MANDATORY FRESHMAN HOUSING

A. Purpose

The purpose of this policy is to identify the guidelines for use in the implementation of mandatory freshman housing in The University of Texas-Pan American residential facilities and to establish the exemption criteria to be used in the review of exemption requests.

B. Persons Affected

This policy applies to freshmen as defined in this policy.

C. Policy

The policy of The University of Texas-Pan American is that:

1. In support of the educational mission of the University and the value of on campus residency to the academic success and social development of students, freshmen are required to reside in a University-owned residence hall.

2. Students who meet one or more of the following criteria are exempt from this requirement.

    a. Students who are 21 years and older prior to the first day of the semester of their initial enrollment at the University; and

    b. Students whose application for admission confirms permanent U.S. residency within a 60 mile radius from the University.

3. Students who do not meet any of the exemption categories identified in subsection C.2 above and who desire to live off-campus may submit an Exemption Request Form as described in subsection F.2.a below should they identify as one of the following:

    a. Married students;

    b. Students who are parents; and

    c. Students who will be residing with an immediate family member (parent, sibling) whose physical address is within a 60 mile radius from the University.

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D. Definitions

1. *Freshmen.* All undergraduate students who have earned fewer than 30 semester credit hours (excluding credit hours accumulated through Advanced Placement and concurrent enrollment), who are enrolled for nine or more semester credit hours during the fall and/or spring semesters.

E. Responsibilities

1. Students are responsible for obtaining and submitting required reservation forms.

2. Students seeking an exemption are responsible for obtaining and submitting the required exemption forms.

3. The Director of Residence Life is responsible for reviewing requests for exemption and notifying the student of approval or denial of the requests.

4. Students wishing to appeal the decision of the Director of Residence Life are responsible for submitting a written appeal and supporting documentation to the Dean of Students.

5. The Dean of Students is responsible for reviewing each appeal and notifying the student of approval or denial of the appeal.

F. Procedures

1. Residence Hall Reservation

   a. Students may obtain a Residence Hall Reservation Agreement at the Office of Residence Life and shall submit reservation forms, along with the room deposit, to the Office of Residence Life by April 1st for summer matriculation, by July 1st for fall matriculation, and by November 1st for spring matriculation.

   b. Students who fail to submit a Residence Hall Reservation Agreement and room deposit by the required deadline will have a double occupancy room and 10 meals per week board plan automatically billed to their student account.

   c. In the event that the number of applications for housing in the residence halls exceeds the number of available spaces, students required by this policy to live in a University-owned residence hall will be required to reside in Bronc Village pending availability in the apartment units.

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2. Exemptions

a. For students, who meet one or more of the criteria in Subsection C.3 above, the following procedures apply:

1) Students may obtain an Exemption Request Form from the Office of Residence Life.

2) Students will complete and submit the Exemption Request Form and supporting documentation, as described below, to the Office of Residence Life by April 1st for summer matriculation, by July 1st for fall matriculation, and by November 1st for spring matriculation.

(a) Married students (a copy of the marriage certificate must accompany the written request for exemption).

(b) Students who are parents (a copy of the child's/children's birth certificate(s) must accompany the written request for exemption).

(c) Students who will be residing with an immediate family member not more than 60 miles away (a notarized letter from a parent, a notarized letter from the family member with whom the student will be residing, and that family member's proof of residence must accompany the written request for exemption).

3) The Director of Residence Life will review each request for exemption and will notify the student of approval or denial of the request within 10 days of the receipt of the request and supporting documentation. Exemption Requests received after indicated deadlines may be reviewed at the discretion of the Director of Residence Life.

4) Any student wishing to appeal the decision of the Director of Residence Life with regard to an exemption request may submit a written appeal and supporting documentation to the Office of the Dean of Students. The appeal must be written and filed, along with any supporting documentation, with the Office of the Dean of Students within 10 days of the date on which the original decision of the Director of Residence Life was mailed to the student.

5) The Dean of Students will review each appeal and notify the student of approval or denial of the appeal within 10 days of the receipt of the appeal.

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G. <u>Review</u>

The Divisional Head for this policy is the Vice President for Student Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Director of Residence Life – Senior Reviewer
2. Dean of Students
3. Academic Affairs Executive Team
4. Faculty Senate Chair
5. Staff Senate Chair
6. Student Government Association President