



**Angelo State University**  
**Operating Policy and Procedure**

**OP 60.02: Housing Policy**

**DATE:** September 13, 2016

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to set forth Angelo State University's policies and procedures for the housing of students, including payment of room and board charges, as well as miscellaneous housing related charges, fees, and collections.

**REVIEW:** This OP will be reviewed in June of every year, or as needed, by the director of housing and residential programs with input from the director of admissions with recommended revisions forwarded through the vice president for student affairs and enrollment management to the president by July 15<sup>th</sup>.

**POLICY/PROCEDURE**

**1. Housing Requirement**

- a. The university requires all first-time students who are not residents of Tom Green County to live in the university residence halls for the first year, two long semesters, of enrollment regardless of total credit hours. Compliance with the university Housing Policy is a condition of enrollment.
- b. On-campus housing for married students, or students with dependents, is not provided.
- c. On-campus housing for administration, faculty, and other university employees generally is not provided. Special permission may be granted in conjunction with university programs or initiatives as space permits.
- d. Registered sex offenders and students convicted of any felony are not permitted to live in university-owned student housing.

**2. Definitions**

- a. A first time student is a student who has no prior postsecondary experience attending any institution for the first time at the undergraduate level. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school, i.e. dual credit).
- b. Exemption is a condition or status that allows a student to be excused from the housing requirement.

- c. Policies/Regulations include but are not Limited to: policies of the Board of Regents, Texas Tech University System as they are adopted from time to time, the University Student Handbook, University Undergraduate/Graduate Catalog, the University Parking Policies, the University Sales and Solicitation Policies, the University Housing & Residential Programs Handbook, and the policies and regulations of the Housing & Residential Programs Department. The policies and regulations may be amended from time to time during the occupancy period. Students shall comply completely and fully and be bound by these Policies/Regulations. The student has the obligation to be fully aware of Policies/Regulations that affect this Contractual relationship. Applicable University Publications and related information may be found on the university's webpage at [www.angelo.edu](http://www.angelo.edu).
- d. Standard Academic Year shall be defined as the period of time beginning at 8:00 a.m. on the date that the residence halls officially open for check-in immediately preceding the start of fall semester classes, as published in the most current University Catalog, and ending 24 hours after completion of student's last final of the Spring semester. For students officially participating in spring graduation exercises, the Standard Academic Year ends at noon on the Sunday immediately following spring graduation exercises.
- e. Student Housing includes Carr Residence Hall, Centennial Village, Concho Hall, Robert Massie Hall, Mary P. Massie Hall, Texan Hall, Plaza Verde, and Vanderventer Apartments (including any use of these facilities as overflow/temporary housing). Student housing is not an open or public forum. As such, no distribution of materials nor any sales, solicitation, or advertising shall occur without prior written authorization from the Director of Housing and Residential Programs or designee. Should the university build, purchase or lease additional housing venues, they shall also be considered Student Housing.
- f. Financial Hardship is defined, in conjunction with guidelines for Student Financial Aid, as a condition in which living on campus will cause the student and/or family undue financial duress and may prevent a student from attending the university. A student's financial aid package will be reviewed and all aid will be considered in making a decision to release a student from the housing policy. The desire not to accept aid in the form of loans or work-study will not be considered. Proof that less expensive accommodations are available off campus will not, in and of itself, allow for exemption from the Housing Policy.
- g. Medical Hardship is defined as an extreme medical condition directly related to living on campus and for which on-campus accommodations cannot be made. Students will be asked to provide documentation from their physician and the university will have the information reviewed by appropriate university medical staff.
- h. Winter Break shall be defined as the period between the Sunday following December graduation and the Friday before the first day of classes in the Spring semester.
- i. Formal Request for Exemptions shall be defined as submission of the Exemption Request Form and any relevant accompanying material (letter describing personal circumstances, documentation of medical condition, marriage license, birth certificate or any other documentation that supports the request). The Exemption Request Form is found online at [http://www.angelo.edu/dept/residential\\_programs/Housing\\_Requirements/housing\\_requirements\\_exemptions.php](http://www.angelo.edu/dept/residential_programs/Housing_Requirements/housing_requirements_exemptions.php)

### 3. Exemptions

The following categories are eligible for an exemption to this policy upon making a formal request to the Office of Housing and Residential Programs:

- a. Students living within 70 miles of San Angelo, Texas, at the full-time established residence of a parent, guardian, grandparent or sibling.
- b. Students who are at least 21 years of age prior to the beginning of the subsequent fall or spring semester.
- c. Students who have lived in university owned or operated housing for four (4) continuous long semesters. Transfer students who have completed four (4) continuous long semesters will be exempted.
- d. Students who have at least six months of active-duty military service.
- e. The student is married or has dependent children.
- f. The student presents sufficient evidence of an extreme financial hardship.
- g. The student presents sufficient evidence, as documented by his/her physician, of an extreme medical condition directly related to living on campus and, for which on-campus accommodations cannot be made.
- h. Students not meeting any of the above exemption categories who desire to live off-campus must submit a special circumstances exemption request to the Office of Housing and Residential Programs. Special circumstances must clearly demonstrate a unique or compelling reason why the student cannot be accommodated in on-campus housing options.

