PROGRAM SUMMARY

Beginning fall 2021, on-campus living at Michigan State University was extended to include a second year, reinstating a two-year living requirement that had been waived at MSU since the 1980s. This reinstatement is another MSU initiative aimed at helping students succeed.

In support of this initiative, the University established the Housing Policy Committee to recommend operational changes and updates to support second-year students living on-campus. One such change was for the University to establish a Group Housing approval process for registered Student Organizations at Michigan State. A Group Housing Committee was formed and created the Second Year Group Housing Program (“Program”). Under the Program, qualifying student organizations (“Organization”) may apply to have certain affiliated facilities (“Facility”) approved to house second-year students. The objective is to ensure second-year students are provided safe, healthy, supportive living environments like those provided in on-campus housing.

Program Components

The Program is comprised of two (2) components. Each is indicated below. It is critical that all Facilities, Organizations, and Individual Students understand and comply with ALL components of the Program and their subsequent requirements.

- **Organization and Facility Component**
  - The process by which a registered Student Organization (RSO) applies for approval to house second year students in its housing facility. The Organization must generally submit its application in the fall semester prior to the upcoming academic year.

- **Individual Student Component**
  - The process by which current first-year students must apply for approval to live in an approved Group Housing Facility in their second year. Individual Students must generally complete and submit an Individual Student application in the spring semester prior to the upcoming academic year.

Application Timelines

Current Application Period: 2023-2024 Academic Year

The application timelines for Organization and Facility, and Individual Students are as follows.

- **Organization and Facility**
  - Application Period: December 9\textsuperscript{th}, 2022 – January 13\textsuperscript{th}, 2023

- **Individual Student**
  - Application Period: Spring 2023 (TBD)

Program Administration

The Office for Student and Community Relations (SCR) administers the Program, including the acceptance and review of all applications. The Assistant Vice President for Student Development and External Relations & Dean of Students (AVP/DOS) will have ultimate responsibility on behalf of the University in granting recognition to a Facility, Organization or Individual Student that is requesting to participate in the Program. MSU will approve or deny applications in its sole discretion. All questions should be addressed to the Office for Student and Community Relations at scr@msu.edu.
ORGANIZATION & FACILITY COMPONENT

Eligibility Criteria
Organizations and Facilities must comply with each of the following requirements to participate in the Program

- An eligible Facility must:
  - Be within the city limits of East Lansing
  - Have a valid City of East Lansing Class VI/Class B Rental License, or another valid City of East Lansing Rental License type with a Special Use Permit.
  - Not have “Terms and Conditions” on Rental License through the City of East Lansing
  - Have passed a City of East Lansing housing inspection within the past 13 months
  - Remain in compliance with all applicable City of East Lansing municipal codes and ordinances.

- An eligible Organization must
  - Be a registered Student Organization at Michigan State University
    - Registration status must be active at the time of application
  - Not be the subject of any temporary restraining actions at the time of application
  - Not have an active status or have outstanding sanctions through the Office for Student Support and Accountability

Compliance

- The University may reject a new application or terminate an existing application for failure to meet and/or maintain the requirements detailed in this document.
  - Each Organization/Facility is expected to abide by all Federal, State, and Local laws as well as established University policies. Failure to comply may result in immediate termination from the Program or ineligibility to be granted acceptance into the Program in future cycles.
  - In the event an Organization or Facility is terminated from the Program, the Organization or Facility must follow the next application process, if eligible, in order to be considered for future Program involvement.

- MSU retains the sole discretion in determining whether to approve or reject a new application, place the Organization/Facility on provisional status, or terminate a current Organization/Facility. Non-compliance with any policies within this document may lead to such determinations. Below are examples of violations that may lead to these determinations. This is a non-exhaustive list:
  - Missed Deadlines – Failure to meet deadlines outlined within this document may result in an Organization/Facility being ineligible to receive an accepted application, be placed on provisional status, or deemed ineligible to apply for future cycles
  - Violations of Student or Student Organization Conduct Codes – If Organization members fail to abide by the Student Rights and Responsibilities outlined in the General Student Regulations or the Student Organization Conduct Code, the Organization may be determined ineligible to receive an approved application, be placed on provisional status, or deemed ineligible to participate in the Program in future cycles. Depending on the severity of the Code violation, the Organization may also be terminated from the Program if they are a current participant.
  - Changes to the Health and Safety of the Facility – If there are changes or changes are reported to the University regarding the health and safety of a Facility negatively impacting the inhabitants of the Facility, the Facility will be required to work in collaboration with the City of East Lansing, Ingham County Health Department, East Lansing Fire Department, or other City entities (if applicable) to address the changes and rectify any situations that may not meet established codes. Re-inspection after any situation will be required.
• MSU Established this Program to ensure that participating Organizations and Facilities serve as safe learning and living environments for second-year students. This does not change any Organization’s or Facility’s obligation to maintain its premises in compliance with applicable laws.

