Oregon State University
OSU Affiliated First Year Housing Program
(revised June 15, 2015)

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3. Program Summary

Starting with the entering class of fall 2013, Oregon State University is implementing a First-Year Experience Initiative designed to increase retention and success for all students and student groups
through an integrated living and learning environment.

An important component of the First-Year Experience (FYE) Initiative is the live-on requirement for first-year students and enhanced residential education associated with it. Some Corvallis non-profit cooperative living groups, including but not limited to OSU fraternities and sororities, have indicated a desire to provide a similarly beneficial and educational experience to OSU first year students. In response, the University has developed the OSU Affiliated First Year Housing Program (“Program”). Under the Program, qualifying organizations may request inclusion as an approved facility for students subject to the OSU First Year Experience Live-on Requirement. The objective of this Program is that OSU first year students are provided safe, healthy and educationally beneficial housing consistent with the experience provided in on-campus residences.

To be eligible to apply for inclusion, the organization must be a non-profit cooperative living group providing room and board to OSU students in a house within Corvallis city limits. At least 20 individuals must occupy the qualifying house. Structures such as apartments or townhouses do not qualify as a “house” for this Program. Qualifying organizations must have been established and operational on July 1, 2012. Organizations under sanctions pursuant to OSU’s Student Conduct Code are not eligible.

4. General Guidelines for Inclusion in Affiliated First-Year Housing Program

Houses included in the Program as an approved facility (“Participant”) for first year students must meet three set of requirements associated with the Physical Environment, Behavioral/Safety Standards, and Educational Expectations.

Participants are not owned or operated by, nor are they acting on behalf of, the University, nor does the University endorse or sponsor viewpoints or philosophies espoused by individual Participants. Inclusion in this Program, however, demonstrates that Participants are committed to meeting the University’s standards for a healthy, safe and educational First Year Experience for their first year members.

The University may revoke a Participant’s affiliation under this Program at any time and for any reason, including but not limited to those described below. If, in the University’s judgment, it is feasible and imminent safety is not jeopardized, the University will consult with the Participant and provide an opportunity for the Participant to remedy any deficiency found by the University prior to taking such action.

This Program does not supersede or replace otherwise applicable University rules or policies.

a. General Reporting Requirements

1. Every Participant will report the following information to the university prior to the beginning of each term (in the event that a student moves into a Participants facility after the beginning of a term, the Participant must resubmit this list to the university within one (1) week): Names, student id, and emergency contact information (name, relationship, phone number, address) for each student living in the facility
2. Every Participant is required to notify the AHP Review Committee of any new members disaffiliated with the organization within one (1) week) of disaffiliation.
3. Every Participant will report to the Dean of Student Life, or designee(s), any situation involving medical emergencies, medical transport, and/or law enforcement interaction within 8 hours of the incident. Participants will use the online OSU Affiliated Housing Incident Report located on the CFSL website.
4. Every Participant is required to provide to the AHP Review Committee: A list of advisors (minimum of a resident advisor, a faculty advisor, and an alumni advisor) on an annual basis prior to the first day of fall term. Any changes to the advisors must be reported to the university within one (1) week of a change.

b. Physical Environment

1. Overview: It is the University’s expectation that a Participant will maintain a safe and healthy physical environment that is conducive to student learning. It is the Participant’s responsibility to engage qualified organizations to conduct safety and health inspections on at least an annual basis. The Participant will be responsible for maintenance and upgrades needed to meet health and safety standards.

