

**Oregon State University**  
**OSU Affiliated First-Year Housing Program Policy**  
**2017-2020**

*(revised January, 2017)*

**Table of Contents**

1. Program Summary
2. Eligibility Criteria
  - a. Voluntary Student Organization Status
  - b. Conduct Sanction Status
  - c. Organization personnel requirements
    1. Live-in House Director
    2. Faculty Advisor
    3. Chapter Advisor
    4. Housing Corporation President
    5. AHP Liaison
  - d. Minimum GPA requirement
  - e. Livability code
3. General Guidelines for Participating in the Affiliated First-Year Housing Program (AHP)
  - a. Organization Leadership Program Orientation
  - b. General Reporting Requirements
    1. Chapter contact list
    2. Incident reporting
    3. Disaffiliation of first-year student members
  - c. Temporary Inactive Status
  - d. Withdrawal from program
    1. Relocating first year students
    2. Program re-entry
      - a. Failure to comply
4. Physical Environment
  - a. Reporting Requirements
    1. Corvallis Fire Department Fire Inspection
    2. Kitchen health and sanitation
    3. Proof of liability insurance
      - a. Coverage requirements
      - b. Notice of cancellation
    4. Evidence of property insurance
      - a. Certificate of coverage
      - b. Notice of cancellation
    5. Indemnity clause
      - a. Agreement
    6. Food Service
      - a. Third party food service
      - b. Kitchen staff
  - b. Nondiscrimination policy on the basis of disability
    1. Plan for barrier removal

2. Final accessibility plan
3. Chapter accessibility planning
4. Disability Access Services
5. Educational, Behavioral & Safety Standards
  - a. Overview
  - b. Workshop Requirements
    1. Length of program
    2. Attendance
    3. Reporting Requirements
  - c. Programming Requirements
    1. Reporting Requirements
6. Cost of Participation
7. Expectations of Affiliated First-Year Housing Program (AHP)
  - a. Cost of operating the program
    1. Upgrades
    2. Educational program compliance
  - b. Maintaining compliance
    1. Authority
      - a. Recognition of participants
      - b. Terms of termination
      - c. Program Review Committee
    2. Failure to comply
      - a. Maintaining requirements
      - b. Notice to FYE live-on
    3. Violation Types
      - a. Missed deadlines
      - b. Student conduct code
      - c. Changes to facilities that impact health and safety of residents
    4. Program limitations
    5. Provisional status
      - a. Educational, Behavioral, & Safety Requirements
      - b. Physical
8. Affiliated Housing Program (AHP) Conduct Guidelines and Possible Responses to Violations and Issues
9. Program Assessment
  - a. Educational, Behavioral & Safety program tracking
  - b. Self-reporting
10. Timeline of Deadlines
11. Affiliated Housing Program (AHP) Resources
  - a. AHP website
  - b. Policies
    1. Code of Student Conduct
    2. OSU nondiscrimination policy on the basis of disability
    3. OSU discrimination and discriminatory harassment policies
      - a. Hazing
      - b. Sexual violence
      - c. Sexual harassment

4. City of Corvallis municipal codes and ordinances
  - a. Noise
  - b. Special response notice
  - c. Property maintenance
  - d. Parking
5. City of Corvallis livability code and its amending ordinances
6. State of Oregon occupancy rules and regulations
7. City of Corvallis Fire Inspection requirement
8. OSU FYE live-on policy
- c. AHP incident reporting form
- d. Workshop registration
- e. Program accessibility planning

## 1. Program Summary

Starting with the entering class of fall 2013, Oregon State University implemented a First-Year Experience Program 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) Program is the live-on campus requirement for first-year students and enhanced residential education associated with this requirement. Some Corvallis non-profit Co-operative living groups, including but not limited to OSU fraternities and sororities, indicated a desire to provide a similarly beneficial and educational experience to OSU first-year students. In response, the University 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 residence halls.

The Program operates on a three-year cycle. Once the deadline for applying to be an approved Affiliated Housing Program(AHP) facility has passed, no organization will be approved for the Program until the beginning of the next three-year cycle.

