



On-Campus Residency Housing & Residential Life

Policy Number:	SA 05-001
Policy Administrator:	Vice President for Student Affairs and Cadet Development
Policy Initiator:	Director of Housing & Residential Life
Authority:	Cadet Handbook
Effective Date:	March 7, 1997
Revised Date:	March 23, 2021
Approved:	Thomas A. Cropper, President
Approval Signature:	/s/

Purpose:

The purpose of this policy is to update the standing requirement for all undergraduate cadets at California State University Maritime Academy (Cal Maritime) to live on campus during their tenure.

Scope:

This policy applies to all cadets enrolled at Cal Maritime in an undergraduate program.

Accountability:

The Director of Housing & Residential Life is responsible for administering this policy and ensuring compliance. Close coordination with the AVP Enterprise Services is essential. Recommendations for cadet residency shall be vetted through AVP Enterprise Services and ultimately approved by the VP for Student Affairs and Cadet Development.

Policy:

It is the policy of Cal Maritime that cadets enrolled in its baccalaureate degree programs maintain residence on campus and participate in a meal plan. However, when campus enrollment exceeds the number of available beds, or if a cadet wishes to apply for exemption for other reasons (see Procedure below), an exception for off-campus housing may be considered.

Procedure:

Cadet Request for Off Campus Housing

All requests initiated by a cadet for an exception to this policy must be submitted to the Office of Residence Life. The off-campus petition process and application is available through the StarRez housing portal. All petitions must be submitted to the StarRez housing portal. Applicants will be notified of their status by May 1, so that if denied they can participate in the room selection process for the succeeding year. Requests for exceptions to the housing policy will not be considered after August 1st. All requests to live off campus must include appropriate documentation to verify circumstances. The petitioning cadet must be in good standing, i.e., not on academic or conduct probation. If a cadet is granted a live-off exception, the approval is valid for the following academic year ONLY.

A final condition of approval is that all Cal Maritime accounts must be paid in full or accounts must be in good standing as verified by the Accounting Office. Regardless of where cadet lives, they are a full participant and accountable to all Corps of Cadet requirements.

Any abuse of the off-campus process will result in immediate revocation of off-campus privileges and cadet will be responsible for the cost of room and board on campus for the remainder of the academic year.

A. Eligibility Requirements for Off-Campus Petition Consideration

1. **Age:**

Cadets who are 26 years of age or older prior to August 1st of the start of the academic year.

2. **Marital Status or Domestic Partnership:**

Cadets who are married or in a domestic partnership. Documentation is required, such as marriage certificate, certificate of registered domestic partnership, civil union or other similar status, joint bank statements, shared car insurance, or shared medical coverage.

3. **Military Service:**

Current/active military or veteran's status with at least 24 months of active service. Documentation is required, such as a DD Form 214, Certificate of Release or Discharge from Active Duty (if a veteran), or written proof of current active military duty. Retired, Active, and Active Reserve military members can apply for off campus housing after living on campus for one-year, acceptable documentation includes a DD214, Letter from Command, and Points Summary.

4. **Fifth Year Senior:**

Cadets who have lived on campus for seven semesters at the Cal Maritime. Living on campus is defined as having moved into a residence hall, picked up and returned key in appropriate time, completed room check-out properly, and attended mandatory floor meetings.

5. **Parental Custody:**

Cadets must have full-time court-ordered parental custody of a child/children.

6. **Medical:**

Cadets must provide current medical documentation (less than one year old and on medical office's letterhead) from an appropriately licensed medical professional describing the disability/medical condition, basis for diagnosis, how the disability/condition impacts the cadet's ability to live in on-campus housing and professionally recommended accommodations to the Disability Services Office by no later than April 15 of the academic year for returning and readmit cadets and May 15 for new cadets. All medical petitions will be reviewed by a Medical Review Committee. The committee and Office of Residence Life will work together to determine the best method to meet the cadets' needs.

7. **Financial Hardship:**

Cadets must complete and submit a FAFSA or CADAA (for Dreamers), be Pell Grant eligible or based on Estimated Family Contribution for Dreamers, and accept all financial aid offered. Each hardship petition shall be reviewed and assessed by the Financial Aid Office.

8. **Mileage:**

If the cadet has significant financial hardship **and** the cadet will be residing with a parent, immediate family member (grandparent, etc.), or legal guardian, or owns his or her house, and is within a 30 miles radius. Required documentation includes notarized letter required from parent if residing with someone other than the parent, copy of lease if renting or copy of homestead exemption if owned and current utility bill. Proof of ownership must be submitted along with a current utility bill.

B. The Off-Campus Petition is available through cadets' StarRez portal. Petitions not completed or not submitted by the petition deadline will not be considered.

