



University of Dallas

Student Affairs

Housing Policy

POLICY SSH

Responsible Executive:
Provost
Responsible Office:
Office of Provost
Issued: 8.19.21
Revised: n/a

1. PURPOSE

This Policy sets forth residency requirements and other policies governing housing arrangements provided by the University on campus.

- 1.1. The University of Dallas is a community of scholars that, as a Catholic university, pursues its objectives through the formation of an authentic human community animated by the spirit of Christ (*Ex corde Ecclesiae*, 14 and 21). The University’s residency requirements are an important aspect of building this community of scholars.
- 1.2. The University seeks to foster a community that is animated by a spirit of freedom and charity; characterized by mutual respect, sincere dialogue, and protection of the rights of individuals (21).
- 1.3. The University also seeks to provide conditions for the flourishing of the community of scholars and assist each of its members to achieve wholeness as human persons, recognizing that its members are and will be immersed in human society, with an obligation to dedicate study to serious contemporary problems in areas such as the dignity of human life, the promotion of justice for all, the quality of personal and family life, the protection of nature, the search for peace and political stability, a more just sharing in the world’s resources, and an economic and political order that will better serve the human community at a national and international level (21 and 32).

2. COMMUNITY OF SCHOLARS: RESIDENCY REQUIREMENT

The residential life is a key component of the formation of the intellect, providing a critical component in the enlargement of the mind, the development of great natural virtues, and the capacity to serve as leaders in professional life, in the nation, and in the world (St. John Henry Newman, *Idea of a University*, Discourse 6). Education is not confined to the classroom, and requires that the pursuit of wisdom, truth, and virtue reflect a unity of life in order to be a liberal education, that is, an education that is oriented to the arts of freedom.

- 2.1. **Undergraduate students.** Full-time matriculating undergraduate students are required to live on campus, unless the student is exempted from the residency requirement under one of the following categories:
 - 2.1.1. The student has qualified for commuter status (see Section 2.2 of this Policy);
 - 2.1.2. The student has been approved to live off campus by Student Disability Services or the Office of Civil Rights and Title IX, or pursuant to a housing accommodation approved by Student Disability Services or the Office of Civil Rights and Title IX; or

- 2.1.3. The student has been approved to live off campus by the Housing Exemption Committee, in accordance with this Policy.
- 2.2. **Commuter status.** A full-time matriculating undergraduate student may request commuter status, and consequently exemption from the residency requirement, if he or she meets one of the following requirements at the start of the academic year:
 - 2.2.1. The student has ninety or more earned credit hours (i.e., senior standing);
 - 2.2.2. The student is at least 21 years of age;
 - 2.2.3. The student is married (or becomes married during the academic year);
 - 2.2.4. The student is a custodial parent (or becomes a custodial parent during the academic year);
 - 2.2.5. The student is a veteran; or
 - 2.2.6. The student lives locally with the student's parent(s) within 50 miles of campus.
- 2.3. **On-campus housing prohibition.** A student who is prohibited by the University from living on campus (e.g., for disciplinary reasons) is not required to submit a request for exemption from the residency requirement, but is required to submit a request for commuter status in accordance with Section 3 of this Policy.
- 2.4. **Rome campus.** All students participating in the University of Dallas Rome program are required to live on campus.
- 2.5. **Part-time undergraduate students.** The University generally does not have housing available for part-time undergraduate students.
 - 2.5.1. **Exception.** Some part-time undergraduate programs (e.g., certain summer programs) may require participants to live on campus. The Department or Office operating the program will notify participants and potential participants of any residency requirement.
- 2.6. **Billing.** Students who are required to reside on campus will be billed standard housing charges until such time as they no longer fall under the residency requirement.
- 2.7. **Limitations on housing availability.**
 - 2.7.1. The University may have to exclude some otherwise qualified students from on-campus residence when there is inadequate space.
 - 2.7.2. When evaluating whether a student must be denied on-campus housing due to its limited availability, the University will consider various factors, including whether the student is eligible for an exemption from the residency requirement.

3. COMMUTER STATUS

A student who is otherwise subject to the residency requirement, but qualifies for commuter status (see Section 2.2 of this Policy), may request commuter status by submitting a commuter status application to the Office of Student Affairs in accordance with Section 3 of this Policy.

