**Operating Guidelines for Student UPPS No. 07.03.01**

**Housing Issue No. 8**

**Revised Date: 04/19/2024**

**Effective Date: 04/01/2022**

**Next Review Date: 01/01/2025 (E3Y)**

**Sr. Reviewer: Executive Director, Department of Housing and Residential Life**

**POLICY STATEMENT**

*Texas State University is committed to recruiting and retaining a student body, to providing services that enhance their personal development, and to contributing to the fulfillment of their goals.*

**01. SCOPE**

01.01 The purpose of this policy is to provide guidance for decisions that affect Texas State University’s student housing program. These procedures affect the division of Student Success and the division of Finance and Support Services. The following procedures contribute to the implementation of this policy.

**02. PROCEDURES FOR DETERMINING STUDENT ELIGIBILITY AND RESPONSIBILITIES**

02.01 Students Eligible for Housing

The Department of Housing and Residential Life (DHRL) at Texas State supports the academic mission of the university by providing on-campus housing. In support of the educational mission of the university and the value of the on-campus residential experience to students, the department provides students with a safe, comfortable, and convenient living environment, while offering opportunities for increased campus involvement, social interaction, and academic assistance. For these reasons, the university requires that certain students live on campus.

New students under the age of 20 (by September 1 for fall admission, or January 1 for spring admission), with fewer than 30 credit hours, are required to live in on-campus university housing. All students who graduated from high school within the preceding 12 months of the semester of their admission are also required to live on campus.

Students may apply for an exemption from this requirement, based upon one of these criteria:

a. If the student is married or has children, the student is allowed to be exempt from the housing requirement to better accommodate their living situation. If the student wishes to be exempt from the housing contract for this reason, the student must submit documentation prior to enrolling for class. Married and family housing is not available for Texas State students.

b. If the student has a documented disability or medical condition requiring an accommodation that DHRL is unable to provide, the student may be exempt from the housing requirement to better accommodate their living situation. The student must submit all required documentation for evaluation by staff from the Office of Disability Services.

c. If the student has a permanent address located within 60 miles (driving distance) of Texas State (San Marcos campus location), the student may request to live at the permanent residence of a parent (or legal guardian). If the student wishes to be exempt from the housing contract for this reason, the student must submit documentation prior to enrolling for class.

02.02 Students' Contractual Obligations

a. Students are required to sign a room and board contract that is binding for the full academic year.

b. When the student signs the On-Campus Housing Contract, they agree to be enrolled during the contract period and to rent from the university a space for residential purposes only in a university-owned residential facility for the contract period.

c. The contract period begins when the residence halls open for student residents according to the housing schedule published in the [University Academic Calendar,](https://www.registrar.txstate.edu/persistent-links/academic-calendar.html) on the DHRL [website](https://www.reslife.txstate.edu/), and in the student’s [Resident Guide to Rights and Responsibilities](https://gato-docs.its.txstate.edu/jcr:948225ba-a4f5-4851-bbc5-5ab68ba06408/2021-2022_RightsResponsibilities_4-1.pdf). The contract period ends 24 hours after the student's last final examination or their graduation ceremony. Exceptions may be made on a case-by-case basis by the executive director of DHRL, or designee.

d. All residential communities will remain open for Thanksgiving and Spring Break at no additional cost to residents.

e. All residential communities will be available for break-housing winter, break period, according to the times published in the [University Academic Calendar](https://www.registrar.txstate.edu/persistent-links/academic-calendar.html), on the DHRL [website](https://www.reslife.txstate.edu/), and in the student’s [Resident Guide to Rights and Responsibilities](https://gato-docs.its.txstate.edu/jcr:948225ba-a4f5-4851-bbc5-5ab68ba06408/2021-2022_RightsResponsibilities_4-1.pdf). For security reasons, residents are requested to make arrangements with DHRL for break-housing periods. There is an additional cost for staying during the winter semester break.

f. Occupants are required to vacate their assigned space within 48 hours if not enrolled at the university. Exceptions may be made on a case-by-case basis by the executive director of DHRL, or designee.

g. Students who reside in university-owned residence halls will be required to participate in a residential dining and board plan, as determined by the director of Auxiliary Services. Students who reside in university-owned apartments will not be required to participate in any type of dining and board plan.

**03. PROCEDURES FOR DETERMINING OPERATIONAL RESPONSIBILITIES**

03.01 DHRL has the primary responsibility for the overall management of university-owned residence halls, apartments, and works to provide services that ensure students have a quality living environment and to assist with the overall success of the university housing program.

\*03.02 The primary responsibility of DHRL is to provide on-campus housing that promotes student success and advances university retention goals through the creation of safe and comfortable environments.

03.03 In overseeing the housing facilities, DHRL will work closely with the associate vice president for Facilities in carrying out those functions of the mission and strategic plan of the department that pertain to the physical facilities. The associate vice president for Facilities, or designee, shall:

a. on new construction, renovation, or major repair projects in excess of $1,000,000, coordinate the design development documents to be presented to The Texas State University System (TSUS) Board of Regents for approval;

b. act as the liaison between DHRL and the architect or engineer to design a project; and

c. act as liaison between DHRL and contractors to construct a new facility, renovate an existing facility, or make major repairs to a facility.

03.04 On an annual basis, the executive director of DHRL will work in conjunction with the vice president for Student Success (VPSS), the vice president for Finance and Support Services, and their respective staff members to make recommendations for room rates for the subsequent year. The president of the university will make the final determination of room rates for submission and approval by the TSUS Board of Regents.

**04. ORGANIZATIONAL REPORTING AND BUDGET ADMINISTRATION**

04.01 DHRL reports to the VPSS.

04.02 DHRL has primary responsibility for developing an operating budget on an annual basis. That operating budget shall include funds allocated to the daily operation of each of the three major units within the department.

a. Administrative Services – This unit is responsible for all activities associated with the contracts and assignments of students to their living unit. In addition, this unit is charged with the development and delivery of all marketing campaigns.

b. Housing Facilities Services – This unit is responsible for the daily upkeep of all facilities, as well as for the initiation of renovation and new construction projects. It works closely with Facilities staff for the maintenance of major facility operating systems and with Facilities Planning, Design, and Construction staff for the oversight of all renovation and new construction projects.

c. Residential Life and Education – This unit is responsible for overseeing the day-to-day lives of the students who reside in the halls. This unit is also responsible for the delivery of summer housing programs that support university-sponsored camps and conferences.

**05. REVIEWERS OF THIS UPPS**

05.01 Reviewers of this UPPS include the following:

Position Date

Executive Director, Department January 1 E3Y

of Housing and Residential Life

Associate Vice President January 1 E3Y

for Facilities

**06. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this until superseded.

Executive Director, Department of Housing and Residential Life; senior reviewer of this UPPS

Vice President for Student Success

President