2. Reporting Requirements: A Participant is expected to provide the University with the following formal reports from qualified inspectors no later than the deadlines listed below:
   a. Fire and Life Safety (submission deadline: October 31, 2015)
   c. Proof of Liability Insurance, Property Insurance, Indemnity Clause (submission deadline: July 1, 2015)
      i. Proof of Property Insurance: The Participant will be required to provide a copy of a Certificate of Insurance showing specified property coverage.
      ii. Proof of Liability Insurance: The Participant will be required to have general liability insurance with liability limits not less than $1,000,000 per occurrence and $2,000,000 annual aggregate that covers sexual assault and molestation and host liquor liability. If the Participants’ general liability insurance policy does not cover liabilities related to ownership of the land and structures and injuries related thereto, the Participant will also be required to carry a fire liability or premises liability insurance policy of $1 million. All required insurance is to be issued by an insurance company with an AM Best rating of “A” and which is authorized to do business in the State of Oregon.
      iii. Agreement to Indemnify: The Participant will be required to indemnify the University against third party claims arising out of the negligence or willful misconduct of the Participant.
   d. Meals: If the Participant provides meals, including meals provided by third-party vendors, food must be prepared by individuals with an Oregon food handler card. Oregon State food handlers’ cards must be displayed at all times for all individuals preparing food within the food preparation area.
   e. OSU Policy of Nondiscrimination on the Basis of Disability: Program Participants must comply with the OSU Policy of Nondiscrimination on the Basis of Disability, as well as related policies. Participants are responsible for all costs incurred for attaining and maintaining compliance. OSU has established reasonable parameters for Participants to transition into compliance with this policy through the removal of barriers and other modifications to the physical environment, as defined in the Affiliate Housing Program – Chapter Accessibility Planning document. These parameters include a three-year period within which to formulate plans for barrier removal and a reasonable timeline for implementation of these plans. Specifically:
      i. Participants will be allowed three years from the Program inception
(September 2014) to develop a plan for physical structural modifications needed to provide program access for persons with disabilities.

ii. OSU’s Office of Equity and Inclusion can provide guidance to individual houses on formulating a plan and specific barriers that must be removed to ensure equal access.

iii. Details of minimum barrier removal are addressed in the Affiliated Housing Program - Chapter Accessibility Planning document. Compliance may look different per house depending on the barriers to program access.

iv. At the end of the three-year period for developing the barrier removal plan (September 2017), OSU will require submission of a plan to implement barrier removal in order to achieve compliance within a reasonable timeline. The timeline for completion could vary according to the extent of barrier removal required for the specific house.

v. Compliance requires that if the house receives a request for participation from a person with a disability and a request for accommodation, the house must immediately provide reasonable accommodations to that individual. If the house is unable or unwilling to provide a reasonable accommodation, the house’s status as an affiliate can be revoked at the conclusion of spring term of the current academic year.

vi. OSU’s Disability Access Services (DAS) office must be involved in determinations on reasonable accommodations, and each house will define a process by which it engages with DAS when these issues arise.

c. Behavioral/Safety Standards

1. Overview: Members of a group seeking the Affiliated housing status must demonstrate a commitment to serving as upstanding members of the Corvallis and university communities. This commitment will be evaluated according to the Participants’ compliance with the following:
   1. the Drug-Free Schools and Communities Act;
   2. OSU and state policies regarding hazing, sexual violence, and sexual harassment;
   3. City ordinances (e.g., noise, Special Response Notice, property maintenance, parking)
   4. OSU’s non-discrimination policy (http://oregonstate.edu/oei/discrimination-and-harassment-policies); and
   5. OSU Student Conduct Code, including drug and alcohol policy (http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_576/576_015.html).

2. Programming Requirements: Every Participant will provide annual behavioral/safety education programming to its members on the following four (4) topic areas:
   1. alcohol and drug awareness
   2. sexual health and sexual assault
   3. protected class discrimination
   4. mental health

3. Reporting Requirements:
   1. At a minimum, all four (4) behavioral/safety educational programs must be completed by the end of the academic year. A minimum of one (1) behavioral/safety education program must be completed each term. At the end of each term, AHP participants will submit to CFSL a list of programs offered to the chapter and the number of members attending the program. The number
of first year students attending should be reported separately.

d. Educational Outcomes

1. Overview: Each Participant is required to implement program elements that support and promote a comprehensive definition of student success. The intent is to define a clear, coordinated and consistent education process for students in residence halls and University-approved affiliated houses that complement the educational curriculum and experiences. These educational programs will be constructed and managed by the Participants. For additional support and educational resources, consultation with Student Affairs and the Academic Success Center.

2. Programming Requirements: Participants must have programs, activities, policies and services that provide first year students with education pertaining to the following five (5) topic areas:
   i. Healthy and productive campus and community engagement;
   ii. Academic support and access to educational support resources;
   iii. Academic theme-based living and learning communities;
   iv. Opportunities to cultivate civic and global engagement and integrate learning with social justice;
   v. An educationally based approach to encouraging behaviors that respect both individual and community interests, and educational approaches to managing behaviors that conflict with those interests.

