On-campus Residency Requirement Policy

Students who live on campus are more likely to earn better grades, become involved on campus, interact with faculty, and are much more likely to graduate. Due to the significant link between academic retention and on-campus living, the Board of Regents and the University of Nebraska - College of Technical Agriculture adopted the following On-campus Residency Requirement:

All unmarried students who are enrolled for 12 or more credit hours, and who are under the age of 21, has fewer than 30 credit hours of post-secondary education or has a cumulative GPA of less than 2.0 as of the first day of the fall semester of the current academic year, are required to reside in on-campus housing. This policy is in effect for the entire academic year.

The on-campus residency requirement is administered with the following options to students:

- **Option 1:** A student may reside in the residence halls at the University of Nebraska-College of Technical Agriculture.
- **Option 2:** A student may live with his/her parent(s) or legal guardian(s) and commute* from that home.
- **Option 3:** An “emancipated minor” who has previously established a residence independent from his/her parent(s) may commute* from that home. Emancipated minors must provide legal documentation verifying emancipated status.
- **Option 4:** A student may live with a “close” relative and commute* from that home. A “close relative” is defined as a grandparent, brother, sister, aunt or uncle. All relatives must be adults 21 years of age or older.
- **Option 5:** A student may live at the site of employment or internship as a requirement of the position and commute* from that location. (Documentation must be attached).

* A reasonable commuting distance is defined as being within a 45-mile radius of the NCTA Campus. (Additionally, financial aid award budgets will be adjusted to reflect that the student will be commuting.) Mileage is determined by NCTA.

For students under 21 years of age, the following situations qualify for an application to be exempted:

(Students who are requesting an exemption must complete the attached form and submit the specific documentation noted)

- A. Married student – proof of marriage is required (marriage certificate).
- B. Student with children – proof of birth is required (birth certificate).
- C. Student who has lived in University-approved housing for 2 or more semesters, (excluding summer sessions) at NCTA or another institution or who have completed or transferred 30 or more semester hours of post-secondary education.
- D. Students who have withdrawn from classes at the University of Nebraska-College of Technical Agriculture.

**Special Circumstances:**

To request an exemption for special circumstances please submit the attached form with a DETAILED summary of your circumstances.

Students under age 21 who wish to request an exemption for reasons other than those noted above may apply for a Special Circumstances exemption. To request a Special Circumstances exemption, the student must submit the attached form plus a DETAILED information summary explaining their circumstances to be reviewed by the Residency Compliance Committee.

**Release from residency requirement is NOT guaranteed.**

Students who do not comply may have their University records placed on hold or face other judicial sanctions. Please allow two to three weeks for a final response.

**Please only return this form if you plan to not live in on-campus housing.**

For all options listed above, return completed request forms with accompanying documentation to:

Residence Life Manager
University of Nebraska-College of Technical Agriculture
404 E. 7th St
Curtis, NE 69025
Phone: (308) 367-5247 / Fax (308) 367-5203
On-campus Residency Requirement Policy
Compliance/Exemption Request

INFORMATION IN HIGHLIGHTED AREAS MUST BE COMPLETED.

Name: ____________________________  Student ID# ____________________________
  Last    First    Middle
  ____________________________  ____________________________  ____________________________
Date of birth: ____________________________
Current address: ____________________________  Email address: ____________________________
  ____________________________  Permanent address: ____________________________
  City  State  Zip  City  State  Zip
Are you currently living in the NCTA residence halls?   yes   no
  If yes, what hall/room#: ____________________________
Registering for (check one):   Fall semester 20_______(year) OR Spring semester 20_______(year)

I request to comply with the live-in policy in the following way:

_____ Option 1:  Commuting from the home of a parent or guardian
  Commuting distance is defined as being within a 45-mile radius of the NCTA campus

_____ Option 2:  Commuting from home as an emancipated minor
  Documentation which verifies legal emancipated status must be attached

_____ Option 3:  Commuting from the home of a close relative:
  (See list of acceptable relatives on cover page)  Relative’s name (print)

  Address of relative’s home:  Relationship to student: ____________________________
  ____________________________  Relative’s date of birth: ____________________________

_____ Option 4:  Commuting from the site of employment/internship
  Documentation verifying condition of employment/internship must be attached.

Printed name of parent/guardian: ____________________________  Phone number where parent/guardian can be reached: ____________________________
Printed address of parent/guardian: ____________________________
  Street  City  State  Zip
Signature of student ____________________________  Signature of parent/guardian ____________________________  Date ____________________________

For students under 21 years of age, the following situations qualify for an application to be exempted:

_____ Option A:  Married student requesting an exemption. Copy of marriage license attached.
_____ Option B:  Student with child requesting an exemption. Copy of child’s birth certificate attached.
_____ Option C:  I have lived in university-approved housing for two or more semesters or have earned 30 or more credits.
_____ Option D:  I am withdrawing from NCTA and/or am no longer a student.  Date of withdrawal: ____________________________

  Registrar signature: ____________________________  Date: ____________________________

_____ Special Circumstances – to request a Special Circumstances exemption please submit this form along with a DETAILED summary of your circumstances. Release from the residency requirement is not guaranteed.

ALL COPIES of forms must be completed, returned, and approved, PRIOR to making other arrangements or hall check out.

FOR OFFICE USE ONLY:  Date received: ____________________________  Approved: _____Yes   _____No
Reason (If not Approved): ____________________________
Date approved/initials: ____________________________  Date Emailed/Initial: ____________________________

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