3, f. & ef. 6-23-76; EOSC 8, f. & ef. 6-16-77; EOSC 6-1978, f. & ef. 10-2-78; EOSC 1-1979, f. & ef. 6-27-79; EOSC 1-1981, f. & ef. 1-12-81; EOSC 3-1981, f. & ef. 7-1-81; EOSC 2-1983, f. & ef. 12-16-83; EOSC 2-1984, f. & ef. 10-25-84; EOSC 1-1986, f. & ef. 2-13-86; EOSC 2-1988, f. & cert. ef. 10-28-88; EOSC 2-1989, f. & cert. ef. 7-31-89; EOSC 2-1990, f. & cert. ef. 10-9-90; EOSC 3-1991, f. & cert. ef. 9-20-91; EOSC 5-1990, f. & cert. ef. 12-20-91 (and corrected 1-2-92); EOSC 1-1992, f. & cert. ef. 5-13-92; EOSC 2-1992, f. & cert. ef. 8-24-92; EOSC 4-1993, f. & cert. ef. 8-2-93; EOSC 4-1994, f. & cert. ef. 7-25-94; EOSC 1-1996, f. & cert. ef. 8-15-96

**579-020-0008**

**Fee to be Charged for the Assessment of Prior Learning and Experience for Credit**

Fees:

- (1) Application for assessment &ndash; \$50 (nonrefundable).
- (2) Application for credit to be granted (first three credits covered in application fee) &ndash; \$10 per credit after first three credits and up to ten credits; \$5 per credit beyond ten credits.
- (3) Portfolio course (required) (may be lower or upper division) &ndash; Two units at regular tuition rate.

Stat. Auth.: ORS Ch. 351

Stats. Implemented: ORS 351.070

Hist.: EOSC 8-1979, f. & ef. 10-12-79

**579-020-0012**

**Special Admission Rates**

The Special Admission Rates for Eastern Oregon State College are hereby adopted by reference.

[Publications: The publication(s) referred to or incorporated by reference in this rule are available from Eastern Oregon University.]

Stat. Auth.: ORS Ch. 351

Stats. Implemented: ORS 351.070

Hist.: EOSC 10-1979, f. & ef. 10-12-79

**579-020-0017**

**Scientific Service Rates**

Eastern Oregon State College hereby adopts by reference Scientific Testing Service Rates.

[Publications: The publication(s) referred to or incorporated by reference in this rule are available from Eastern Oregon University.]

Stat. Auth.: ORS Ch. 351

Stats. Implemented: ORS 351.070

Hist.: EOSC 1-1980, f. & ef. 7-1-80

---

This online version of the OARs is provided for convenience of reference and enhanced access. The official, record copy of these publications is the printed copy. Discrepancies, if any, between the two versions are satisfied in favor of the printed version. In particular, tables, graphs, special characters, and other special formatting may not translate properly. Copyright 1998 Oregon Secretary of State: [Terms and Conditions of Use](#)

The 1998 Compilation contains Oregon Administrative Rules **filed through November 14, 1997.**

**Updates?** Use the [OAR Revision Cumulative Index](#) found in the [Oregon Bulletin](#) to access the full text of rulemaking actions after November 14, 1997.

---

[Alphabetical](#) Index of Agencies

[Numerical](#) Index of Agencies by OAR Chapter

[Search](#) the Text of the OAR

[Questions](#) about Administrative Rules?

[Return](#) to Oregon State Archives Home Page



**Oregon Administrative Rules  
1998 Compilation**

**OREGON STATE SYSTEM OF HIGHER EDUCATION, EASTERN OREGON  
UNIVERSITY**

**DIVISION 30**

**RENTAL RATES FOR RENTAL PROPERTY**

**579-030-0005**

**Special Rental Rates for Rental Properties at Eastern Oregon State College**

(1) Address -- Rental Rate:

(a)1201 C -- \$400;

(b)1301 C -- \$250;

(c)409 7th -- \$157;

(d)408 12th -- \$560;

(2)The rental rate includes the monthly water payment but does not include any other utilities or garbage pickup fee.

(3) Damage deposit on each residence, payable in advance, is equal to one month's rent. This sum to be applied on the last month of occupancy and/or for any damage incurred during the life of this lease.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 351.070

Hist.: EOSC 4, f. 7-29-76, ef. 9-1-76; EOSC 5-1978, f. & ef. 10-2-78; EOSC 11-1979, f. & ef. 10-12-79; EOSC 4-1981, f. & ef. 10-2-81; EOSC 3-1984, f. & ef. 10-25-84; EOSC 3-1995, f. & cert. ef. 2-16-95

**579-030-0010**

**Special Rental Rates for EOCENE Courts at Eastern Oregon State College**

(1)Effective July 1, 1991, monthly rent.

(2) New Units: 2 bedroom -- \$210 includes utilities except natural gas and electricity.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 351.070

Hist.: EOSC 9, f. & ef. 8-15-77; EOSC 3-1978, f. & ef. 6-29-78; EOSC 6-1979, f. & ef. 6-27-79; EOSC 4-1991, f. & cert. ef. 9-20-91

**579-030-0015**

**Rates for Use of Campus Facilities by Off-Campus Organizations**

- (1) Eastern Oregon State College reserves the right to negotiate any fees at any time.
- (2) Groups or individuals may be assessed charges, at actual cost, for special setups, take-downs, custodial, security, damages, or special services.
- (3) In addition to section (2) of this rule, fees are required for certified technicians/student technicians.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 351.070

Hist.: EOSC 2-1981, f. & ef. 1-12-81; EOSC 1-1983, f. & ef. 2-4-83; EOSC 1-1991, f. & cert. ef. 2-12-91; EOSC 6-1991, f. & cert. ef. 12-20-91

**579-030-0020**

**Fee Classification and Usage Priorities**

The following classifications have been developed for the assessment of base rental fees for campus facilities. Each request for use of campus facilities will be classified by the Office of College Relations to determine the appropriate base rental charges. A current classification/rental fee schedule is available from the office of College Relations. Priority for use of campus facilities is given also according to the classifications that follow:

- (1) Class 1 -- Eastern Oregon State College Sponsored Activities:
  - (a) Regular instructional activities;
  - (b) Co- and extra-curricular activities and programs;
  - (c) Faculty, staff, or administration sponsored activities;
  - (d) Student-organization sponsored activities;
  - (e) Civic or professional meetings with faculty, staff, or administration membership.
- (2) Class II -- Ongoing Facility Contractors:
  - (a) Northwest Basketball Camps;
  - (b) Shriners Football;
  - (c) Wapiti Basketball/Track/Baseball Events;
  - (d) U.S. Forest Service Fire School;



(e) La Grande Fire Department;

(f) AAUW Book Fair.

(3) Class III -- Other Educational Institutions:

(a) Other Oregon State System of Higher Education institutionally-sponsored activities;

(b) Local school district activities;

(c) State community college activities.

(4) Class IV -- Civic/Service Organizations and Government:

(a) Local nonprofit chartered youth groups, i.e., Boy Scouts; Girl Scouts; Camp Fire Girls; Imagination Celebration;

(b) City, county, state, and federal agencies (including fire, law enforcement, military);

(c) Chambers of Commerce;

(d) Sports, music, other recreational groups serving local youth needs, i.e., Babe Ruth Baseball; American Legion Baseball; swimming/diving clubs;

(e) Foundations or boards of nonprofit agencies;

(f) Local chartered civic or social clubs or organization, i.e., Kiwanis; Lions; Optimist; Soroptimist; AAUW; United Way; Food Banks;

(g) Community organization meetings of a civic or service nature, i.e., block watch; neighborhood citizen concern groups;

(h) Class reunions.

(5) Class V -- Private Interest Groups:

(a) Private interest profit-making activities;

(b) Religious organizations for religious services or other church-related activities;

(c) Commercial organizations or enterprises;

(d) Political parties or organizations;

(e) Labor unions.

(6) Effective September 1, 1992, those school libraries who wish to continue participation in the courier service currently being funded completely by the Eastern Oregon State College Library will be assessed a \$10 monthly charge, payable annually (\$90) at the beginning of each school year (i.e., September 1). This fee will be charged to each drop site, regardless of whether it be an individual school, more than one school utilizing one drop site, or an entire school district utilizing one drop site.