3. Reporting Requirements: All five (5) of the above listed topic areas must be completed by the end of the academic year. A minimum of one (1) program or activity that addresses the above listed areas must be completed each term. At the end of each term, AHP Participants will submit to CFSL a list of programs offered to the chapter and the number of members attending the program. The number of first year students attending should be reported separately.

Offices in Student Affairs and the Academic Success Center will work closely with the Participants to develop programs specific to the needs of each Participant, and they will provide guidance and training for residential educational programs.

For each Participant, the University will assess and maintain student success metrics that are consistent with the information collected for first-year students living in the residence halls. These metrics include, but are not limited to, first-year retention rates, number of students on suspension and probation each academic term, and number of students participating in education-enhancing activities. The University will work with Participants that fail to meet education standards to improve educational programming in those houses. Continuing failure to comply with educational standards may result in the University suspending or withdrawing an existing Affiliated status from a housing group.

5. Implementation of Affiliated First-Year Housing Program

The Affiliated First-Year Housing Program began effective fall 2014. Applicants that intend to become
part of the Program must submit the relevant inspection reports as defined in section 2(a) no later than June 1, 2014.

It is expected that each applicant will begin working with the University in fall 2013 to develop programs outlined in 2(b) and 2(c) for full implementation in fall 2014. After this initial application cycle, OSU will not accept any new applications for the Program for three (3) years.

The University will review the Program’s effectiveness at achieving its goals every Spring term, and may revise it at any time. If, in the University’s judgment, it is feasible to do so, the University will provide notice of Program changes to Participants and provide opportunity for comment prior to revisions. The next scheduled Program review is Spring 2016, at which point the University will evaluate the effectiveness of the Program and the sufficiency of the Program’s requirements after its first year.

a. Orientation
The University will provide an AHP Orientation at the beginning of the Fall term to detail AHP requirements and expectations. Participant attendance from organizational leadership is required. Additional education and/or training will be made available at the request of the Participant.

b. Cost of Operating the Program
Participants are responsible for all costs incurred in maintaining and sustaining a safe and healthy living environment. This includes:
   i. Costs associated with upgrades necessary to meet standards in 2(a).
   ii. Program required under 2(b) for continuous education and compliance related to behavioral standards.

c. Cost of Participation
A Participation Fee is required of each Participant to cover OSU’s costs of working with Participants that develop and implement education programs through the Office of the Vice Provost for Student Affairs. Consistent with the first year live-on requirement on campus, this work will ensure that all Participants have in place programs that support and promote a comprehensive definition of student success, that house-specific programs are implemented based on unique profile and needs of the houses’ residents, and that appropriate training and guidance is provided on a sustained basis. The annual cost to each Participant is $200 for each first-year student, up to a maximum of $5,000 each year. Fees will be paid to the University each term the first-year student initially appears on the AHP roster. Fees will be revisited annually to ensure that they are consistent with the costs incurred by OSU.

d. Maintaining Compliance
   1. Authority
      1. The Vice Provost for Student Affairs or their designee has the ultimate responsibility on behalf of the University in granting recognition to an organization that is requesting to participate in the Affiliated First-Year Housing Program.
      2. Terms of termination are wholly within the University’s discretion and will depend on the circumstances, but may involve suspension from the program for the duration of the pilot program and/or two to five years. In order to regain approval for inclusion in the Program after termination, a Participant will be required to reapply, with the additional requirement that the Participants must demonstrate a minimum of one full year of compliance with all the previous years’ Program requirements.
3. AHP Review Committee is charged with monitoring compliance with Affiliate Housing Program, reviewing all violations of the AHP, and recommending appropriate action to the Vice Provost of Student Affairs or their designee.

2. **Failure to Comply**
   1. The University may reject a new application for Affiliated status or suspend or withdraw an existing Affiliated status from a housing group for failure to meet and maintain the requirements, standards and criteria as stated in Sections 2(a) through 2(c). This includes the failure to comply with the expectations associated with a healthy and safe physical environment, the failure to comply with behavioral standards, and the failure to comply with educational standards. No new applications for AHP status are being accepted at this time.
   2. In the case that a Participant is terminated from the AHP, students living in the facility, who are subject to the OSU First Year Experience Live-on Requirement, will be notified that they must relocate to campus or another approved facility.