## 2. Eligibility Criteria

To be eligible to apply for the Program, the organization must be a non-profit cooperative living group providing room and board to OSU students in a house that is a Code R Residential facility within Corvallis city limits. Organizations must also meet the Corvallis livability code for Fraternity, Sorority and Co-operative housing. Structures such as apartments or townhouses do not qualify as a “house” for this Program.

- a. Voluntary Student Organization (VSO) recognition status required.
- b. Organizations under current sanctions pursuant to OSU’s Code of Student Conduct can apply. If approved, the organization will only be granted contract exemptions for first year students if the organization is not on University conduct probation, deferred suspension, or suspension.
- c. Organizations are required to have a minimum of one (1) each of the following personnel: **See Appendix A for definition.**
  1. Live-in House Director
  2. Faculty Advisor
  3. Chapter Advisor
  4. Housing Corporation Board President
  5. Program (AHP) Liaison
- d. Membership of participating organizations must maintain a minimum average term GPA of 2.50.
- e. Organizations must meet and are expected to comply with all applicable Federal and State ILWs as well as the livability code established by the City of Corvallis Municipal codes and ordinances. **See Section 12 and Appendix A.**

### 3. General Guidelines for Participating in the Affiliated Housing Program

Approved Participants must annually meet requirements associated with the Physical Environment, Educational, Behavioral & Safety Expectations as outlined in this policy.

Participating living groups, herein referred to as “Participants”, are not residing in property 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. **Program Orientation:** The University will provide a Program Orientation at the beginning of the fall term to detail Program requirements and expectations. Participant attendance from organizational leadership (president and AHP liaison) is required. Additional education and/or training will be made available at the request of the Participant.
- b. **General Reporting Requirements**
  1. Every Participant is required to provide to the Program Review Committee: A contact list for the live-in house director, faculty advisor, chapter advisor and house corporation board president (to include names, phone numbers and email addresses) 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.
  2. Every Participant is required to provide to the Program Review Committee: A contact list of the Program (AHP) Liaison (to include names, phone numbers and email addresses) on an annual basis prior to the first day of fall term and after the election of or newly appointed Program (AHP) Liaisons.
  3. Every Participant will report to the Vice Provost for Student Affairs, or designee(s), any situation involving medical emergencies, medical transport, and/or law enforcement interaction within 24 hours of the incident. Participants will use the online [OSU Affiliated Housing Program Incident Report](#) located on the Center for Fraternity & Sorority Life (CFSL) website ([oregonstate.edu/cfsl](http://oregonstate.edu/cfsl)).
  4. Every Participant is required to notify the Program Review Committee of any new first-year student member, living in the facility, who disaffiliates with the organization within one (1) week of disaffiliation.
- c. **Temporary Inactive Status:** Participants may request consideration for a temporary inactive status for up to one term, not to exceed more than three (3) terms within a three year Program cycle. Once approved by the Review Committee, the participant will not house first year students and will not be required to fulfill Educational, Behavioral & Safety programming Program requirements. In order to be considered for active status, all program requirements must be fulfilled. To submit a request for Inactive Status, the president must send an email (from the president’s ONID email address) to [affiliatedhousingprogram@oregonstate.edu](mailto:affiliatedhousingprogram@oregonstate.edu).
- d. **Withdrawal:** Participants may withdraw from the Program at any time. In order to submit a formal notice to withdraw, the president must send an email (from the president’s ONID email

address) to affiliatedhousingprogram@oregonstate.edu. Re-entry to the Program will not be available until authorization of the next three-year cycle.

1. All first year students approved to live in the approved facility will be required to relocate to on-campus housing, or would need to qualify for another exemption from the first year live-on requirement.
2. To be eligible for application or consideration for re-entry into the Program, Participants must complete all Educational, Behavioral & Safety programming, and financial obligations of last year's enrollment requirements.
  - a. Failure to comply may render Participants ineligible for the access of this Program in the future.

#### 4. Physical Environment

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.

