

EXEMPTION REQUEST

University of Wisconsin-Stout

The Board of Regents for the University of Wisconsin System has established the following policy. "Those freshman and sophomore students (59 credits or less) who are not veterans, married or living with parents or legal guardian (within a 40-mile radius of Menomonie) shall be required to live in a university-operated residence hall when such accommodations are available." Freshman and sophomore students who would like to be exempt from this policy can **APPLY** for an exemption by completing the form on the reverse side of this sheet.

Completion and submittal of the Exemption Request Form **DOES NOT** automatically release you from the Board of Regents' Policy. **Do NOT make any other arrangements or sign an off-campus lease until you receive written confirmation granting you an exemption to the policy. At this point you need to plan on living in a residence hall.**

The Peer Review Board, when in session, will consider your request and make a recommendation to the University Housing Office. Peer Review Board, a volunteer group of students, will be furnished with all the information you provide except your name, address and phone number. When the Peer Review Board is not in session the Associate Director of University Housing will review your request. You may elect to have your request reviewed by the Associate Director by initialing in the designated place on the reverse side. You will be notified, in writing, of the status of your request. Notification timeline varies depending on the time of the year.

Requests will be granted in the following order:

1. Students who are close to 59 credits or have lived in the halls for 2 years or have been out of high school for 2 years or those who will be 21 by the start of the term in question.
2. Documented unusual and compelling circumstances and/or needs must be clearly identified and supported through documents. It is important to note that wants are different than needs. The majority of your request must be focused on your needs that you feel cannot be met by living in the halls. University Housing will determine if they are able to meet the identified needs.
3. Occupancy numbers will dictate if there will be other exemptions granted due to the lack of space. Exemption priority will be given to students who are close to junior status and/or have lived in the halls for the greatest number of semesters. Granting exemptions for lack of space **seldom** occurs. Exemptions due to lack of space would be granted in late July or August.

Please give detailed information in your request and include all information that you want to be considered in reviewing your request. Attach additional supporting documents and/or letters to this form. **Decisions can only be made based on the documented information that you provide.** If others are providing documentation for you, you need to ensure that they have identified the problem and the possible options for dealing with the problem. If you are submitting documentation from a medical professional they should address the following questions:

- a. Did the student have this condition prior to living in a residence hall?
- b. How can you guarantee that this condition is or will be exacerbated by living in a residence hall?
- c. What specifically are the needs of the student? This will allow us to determine if we can meet the need of the student or if we can rectify the situation for the student. Indicate if there is a particular issue causing this condition or causing it to worsen.
- d. How can you guarantee that moving off campus will make the medical condition less of a concern for this student?

This request, and its possible approval, applies only to this academic year or portion thereof. Students must request this for each year the Board of Regents' Policy applies to them.

Should your request be denied, it is your obligation to procure housing in accordance with the Board of Regents' Policy. Students who are found to be in violation of the Board of Regents' Policy will have their classes cancelled for that term. It is your responsibility to be in compliance with the policy.

Reminder: At this point you need to plan on living in a residence hall!

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Read the information on the reverse side of this sheet before completing this form.

Name _____ University ID No. _____

Campus Address (if applicable) _____ Phone Number _____
(Room) (Hall)

Home Address _____
(Street) (City) (State) (Zip)

Date of Birth _____ I graduated from High School in _____
(Month) (Year)

I am applying for _____ 2010–2011 School Year _____ 2010 Spring Semester

Number of semesters resided in halls at UW-Stout (excluding current semester) _____

Number of semesters resided in residence hall at another university _____

Name of University _____

Credits Completed _____ Cumulative GPA _____ Current Enrolled Credits _____

_____ Initial to the left: If you **DO NOT** want the Peer Review Board to review your request.

Use the space below and additional sheets to explain why you should be granted an exemption to the Board of Regents' Policy. Explain in detail, attaching additional sheets and supporting documents as needed.

My signature below certifies that I am aware of the Board of Regents' Housing Policy. I am aware that making false statements either orally or in writing, to a university employee on a university-related matter is a violation of UW System Administrative Code or will result in disciplinary action. I understand that false information on this report will make this agreement null and void. Should this agreement become null and void, I understand that I will be required to move into the halls and will be charged from the first day of the period identified above. I understand that if my plans change, I must notify the Associate Director of University Housing to obtain permission for my new plans. My signature constitutes authorization for verification of information with other parties as deemed necessary.

Student's Signature _____ Date _____