

## IMPORTANT INFORMATION REGARDING THE EXEMPTION PROCESS

This information is being provided to assist you to request an exemption from the University's junior residency requirement. Students cite various reasons for wanting an exemption to the University's residency requirement. The most frequently cited--but rarely granted--reasons are outlined below. Please consider thoroughly your reasons for requesting an exemption. Before "automatically" submitting a request, consider the following:

- Exemptions are rarely granted.
- Residence Life and Housing's first obligation is to make appropriate accommodations for students with serious health problems and/or disabilities. Therefore, our goal is always to try to find a solution within the residence halls to whatever problem is prompting your request for an exemption.
- Exemption requests are not to be taken lightly since many people are coming together to review each and every request. Therefore, we ask that you carefully consider whether or not your situation is so extreme that it cannot be resolved in the residence halls or that the consequences of remaining in the residence halls would be severely negative for you.
- If you decide to request an exemption, you will have only one opportunity do so. All requests **MUST** be submitted in writing. The only thing that is needed to make a request is the Request For Exemption form available from [Residence Life and Housing](#), a written statement (which should not exceed two pages) and any supporting documentation you want the Committee to consider.
- Members of the Housing Committee include administrators from various offices on campus in order to ensure a thorough and knowledgeable review of each appeal.  
**Therefore, the decision of the Housing Committee is final.**

The Housing Committee meets the third Monday of every month. The deadline to submit a request is five days prior to the third Monday of the month. If all your documents are not submitted by the deadline, your request will not be reviewed until the next review session or it will be reviewed without supporting documentation. **The deadline will not be adjusted to meet personal deadlines.**

You are strongly advised NOT to sign a lease until your request has been reviewed and unless you are granted an exemption in writing from the Office of Residence Life and Housing.

### **If exceptions are rarely granted, then why have an exemption process?**

Many students don't realize the number of ways the University can meet their needs and the type of accommodations that can be made to enable them to fulfill their residency requirement. However, there are those rare circumstances where a student with a significant problem or extreme circumstance has special needs that cannot be met in the residence halls. Determining whether or not those circumstances provide the basis for an exception to a University requirement can be difficult. That is where the expertise of the Housing Committee members is helpful. Our goal in having a variety of professional University staff on the board is to ensure that every request is given personal attention—not just by one reviewer, but by a committee of experienced reviewers.

### **Frequently cited but rarely granted reasons for requesting an exemption**

**Already signed a lease** -- Students who sign leases without having received a “granted” letter in writing from the Office of Residence Life and Housing will still be responsible for fulfilling the on-campus residency requirement. You are advised *not* to sign a lease unless you have received a letter from our office indicating that you are exempt from the residency requirement.

**Allergies and/or asthma** -- Many students come to campus with allergies, asthma, or some other type of chronic health problem. Some students develop allergies after they arrive. Although many students have allergies, it is rarely the basis for an exemption as it does not prevent them from living and academically achieving in the residence halls. In severe cases of allergies and asthma, the University can usually offer some type accommodations that can help. While we do not attempt to ensure that all allergic symptoms are eliminated, we will do what we can to provide accommodations that help alleviate the symptoms in severe cases. Students who need an accommodation due to allergies, asthma, or any type of chronic health problem should contact the Walter Young Center.

**Bad experience with roommate or floor mates** -- The staff of the Office of Residence Life and Housing wants students to have a rich and rewarding residence hall experience. Sometimes, however, roommates are not compatible—even roommates who originally chose to live together. In these cases, we recommend that both roommates work with the hall staff to try to work out their problems or make a room change.

**Finances** -- If a student chooses to attend Carroll University, there is an assumption that he/she has the financial resources to pay for it. If a change in your financial situation has occurred since signing the housing license agreement, please work with the Financial Aid Office to see what aid options may be available. Although having both a lease and a residence hall contract could cause a financial difficulty, it is not grounds for an exemption.

**Lack of privacy** -- Most students are used to having more privacy at home than they have in the residence halls and this can require a major adjustment. If it is extremely disturbing to the student or if the student is an individual with a disability and needs more privacy for medical reasons, the Walter Young Center can determine if a reasonable accommodation is necessary.

