

# Randolph-Macon College

## Apartment Application (including Birdsong Residence Hall at Day Field and Senior Townhouses – Flippo, Cochrane, Birdsong and Clements) 2014-2015

Each apartment houses four students. Students must demonstrate excellence on campus in the areas of: scholarship, citizenship, campus involvement, and leadership. Priority is given to graduating seniors. Please fill out the following form using the definitions for criteria listed below. Applications are due to the Office of Residence Life and Housing in Mary Branch Middle no later than **4pm on February 26, 2014**.

**Seniority** ~ Priority will be given to groups of four graduating seniors who meet all the criteria. For the purposes of the apartment selection process all members of the group must be graduating at the end of fall 2014 or spring of 2015.

**Scholarship** ~ Each student applicant must have at least a cumulative GPA of 2.5 to go through the process. Points will be awarded for each group member's GPA. 4.0 GPAs or higher will receive the most points and other GPAs will be on a sliding scale.

**Citizenship** ~ All student applicants must be in "good standing" on campus. A student in good standing will not have been brought through the judicial system and found in violation of a major infraction of the Code of Student Conduct for the year of application, nor is the applicant on housing probation during the year of application process. Also, students who have been found responsible for substantial damage to their own residence hall room, and or damage to College property over the previous years will not be considered in "good standing". Students will also be checked in regards to their academic concerns. Academic infractions will be reviewed by the Academic Dean. In looking at infractions, the committee will weigh infractions that occurred in each academic year differently (i.e. minor situations that occurred in freshmen year will be weighted less). Each applicant must also undergo a screening process through the business office to make sure there are no outstanding holds on the applicant's account. The application will be rejected if the applicant does not clear the screening process.

**Campus Involvement** ~ each student applicant must provide a listing of documented involvement in organizations on campus throughout their time at Randolph-Macon. This information can be checked through membership rosters in the Office of Student Life.

**Leadership** ~ Each student applicant must provide a listing of the current academic year's documented leadership positions. "Leadership positions" can be defined as, but is not limited to academic leadership or research positions and officer/executive/chair positions held in groups.

**Exceptions** ~ If there are fewer than thirty-eight groups of four graduating seniors that meet qualifications, groups of four will be accepted in the following order: Four students who individually meet all other qualifications but have at least a cumulative average GPA (cumulative GPA of each applicant) of 2.5. If the townhouses are not filled at this time, then the following will be accepted in the following order: three seniors, one junior; two seniors, two juniors; one senior, three juniors; and so on. Remember that all students in each group of four must meet all other criteria. Students who wish to be considered as an exception should submit their application by the deadline. Make sure to circle yes on the application where it asks if the group is requesting an exception. All accepted applicants will be required to attend an apartment alcohol presentation at the beginning of the fall semester. Failure to attend this meeting will be considered failure to comply and may result in removal from the apartment.

**Expectations** ~ Living in the Senior Apartments is a privilege. If students have judicial violations during the upcoming academic year, they can be removed from the Apartments. Students living in the Apartments agree to complete the following during the upcoming academic year:

- Participate in 2 Apartment events per semester.

*\*Completing a Apartment application and participating in the Apartment Selection Process DOES NOT guarantee any group a Apartment for the upcoming academic year.*

*\*\* From the time of application through the upcoming year if a group or individual is found to not meet the qualifications/requirements (seniority, scholarship, citizenship, leadership) stated in this application a Residence Life & Housing Professional Staff Member will notify first the individual student and then notify the entire group that they are ineligible. At that time it will be up to the group to reevaluate their application (i.e. picks a substitute applicant or drop out of the process). If a group finds themselves in this situation and needs to find another applicant the group will be given 48 hours to find a qualified replacement. Specifics regarding individuals will not be given.*



**Applicant 3 Information**

Name: \_\_\_\_\_ Expected Graduation - Semester/Year: \_\_\_\_\_

Cumulative GPA (as of the end of JTerm): \_\_\_ Number of Credit Hours (as of end of JTerm): \_\_\_\_\_  
Campus Involvement/Leadership:

Organization Name	Dates Involved	Leadership Position(s)

**Applicant 4 Information**

Name: \_\_\_\_\_ Expected Graduation - Semester/Year: \_\_\_\_\_

Cumulative GPA (as of the end of JTerm): \_\_\_ Number of Credit Hours (as of end of JTerm): \_\_\_\_\_  
Campus Involvement/Leadership:

Organization Name	Dates Involved	Leadership Position(s)

*By signing this form, each applicant certifies that all information given (i.e. GPA, graduating year, leadership experience, etc.) is true to the best of each applicant's knowledge. They also agree to participate in 2 Apartment events per semester for the upcoming academic year. All applicants must turn in their paperwork together for their application to be complete. I further understand the privilege of the living in the Apartments and I understand that I can be removed from them for judicial violations during the upcoming academic year.*

\_\_\_\_\_  
Applicant 1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant 2 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant 3 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant 4 Signature

\_\_\_\_\_  
Date

# Randolph-Macon College - Apartments

## Academic Affairs and Judicial Affairs Concern(s) Release Form

Student:

(please print) \_\_\_\_\_  
last first middle suffix (Jr., III, etc.)

Committee/Position/Organization  
for which I am under  
consideration: \_\_\_\_\_

.....  
I hereby authorize the release of information from my student conduct record, as well as to the release of general information about academic concerns that the Division of Academic Affairs may have, (which may include but is not limited to, information about academic standing, probationary status, academic integrity violations and so on) to the Department or Office responsible for the Committee/Position/Organization for which I am under consideration. This release authorizes Judicial Affairs and the Associate Dean of the College to inform the Office or Department of past conduct and significant academic issues, as well as any issues occurring between the date of appointment and the student's graduation.

\_\_\_\_\_  
Signature Date

.....  
**Judicial Affairs:** Judicial Affairs is to certify as to whether or not there are conduct issues with the student named above.

<input type="checkbox"/>	I know of no conduct issues that might affect the decision to permit the student, named above, to participate.
<input type="checkbox"/>	I know of the following conduct issue(s):  _____
_____ Judicial Affairs Officer	
_____ Date	

.....  
**Associate Dean of the College:** The Associate Dean is to certify as to whether or not there are significant academic issues with the student named above.

<input type="checkbox"/>	I know of no significant academic issues that might affect the decision to permit the student, named above, to participate.
<input type="checkbox"/>	I know of the following significant academic issue(s):  _____
_____ Associate Dean of the College	
_____ Date	

# Randolph-Macon College - Apartments

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_____ Date	

# Randolph-Macon College - Apartments

## Academic Affairs and Judicial Affairs Concern(s) Release Form

Student:

(please print)

\_\_\_\_\_

last

\_\_\_\_\_

first

\_\_\_\_\_

middle

\_\_\_\_\_

suffix (Jr., III, etc.)

Committee/Position/Organization  
for which I am under  
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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Judicial Affairs Officer

\_\_\_\_\_  
Date

**Associate Dean of the College:** The Associate Dean is to certify as to whether or not there are significant academic issues with the student named above.

\_\_\_\_\_ I know of no significant academic issues that might affect the decision to permit the student, named above, to participate.

\_\_\_\_\_ I know of the following significant academic issue(s):

\_\_\_\_\_  
Associate Dean of the College

\_\_\_\_\_  
Date

# Randolph-Macon College - Apartments

## Academic Affairs and Judicial Affairs Concern(s) Release Form

Student:

(please print) \_\_\_\_\_  
last first middle suffix (Jr., III, etc.)

Committee/Position/Organization  
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_____ Date	