



MIDWESTERN STATE UNIVERSITY

## Operating Policies & Procedures Manual

### University Operating Policy/Procedure (“OP”)

#### OP 60.01: Housing Policy

<b>Approval Authority:</b>	University President
<b>Policy Type:</b>	University Operating Policy and Procedure
<b>Policy Owner:</b>	Vice President for Enrollment Management and Student Affairs
<b>Responsible Office:</b>	Residence Life and Housing
<b>Next Scheduled Review:</b>	February 1, 2027. This OP will be reviewed every two years, or as needed, by the Director of Residence Life and Housing with revisions recommended to the Associate Vice President for Student Affairs and Dean of Students and substantive revisions forwarded to the Vice President for Enrollment Management and Student Affairs and on to the University President.

#### I. Policy Statement

This policy sets forth the requirements and procedures for the required housing and dining of students at Midwestern State University (“MSU” or “University”), a component institution of the Texas Tech University (“TTU”) System. The Director of Residence Life and Housing is responsible for the maintenance of this policy, and for responding to questions posed regarding this policy.

#### II. Reason for Policy

This policy promotes clarity, transparency, compliance, accountability, and shared understanding of administrative operating policy and procedural protocols governing on-campus housing eligibility and the required on-campus housing residency and dining plans for students attending MSU.

#### III. Application of Policy

This policy applies to all students attending the University.

#### IV. Procedures and Responsibilities

##### A. Housing Eligibility and Undergraduate On-Campus Residency Requirement

1. The University requires enrolled undergraduate students to live in University housing until they have earned a total of 60 semester credit hours.
2. The on-campus residency requirement applies to undergraduate students enrolled in 12 or more semester credit hours during the respective fall or spring semester.
3. Compliance with the University housing policy is a condition of enrollment, as set forth in the Student Handbook, the Undergraduate or Graduate Catalog, and approved by the Board of Regents. Failure to comply with the on-campus housing eligibility and undergraduate residency requirement may result in a student being placed in a non-compliance status and charged for all applicable housing and dining plan fees.
4. It is the responsibility of the student to update any incorrect information regarding their permanent address and personal contact information in their my.MSUTEXAS portal/WebWorld with the Office of the Registrar.
5. On-campus housing for University employees, including administration, faculty, staff, and other University employees generally is not provided. Special permission may be granted by the Director of Residence Life and Housing in exceptional circumstances.
6. On-campus housing for married couples or families (e.g. students living with dependent children) is not provided.
7. On-campus housing for students under the age of emancipation for a minor in Texas is not provided.
8. Registered sex offenders and individuals convicted of any felony are not permitted to live in University-owned or controlled housing, which includes on-campus residence halls and apartments.

**B. On-Campus Residency Exemption Criteria and Process**

1. Subject to verification and authorization by the University, students are eligible to live off campus provided any one of the following exemption categories listed below is satisfied:
  - a. Students living with a parent or legal guardian within 60 miles of the campus and commuting to class;
  - b. Students who are married and are living with their spouse;
  - c. Students who have dependent children and are living with their children;
  - d. Students who have accumulated at least 60 semester credit hours of college academic credit prior to the first day of classes for the housing period of a respective semester;
    - A high school concurrent, dual credit, or international baccalaureate student who has earned more than 60 or more semester credit hours of college credit is required to live in university housing at MSU during their

first year of post-high school enrollment unless otherwise exempted per this policy.

- e. Students who have reached the age of 21 prior to the first day of classes for the housing agreement period of a respective semester;
  - f. Students enrolled part-time in 11 semester credit hours or less for the respective fall or spring semester;
  - g. Students enrolled exclusively in an online distance education program.
2. To request an on-campus housing exemption, a student must submit an Exemption Request Form, along with all required documentation, to the Office of Residence Life and Housing. Residence Life and Housing personnel will review the request and send the approval/denial notice to the student's university email account.
  3. Deadlines for the submission of on-campus housing exemption requests are listed in the current Residence Life and Housing Handbook
  4. An exemption request will not be approved for the then current semester after a student has already moved into the residence halls or apartments.
  5. In unusual and extenuating circumstances, the Director of Residence Life and Housing may grant exceptions to the undergraduate residency requirement. A student seeking an exception must contact the Office of Residence Life and Housing to obtain the required forms.
  6. Evidence of deliberate falsification of information, data, or any materials submitted, or providing false or erroneous information in connection with an application for exemption from the on-campus housing requirement will be grounds for disciplinary action. Such action may include, but is not limited to, revocation of a previously approved exemption, restitution of room and dining plan fees, and/or probation, as determined by the Director of Student Rights and Responsibilities, or designee, and in accordance with the Code of Student Conduct of MSU.
  7. Signing an off-campus lease will not relieve the student of contractual housing and/or dining obligations that may have been assumed with the University. Students will be expected to comply with all provisions of the signed housing agreement.

### **C. Dining Plan Requirement**

1. A student residing in a University residence hall is required to purchase a residential student dining plan for the respective semester of the housing agreement period. A listing of residential student dining plans, including current rates, is available on the [Residence Life & Housing website](#).
2. A student residing in a University apartment is not required to purchase a residential student dining plan due to availability of a full kitchen in each

apartment unit. However, an apartment student may choose to purchase either a residential, or apartment/commuter dining plan for the respective semester of the housing agreement period.

