



*Sorority and Fraternity Life Housing*

# **SECOND-YEAR APPROVAL CHECKLIST**



**THE OHIO STATE UNIVERSITY**

OFFICE OF STUDENT LIFE  
SORORITY AND FRATERNITY LIFE

# Second-Year Sorority and Fraternity Life Housing Approval Checklist

## ACADEMICS AND TECHNOLOGY

- Common study space must be conducive to studying and have a minimum of three (3) hours per day dedicated specifically for this purpose.
- Quiet hours should be posted in the facility during dedicated study space hours Sunday through Thursday.
- Space(s) can be multipurpose but hours must be defined.
- One desk to be used for studying must be present in each student bedroom.
  - No more than three (3) students per desk in any room.
- Chapters must institute a written process for members to reserve space for meetings with Second-Year Transformational Program faculty advisors in facilities where applicable.
- Chapters must provide wireless or hard-wired internet access.

## ALCOHOL AND SOCIAL EVENTS

- Chapters must abide by the alcohol policies of The Ohio State University as defined in the Code of Student Conduct and the Residential Living Handbook.
- Chapters must abide by the alcohol policies of their respective governing council (e.g., Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council or Panhellenic Association).
- If a chapter's (inter)national policies on alcohol and risk management are more restrictive than those of Ohio State, the chapter must follow this policy (i.e., whichever is most strict).
- Chapters can apply for up to six (6) exemptions per year to use alcohol at chapter facility events. This exemption must be for special events, limited to:
  - Alumni/ae Event
  - Parent or Family Event
  - Date Party
  - Fundraiser
  - Annual Event
- A Student Life Sorority and Fraternity Life staff member will be responsible for the review and approval/denial of all alcohol event exemptions.
- No special events will be approved during academic finals.



## ALTERNATIVE HOUSING

- A Sorority and Fraternity Life Housing Preference is a part of the housing renewal application and sorority and fraternity membership will be allowed to preference living as a group in residence halls.
- Sorority and fraternity members and non-members will be mixed on floors as needed to preserve the overall community of the residence hall.
- Resident Advisors will be selected for any floor housing sorority or fraternity members in a manner consistent with the resident advisor selection process.
- The resident advisor should not be a member of the chapter who resides on her/his floor.
- Because of limited bed spaces in University Housing, only sophomore members may be able to reside in the residence halls.
- Sorority and fraternity members can transition from University Housing to approved second-year living chapter facilities before June 1 of a contract year without penalty.
- Chapter members in residence will be held accountable to all rules and regulations of university housing.

## AUDIT AND ACCOUNTABILITY

- An online Sorority and Fraternity Life Housing Second-Year Student Eligibility Application will be created to gather needed information to determine if a chapter facility should be approved for second-year student living.
  - The application will gather information including but not limited to:
    - Licensure, maintenance and trainings
    - Academics and technology
    - Live-in advisor
    - Safety and security
- The Sorority and Fraternity Life Housing Second-Year Student Eligibility Application will be accepted on a rolling basis and must be submitted annually.
- Applications will be reviewed by Student Life staff members to determine completion of all required information.
- Once application completion is verified, Student Life will schedule a facility audit to assess house infrastructure, exterior conditions, and interior health and safety.



- Once the application is submitted and the trainings, on-site walkthrough, facility audit, and CPTED analysis are complete and approved, the applicant will be eligible to house second-year residents.
- Chapters must be members of one of the four recognized councils (IFC, MCGC, NPHC or PHA).

## HOUSING DIRECTOR

- Each chapter must have a live-in advisor or equivalent position.
- Each chapter will create a university-approved job description for this individual.
- The House Director must be at least one year removed from their undergraduate experience. Graduate and professional students are eligible to fill this role.
- The university will provide templates and consultation for the development of live-in advisor's job description.
- The university will assist in identifying live-in advisors.
  - Chapters may recommend eligible candidates to participate in this process.
  - The Office of Student Life Sorority and Fraternity Life will:
    - Gather and review applications and share as requested to interested house corporations.
- Chapters will be responsible for choosing their own House Director following the parameters of this document.
  - All House Directors must pass the background check process as outlined in this document. Chapters can find information on background check services on the [HR website](#).
  - In cases where a House Director does not meet approval, the chapter must provide an alternate solution that fulfills the requirements outlined in this document.
- The university will provide multiple opportunities for training and education for the House Directors.
  - House Directors will have a required annual House Director Training throughout the academic year and during mandatory monthly meetings, trainings will be utilized to further House Director skillsets.
- House Directors will have core responsibilities and performance expectations which include but are not limited to:
  - Maintaining chapter facility as primary residence, and being present and available to residents.



- Responding to emergencies immediately.
- Understanding executing crisis management and emergency response protocol.
- Serving as primary on call response personnel for house, and back up on call responder for other properties as appropriate.
- Overseeing and facilitating maintenance of house.
- Responding to incidents impacting the facility where residents are at immediate risk.
- Creating a positive living environment through responsible behavior.
- Facilitating regular meetings with chapter members, alumni and university staff to ensure the successful management of the sorority/fraternity facility.
- Building a sense of community among alumni and chapter members.
- Any House Director, before being hired, must pass a university-approved background check process including:
  - Social Security Number (SSN) Trace
  - Criminal Records (Felony and Misdemeanor County Criminal Database, State Criminal Database, National Criminal Database, Federal Criminal)
    - Because no centralized system exists to check all criminal databases, service providers need to check the federal, state and county records in each place an applicant resided. The most accurate records are at the county level, where individuals are usually charged with a crime.
  - National Sexual Offender Registry Search

## RESIDENTS

- Each chapter facility must be used solely by its members.
- Each chapter must submit a complete list of all residents to Student Life Sorority and Fraternity Life each spring semester, including name and name.# within the timeline outlined by the Associate Director of Sorority and Fraternity Life.
- University Housing contracts are not transferable to second-year approved facilities.

