

**Effective:** April 24, 2018

**Administrative Policy  
Housing Residency Requirement**

**Approved:** April 24, 2018  
President's Cabinet

All Millersville University full-time undergraduate students may reside in on-campus housing through to the completion of their degree. However, students who have not completed 60-credit hours are required to live on campus for the full term of their housing agreement. On-campus housing is defined as residing in one of the following residence halls: East Village, Reighard Hall, Shenks Hall, South Village, and the West Village.

Students are obligated to the full term of their housing agreement regardless of the credit hours completed.

**Terms and Conditions**

1. **Determination of Full-Time Student Status:** A full-time student is an individual enrolled for 12 or more credit hours, including credit hours added after registration day.
2. **Policy Waiver -** Any student who wishes to request a waiver of the Millersville University Residency Requirement may obtain a waiver request form online through the students' MAX account. All waiver requests will be considered in accordance with the Millersville University policy's intent to maximize the educational process.

Certain waiver conditions listed in Section 3, if met, will be reviewed and will be considered according to uniformity and intent of the residency requirement. Submission of false or intentionally misleading statements will result in one or all of the following:

- a. Waiver revocation
- b. Campus disciplinary sanctions
- c. Other penalties as appropriate

All waivers that are granted are for the duration of an academic year. Each student must re-submit a waiver application each year they are in attendance below 60-credit hours, including those students who are commuting or residing

in Student Lodging, Inc. affiliate student housing.

### 3. Waiver Conditions

- a. Married Students
- b. Withdrawing from Millersville University (supplemental documentation required).
- c. Approved leave of absence (supplemental documentation required).
- d. Study Abroad (supplemental documentation required).
- e. Students providing direct care for a legal dependent (notarized statement and supplemental documentation required).
- f. Students already in possession of a baccalaureate degree (reviewed for verification) or a non-traditional aged student.
- g. Students 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).
- h. Students, who have not yet completed 60-credit hours but have completed at least 30-credit hours, can apply for a waiver to live in affiliate housing provided that space is available. Affiliate housing is defined as any housing managed by Student Lodging, Inc. (SLI).

### 4. Waiver Procedure

- a. Waiver processing will begin on March 1st or as soon as predictable thereafter for fall semester consideration. Waiver processing will begin on November 1st or as soon as predictable thereafter for spring semester consideration.
- b. The Housing agreement term for on-campus housing accommodations is a full academic year agreement and takes precedence over any waiver application.
- c. At the time a housing waiver application is approved, any pre-existing housing assignment is released.
- d. Initial Request: Any individual who wishes to live off-campus must submit their waiver request form through their 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.

- e. Decisions based upon health or psychological grounds will include consultation with and recommendation of the Office of Learning Services. Permission for disclosure authority is implied by the submission of this application.
- f. Review: The Coordinator of Occupancy Management will review all requests in consultation with the Director of Housing and Residential Programs and / or their designee(s) with the intent of the Millersville University residency requirement and will render a decision. This decision will be given within five (5) business days when possible. Missing documentation will delay processing.

Appeal: A denied waiver may be appealed to the 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. All waiver review decisions are final.

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. All appeal decisions are final.

## 5. On-Campus Residency Requirement Charges

Students not fulfilling their obligation to the on-campus residency requirement without an approved waiver, will be billed accordingly for the cost of housing and a meal plan at the current rate for a double suite in the Villages and a 19-meal per week meal plan.