

Group Housing Program Handbook

The Group Housing Program administered by Michigan State University is an approval process for Registered Student Organizations (RSOs) at Michigan State. Under the Program, qualifying student organizations ("Organization") may apply to have certain affiliated facilities ("Facility") approved to house second-year students. **This Program provides an exemption to the University's two-year on-campus living requirement. The Group Housing Program is an optional program for eligible organizations.**

This Handbook outlines the program administration, requirements, and processes for the Group Housing Program.

Program Administration

Student Life and Engagement administers the Program. The Office of Community and Student Relations administers the Organization & Facility Component of the Program and the Individual Student Component of the Program. MSU will approve or deny applications in its sole discretion. Questions regarding the Facility/Organization portion of the program should be addressed to the Group Housing Administration Team at grouphousing@sle.msu.edu

Program Components

The Program is comprised of the following components: (1) Organization, and (2) Individual Student. **It is critical that all Facilities, Organizations, and Individual Students understand and comply with ALL Program and Policy requirements.**

- **Organization and Facility Component**

- o 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**

- o 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 and Fees

Current Fall 2024 Application Period: for 2025-2026 Academic Year occupancy

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

Organization and Facility

Application Period: October 16th, 2024 - November 26th, 2024

***Please note that the Group Housing Administration Team will be unable to respond to inquiries regarding the Group Housing application process between November 12-20, 2024.**

Group Housing Organization & Facility Decisions will be issued in December 2024

Individual Student

o Application Period: January 2025 – February 28th, 2025

ORGANIZATION & FACILITY COMPONENT

Eligibility Criteria

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

- Each Organization must have an eligible Facility.

An eligible Facility must:

- Be located 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
 - Registration must remain active for the year of approval
- Not have a revocation or restriction of privileges specific to Group Housing issued by the Office for Student Support and Accountability

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.

Required Application Materials:

- 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 policies must 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 canceled.

- An Organization must maintain insurance coverage that meets all requirements as outlined in the Policy throughout the duration of the Program. If an insurance policy expires during the Program, the Organization must provide a new or updated Certificate of Insurance to MSU within 30 days of receipt of the new policy.
- 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 Organization's application
 - Facility must maintain insurance coverage that meets all requirements as outlined in the Policy throughout the duration of the Program. If an insurance policy expires during the Program, the Organization must provide a new or updated Certificate of Insurance to MSU within 30 days of receipt of the new policy.
- 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 authorized agent of the property owner (i.e. owner named on the certificate of property insurance)
- Indemnification Agreement – Organization
 - This must be signed by an authorized agent of the insured entity (i.e. entity named on the certificate of liability insurance)
 - If a student representative is signing this document, an authorized agent of the insured entity must provide a letter stating that the student is authorized to sign the agreement.
- 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
 - Chapter President
 - Chapter Risk Manager or role equivalent
 - National or Regional Organization Contact (if applicable)
 - Live-in House Director (if applicable)
 - Live-in Student House Manager (if applicable)

Other Requirements:

- Organizations must notify the Group Housing Administration Team at grouphousing@sle.msu.edu of any changes to the information submitted with their application within one (1) week of such changes
- Completed applications and required materials must be submitted via the Qualtrics Application Links provided to your Organization.
- Organizations must have a student representative attend a Group Housing: Facility + Organization Webinar during Fall Semester 2024. Dates of these events will be made available on offcampuslife.msu.edu
- Organizations must have a student representative attend a Group Housing: Good Neighborhood Presentation during Fall Semester 2024. Dates of these events will be made available on offcampuslife.msu.edu

Application Process

1. At least one student leader of applying Organizations and Facilities, including the organization president and housing manager (if applicable) must attend a required orientation hosted by the Office of Community and Student Relations. The date(s) of all relevant orientations will be posted on offcampuslife.msu.edu The house board president (if applicable) and Chapter Advisor are encouraged to attend.
2. At least one student representative from an applying Organization and Facility's student leadership is required to attend a Good Neighborhood presentation hosted by Community & Student Relations. The date(s) of all relevant orientations will be posted on offcampuslife.msu.edu
3. Organizations gather and complete all required materials, as outlined in the "Required Materials" section, for application.
4. Organizations submit required materials via the Qualtrics Application Link titled "Group Housing AY25-26 Interest Form"
5. Once all required materials are submitted, Organizations must sign up for a Group Housing Office Hour Meeting and meet with a Group Housing Administrator. The Group Housing Administrator will review the Organization's materials and advise the Organization whether they have provided all required materials or whether they must submit any missing materials. Once all additional materials have been submitted and revisions have been made and provided to the Group Housing Administrator, the Organization will receive a unique Qualtrics application link.
6. Organization will submit all required application materials via the unique Qualtrics link by November 26th, 2024

