



# SUNY ON-CAMPUS HOUSING REQUIREMENTS & CAMPUS WAIVER PROCEDURES

## *SUNY BOARD OF TRUSTEES' POLICY*

*Every student in full-time attendance at a state-operated unit of the university, other than married students or students residing with a parent or parents, shall be required to live in a dormitory maintained and operated by such a unit or to have the permission under such provisions as may be made therefore by the Chief Administrative Officer of such unit to live off campus.*

## *ALFRED STATE COLLEGE POLICIES & PROCEDURES*

### **I. WAIVERS**

Any full-time student who wishes to live off campus must request a waiver of the Board of Trustees' Policy. This waiver form is available from the Office of Residential Life and online. All waiver requests will be considered in accordance with the SUNY policy and the Board of Trustees' intent to maximize the educational process. Certain conditions, if met, assure an individual of permission to live off campus. These specific exceptions are as follows:

**General Eligibility:** *Married students; students providing direct care for a legal dependent; students 23 years of age or older; students already possessing a baccalaureate degree (status verified), or a student residing with a parent, grandparent, or court-appointed legal guardian at that person's permanent home address who is commuting fewer than 50 miles one way (notarized statement and supplemental statement required).*

**Honorably Discharged Veterans of the US Armed Forces:** *DD-214 must be provided as documentation.*

**Academic Eligibility:** *In order to be eligible for off-campus status based on academic eligibility, students must have no active disciplinary status at the time of review, and (1) fourth-year students in baccalaureate programs must be in good academic standing with at least 90 credits and a minimum 3.0 cumulative grade point average OR (2) fifth-year students must be in good academic standing with at least 120 credits. If submitting under Academic Eligibility, please be advised that until final grades are posted, a decision cannot be determined.*

**All other reasons** will be reviewed according to the *Reasons for Waiver* stated on the form, and will be considered according to uniformity and intent of the Board of Trustees' policy. Submission of false or intentionally misleading statements may result in waiver revocation, campus disciplinary sanctions, and other penalties. Waivers are granted for the academic year or the remaining portion thereof. Students must resubmit a waiver application each year (s)he is in attendance for reasons other than: Age, Married, Dependents, Veteran (these are automatic waivers for all semesters that a student is enrolled after initial waiver application has been submitted and approved).

**Internship:** If the waiver is submitted due to student doing an Internship, we must also have the student's academic advisor email [reslife@alfredstate.edu](mailto:reslife@alfredstate.edu) confirming said Internship. Once all documentation has been received, a determination will be made.

### **II. DETERMINATION OF FULL-TIME STUDENT STATUS**

1. A full-time student is an individual enrolled for 12 or more credit hours (including credit hours added after registration day).
2. Students initially registered in a part-time status who add sufficient courses to attain full-time status are subject to campus housing policies unless a waiver is approved.

### **III. BEHAVIORAL EXPECTATIONS**

1. By entering into an approved waiver status, the applicant agrees to the release to Alfred State College of any and all police records associated with the violation of local, State, or Federal laws while residing in our local communities. It should be noted that the college reserves the right to rescind this waiver in the event of serious infractions occurring at the student's place of residence.

### **IV. WAIVER PROCEDURE**

1. Waiver processing will begin early March, or as soon as predictable thereafter for fall semester consideration. Waiver processing will begin early November, or as soon as predictable thereafter for spring semester consideration.
2. The *License for Residence* is a full academic year agreement and takes precedence over any waiver application. Interim requests for release are processed according to current campus policy.
3. At the time a housing waiver application is approved, any previous campus housing assignment is released.
4. For Academic Eligibility, Internship and Accommodative Housing waivers student must register on your Blackboard for, Off Campus Living, complete power point and pass the assessment prior to approval of requested off campus housing waiver.
5. If the reason for off-campus is not one of the general exceptions noted, a detailed explanation of the reason(s) must be provided via email to [reslife@alfredstate.edu](mailto:reslife@alfredstate.edu) addressed to "Assistant Director of College Housing & Student Conduct" at the time of submission.
6. Review: The Assistant Director of College Housing & Student Conduct or his/her designee will review all requests and with the intent of the Policy of the Board of Trustees and the stated purpose of the college policy render a decision. This decision will be given within five (5) business days, when possible. Missing documentation will delay processing. A Letter of Determination for the application will be emailed via students Alfred State email account (official form of communication).
7. Decisions based upon health or psychological grounds will be reviewed through Accommodative Housing. Any student that is requesting off-campus housing based on these grounds should submit the Accommodative Housing form and provide corroborating documentation through either Health Services or email documents to [accommodativehousing@alfredstate.edu](mailto:accommodativehousing@alfredstate.edu) for review.
8. A denied waiver may be appealed to the Sr. Director of Residential Services. The appeal must be in writing and address the reason(s) given for the denial of the initial request. The appeal must be sent within five (5) business days of receipt of the initial decision. A Letter of Determination for the appeal will be emailed via students Alfred State email account (official form of communication).
9. All appeals will be reviewed in accordance with the intent of the Policy of the Board of Trustees and the stated purpose of the college policy. A written decision will be given within five (5) business days, when possible.

**There is no appeal of the Sr. Director of Residential Service's decision.**

PHONE: 1-800-4-ALFRED OR 607-587-4371 — E-MAIL: [RESLIFE@ALFREDSTATE.EDU](mailto:RESLIFE@ALFREDSTATE.EDU)

MANY FORMS AND PUBLICATIONS ARE AVAILABLE IN THE STUDENT LIFE SECTION AT [HTTP://WWW.ALFREDSTATE.EDU](http://WWW.ALFREDSTATE.EDU).