- a. **Reporting Requirements:** A Participant is expected to arrange and conduct inspections from qualified inspectors no later than the deadlines listed below:
  1. **Fire Inspection.** Reports from the Corvallis Fire Department Fire Prevention Officer are provided directly to the Program Review Committee.
  2. **Kitchen Health and Sanitation Inspection.** Reports are provided directly to the Program Review Committee by Benton County Environmental Health Department.
  3. **Proof of Liability Insurance:**
    - a. **Proof of Liability Insurance:** The Participant will be required to have general liability insurance certificate 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 \$1,000,000. 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.
    - b. **NOTICE OF CANCELLATION:** Each insurance policy required by under the Program shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to OSU, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to OSU. If any insurance company refuses to provide the required notice, the organization or its insurance broker shall notify OSU of any cancellation, suspension, non-renewal of any insurance within seven (7) days of receipt of insurers' notification to that effect.
4. **Evidence of Property Insurance:**
  - a. **Evidence of Property Insurance:** The Participant will be required to provide a copy of a Certificate of Insurance showing specified property coverage.
  - b. **NOTICE OF CANCELLATION:** Each insurance policy required by under the Program shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to OSU, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to OSU. If any insurance company refuses to provide the required notice, the organization or its insurance broker shall notify OSU of any cancellation, suspension, non-renewal of any insurance within seven (7) days of receipt of insurers' notification to that effect.
5. **Indemnity Clause**
  - a. **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.
6. **Food Service:** If the Participant provides meals, including meals provided by third-party food service, 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.



- a. Third-party food service: The Participant will provide a copy of the contract to the Program Committee.
- b. Hired kitchen staff: The Participant will provide a copy of the food handlers' card to the Program Review Committee.
- b. **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 Program's [Chapter Accessibility Planning](#) document. Specifically:
  - 1. Participants will need to address programmatic accessibility in their application for the 2017-2020 AHP cycle. Program Participant must consult with OSU's Office of [Equal Opportunity and Access](#) to formulate a plan for how the Participant will become programmatically accessible (including a plan for physical modifications to achieve full programmatic accessibility). This assessment must occur in order to be eligible for the 2017-2020 application.
  - 2. By September 1, 2017, approved Program Participants must submit their final accessibility plan. Participants are required to submit a plan for barrier removal and a reasonable timeline for implementing the plan. The plan will include physical structural modifications needed to provide program access for persons with disabilities.
  - 3. Details of minimum barrier removal are addressed in the Program's [Chapter Accessibility Planning](#) document. Compliance may look different per house depending on the barriers to program access.
  - 4. OSU's [Disability Access Services](#) (DAS) office must be involved in determinations on reasonable accommodations, and each chapter will define a process by which it engages with DAS when future issues may arise.

## 5. Educational, Behavioral & Safety Standards

- a. **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 in-class academic curriculum and experiences. These educational programs will be scheduled by the Participants and facilitated by University approved programs and facilitators. Members of a group seeking the Program status must demonstrate a commitment to serving as upstanding members of the Corvallis and University communities. This commitment will be evaluated according to the Participant's compliance to OSU policies and the City of Corvallis municipal codes and ordinances. Failure to comply may result in the organization being put on provisional status while under investigation.
- b. **Workshop Requirements:** Participants must host workshops that provide first-year students with education pertaining to the following topic areas:

- Alcohol and drug prevention
- Sexual violence prevention and supporting survivors
- Diversity, inclusivity and cultural responsiveness
- Hazing prevention

Note: All workshops listed on the [Workshop Registration](#) website have been pre-approved and are the options for completion of the above requirements. Any conducted by off-campus personnel must first be pre-approved by the AHP Review Committee by submitted a request at least two weeks in advance to [affiliatedhousingprogram@oregonstate.edu](mailto:affiliatedhousingprogram@oregonstate.edu).

