



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 30.25: Housing Students**

**DATE:** October 6, 2010

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to set forth Texas Tech University's policies and procedures for the housing of students, including collections, advance payments, and residence hall visitation hours.

**REVIEW:** This OP will be reviewed in April of even-numbered years by the managing director of University Student Housing and the associate vice president for student affairs with recommended revisions presented to the senior vice president for enrollment management and student affairs.

#### **POLICY/PROCEDURE**

##### **1. Housing Students**

- a. On-campus housing for administration, faculty, and other university employees generally is not provided. Special permission may be granted in exceptional circumstances.
- b. On-campus housing for married couples is not provided.
- c. Registered sex offenders and students convicted of any felony are not permitted to live in university-owned housing, which includes the university residence halls.
- d. In support of the Strategic Plan of Texas Tech University, the university requires students to live in the university residence halls if there are vacancies. Institutional research suggests that students who live on campus are significantly more inclined to remain in college and achieve higher GPAs in comparison to students living off campus. Compliance with the university housing policy is a condition of enrollment, as set forth in the *Student Handbook* and the *Undergraduate Catalog* and approved by the Board of Regents. Subject to verification and authorization by the university, students will be given permission to live off campus provided any one of the 11 exemption categories listed below is satisfied:
  - (1) A student is residing and continues to reside in the established primary residence of her/his parents (or legal guardian) if it is within a 60-mile radius of TTU. The parents must have established their primary Lubbock residency at least six months prior to the request for an exemption. Legal guardianship must have been established by a court of law at least one year prior to a request for an exemption in order to be considered.
  - (2) A student presents sufficient evidence of an extreme financial hardship condition based on similar guidelines as for Financial Aid.
  - (3) A student is married or has dependent children living with the student;

- (4) A student is 21 years of age or over on or before the first day of classes of the initial semester of enrollment;
  - (5) A student has successfully completed 30 or more semester hours of academic credit prior to the student's enrollment or re-enrollment. Credit earned by exam (Advanced Placement, CLEP, ACT, SAT) and hours received from concurrent high school credit are not considered.
  - (6) A student is awarded a university scholarship/sponsorship managed by a university department or college, which minimally includes the equivalence of the current academic school year's room, board, tuition, fees, and textbooks (as estimated by the Student Financial Aid Office) during an academic school year. Upon prior approval from the managing department or college, the student may request to be exempted from living on campus. The managing department or college must provide verification in writing to University Student Housing prior to the student's enrollment and/or re-enrollment to the university.
  - (7) A student is enrolled in the Graduate School or Law School;
  - (8) A student has served in active military service, as verified by a discharge certificate (DD214);
  - (9) A student presents sufficient evidence of an extreme medical condition, as documented by her/his treating physician for which on-campus accommodations cannot be made;
  - (10) A student presents sufficient and satisfactory evidence of extreme or unusual hardship that will be intensified by living in the residence halls; or
  - (11) A student has completed a full academic year (fall and spring terms) of residence in the Texas Tech University residence halls prior to off campus residence eligibility.
- d. In conjunction with the university's support of academic integrity, evidence of deliberate falsification of information, data, or any materials submitted, or providing false or erroneous information in connection with an application for exemption from the freshman residency requirement will be grounds for disciplinary action. Such action may include, but is not limited to, revocation of a previously approved exemption, restitution of up to a semester's room and board fees, or probation, as determined by the Department of Student Judicial Services and in accordance with the *Code of Student Conduct* of Texas Tech University.
  - e. Authorization for off-campus housing does not relieve the student of contractual obligations that may have been assumed with the university for housing in the residence halls.
  - f. It is the responsibility of the student to update any incorrect information regarding place of residence with the Office of the Registrar.

## 2. **Residence Halls Visitation Hours**

- a. Visitation policies in the residence halls may be amended at the beginning of each academic year through the following process.

- (1) Each residence hall may choose from one of the following four visitation options:
  - (a) Sunday through Thursday–11:00 a.m. to 12:00 midnight  
Friday and Saturday–11:00 a.m. to 2:00 a.m.
  - (b) Sunday through Saturday–11:00 a.m. to 2:00 a.m.
  - (c) Sunday through Thursday–11:00 a.m. to 2:00 a.m.  
Friday and Saturday–24 hours
  - (d) Sunday through Saturday–24 hours
- (2) The residents of each residence hall may vote on these options at the beginning of each academic year, and each resident receives one vote. A two-thirds vote of all residents on each residence hall's official roster for one of the options is necessary to implement a change in the visitation policy for that hall. If a residence hall fails to reach a two-thirds vote of all the residents on each residence hall's official roster on any one option, the hall may hold a second referendum to vote again. However, if following the second referendum any one option fails to receive a two-thirds vote, the default visitation hours shall be the visitation hours currently in effect for that residence hall. Following one semester with default visitation hours, the residence hall may once again vote on the four options for the remainder of the academic year. Those residence halls that did approve an option with a two-thirds vote at the beginning of the academic year may only change this option at the beginning of each academic year.
- b. The managing director of the University Student Housing shall have the discretion to modify and/or withdraw visitation hours should it be determined that members of a residence hall have not maintained community standards related to the visitation policy and behavioral expectations of the university as described in the *Code of Student Conduct*. This decision may be appealed by the affected hall government to the Office of the Vice President for Student Affairs.

### 3. Room and Board Fees and Advance Payments

- a. Room and board fees are due and payable by the semester and will be billed by Student Business Services. A payment plan is available. Payments must be made by the scheduled due dates to avoid delays in registration or termination of the residence hall contract. Additional remedies available to the university for non-payment of room and board fees include withholding the student's transcript of grades, diploma, and other academic records, and cancellation of enrollment.
- b. Students with academic year contracts are charged 60 percent of the academic year room and board rate for the fall semester and 40 percent for spring occupancy. Students entering the residence halls for the spring semester with an academic year contract are charged 50 percent of the academic year rate.
- c. An advance payment must be paid prior to occupancy to secure a room/space in the residence halls. These fees are applied to the student's billing account at the end of the contract term provided the contract is not cancelled prior to the end date of the contract term.