



### **Music Living Learning Community Residential Policy**

Welcome to the University of Arkansas at Monticello Music Living and Learning Community located in Royer Hall. Living on campus will contribute to your learning and academic success, provide many opportunities for involvement, create lifelong friendships, and offer conveniences only experienced when living on campus. Royer Hall, conveniently located across the street from the Performing and Visual Arts Center, provides close access to band and choir room facilities.

Amenities unique to Royer Hall include:

- Exclusive access to 9 practice rooms with acoustical panels
- Small ensemble rehearsal space
- Access to the Division of Music Listening Lab
- Specialized programming and activities for music students

In recognition of the value of the on-campus experience, effective the 2020 Fall Semester, the University of Arkansas at Monticello will require all full time Music students (enrolled in 12 hours or more), member of the band or member of the choir who are LESS than 21 years of age (as of the 1st day of class each academic term) and completed less than 60 credit hours to live on-campus in Royer Hall.

This requirement excludes summer sessions and is applicable until the completion of 60 credit hours or the receipt of an exemption from the Department of Residence Life. This policy is not applicable to students enrolled full time at the Colleges of Technology at Crossett and McGehee; however, students attending those campuses do qualify and are welcome to reside in University Housing. Students who fail or refuse to comply with the Music LLC Residential Requirement and/or who furnish false information to a University official or office in connection with a request for exemption will be referred to the Dean of Students Office for further action. Disciplinary action could include responsibility for all back charges for room and board incurred while living off campus.

### **Exemption Request**

Exemptions to this residency requirement must be made in writing (on an Exemption Request Form obtained from the Residence Life Department) and submitted by July 20<sup>th</sup> for a Fall Semester release or November 15<sup>th</sup> for a Spring Semester release. Students admitted after the above dates, who seek exemption from the Music LLC Residential Requirement, must submit the exemption petition as soon as possible after admission notification, but no later than the 1<sup>st</sup> day of classes each academic term.

Because of unforeseen changes in a student's circumstances due to illness or other personal reasons, some petitions can be considered after the above dates. Unless it is clearly established that illness or personal reasons which were not known prior to the above dates have arisen to necessitate a student's living off-campus, students should not expect to be relieved of their housing requirement.

### **Exemption Criteria**

The following criteria will exempt a student **without** having to file a Music LLC Residential Exemption Request.

- *Approved Freshmen Residential Exemption Request.*
- *21 + years of age* on or before the first day of classes for that academic year. Any student who will attain the age of 21 prior to the first day of classes of the following spring semester may request terminating his/her academic year lease; however, the lease termination policy will still apply.
- *Completion of 60 credit* hours by the first day of classes for that academic year. Any student under the age of 21 who will attain 60 credit hours or more prior to the first day of classes of the following spring semester may request terminating his/her academic year lease; however, the lease termination policy will still apply.

The following criteria **WILL** exempt a student, but will **require** filing a Music LLC Residential Exemption Request with the appropriate documentation.

- *Prior off campus housing* as their primary residence the previous semester to the exemption request only.
- *Living with parents or legal guardians* at their primary residence and commuting to campus from within 60 miles of the Monticello Campus.
  - Documentation: A completed and notarized Parent/Guardian Residence Verification from the parent or guardian verifying that his/her son or daughter will be living at the primary residence.
- *Married*
  - Documentation: A copy of marriage license.
- *Active duty military experience* (at least one year)
  - Documentation: DD-214 discharge document.
- *Student is single parent* with primary responsibility for supporting and caring for the child(ren).
  - Documentation: A copy of the child's birth certificate and proof of means of support. Such proof may include a copy of your current tax return in which the child is claimed as a dependent or proof of government-sponsored benefits received for your child. Note: Two students may not claim primary responsibility for the same child at two different addresses.

The following criteria **MAY** exempt a student and will **require** filing a Music LLC Residential Exemption Request. Such exemptions will be reviewed on a case by case basis.

- *Extreme medical condition and/or disability* for which on-campus accommodations cannot be made.
  - Any student requesting this exemption should contact the Office of Special Student Services located in Harris Hall Room 120; phone 870 460-1026; TDD 870 460-1626; Fax 870 460-1926.
- *Personal compelling circumstance*.
  - Documentation: A concise letter which fully describes the circumstance along with any supporting documentation.

### **Exemption Review Process**

An application for exemption from the on-campus Music LLC Residential Requirement does not guarantee nor imply that an exemption will be granted. A student should assume that his/her request has not been granted until he/she receives written notification of approval and should not make other living arrangements or enter into a rental or lease agreement with a third party realtor or lessee until such notification. Having already signed a lease with an off-campus landlord will not be considered a valid reason for an exemption.

The Director of Housing will provide the initial review of the exemption request(s). Approved request(s) will be notified in writing via email to the student's official UAM email address. Any request needing additional review will be automatically referred to the Music LLC Housing Appeal Review Committee. This Committee will consist of the Director of Housing, Dean of Students, Band Director, Marching Band Director, and one faculty/staff/student representative. This Committee will review written requests for exemptions which are received by the applicable deadline. The Music LLC Housing Appeal Review Committee may consult with other units of the University, including, but not limited to, the Student Health Center, Office of Special Student Services, and the Office of Financial Aid. The Committee will send a decision regarding the exemption request to the student's official UAM email address.

### **Appeal Process**

Should the request be denied, the student may submit a written appeal to the Vice Chancellor for Student Engagement (VCSE). The VCSE will not conduct an additional review of the exemption application, but will evaluate the merit of the appeal claim.

- A. The written appeal must be submitted to the Residence Life Office no later than ten (10) working days after notice has been sent that a request for exemption has been denied. The appeal will be forwarded to the VCSA.

- B. The appeal must concisely state the reasons the denial should be reversed and should include any new evidence which the student contends supports the appeal.
- C. The VCSA will communicate its decision to the student's official UAM email address.
- D. The decision of the VCSA will be final.