1. Length of program (duration) will be a 60-90 minute program.
  2. **Attendance:** At least 85% of all rostered members must attend each program. Presenters will capture student ID numbers of all attendees and report back to CFSL.
  3. **Reporting Requirements:** At a minimum, all four (4) workshops must be completed prior to finals week at the end of the academic year. A minimum of one (1) workshop must be completed each term. At the end of each term, Participants will submit (via email) to the Program Review Committee ([affiliatedhousingprogram@oregonstate.edu](mailto:affiliatedhousingprogram@oregonstate.edu)) 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.
- c. **Programming Requirements:** Participants must have programs, activities, policies and services that provide first-year students with education pertaining to the following four (4) topic areas:
- Positive mental health
  - Positive and productive engagement in the OSU community
  - Supportive academic living/learning environment
  - Civic engagement
1. **Reporting Requirements:** All of the above listed topic areas must be completed prior to finals week at the end of the academic year. A minimum of one (1) program or activity that addresses one of the above areas must be completed each term. At the end of each term, Participants will submit (via email) to the Program Review Committee ([affiliatedhousingprogram@oregonstate.edu](mailto:affiliatedhousingprogram@oregonstate.edu)) 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.

## **6. Cost of Participation:**

A Participation Fee is required of each Participant to cover OSU's costs of working with Participants that develop and implement educational programs through Division of 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 Participant specific programs are implemented based on unique profile and needs of the Participant's 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 the term that the first-year student initially appears on the AHP roster.* Fees will be revisited every three years to ensure that they are consistent with the costs incurred by OSU.

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, The Program Review Committee will provide an Orientation to the Participant's leadership team to support success in the Program.

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 the number of students participating in education-enhancing activities. The University will work with Participants that fail to meet education standards to improve educational programming. Continued failure to comply with educational standards may result in the University suspending or withdrawing an existing Program status from a Participant.

## 7. Expectation of Affiliated First-Year Housing Program

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.

- a. **Cost of Operating the Program:** Participants are responsible for all costs incurred in maintaining and sustaining a safe and healthy living environment. This includes but is not limited to:
  1. Costs associated with upgrades necessary to meet standards in Section 4.
  2. Program required under Section 5 and 6 for continuous education and compliance related to educational and behavioral standards.
- b. **Maintaining Compliance**
  1. **Authority**
    - a. The Vice Provost for Student Affairs or their designee(s) has the ultimate responsibility on behalf of the University in granting recognition to an organization that is requesting to participate in the Program.
    - b. 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 three-year cycle. 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 year of compliance with the program before housing first-year students.
    - c. Program Review Committee is charged with monitoring compliance with the Program, reviewing all violations of the Program, and recommending appropriate action to the Vice Provost of Student Affairs or their designee(s).
  2. **Failure to Comply**
    - a. The University may reject a new application for Program status or suspend an existing Program status from a Participant for failure to meet and maintain the requirements, standards and criteria as stated in Sections 2 through 7 of this document. This includes the failure to comply with the expectations associated with a healthy and safe physical environment, the failure to comply with educational standards, and the failure to comply with behavioral standards.
    - b. In the case that a Participant is terminated from the Program, 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 housing, move to another approved Participating facility or request another exception identified in the Live-on policy.
  3. **Violation Types.** As described above, OSU retains the sole discretion in determining whether to approve, suspend or terminate a Participant, and non-compliance with any of this policy may lead to such consequences. To respond to some frequently asked questions, following is some additional clarification on violations and potential consequences. This is a non-exhaustive list and only targets particular questions OSU often receives.
    - 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 a Participant's members fail to abide by the OSU student conduct code, the 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 Participant 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 Environment Health Department, Corvallis Fire Department, or others as applicable, 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**
  - a. **Educational, Behavioral & Safety Standards:** Provisional status resulting from not completing workshop and programming requirements will be reviewed by July 1<sup>st</sup>. 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.
  - b. **Physical:** Provisional status resulting from failure to meet documentation deadlines is only granted when the Participant is actively working with the Program 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 Program Review Committee of any changes made to the physical property that would impact the safety, health and well-being of the individuals living in the facility.

