THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Housing Division	**Number:**	409.1
		Revised:	10/18/77
SUBJECT:	Housing Division Services	**Date Issued:**	
		Attachment(s)	0
APPLIES TO:			
ISSUED BY:	Office of Student Services - Housing Division		

I. Policies

The Housing Division has total responsibility and authority for planning, management and provision of the necessary services for students living in University-owned and operated housing -single student and families. In addition, this office has the responsibility for providing University assistance to affiliated-associated housing (sororities, fraternities and Inter-Cooperative Council housing), Martha Cook, Henderson, and the Lawyers Club (the latter three units independently governed by Regentially-created Boards). Management relationships are maintained by the Housing Division to manage the Lawyers Club and University Rental properties.

The Housing Division offers residence halls facilities on both the North and Central Campus for use by University-related conferences during the months of May, June, July and early August. Guest rooms may be reserved for students, staff, faculty and University guests.

Food service is an integral part of University Residence Halls and the goal is to provide high quality, balanced, wholesome and tasty meals in comfortable and pleasant dining rooms. A variety of food services are available for both residents and non-residents. The faculty meal program policy provides that any student may have a faculty member as his guest at no charge.

The staff-student ratio of forty students to one in-residence staff member is founded on the premise that the assistance, broadening influence and concern of more experienced peers are invaluable aids to self-development of the individual student. The Housing Division maintains a staff orientation and in-service training program.

The aim of the Housing Staff is to create an atmosphere and assist with programs conducive to the educational and personal development of each resident according to his abilities and interests, compatible with the total education goals of the University. THE UNIVERSITY OF MICHIGAN IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.

II. Services

A. Types of Housing

The Housing Division provides a wide choice of facilities organized into the following categories: men's, women's or coeducational units, upper-class and graduate, single, double, and triple rooms, cooperatives, suites, apartments, family housing, conference facilities and special program units, such as language houses, Residential College, Pilot Program and Honors Housing.

1. Residence halls leases are issued for the academic year (i.e., both Fall and Winter Terms), Spring and /or Summer Term.

2. Lease terminations are permitted only under extenuating circumstances and within stated policies.

B. Summer Conference Facilities

The Housing Division hosts, at reasonable rates, summer conference groups. Rates are established by the University on the basis of prevailing costs. Further information may be obtained from the Conference Coordinator at the Housing Information Office.

C. Guest Room Rates

The guest rooms are available in the various living units during the academic year and the Spring-Summer Terms. Information on current rates and availability may be obtained from the Housing Information Office.

D. Food Service

1. Board - Thirteen meals a week are provided in all residence halls except in Baits Houses, Fletcher Hall and in the apartments and suites in Oxford Housing.

2. Optional Meal Contracts - The Housing Division is pleased to offer, especially for residents of Baits Houses, Fletcher Hall, and students living off campus, an Optional Meal Contract in any of its conventional residence halls. This affords the student the opportunity to concentrate on academic pursuits rather than dietary requirements. Bursley Hall is located adjacent to Baits Houses; however, students may contract for certain meals at locations more convenient at a specific time of day.

3. Faculty Meal Program - If the student's guest is a teaching fellow, lecturer, instructor, assistant, associate or full professor, the guest is eligible to participate in this program. The meal is charged to the Special Services Account of the hall and the guest meal ticket is issued in the faculty member's name.

4. Guest Meal Rates - Residents and non-residents may purchase a meal ticket at the desk in meal-serving units.

E. Educational Programming

1. Educational Facilities - May include classrooms, hall libraries, language laboratories, typing rooms, exhibit areas, special study areas, meeting rooms, and music practice rooms.

2. Special programs - May involve Faculty Associates, Tutors-in-Residence, Language Houses, International House, Pilot Program, Residential College and Honors Housing.

3. Recreational Facilities - Include lounges, card rooms, snack bars, television rooms, etc.

4. Program Funds - Education program funds are provided to the educational staff for expenses incurred with educational programming.