

Randolph-Macon College

Townhouse Apartment Application

2008-2009

Each townhouse 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 no later than **4pm on February 29, 2008**.

Seniority ~ Priority will be given to groups of four graduating seniors who meet all the criteria. For the purposes of the townhouse selection process all members of the group must be graduating at the end of fall 2008 or spring of 2009.

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 the Code of Student Conduct for the semester of application, nor is the applicant on housing probation during the semester 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". 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 and Programs.

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.

Faculty/Staff Recommendation ~ Each student applicant must provide a faculty or staff member recommendation. The recommendation sheet is composed of a number of questions assessing the student's character and achievements.

Exceptions ~ If there are fewer than thirteen 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 GPA (cumulative GPA of each applicant) of 2.25. 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 at the same time as traditional Townhouse Apartment Selection applicants. 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 a townhouse 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 townhouse.

**Completing a Townhouse Apartment application and participating in the Townhouse Apartment Selection Process DOES NOT guarantee any group a Townhouse Apartment for the 2008-2009 academic year.*

*** From the time of application through the 2007-2008 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. pick 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.*

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Applicants must complete the following information and submit it to the Office of Residence Life and Housing by 4pm on February 29, 2008. Please know that an application is not considered complete until the Office of Residence Life and Housing receives the Faculty/Staff Reference Letter for all 4 applicants. Townhouse Apartment Selection will be based off a ranking system in which each individual could get 100 points. Each individual student's score will be added to their roommates and then we will total the 4 individuals to see what their total score is. Then we will go through all applicants and the top 12 groups with the highest scores will receive apartments. The following is a breakdown of categories that will be scored:

- Academic Achievement
- Campus Involvement/Leadership
- Judicial Record
- Faculty/Staff Recommendation

Applicant 1 Information

Group is Requesting an Exception (Circle One): Yes No

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)

Faculty/Staff Member Providing Recommendation: _____

Applicant 2 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)

Faculty/Staff Member Providing Recommendation: _____

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)

Faculty/Staff Member Providing Recommendation: _____

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)

Faculty/Staff Member Providing Recommendation: _____

Each student must sign this form stating that they realize there will be a check of judicial and housing records. By signing this form, each applicant also certifies that all information given (i.e. GPA, graduating year, leadership experience, etc.) is true to the best of each applicant's knowledge. All applicants must turn in their paperwork together for their application to be complete.

Applicant 1 Signature

Date

Applicant 2 Signature

Date

Applicant 3 Signature

Date

Applicant 4 Signature

Date

**Randolph-Macon College
Townhouse Apartment Reference Letter
2008-2009**

Name of Applicant: _____

Reference Name: _____ Title: _____

To the Faculty/Staff Reference:

The above named person is applying for a Townhouse Apartment. Students must demonstrate excellence on campus in the areas of: scholarship, citizenship, campus involvement, and leadership. Your honest appraisal of this individual's ability is greatly appreciated.

Length of time you have known applicant: _____

Relationship to applicant: _____

**Please rate the applicant in the following areas on a scale from 1-5;
1 for strongly disagree, 2 for disagree, 3 for neutral, 4 for agree, 5 for strongly agree**

<u>Area</u>	<u>Rating</u>
Is respected by peers	
Relates well to others	
Communicates well	
Exhibits sound decision making	
Demonstrates courtesy to others	
Works well with a team	
Open to feedback	
Shows maturity	
Positively contributes to community	

Please include any additional information or comments about the applicant that may be helpful in our selection process:

Overall Recommendation:

_____ Highly recommend _____ Recommend _____ Recommend with reservations _____ Do not recommend

Return to the Office of Residence Life and Housing, ATTN: Katie Thorne, by February 29 2008. Thank you!