

Office/Contact: Office of Student Affairs  
Source: SDBOR Policy 3.7.1  
Link:

- ii. **Legal Dependent Exemption:** Students requesting a release because they reside with a legal dependent must submit a copy of the dependent's birth certificate to the Department of University Housing and Residential Life before a release can be granted. Releases are only granted if there are no vacancies in Family Student Housing.
- iii. **Commuter Exemption:** Students requesting a release of this nature must live within 60 driving miles of campus at the legal residence of a family member who is not a full-time student and no further removed in relationship than an aunt or uncle.
- iv. **Financial Hardship Exemption:** Students requesting a financial hardship release based on verifiable, extenuating circumstances must complete a *Supplemental Financial Need Verification Form* available on the [University Housing and Residential Life website](#).

- vi. **Medical Cannabis Exemption:** Students who hold a currently valid written certification regarding the medical use of cannabis may request an exemption. For purposes of this section, a written certification is a document dated and signed by an authorized practitioner, stating that in the practitioner's professional opinion the patient (student) is likely to receive therapeutic or palliative benefit from the medical use of cannabis to treat or alleviate the patient's debilitating medical condition or symptom associated with the debilitating medical condition.
- vii. **Academic Requirements Exemption:** Students requesting release because of academic requirements, such as student teaching, nursing, pharmacy, etc., must ask their academic department to provide verification of the academic requirement to the Assi

delinquent child or as a child in need of supervision.

- ii. Where the application process reports a felony offense involving use or sale of illegal drugs or involvement in a crime of violence which did or could have resulted in injury to a person, the individual may not reside in any University operated housing facility.
- iii. Where the circumstances of the offense otherwise reasonably suggest that placement within a University operated housing facility may place the individual into settings that are similar to those in which the original offense occurred, the University may deny the individual the privilege of residing in any of its housing facilities.
- iv. No person who is required by law to register as a sex offender may reside in any University operating housing facility.

Assistant within the residence hall.

- vii. Alarms will be used for fire protection only.
- f. Students will follow the guidelines regarding residential hall conduct and visitation as outlined in the Residence Hall Handbook. Alleged violations of these guidelines will be processed as set forth in University Policy 3:1, Student Conduct Code.
- g. The University does not carry insurance covering loss or damage to students' personal effects and does not assume responsibility for such loss or damage. It is recommended students investigate the purchase of renter's insurance.
- h. The University will assist students who are unable to leave the campus during official University vacations, including summer vacation, to locate housing alternatives.

### 3. Procedures

- a. Students who do not qualify for an approved exemption must obtain a housing contract for on-campus living through the online Housing Application process. The effective dates of the contract range from the first day of fall semester classes through closing for summer following final exams week in May.
- b. Students who wish to be released from on-campus living requirements and who meet at least one (1) of the approved exemptions should obtain a *Request for Release Form* from the Department of University Housing and Residential Life. Students will have 30 days to submit all necessary information for a review of the request. Students whose request is either incomplete as instructed or granted an extension will be discarded.
  - i. Students whose request is denied can appeal the outcome for the following reasons within five (5) business days of the decision:
    - 1. Relevant information has been obtained that was not available at the time of the original request;
    - 2. The student can demonstrate that the process for obtaining a release was not properly followed; or
    - 3. The student's circumstances have substantially changed thereby altering the basis of the initial request.
  - ii. The Department of University Housing and Residential Life will typically respond to an appeal within ten (10) business days. Failure to respond to an appeal within the ten (10) day window does not constitute approval of the appeal.
  - iii. Students whose request for an exemption to the residency requirement has been approved will have five (5) business days to communicate acceptance to the Department of University Housing and Residential Life. Students who do not accept a release within the five (5) day window will continue to hold an assignment and be charged the residence hall rate accordingly.

- c. Applicants, excluding sex offenders, who have been denied residence in a University operated facility will have five (5) business days to submit a written request for reconsideration. This request should be directed to the Director of Housing and Residential Life and should include all information necessary to explain why the University should rescind its denial of residence in a University housing facility.
4. Responsible Administrator