

Regulation applies only to single, full-time students who are younger than 23 years of age and have earned less than 60 hours.

Students living with their parents must submit a notarized commuting form.

NOTE: SIGNING A LEASE AGREEMENT OR PURCHASING A HOME PRIOR TO BEING GRANTED APPROVAL DOES NOT EXEMPT STUDENT FROM HOUSING POLICY.

Procedure for Requesting Permission to Live Off Campus

If you are requesting permission to live off campus for one of the following reasons, please follow the steps listed below prior to submitting an application. This will aid in the consideration of your request but does not guarantee exemption.

Medical

1. Have your doctor complete the medical form specifying your special housing needs. (Prescription pad notes are not acceptable.) Schedule an appointment to see the Director of Residential Life (257-4917), then take the medical form to him/her and he/she will work with you to see if you need to be reassigned to another dorm, quiet floor, special filters changed periodically in your room, etc.
2. If, after trying these changes for a quarter, you still feel that your medical condition has not improved, get a statement from the Director of Residential Life stating that your special needs could not be met by the Residential Life Department.
3. Submit a completed off-campus application form, updated completed medical form, statement from the Director of Residential Life verifying that your special needs could not be met in the residence hall, and a personal statement from you giving your reasons in detail for needing to live off campus.

Special Dietary Needs

1. Have your doctor complete the medical form specifying your medical condition and special dietary needs. Schedule an appointment to see the Director of Food Services (257-2327), then take the doctor's information to the Food Service Director and he/she will work with you in working out a plan that meets your nutritional needs.
2. If the Director of Food Services is not able to work out a plan suitable to meet your special dietary needs, ask him/her to give you a written statement to that effect.
3. Submit a completed off-campus application form, statement from our Director of Food Services, and a personal statement from you giving your reasons in detail for needing to live off campus.

With Family Members

1. Submit a statement stating who you plan to live with, how they are related to you, give their name, address, and telephone numbers (**home, work, and cell numbers**). Give your reasons for needing to live with this person.
2. Submit a notarized statement from the person with whom you plan to live confirming that you will be living with them, how long you plan to live there, and your cost of room and board.
3. Submit an off-campus application along with your statement.

Financial Reasons

1. Submit documentation of your financial hardship.

Miscellaneous

1. Submit a completed off-campus application form and a personal statement giving your reasons in detail for needing to live off campus.

In order to assure that you receive the decision prior to 2nd Schedule Purge date, your application must be submitted before the deadline (which is 14 days before the first day of classes for the quarter for which exemption is sought).