



***“PRESERVING THE PAST, CULTIVATING FUTURES.”***

***Office of Student Affairs***

*College of the  
Muscogee Nation  
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**College of the Muscogee Nation  
Student Housing Eligibility Policy**

**PURPOSE:**

The College of the Muscogee Nation (CMN) seeks to provide affordable on-campus living to eligible students. As our area continues to experience widespread community transmission of COVID-19, the College of the Muscogee Nation is committed to providing a safe and healthy educational environment. The health and safety of students, staff, and those who come to the campus is a priority as coursework moves back to an on-campus and face to face format. This policy ensures that students follow the housing application process which includes completing the application, contract, passes a criminal background check, and is tested for the COVID-19 coronavirus. The following policy is in effect and will remain in place until further notification.

**POLICY:**

In order for students to qualify for CMN Student Housing he/she must meet all of the Minimum Eligibility Requirements (MER). Students must meet the MER of the CMN Student Housing Contract. Students who do not meet the MER listed will be notified by mid-December to allow the student to make other living arrangements. All students deemed eligible to reside in student housing will be required to test negative for the COVID-19 coronavirus before moving into the residence unit.

The Minimum Eligibility Requirements to reside in CMN Student Housing for the 2021 spring trimester are outlined in the following procedures.

**PROCEDURE:**

1. Students must complete and submit the CMN Student Housing Application to the Resident Manager no later than December 7, 2020.
  - A. Students must initial and/or sign all designated areas of the CMN Student Housing Contract indicating that they have read and agree to all terms of the contract.
  - B. In order to comply with HUD requirements, students are required to complete the income verification and criminal background check forms associated with HUD.
2. Students must live as a single individual while residing in student housing.
3. Students must be enrolled as a full time (12 credit hours or more) student and be degree-seeking.



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4. Students must not have ever been convicted of a felony in any state, country, and/or tribal jurisdiction, have pending charges, or have been convicted for any behavior involving drugs (controlled substance), violence, firearms, weapons, or harm to others in any state, country, and or/tribal jurisdiction.
  - A. A criminal background check will be conducted on all students who apply for CMN Student Housing.
5. Students must pay the housing deposit (\$150.00) as specified in the contract or submit a letter of approval from a Muscogee (Creek) Nation Grant Program or a letter of approval from another federally recognized tribal grant program.
6. Assignments to CMN housing units will be made based on the following criteria:
  - A. Students eligible to graduate during the spring or summer of 2021.
  - B. Muscogee (Creek) citizens who reside outside of a 25 mile radius from the campus.
  - C. All other federally recognized tribes outside of a 25 mile radius from the campus.
  - D. All other applicants.
7. A Housing Application Approval Committee consisting of the Dean of Student Affairs, Dean of Academic Affairs, Resident Manager, Registrar, and a CMN Faculty Representative, will be convened to review and approve applications. The decision of the committee is final.
8. Once approved, all students must comply with the rules and regulations in the CMN Student Housing Handbook and the Code of Conduct in the Student Handbook.
  - A. Any violations will be acted on in accordance with the housing and student handbooks.
9. All students will be notified in writing of the approval or disapproval of their application by mid-December.



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**Housing Application Approval Committee  
Student Housing Eligibility Checklist**

The Housing Application Approval Committee consisting of the Dean of Student Affairs, Dean of Academic Affairs, Resident Manager, Registrar, and a CMN Faculty Representative, will be convened to review all spring 2021 student housing applications.

The following checklist will be utilized to determine eligibility:

1. Is the student eligible to graduate during the spring or summer of 2021? (1 point)
2. Is the student a Muscogee (Creek) citizen residing outside of the 25 mile radius from campus? (1 point)
3. Is the student an enrolled member of a federally recognized tribe residing outside of the 25 mile radius from campus? (1 point)
4. Does the student have inadequate transportation? (1 point)
5. Does the student have inadequate off-campus housing? (1 point)

Total: \_\_\_\_\_

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### Further Information and Circumstances

Please share any further information and circumstances you would like for the committee to consider when reviewing student housing applications:

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