



# POLICIES *and* PROCEDURES

Board of Trustees Policy Number:  
STAF 11.03

Date of Adoption/Revision: April 1, 2016

<b>SUBJECT</b>	On-campus Residence Requirement
<b>AUTHORITY</b>	Associate Vice President for Student Affairs
<b>APPLICABILITY</b>	The policy applies to all students with freshman or sophomore status.
<b>PURPOSE</b>	This policy is designed to provide a consistent standard for supporting the residential philosophy, student success, and financial objectives of the College.
<b>POLICY</b>	<p>Students classified as freshmen and sophomores are required to live on campus in Bennett residential housing facilities. The only definite exceptions, which must be granted through a waiver process are 1) a parent or pregnant student, and 2) a student 24 years of age or older. Other exceptions to the policy, due to extenuating personal circumstances or hardship, must also be granted through the waiver process by the Associate Vice President of Student Affairs (AVPSA) or by proxy of the AVPSA.</p>
<b>PROCEDURES</b>	<p>Until a completed and approved waiver to the on-campus residence requirement is submitted and approved, all freshmen and sophomores will be billed for room and board.</p> <p>During the last 30 days of a spring semester, the opportunity to obtain and submit Waiver Requests to the on-campus residence requirement for the following year shall be available to all students who are either freshmen or sophomores. The same information is made available to new students, with instructions in the initial housing information they receive.</p> <p>As Waiver Requests are submitted with the proper documentation, designated staff may begin responding to students by email to their @Bennett.edu email accounts. If the necessary documentation does not exist, the entire submission should be returned to the student within three business days with an explanation of needed documentation.</p> <p style="text-align: center;"><u>Definite Exceptions</u></p> <p>Those students who have provided the appropriate information for one or more of the definite exceptions will be notified, once the information submitted has been confirmed by staff.</p>

Extenuating Personal Circumstances/Hardship

Those students who have other circumstances will be considered by the AVPSA or AVPSA proxy. The primary emphasis of each decision should rest with the documentation provided by the student.

Consideration should be given, in the following order, to 1) the personal circumstance and/or hardship the student faces and its potential impact on the student's success, 2) the authenticity and relevance of the documentation submitted, and 3) the likelihood of the student's ability to succeed academically in the desired housing arrangement. If necessary, for the purpose of gaining further clarity, a student may be contacted to meet with a designated administrator(s). After reviewing the materials presented by students and making a decision, students will be contacted by email.

For the Spring semester, the only waivers granted will be for new students and those students with one of the definite exceptions.

Responses to Waiver Requests should be dated within 10 business days of receipt.

The Chief Housing Officer will notify the Office of Business and Finance of all students who are granted on-campus residence waivers.

Following each waiver request period, a report should be compiled of all students who submitted Waiver Requests, along with the status of each request.

Replaces policy: Residence policy - Bennett College is a residential college and encourages its students to live on campus during their enrollment. Students classified as freshmen and sophomores who do not live within a 50 mile radius of the campus with a parent or guardian must reside on campus, regardless of years enrolled. However, the College recognizes that definite characteristics may prevent on-campus living. Such cases will be considered by the Dean of Students on an individual basis.

*Date:* Approved by the Board of Trustees on October 15, 1994.