## **8. Affiliated First-Year Housing Program (AHP) Conduct Guidelines and Possible Responses to Violations and Issues:**

Any violations of this agreement, including the behavioral expectations, will prompt a review of the violation, and the AHP Committee may recommend outcomes. These outcomes may range from a warning to removal from the AHP program, based on the severity, impact, or potential impact of the violation, in addition to the applicants' history of violations. AHP members are responsible for completing any sanctions assigned by Student Conduct and Community Standards or requirements assigned by the AHP Committee in response to violations or deficiencies.

**(Note:** Outcomes chart removed)

## **9. Program Assessment**

Annual assessment of participants and student participants. During summer term, the University will conduct an annual assessment of the effectiveness, values, and impact of the Affiliated 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.

- a. Behavioral, Educational & Safety workshops 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 Affiliated Housing Program will assess the participants' engagement within a programming session.
- b. Behavioral, Educational & Safety 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 Affiliated Housing Program will assess the Participants' engagement within a programming session.

## 10. Timeline and Summary of Deadlines (annually updated)

TERM	DEADLINE	DESCRIPTION
ongoing	ongoing	Situations involving medical emergencies, medical transport, and law enforcement interaction or possible SRN's must be reported to the <a href="#">Vice Provost of Student Affairs</a> , or their designee(s), via online AHP Incident Reporting Form.
	ongoing	Notify the <a href="#">Program Review Committee</a> of any first-year students who have disaffiliated with the Participant within one (1) week of disaffiliation.
Annually	Annually	Proof of Liability Insurance Certificate (includes Host Liquor Liability, Sexual Assault and Hazing Addendum) emailed to the Program Review Committee on or before Certificate expiration date.
	Annually	Evidence of Property Insurance Certificate emailed to the Program Review Committee on or before Certificate expiration date.
Spring 2017	04/01/17	Initial Accessibility walk-through consultation conducted with Equal Opportunity and Access (EOA). Due date of participant applications to be submitted via online form.
	06/01/17	Applicants will be notified of acceptance into the 2017-2020 Program.
Fall 2017	9/1/17	Plan to implement barrier removal to accommodate persons with disabilities including a timeline for implementing the plan, due to the <a href="#">Program Review Committee</a> via email at <a href="mailto:affiliatedhousingprogram@oregonstate.edu">affiliatedhousingprogram@oregonstate.edu</a> .
	9/14/17	CFSL will maintain contact list of house director, faculty advisor, chapter advisor, and house corporation board president (names, phone numbers and e-mail addresses) to the Program Review Committee.
	9/14/17	Due date to email list of Program (AHP) Liaison (name, phone number and email addresses) to the <a href="#">Program Review Committee</a> .
	9/14/17	Due date to email a copy of the third party food service contract or a copy of the kitchen staffs' Food Handler's Card to the <a href="#">Program Review Committee</a> .
	10/15/17	Chapter presidents should submit their annual student organization recognition renewal on the SLI Database by this date. Failure to meet this deadline will result in the chapter not being recognized as a student organization for this academic year and thus, not eligible for Program.
	11/1/17	Due date of Program participation fee for first-year (FY) live-in students (Fall term move-ins). AHP will work with UHDS to obtain information on first-year students living in an approved AHP facility and will send Participant an invoice for the appropriate Participation fee. Make checks payable to Oregon State University – AHP and send payment to CFSL - AHP, SEC 306, Corvallis, OR. 97331.
	12/1/17	AHP will work with Corvallis Fire Department Fire Prevention Officer to obtain current Fire Inspection Report.
	12/1/17	AHP will work with IFC to obtain current Kitchen Health and Sanitation Inspection from. Non-IFC organizations should send inspection form via email to <a href="mailto:affiliatedhousingprogram@oregonstate.edu">affiliatedhousingprogram@oregonstate.edu</a>



