

UNIVERSITY APPROVED HOUSING GUIDELINES AND STANDARDS

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Overview¹

Recognized student organizations may request the university's approval to house students who are required to comply with the "Missouri S&T Freshman/Sophomore Residency Requirement." 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 successfully sustaining the minimum responsibilities below. Meeting the UAH requisites are also required to be eligible to house first-year and second-year undergraduate students.

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. Inspection documentation must be presented to Missouri S&T annually on or before September 30.
 - 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. Records should be kept reflecting drills conducted with members living in house on an annual basis. Documentation shall be presented to Missouri S&T annually on or before September 30.
 - Accommodations must comply with all applicable local, state, and federal fire safety guidelines.
- Security/locking systems
 - Accommodations must be reasonably secure
 - A current copy of building security protocols must be on file with the Student Affairs Office. (*NOTE: If door locking protocol include electronic key pads, key pad codes are NOT to be included in the documentation.*)
 - 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.

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

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, all member GPA of an Approved University Housing Unit must be 2.25 or higher. 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.
- 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.
- Governing Boards – each UAH unit must; A.) Be affiliated with a University Approved, resident governing council and adhere to the policies set forth by these boards; or, B.) Acknowledge the applicable bylaws of such council(s) and pledge to adhere to their principles. Currently approved boards include Residence Hall Association, Panhellenic, National Pan-Hellenic Council, and Interfraternity Council. Additional boards may be approved by request to the Student Affairs Office.

Judicial Process

- 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 and the Missouri S&T Standard of Conduct for Student Organizations
- 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.
- If an infraction occurs involving one or more members within an approved house or house sponsored event, the infraction must be adjudicated in either one of two ways;
 - 1.) Internally following organization specific judicial process. These processes must afford accused a means of due process, be able to impose remedies or sanctions that hold members' accountable for their infractions and are reasonable in relation to the scope of the infraction. These processes must also include a mechanism for referral of infractions that exceed the scope of this policy to the Student Affairs Office. Process must include outline of due process and reasonable sanctions. *(A current description of this process is to be kept on file with the Student Affairs Office.)*
 - 2.) If an organization does not have an internal judicial process as delineated in option 1, infractions of university policies are to be referred to the Student Affairs Office for review and resolution.

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 for students to bring their own furnishings and a student choose not do so, the approved house will have the means to provide a single bed, mattress, clothing storage area (closet, dresser, etc.).
- 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 are 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 Student Affairs 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.
- Units must provide meals of sustenance; high nutritional quality
 - Full meals must include one entrée, one starch, and one vegetable or a “hot dish” type meal the combines these elements (such as stew, soup or lasagna).
 - Cold and hot meals must accommodate dietary and medical needs of those on the meal plan.
- Units may meet these requirements through methods listed below.
 - Employ a cook(s) to provide hot meal service. Cold meal service may be managed among community members. Community members purchase a meal plan directly from their accommodation.
 - Employ a vendor to provide hot meal service. Cold meal service may be managed among community members. Community members purchase a meal plan directly from their accommodation.
 - Smaller housing units (30 or less) may rotate hot and cold meal cooking duties among its members. Community members purchase a meal plan directly from their accommodation.
 - Require members who are required to live in UAH to purchase University Dining Services meal plans to cover specific meal periods not offered in house. These plans are sold through the Residential Life Office and members may purchase plans directly from this office.
- Current descriptions of meal plans must be on file with Student Affairs.

Minimum Occupancy – Organizations must maintain an occupancy level of no less than 15 students during the fall and spring semesters. Units who show a net loss of 40% or more in house members over the course of a semester may be subject to review by the UAH Oversight Board.

Required Compliance, Training, and Additional Documentation

- Unit rosters are due by the forth week of each fall and spring semesters.
- Students residing in UAH must comply with several 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 programing that address critical areas identified in the Campus SaVE Act such as by-stander intervention training.

OVERSIGHT AND ACCOUNTABILITY

University Approved Housing Oversight

A committee consisting of professional staff from Student Affairs and student representatives from UAH facilities will oversee policy compliance. This board shall be responsible for ensuring compliance with standards, reviewing applications to become university approved housing, and recommending sanctions for those not following standards. Some duties of this board include (below):

Inspections

In accordance with the Collective 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 may be sanctioned in one of the following ways:

- Warning status – Student Affairs will avail services to assist the unit develop plans for a remedy and/or improvements. Warnings are provided when units have minor infractions that can be rectified relatively simply. Warning status will be cleared upon successful completion of improvements. Should units fail to address these issues in a timely basis, they will be placed on a probationary status. Ordinarily, freshmen and sophomores will not be required to move from this unit into another UAH if a warning is issued.
- Probationary status – For more serious infractions, depending on the offense, freshmen and sophomores may be required to move from this unit into other UAH. Units will be provided with a Plan for Success outlining needed changes to remove probationary status. Final review is required to remove probationary status.
- Removal of UAH status - This will only be used in extreme situations that compromise student safety and security. Freshmen and sophomores will be required to move immediately from this unit into other UAH. Units will be required to re-apply to have their UAH status approved.

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.