### **Quinn Coliseum/Tennis Courts Recreation/Swim Pass Fees**

Eastern Graduate, Other Full Time State Employees,  
Retired Faculty; Staff, Senior Citizen (65 and older),  
and Disabled\*\*\*

Individual \$30 Per Term \$90 Annual  
Family\*\* \$60 \$180

General Public  
Individual \$70 Per Term \$210 Annual  
Family \$140 \$420

Conference Attendees  
Individual \$6/week

Locker Fee \$7.50 Per Term \$20 Annual  
(includes locker & lock)

Annual (must be purchased between September 1 - October 15, 1995)

\*\*Family -- Immediate Household (husband, wife, children = one family unit; maximum of 6; additional family members \$5/term or \$15/annual).  
Annual passes are current for one calendar year from purchase date. Passes are not transferable.  
\*\*\*All Recreation Pass Holders (faculty, staff, community)

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 351.070

Hist.: EOSC 6-1991, f. & cert. ef. 12-20-91; EOSC 3-1992, f. & cert. ef. 8-24-92; EOSC 6-1995, f. & cert. ef. 4-17-95

---

This online version of the OARs is provided for convenience of reference and enhanced access. The official, record copy of these publications is the printed copy. Discrepancies, if any, between the two versions are satisfied in favor of the printed version. In particular, tables, graphs, special characters, and other special formatting may not translate properly. Copyright 1998 Oregon Secretary of State: [Terms and Conditions of Use](#)

The 1998 Compilation contains Oregon Administrative Rules **filed through November 14, 1997.**

**Updates?** Use the [OAR Revision Cumulative Index](#) found in the [Oregon Bulletin](#) to access the full text of rulemaking actions after November 14, 1997.

---

[Alphabetical](#) Index of Agencies

[Numerical](#) Index of Agencies by OAR Chapter

[Search](#) the Text of the OAR

[Questions](#) about Administrative Rules?

[Return](#) to Oregon State Archives Home Page



**Oregon Administrative Rules  
1998 Compilation**

**OREGON STATE SYSTEM OF HIGHER EDUCATION, EASTERN OREGON  
UNIVERSITY**

**DIVISION 40**

**STUDENT CONDUCT POLICY**

**579-040-0005**

**Offenses Subject to Disciplinary Action**

Eastern Oregon State College has a fundamental interest in the behavior of its students. The total development of students through a college experience involves a fusion of the learning process with the development of positive attitudes and standards of behavior. In addition to growing intellectually and academically, students should be developing attitudes of scholarly maturity, personal responsibility, and respect for others. Student attitudes should reflect the goals of our democratic society, the standards of our academic community, and the individual's needs and aspirations. The following are offenses subject to disciplinary action:

- (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 which interfered with the freedom of movement, both pedestrian and vehicular, on institutionally owned or controlled property.
- (3) Possession or use of fire arms, explosives, dangerous chemicals, or other dangerous weapons or instrumentalities on institutionally owned or controlled property, in contravention of law or institutional regulations.
- (4) Detention or physical abuse of any person, or conduct which is intended to threaten imminent bodily harm or endanger the health of any person or any institutionally owned or controlled property.
- (5) Malicious damage or misuse or theft of institutional property, or the property of any other person where such property is located on institutionally owned or controlled property, or, regardless of location, is in the care, custody, or control of an institution.
- (6) Refusal by any person, while on institutional property, to comply with an order of the institutional executive or appropriate authorized official or officials, to leave such premises because of conduct proscribed by the code 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 the buildings and grounds.
- (8) Use, possession, or distribution of illegal 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 that advocacy or proscribed conduct which calls upon 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 its students, faculty, and officials, and the protection of its property.
- (10) Cheating or plagiarism in connection with an academic program of the institution.
- (11) Forgery, alteration, or misuse of institutional documents, records, or identification, or knowingly furnishing false information to the institution.
- (12) Abusive, indecent, or obscene behavior directed toward a member of the college community, on the campus or at an institutionally sponsored activity.
- (13) Sexual misconduct including but not limited to:
  - (a) Unwanted verbal (including telephone), written (including electronic media), pictorial, or physical conduct of a sexual nature which a reasonable person would consider intimidating, hostile, offensive, and/or which adversely affects the learning, working, or living environment of the campus;
  - (b) Unwanted forceful sexual contact;
  - (c) The use of force to overcome earnest resistance to engage in sexual activity.
  - (d) Sexual activity when it falls within the legal definition of statutory rape/sexual assault;
  - (e) Sexual activity, when the victim is incapable of consent by reason of mental incapacitation or physical helplessness (including under the influence of intoxicants) and force is not used.
- (14) Violation of any order of the President of the institution issued as a temporary emergency rule consistent with the other provisions of this policy.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 351.070

Hist.: EOSC 5(Temp), f. 3-31-77, ef. 4-1-77; EOSC 10, f. & ef. 8-15-77; EOSC 5-1992, f. 11-16-92, cert. ef. 1-1-93

**579-040-0010**

**Student's Rights and Responsibilities**

Students charged with violations of college regulations have the following rights after a a complaint has been filed with the Campus Hearing Officer:

- (1) The opportunity to select an informal hearing or a contested case hearing to review the allegation(s).
- (2) Written notice by registered mail at least 24 hours in advance to a scheduled hearing. Such notice shall include:
  - (a) Statement of time and place of the hearing;
  - (b) Name(s) of the hearing officers and names of hearing committee members (when appropriate);

- (c) Reference to the particular sections of the Student Conduct Policy which are involved in the complaint(s);
- (d) Identity of the person(s) who filed the complaint;
- (e) A copy to the Student Conduct Policy and the procedures to be followed at the hearing.
- (3) To be advised by counsel at the hearing if the student makes all arrangements for counsel to be present at the student's expense.
- (4) Opportunity to hear all evidence presented at the hearing;
- (5) Opportunity to cross examine all witnesses.
- (6) Opportunity to have witnesses in his/her behalf.
- (7) Opportunity to appeal the decision rendered as a result of the hearing. Students complained against have the following responsibilities:
  - (a) To appear at the time and place stated in the complaint to answer the charges filed. Failure to appear at the hearing will result in the hearing officer(s) issuing an order based on the information available;
  - (b) To notify the Campus Hearing Officer in writing of a request for an appeal of a hearing decision within five working days;
  - (c) To maintain civil decorum during the hearing process.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 351.070

Hist.: EOSC 5(Temp), f. 3-31-77, ef. 4-1-77; EOSC 10, f. & ef. 8-15-77; EOSC 5-1992, f. 11-16-92, cert. ef. 1-1-93

## **Hearing Procedures and Disciplinary Actions**

### **579-040-0015**

#### **Preliminary Hearing Procedures**

- (1) A Campus Hearing Officer, appointed by the President, is responsible for coordination of the College's student disciplinary proceedings. College housing discipline is administered by the Residence Life staff but such matters will also be referred to the Hearing Officer when a student's status at the College must be reviewed.
- (2) Conduct complaints must be submitted in writing on a College Complaint Form to the Campus Hearing Officer. Upon receipt of a conduct complaint the Campus Hearing Officer will inform the accused student in writing of the following:
  - (a) A copy of the complaint which has been filed;
  - (b) Reference to the particular section(s) of the **Student Conduct Code** which are involved in the complaint;
  - (c) The deadline (usually within two working days but no less than 24 hours after receipt of the letter) for the student to meet with the Campus Hearing Officers to discuss the procedures to be followed to resolve the complaint.

(3) At the meeting with the accused student the Campus Hearing Officer will describe the hearing options available to the student. These options are:

(a) Informal Hearings:

(A) Campus Hearing Officer Presiding (not available for alleged academic dishonesty offenses as defined by **Items 10 and 11** of the **Code of Student Conduct**);

(B) Student Conduct Committee Presiding (a Student Conduct Committee is comprised of three members from the College Student Behavior Committee; at least one member must be a student and one member must be a faculty member). The Campus Hearing Officer serves as staff to a Student Conduct Committee and prepares the evidence and schedules witnesses.

(b) Contested Case Hearing conducted by the College Student Behavior Committee, a committee of the College Assembly consisting of three faculty, three students, and one administrative support staff (non-voting) serving as secretary. The Campus Hearing Officer serves as staff to the College Student Behavior Committee and prepares evidence and schedules witnesses.

(4) The Campus Hearing Officer will describe to the accused student:

(a) The procedures followed at each hearing option;

(b) The student's rights and responsibilities in this procedure;

(c) The options for appeal for each hearing option;

(d) The schedule of events for each hearing options.