	12/1/17	Due date to email Educational, Safety & Behavioral Workshop & Programming Outcome Report for Fall Term to the <a href="#">Program Review Committee</a> . Complete a minimum of one (1) workshop that fulfills the Educational Outcomes Programming Requirements one and (1) program that fulfills the AHP Educational, Behavioral & Safety Standards Requirements.
Winter 2018	1/31/18	Due date to email list of AHP Liaison (after election) name, phone number and e-mail addresses to the <a href="#">Program Review Committee</a> .
	2/05/18	Due date of Program participation fee for FY live-in students (Winter term move-ins). Make checks payable to Oregon State University – AHP and send payment to CFSL - AHP, SEC 306, Corvallis, OR. 97331.
	3/16/18	Due date to email Educational, Safety & Behavioral Workshop & Programming Outcome Report for Winter Term to the <a href="#">Program Review Committee</a> . Complete a minimum of one (1) workshop that fulfills the Educational Outcomes Programming Requirements one and (1) program that fulfills the AHP Educational, Behavioral & Safety Standards Requirements.
Spring 2018	5/01/18	Due date of AHP participation fee for FY live-on students (Spring term move-ins). Make checks payable to Oregon State University – AHP and send payment to OSU/DOSL - AHP, 150 Snell Hall, Corvallis, OR. 97331.
	6/01/18	Due date to email a signed copy of the Indemnity Clause to the <a href="#">Program Review Committee</a> (AHP).
	6/08/18	Due date to email Educational, Safety & Behavioral Workshop & Programming Outcome Report for Spring Term to the <a href="#">Program Review Committee</a> . Complete a minimum of one (1) workshop that fulfills the Educational Outcomes Programming Requirements one and (1) program that fulfills the AHP Educational, Behavioral & Safety Standards Requirements.
Summer 2018	7/1/18	Completed AHP Program Review. 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, Behavioral & Safety Standards.
	7/01/18	Deadlines for the 2018-2019 academic year will be announced at a later date.

## 11. Program Resources

- a. [Program website](#)
- b. Policies
  1. [OSU's Code of Student Conduct](#)
  2. OSU nondiscrimination policy on the [basis of disability](#)
  3. [OSU discrimination and discriminatory harassment policies](#)
    - a. [Hazing](#)
    - b. [Sexual violence](#)
    - c. [Sexual harassment](#)
  4. [City of Corvallis](#) municipal codes and ordinances
    - a. [Noise](#)
    - b. [Special response notice](#)
    - c. [Property maintenance](#)
    - d. [Parking](#)
  5. City of Corvallis [livability code](#) and its [amending ordinance](#)
  6. State of Oregon [occupancy rules](#) and regulations
  7. [City of Corvallis Fire Inspection](#) expectation
  8. [OSU FYE live-on policy](#)
- c. [AHP incident reporting form](#) – to report any incidents involving medical emergencies, medical transport, and/or law enforcement interaction within 24 hours of the occurrence
- d. Workshop registration form
- e. [AHP accessibility planning](#) –ADA requirements for public entities for equal access to people with disabilities.

## Appendix A

- 1) The City of Corvallis ordinance [2015-20](#) – Livability Code, [2016-07](#) – Livability Code(effective date change), and municipal code [chapter 9.01](#) – Building Code, and [chapter 9.02](#) – Rental Housing Code, is established to safeguard and protect the public health, safety and welfare for all sites.
- 2) Live-in House Director resides in the Participant facility with the student members. The House Director is to guide, manage and support student members through leadership, counseling, advising and collaborative development to create and maintain a safe and healthy community living environment.
- 3) Faculty Advisor is an OSU employee who is a resource that provides collaborative insight or direction, mentorship and support to student members about academic and/or personal matters.
- 4) Chapter Advisor is generally an alumnus of the organization that provides ongoing support to chapter through attendance at meetings, events, and activities. They provide continuous support to each generation of student members.
- 5) Housing Corporation Board President oversees the management of the physical structure and assists the repair(s) and maintenance of members’ facility.
- 6) Program (AHP) Liaison – Undergraduate member assigned to maintain communication between the Program and their organization, to include but not limited to assisting the organization meeting the requirements and deadlines of the AHP standards.