

# SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY

## Policy Manual

**SUBJECT:** Housing

**NUMBER:** Policy III-6-1

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1. South Dakota School of Mines and Technology provides housing for all students required to live on campus by BOR Policy 3:6. Students residing on campus will be in a contractual agreement with the university for the duration of the academic year. Students residing in double-occupancy rooms will be assigned roommates of the same gender. Students residing in select single-occupancy bedrooms within apartments or suites will have the option to request and be assigned roommates regardless of gender in accordance with procedures published by Residence Life.
2. The institution normally grants permission to room elsewhere for the following reasons:
  - A. Active members of a college-recognized student organization who meet the following criteria:
    - 1) Are in their second year of college
    - 2) Will be residing at the student organization's house
    - 3) The student organization's house has met the minimum standards and is approved for exemption housing as determined by the VPSA/Dean of Students Office.
  - B. Military veterans with one or more years active service
  - C. Non-degree seeking students
3. All students who are by definition of BOR 3:6.1 are required to live on-campus must complete either a housing application or a request for exemption from the BOR Housing Policy by using the on-line form provided by Residence Life prior to the start of each academic year or prior to spring semester for mid-year entries.
4. Exemption requests will normally be granted to requesting students indicating at least one of the following:
  - A. Two or more years have passed since high school graduation, as of registration day.
  - B. Student is living full time with an immediate family member in the Rapid City area.
    - 1) Full time is defined as staying more than five nights in any seven day period throughout the academic year.
    - 2) Rapid City area is defined as within a 45 mile radius of the SD Mines campus.
  - C. Student has dependent children.
  - D. Student is an active member of the college-recognized fraternity or sorority and will reside in their house.
  - E. Student has completed four semesters of institutional enrollment with 12 or more

- credits.
- F. Student is 21 years of age before registration day
  - G. Student is married. NOTE: If under 21, student will need to submit a copy of the marriage certificate.
  - H. Student is a military veteran with one or more years active service.
  - I. Non-degree seeking students.
  - J. Student is taking less than six credit hours.
5. Exemption requests that are not specific to the situations listed above must be submitted via the on-line exemption form.
- A. These requests will be reviewed on an individual basis by the Residence Life Office.
  - B. Specific reasons for exemption must be listed within the on-line form.
  - C. ADA considerations will be referred for consultation and recommendation to the Director of Counseling and Student ADA Services.
  - D. Exemption requests, which are denied, may be appealed to the Vice President for Student Affairs and Dean of Students within five (5) working days of receipt of the decision.
6. Applicants for a residence hall assignment must submit a \$100.00 deposit, which will be kept on file throughout a student's stay on-campus. The deposit will be refunded or forfeited dependent on limitations outlined in the agreement for that particular year.
7. Upon check-in, each student's housing agreement goes into effect for the entire academic year (or the portion remaining). Agreement release may be granted as outlined within the housing agreement for that particular year.

SOURCE: Office of the Vice President for Student Affairs, Revised December 2015 – Supersedes all previous versions

BOR Reference: Policy 3:6