

Department Policy

POLICY NAME: FSL Group Housing Policy

Authority Title and Review Information	Name and/or Date
Approval Authority:	Assistant Vice President for Student Affairs
Responsible Executive:	Director, Fraternity and Sorority Life
Responsible Office:	Fraternity and Sorority Life
Responsible Officer:	Associate Director, Fraternity and Sorority Life
Policy Category:	Administration and Operations
Effective Date:	August 2025
Last Review Date:	N/A
Next Review Date:	July 2026

■ POLICY STATEMENT

- The Group Housing Program administered in partnership between the Office of Fraternity & Sorority Life (OFSL) and Residence Education & Housing Services (REHS) is an approval process for active, registered fraternities and sororities and their members at Michigan State University. Under the program, qualifying fraternities and sororities (“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. This handbook outlines the program administration, requirements, and processes for the Group Housing Program.**

By participating in this program, all organizations, facilities, and students understand and agree to comply with all policy and program requirements.

■ PROGRAM ADMINISTRATION

- The Office of Fraternity and Sorority Life administers the Organization/Facility Component of the program and REHS administers the Individual Student Component of the program. Each office will approve or deny applications in its sole discretion.
- Deadlines for application submission and related processes are determined in alignment with [the University's academic calendar](#) to ensure consistency and clarity for all stakeholders.
- Questions regarding the Organization/Facility Component of the program should be addressed to the Office of Fraternity and Sorority Life at grouphousing@sle.msu.edu. Questions regarding the Individual Student Component of the program should be addressed to REHS at liveon@msu.edu.

■ PROGRAM COMPONENTS

- The Program is comprised of the following components: (1) Organization/Facility, and (2) Individual Student.
 - i. **Organization/Facility Component**
 - 1. This is the process a chapter goes through to get approval from Michigan State to house second-year students in their chapter facility.
 - 2. A chapter must apply **during the fall semester each year.**
 - ii. **Individual Student Component**
 - 1. This is the process for first-year students who want to live in their chapter house during their second year and want to receive an exemption from living on-campus.
 - 2. Each first-year student must apply **during the spring semester each year.**

■ PROGRAM TIMELINE

- **Organization/Facility Component**
 - i. Chapters can begin submitting documentation on **the first business day in September.**
 - ii. The deadline to have all documentation submitted for the Organization/Facility Component is **the Friday before Thanksgiving Break.**
 - iii. Organization/Facility decisions will be issued by **the Friday before Winter Break.**
- **Individual Student Component**
 - i. The individual student application period will be from **January 2026-February 28, 2026.**

■ ORGANIZATION/FACILITY COMPONENT

- If the Organization/Facility meets these eligibility requirements, the Organization/Facility are eligible to participate in the Group Housing Program and will be able to submit a Group Housing application.
- **Organization Eligibility Checklist**
 - i. Be an active Registered Student Organization (RSO) at Michigan State University
 - ii. Have at least one student leader (i.e. chapter president, housing manager) attend the Group Housing & Good Neighbor 101 presentation
 - 1. This will be hosted twice in the fall semester – once during fall leadership training and once in the month of September.
 - iii. Have no restrictions or revocation of Group Housing privileges issued by the Office of Student Support and Accountability (OSSA).
- **Facility Eligibility Checklist**
 - i. Located within the city limits of East Lansing
 - ii. Have a valid City of East Lansing Class VI/Class B Rental License **OR** a valid City of East Lansing Rental License with a Special Use Permit.
 - 1. There cannot be “Terms and Conditions” on City of East Lansing