3. In unusual and extenuating circumstances, the Director of Residence Life and Housing may grant exceptions to the dining plan requirement. All requests must be made in writing and accompanied by appropriate documentation. During the time an exception request is being reviewed, the student will remain on their current meal plan. Request forms are available from the Office of Residence Life and Housing. Deadlines for the submission of dining plan requirement exemption requests are listed in the current Residence Life and Housing Handbook

#### **D. Housing Application Process**

1. University housing, including residence halls and apartments, like all other campus services and facilities, are available to adult students regardless of sex, race, color, national origin, religion, age, disability, protected veteran status, genetic information, sexual orientation, gender identity, gender expression, or other protected categories, classes, or characteristics.
2. Applications for admission to the University, and the application for University Housing, are separate processes. To sign up for University Housing, students must first be admitted to the University. Students are encouraged to sign up for housing as soon as they are notified of their completed University admission status and receive their University identification number and portal login credentials. To complete the housing sign-up process, please visit the [Residence Life & Housing website](#).
3. Students sign a [Housing Reservation Commitment & Agreement](#) for the entire academic year (fall and spring semesters), or a summer-only agreement. For students admitted to the University to begin coursework in the spring, Residence Life & Housing offers a spring-only agreement. Any student wishing to move off campus or cancel their housing agreement should consult the [Housing Reservation Commitment & Agreement](#) for the cancellation provisions, including applicable deadlines and penalties.
4. The University agrees to provide a room and dining plan only after the student has submitted the required application, properly signed the [Housing Reservation Commitment & Agreement](#), and paid the advance payment.
5. Students requesting housing between academic terms may submit a request for break housing by completing the appropriate online request form through the online Housing portal. Break housing requests are available to currently enrolled students with a housing agreement on file for the academic term immediately following the break period. Students approved for break housing are subject to a nightly charge. Approval of break housing requests is not guaranteed. A requesting student may be assigned to a different building and/or room for break housing. Exceptions to break housing eligibility or charges may be granted at the discretion of the Director of Residence Life and Housing, or their designee.

Requests for exceptions must be submitted in writing prior to the start of the break period and will be considered on a case-by-case basis.

**E. Rates, Fees and Advance Payment**

1. Housing and dining plan rates are based on a per person charge. Rates are reviewed and approved by the University President each academic year. All rates are subject to change, with appropriate notice. The most recent rates are posted on the [Residence Life & Housing website](#).
2. All housing and dining plan charges are billed in a combined account with the University tuition and fees. These accounts are managed by the Business Office. A student is responsible to pay the housing and dining plan fees and any associated billed charges (i.e., late/improper check-out charges, damage charges, lock change charges, break housing charges, etc.) based on the payment schedule established by the Business Office.
3. Students with academic year (e.g. fall and spring) housing agreements are charged 60 percent of the academic year housing rate for the fall semester, and 40 percent for the spring semester. Students entering the residence halls for the spring semester with a spring-only agreements are charged 50 percent of the academic year rate.
  - a. Students demonstrating financial need or financial hardship may request a 50/50 billing request in writing prior to the start of the housing agreement period for the fall semester. If approved, room charges will be billed equally (50/50) between the fall and spring semesters. The 50/50 billing request form is available upon request from the Office of Residence Life and Housing.
4. Advance Payment
  - a. A \$250 advance payment is required with all new student housing applications in order to receive a confirmed housing assignment.
  - b. Students assigned to housing will have their \$250 advance payment credited to their student account after the university census date (12th class day) of the respective semester when the student begins residing in University housing.
  - c. The \$250 advance payment is refundable if the student cancels their housing application prior to the deadline for a respective semester published in the Housing Reservation Commitment & Agreement.
  - d. Students who cancel their housing agreement after the deadline for a respective semester published in the [Housing Reservation Commitment & Agreement](#) will forfeit their advance payment.
5. Enrolled students who are required to reside on campus per this policy, but who have not signed up for campus housing, may be assessed the semi-private room rate for Killingsworth or Pierce Hall on their MSU student account for the then current semester.

6. Students residing in campus housing who academically withdraw from the university must submit a formal housing cancellation through their online Housing portal within 24 hours of their withdrawal. Approved housing cancellations may be eligible for a prorated refund of room and board charges, based on the date of cancellation and refund schedule outlined in the [Housing Reservation Commitment & Agreement](#). Exceptions may be considered at the discretion of the Director of Residence Life and Housing.
7. For additional details and information on housing and dining fees, deposits, and cancellation procedures, please review the [Housing Reservation Commitment & Agreement](#) and [Residence Life and Housing Handbook](#) on the [Residence Life & Housing website](#).

## **V. Related Statues, Rules, Policies, Forms, and Websites**

[MSU Student Handbook](#)  
[Residence Life and Housing Handbook](#)  
[Housing Reservation Commitment & Agreement](#)

## **VI. Responsible Office**

Residence Life and Housing  
Phone: (940) 397-4217  
E-mail: [housing@msutexas.edu](mailto:housing@msutexas.edu)

## **VII. Revision History**

04 April 2025: Adopted and approved by MSU President Stacia Haynie as MSU OP 60.01: Housing Policy.