On Campus Housing

Millersville University Residency Requirement

All Millersville University full-time undergraduate students with less than 60 hours attempted are required to live on campus. On campus is defined as residing in one of the following residence halls: Bard, Burrowes, Diehm, Gaige, Gilbert, Harbold, Hobbs, Hull, Lenhardt, Reighard or Shenks. Students interested in living off campus must have attempted at least 60 credits or have completed four (4) full semesters (does not include summer or pre-sessions) before they can move off campus.

I. Appeals

Any full-time student who wishes to live off campus must request a waiver of the Millersville University residency requirement. This waiver is available online through students’ MAX account. All waiver requests will be considered in accordance with the Millersville University policy’s intent to maximize the educational process. Certain conditions, if met, assure an individual of permission to live off campus. These specific exceptions are as follows:

General Eligibility:

- Married students;
- Withdrawing from Millersville University (supplemental documentation required);
- Approved leave of absence (supplemental documentation required);
- Student Teaching (supplemental documentation required);
- Student abroad (supplemental documentation required);
- Students providing direct care for a legal dependent; (notarized statement and supplemental statement required);
- Students 21 years of age or older;
- Students already possessing a baccalaureate degree (reviewed for verification);
- Student residing with a parent or court-appointed legal guardian at that person’s permanent home address who is commuting fewer than 40 miles one way (notarized statement and supplemental statement required);

All other reasons will be reviewed according to the Reasons for Waiver stated on the form, and will be considered according to uniformity and intent of the on-residency requirement.
Submission of false or intentionally misleading statements may result in waiver revocation, campus disciplinary sanctions, and other penalties. All waivers are granted for the academic year or the remaining portion thereof. Each student must resubmit a waiver application each year she/he is in attendance.

II. Determination of Full-Time Student Status

1. A full-time student is an individual enrolled for 12 or more credit hours (including credit hours added after registration day).

2. Students initially registered in a part-time status who add sufficient courses to attain full-time status are subject to campus housing policies unless a waiver is approved.

III. Waiver Procedure

1. Waiver processing will begin March 1 or as soon as predictable thereafter for fall semester consideration. Waiver processing will begin November 1 or as soon as predictable thereafter for spring semester consideration.

2. The Housing agreement for on campus housing accommodations is a full academic year agreement and takes precedence over any waiver application. Interim requests are processed according to current campus policy.

3. At the time a housing waiver application is approved, any pre-existing housing assignment is released.

4. Initial Request: Any individual who wishes to live off campus must submit his/her request through the MAX account. The request should note the basis for requesting a waiver. If the reason is not one of the general exceptions, a detailed explanation of the reason(s) must be included.

5. Decisions based upon health or psychological grounds will include consultation with and recommendation of campus personnel in the appropriate professional areas. Permission for disclosure authority is implied by the submission of this application.

6. Review: The Housing Coordinator will review all requests and with the intent of the Millersville University residency requirement will render a decision. This decision will be given within five (5) business days, when possible. Missing documentation will delay processing.
7. **Appeal:** A denied waiver may be appealed to the Associate Director of Housing and Residential Programs. The appeal must be in writing and address the reason(s) given for the denial of the initial request. The appeal must be sent within five (5) business days of receipt of the initial decision.

8. **Appeal Decision:** All appeals will be reviewed in accordance with the intent of the Residency Requirement. A written decision will be given within five (5) business days, when possible. There is no appeal of the Associate Director of Housing and Residential Programs’ decision.