



#### Administrative Policy

Policy Title:	Housing Acceptance Criteria
Policy Number:	LC-1303
Date Adopted:	3/29/2017
Version:	14.0
Review Cycle:	Annually
Date Last Reviewed:	03/25/2025
Office Responsible:	Student Housing
Reviewing Committee:	Leadership Council
Related Policies:	Mandatory Assessment & Placement; Student Discipline, Non-academic appeals; Background Check Policy
Related Laws:	NA
Related Code of Regulation:	NA

#### **Policy Summary:**

Housing services are provided to support learners in the pursuit of higher education. Housing services shall be administered in accordance with the Jackson College's (JC) mission, vision, values, and beliefs with a focus on student success. This policy provides clear expectations for all students applying for and residing in housing at JC.

#### **Scope:**

The policy applies to all current and prospective residents of Student Housing, as well as the staff responsible for administering related policies and procedure.

#### **Policy Statement:**

**Traditional Residents:** It is the responsibility of all students who desire to live in Student Housing to submit the required documentation, fees and deposits in advance of residence. In order to be eligible for campus housing, students must:

- Be 18 years of age by the end of their first semester.
- For the initial admission decision an applicant must demonstrate academic eligibility to be enrolled in a full-time course load including college-level courses. Students' academic eligibility must be demonstrated by minimally placing into our blended education courses and have a high school cumulative GPA of 2.5 or higher (See JC's Policy: 1027 Mandatory Assessment and Placement, Attachment A).
- Enroll in and maintain a full-time academic schedule in line with a student's declared program of study; including electives and on-line classes only as approved by an advisor. Residents must be enrolled in a minimum of a minimum of 3 credits face-to-face classes during a seven-week term in a semester for Fall and Spring semesters and 3 credits face-to-face in Summer semester (face-to-face requirement to be implemented beginning Summer 2024). Certain programs/scholarships/regulations may require more than 6 hours of face-to-face instruction. Contact your advisor for



clarification.

- Have a clear criminal background check each semester.
- Submit all required paperwork included in a fully executed housing contract.
- Pay all housing charges as scheduled.
- Meet ongoing Satisfactory Academic Policy by achieving both:
  1. Completion of 67 percent (%) of ALL attempted credit hours and;
  2. Maintain a minimum cumulative grade point average of 2.00. Attempted credit hours include grades of: Pass (P), Withdrawal (W), Fail (F), Incomplete (I) and all other course grades (0.0 – 4.0).

In order to support the pursuit of higher education by learners at Jackson College, housing assignments shall be made in order of priority listed below for all completed applications before July 1<sup>st</sup> of each year. A complete application includes: submitted housing application, clear criminal background, and course registration for full-time status.

1. Housing and Student Life student staff members
2. Students continuing from Emergency Housing and/or new students who meet the same criteria during the academic year.
3. Students taking all in-person courses.
4. Students accepted into one of Jackson College's intercollegiate sports teams, up to 50% of on-campus occupancy.
- 5.
6. Returning residents
7. New students residing in the college's tri-county service area (Jackson, Lenawee, and Hillsdale).
8. New students residing outside of the college's tri-county service area (Jackson, Lenawee, and Hillsdale) who are academically ready for college, i.e., no more than two developmental course requirements.

Following the assignment of all students who have completed housing applications by July 1<sup>st</sup> of each year, additional students will be assigned based on their date of application. This includes any students belonging to specialty populations listed above. If available occupancy is allowed during this phase, additional student athletes may be housed more than 50% total on-campus occupancy.

Waitlist: The College will waitlist students for up to 10% of the authorized current housing occupancy.

Emergency housing criteria includes students who self-identify that they do not have dependable, safe housing. This is inclusive of physical and psychological safety. Determinations on these situations are handled on a case-by-case basis and decided by the Director of Housing.

Non-Traditional Residents and Guests: It is the responsibility of all prospective



residents and guests who desire to temporarily reside in Student Housing to submit the required documentation, fees and deposits in advance of residence. In order to be eligible for campus housing, residents and guests must:

- Provide all required documentation to support completion of a criminal background check, or provided documentation, approved under the terms of a contract or memorandum of understanding, that verifies the resident is of good moral character and legal standing (approved international applicants only);
- Enroll in and maintain participation in the defined program for which residency is contracted.
- Submit all required paperwork included in a fully executed housing contract; and
- Pay all housing charges as scheduled.

Professional Judgment/Exceptions: The Director of Housing is responsible for maintaining, monitoring and advancing the application process in all stages. The Director shall establish and operate under a defined set of procedures to assure the application approval process is maintained in a consistent manner. In rare instances the Director may use professional judgment based upon supporting documentation that demonstrates the likelihood of a unique situation and suggests that an exception to the admission criteria may be appropriate (e.g. loss of academic eligibility with special circumstances) A student has the right to appeal the decision of the Director in which case the non-academic appeal process would be followed. Provisional admittance may be granted with an approved educational plan and contract.