(5) The student will be asked to designate in writing his/her choice of hearing option within two working days after the conference with the Campus Hearing Officer. The Campus Hearing Officer will keep the written statement of preference for hearing option on file.

(6) The following decisions may be rendered as a result of disciplinary hearing;

(a) Dismissal of the complaint;

(b) An informal settlement including mandated counseling referral(s);

(c) Collection of restitution for damages, including volunteer service in lieu of payments in cases of financial hardship;

(d) Placement of student(s) on probation from one to three academic quarters. Students on probation are subject to suspension if found in violation of the Student Conduct Code during the probationary period;

(e) Removal of privileges for on-campus housing or other facilities usage;

(f) Suspension from the College for up to two academic years;

(g) Dismissal from the College.

(7) At any time necessary, at the President's discretion, the President may notify law enforcement agencies of potentially illegal acts on campus or at College sponsored activities. Criminal or other charges arising from acts on campus or at College sponsored activities will proceed independently of on-campus disciplinary proceedings but may arise out of findings of said proceedings.

[Publications: The publication(s) referred to or incorporated by reference in this rule are available from Eastern Oregon University.]

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 351.070

Hist.: EOSC 5(Temp), f. 3-31-77, ef. 4-1-77; EOSC 10, f. & ef. 8-15-77; EOSC 5-1992, f. 11-16-92, cert. ef. 1-1-93

## **Fact Finding Hearings**

### **579-040-0020**

#### **Fact Finding Hearings**

(Campus Hearing Officer Presiding) Hearings before the Campus Hearing Officer shall be informal to determine a factual basis for assertions in complaints filed. Hearings before the Campus Hearing Officer shall not be open to the public. The person(s) filing the complaint(s) and the person(s) complained against shall appear along with witnesses and other parties requested by the Campus Hearing Officer to be in attendance. All parties may have counsel to serve as advisors. Cross examination of witnesses, however, shall be restricted to the person(s) who filed the complaint, the person(s) accused, and the Campus Hearing Officer. A secretary will record information presented, accept evidence, and prepare a summary of the Campus Hearing Officer's findings. No transcription of an informal hearing will be made. The written decision by the Campus Hearing Officer will be issued within two working days after the conclusion of the hearing.

(2) (Student Conduct Committee Presiding) Hearings before a Student Conduct Committee shall be informal to determine a factual basis for assertions in complaints filed. Hearings before a Student Conduct Committee are not open to the public. The Campus Hearing Officer serves as staff to a Student Conduct Hearing Committee by preparing evidence and scheduling witnesses. The person(s) filing the complaint(s) and the person(s) complained against shall appear along with witnesses and the other parties requested by the Campus Hearing Officer and Committee members to be in attendance. All parties may have counsel to serve as advisors. Cross examination of witnesses, however, shall be restricted to the person(s) who filed the complaint(s), the person(s) accused, the Campus Hearing Officer, and the Student Conduct Committee members. A secretary will record information presented, accept evidence, and prepare a summary of the Student Conduct Committee's findings. No transcription of an informal hearing will be made. The written decision by the Student Conduct Committee will be issued within two working days after the conclusion of the hearing.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 351.070

Hist.: EOSC 5(Temp), f. 3-31-77, ef. 4-1-77; EOSC 10, f. & ef. 8-15-77; EOSC 5-1992, f. 11-16-92, cert. ef. 1-1-93

## **Appeals and Contested Case Hearings**

### **579-040-0025**

#### **Contested Case Hearing**

A Contested Case Hearing shall be conducted by the Student Behavior Committee, a committee of the College Assembly. Contested Case Hearings shall be conducted through procedures adopted by Eastern Oregon State College under provision of the Oregon Administrative Procedure Act. Procedures to be followed in such hearings are available



in writing from the Campus Hearing Officer or the Chair of the Student Behavior Committee. To the extend allowed by law, contested case hearings are public and results are a matter of public record. A transcript of the proceedings is made. The Committee will make a recommendation to the President or designee within five working days after the hearing. The President's or designee' decision based on the recommendation to the Committee shall be made within five working days and shall be final.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 351.070

Hist.: EOSC 5(Temp), f. 3-31-77, ef. 4-1-77; EOSC 10, f. & ef. 8-15-77; EOSC 5-1992, f. 11-16-92, cert. ef. 1-1-93

**579-040-0030**

**Appeals**

Following a hearing, the student complained against has the right to an appeal. The form of appeal is determined by the type of hearing the student had selected to review the case:

(1) Informal Hearing: A decision of an informal hearing may be appealed to the Dean of Students within five working days after notice. The dean will review all evidence presented at the hearing and may interview witnesses who appeared. The dean will make a recommendation to the President within five working days after review. The President's decision based on the recommendation of the Dean shall be made made within five working days and shall be final.

(2) Contested Case Hearing: A decision from a contested case hearing may be appealed through procedures under provision of the Oregon Adminis-trative Procedures Act. Procedures to be followed in such instances are available in writing from the Campus Hearing Office or the Chair of the Student Behavior Committee.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 351.070

Hist.: EOSC 5(Temp), f. 3-31-77, ef. 4-1-77; EOSC 10, f. & ef. 8-15-77; EOSC 5-1992, f. 11-16-92, cert. ef. 1-1-93

**579-040-0035**

**Emergency Action**

A student exhibiting behavior disruptive to the academic process or other institutional activities who lacks the capacity to respond to disciplinary procedures or the capacity to understand the nature or the wrongfulness of the conduct in question or who poses potential harm to the welfare of self or others, will be referred to the Dean of Students for immediate action. Such action may include restrictions on the person's presence at the College or its events until a hearing can be held. The hearings must be held within two working days after the Dean's order unless the student requests an extension.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 351.070

Hist.: EOSC 5(Temp), f. 3-31-77, ef. 4-1-77; EOSC 10, f. & ef. 8-15-77; EOSC 5-1992, f. 11-16-92, cert. ef. 1-1-93

## Disposition of Complaints

### 579-040-0040

#### Public Notice

Summaries of complaints filed and their resolution shall be reported in the Student Newspaper without naming the persons involved *except* that:

(1) Where an incident leading to a complaint was one of considerable public exposure or awareness as to the identity of the student complained against, such complaints and their resolution shall not be made public unless resolved through the contested case hearing process; and

(2) Results of a contested case hearing before the Student Conduct Appeals Committee shall be made public, including the names of persons involved.

Stat. Auth.: ORS Ch 351

Stats. Implemented: ORS 351.070

Hist.: EOSC 5(Temp), f. 3-31-77, ef. 4-1-77; EOSC 10, f. & ef. 8-15-77

### 579-040-0045

#### Student Records

(1) Disciplinary Probation shall involve a written conduct warning which is to be attached to, but not a permanent part of, the student's Permanent Academic Record. After the period of Probation has expired, the written warning will be removed from the file.

(2) Disciplinary Suspension shall involve removal of privileges to enroll at the College for a specified period of time and there shall be a written notice attached to the student's Permanent Academic Record with the wording: *Suspension: Disciplinary*, followed by the appropriate dates during which the suspension is in effect. After the period of suspension has expired, the suspension notice will be removed from the file.

(3) Disciplinary Expulsion shall involve permanent removal of privileges to enroll at the College and there shall be a written notice attached to the student's Permanent Academic Record with the wording: *Expulsion: Disciplinary*, followed by the date of the disciplinary action. Students desiring re-admission following expulsion may file a request through the Office of the President, but in no case will re-admission be considered earlier than one calendar year from the effective date of the expulsion order.

Stat. Auth.: ORS Ch. 351

Stats. Implemented: ORS 351.070

Hist.: EOSC 5(Temp), f. 3-31-77, ef. 4-1-77; EOSC 10, f. & ef. 8-15-77

---

This online version of the OARs is provided for convenience of reference and enhanced access. The official, record copy of these publications is the printed copy. Discrepancies, if any, between the two versions are satisfied in favor of the printed version. In particular, tables, graphs, special characters, and other special formatting may not translate properly. Copyright 1998 Oregon Secretary of State: [Terms and Conditions of Use](#)

The 1998 Compilation contains Oregon Administrative Rules **filed through November 14, 1997.**

**Updates?** Use the [OAR Revision Cumulative Index](#) found in the [Oregon Bulletin](#) to access the full text of rulemaking actions after November 14, 1997.

---

[Alphabetical](#) Index of Agencies

[Numerical](#) Index of Agencies by OAR Chapter

[Search](#) the Text of the OAR

[Questions](#) about Administrative Rules?