3. **Violation Types**
   a. **Missed deadlines.** Failure to meet deadlines outlined within this document may result in a participant being ineligible to apply/reapply to the program and/or suspension from the program.
   b. **Violations of the student conduct code.** If Participants’ members fail to abide by the OSU student conduct code, Participant may be ineligible to apply/reapply to the program and/or be suspended from the program.
   c. **Changes to the health and safety of facilities.** If there are changes or if changes are reported to the university regarding the health and safety of the facilities of a Participant, the Participant will be required to work in collaboration with Benton county health, Corvallis Fire Department, etc. to complete a re-inspection of the health and safety of the facility.

4. **Program Limitations**
   The University’s activities in overseeing the Program (including any inspections) are solely for the purpose of program compliance and do not supplant or shift the Participant’s obligation to maintain its premises and programs in compliance with the Program standards and any applicable laws.

5. **Provisional Status**
   1. Educational - Provisional status resulting from education standards noncompliance will generally be reviewed the following term.
   2. Behavior/Safety - Provisional status resulting from Behavior/Safety noncompliance will generally be reviewed the following term. The length of provisional status will be considered on a case-by-case basis. Lifting of provisional status is contingent on no subsequent incidents during provisional status.
   3. Physical – Provisional status resulting from failure to meet documentation deadlines is only granted when the Participant is actively working with the AHP Review Committee to resolve documentation requirements. In such cases an extension may be granted with a new deadline. Failure to submit required documentation will be viewed as a missed deadline violation. Participants must inform the AHP Review Committee of any changes made to the physical property.
6. Affiliated Housing Program (AHP) Behavioral Guidelines and Possible Responses to Violations and Issues:

The following is solely intended as a general guideline, and actual outcomes may vary depending on the impact and severity of the violation. Each incident will be considered on a case-by-case basis and first-time violations that are deemed severe or have a significant impact on the campus community may warrant a more severe outcome up to and including removal from AHP.

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<tr>
<th>Outcome</th>
<th>Type of Behaviors (one or more of the following)</th>
<th>Notes</th>
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</table>
| Educational and/or community restorative sanctions only | - First time “relatively minor” Special Response Notice (SRN) violation  
- Students possessing or consuming alcohol on premises but not part of an official or even informal social activity (may have resulted in MIP to one or more students)  
- Relatively minor first-time group Student Conduct Code violation(s) | This is for relatively minor first-time group violations or individual violations taking place in the house |
| Provisional Status (with educational and/or community restorative sanctions) | - First time failure to register event with CFD  
- First time furnishing alcohol or other drugs where severity and impact are relatively minor  
- Medical transport for alcohol or other drug poisoning where severity and impact are relatively minor  
- Single or multiple SRNs during same academic calendar year  
- Repeated relatively minor Student Conduct Code violation(s) or more severe first time violation(s) | This is for repeated relatively minor to first-time serious violations. |
| Consideration of removal from AHP (including actual removal) | - Single or multiple SRNs and/or Chronic Nuisance Property  
- Single or multiple citations for illegal use or distribution of alcohol and other drugs  
- Single or multiple sexual assaults, sexual harassment, and other interpersonal violence, including threat of any of the aforementioned as well as hazing  
- First time furnishing alcohol or other drugs or medical transport for alcohol or other drug poisoning if severe impact on the health and safety of others  
- Failure to register events with Corvallis Fire Department  
- Multiple complaints from neighbors and OSU community  
- Student Conduct Code violation(s) | Impact and severity of violation determines whether the AHP house should be removed. For examples, Student Conduct Code violation(s), serious injury, fatality, etc. |
| Removal from AHP | - Loss of Voluntary Student Organization (VSO) status | Group may or may not |
- Any combination of the above behaviors deemed make the house unfit for First-Year Experience students who have not have been on provisional status or had previous sanctions.

a. Program Assessment

1. Annual assessment of participants and student participants. During summer term, the university will conduct an annual assessment of the effectiveness, value, and impact of the Affiliate Housing Program. This will include assessment of both Participants and student (first-year) participants. This assessment will see to improve the program. These metrics will be developed in collaboration with the Student Affairs Research, Evaluation, and Planning office.

2. Behavioral/Safety program tracking and assessment. Completion of behavioral/safety programming by a Participant is tracked utilizing a survey managed through the Alcohol, Other Drug, & Violence Prevention Center. This data will allow the university to understand which Participants have completed behavioral/safety programming requirements. Additionally, individual programs offered through the Affiliate Housing Program will assess the participants’ engagement within a programming session.

