



TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Campus Services and Operations

NUMBER: 05.02.01

AREA: Residential Life and Housing

SUBJECT: Freshman Residency Requirement

I. PURPOSE AND SCOPE

Texas Southern University is committed to ensuring the academic and personal success of its students. Research over the past several years has shown that on-campus living can enhance the college experience and success rates for students, especially students entering or in their freshman year. In addition to the educational benefits, this policy is required in conjunction with the University's plan for the development of new on-campus student housing. Financing for the project is contingent upon this change, as well as redirecting current and first-year freshman students to live on campus in the new residence halls. Implementation of this policy will commence the fall semester of fiscal year 2014. All students are also required to review and adhere to the policies and regulations of Texas Southern University.

II. POLICY PROVISIONS

A. Texas Southern University requires that all freshman students enrolled in fifteen (15) or more semester credit hours reside in on-campus residence halls, if there are vacancies.

1. Requirement excludes:

- a. Summer sessions and is applicable until the attainment of sophomore standing (30 semester credit hours); or
- b. Receipt of an exemption from the Student Housing Department.

B. Exemptions to this requirement must be made in writing on a "Release Request Form" (Exhibit A) obtained from the Student Housing Department. Release forms must be submitted (along with required documentation) by July 15 for fall semester release or November 15 for a spring semester release to the Student Housing Department. Students who fail or refuse to comply with the Residency Requirement Program and/or who furnish false information to a University official or office in connection with a request for exemption will be referred to the Dean of Students office for disciplinary action, in accordance with the Student Code of Conduct.

1. Exemptions are granted to students who:
 - a. Are twenty-one (21) years of age or older, having reached that age no later than the first day of classes. A copy of a certificate of birth is required as documentation;
 - b. Are married. A copy of the certificate of marriage is required as documentation;
 - c. Have custody of dependent children. A copy of the certificate of birth (for the child) is required as documentation;
 - d. Are veterans who have completed 2 years active military service. Documentation must be provided to verify time served;
 - e. Who live with parent(s) or guardian(s) whose current permanent primary place of residence is not more than 25 miles from Texas Southern University, Houston, Texas campus. A letter confirming residency from the parent(s) or guardian(s) is required for documentation;
 - f. Have a personal compelling circumstance. A letter concisely and fully describing the circumstance, as well as supporting documentation, must be submitted to the Student Housing Department.

III. REVIEW AND RESPONSIBILITY

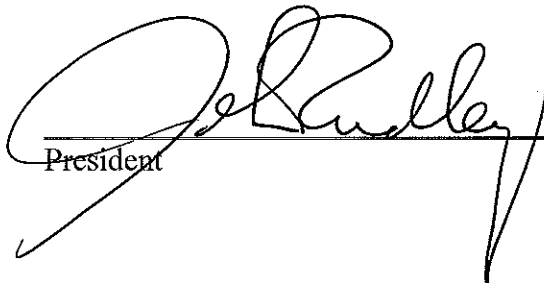
Responsible Party: Vice President for Student Services

Review: Every three years, on or before May 1

IV. APPROVAL



Vice President for Student Services



President

March 2014 4-28-14

Effective Date



EXHIBIT A
RELEASE REQUEST
FRESHMAN RESIDENCY REQUIREMENT

Name: _____

Email Address: _____

TSU ID Number _____

Permanent Phone: _____

Semester Exemption: _____

Cell Phone: _____

I am requesting exemption from the Texas Southern University Freshman Residency Requirement Program for first-year students. The reasons for this request are as follows:

____ A. I am now, or will be prior to the first day of classes, 21 years of age or older.
(Attach a copy of the applicant's birth certificate.)

____ B. I am married. (Attach a copy of the applicant's marriage certificate.)

____ C. I have custody of dependent children.
(Attach a copy of your child's birth certificate.)

____ D. I am a veteran who has completed 2 years of active military service.
(Attach documentation)

____ E. I live with my parent(s) or guardian(s) whose current address is not more than 25 miles from the Texas Southern University, Houston, TX campus. [Attach letter from parent(s) or guardian(s)].

____ F. I have a personal compelling circumstance.
(Attach a letter describing the circumstance, as well as supporting documentation)

FOR OFFICE USE ONLY

Date Request Received: _____

Decision: ____ Approved ____ Denied

Date: _____ Initials: _____