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**Responsible University Office:**  
*Residence Life*

**Responsible University Administrator:**  
*Associate Dean of Students*

**Policy Contact:**  
*Director, Residence Life*

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## UNK On Campus Residency Requirement

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### Scope

The purpose of this policy is to provide the details regarding the On Campus Housing Requirement Policy and the exemption process, in accordance with the University of Nebraska - Board of Regents.

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### Policy Statement

All full-time students under the age of nineteen on the first day of the fall semester are required to live on campus for one academic year. If a student starts in the spring semester, the requirement for on-campus housing applies to the student's age as of the first day of the fall semester. An exemption to the On Campus Housing Requirement may be requested if the student qualifies under one of the defined categories. An exemption request must be completed using the required form and providing documentation for the request to be considered for approval. Any full-time student under the age of 19 registered for 12 hours or more on the first day of classes who does not complete the housing application or exemption form will be charged the double rate and full meal plan for both the fall and spring semesters. At anytime students may complete the housing application and move into campus housing.

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## Reason for Policy

The On Campus Housing Requirement serves important educational and developmental purposes. Students prosper in stable living environments that are close to academic resources and organized student activities that promote social interaction and exposure to new and diverse life experiences. Research has consistently shown that students who live in campus housing are significantly more likely to succeed academically, complete more credit hours, be involved and attend campus activities, graduate and feel positive about their college experience.

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## Procedures

Students can complete the housing application by logging into MyBLUE and completing the application under the tools section.

The *On Campus Housing Requirement Exemption Request* for the appropriate academic year is available online at [www.unk.edu/housing](http://www.unk.edu/housing). This form must be completed in full noting the housing exemption is for one of the following reasons: Nebraska resident living with parent/guardian within the approved zip codes, student is married, student is a parent, confirmation of living at designated off-campus housing, has a disability or medical condition that cannot be met in University housing, that has been approved by Disability Support Services, or a Special Circumstance . The student must provide documentation as outlined on the form to include government issued proof of identity, proof of address, and if applicable proof of guardianship. The complete exemption request and accompanying documentation must be submitted a minimum of five days prior to the student's New Student Enrollment (NSE) day, or if not attending NSE, no later than July 15 for fall enrollment and December 1<sup>st</sup> for spring enrollment.

The University carefully reviews each request and accompanying documentation by committee appointed by the Associate Dean of Student and Director of Residence Life. The committee is made up of one representative from Residence Life, Admissions, and Financial Aid. For all exemptions, additional documentation may be required. If the student has already submitted a housing contract, they must refer to the Housing terms and conditions for cancellation deadlines and applicable fees that may apply.

A student under the age of 19 requesting an exemption for reasons other than those noted 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 for review. Approval of a housing exemption is not guaranteed.

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## Definitions

**Designated Off-Campus Housing:** The student has confirmed housing in the Christian Student Fellowship off-campus facility in Kearney that approximates the educational advantages of residence hall living.

**Approved Zip Codes:**

The following are a list of approved zip codes that are within 30 miles of the University of Nebraska Kearney:

AMHERST	68812
ATLANTA	68923
AXTELL	68924
ELM CREEK	68836
FUNK	68940
GIBBON	68840
HAZARD	68844
HEARTWELL	68945
HILDRETH	68947
HOLDREGE	68949
KEARNEY	68845
	68847
	68848
	68849
KENESAW	68956
LOOMIS	68958
MILLER	68858
MINDEN	68959
ODESSA	68861
OVERTON	68863
PLEASANTON	68866
RAVENNA	68869
RIVERDALE	68870
SHELTON	68876
SUMNER	68878
WILCOX	68982
WOOD RIVER	68883

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## Additional Contacts

<i>Subject</i>	<i>Contact</i>	<i>Phone</i>	<i>Email</i>
Associate Dean of Students	George P. Holman	<b>308-865-8156</b>	
Director of Residence Life	Trelana Daniel	<b>308-865-8660</b>	

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## History

The UNK On Campus Residency Requirement has been established for an extended period of time, of at least ten or more years. Following the policy's formal adoption it will be reviewed annually.