[Return](#) to Oregon State Archives Home Page



**Oregon Administrative Rules  
1998 Compilation**

**OREGON STATE SYSTEM OF HIGHER EDUCATION, EASTERN OREGON  
UNIVERSITY**

**DIVISION 45**

**STUDENT RECORDS POLICY**

**579-045-0005**

**Student Records Procedures**

(1) Student records are maintained for the purpose of preserving a permanent record of the academic achievement and progress of the student at Eastern Oregon State College. For a limited period, other information pertaining to the student's attendance and academic progress, is also maintained.

(2) Only such records as are demonstrably and substantially relevant to the educational and related purposes of EOSC are generated or maintained.

(3) The official academic student records are located in the Registrar's Office and are under the supervision of the Registrar.

(4) There are three categories of official student records maintained:

(a) Records of Academic Achievement include those personal biographic and academic items relating to admission, transcripts, enrollment, courses taken, credits earned, GPA, and degree(s) received. The academic records are kept permanently;

(b) Health Records include the physical examination record and outpatient records of student visits to the Student Health Service. These records are confidential and are only made available to any other professional/institution by written student request (forms available in the Student Health Service). Such records are kept indefinitely -- Or as specified by the State Archivist;

(c) Personal Records include information kept by the institution concerning the student and furnished by the student or by others on his or her behalf at the institution's request. Application for admission and supporting documents, various correspondence, as well as other information about the individual may also be included. The personal records are maintained for a period of five years and then are destroyed.

(5) Information contained in the student records is deemed confidential and access is restricted to the student and, upon approval of the Registrar, to the faculty and administrative officers

of the institution in performance of their assigned responsibilities. The records may not be released to any other person or agency except if authorized in writing by the student or upon receipt of the subpoena or other court order. These restrictions do not apply to records more than 25 years old.

(6) Certain public information may be released from the student records without the student's consent. Such unrestricted access applies to the following:

(a) Directory Information -- Name of all enrollees, address (local and permanent), telephone number and height and weight of students representing Eastern in an athletic event. Each student may request in writing, that the above information will not be released to parents or anyone else requesting the information, except in cases of proven emergency. Students who want the above information withheld from public release must file a Directory Information Restriction Request with the Registrar's Office before the close of the second week in a term. The Director of Student Affairs or other college official may release otherwise restricted directory information if an emergency occurs wherein contact with the student is imperative;

(b) Objective evidence of a student's academic achievement, limited to degree(s) earned.

(7) Student records kept by divisions are considered to be unofficial. They are confidential and are available to institutional personnel in order to fulfill their official and professional responsibilities.

(8) Regulations and recommendations governing the maintenance and use of the student records are set forth by the Oregon State Board of Higher Education and may be referred to in Administrative Rules, Section 34.000 on file in the Records Office. ORS 351.065 also concerns student records.

(9) The Registrar shall draft the necessary regulations and rules to enforce the policy as herein described. These regulations shall be processed by administrative approval prior to posting.

Stat. Auth.: ORS 351.065

Stats. Implemented: ORS 351.070

Hist.: EOSC 2-1979, f. & ef. 6-27-79; EOSC 9-1979, f. & ef. 10-12-79; EOSC 4-1995, f. & cert. ef. 2-16-95

---

This online version of the OARs is provided for convenience of reference and enhanced access. The official, record copy of these publications is the printed copy. Discrepancies, if any, between the two versions are satisfied in favor of the printed version. In particular, tables, graphs, special characters, and other special formatting may not translate properly. Copyright 1998 Oregon Secretary of State: [Terms and Conditions of Use](#)

The 1998 Compilation contains Oregon Administrative Rules **filed through November 14, 1997.**

**Updates?** Use the [OAR Revision Cumulative Index](#) found in the [Oregon Bulletin](#) to access the full text of rulemaking actions after November 14, 1997.

---

[Alphabetical](#) Index of Agencies

[Numerical](#) Index of Agencies by OAR Chapter

[Search](#) the Text of the OAR

[Questions](#) about Administrative Rules?

[Return](#) to Oregon State Archives Home Page



**Oregon Administrative Rules  
1998 Compilation**

**OREGON STATE SYSTEM OF HIGHER EDUCATION, EASTERN OREGON  
UNIVERSITY**

**DIVISION 50**

**DOGS ON CAMPUS**

**579-050-0005**

**Dogs on Campus**

The following is a statement of policy applying to the presence of dogs on campus, excluding seeing eye dogs accompanying their masters:

- (1) Dogs will not be permitted on campus unless under control on a leash of not more than six feet in length.
- (2) Dogs will not be tethered unattended outside of buildings or elsewhere on campus.
- (3) Dogs will not be allowed inside any campus building or facility except for approved research purposes.
- (4) Dogs found on campus in violation of these policies will be turned over to the appropriate authority (currently the Union County Humane Society) and impounded in accordance with their regulations. The impoundment fee will be collected from the owner of any dog which is claimed.
- (5) Students who consistently permit their dogs to be on campus contrary to these policies will be subject to college disciplinary proceedings.

Stat. Auth.: ORS Ch. 351  
Stats. Implemented: ORS 351.060  
Hist.: EOSC 6, f. & ef. 4-13-77

This online version of the OARs is provided for convenience of reference and enhanced access. The official, record copy of these publications is the printed copy. Discrepancies, if any, between the two versions are satisfied in favor of the printed version. In particular, tables, graphs, special characters, and other special formatting may not translate properly. Copyright 1998 Oregon Secretary of State: [Terms and Conditions of Use](#)

The 1998 Compilation contains Oregon Administrative Rules **filed through November 14, 1997.**

**Updates?** Use the [OAR Revision Cumulative Index](#) found in the [Oregon Bulletin](#) to access the full text of rulemaking actions after November 14, 1997.

[Alphabetical](#) Index of Agencies

[Numerical](#) Index of Agencies by OAR Chapter

[Search](#) the Text of the OAR

[Questions](#) about Administrative Rules?

[Return](#) to Oregon State Archives Home Page



**Oregon Administrative Rules  
1998 Compilation**

**OREGON STATE SYSTEM OF HIGHER EDUCATION, EASTERN OREGON  
UNIVERSITY**

**DIVISION 60**

**EOCENE COURT POLICIES AND PROCEDURES (FAMILY HOUSING)**

**579-060-0140**

**Definitions**

(1) "Family Housing": All apartments operated by Eastern Oregon State College which are rented specifically and only to students who qualify under the rules to rent such apartments, and all grounds and buildings used by tenants and/or Residence Life Staff in the operation and administration of the program.

(2) "Family": A legally married couple under Oregon law, or a legally married couple with dependent children/child; or an unmarried person with legal custody of dependent children/child. One adult who lives with an unmarried qualified resident may be listed as a family member.

(3) "Student": A person who has applied for admission and, at the time of possession of the unit, accepted for admission to the College, and enrolls as a full time student at the College for three of the four academic sessions each year of occupancy of the unit. A student must also make normal academic progress as described in the College Catalog and remain as a student in good standing. Students must complete at least 12 credit hours as an undergraduate or 9 credit hours as a graduate student in any regular academic quarter. Special permission must be obtained from the Director of Residence Life for any student tenant who drops below these academic requirements at any time and wishes to remain in EOSC Family Housing.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 183 & OAR 580-011-0015

Hist.: EOSC 1-1994, f. & cert. ef. 3-7-94

**579-060-0150**

**Qualifications for Family Housing**

(1) Family Size: No more than two adults and two children, or one adult and three children may reside in an apartment. All residents must be included on the application form for Family Housing. Spouse and/or dependents listed on the



application form must reside with the tenant in order to qualify for Family Housing. An infant under 12 months will not be counted in the total.

(2) Guests may not stay more than two weeks without the written permission from the Director of Residence Life.

(3) Status Change: If the tenant's student or family status changes so that the tenant is no longer eligible for Family Housing, the College will terminate tenancy by providing the tenant with 30 days written notice of the intent to do so.

(4) Proof of Eligibility: The College may require the applicant to provide custody papers or birth certificates, marriage license, and letter of admission. The college reserves the right, upon 24 hours notice to inspect the apartment premises in the accompaniment of the tenant to confirm those residing in the apartment.

(5) Priority: Priority for assigning space in Family Housing is by date of receipt of application and fee from qualified applicants, providing the applicant can move into the apartment within 45 days.