- **Application Submission Steps**
 - i. Chapter will gather and complete all documents listed under the “Organization/Facility Application Document Checklist”.
 - ii. Chapter will submit a Group Housing application through Involve@State.
 - iii. Chapter may be required to schedule a meeting with the Office of Fraternity and Sorority Life to review the Organization/Facility application and receive feedback on whether the chapter provided all required documents or whether they must submit any missing documents.
 - iv. Application deadline to have all documentation submitted for the Organization/Facility Component is **the Friday before Thanksgiving Break**.
- **Organization/Facility Application Document Checklist:** *This is a list of all the documents required for a chapter to submit their Group Housing application.*
 - i. Proof of Liability Insurance for the Organization
 - ii. Indemnification Agreement – Organization
 - iii. Proof of Property Insurance for the Facility
 - iv. Attestation of Code Compliance
 - v. Indemnification Agreement – Property Owner
 - vi. Contact Information (First Name, Last Name, Phone Number, & Email Address)
 - 1. Chapter President
 - 2. Chapter Advisor
 - 3. MSU Faculty/Staff Advisor
 - 4. Chapter Risk Manager
 - 5. National Organization Contact
 - 6. Chapter Housing Officer (if applicable)
 - 7. House Corporation Board President (if applicable)
 - 8. House Director (if applicable)
- **Document Checklist Details**
 - i. **Certificate of Liability Insurance for the Organization**
 - a. 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.
 - b. Sexual abuse/molestation with limits of **not less than \$1,000,000 per claim and \$2,000,000 annual aggregate**, If policy is written on a claims made basis, the retroactive date must be dated prior to or the date of the Organization’s application.
 - c. Host Liquor Liability with limits of **not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate**.
 - d. The above required limits must apply separately and not be provided as a policy aggregate

2. Michigan State University must be listed as additional insured
 3. 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
 4. 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.
 5. Organization will provide Michigan State University with a copy of these required policies upon request.
 6. Organization must maintain active insurance coverage throughout the duration of the program. When an insurance policy expires, the Organization is required to submit an updated Certificate of Liability Insurance to the Office of Risk Management and Insurance at riskmgmt@msu.edu **within 30 calendar days** of receipt of the new policy.
- ii. **Indemnification Agreement – Organization**
1. This must be signed by an authorized agent of the insured Organization (i.e. Organization named on the Certificate of Liability Insurance)
 - a. If a student is signing this document, an authorized agent of the insured Organization must provide a letter stating that the student is authorized to sign the agreement.
- iii. **Certificate of Property Insurance for the Facility**
1. The Certificate of Property Insurance must list the same address that the Organization submitted in their Group Housing application
 2. Facility must maintain active insurance coverage throughout the duration of the program. When an insurance policy expires, the Organization is required to submit an updated Certificate of Property Insurance to the Office of Fraternity and Sorority Life **within 30 calendar days** of receipt of the new policy.
- iv. **Attestation of Code Compliance**
1. 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)
- v. **Indemnification Agreement – Property Owner**
1. 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)
- **Application Review & Decisions**
- i. The Office of Fraternity & Sorority Life will review applications, including eligibility criteria and all required documents. Following the review, the office will confirm all required documents have been received.
 - ii. The Office of Fraternity & Sorority Life will communicate Organization/Facility approval or denial to chapters via email by **the Friday before Winter Break**.

- **Appeal Process**

- i. Chapters who are denied may submit an appeal of the decision to the Director for Fraternity and Sorority Life. A written appeal must be submitted by **the first Friday of the spring semester**. Written appeals must be submitted by the chapter president. Written appeals are limited to three pages, including any photos or screenshots, and must be submitted to grouphousing@sle.msu.edu.
- ii. Appeals must include at least one of the following:
 1. **Evidence of a review error**: Something in the application was misread, overlooked, or incorrectly evaluated.
 2. **Proof that all required materials were submitted**: The chapter turned everything in on time but were told something was missing.
 3. **Documentation of a technical or administrative issue**: A system error or miscommunication affected your ability to submit or complete the application.
 4. **Explanation of unique circumstances**: The chapter has a situation that wasn't fully understood during review.