Assignment of Space: Assignment to Student Housing is made without regard to race, age, religion, color, sexual orientation, national origin, disability, or veteran status. When possible, assignments are based on information provided by the applicant to enhance cohabitation success. Assignment of space shall be made exclusively to eligible applicants who have fully executed a housing contract.

The College reserves the right to consolidate applicants into rooms to conserve space, fill any vacancy in a partially occupied living unit, and re-designate room capacity at any time. A resident/applicant may be assigned to another room or removed from college housing as a result of a violation of College policies including the Student Code of Conduct, Student Housing policies or procedures, emergency, school closure, or whenever the best interests of the College appear to require such action.

Assignment changes and/or room swaps may be considered on a case-by-case basis and shall be administered in accordance with approved procedures.

Cancellation of Housing Assignment: Assignment cancellation must occur within defined timelines and in accordance with approved procedures. To cancel a housing assignment, written notification, including the student's name and ID number, must be sent to the Director of Housing either by letter or e-mail. Cancellations for assignments



to begin in a fall semester which are received at least 30 days prior to move in will receive a full refund of deposit. Cancellations received less than 30 days prior to move in but before the start of the fall semester will forfeit the housing security deposit. Students who fail to move in after submitting the contract and deposit will forfeit the deposit and be responsible for the payment of housing and meal plan as defined in the housing contract.

In the event a student is suspended, removed from housing, or withdraws from the College, the Housing Cancellation policy still applies.

Continuing Eligibility: Eligibility monitoring and reporting is maintained by the Director of Housing. Criteria for remaining eligible throughout the school year include:

- Maintenance of full-time enrolment (12 credits during Fall and Spring semester and 6 credits during Summer with no more than half on-line) status throughout the semester.
- Meet ongoing Satisfactory Academic Policy by achieving both:
  - Completion of 67 percent (%) of ALL attempted credit hours; and
  - Maintain a minimum cumulative grade point average of 2.00. Attempted credit hours include grades of: Pass (P), Withdrawal (W), Fail (F), Incomplete (I) and all other course grades (0.0 – 4.0); and
- Strict compliance with JC Student Code of Conduct and local, state, and federal laws; and
- Completed sanctions (where applicable).

Students who do not meet eligibility requirements throughout the semester for any reasons above may be put on probation or removed from housing. A student placed on probation shall complete and comply with an education plan and contract.

### **Definitions:**

1. Clear Criminal Background Check - An individual's completed background check is returned free from identification on the Public Sex Offender Registry; free from any felony convictions; and free from any violent or repeat misdemeanor offenses or violent or repeat disciplinary action from another educational institution that occurred within one year of application to housing.

All persons residing within Campus View Housing must have a clear criminal background check. Any student who has been designated as a sexually violent offender, sexually oriented offender, sexual predator, child-victim predator, habitual sex offender, or habitual child-victim offender, or of any similar classification by any state or country, is not eligible for housing in any residence hall.

2. Contract - A binding document that reflects the agreed upon responsibilities of both JC and the applicant as it relates to living on campus in the housing units.
3. Room Swap- A mutually agreeable exchange of persons from one room to



another with no displacement of residents, as approved and in accordance with housing procedures.

4. Room Change – A room reassignment of a student directed by either the institution or at the request of a student.
5. Eligible Applicant – A housing applicant who has completed all required paperwork, passed the criminal background check, submitted appropriate fees, and meets academic eligibility.



**Change Log:**

<u>Version</u>	<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
1.0	12.21.11	New policy	M. Huff
2.0	7.10.2013	Update academic eligibility for initial applicants	N. Miller
3.0	12.1.2015	Addition of priority assignment criteria and ACT 14 cut off	R. Woods
4.0	3.29.2017	Addition of cumulative 2.0 high school GPA	R. Woods
5.0	6.13.2017	Addition of appeal process	E. Andrews
6.0	1.24.19	Update to align with Mandatory Assessment policy and prototype work	D. Norris
7.0	4/15/2019	Update to further align policy with Mandatory Assessment policy and prototype work	D. Norris
8.0	1/7/20	Updated to reflect change in policy 1407 Background Checks for all Housing Residents	D. Norris
9.0	4/13/2020	Update to housing assignment priority list, eligibility criteria, and appeals process.	D. Norris
10.0	12/10/20	Update to reflect current environment	VP of Finance
11.0	3/4/20	Update to reflect current environment	VP of Finance
12.0	4.29.2021	Updated to add required COVID 19 vaccination	VP Darrell Norris
13.0	01.19.2024	Policy update	C. Allen
14.0	3.25.2025	Updated to reflect GPA changes and EO compliance	A. Van Heest