Requests for exemption from the Housing Policy must be submitted along with all supporting documentation on or before August 15 for the fall semester or on or before January 10 for the spring semester. Exceptions to these deadlines will be considered on a case-by-case basis by the Associate Director for Operations.

The required forms for requesting exemptions from the Housing Policy may be obtained from the Office of Housing and Residential Programs or may be found on-line at [www.angelo.edu/liveoncampus](http://www.angelo.edu/liveoncampus). Standard exemptions with proper supporting documentation will be processed immediately if received during business hours. Exemptions received via mail, fax, or email when the university is closed for business will be processed on the first business day following receipt. Special circumstance exemption requests will be reviewed, and students will receive a decision within three (3) business days.

A university housing committee is available to review the decisions of the Office of Housing and Residential Programs when an appeal is made by a student whose request for exemption has been denied. Students wishing to appeal should phone or email the Office of Housing and Residential Programs at (325) 942-2035 or [housing@angelo.edu](mailto:housing@angelo.edu). The student's exemption materials will be forwarded to the Vice President for Student Affairs and Enrollment Management who will call a meeting of the Housing Exemption Appeals Committee. The student will be notified by the Office of the Vice President for Student Affairs and

Enrollment Management about the date and time of the meeting (typically within one (1) week of the appeal request). Students will be given the opportunity to attend the meeting and to present their appeal. A representative from Housing and Residential Programs will attend the beginning of the meeting to review the Housing Policy with the committee, and will leave before the student presents their appeal. The Housing Exemption Appeals Committee will make a decision and the student will be notified via email of that decision within one (1) business day of the appeal meeting.

A student who gives false information concerning housing will be subject to disciplinary action. Such action may include, but is not limited to, revocation of a previously approved exemption, disciplinary probation, or suspension from the university. Students alleged to be living off-campus without approval from the Office of Housing and Residential Programs will be reported to the Student Conduct Office and will be subject to a Student Discipline Hearing.

Authorization to live in off-campus housing does not relieve the student of financial obligations that may have been assumed with the university for housing in the residence halls.

### **Exceptions to the Housing Policy**

In the event the number of applications received for university housing indicates that spaces will not be available in the residence halls for all who apply, requests to live off campus from students not exempted by the exemption categories, will be approved by the Director of Housing and Residential Programs based on a priority system, which gives consideration to academic classification, age, active military service, and length of time residing in a university residence hall. The priority system used by the Director of Housing and Residential Programs is one that, in the judgment of the university, will exempt those students who would benefit least from the living and learning experiences provided by the residence halls. Decisions to release students due to space will be made on or before August 15 for Fall and December 1 for Spring.

### **Temporary Accommodations**

When demand for housing accommodations exceeds the available space, the university reserves the right to assign an additional student to a room or make other temporary arrangements, including the use of off-campus facilities.

The university reserves the right to change or cancel assignments in the interest of order, health, safety, effective space utilization or discipline, with appropriate written notice to the extent reasonably practical under the circumstances.

## **4. Room and Board Fees and Advance Payments**

- a. Room and board fees are assessed on a per semester basis, will be billed by the Office of Student Accounts, and are subject to applicable university policies. A payment plan is available through the Student Accounts office. The payment plan fee is thirty dollars (\$30) per semester. Payments must be made by the scheduled due dates to avoid delays in registration or termination of the student housing contractual agreement.

Additional remedies available to the university for non-payment of room and board fees include withholding the student's transcript of grades, diploma, and other academic records.

- b. Students entering the residence halls for the fall semester are charged 50 percent of the academic year room cost for fall and 50 percent of the room cost for spring. Meal plan charges are assessed at 50 percent of the academic-year cost per semester.
- c. A non-refundable housing application fee of one hundred dollars (\$100) is required to complete the housing application process. The non-refundable application fee allows a student to secure a housing space for the appropriate term. The non-refundable housing application fee is payable online or at the Housing and Residential Programs office. The housing application will not be considered complete and no housing will be assigned until successful payment of the application fee is made. Students who are unable to pay the non-refundable housing application fee may have their application fee deferred at the discretion of the Director of Housing and Residential Programs or his/her designee.
- d. Any miscellaneous charges, including damage or cleaning charges, liquidated damage or disciplinary fees assessed to a student, will be assessed to the student's account and are subject to the same payment and collections policies as other charges owed to the university. Students have ten (10) working days to appeal miscellaneous charges by submitting a written request to appeal to the Director of Housing and Residential Programs or his/her designee.