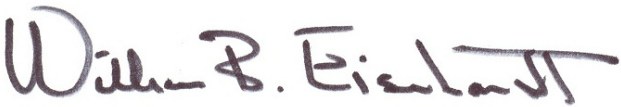




**POLICY NO. 215.4**

<b>ISSUE DATE:</b> MARCH 7, 1997 <b>REVISION DATE:</b> OCTOBER 5, 2008	<b>POLICY:</b> On-Campus Residency Housing & Residential Life
<b>REFERENCE:</b> Student Handbook	
<b>APPROVED:</b> 	

**Policy Statement**

It is the policy of the California Maritime Academy that students enrolled in its baccalaureate degree programs maintain residence on campus and participate in a meal plan.

**Off-Campus Housing**

All completed Off-Campus Housing Petition Forms and required documentation must be submitted to the Housing & Residential Life Office **by February 20<sup>th</sup>**. All requests to live off campus must include appropriate documentation to verify circumstances. The petitioning student must be in good standing; i.e., not on academic probation or conduct probation or possessing any outstanding alcohol violations. A final condition of approval is that all CMA accounts must be paid in full or accounts must be in good standing as verified by the Accounting Office. Any abuse of the off-campus process will result in immediate revocation of off-campus privileges.

**Principles**

Generally, exceptions will be considered for the following circumstances:

1. **Age** - Students who are 24 years of age or older prior to start of fall semester only. Please submit a copy of a driver's license or government ID.
2. **Medical** - A student who provides a written statement from the Director of the California Maritime Academy Student Health Center indicating that a condition exists that supports a recommendation for off-campus housing.
3. **Military Service** – Students who have served at least two years of continuous active military duty.
4. **Other** -
  - a. License: Students holding a Third Mate or Third Assistant Engineer maritime license.
  - b. Marital Status: Students who are married or head of household as defined by the Internal Revenue Service; students who are domestic partners and can qualify according to Academy policy.

**PETITION FOR OFF-CAMPUS HOUSING**

**Degree:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Expected Graduation Year:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
(Last) (First) (M.I.) Date of birth: month/day/year

**Campus Room#:** \_\_\_\_\_ **Campus Phone#:** (\_\_\_\_) \_\_\_\_\_ **Home Phone#:** (\_\_\_\_) \_\_\_\_\_

**Campus Box #:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (Zip)

**Effective Date Requested for Off-Campus Residency:** \_\_\_\_\_  
(Fall/Spring)(Year)

**DOCUMENTATION IS REQUIRED! Attach all required documentation to this form when submitted.**

**Your Reason for Petition:** (Please [X] one of the reasons below & provide a brief statement and documentation.)

Age  Medical  Military

Other: Please explain: \_\_\_\_\_  
\_\_\_\_\_

Questions regarding the Petition process may be directed to Housing & Residential Life at 707-654-1400.

<b>(For Office Use Only)</b>		
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<b>Effective Date</b> _____
_____ Executive Director, CMA Services	_____ Director, Campus & Residential Life	

**NOTE:** All completed Off-Campus Housing Petition Forms and required documentation must be submitted to the Housing & Residential Life Office **by February 20<sup>th</sup>**.

Off-campus approval cancels all room reservations and wait list priority standings.

*Housing & Residential Life Office  
October 2008*