- 3.1. **Commuter application.** A student requesting an exemption from the residency requirement must submit the student's exemption request to the Office of Student Affairs in the manner specified and by the date set by that Office.
- 3.2. **Supporting documentation.** The Office of Student Affairs reserves the right to require documentation to support a student's commuter application.
 - 3.2.1. **Local residence documentation.** A student requesting commuter status based on local residence with parent(s) (see Section 2.2.6 of this Policy) must provide the following supporting documentation:
 - 3.2.1.1. **Proof of parent residency.** The student must provide the Office of Student Affairs with proof that the student's parent(s) reside in the local permanent home address that is the basis for the request (e.g., a current utility bill); and
 - 3.2.1.2. **Verification form.** Each semester that a student claims commuter status based on Section 2.2.6 of this Policy, the student must provide the Office of Student Affairs with an OSA verification form signed by the student's parent(s) confirming that the parent(s) and the student reside in the local permanent home address.

4. RESIDENCY EXEMPTIONS

Recognizing that there may be special circumstances which warrant a student seeking to live off-campus, the University provides exemptions from the residency requirement under special circumstances.

- 4.1. **Request for exemption.** A student requesting an exemption from the residency requirement (Section 2.1.3 of this Policy) must submit the student's exemption request to the Office of Student Affairs in the manner specified and by the date set by that Office.
- 4.2. **Presentation to the Committee.** The Director of Housing Operations presents student requests for exemption from the residency requirement, as well as any supporting documentation submitted by the student or that the Director otherwise determines may assist the Committee in its determination, for review and determination by the Housing Exemption Committee.
- 4.3. **Review and Determination.** The Housing Exemption Committee reviews requests for exemption from the residency requirement. The Housing Exemption Committee reviews such requests to determine whether there is a sufficient reason for granting an exemption from the residency requirement. Such reasons may include, but are not limited to,
 - 4.3.1. Financial need of the student; and

- 4.3.2. Family obligations of the student (e.g. providing personal care for a relative).
- 4.4. **Membership.** The Housing Exemption Committee has three members, consisting of
 - 4.4.1. The Dean of Students, or designee;
 - 4.4.2. The Compliance Officer, or designee; and
 - 4.4.3. The Director of Financial Aid, or designee.
- 4.5. **Supporting documentation.** The Housing Exemption Committee reserves the right to require documentation to support a student's exemption request.
- 4.6. **Consultation.** The Housing Exemption Committee reserves the right to consult with faculty, staff, and such others as may have knowledge relevant to review of a student's exemption request.

5. MALE AND FEMALE HE CREATED THEM: SINGLE-SEX RESIDENCE

The University's policies regarding residential life and the interaction of the two sexes are rooted in the following principles: (1) The University defines male and female as understood in Catholic teaching, Western humanistic tradition, and the truth of the biological sciences, namely, a male is a person born as a biological male and a female is a person born as a biological female; and (2) Recognizing the differences between men and women, society typically provides men and women, especially in situations when men and women otherwise live in community, with spaces of privacy, set apart from members of the opposite sex.

- 5.1. **Single-sex designation of residential areas.** The Office of Student Affairs may designate residential areas, such as residential buildings, floors, halls, suites, and rooms, as single-sex. Except as otherwise permitted by University Policy, residential areas that have been designated as single-sex are limited to members of the designated sex and members of the opposite sex are prohibited from being present in those areas.
 - 5.1.1. **Lounge areas.** The Office of Student Affairs typically designates the public, lounge areas of residential buildings as available for visitation by members of the opposite sex.
 - 5.1.2. **Open-house / visitation hours.** The Office of Student Affairs typically designates certain times of the day and/or week when members of the opposite sex may be present in single-sex designated buildings, floors, halls, suites, or rooms.
- 5.2. **Single-sex residence policy.** The University of Dallas does not provide housing to students in which members of opposite sexes would share a room, suite, or hall restrooms or showers.
 - 5.2.1. **Married students.** Students who are married may share a room or suite, if their housing otherwise complies with the single-sex residence policy and is approved by the Office of Student Affairs.
 - 5.2.2. **Single-sex restrooms and showers.** It is a violation of this Policy for a student to use or be present in a restroom or shower area that is designated for members of the opposite sex.

