

Student Residential Living Standards Violation Reporting Checklist

"The problem with most of us is that we are afraid to stand up for what we believe, to be witnesses for what is true and right. We want to do the right thing, but we are troubled by fears. So we sit back, and the world drifts about us, and society increasingly adopts attitudes and standards of behavior of which most of us do not approve."

--Gordon B. Hinckley

Please use the save as button to save a copy for your records. Submit a copy, either by e-mail or print, to your landlord and the BYU Off-Campus Housing at och@byu.edu.

Please complete the following information and submit it to your landlord. It is imperative that you be willing to support complaints with written information. If needed attach sheets with details and pictures to this form. Be sure to keep a copy for yourself.

Complex:

Address:

Landlord:

Phone:

Your Name:

Phone

Complainants: Submit detailed written statements. Note the things you have personally seen and heard. Provide specific details, with dates and times or approximate dates and times.

- ✓ Students complaining of violations need support the owner or agent through their actions in order for the owner to maintain the standards.
- ✓ Students must keep the owner informed of further violations if they occur.
- ✓ When students are witnesses to the violation, they must support owner by providing testimony against the offenders, especially in writing.
- ✓ If students are unwilling to act as witnesses or let their testimony be used against the accused, the owner might not be able to correct the problem. This is especially true if there is no other evidence against the accused.

Witnesses: Submit detailed written statements. Note the things you have personally seen and heard.

Who was involved?

What happened?

When did it happen?

What did you see?

What did you hear?

What did others tell you?

How many times did this occur?

If you know, why were they doing what they did?

- ✓ You must make a report to the university when you become aware of a BYU student in violation of the Residential Living Standards.
 - Call the BYU Off-Campus Housing Office (801-422-5066) or the Honor Code Office (801-422-2847).
 - The information you report may be helpful in solving other problems of which you may be unaware.
- ✓ Making such a report does not necessarily mean a student will be dismissed from BYU.
 - The Honor Code Office has trained counselors who work to help students understand the principles to which they have committed.
 - When dealing with a student, a counselor in the Honor Code Office takes into consideration the nature of the offense, the evidence against the student, and the attitude of the student.
 - The student may be called into the Honor Code Office and given counsel that will result in positive benefits to all involved and lead to a better life for that individual.
 - A student may be given counsel, be put on probation, or be dismissed, but the student will be dealt with justly.
 - If you see a problem continuing even after making a report to the university and your landlord, inform the university and your landlord again and each time thereafter.
 - In addition, if there are problems with retaliation, please notify both your landlord and the Off-Campus Housing Office. This is considered another violation of the Residential Living Standards.