

UNIVERSITY APPROVED HOUSING STANDARDS AND PROTOCOLS

REVISED FEBRUARY 20, 2020

Overview¹

Recognized student organizations may request the university's approval to house students who are required to comply with the Missouri S&T University Approved Housing Requirement (<https://reslife.mst.edu/housingpolicy/>). These University Approved Housing (UAH) accommodations must have a tangible and direct connection to the university's academic mission and the campus community. UAH must be traditionally accepted university housing mediums that are either university owned or operated (such as Residence Halls), or operated at an independent location by a university recognized student organization (e.g. Fraternity and Sorority chapter houses).

Approval to house residency required students requires a student organization to demonstrate that a residential environment that aligns with the values of Missouri S&T and positively contributes to its resident members' personal development and academic success. Maintaining an approved status requires maintaining and demonstrating the minimum responsibilities below. Meeting the UAH requisites are also required to be eligible to house first-year and second-year undergraduate students. Failure to comply with any standard may result in loss of UAH status.

Deadlines

For all items, May 1 is the annual reporting deadline unless otherwise noted.

Records

The Office of Residential Life will act as custodian of all UAH records.

Oversight

The Office of Student Involvement will facilitate the communication of standards and the collection of required documentation as noted.

STANDARDS

Safety and Security

- Safety
 - Each calendar year, facilities must pass annual fire inspection conducted by either city of Rolla or a University approved, independent agent. The most recent inspection documentation must be presented annually.
 - Records should be kept reflecting fire drills conducted with members living in house on an annual basis. Documentation from Emergency Services shall be presented to Missouri S&T annually.
 - Emergency plans shall be posted within each facility that addresses evacuation or safe cover for fire, tornado, and earthquake. Preferred posting location is the inside of each bedroom such as the back of a bedroom door. Plans should be reviewed annually.
 - Facilities should have a Knox Box (knoxbox.com) with appropriate key provided to Rolla Fire & Rescue.
 - Residency nor events may exceed occupancy limits defined by the city of Rolla.
 - Accommodations must comply with all applicable local, state, and federal fire safety guidelines.
Rolla, MO: <https://www.rollacity.org/muncourt/newordinance/chapter14.shtml>
- Security/locking systems

¹ University of Missouri Collected Rules and Regulations Chapter 290: Student Housing

- Individuals should have a means to secure personal belongings.
- A current copy of building security protocols must be on file with the Residential Life Office. *(NOTE: If door locking protocol includes electronic key pads, key pad codes are NOT to be included in the documentation.)*
- Documented each May before spring closing:
 - Door locks must be present on each outside entry door.
 - All windows shall have the ability to be secured.
- Should accommodations provide additional safety equipment (e.g. cameras, security alarms, etc.), this should be documented in the aforementioned security protocol document.
- Weapons
 - Policies must be established and enforced that maintain a reasonable standard of safety that is endorsed by the UAH organization's housing board.
 - Non university owned UAH units that allows weapons (such as firearms, archery, long bladed weapons, or other as defined by 571.010.1 RSMo) to be kept on premises by members, the following standards should be followed:
 - UAH unit provides a secure common storage location(s) that includes limited access of not more than 3 student members.
 - Members should secure firearms with appropriate locking trigger/firing locks.
 - Secure storage for ammunition is required and recommended in a separate area not near a designated exit, emergency or otherwise.
 - Each unit's policy must be submitted with annual compliance/application.

Student Success

- Personal and Professional Development - Units are to provide the University with a description of the opportunities offered that foster student involvement and academic success.
- Grade Point Average
 - The average, cumulative and semester all member GPA of an Approved University Housing Unit must be 2.5 or higher for any given semester. Student Affairs will work with organizations that fall below this average to prepare an improvement plan and an implementation timeline.
 - A unit that does not meet the improvement plan GPA targets and timeline may lose its UAH status.
 - The Student Involvement Office will post on its website each semester chapter grades and a trend chart for each chapter which tracks the previous eight semesters academic performance.
- Academic environments
 - Each unit must provide a controlled study program and/or environment where students are able to study individually or in groups. This includes, but is not limited to, student room, study lounges, or required study hours in the university library.
 - Each academic plan shall include a description of the chapter recovery program for those members who need additional academic support.

Community Standards and Policy Enforcement

- Policies must be established and enforced that maintain an academically oriented living environment. They must protect the security and lifestyle needs of individual residents. These policies must also be consistent with the policies governing Missouri S&T students' behavior which includes, but is not limited to, the applicable University of Missouri Collected Rules & Regulations.
- Units and members must comply with the Collective Rules and Regulations of the University of Missouri, all state and federal statutes, and any other terms deemed appropriate by individual housing areas.
- Violations of the Collected Rules and Regulations must be referred to Student Affairs.
- Each organization must submit its standards and enforcement guidelines for member and guest behavior annually. The unit's process should:
 - 1.) Afford the accused a means of due process

- 2.) Be sufficiently empowered to impose remedies or sanctions that hold members' accountable for their infractions and are reasonable in relation to the scope of the infraction.
- 3.) These processes must also include a mechanism for referral of infractions that exceed the scope of this policy to the Vice Chancellor of Student Affairs Office.
- 4.) Process must include outline of due process and reasonable sanctions.

