



Policy Title: Residential Admission

Policy Statement: An equitable process will be used to assign residential space for:

Continuing Students

New Students

Re-Admit Students

Previously Suspended Lodge Student

Purpose: Due to limited availability of student housing and a high demand for housing there is a need to clarify and define a residential admission process that is communicated to staff and students.

Definitions:

Continuing Students: Students leaving at the end of a spring trimester for the summer and returning in the fall trimester of that year; and, students currently enrolled with 12 or more credit hours in a Degree, Certificate Program or Developmental Program who are in good academic standing and maintain acceptable residential status.

New Students: Students who have never been enrolled at SIPI.

Re-Admit Students: Students who left SIPI in good academic and residential standing who are re-applying to SIPI.

Previously Suspended Lodge Students: Students suspended from the dorm for a major violation and have satisfied their suspension requirement and are now eligible to re-apply for residency.

Locale Criteria: Location and distance that applicants reside.

Procedures: The Admissions Office will send out letters to all potential applicants for SIPI which includes a deadline for submittal of application for the Residential Program. The Admissions Office will receive and review for eligibility all applications for the Residential Program; the students accepted into SIPI who request housing will have their residential application forwarded to the Department of Housing and Recreation.

The Program Assistant for Housing and Recreation will receive and record all residential applications forwarded by the Office of Admissions.

Housing administration and staff will review the applications for acceptance into the residential program. The review process will prioritize applications as follows:

1. First priority: Students who meet the definition of "Continuing Students".
2. Second priority: Students who meet the definition of "New Students".
3. Third priority: Students who meet the definition of "Re-admit Students".
4. Fourth priority: Students who meet the definition of "Previously Suspended Lodge Students".

With the exception of the first priority, using a student's permanent address as indicated on their admission application form, the locale criteria will be used for priorities 2-3, with consideration being given to students from:

1. Out of state.
2. Out of the Albuquerque area (50 miles plus radius).
3. The Albuquerque/Rio Rancho and surrounding areas (less than 50 mile radius).

Two weeks prior to the end of each trimester, a one (1) week window of opportunity to reserve a room for the upcoming trimester will be afforded to each current student who meets the definition of "Continuing Student". The student must be pre-registered, complete a continuing residential application and pay the established dorm fee. A copy of the class schedule and a receipt must be given to the dorm staff to complete the reservation process by the last day of pre-registration by close of that business day.

One week after the application deadline date established by the Office of Admission the Director of Housing will send out Letters of Acceptance to those students whose residential applications have been accepted.

In the event the dorms become full, the remaining applications will be placed on a wait list in the chronological order when it was received. The students on the wait list must be enrolled in classes with 12 or more credit hours. The locale criteria will not be a factor when selecting students for admission into dorm from the wait list; however, the selection by priority will still be considered (e.g. new students, re-admit student, & previously suspended students). Continuing students who did not reserve their room during pre-registration assignment will be handled on a case by case basis.

Forms/Documents:

Housing Application
Housing Acceptance Letter
Payment Receipt for Dorm Fee
Housing MOU

Responsible Offices:

Division of Student Services
Housing and Recreation

Related Policies: N/A

Publication and Dissemination: SIPI Website, Student Handbook, President's Office.

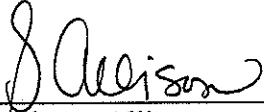
Policy History:

Reviewed by Leadership Team: 4/2/2013

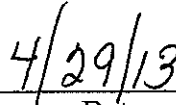
Reviewed by President's Cabinet: 4/16/2013 (Action: recommended approval)

Reviewed by Board of Regents: 4/24/2013 (Action: recommended approval)

Approval:



Dr. Sherry Allison
President, Southwestern Indian Polytechnic Institute



Date