

SUNY Potsdam

Office of Residence Life

191 Draime Ext.

Petition For Exemption From College Housing

To be completed by Student

Student ID # P00 - -
(P #)

Current Class Year: (Fr, Soph, Jr, Sr, Gr.)
(by earned credits)

Name _____ / _____ / _____
(Last) (First) (MI)

Barrington Box# (if applicable): _____ E-mail address _____

Home Address _____ Home Phone (____) _____ - _____
PO Box/Street

City State/Province, ZIP/Postal Code

Please read the guidelines on the reverse of this page carefully as you complete this form. Using the reasons listed on the reverse side, please indicate, by number, which reason applies for an exemption from college housing. *Please note, if you are commuting from home, please have your parent/guardian also sign below or submit a letter/e-mail from them.*

Exemption Number (on reverse): _____

Semester(s) requesting exemption: _____

Comments: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature (if applicable): _____

To be completed by Residence Life

Date Received ____ / ____ / ____ Current Class Year: _____ DOB: ____ / ____ / ____

Credit Hrs Earned: _____ Credit Hrs Registered: _____ # Semesters lived on campus: _____

Comments: _____

Campus Life Decision: Approved _____ Denied _____ Date: _____

Director of Residence Life: _____
(Or Designee)

Guidelines Pertaining To SUNY Potsdam's Residency Requirement

The State University guidelines pertaining to campus residency mandate that *“every student in full-time attendance at a state operated unit of the University, other than married or students residing with a parent or parents, shall be required to either live in a dormitory maintained by such unit or to have permission under such provisions as made thereof by the Chief Administrative Officer of such unit to live off campus...”*

The Housing License is binding for the full academic year, both fall and spring semesters.

SUNY Potsdam values the educational experience offered to students living in our Residence Halls. Therefore, all full-time students are required to live on campus unless they qualify for one of the following exemptions:

1. Student lives with their parent(s) or legal guardian(s).
2. Will continue to reside in their official residence (domicile). Domicile shall be defined by the rules pertaining to official residence in the Office of the College Registrar.
3. Student is married.
4. Student is twenty-one years of age prior to September 1 for Fall Admission or January 1 for Spring Admission.
5. Student is a Transfer student and has earned enough credits (57 semester hours) to qualify for Junior standing at SUNY Potsdam prior to actual enrollment.

Current, full time undergraduate students may request to live off-campus by submitting a petition for exemption to the Director for Residence Life or his/her designee. In addition to the above, permission will be granted to students who:

6. Entered SUNY Potsdam as first time in college students or freshman-status transfer, and has lived on campus for 4 consecutive semesters.

Instructions for completing this form:

- Complete the exemption request form and return it to the Residence Life Office at SUNY Potsdam. Please note that in filing for an exemption, only the above reasons are recognized and will be considered valid.
- Students indicating their desire to commute from home must have a parent or legal guardian submit in writing that their legal residence is within a 60 mile radius of the campus and that you will be residing there.
- If the request is based on something other than the reasons listed above, it is important to give specific evidence by supplying supporting documentation. Students filing for medical reasons must also complete the Medical Housing Form. This form is to be completed by your health care provider and returned to the Director of the Watkins Student Health Services Office on the SUNY Potsdam campus. This form may be obtained from the Residence Life Office.
- Petitions for exemption must be filed on a yearly basis.

Please note that filing this form does not grant an automatic exemption from campus housing. In addition, an approved housing exemption does not release you from the PACES Meal Plan. To be released from the meal plan, please visit the PACES Business Office, Merritt Hall 129 or call (315)267-2658.

Upon completion send this form to: SUNY Potsdam, Residence Life, 191 Draime Ext., Potsdam, NY 13676, (315) 267-2351 (fax). The Residence Life Office will review your petition and you will be notified of the decision in writing.

<http://www.potsdam.edu/studentlife/ResHalls/index.cfm>
reslife@potsdam.edu