5.3. **Honesty in representation.** The University is a community and, like all communities, is founded on an expectation of trust and honesty. The University expects that all students, when representing themselves as male or female will do so truthfully, honestly, and in accordance with the definitions of male and female found in this Policy. Violations of this expectation of truthfulness and honesty constitute violations of this Policy that can subject the student to disciplinary action.

5.3.1. **Requests for housing.** When submitting a request for on-campus student housing, a student includes a representation to the University as to whether the student is male or female, based on the definitions in this policy. The University may use this representation in making on-campus housing assignments for the student.

6. RESIDENTIAL CONTRACTS

Residential housing is provided by the University pursuant to written contract. Unless otherwise provided by this Policy or explicit written authorization from the Office of Student Affairs, no person is permitted to reside at the University without a written contract providing for such residence.

6.1. **Food service.** Except as otherwise provided, all student residents of on-campus residential housing are required to participate in the University's food service program.

6.1.1. A student residing in the student apartments is not required to participate in the University's food service program.

6.1.2. A student who has been specifically exempted from participation in the University's food service program, for example, as a disability accommodation through the Student Disability Services process, is not required to participate in the food service program.

6.2. **Residential use.** A student may not use his or her assigned on-campus housing for any purpose other than for residential use. Any other use (e.g., commercial use) is a breach of the residential contract and of this Policy and may subject the student to disciplinary action and/or termination of the residential contract.

6.3. **Contract not assignable.** A student (and guarantor, if applicable) may not sell or assign his or her residential contract and may not assign or lease the student's assigned on-campus housing to another party.

6.4. **Guests and visitors.** Occasional overnight guests of the same sex may stay free of charge in a student host's room up to three (3) nights, provided:

6.4.1. The student host's roommate agrees to the overnight stay;

6.4.2. The student host notifies the Resident Assistant prior to the overnight stay; and

6.4.3. The student host has not otherwise been informed by an official of the University (including Resident Assistants) that the student host may not host a/the guest or visitor overnight.

6.4.4. **Additional restrictions.** The University reserves the right to impose additional restrictions on guests and visitors, including, but not limited to, whether and under what circumstances guests and visitors may stay at the University.

7. DEFINITIONS

7.1. “University” and “the University” mean the University of Dallas.

8. RESPONSIBILITIES

Responsible Party	List of Responsibilities
Office of General Counsel	1. Monitor regulatory compliance with this Policy.
Office of Student Affairs	1. Monitor compliance with this Policy. 2. Verify and process commuter applications. 3. Oversee enforcement of residential contracts.
Housing Exemption Committee	1. Review and decide requests for exemptions from the residency requirement.

9. PROCEDURES

Task	Procedure
Evaluation of commuter applications	1. A student submits a commuter application in accordance with this Policy (in eRez by the specified deadline). 2. The Director of Housing Operations reviews the commuter application and verifies that the student qualifies for commuter status. 3. If the student qualifies for commuter status, the Director of Housing Operations approves the application and exempts the student from the residency requirement.
Evaluation of residency exemption requests	1. A student submits an exemption application in accordance with this Policy (in eRez by the specified deadline). 2. The Housing Exemption Committee reviews all residency exemption requests. 3. The Housing Exemption Committee requests additional information, or consults with additional individuals, as it determines is appropriate for evaluation of the exemption request. 4. The Housing Exemption Committee notifies the Director of Housing Operations as to whether the exemption request has been approved or denied.
Oversight of residential contracts	1. The Office of Student Affairs will oversee the execution and enforcement of residential contracts.

10. POLICY ENFORCEMENT

Enforcement	The Office of Student Affairs will investigate suspected violations of this Policy, and take appropriate action in accordance with University policy. As necessary, the Office of Student Affairs will consult with the Office of General Counsel.
Reporting Violations	Suspected violations of this Policy may be reported to the Office of Student Affairs. As necessary, the Office of Student Affairs will consult with the Office of General Counsel.

11. RELATED DOCUMENTS

Policy or Document	Web Address
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12. CONTACTS

Subject	Office or Position	Telephone Number	Office Email or URL
Policy Clarification (Legal Issues)	Office of General Counsel	(972) 721-5363	hlachenauer@udallas.edu
Policy Clarification & Implementation	Office of Student Affairs	(972) 721-5294	studentaffairs@udallas.edu
Web Address for this Policy		https://udallas.edu/about/university-policies/index.php	