(6) Policies: The **Oregon State System of Higher Education Fee Book**, the **Eastern Oregon State College Fee Manual** and the **Family Housing Handbook of Eastern Oregon State College** are by reference included in the Oregon Administrative Rules herein.

[Publications: The publication(s) referred to or incorporated by reference in this rule are available from Eastern Oregon University.]

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 183 & OAR 580-011-0015

Hist.: EOSC 1-1994, f. & cert. ef. 3-7-94

**EOSC Residence Halls**

**579-060-0160**

**Eligibility**

(1) During the regular academic year, room assignments are contingent upon the applicant being accepted for admission to the College. Residents must also be registered as full time students in good academic standing with the College in order to remain eligible for living in a residence hall. Any exceptions must be approved by the College.

(2) Priority for room assignments will be first, currently housed residents returning for an additional year provided they sign up during the advertised open enrollment period; and second, new resident applicants based on the date the application fee and contract are received.

(3) Cohabitation is not allowed in residence hall rooms. Cohabitation is defined as having a quest of the opposite sex spend one or more nights in a residence hall room.

(4) International students are required to live in the residence halls during their first year at the College. This requirement will only be waived by successful petition through the offices of Residence Life, Admissions, and Student Affairs.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 183 & OAR 580-011-0015

Hist.: EOSC 1-1994, f. & cert. ef. 3-7-94

**579-060-0170****Residence Life Contract**

(1) Each applicant for residence hall accommodations shall be required to sign a Residence Life Contract before occupying a room. All rules and regulations in the agreement and the **Residence Life Handbook** are binding. The Residence Life Contract may be canceled under the terms and conditions outlined in the contract.

(2) If a resident is evicted from, moves from, or otherwise leaves a residence hall, but does not withdraw from the institution, the resident is assessed a per day penalty. Penalty charges, and prorated charges for residents who enter or leave the residence halls during an academic quarter shall be in accordance with the conditions outlined in the Residence Life Contract and **State System Fee Manual**.

(3) With an approved petition, a resident may be release from their Residence Life Contract without the per day penalty. The main criteria used in approving such a petition are as follows:

- (a) Health reasons, verified by a licensed physician and Student Health Services;
- (b) Marriage, upon receipt of a copy of the marriage certificate;
- (c) Student teaching, practicums and other academic programs requiring the student to live in another community;
- (d) If the student moves to the permanent residence of parents or legal guardians;
- (e) If a resident finds a suitable replacement to take over the contract, i.e., a student who meets the eligibility requirements and who has not previously contacted the Residence Life Office to make arrangements to live in the residence halls;
- (f) If a resident is required by the college to live in a residence hall and the College then waives this requirement for the individual.

[Publications: The publication(s) referred to or incorporated by reference in this rule are available from Eastern Oregon University.]

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 183 & OAR 580-011-0015

Hist.: EOSC 1-1994, f. & cert. ef. 3-7-94

**579-060-0180****Hall Assignment and Room Changes**

- (1) The Residence Life Office has the responsibility for approving all residence hall room assignments.
- (2) All room changes and hall transfers must be approved through the Residence Life Office and coordinated with the building staff.
- (3) The Residence Life Office may reassign residents for administrative or disciplinary reasons with 48 hours notice.
- (4) The Residence Life Program may terminate a resident's contract for lack of payment or for disciplinary reasons as outlined in the Residence Life Contract, **Residence Life Handbook**, and **State System Fee Manual**, requiring the

resident to vacate the premises with 48 hours notice.

[Publications: The publication(s) referred to or incorporated by reference in this rule are available from Eastern Oregon University.]

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 183 & OAR 580-011-0015

Hist.: EOSC 1-1994, f. & cert. ef. 3-7-94

**579-060-0190**

**Policies**

Policies that govern the operation of the residence halls shall be in accordance with the **Residence Life Handbook**, Residence Life Contract, and the **State System Fee Manual**. These documents are by reference included in the Oregon Administrative Rules herein.

[Publications: The publication(s) referred to or incorporated by reference in this rule are available from Eastern Oregon University.]

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 183 & OAR 580-011-0015

Hist.: EOSC 1-1994, f. & cert. ef. 3-7-94

---

This online version of the OARs is provided for convenience of reference and enhanced access. The official, record copy of these publications is the printed copy. Discrepancies, if any, between the two versions are satisfied in favor of the printed version. In particular, tables, graphs, special characters, and other special formatting may not translate properly. Copyright 1998 Oregon Secretary of State: [Terms and Conditions of Use](#)

The 1998 Compilation contains Oregon Administrative Rules **filed through November 14, 1997**.

**Updates?** Use the [OAR Revision Cumulative Index](#) found in the [Oregon Bulletin](#) to access the full text of rulemaking actions after November 14, 1997.

---

[Alphabetical](#) Index of Agencies

[Numerical](#) Index of Agencies by OAR Chapter

[Search](#) the Text of the OAR

[Questions](#) about Administrative Rules?

[Return](#) to Oregon State Archives Home Page



**Oregon Administrative Rules  
1998 Compilation**

**OREGON STATE SYSTEM OF HIGHER EDUCATION, EASTERN OREGON  
UNIVERSITY**

**DIVISION 65**

**THE REBARROW RESEARCH FOREST**

**579-065-0015**

**Advisory Board**

- (1) The Rebarrow Research Forest Advisory Board (herein "the Board") of Eastern Oregon State College is established to advise the President regarding the management and use of the Rebarrow Research Forest within the following guidelines.
- (2) The Board shall acquire the necessary scientific and ecological information required in order to manage, preserve and develop the Rebarrow Research Forest in a reasonable manner.
- (3) The Board shall include two Eastern Oregon State College Biology faculty members, one other Eastern Oregon State College faculty member, the Dean of Administration at Eastern Oregon State College, one person associated with the U.S. Forest Service or the State of Oregon, Department of Forestry, one person associated with the Oregon State Fish and Wildlife Department or the United States Fish and Wildlife Service, and one resident of Union County, who is not employed by the College.
- (4) The President of Eastern Oregon State College (President) shall appoint all the members of the Board. However, the President shall request the responsible officials in the state or federal agencies identified in section (3) to recommend a person from their respective agencies to be Board members. Each representative shall serve a term for the length of time designated by the President. The President shall designate one of the faculty members appointed to the Advisory Board to be the presiding officer of the Board.

Stat. Auth.: ORS Ch. 351

Stats. Implemented: ORS 351.060

Hist.: EOSC 2-1987, f. & cert. ef. 12-28-87

**579-065-0020**

**Jurisdiction and Powers of Board**

(1) The Board shall advise the President regarding the preservation, management, maintenance and development of the Research Forest. In particular, the Board shall counsel the President regarding educational and research uses as well as regarding various ecological considerations of the Research Forest.

(2) In advising on educational uses, the Board shall consider such uses as:

(a) Field trips for the College's science classes;

(b) Self-guided nature trails set up by the College;

(c) Designating study areas within the Forest Reserve for use by students in classes studying plants, animals, forest soil systems and riparian zones.

(3) In advising on research uses of the area, the Board shall consider:

(a) Developing on-going student initiated research projects;

(b) Providing for research projects by members of the faculty at the College;

(c) Providing for research projects by graduate students from other colleges and universities.

(4) In advising on the overall preservation, maintenance and development of the forest, the Board shall seek to:

(a) Promote the natural forest habitat, including game and wildlife inhabiting the areas;

(b) Manage the forest habitat to benefit the entire forest, including game and nongame wildlife inhabiting the area;

(c) Manage the riparian habitat in a manner befitting the water shed and the entire ecosystem;

(d) Manage the forest for a sustained yield;

(e) Develop a portion of the research forest into a material climax stand;

(f) Restrict logging in the research forest to a minimum impact basis;

(g) Allow the cutting of firewood with a permit;

(h) Fence any unfenced portions of the outer boundaries of the research forest;

(i) Develop and monitor plans for appropriate buildings to be constructed.

Stat. Auth.: ORS Ch. 351

Stats. Implemented: ORS 351.060

Hist.: EOSC 2-1987, f. & cert. ef. 12-28-87

## **579-065-0025**

### **Board Procedures**

(1) A quorum of the Board is five members. A majority of a quorum is sufficient to decide an issue. The Board shall meet a call of the chairperson at least once a year or upon the call of three members. Reasonable notice of a meeting including an agenda shall be given to all members prior to each meeting.

