Saint Mary’s College of California
Freshman On-Campus Residency Requirement Exemption Policy

Saint Mary’s College of California strongly believes in the value of the on-campus residential experience for students. Numerous studies have indicated the following regarding students who live on-campus during their freshman year of college.

• They earn better grades and have higher GPAs than non-resident counterparts.
• They develop stronger ties to the college and have a greater feeling of community with their peers.
• They report having greater opportunities to interact with faculty and feel more connected to their educational experience
• They build more meaningful and lasting relationships with their peers
• They are generally more satisfied with their college experience than students who live off-campus.
• They tend to graduate at a higher rate and finish college sooner than non-resident counterparts.

The College is committed to the social and academic benefits of being a residential college. Beginning with the entering class of 2009-2010, all freshmen, full-time students will be required to live on-campus. Students may apply for an exemption to this requirement. Please be advised that, because of the strong foundation that an on-campus experience provides for new students, few exemptions to the live-on requirement will be approved. “Financial concerns” and “distance from home to campus” typically are not reasons for an exemption to be approved. Students who anticipate having difficulties with college expenses, including housing costs, should contact the Financial Aid Office 925-631.4370 for determining eligibility for assistance with the cost of attendance.

Exemption Process
There may be specific circumstances that would prevent a student from living in on-campus housing. Exemption from the residence requirement will only be considered for the following circumstances:

1. In a case of a student who is married or in domestic partnership and/or is parent to dependent child(ren), as supported by documentation.
2. In a case of older students such as returning military or previously married or in a domestic partnership where, by virtue of age and experience, are incompatible with the educational objectives and values sought to be provided in the residences.
3. In a case where it appears that a full-time undergraduate student will otherwise suffer significant physical hardship, as supported by documentation from a non-familial physician or treating professional (e.g. must live with an attendant or requires equipment that cannot be accommodated in a residence hall room.)

All exemption requests must be received prior to July 1st for the academic year and December 1st for students entering at the beginning of the January or spring term. Students failing to submit an exemption request from prior to the deadline will be assessed mandatory housing/dining fees. An application for exemption from the on-campus housing requirement does not guarantee nor imply that an exemption will be granted. Students should assume that their request has not been granted until they receive written notification of approval and should not make other living arrangements, enter into a rental or lease agreement with a third party realtor or lease until such notification. Upon receipt of the student’s request for an exemption and all supporting documentation, the request will be reviewed by the appropriate campus committee and their decision will be communicated to the student within ten (10) business days of the July 1st /December 1st deadline.

Questions may be directed to Evette Castillo Clark, Dean of Students, at 925-631-4238 or ecc4@stmarys-ca.edu.
Saint Mary’s College of California
Freshman On-Campus Exemption Request Form

Name: ___________________________________________ SMC ID# ___________ Date of Birth: __/__/____

Home address: _______________________________________________________________________________________________________________________________________________
  Street                                      City                                      State     Zip Code

Home phone: (______) _________________________ Cell phone: (_____ ) _________________________

SMC email: ___________________________________________ Alternate email: __________________________

From the list below, select the appropriate exemption, submit a letter detailing the exemption request and attach all required documentation.

- Married or registered domestic partnership – attach a copy of a valid certificate of marriage or domestic partnership recognized by the State of California
- Single parent – attach a copy of child(ren)’s birth certificate and documentation demonstrating majority custody
- Age – attach a copy of driver’s license, passport or birth certificate
- Other – attach a letter from your non-familial physician or treating professional that presents sufficient and satisfactory evidence of an extreme medical condition for which on-campus accommodations cannot be made

This request form, the letter detailing the exemption request and all required documentation should be postmarked by July 1st for fall term admission and December 1st for January or spring term admission and sent to:

Evette Castillo Clark, Dean of Students
Saint Mary’s College of California
P.O. Box 4327
Moraga, CA 94575

In signing this Exemption Request Form, I am stating that I have filled out the above information accurately and truthfully and I have provided all required documents to support my request. I understand that I am not automatically exempt from Saint Mary’s College of California’s residency requirement for the first-year students. I understand written notification will be received whether or not my request has been approved or denied.

_______________________________________________________________
Student Signature

___________________________
Date

_____________________________________________________
Parent/Guardian Signature

___________________________
Date

(if student is under 18 years of age)