• Note: Organizations/Facilities should not sign leases with Individual Students until they are approved to participate in the Program via the Individual Student process. If an Organization/Facility chooses to sign a lease with an Individual Student who has not been approved, the Organization/Facility must be able to release the Individual Student from the lease if they are denied to the Program. No exceptions will be given for Individual Students who are denied from the Program and the expectation to maintain a university Housing contract will remain.

Provisional Status

Organizations or Facilities may be placed on provisional status based on individual circumstances. Instances of provisional status include, but are not limited to, the following.

• The Student Organization is listed as a respondent in a pending disciplinary matter through the Office for Student Support and Accountability
  o In these circumstances, the Organization will remain on provisional status until pending disciplinary matter is resolved
• Application materials were not fully completed or submitted
• More information is needed from the Organization, Facility, City of East Lansing, or other University entities in order to render a decision

Behavioral Standards and Expectations

Organizations/Facilities seeking Program approval must demonstrate a commitment to serving as upstanding members of the East Lansing and University communities. This commitment will be evaluated according to the Organization’s/Facility’s compliance with university policies and the City of East Lansing municipal codes and ordinances.

Specific behaviors taken into consideration:

• University expectations and policies
  o Student Organization Conduct Code allegations and outcomes
  o Office of Institutional Equity (OIE) allegations and possible outcomes – including relationship violence and sexual misconduct policy (RVSMP), anti-discrimination policy (ADP), or any other like allegations
  o If applicable, any actions or resolutions that Program administrators or other University entities are made aware of by individual organizations or governing entities

• City of East Lansing laws, ordinances and citations, including but not limited to, party litter, noise, public indecency, property damage, physical altercations, fire, threats, alcohol transports, relationship violence, sexual misconduct, discrimination or other bias incident, hazing, student death

• Rental License standards
  o Facilities must maintain a valid rental license through the City of East Lansing
  o If a Facility has “Terms and Conditions” placed on their rental license by the City of East Lansing during an applicable academic year, they will not be eligible to be approved for the next academic year’s cycle.

Application Materials and Process

• Materials required at the time of application
  o Proof of Liability Insurance for the Facility:
    ▪ A Certificate of Liability Insurance which must include general liability insurance with limits of not less than $1,000,000 per occurrence and $2,000,000 annual aggregate
- Coverage must include premises liability, sexual abuse/molestation, and host liquor liability
- Michigan State University must be listed as additional insured
- All required insurance is to be issued by an insurance company with an AM Best rating of “A” or higher, and which is authorized to do business in the State of Michigan
- Notice of Cancellation: The Named Insured on each insurance policy under the Program must provide a minimum of twenty-five (25) days prior written notice to MSU if any policy is suspended, voided, or cancelled.
  - Proof of Property Insurance for the Facility:
    - The Facility is required to provide Evidence of Insurance for property coverage
    - Any Proof of Property Insurance must list the correct Facility address
  - Attestation of Code Compliance (to be completed by the Property Owner)
  - Indemnification Agreement
- Application Process and Required Information
  - Organizations are required to provide the following information at the time of their application. Any changes to the submitted information must be communicated within one (1) week.
    - Contact Information for the following individuals in the Organization including first and last name, role within the organization, phone number, and email address (MSU email address if applicable)
      - MSU Advisor
      - Chapter/Organization Advisor
      - National or Regional Organization Contact (if applicable)
      - Housing Corporation Board President or Property Manager
      - Live-in House Director (if applicable)
      - Live-in Student House Manager (if applicable)
  - An up-to-date roster that details all intended residents from the Organization that are living within the intended Facility
    - Roster should include first name, last name, phone number, MSU email address, year in school (sophomore, junior, etc) and, if applicable, organizational leadership position.
    - Details on where to submit will be provided to you and is not required to be submitted at the time of application.
    - Organizations are encouraged to create an intended roster of second-year students as well as identify additional students should an intended student be denied acceptance.
    - Note – a notification of any second-year student member, living in the Facility, who disaffiliates with the Organization is required within one (1) week of disaffiliation.
  - When available, Organizations/Facilities wanting to apply to the Program will receive a notice via email that the application process is open. A link to the application will be provided in the email and will also be included at the beginning of this document.
  - All applications will be reviewed on a rolling basis. Review will consist of ensuring all proper documents have been received and have accurate information that meets established eligibility criteria, review of any documented behavior on a university or city level, and review of all other criteria.
- Decisions made to deny an Organization/Facility are final and are not able to be appealed.
  - If an Organization or Facility believes that the Program administrators have made an error in review of their application, an email detailing the error must be submitted to scr@msu.edu. Program administrators will review the information and consult with the AVP/DOS as needed

**Program Orientation**

The University will provide a Program Orientation at the beginning of the Fall semester following the application process to review Program requirements and expectations. Organizational leadership (president and Advisor/House Board
President) is required. Additional education and/or training will be made available at the request of the Organization/Facility.

