



## **Campus Residency Policy**

(Revised 1/20/08)

Undergraduates attending Missouri University of Science and Technology who have not yet achieved junior status or who have not completed the equivalent of four full semesters of academic work are required to reside in University housing or University approved housing. Exceptions to the campus residency policy may be granted to students under certain conditions. The nine (9) conditions that can exempt a student from the campus residency policy prior to entering a contract are:

- Completion of four semesters of full time academic work
- Completion of two semesters of full time academic work along with an exceptional academic achievement and involvement in the campus community.
- Residing with immediate family
- Enrolled as a Part-time student
- Students who are married.
- Students with one or more dependent children in their custody.
- Students who are military veterans who completed at least two years of full-time, active military service.
- Students over the age of 21.
- Students with physical or psychological circumstances, such that the university cannot provide an appropriate housing accommodation.

### **The Significance of Campus Residency and its Contributions to Student Success**

The Missouri S&T college experience is more than an academic preparation. It also includes out of class opportunities for personal development and community involvement. Campus residency is an effective way for students to experience these out of classroom learning experiences. Our student communities promote and encourage member participation in a broad range of services, support programs and personal growth opportunities.

Campus residency also positively effects academic achievement. Resident students have access to academic resources and learning assistance programs that are only available through campus residence. Resident students live in communities that encourage creation of peer support networks. These factors, the combination of learning resources with peers pursuing similar academic goals, result in an academic living environment.

Campus involvement enhances students, particularly freshmen and sophomores, well-being. Involved students tend to be more academically successful, experience more personal growth and are generally more satisfied with their college experience. National studies demonstrate that campus residence positively affects student retention, involvement, and personal development.

A large body of evidence also shows a relationship between campus community involvement and a student's likelihood to achieve a bachelor's degree.

## Documentation Requirements Needed for Waiver Requests

### 1. Request to live with Immediate family:

- a. Students who attended high school in one of the approved school districts will likely not need to show additional documentation.
- b. Students who attended high school outside of one of the approved school districts but are living with a family member in an approved district will need to show two of the following **from the family member** in order to prove residence:

- Driver's license with reported local address
- Vehicle registration with reported local address
- Voter registration card for the reported local address
- Pay stub showing employment in the approved district

**Note: simply showing a lease signed by a parent or family member will not be sufficient documentation to show permanent residency and obtain a waiver.**

- c. In some cases, proof of relationship may need to be obtained if this cannot be determined from University records. Our office will contact you if this is needed.
2. **50/60 hours completed:** No documentation necessary. Records will be verified with Missouri S&T Registrar's Office.
  3. **Two full semesters + active involvement:** Hours and GPA will be verified with S&T Registrar's Office. Please attach a narrative describing your active and continuing involvement for the past two semesters on campus and how you anticipate being involved in the future.
  4. **Physical or psychological needs:** Documentation on letterhead **describing the accommodation necessary** must be submitted to Student Disability Services. Documentation must be from a diagnostic licensed, professional caregiver appropriate to the student's circumstance. Lifestyle needs will be reviewed by university officials to determine with an accommodation can be made or if the student should be eligible to live off campus. Documentation only stating that a student should live off-campus will not be considered.
  5. **Part-time student:** No additional documentation needed. Records will be verified with Missouri S&T Registrar's Office.
  6. **Married student:** Please submit marriage certificate.
  7. **Dependent children:** Please submit birth certificate or custody paperwork.
  8. **Military Veteran:** Please submit military orders.
  9. **Over 21:** No additional documentation needed. Records will be verified with Missouri S&T Registrar's Office.



## Request to be released from Housing Requirement

Submitting this request does not imply a waiver/release will be granted. Please do not make other housing arrangements until a response has been received regarding your request.

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

### I wish to be released due to:

1.  **Non-enrollment:**  Full Academic Year \_\_\_\_\_ or  Spring Semester Only \_\_\_\_\_  
List year List year

Please indicate reason:

- withdrawing from the University as of \_\_\_\_\_ (please indicate date)
- transferring to a new school
- going on Co-Op/Study Abroad
- graduating
- other (please specify) \_\_\_\_\_

2.  **I meet the requirements for an exemption from the housing requirement.** (Please circle the reason for which you are eligible on the reverse side and provide any required documentation.)

**Please Note:** *The term of a Missouri S&T Housing Agreement is for an entire academic year. By meeting the requirements for an exemption, a student is not required to enter into a Housing Agreement. However, meeting the requirements for an exemption during the academic year does not make a student eligible to be released from a Housing Agreement that is currently in effect.*

Student Signature: The information included in this request is accurate to the best of my knowledge. I am aware that intentionally providing false or misleading information may result in disciplinary action according to the University of Missouri Collected Rules and Regulations, Section 6.01 Standards of Conduct. I am also aware that submitting this request does not infer a waiver will be granted and that non-compliance with the University Campus Residency Policy will result in administrative or disciplinary action.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please complete reverse side as appropriate and attach any additional documentation to support your request.

**Circle the appropriate reason for requesting a waiver from the Missouri S&T Campus Residency Requirement. Some items may require additional paperwork. Please see Residential Life if you have questions about what documentation is required for your specific waiver.**

1. Residing with a parent, legal guardian, grandparent or sibling (siblings must be over the age of 21). To be eligible, the parent, guardian, grandparent or sibling's permanent residence must be within one of the following school districts (please circle the appropriate district).

Belle (Maries Co R-II)	Bourbon	Crocker	Cuba (Crawford CO R-II)	Dixon
Laquey	Licking	Newburg	Owensville	Richland
Rolla	Salem	St. James	Steelville	
Vienna (Maries CO R-I)	Waynesville			

As parent/guardian/family member, I verify that my son/daughter/family member will be living with me in one of the school districts indicated above. I also verify that this is my permanent residence and I plan to live in this location on a full time basis. (See requirements for additional documentation needed.)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address of Residence \_\_\_\_\_

2. Enrollment and successful completion of four full semesters of academic work at Missouri S&T or another accredited college or university **OR** completion of 50 or more credit hours of academic work at Missouri S&T **OR** completion of combined total of 60 or more credit hours of academic work at Missouri S&T as well as at another accredited college or other university (this total may include Advanced Placement credits and dual enrolled High School Credits).
3. Completion of two full consecutive semesters of academic work on the Missouri S&T campus as well as active involvement in the Missouri S&T campus community. Applicants must have completed at least 30 hours in these two semesters and received semester GPAs of at least 3.5 in each semester. Please attach a narrative describing your active and continuing involvement for the past two semesters on campus and how you anticipate being involved in the future.
4. Students with physical or psychological circumstances or other lifestyle needs such that university officials determine Residential Life is unable to provide housing services compatible with the stated needs.
5. Enrolled as a part time student and taking eight or fewer credit hours.
6. Married student
7. Student with one or more dependent children in his/her custody while attending Missouri S&T.
8. Student who is a military veteran who completed at least two years of full-time, active military service.
9. Student over the age of 21.

Return Request to: Residential Life Office  
 205 W. 12<sup>th</sup> St.  
 Rolla, MO 65401 OR  
[reslife@mst.edu](mailto:reslife@mst.edu)

Office Use Only: _____ Approved	_____ Conditional Approval	_____ Not Approved
Signature _____		Date _____