- (2) The Board shall select a Board member as secretary to keep minutes of its meetings. The President shall provide for such secretarial and other technical services as may be reasonably necessary to keep such records and to distribute reports of the Board's action. The minutes of a Board meeting shall be provided to Board members after each meeting.
- (3) The Board may review, initiate or formulate policy recommendations to the President on various matters within its charge. The Board may review other matters brought to it by the President or other College representatives, or by organizations or persons with an interest in the Rebarrow Research Forest.
- (4) The President or other College representatives shall advise the Board in writing in those situations in which the Board's recommendations are not accepted.

Stat. Auth.: ORS Ch. 351

Stats. Implemented: ORS 351.060

Hist.: EOSC 2-1987, f. & cert. ef. 12-28-87

**579-065-0030**

**Timber Harvest and Firewood Cutting Permits**

- (1) In accordance with forest management practices and public contracting requirements, the College may invite qualified persons to log the Rebarrow Research Forest on a low impact basis.
- (2) The College may allow individuals to cut firewood in the Rebarrow Research Forest for a nominal fee. Such cutting shall be limited to times and places which will not interfere with the research and educational activities taking place in the forest or disrupt the overall management of the area.

Stat. Auth.: ORS Ch. 351

Stats. Implemented: ORS 351.060

Hist.: EOSC 2-1987, f. & cert. ef. 12-28-87

---

This online version of the OARs is provided for convenience of reference and enhanced access. The official, record copy of these publications is the printed copy. Discrepancies, if any, between the two versions are satisfied in favor of the printed version. In particular, tables, graphs, special characters, and other special formatting may not translate properly. Copyright 1998 Oregon Secretary of State: [Terms and Conditions of Use](#)

The 1998 Compilation contains Oregon Administrative Rules **filed through November 14, 1997.**

**Updates?** Use the [OAR Revision Cumulative Index](#) found in the [Oregon Bulletin](#) to access the full text of rulemaking actions after November 14, 1997.

---

- [Alphabetical](#) Index of Agencies
- [Numerical](#) Index of Agencies by OAR Chapter
- [Search](#) the Text of the OAR
- [Questions](#) about Administrative Rules?
- [Return](#) to Oregon State Archives Home Page



**Oregon Administrative Rules  
1998 Compilation**

**OREGON STATE SYSTEM OF HIGHER EDUCATION, EASTERN OREGON  
UNIVERSITY**

**DIVISION 70**

**PARKING AND VEHICULAR TRAFFIC REGULATIONS**

**579-070-0005**

**Purpose**

(1) Campus parking and vehicular traffic regulations are designed to minimize congestion, maintain safety, enhance security, and maximize the use of existing parking facilities.

(2) **"The Board of Higher Education is empowered under ORS 352.360 and ORS 351.070 to enact such regulations as it shall deem convenient or necessary to provide for the policing, control, and regulation of traffic and parking of vehicles on the property of any institution under the jurisdiction of the Board,"** and to **"prescribe and collect charges for services rendered to any person or entity"**. The fees and charges are set at levels sufficient to support fully annual operating expenses of maintaining parking facilities and to meet obligations for bonded indebtedness incurred for the acquisition of property and/or the construction of parking facilities.

(3) These regulations and fees will be reviewed annually by the Dean of Administration and, if necessary, an ad hoc committee appointed for this purpose.

(4) Oregon State Police, the Union County Sheriff, and the La Grande City Police are authorized to issue citations for violations of vehicular traffic regulations occurring anywhere within approved campus boundaries. If a citation is issued by one of these enforcement agencies, the person cited should post bail or appear at the time and place stated on the citation. The college exercises no authority or responsibility over these actions.

(5) All signs and curb markings will meet established state standards. Curb Colors: Yellow -- No parking; Handicapped -- Blue.

(6) A vehicle is any conveyance requiring a state or city license to operate in any public area.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 351.070 & 352.360

Hist.: EOSC 11, f. & ef. 11-17-77; EOSC 3-1979, f. & ef. 6-27-79; EOSC 1-1982, f. & ef. 6-11-82; EOSC 4-1984, f. & ef. 10-25-84; EOSC 2-1986, f. & ef. 7-28-86; EOSC 4-1992, f. & cert. ef. 8-24-92; EOSC 2-1994, f. & cert. ef. 3-7-94; EOSC 5-1994, f. & cert. ef. 9-6-94

## **579-070-0010**

### **Permit Parking**

(1) Permit Parking is available to students and employees of Eastern Oregon State College on a "first come, first served" basis. Permits can be purchased annually in the Cashier's Office. The permit allows the holder to park weekdays in a permit parking area between 7 am and 5 pm (does not include designated spaces, i.e., reserved, handicap, etc). Vehicles may not remain in parking lots for more than a 24-hour period with the following exceptions: vehicles of dormitory residents and vehicles of those traveling off-campus on college business. All parking permits expire September 15. Affix the parking permit to the lower right front (passenger side) windshield:

(a) The cost of permits in designated parking areas except visitor areas is:

(A) 12 month permit. \$60

(B) Winter and Spring Term. \$35

(C) Spring Term Only. \$15

(D) Summer Term Only. \$ 8

(E) Temporary employees - less than 30 days per term, Bookstore, art class models). \$1 per day

(F) A Designated Reserved Space may be purchased on an annual basis for \$220.00. Designated Reserved Spaces cannot be purchased after October 31. Reserved Fee of \$220.00 is in addition to basic permit fee of \$60. These permits are valid Monday-Friday 7 am-5 pm only.

(b) The parking lot west of the Community Stadium is a "no fee" parking lot.

(2) Persons owning more than one vehicle may purchase a second permit parking sticker for an additional \$5. Registration or proof of ownership may be required when purchasing the permits. Only one of the vehicles, however, may be parked at any one time in a permit parking area.

(3) The College assumes no responsibility for damage to or loss of vehicles or their contents when parked within the campus boundaries.

Stat. Auth.: ORS 351.070 & 352.360

Stats. Implemented: ORS 351.070 & 352.360

Hist.: EOSC 11, f. & ef. 11-17-77; EOSC 3-1979, f. & ef. 6-27-79; EOSC 1-1982, f. & ef. 6-11-82; EOSC 4-1984, f. & ef. 10-25-84; EOSC 2-1986, f. & ef. 7-28-86; EOSC 2-1991, f. & cert. ef. 6-24-91; EOSC 4-1992, f. & cert. ef. 8-24-92; EOSC 2-1994, f. & cert. ef. 3-7-94 EOSC 5-1994, f. & cert. ef. 9-6-94; EOSC 2-1996, f. 8-15-96, cert. ef. 9-16-96

## **579-070-0015**

### **Visitor Parking**

(1) Visitor Parking for off-campus personnel requires a temporary permit which may be obtained at the Information Booth on "K" Avenue. A visitor is defined as a person other than a student or employee.

(2) Special visitor parking is located in each parking lot. If visitor parking spaces are full, any other parking space may then be used (this does not include designated spaces i.e., reserved, handicap, etc).



(3) Visitor parking permits for buses and vehicles bringing large groups to the campus for scheduled campus events may be obtained for mailing to users prior to the event.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 351.070 & 352.360

Hist.: EOSC 11, f. & ef. 11-17-77; EOSC 3-1979, f. & ef. 6-27-79; EOSC 1-1982, f. & ef. 6-11-82; EOSC 4-1984, f. & ef. 10-25-84; EOSC 2-1986, f. & ef. 7-28-86; EOSC 2-1991, f. & cert. ef. 6-24-91; EOSC 4-1992, f. & cert. ef. 8-24-92; EOSC 2-1994, f. & cert. ef. 3-7-94 EOSC 5-1994, f. & cert. ef. 9-6-94

## **579-070-0025**

### **Bicycle Parking**

Bicycle Parking. Bicycles must be in a rack supplied for that purpose adjacent to an instructional building or residence hall.

