

Undergraduate Campus Housing Policy			
Reference Number	Cabinet Officer/Board Approval	Effective Date	Page
	080129 – Cabinet	01/29/2008	1 of 4
Contact Officer – Dean of Students			

1. Overview

This policy establishes the expectation that undergraduate students at the Greeneville campus live on campus while enrolled full-time. The policy is to be noted in the University Catalog with reference back to the Student Handbook where it shall be fully incorporated.

2. Application

This policy shall apply to the undergraduate student population located at the Greeneville campus.

3. Policy

As a Civic Arts University, Tusculum seeks to foster a spirit of community, benefiting from the full participation of each campus citizen. The student and the community are best served when the student is available to be involved in campus activities. National studies support, and campus experience confirms, that students who reside on campus are more likely to fully benefit from their educational experience. Of all the implications, however, three areas deserve special attention because they are directly attributed to on-campus living:

- **Academic Performance and Persistence**
Resident students are more likely to maintain excellent academic performance and earn a bachelor's degree than off-campus students. A recent review of grade point averages indicates this is also true on our campus. The average GPA of residence hall students is higher than the campus average, and each residence hall class average GPA is higher than the corresponding campus class average GPA.
- **Satisfaction with the Faculty**
Resident students tend to have more contact with faculty and are more satisfied with their interaction with faculty than off-campus students.
- **Student Development**
Resident students are more likely to establish strong interpersonal relationships, more likely to learn from group and interpersonal interaction.

To achieve these benefits, and maximize the College experience, all undergraduate students are required to live in the residential facilities unless they are granted an exemption based upon one of the criteria later defined in this policy statement. During fall and spring semesters, housing is limited to full-time students or to part-time students with approved accommodations/special needs. During the summer and break periods, housing is limited to students enrolled at Tusculum University during the term, or to students required to be in residence to participate in activities approved by the Dean of Students as related to the College mission. On-campus housing is not available to students over 25 years of age without permission from the Dean of Students.

Undergraduate Campus Housing Policy			
Reference Number	Cabinet Officer/Board Approval	Effective Date	Page
	080129 – Cabinet	01/29/2008	2 of 4
Contact Officer – Dean of Students			

Occasionally, financial need is cited as a reason for requesting a campus housing exemption. The Undergraduate Campus Housing Policy makes no provision for financial need as a reason that qualifies for an exception. Thus, requests made on this premise are not approved. Students needing financial assistance are advised to discuss their situation with the Office of Financial Aid and Student Campus Employment. Moving off campus may impact financial aid eligibility. Students are encouraged to consult the financial aid office **prior** to completing the Undergraduate Campus Housing Exemption Request Form and/or making arrangements for off-campus lodging. It should be noted that some program directors (i.e. coaches, theater, music, etc.) may have a more restrictive campus housing requirement for members of their team or program that differs from the stated policy.

4. Procedures

To request an exception to the campus housing requirement, the student must complete an Undergraduate Campus Housing Exemption Request Form and provide a local address and telephone number and verification of one of the following:

- notarized letter of local residency with a parent or legal guardian within a 30 mile radius of the Greeneville campus (may be completed in presence of University official through admission/ registration process without needing to be notarized) by June 1, 2008,
- above 23 years of age as of June 1, 2008,
- license of marriage as of June 1, 2008,
- single student with dependent(s), or
- military veteran – has served at least one year active duty in the military forces as of June 1, 2008.

Other documents may be required to verify need for the exception. If a local student is accommodated on campus, the student will be required to reside on-campus for the full academic year. Under full occupancy, exemptions may be considered on an individual basis based upon accumulated hours and grade point average. Students who have documented health problems that prohibit communal living should contact the Director of Disability Services or the Dean of Students for assistance in addressing any concerns.

If an Undergraduate Campus Housing Exemption Request is denied, the applicant may appeal in writing to the Campus Housing Committee. The Campus Housing Committee includes representatives of the Business Office, the Offices of Admission & Financial Aid, and the Student Life Office (appointed by their respective Vice Presidents). Appeals will be reviewed by the committee, which will make a recommendation to the Dean of Students in

Undergraduate Campus Housing Policy			
Reference Number	Cabinet Officer/Board Approval	Effective Date	Page
	080129 – Cabinet	01/29/2008	3 of 4
Contact Officer – Vice President for Student Affairs/Dean of Students			

Student Affairs, whose decision is final. Normally, applicants will be notified of the decision within two weeks of the date of the appeal.

5. Forms

Undergraduate Campus Housing Exemption Request (Appendix 1)

Undergraduate Campus Housing Policy			
Reference Number	Cabinet Officer/Board Approval	Effective Date	Page
	080129 – Cabinet	01/29/2008	4 of 4
Contact Officer – Dean of Students			

APPENDIX 1**UNDERGRADUATE CAMPUS HOUSING EXEMPTION REQUEST**

NAME: _____

CURRENT ADDRESS/PHONE: _____
(IF CURRENTLY HOUSED ON CAMPUS PLEASE USE HALL/ROOM)

PROPOSED NEW LOCAL ADDRESS: _____

NEW PHONE: _____

All students are required to live on campus at Tusculum University, unless they meet the exceptions below. If you wish to apply for an exemption, please complete and sign this form. Your signature implies responsibility for the accuracy of the document. You are further attesting that you understand, that as a student of Tusculum, you may be held responsible for your actions off-campus, and must not reflect behaviors unbecoming to Tusculum students.

Understanding the above, I wish to apply for an exemption to the housing requirement on the following grounds:

- I am married. (Copy of Marriage Certificate required.)
- I have custody of a child. (Copy of Judicial Order required.)
- I am going to live in the home in which my parent(s) or legal guardian(s) reside, which is within the commuting area (30 mile radius of the Greeneville campus at Shiloh road) as of June 1, 2008 (notarized letter of local residency with a parent or legal guardian from parent or legal guardian (may be completed in presence of University official through admission/ registration process without needing to be notarized),
- I am over 23 years of age as of June 1, 2008,
- I am a military veteran, and have served at least one year active duty in the military forces as of June 1, 2008.

I realize that this is only a request for housing exemption. I am not exempt from living on campus until I receive a letter granting same from the Student Success Office.

SIGNATURE: _____ DATE: _____

RETURN TO: Office of Student Affairs, Box 5094, Tusculum University, Greeneville, TN 37743

DATE RECEIVED: _____ ADDITIONAL DATA REQUESTED: _____

RECEIVED: _____ APPROVED: _____ DENIED: _____ DATE: _____