Room Accommodations

- Each student accommodation must contain a minimum square footage of personal space as determined applicable by the city of Rolla building and fire safety codes.
- If the option is afforded to students to bring their own furnishings and a student chooses not to do so, the approved house will have the means to provide a bed, mattress, and clothing storage area.
- Accommodations must meet all local, state, and federal requirements regarding occupancy, fire safety, and other safety parameters.

Meal Service

Full board service must be provided for all residents who are required to live in UAH during periods classes are in sessions. Partial or full plans may be available to, but not required of, students outside the residency policy. Those with a partial plan must also have access to meal preparation facilities. Exceptions may be made to those living in apartment style accommodations that include a full kitchen inside the apartment. Exception requests are to be directed to the Residential Life Office.

- Full meal service is interpreted as a service equivalent, but not necessarily identical to, the following illustration:
 - Three meals per day, four days per week (Monday – Thursday). At least one meal being a hot, full complement meal; entree, vegetable/fruit, dairy, starch.
 - Two meals per day, three days per week (Friday - Sunday), none of which must be hot. These meals may be provided through an “open kitchen” concept providing there is no charge to residents when preparing own meals.
 - Appropriate beverage service at all meals (e.g. milk for breakfast).
- Partial meal service is defined as:
 - A minimum of one hot meal Monday – Saturday
 - Meal must consist of an entree, fruit /vegetable, starch, and a beverage.
- Current descriptions of meal plans and methods of delivery (i.e. Campus Chefs) must be on file with Residential Life.

Minimum Occupancy – Organizations must maintain an occupancy level of no less than 15 active student members during the fall and spring semesters.

Required Compliance, Training, and Additional Documentation

- Prior to the established deadline each semester, the organization must fulfill all requirements to maintain ongoing RSO recognition (<https://dos.mst.edu/media/student-support/community-standards/documents/S&T%20Recognized%20Student%20Organization%20Recognition%20Policy.pdf>).
- Unit rosters will be relected in Greek Member Manager for fraternities and sororities or Residential Life for any other units by August 1. After August 1st any roster changes must be submitted/reported within 3 business days.
- Students residing in UAH must comply with state or federal guidelines specific to housing areas; housing units are responsible for ensuring compliance by their members.
- Requirements currently include:
 - All students must be vaccinated against meningococcal unless a signed certification from a licensed doctor is on file stating that the immunization would pose a serious medical risk or

submitting a written objection on the basis of violating his or her religious beliefs per 174.335 RSMo.

<http://www.moga.mo.gov/mostatutes/stathtml/17400003351.html?&me=meningococcal>

- University practice includes identifying any person required to be registered as a sex offender under sections 589.400 to 589.425 RSMo that is living in university approved housing.
- Any new mattress purchases are required to meet fire retardant standards (CPSC 16, CFR 1633, and BFD IX-11).
- Campus Safety Training
 - Title IX Training – Units shall have, at a minimum two (2) key student leaders residing in the approved house complete Title IX training. Key leaders would include (but not limited to) organization’s president, vice presidents, risk manager, housing manager, and new member educator.
 - Campus Safety Educational Programming – Units shall promote and encourage members to participate in educational programming that address critical areas identified in the Campus SAVE Act such as by-stander intervention training.
- Campus Resource Personnel
 - Each unit will maintain at least one trained resource person per forty members housed who participates in an annual training provided by the University which will address available campus resources to aid student success and will introduce strategies to appropriately identify and support students in need. Student Involvement will add a position to the chapter officer listing on the campus student organization management tool upon completion of the training.

OVERSIGHT AND ACCOUNTABILITY

University Approved Housing Oversight

Reviews of material by Student Affairs designees will conclude with feedback by June 15 annually. Records will be maintained in Residential Life. Data collection and communication will be the responsibility of Student Involvement. The Vice Chancellor of Student Affairs Office may reassign roles as necessary.

Inspections

In accordance with the Collected Rules and Regulations of the University of Missouri System Chapter 290.010 (B)

- Announced Inspections may be performed as needed by the University Approved Housing Oversight Board. Announced Inspections may be conducted during normal business hours (8am – 5pm) and with at least a 48 hour notice.
- Inspections without prior notice may be made with prior approval from the Vice Chancellor of Student Affairs Office. These inspections will only occur if there is evidence of an immediate or emergency safety or welfare concern.
- Housing units have the right to send up to three representatives to accompany the inspection team.
- Written results of each inspection are available to the housing unit no more than two weeks post inspection.

Failure to maintain standards - Units who are currently UAH, but fail to maintain minimum standards will be subject to appropriate sanctioning which may include removal of UAH status.

Exceptions – The UAH Committee may make recommendations for exceptions to Student Affairs for any specific guideline or standard. It shall be the responsibility of Student Affairs to approve or deny those recommended exceptions. All exceptions shall be reviewed annually at the beginning of the fall semester by the committee and Student Affairs.