Stat. Auth.: ORS Ch. 351

Stats. Implemented: ORS 351.070 & 352.360

Hist.: EOSC 11, f. & ef. 11-17-77; EOSC 3-1979, f. & ef. 6-27-79; EOSC 4-1984, f. & ef. 10-25-84; EOSC 2-1986, f. & ef. 7-28-86

## **579-070-0030**

### **State Vehicles**

State Vehicles may park in all permit and visitor parking areas without a permit.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 351.070 & 352.360

Hist.: EOSC 11, f. & ef. 11-17-77; EOSC 3-1979, f. & ef. 6-27-79; EOSC 1-1982, f. & ef. 6-11-82; EOSC 4-1984, f. & ef. 10-25-84; EOSC 2-1986, f. & ef. 7-28-86; EOSC 4-1992, f. & cert. ef. 8-24-92; EOSC 2-1994, f. & cert. ef. 3-7-94

## **579-070-0035**

### **Citations and Fines**

(1) Citations will be issued to students employees, and visitors of Eastern Oregon State College for the following violations:

- (a) Parking a student- or employee-owned vehicle in a permit parking area without a parking permit -- \$15;
- (b) Parking in a Designated Reserved Space without the designated permit number -- \$50;
- (c) Parking a vehicle in a designated no-parking area (fire lanes, etc.) -- \$50;
- (d) Parking a student- or employee-owned vehicle in a visitor parking area -- \$20;

- (e) Failure to affix the parking permit to the upper right front (passenger side) windshield -- \$10;
  - (f) Parking in a loading zone for longer than 15 minutes or when not loading or unloading bulky or heavy materials -- \$20;
  - (g) Blocking traffic within approved campus boundaries -- \$20;
  - (h) Driving, riding, or parking motor driven vehicles on sidewalks, pedestrian malls, or lawn areas or service roads -- \$20;
  - (i) Parking first and second car simultaneously in any permit parking area -- \$15;
  - (j) Parking and/or chaining a bicycle in unauthorized areas. Bicycles are not to be parked in any entryway or general use building area -- \$15;
  - (k) Parking a vehicle in a handicap space without a Department of Motor Vehicles permit -- \$100;
  - (l) Parking improperly (over the line, wrong way on two-way street, blocking sidewalk, etc.) -- \$15;
  - (m) Misuse or altered permit (transferring the permit from one vehicle to another, etc.) -- \$20.
- (2) Violators are directed by means of the citation to pay a fine at the Cashier's Office in Inlow Hall. Citation Appeal Forms may be obtained in the Business Office, Inlow Hall.
- (3) Cost of one violation may be applied toward purchase of annual Parking permit. Repeated and flagrant violations of campus parking regulations may result in banning of the vehicle from the campus.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 351.070 & 352.360

Hist.: EOSC 11, f. & ef. 11-17-77; EOSC 3-1979, f. & ef. 6-27-79; EOSC 1-1982, f. & ef. 6-11-82; EOSC 4-1984, f. & ef. 10-25-84; EOSC 2-1986, f. & ef. 7-28-86; EOSC 2-1991, f. & cert. ef. 6-24-91; EOSC 4-1992, f. & cert. ef. 8-24-92; EOSC 2-1994, f. & cert. ef. 3-7-94 EOSC 5-1994, f. & cert. ef. 9-6-94

## **579-070-0041**

### **Appeal**

- (1) A person wishing to appeal a parking citation must do so in writing by preparing an "Appeal of Parking Citation" form, stating the reasons for appealing and present any verifiable facts which will substantiate the appeal. An appellant may, but is not required to, appear in person before the Committee, but must indicate the request on the Parking Citation Appeal form. Appeal forms may be picked up in the Business Office, Inlow Hall. The Parking Appeals Committee will review the appeal and its decision is final.
- (2) All appeals must be submitted within 10 days from date of the citation. Appeals submitted after 10 days *will not* be considered for review. Appeals will be considered by the committee at the next regularly scheduled meeting.
- (3) The following types of reasons are not acceptable grounds for appeal:
- (a) Lack of knowledge of the regulations: i.e., new to campus or not read regulations;
  - (b) Other vehicles were also parked improperly;
  - (c) Disagree with or inability to pay the amount of the fine(s);

- (d) Lack of space;
- (e) Unread or misunderstood signs.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 351.070 & 352.360

Hist.: EOSC 5-1994, f. & cert. ef. 9-6-94

**579-070-0042**

**Parking Appeals Committee**

- (1) The Parking Appeals Committee is established to provide an expedient method of handling appeals for parking citations issued by Eastern Oregon State College personnel.
- (2) The Parking Appeals Committee will consist of two unclassified members and two classified staff members appointed by the Dean of Administration, and two students appointed by the ASEOSC Committees Chairperson. The Campus Security/Public Safety Supervisor and the Accounts Receivable Supervisor will serve ex-officio without vote.
- (3) Each member of the Parking Appeals Committee will serve for a period of 2 years, with a maximum of two consecutive terms. Terms of office will be staggered to help insure continuity and consistency in the appeals review process.
- (4) The Parking Appeals Committee will meet regularly each month.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 351.070 & 352.360

Hist.: EOSC 5-1994, f. & cert. ef. 9-6-94

**579-070-0043**

**Parking Appeals Committee Authority**

- The Parking Appeals Committee shall have the authority to:
- (1) Find the individual not guilty of the violation and dismiss the citation.
  - (2) Find the individual guilty of the violation and impose the appropriate fine.
  - (3) Find the individual guilty and issue a warning without imposing a fine.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 351.070 & 352.360

Hist.: EOSC 5-1994, f. & cert. ef. 9-6-94

## 579-070-0045

### Towing

(1) A vehicle may be towed off the campus and impounded and the owner subject to towing and storage fees in addition to designated penalties under the following circumstances:

- (a) A vehicle causing imminent danger to people or College property, i.e., fire lanes, bus zones or close to fire plugs;
- (b) A vehicle having a parking permit and receiving five or more citations within a school year;
- (c) A vehicle not having a parking permit and receiving three citations within a school year;
- (d) A vehicle left parked or standing in an area not normally used for vehicular traffic. This includes parking on a sidewalk, or the grass.

(2) Release of the vehicle will be made upon payment of the fines or by satisfactory arrangements for payment with the Dean of Administration.

Stat. Auth.: ORS Ch. 351

Stats. Implemented: ORS 351.070 & 352.360

Hist.: EOSC 1-1982, f. & ef. 6-11-82; EOSC 4-1984, f. & ef. 10-25-84; EOSC 2-1986, f. & ef. 7-28-86

## 579-070-0050

### Change of Address

Vehicle owners are urged to notify the Oregon State Motor Vehicle Division of any change of address within 30 days after occurrence. The nearest Motor Vehicle Division Office is located on Highway 82 between La Grande and Island City.

Stat. Auth.: ORS Ch. 351

Stats. Implemented: ORS 351.070 & 352.360

Hist.: EOSC 1-1982, f. & ef. 6-11-82; EOSC 4-1984, f. & ef. 10-25-84; EOSC 2-1986, f. & ef. 7-28-86

---

This online version of the OARs is provided for convenience of reference and enhanced access. The official, record copy of these publications is the printed copy. Discrepancies, if any, between the two versions are satisfied in favor of the printed version. In particular, tables, graphs, special characters, and other special formatting may not translate properly. Copyright 1998 Oregon Secretary of State: [Terms and Conditions of Use](#)

The 1998 Compilation contains Oregon Administrative Rules **filed through November 14, 1997.**

**Updates?** Use the [OAR Revision Cumulative Index](#) found in the [Oregon Bulletin](#) to access the full text of rulemaking actions after November 14, 1997.

---

[Alphabetical](#) Index of Agencies

[Numerical](#) Index of Agencies by OAR Chapter

[Search](#) the Text of the OAR

[Questions](#) about Administrative Rules?

[Return](#) to Oregon State Archives Home Page



**Oregon Administrative Rules  
1998 Compilation**

**OREGON STATE SYSTEM OF HIGHER EDUCATION, EASTERN OREGON  
UNIVERSITY**

**DIVISION 75**

**EASTERN OREGON STATE COLLEGE USE OF VEHICLES FOR COLLEGE BUSINESS**

**579-075-0000**

**Eastern Oregon State College Use of Vehicles for College Business**

(1) For purposes of this rule:

(a) "Vehicle" means cars, vans, trucks, and buses;

(b) "State-owned vehicle" means a vehicle owned by or registered in the name of the State of Oregon, the Board, or any institution;

(c) "Hired vehicle" means a vehicle that is leased, hired, or rented by the State, the Board, or any institution. This definition excludes borrowed vehicles;

(d) "Borrowed vehicle" means a vehicle that is not a "state-owned vehicle" or a "hired vehicle" but that is used on state business. "Borrowed vehicle" includes vehicles owned by employees, students, and others participating in institution activities, and used on state business;

(e) "State business" means any activity for which all or part of the expenses may be reimbursed by any unit, department, or program of the Department of Higher Education;

(f) "Officially sanctioned program" means any program undertaken to further the instruction, research or service missions of the institution or designed to promote the cultural and physical development of students. Such programs include but are not limited to:

(A) Academic department programs;

(B) Co-curricular programs;

(C) Intramural, recreational sports, club sports, and intercollegiate athletic programs;

(D) Any student programs or activities identified by the president or designee. Examples of such activities include but are not limited to student government, student housing activities, activities sponsored by student organizations that are consistent with the institution's mission;

(E) No motor vehicle owned, leased, or controlled by the state shall be used to transport students to an event or activity not directly related to an officially sanctioned program.

