

# STOCKTON UNIVERSITY



## PROCEDURE

### On-Campus Housing

Procedure Administrator: Vice President, Student Affairs

Authority: N.J.S.A 18A:64-8

Effective Date: August 1, 1984, September 1, 1984, September 17, 2009; July 2, 2021

Index Cross-References: Policy III-40: On-Campus Housing

Procedure File Number: 3400

Approved By: Dr. Harvey Kesselman, President

Stockton University Residential Life does not discriminate on the basis of race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability.

#### I. Assignment Process

##### 1. First-Year Students

In December of each year, the housing application will be available to First-Year students for the following academic year. To be considered for residential housing, students must submit to Residential Life a completed housing application, a signed housing contract and payment of the new student deposit. After the housing application is available, Residential Life monitors the receipt of applications and allocates beds based upon the volume of completed applications. First-Year students who attend the University immediately after high school are assigned to Housing 1, Housing 2, Housing 3, and the Atlantic City Residential Complex. Exceptions to these designated locations are made on a case-by-case basis. Students are assigned housing based upon a first-come-first-serve basis, and requests for roommates are prioritized over the requested housing location. Students are provided their housing assignments in the summer prior to the start of the fall semester.

##### 2. Transfer Students

In December of each year, the housing application will be available to Transfer Students for the following academic year. To be considered for residential housing, students must submit to Residential Life a completed housing application, a signed housing contract and payment of the new student deposit. After the housing application is available, Residential Life

monitors the receipt of applications and allocates beds based upon the volume of completed applications. Transfer students are assigned to Housing 1, the Atlantic City Residential Complex, and Chris Gaupp. Exceptions to these designated locations are made on a case-by-case basis. Students are assigned housing based upon a first-come-first-serve basis, and requests for roommates are prioritized over the requested housing location. Students are provided their housing assignments in the summer prior to the start of the fall semester.

### 3. Current Students

In December of each year, the housing application will be available for the following academic year. To be considered for residential housing, students must submit to Residential Life, a completed housing application, a signed housing contract and payment of the renewal student deposit. Upon submission of housing applications, students have the opportunity to form roommate groups and submit to Residential Life a joint request for housing for the group. Once Residential Life receives a roommate group request, the group is assigned a timeslot to select a housing location based upon the size of their group and the total amount of earned credits in the group. Roommate groups then assign a group leader who will choose the specific housing location for their roommate group on the designated timeslot.

## II. Housing Accommodations

1. Residential Life works with the Learning Access Program (LAP) to review annually new and renewal requests for a housing accommodation.
2. Residential Life also works with the Learning Access Program to accommodate students with emotional support animals who request residential housing (see Procedure 3991: Emotional Support Animal Procedure).

## III. Additional Specialty Housing

### 1. Educational Opportunity Fund (E.O.F.) Program and Housing

Residential Life supports the E.O.F. program by providing housing for their summer program. Residential Life also designates an appropriate amount of housing for first-time E.O.F. students based upon the total number of students in the E.O.F program who intend to live in residential housing for the academic year.

### 2. Honors Housing

Residential Life supports the honors program by providing housing for their summer orientation program. Residential Life also designates an appropriate amount of housing based upon the total number of students in the honor program who intend to live in residential housing.

### 3. Gender-Inclusive Housing (GIH)

Students of all genders may choose to live with anyone in a setting that is most comfortable to them. First-time, transfer, or current students may request in their housing application their preference to live in GIH.

### 4. Military-Affiliated Housing

Students who have served in the military, are veterans, or are dependents of military members may request to live in groups in specialized housing. Military-affiliated students may request in their housing application to live in military-affiliated housing.

### 5. Recovery Housing

Recovery housing is for students in recovery that assists them in thriving and succeeding in a living community with accountability and support. Recovery housing is a place to make meaningful connections in a healthy and sober social scene with the assistance of peer support and highly-trained and licensed addiction counselors. Students who are interested in Recovery Housing must meet with the Executive Director of Counseling and Wellness, the Assistant Director Counseling – Addiction, and the Director of Residential Education and Student Services.

### 6. Family Housing

Family housing may be offered to students, faculty, and staff in the Atlantic City Residential Complex based upon availability.

## IV. Student Residence Contract

Students must execute a housing contract via the GoStockton Portal prior to occupancy. The term of the contract is one academic year (September to May) unless otherwise agreed to by Residential Life. Students may individually add the winter term (November 15) or summer term (April 15), to receive a discounted rate for a 12 month contract. . During the term of the housing contract, students may voluntarily withdraw from University housing and receive a refund of housing payments that will be prorated based upon the student's length of stay in housing.

## V. Reservation Deposit

First-Year and Transfer students must submit a \$150 new student housing deposit fee with their housing application before Residential Life will process their housing application. Current students must submit a \$50 renewal housing deposit with their housing application before Residential Life will the process their housing application. Housing deposits are nonrefundable. A student may submit a request to the Executive Director of Residential Life or their designee for a waiver for a housing deposit.

VI. Housing Payments

Housing payments shall be due on the dates set forth in the housing contract and as established by the Bursars Office. Students who have outstanding balances may be asked to leave. If a student does not meet the payment deadlines, the University may terminate the student's residence contract and the student's use of the residential unit.

VII. Housing Cancellation

Students may submit a housing cancellation request to the Office of Residential Life. Students may incur a \$500 cancellation fee and will forfeit their housing deposit. Students may appeal the cancellation fee to the Executive Director of Residential Life or their designee.

VIII. Waiting List

Residential Life reserves the right to use a waiting list based upon housing application volume and available beds. Students will be placed on a waitlist based upon the date of their completed application.

IX. Appeals

All appeals regarding the application of this procedure must be submitted in writing to the Executive Director of Residential Life or their designee, who shall review and render a decision on the appeal within seven business days. Exceptions to University policies and procedures concerning residential housing shall be made only in extraordinary circumstances for unusually compelling reasons.

X. Off-Campus Housing

Residential Life reserves the right to use additional properties off campus as necessary to meet housing demand.

Review History

	Date
Procedure Administrator	04/16/2021
Divisional Executive	05/25/2021
General Counsel	06/16/2021
Cabinet	07/02/2021
President	07/02/2021