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

Application Review and Decision:

- The Group Housing Administration Team will review applications, including required materials and eligibility criteria. The Group Housing Administration Team will confirm all required documents have been received.
- The Group Housing Administration Team will communicate Program approval/denial to the Organization/Facility in writing. Organizations will be notified in December.
- Organizations may submit an appeal of the decision, including if they believe there was an error in review, to the Assistant Vice President (AVP) of Student Development and Leadership. A written appeal must be submitted by January 15th, 2025 to the AVP. Written appeals must be submitted by the president of the RSO of the appealing Organization. Written appeals are limited to three pages and submitted to grouphousing@sle.msu.edu.

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 signs a lease with an Individual Students before they receive approval, Organizations are encouraged to allow Individual Students to terminate their leases if they are denied approval. Individual Students who are denied approval to participate in the Program are subject to the University's second year live on requirement and will not be able to live in the approved Organization's Facility as part of the Group Housing Program. Michigan State University is not responsible for contractual obligations or other legal consequences that result from lease termination due to an Organization/Facility's or Individual Student's denial of participation, suspension or termination from the program, or revocation of approval.

Conduct and Compliance

Each Organization and Facility participating in the Program will 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 Policy, Fraternity & Sorority Life Events Policy, 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 and Party Litter
- Noise
- Public indecency
- Property damage
- Physical altercations
- Fire

- Threats
- Alcohol
- Health and safety
- Relationship violence
- Sexual misconduct
- Discrimination or other bias incidents
- 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 apply to the Program 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.

MSU will review reported violations of this policy. Referrals may be made to other University offices as appropriate. Failure to comply with this policy, including failure to comply with applicable laws or other University policies, may result in administrative action, including but not limited to suspension or termination from the Program, revocation of approval to participate in the current or upcoming Program, or ineligibility to apply during the next application period.

Failure to comply with any of the aforementioned policies may result in notification to the Office of Student Support and Accountability and the Office of Fraternity and Sorority Life with additional action taken as appropriate by the relevant office(s).

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

Application Process

1. Approved Organizations and Facilities will complete and submit the provided template of AY25-26 second year students that they would like to have live in their facility by January 24th. Organizations will be prompted in mid-February for a list of Spring Semester New Members they may want to add to their roster. These rosters are the sole method of obtaining information on which students are able to apply.
2. Individuals listed on the roster will receive a link to the application via MSU email. Non-MSU email addresses will not be contacted. A deadline for completion of the application will be provided to the students. The organization contacts will be notified of the application's distribution and deadline for their members.

Application Review and Decision:

- The Group Housing Administration Team will review Individual eligibility on a rolling basis
- 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.
- **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 grouphousing@sle.msu.edu. Program administrators will review the information and consult as needed.
 - **There are NO EXCEPTIONS to our eligibility requirements.**

Leases & Housing Contracts

Individual Students are discouraged from signing leases with Organizations/Facilities until they receive their individual decision notice. **Michigan State University is not responsible for contractual obligations or other legal consequences that result from lease termination due to an Organization/Facility's or Individual Student's denial of participation, suspension or termination from the program, or revocation of approval.**

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 they will be removed from the on-campus housing requirement.

Below are the Eligibility Criteria for an individual student to apply for approval to participate in the Group Housing Program.

Eligibility Criteria:

Individual Students must comply with each of the following requirements to be eligible 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) at the time of application

- If an individual student is found responsible for a violation of University policy and issued sanctions through the student conduct process after their application has already been approved, **the approval may be revoked, 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 be provided with an opportunity & deadline to complete the training before a decision is made.
 - Proof of training completion within a specified period will be required to be granted approval.
 - Failure to provide proof of training by deadline 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 in the document or otherwise communicated may result in a denial of an Individual Student's application.