(2) Authorization for the use of a state vehicle will be based on the following:

(a) Athletic schedules will have priority if their request is turned in at the beginning of the term to cover their scheduled athletic contests during that term. If the schedules are not turned in at the beginning of the term, they will be served on a first come, first served basis;

(b) All use must be for the convenience of the college;

(c) Personal use is prohibited.

(3) Vehicles will be driven only by employees or agents of the college who are holders of a valid driver's license. Approval to drive vehicles on College business must be obtained from the Plant Services Office. Driving record information for drivers will be verified with the Department of Motor Vehicles. Persons with physical impairments which might cause them to have problems operating a vehicle safely, having questionable driving records and citations for alcohol or other drug abuse, or who have been convicted of a major traffic offense, as defined in ORS 153.500, within three years of proposed operation are prohibited from driving vehicles on institution-approved business. It is the policy of Eastern to check the driving record of all faculty, staff, student and nonemployee drivers and to reserve the right to check the driving record of any prospective driver. The Shipping and Receiving Office will maintain a current list of all approved drivers.

(4) When an employee uses his/her private vehicle on an authorized trip, the employee shall be reimbursed at the prevailing rate approved by the Department of Administrative Services. Vehicles used for state-authorized travel should be equipped as set forth in subsection (6)(a) through (f) of this rule.

(5) It is the responsibility of the driver of a vehicle to insure that there is an operable safety belt for every passenger.

(6) College motor pool vehicles are equipped and maintained to meet or exceed State of Oregon standards. It is the responsibility of the Motor Pool to verify before every trip that a vehicle is safe to operate and is equipped with the following required safety devices:

(a) Emergency reflector kit and/or flares;

(b) Ice scraper;

(c) Flashlight;

(d) First aid kit;

(e) Accident-reporting forms and instructions for handling emergencies;

(f) Tire chains or other approved traction devices when required by weather conditions.

(7) A vehicle inspection and emergency equipment inventory form is included in the "car book" supplied by the Shipping and Receiving Office--the "car book" also includes credit cards for gas, oil, and emergency repairs and instructions to be followed if repairs are needed or there is an emergency--and must be signed by the driver. The Motor Pool staff is responsible for insuring that the vehicle is in safe operating condition and that all emergency items are in the vehicle.

(8) The Shipping and Receiving Office (telephone number, 2-3570) should be notified if a vehicle is not in safe operating condition or if any of the above items are missing before the trip commences so that the vehicle can be repaired or missing items supplied. Any problems that develop with a vehicle during a trip that would cause it to be unsafe to operate must be repaired--see instructions in "car book". All problems with a vehicle, no matter how minor,

must be reported on the mileage report form included in the "car book" so they can be attended to by Motor Pool Staff. Vehicles are inspected and serviced by Motor Pool staff after each trip. Private vehicles used on state business must be maintained in a safe operating condition and must carry the safety devices set forth in section (6) of this rule.

(9) It is the responsibility of the driver to operate the vehicle in a safe manner. The maximum speed is the posted speed limit. Any driver of a state vehicle exceeding the speed limit may assume the responsibility in case of an accident resulting from speeds exceeding the posted speed limit. Individuals who receive a police citation while driving a state car shall be subject to disciplinary action and/or have driving privileges revoked. On lengthy trips, it is the responsibility of the driver to avoid drowsiness by making frequent rest stops and using certified relief drivers.

(10) Group travel involving students: Trip itinerary information must be included on the Travel Authorization Form and should specify approximate departure and arrival times. A list of students traveling on field trips and other extracurricular activities or to athletic events must be filed with the Travel Authorization Form (see example in Appendix A). Information to be included on the student list includes the name, address, and telephone number of the person to be notified in the event of an emergency. This list will be forwarded by the Travel Coordinator to the Dean of Student Affairs. Student Travel Information Forms are available in School and Unit offices.

(11) The names of all drivers must be included on the trip itinerary. Provisions must be made for the use of relief drivers during long trips. Please allow adequate time to research driving records through the Department of Motor Vehicles if alternate drivers have not previously been approved through the Shipping and Receiving Office.

(12) In the event of an injury accident, the following authorities are responsible for contacting relatives of travelers and must be notified immediately:

### **Person Responsible Traveler Telephone**

Richard Stenard Student Injuries H: 963-7054

Dean, Student Affairs O: 963-3635

Mary Voves Employee Injuries H: 963-4143

Dean of Administration O: 963-3395

David Gilbert If unable to contact H :963-2304

President Dean of Student Affairs O: 963-3512 or Dean of Administration

(13) All accidents must be reported promptly following procedures outlined in the information included in the "car book".

(14) Lectures, classes, athletic contests, field trips and other extracurricular activities will be cancelled when vehicle or weather conditions create unacceptable risk to the health and safety of vehicle passenger.

(15) Except in the case of authorized travel such as intercollegiate athletic trips, musical groups tours, or other student activity which requires travel across state borders, no state vehicles will be used for travel outside of Oregon except for western Idaho, northern California and most of the state of Washington.

(16) Passengers (other than one family member) are not permitted to ride in College vehicles unless they will be performing duties for the College at the destination.



(17) Use of college vehicles will be charged to School or Unit budgets at the following rates:

(a) 15 passenger vans -- \$0.50 per mile

(b) Sedans/Station Wagon -- \$0.30 per mile

(c) 4-Wheel Drive Jeeps -- \$0.35 per mile

(d) Flat Bed -- \$0.38 per mile

(e) Trailer -- \$10 per day

(f) Assigned cars -- \$132 per month -- \$.16 per mile

(A) 24-hour notification of car request cancellation or \$10 no show charge assessed;

(B) Car books must be returned by 8:30 a.m. following day of car usage (so the car can get serviced for next user) or \$10 return charge;

(C) Cleanup charge \$10.25 for more than normal trash and dirt;

(D) Sedan/station wagon driven 55 miles or less round trip charge \$13.06. Vans driven 58 miles or less round trip charge \$21.86. All 4-wheel drives driven 56 miles or less roundtrip charge \$15.26;

(E) The deductible for collision is \$500 per accident and will be borne by the department assigned the vehicle;

(F) Vehicles should be returned with full tanks of gas, or a \$10 service fee will be added to the total charges.

(18) State vehicles are scheduled through the Shipping and Receiving Office and request must be made on the form provided.

(19) Use of a Personal Car. Travel by private vehicle in lieu of a state vehicle may be authorized in order to permit a combination of official travel with a holiday or weekend trip, vacation, or for other valid personal reasons. Reimbursement for mileage is at the Department of Administrative Services approved rate. Reimbursement is limited to the mileage the employee would have traveled on official business, and the meal and lodging allowance to which he or she would have been entitled while on official travel.

(20) Vehicles loaned to the College must meet the State of Oregon safety standards. Loaned vehicles *must* be inspected by Motor Pool staff and the approval of the Dean of Administration obtained before used.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS Ch. 351 & OAR 580-040-0030

Hist.: EOSC 1-1987, f. & ef. 12-28-87; EOSC 5-1995, f. & cert. ef. 2-16-95

---

This online version of the OARs is provided for convenience of reference and enhanced access. The official, record copy of these publications is the printed copy. Discrepancies, if any, between the two versions are satisfied in favor of the printed version. In particular, tables, graphs, special characters, and other special formatting may not translate properly. Copyright 1998 Oregon Secretary of State: [Terms and Conditions of Use](#)

The 1998 Compilation contains Oregon Administrative Rules **filed through November 14, 1997.**

**Updates?** Use the [OAR Revision Cumulative Index](#) found in the [Oregon Bulletin](#) to access the full text of rulemaking actions after November 14, 1997.

---

[Alphabetical](#) Index of Agencies

[Numerical](#) Index of Agencies by OAR Chapter

[Search](#) the Text of the OAR

[Questions](#) about Administrative Rules?

[Return](#) to Oregon State Archives Home Page