3. Educational program tracking. Completion of educational programming by a Participant is tracked through self-reporting. Reports of educational programs should be submitted via the AHP Reporting Form. This data will allow the university to understand which Participants have completed educational programming requirements. Additionally, individual programs offered through the Affiliate Housing Program will assess the participants’ engagement within a programming session.

7. Timeline and Summary of Deadlines

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<thead>
<tr>
<th>TERM</th>
<th>DEADLINE</th>
<th>DESCRIPTION</th>
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<tr>
<td>ongoing</td>
<td>ongoing</td>
<td>Situations involving medical emergencies, medical transport, and law enforcement interaction must be reported to the Vice Provost of Student Affairs, or their designee(s), via email, within 8 hours of the incident.</td>
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<tr>
<td>ongoing</td>
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<td>Notify the AHP Review Committee of any new members disaffiliated with the organization within one (1) week of disaffiliation.</td>
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<tr>
<td>Summer 15’</td>
<td>6/1/2015 (extended to 7/1/2015)</td>
<td>Completed AHP Program Review (FY 14-15). This includes a report of the past year, as well as a plan for improvement in the coming year that details compliance with the Programming Requirements for AHP Educational Outcomes and Behavioral/Safety Standards (2C, 2D).</td>
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<td>&quot; &quot;</td>
<td>Sign and return Affiliated First-Year Housing Program Application.</td>
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<td>Proof of Liability Insurance.</td>
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<td>Proof of Property Insurance.</td>
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<td></td>
<td>&quot; &quot;</td>
<td>Indemnity Clause.</td>
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<td>Date</td>
<td>Event</td>
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<tr>
<td>09/17/15</td>
<td>List of Advisors (minimum of a resident advisor, a faculty advisor, and an alumni advisor)</td>
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<td>09/24/15</td>
<td>Report names, student id, and emergency contact information (name, relationship, phone number, address) for each student living in the Participant's facility who are subject to the OSU First Year Experience Live-on Requirement. In the event that a student moves into a Participants facility after the beginning of a term, the Participant must resubmit this list to the university within one (1) week of the student moving in</td>
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<tr>
<td>10/31/15</td>
<td>Fire and Life Safety Inspection Report</td>
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<td>Kitchen Health and Sanitation Inspection Report</td>
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<td>12/11/16</td>
<td>Complete a minimum of one (1) educational program that fulfills the Behavioral/Safety Programming Requirements and one (1) educational program that fulfills the Educational Outcomes Programming Requirements ***</td>
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<td>Academic alignment and Behavioral Compliance documents due (a workshop will be offered to provide consultation for successful completion)</td>
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<td>SOAG Deadline</td>
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<td>Report names, student id, and emergency contact information (name, relationship, phone number, address) for each student living in the Participant's facility who are subject to the OSU First Year Experience Live-on Requirement. In the event that a student moves into a Participants facility after the beginning of a term, the Participant must resubmit this list to the university within one (1) week of the student moving in</td>
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<td>01/04/16</td>
<td>Winter 16'</td>
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<td>03/28/16</td>
<td>Complete a minimum of one (1) educational program that fulfills the Behavioral/Safety Programming Requirements and one (1) educational program that fulfills the Educational Outcomes Programming Requirements ***</td>
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<td>Academic alignment and Behavioral Compliance documents due (a workshop will be offered to provide consultation for successful completion)</td>
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<td>03/18/16</td>
<td>Spring 16'</td>
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<td>Spring 16'</td>
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<td>06/10/16</td>
<td>Complete a minimum of one (1) educational program that fulfills the Behavioral/Safety Programming Requirements and one (1) educational program that fulfills the Educational Outcomes Programming Requirements ***</td>
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<td>Academic alignment and Behavioral Compliance documents due (a workshop will be offered to provide consultation for successful completion)</td>
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<td>07/01/16</td>
<td>Completed AHP Program Review (FY 15-16). This includes a report of the past year, as well as a plans for improvement in the coming year that details compliance with the Programming Requirements for AHP Educational Outcomes and Behavioral/Safety Standards (2C, 2D)</td>
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<tr>
<td>09/01/17</td>
<td>Plan to implement barrier removal to accommodate persons with disabilities</td>
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*** All four (4) behavioral/safety programs and all five (5) Educational Outcomes programs must be completed by the end of the academic year