INDIVIDUAL STUDENT COMPONENT

Eligibility Criteria:
Individual Students must comply with each of the following requirements to participate in the Program

- An eligible Individual Student must
  - Be a recognized member of the organization or group in which they are applying to reside
  - Not be on academic probation or have outstanding sanctions/holds, nor active status (including but not limited to probation, suspension, deferred suspension, expulsion) through the Office for Student Support and Accountability (OSSA) at the time of application
    - If an individual student is found responsible and issued sanctions through OSSA’s student conduct process after their application has already been approved, the approval may be rescinded, and the student will be required to live on campus or complete other housing exception processes
  - Have completed all required university training at the time of application.
    - Required trainings are as follows:
      - Sexual Assault and Relationship Violence
      - Diversity, Equity, & Inclusion
    - Students who have not yet completed these trainings at the time of application review will be placed on provisional status pending completion of these trainings. Proof of training completion within a specified period will be required to be granted acceptance.

Compliance
- The University may reject a new application or terminate an existing application for failure to meet and/or maintain the requirements detailed in this document.
  - Each Individual Student is expected to abide by all Federal, State, and Local laws as well as established University policies. Failure to comply may result in immediate termination from the Program or ineligibility to be granted acceptance into the Program in future cycles.
  - In the event an Individual Student is terminated from the Program, the Individual Student must follow the next application process, if eligible, in order to be considered for future Program involvement
- MSU retains the sole discretion in determining whether to approve or reject a new application, place the Individual Student on provisional status or terminate a current Individual Student. Non-compliance with any policies within this document may lead to such determinations. Below are examples of violations that may lead to these determinations. This is a non-exhaustive list:
  - Missed Deadlines – Failure to meet deadlines outlined within this document may result in an Organization/Facility being ineligible to receive an accepted application, be placed on provisional status, or deemed ineligible to apply for future cycles
  - Violations of Student or Student Organization Conduct Codes – If Organization members fail to abide by the Student Rights and Responsibilities outlined in the General Student Regulations or the Student Organization Conduct Code, the Organization may be determined ineligible to receive an approved application, be placed on provisional status, or deemed ineligible to participate in the Program in future cycles. Depending on the severity of the Code violation, the Organization may also be terminated from the Program if they are a current participant.
Provisional Status

Individual Students may be placed on provisional status based on individual circumstances. Instances of provisional status include, but are not limited to, the following.

- The Individual Student is listed as a respondent in a pending disciplinary matter through the Office for Student Support and Accountability
  - In these circumstances, the Individual Student will remain on provisional status until pending disciplinary matter is resolved
- Application materials were not fully completed or submitted
- Required training has not been completed at the time of the application review
- More information is needed from the Individual Student, Organization, Facility, City of East Lansing or other University entities in order to render a decision

Behavioral Standards and Expectations

Individual Students seeking Program approval must demonstrate a commitment to serving as upstanding members of the East Lansing and University communities. This commitment will be evaluated according to the Individual Student’s compliance with university policies and the City of East Lansing municipal codes and ordinances.

Please see below for further information on specific behaviors being tracked:

- University expectations and policies being monitored
  - Student Organization Conduct Code allegations and outcomes
  - Office of Civil Rights/Office of Institutional Equity (OCR/OIE) allegations and possible outcomes – including relationship violence and sexual misconduct policy (RVSMP), anti-discrimination policy (ADP), or any other like allegations
  - If applicable, any actions or resolutions that Program managers are made aware of by individual organizations or governing entities
  - City of East Lansing laws, ordinances and citations, including but not limited to, party litter, noise, public indecency, property damage, physical altercations, fire, threats, alcohol transports, relationship violence, sexual misconduct, discrimination or other bias incident, hazing, student death

Application Materials and Process

- Individual Students seeking to apply to the Program will receive a link to the application via email. Program administrators will obtain a list of intended Individual Students from approved Organizations/Facilities, which will be the sole method of obtaining information on which students are able to apply.
  - Individual Students who receive the link to the application may not share the link with students who did not receive the link. If there is a suspicion of mistake, students must contact their Organization or Facility and have them send an updated list.
  - Any student who submits an application that is not on lists provided by Organizations/Facilities will not be approved
- Once an application is reviewed, a decision notice will be sent to each Individual Student via their MSU email. If the decision is to approve the Individual Student, they will be released from their Housing Contract and no further action from the Individual Student will be needed.
  - Individual Students may not sign leases for Organizations/Facilities until a decision has been rendered on their application.
  - Individual Students should sign contracts for a Housing Assignment in the event their application is denied or otherwise delayed.
• All applications will be reviewed on a rolling basis. Review will consist of reviewing of any documented behavior on a university or city level, and review of all other eligibility criteria.

• **Decisions made to deny an Individual Student are final and may not be appealed**
  
  o If an Individual Student believes that the Program administrators have made an error in review of their application, an email detailing the error must be submitted to **scr@msu.edu**. Program administrators will review the information and consult with the AVP/DOS as needed.