



ACADEMY POLICY MANUAL

Policy Title:	Off-Campus Housing Policy
Policy Number:	AA 08-002
Policy Administrator:	Provost and Vice President for Academic Affairs
Policy Initiator:	Kate Kimble, Director, Housing and Residential Life
Authority:	
Effective Date:	April 10, 2012
Revised Date:	
Approved:	President William Eisenhardt
Approval Signature:	/s/

Purpose: This policy establishes the criteria for students to live off-campus.

Scope: This policy applies to all enrolled students at The California Maritime Academy.

Accountability: The Director of Housing and Residential Life is responsible for administering this policy and ensuring compliance.

Policy Statement: It is the policy of the California Maritime Academy that students enrolled in its baccalaureate degree programs maintain residence in on-campus housing and participate in a meal plan. However, students may be exempted from living on-campus if they submit an Off-Campus Petition by the appropriate deadlines and meet at least one of the following criteria: at least 24 years old; married; two years of prior military service; or lived on campus for eight semesters. In addition, when enrollment exceeds the number of available beds, additional exceptions to the on-campus living requirement may be made on a space-available basis as outlined in the Procedures for Off-Campus Housing and Appeals.

Procedures for Off-Campus Housing and Appeals The California Maritime Academy

It is the policy of the California Maritime Academy that students enrolled in its baccalaureate degree programs maintain residence in on-campus housing and participate in a meal plan. However, students may be exempted from living on-campus. There are three levels of consideration: Standard Approvals, Extenuating Circumstances and Lottery.

Level 1 – Standard Approvals

Students may be exempted from living on-campus if they submit an “Off-Campus Petition” by the appropriate deadlines and meet at least one of the following criteria:

- 1) **Age** - Students who are 24 years of age or older on or prior to December 31 of academic year. Proof of age must be provided via copy of a valid driver’s license or government ID.
- 2) **Marital Status:** Students who are married or head of household as defined by the Internal Revenue Service. Proof must be provided via copy of your marriage license and/or completed tax form.
- 3) **Prior Military Service** – Students who have served at least two years of continuous active military duty. Proof must be provided via copy of DD-214 papers or discharge papers.
- 4) **Fifth Year Senior:** Students who have lived on campus for eight semesters at California Maritime Academy.

An “Off-Campus Petition” for Standard Approvals must be submitted to the Housing and Residence Life Department by March 1 for continuing students or by June 1 for new students. Petitions will be reviewed by the Residence Life Staff. A decision for a Level 1 petition will be made within five (5) business days after receipt of the petition. If approved, the petitioner must accept or decline within ten (10) business days of approval.

Level 2 – Extenuating Circumstances

When enrollment exceeds the number of available beds, additional exceptions to the on-campus living requirement may be made on a space-available basis for extenuating circumstances. Students must submit an “Off-Campus Petition” by the appropriate deadlines. Extenuating circumstances that will be considered include:

- 1) **Medical** - Students must provide current medical documentation (less than one year) from an appropriately licensed medical professional describing the disability/medical condition, basis for diagnosis, how the disability/condition impacts the student’s ability to live in on-campus housing and recommended accommodations. All medical petitions will be reviewed by the Off-Campus Housing Review Committee. The Student Health Center may be called upon to advise the Committee.
- 2) **Financial Hardship**- Students must complete and submit FAFSA by March 2 and accept all financial aid offered, including loans. To qualify for financial hardship, students must show at least 20% of unmet need. Income tax returns, as well as other documents supporting your claim, must be submitted, including a proposed “Working Budget.” All financial hardship petitions will be reviewed by the Off-Campus Housing Review Committee. The Financial Aid Office may be called upon to advise the Committee.

An “Off-Campus Petition” for Extenuating Circumstances must be submitted to the Housing and Residence Life Department by March 1 for continuing students or by August 1 for new students. When the petition is submitted, students may also request a 15 minute interview with the Off-Campus Housing Review Committee. Petitions will be reviewed by the Off-Campus Housing Review Committee. A decision for a Level 2 petition will be made within five (5) business days after receipt of the petition. If approved, the petitioner must accept or decline within ten (10) business days of approval. Students whose petitions have been denied may exercise one or both of the following options:

- Option 1 - Within five (5) business days of denial, students may submit a written request to the Housing and Residence Life Department to be placed into the Off-Campus Lottery.
- Option 2 - Within 5 business days of denial, students may submit a written appeal to the Dean of Students. The appeal must present new and/or additional information that was not available at the time the committee reviewed the original petition. Those who appeal will not be allowed to enter the lottery AFTER the April 1 deadline. The Dean of Students is the final appeals agent; no further appeals can be made.

Level 3 – Lottery

When enrollment exceeds the number of available beds, additional exceptions to the on-campus living requirement may be made on a space-available basis through a lottery. To be eligible for the lottery, students must: have lived on campus for a minimum of three semesters (defined as moved into a residence hall, picked up and returned key in appropriate time, completed room check-out properly, and attended mandatory floor meetings); be in good academic, disciplinary, and financial standing; and have completed a minimum of 50 credit hours at time of submitting the Lottery Petition. In addition, students who have been denied off-campus and who have submitted in writing within five (5) business days of their denial will be placed into the lottery. Those interested in entering the lottery must check the “Lottery Only” box on the Off-Campus Housing Request Form and return to the Housing and Residence Life Department no later than April 1st.

There will be two rounds in the lottery drawing. Seniors will have first priority and will be in the first drawing; all other students will have second priority and will be in the second drawing. The lottery will take place Mid-April. Approval for off-campus housing via the lottery may be given to you as late as July 30th

OFF-CAMPUS HOUSING REVIEW COMMITTEE: The Off-Campus Housing Review Committee will consist of the Executive Director of Auxiliary Services, one Residence Life Professional Staff Member, and three Cadets from a combination of ASCMA, Housing and Corps Officers.

OFF-CAMPUS HOUSING ACCEPTANCE AND AGREEMENT FORM: All students awarded off-campus housing must complete the “Off-Campus Housing Acceptance and Agreement Form” and submit it to the Housing and Residence Life Department within ten (10) business days of offer. If not submitted, authorization to live off-campus will be revoked. In addition, students living off-campus must provide their living and mailing address, contact information along with landlord information to the Housing and Residence Life Department no later than August 15 of each year. Students are required to maintain their current mailing, phone, and living address in the Student On-Line Services Area within PeopleSoft.

OFF-CAMPUS BEHAVIOR: All students awarded off-campus housing will be expected to follow and uphold conduct and corps standards at all time. Students are expected to be good neighbors and citizens on- and off-campus. Failure to meet these expectations may result in revocation of permission to live off-campus and require the student to move into campus housing at the student’s expense.