- **Organization/Facility Expectations & Recommendations**

- i. Organizations/Facilities are strongly discouraged from signing leases with first-year students until first-year students are approved through the Individual Student Component.
 1. If an Organization/Facility signs a lease with a first-year student before they receive approval, the Organization/Facility is encouraged to allow the first-year student to terminate their lease if they are denied approval.
 2. First-year students who are denied approval to participate in Group Housing 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.
 3. **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.**
- ii. Each Organization/Facility participating in the Group Housing Program will abide by all federal, state, and local laws, including all applicable City of East Lansing municipal codes and ordinances. This includes, but is not limited to the following:
 1. Alcohol
 2. Discrimination/Bias Incidents
 3. Fire
 4. Hazing
 5. Health & Safety
 6. Litter/Party Litter
 7. Noise
 8. Physical Altercations

9. Property Damage
 10. Public Indecency
 11. Relationship Violence
 12. Sexual Misconduct
 13. Threats
- iii. Each Organization/Facility must also comply with all University policies and regulations, including but not limited to the General Student Regulations (located in the Student Rights and Responsibilities), Student Organization Conduct Policy, Fraternity & Sorority Life Events Policy, the Relationship Violence and Sexual Misconduct and Title IX Policy, and the Anti-Discrimination Policy.
 - iv. In the event of any health or safety issue, the affected Organization/Facility is expected to work with Michigan State University, the City of East Lansing, East Lansing Fire Department, the Ingham County Health Department, or other governing municipality or agency to take timely and appropriate steps to resolve the issue.

■ INDIVIDUAL STUDENT COMPONENT

• Individual Student Eligibility Checklist

- i. Be a member of the approved Organization/Facility.
- ii. Be an enrolled student at Michigan State University.
- iii. Have completed all University training required of students at the time of application, including [Sexual Assault and Relationship Violence](#) **AND** [Diversity, Equity, & Inclusion](#).
 1. 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.
 2. Proof of training completion within a specified period will be required to be granted approval.
 3. Failure to provide proof of training by deadline may result in a denial.
- iv. **There are NO EXCEPTIONS to these Individual Student eligibility requirements.**

• Application Submission Steps

- i. Approved Organizations/Facilities will be provided a template for AY26-27 second year students that they would like to have live in their facility by **the first day of classes for the spring semester**. This template must be submitted by **the last Friday in January**.
 1. 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 can apply.
- ii. Individuals listed on the roster will receive a link to the application via MSU

- email. **Non-MSU email addresses will not be contacted.**
- iii. 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 & Decisions**
 - i. Residence Education & Housing Services (REHS) will review Individual Student eligibility on a rolling basis.
 - ii. Once an application is reviewed, a decision notice will be sent to each Individual Student via their MSU email.
 - 1. 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.
 - 2. **Decisions made to deny an Individual Student are final and may not be appealed.**
 - a. If an Individual Student believes that REHS has made an error in their review of their application, an email detailing the error must be submitted to liveon@msu.edu. REHS will review the information and consult as needed.
 - **Individual Student Expectations & Recommendations**
 - i. **Leases & Housing Contracts**
 - 1. Individual Students are discouraged from signing leases with Organizations/Facilities until they receive their individual decision notice.
 - 2. **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.**
 - 3. Individual Students **should** sign a contract for an MSU on-campus Housing Assignment in the event their application is denied or otherwise delayed.
 - ii. **Behavioral Standards and Compliance**
 - 1. Individual Students seeking approval must demonstrate a commitment to serving as upstanding members of the East Lansing and University communities.
 - 2. Individual Students are expected to abide by all federal, state, and local laws.
 - 3. Individual Students must also comply with all University policies and regulations, including, but not limited to the General Student Regulations (within the Student Rights and Responsibilities), the Relationship Violence and Sexual Misconduct and Title IX Policy, and the Anti-Discrimination Policy.
 - 4. Individual Students must comply with all applicable Ingham County and 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.

■ **VIOLATIONS**

- Organizations/Facilities found to be in violation of this policy will result in notification to the Office of Student Support and Accountability (OSSA) and the Office of Fraternity and Sorority Life and may result in additional action taken, as appropriate, by the relevant office(s).
- Individual Students found to be in violation of this policy may be referred to the Office of Student Support and Accountability for further action.

■ **HISTORY**

Action	Description
Issued:	Office of Fraternity and Sorority Life July 28, 2025
Approved by:	Assistant Vice President for Student Affairs, Dr. Genyne Royal August 28, 2025