**Want to live with a non-parent relative (sibling, cousin, aunt, grandparent, etc.) or commute from outside the approved commuting distance** -- Students may live full-time and commute from home under two conditions: 1) they will reside full-time with a parent or legal guardian (someone who has applied for and been granted legal guardianship by the court/s) and 2) that parent or guardian lives within a 50 mile radius of campus. If either of those two conditions are not met, an exemption may not be granted.



## RESIDENCY POLICY REQUEST FOR EXEMPTION

*Living on campus can be one of the most important and memorable parts of the total college experience. It provides opportunities to make new friends, become a part of a community and benefit from the residence hall educational, cultural, social and recreational activities. Our housing options provide safe, inclusive, and supportive living and learning environments that positively impact student engagement, retention and success.*

Name \_\_\_\_\_ ID # \_\_\_\_\_ Date \_\_\_\_\_

Current Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Are you a:

New Student

Current Student

Fall and spring semesters, year: \_\_\_\_\_

Fall semester only, year: \_\_\_\_\_

Spring semester only, year: \_\_\_\_\_

**READ THE FOLLOWING INFORMATION CAREFULLY. INITIAL ON THE LINE TO SIGNIFY THAT YOU HAVE READ AND UNDERSTAND THE INFORMATION.**

\_\_\_\_\_ All full time students who enroll at Carroll are subject to a junior residency requirement. This requirement remains in effect until a student has achieved senior standing (92 credits) by the beginning of the academic year.

\_\_\_\_\_ Each year, full time students who wish to live off-campus must submit an application requesting to be released from the residency requirement and must receive approval from the Office of Residence Life and Housing. If the application is denied, the student will be subject to the residency requirement and will need to complete the appropriate housing license agreement.

\_\_\_\_\_ **Students who have not been approved for release from the requirement and/or fail to submit a housing license agreement for campus housing will be charged for a standard double room and 140 block meal plan until the terms of the residency requirement have been satisfied.**

\_\_\_\_\_ Each exemption request is reviewed, and a decision is made, on an individual basis. Students are notified *in writing* (via email) of the decision.

\_\_\_\_\_ In order to be considered, requests for exemption should be submitted *in writing* (via email) at least 30 days prior to the beginning of the semester/year requested.

*I understand that making a knowingly false statement to a University official is a violation of the student disciplinary procedures, and could result in suspension or expulsion from the University. I attest that the statements on this form, and any materials which I provide in support of these statements, are true and accurate. I understand that if these circumstances change I have an obligation to contact the Housing Office.*

**Signature** \_\_\_\_\_

*If you currently live on campus, you must meet with your Area Director before submitting this form to the Housing Office. Your form will not be accepted if your Area Director has not signed your form. Please submit completed forms to the Housing Office or by email at [housing@carrollu.edu](mailto:housing@carrollu.edu).*

**Area Director Signature** \_\_\_\_\_

*Please complete reverse side*

The following categories of students may be exempt from on-campus living. Mark all those that apply. Do not alter or add your own categories; only those listed below will be considered.

- I am married/have dependent child(ren)/am in a domestic partnership. (documentation is required)**  
Required documentation if married: copy of marriage certificate  
Required documentation if dependent child(ren): copy of birth certificate(s), court documentation of guardianship  
Required documentation if domestic partnership: 3 forms of documentation to verify a committed relationship (ex. Joint mortgage or lease, joint checking, savings, credit card, ownership in motor vehicle, etc...)
- I will be living with an immediate family member other than a parent/guardian. (a personal letter to include name, address and relationship to you and why this is in your best interest as a student.)**
- I will be graduating at the end of Fall semester.**
- I will be studying abroad for the Spring semester. (copy of study abroad acceptance letter is required)**
- Internship is out of the greater Waukesha area. (letter from your advisor is required)**
- OTHER (medical/financial/other reasons) (a personal letter and other documentation is required for verification)**
- I would like to cancel my meal plan if I am released from the Housing License Agreement.**

**If you have a university housing license agreement on file for the semester(s) you are applying for, please read the following statement, which can be found in the agreement, and sign below to signify that you have read and understand.**

A \$500 cancellation fee will be assessed if a student cancels a housing license agreement, withdraws or is dismissed from the university.

**Signature** \_\_\_\_\_

Carroll University Housing Office  
100 N. East Avenue  
Waukesha, WI 53186  
(262) 524-7100  
housing@carrollu.edu