

## 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 create a Group Housing approval process for Registered Student Organizations (RSOs) 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 Administration

The Office of Community and Student Relations (CSR) administers the Program, including the acceptance and review of all applications. The Assistant Vice President for Student Development and Leadership (AVPSDL) 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 of Community and Student Relations at [scr@msu.edu](mailto:scr@msu.edu).

### 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 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 complete and submit an Individual Student application in the spring semester prior to the upcoming academic year.

### Application Timelines

Current Fall 2023 Application Period: for 2024-2025 Academic Year occupancy

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

- Organization and Facility
  - Application Period: September 1<sup>st</sup>, 2023 – October 1<sup>st</sup>, 2023
- Individual Student
  - Application Period: January 2024 – March 2024

# ORGANIZATION & FACILITY COMPONENT

The Organization and Facility component is the application 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.

## 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
  - 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 have a revocation or restriction of privileges specific to Group Housing issued by the Office for Student Support and Accountability

## Behavioral Standards and Compliance

Each Organization and Facility participating in the Program is expected to abide by all federal, state, and local laws. These Organizations and Facilities must also comply with all University policies and regulations, including, but not limited to the General Student Regulations, Student Organization Conduct Code, the Relationship Violence and Sexual Misconduct and Title IX Policy, and the Anti-Discrimination Policy.

In addition, approved Organizations and Facilities must comply with all applicable City of East Lansing municipal codes and ordinances, including, but not limited to those related to litter, noise, public indecency, property damage, physical altercations, fire, threats, alcohol, health and safety, relationship violence, sexual misconduct, discrimination or other bias incidents, and hazing.

Organizations and Facilities must also maintain a valid rental license issued by the City of East Lansing. If an organization or Facility has terms and conditions placed on its rental license, it will be ineligible to participate in the Program application process while the terms and conditions are active.

In the event of any health or safety issue, the affected Organization or Facility is expected to work with the City of East Lansing, East Lansing Fire Department, the Ingham County Health Department, or other governing municipality or agency to resolve the issue immediately.

Failure to comply with applicable laws or policies will result in a review of the Organization/Facilities' involvement in Group Housing. If a violation is found, the Organization or Facility may be suspended or terminated from the Program.

An Organization or Facility that has been suspended or terminated from the Program will not be eligible to apply for the next Group Housing cycle.

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.

Failure to meet deadlines outlined within this document or otherwise communicated may result in a denial of an Organization's application.

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.

### **Application Materials and Process**

- Eligible Organizations must submit the following materials with their application. Applications submitted without all of the required supporting materials will be deemed incomplete and may be denied.
  - 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 an address that matches the address submitted in the application
  - Attestation of Code Compliance
    - This must be signed by the property owner
  - Indemnification Agreement – Property Owner
    - This must be signed by the property owner or representative of the property owner (i.e. owner named on the certificate of property insurance)
  - Indemnification Agreement – Organization
    - This must be signed by a representative of the insured entity (i.e. entity named on the certificate of liability insurance)
  - 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)
- Live-in House Director (if applicable)
- Live-in Student House Manager (if applicable)
- Organizations must notify CSR of any changes in the information submitted with their application within one (1) week of such changes
- 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.
- Completed applications and required documentation must be submitted via communicated submission method
- All applications will be reviewed on a rolling basis. CSR will confirm all required documents have been received and the Organization has met applicable Program requirements
- **Decisions made to deny an Organization/Facility are final and cannot 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](mailto:scr@msu.edu). Program administrators will review the information and consult with University leadership as needed.
- **Organizations/Facilities are strongly discouraged from signing leases with Individual Students until Individual Students are approved to participate in the Program via the Individual Student process. If an Organization/Facility chooses to sign leases with students before they have received Individual Student approvals, it is highly recommended the Organization/Facility construct ways for the Individual Student's signed lease to be nullified. Individual Students who are denied Individual Student participation in the Program are subject to the second year live on requirement and will not be able to live in the approved Organization's Facility.**

### 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. Leadership of participating Organizations and Facilities, including the organization president, advisor, and house board president (if applicable) are required to attend. Additional education or training will be available upon request.

## INDIVIDUAL STUDENT COMPONENT

The Individual Student component is 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.

### Eligibility Criteria:

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

- An eligible Individual Student must
  - Be a member of the approved Organization in whose Facility the student is seeking to live
  - Be in good standing as a student at MSU, including but not subject to academic probation, 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) or other enforcement office 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 University training required of students at the time of application, including
  - [Sexual Assault and Relationship Violence](#)
  - Diversity, Equity, & Inclusion
- Students who have not yet completed these training courses at the time of application will be contacted to complete the training before a decision is made.
  - Proof of training completion within a specified period will be required to be granted acceptance.
  - Failure to provide proof of training may result in a denial.

### **Behavioral Standards and Compliance**

Individual Students seeking Program approval must demonstrate a commitment to serving as upstanding members of the East Lansing and University communities. Individual Students are expected to abide by all federal, state, and local laws. Individual Students must also comply with all University policies and regulations, including, but not limited to the General Student Regulations, the Relationship Violence and Sexual Misconduct and Title IX Policy, and the Anti-Discrimination Policy.

In addition, Individual Students must comply with all applicable City of East Lansing municipal codes and ordinances, including, but not limited to those related to litter, noise, public indecency, property damage, physical altercations, fire, threats, alcohol, health and safety, relationship violence, sexual misconduct, discrimination or other bias incidents, and hazing.

If a violation is found in one or more of the aforementioned areas, the Individual Student may be denied. Current Program participants may be suspended from the program.

Failure to meet deadlines outlined within this document or otherwise communicated may result in a denial of an Individual Student's application.

### **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 a student does not receive an email with the application link, the student must contact their Organization or Facility and ask for an updated list to be sent to the Program administrators.
  - 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 Individual Student's application is approved, they will be released from their MSU Live On housing contract and no further action from the Individual Student will be needed.

- Individual Students are encouraged **not** to sign leases with Organizations/Facilities until they receive their decision notice.
- Individual Students **should** sign a contract for MSU on-campus Housing Assignment in the event their application is denied or otherwise delayed.
  - If Individual Student is approved to participate in the Program, the student's MSU housing contract will be released and removed
- All applications will be reviewed on a rolling basis. The University will review applications to ensure all required documents have been received and that the Individual Student has met the outline eligibility criteria.
- **Decisions made to deny an Individual Student are final and may not be appealed**
  - If an Individual Student believes that the Program administrators have made an error in their review of their application, an email detailing the error must be submitted to [scr@msu.edu](mailto:scr@msu.edu). Program administrators will review the information and consult as needed