

Housing & Dining Contract Exemption Procedure

Intent:

In support of greater student success, and in accordance with UW System policy, Freshmen (First Year) and Sophomore (Second Year) students are expected to have an on-campus housing and dining contract. This procedure, however, identifies those students who are considered eligible for exemption from this requirement, and identifies the UW – Whitewater authority responsible for making such a determination.

Scope:

The audience for this Practice Directive and Procedure includes, but is not limited to, Student Housing and Dining staff as well as students interested in seeking exemption from their housing and dining contract. This procedure is directed towards Freshman (First Year) and Sophomore (Second Year) students at the University of Wisconsin – Whitewater main campus.

Definitions:

Exemption. A request that is approved prior to a student signing a contract for on-campus housing. This includes traditional exemption requests (i.e. commuters, veterans, special circumstances, etc.) as well as Sophomore/continuing students exemption. See below for more information.

Table of Contents:

1. [Freshman/Sophomore Residence Halls Requirement](#)
2. [Exemption Process](#)
3. [Resources](#)
4. [Administration](#)

Procedure:

Requests for exemption from contracts must be submitted through University Housing using the [Application for Exemption](#). These requests may receive a recommendation for review by the Chancellor's Cabinet, with an approval or denial by the Chancellor.

The Chancellor may determine which campus situations warrant granting exceptions to the on-campus housing and dining contract requirement, such as significant personal hardship. Exemptions that differ from UW System policy must be submitted by the Chancellor to the Board of Regents for consideration and approval prior to implementation.

Freshman/Sophomore Residence Halls Requirement:

In order to maintain occupancy on campus, the University of Wisconsin – Whitewater has developed a housing and dining contract exemption process. Campus leadership determines the need to adjust housing occupancy and the number of students impacted.

Exemption Process:

If you are a Freshman (First Year) or Sophomore (Second Year) student and do not plan to live in the residence halls, you are required to submit an [Application for Exemption](#).

Reasons for exemption include:

- You live with parent(s) and/or legal guardian(s) within a 40 mile radius.
 - The student must submit a Commuter Form that is signed by the student and parent(s) and/or legal guardian(s). Note: The parent and/or legal guardian signature must be notarized.
 - Upon receipt of these forms, University Housing verifies that the addresses match using WINS Student Administration System.
 - If address do not match: The student will be contacted and asked to provide clarification.
 - If the addresses match: The student will be informed of an approved exemption.
 - You are married (Required: Copy of your marriage license).
 - You are a veteran or have two years of active duty with the military (you must provide a copy of your DD214 discharge papers).
 - You have special circumstances that will be reviewed by a campus team with recommendations made to the chancellor
 - Such as medical or financial hardship (Required: Specific information and supporting documentation).
 - Special consideration – this includes any matter that needs consideration based on documentation you provide.
 - Capacity Issues:
 - The University does not have housing to accommodate children. You are a custodial parent or legal guardian of a child/children (Required: Copy of the birth certificate(s) and verification by a third party that the child is living with you).
 - If the university is at full capacity then there may be additional students who will not be housed on campus even though there is no qualifying exemption.
 - **Key factors considered in this process for continuing students (i.e. Sophomore (Second Year) Students) where applicable (full capacity/special consideration) include:**
 - GPA: The student must have a cumulative GPA of 2.8 or higher.
 - Probation Status: The student cannot be on Academic or Behavioral Probation.
 - Student Success Data: The exemption approval process is in the Spring to allow students a full semester to transition to the university.
- Housing and dining contract exemptions will be communicated to all Freshman (First Year) and Sophomore (Second Year) students who have applied as soon as determinations have been made.

Those students who do not receive documented approval of their exemption from the appropriate authority shall be required to live in a university-operated residence hall with a dining contract, when such accommodations are available.

Resources:

[Housing & Dining Contract Exemption & Contract Release Practice Directive Application for Exemption](#)

Administration:

Approval Details

Approval Authority:	Regent Policy Document(s): Regent Policy Document 24-2 (formerly 72-6): Freshman/Sophomore Residence Halls Requirement: Former Wisconsin State University Units Only , Regent Policy Document 23-2: Health, Safety, and Security at UW System Institutions UW System Policy: UW System Administrative Policy 136: Required Disclosures for Participation in Certain UW System Services and Programs
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Revision History

Version	Revision date	Description of changes	Author
1.0	07/01/2019	Procedure established	Quality Assurance Improvement Manager

Contact Person/Unit

Contact Person/Unit:	Vice Chancellor for Student Affairs
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Keywords

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