

# RESIDENCY REQUIREMENT POLICY

## DEPARTMENT OF HOUSING AND RESIDENCE LIFE MARSHALL UNIVERSITY

Marshall University requires that all freshman and sophomore single students enrolled for twelve (12) or more semester credit hours reside in the University's residence halls and participate in a meal plan. This requirement excludes summer sessions and is applicable until the attainment of junior academic standing (sixty [60] semester credit hours), or the receipt of an exemption from the Office of Housing and Residence Life.

### **EXEMPTIONS:**

**Students should not sign a lease for an off-campus dwelling or make alternative housing plans until a written decision has been received from the Department of Housing and Residence Life approving a student to live off-campus. Signing a lease with another entity is not grounds for approval.**

**Note: A residency requirement hold is placed on a student's account for all non-exempt students who do not comply with this residency policy.**

1. Exemptions to this policy may be granted to students under certain limited conditions.
2. Exemptions must be submitted on the appropriate form provided Housing and Residence Life and submitted by July 31 for Fall Semester release, or November 15 for a Spring Semester release to the Office of Housing and Residence Life.
3. Late Release Requests forms will be processed for the following semester. A release request may be reviewed after the deadline if a student enrolled in the university two weeks or less prior to the deadline.
4. Release Request forms may be obtained from The Department of Housing and Residence Life Office in Holderby Hall or online at [www.marshall.edu/housing](http://www.marshall.edu/housing).
5. Exemptions to this policy may be granted to students under the following conditions:
  - a. **COMMUTE:** A request to commute from the permanent residence of a parent or legal guardian living within 50 road miles of Marshall University.
    - i. A "permanent residence" is defined as a dwelling that has been owned, maintained and inhabited for a minimum of 24 months by the parent or legal guardian. (Living with a sibling or other relative that is not a legal guardian does not qualify you as a commuter.)
    - ii. The address must be the same as what is listed on the student admissions application.
    - iii. If the family has changed residences since the admission application and/or the address does not coincide with the location from which the student graduated high school, verification of ownership/residency and parent/guardian employment verification must be provided.
    - iv. Required Documentation for Change in Permanent Residence (all listed are required):
      1. Verification of residency may consist of mortgage or deed of trust, deed, or a lease in name of the parent(s);
      2. Updated driver's licenses for both the student and the parent/guardian; and
      3. Proof of residency by verification of local employment from the parent or legal guardian must be provided.
    - v. Documents that will not be accepted:
      1. Utility and other such bills as verification of residency;
      2. Leases for known student rental properties; and
      3. Residency and employment documentation that appears as if the parent or legal guardian will not be residing full time at the updated permanent address with the student.

- b. FINANCIAL:** A request for release due to extenuating circumstances of personal financial hardship. A student's financial need is verified through Marshall University's Financial Aid Office and determined by the Department of Housing and Residence Life.  
**Note: A request for release due to personal financial hardship will not be granted if the Financial Aid Office's Award Package has met your financial needs. All aid, including loans, must be accepted. A request for residing off campus for financial savings is not a valid reason for a financial hardship.**
- c. FACILITIES OFF CAMPUS:** A request for release due to a student attending all classes at Ohio Valley Center (MOVC) in Point Pleasant, Marshall University's South Charleston Campus, Bill Noe Flight School, or e-courses via MUOnline. Course schedules of all online classes are only approved for release on a semester-by-semester basis unless the student is enrolled in an online program. All online schedules will be checked after the drop/add date to ensure the student is still registered for all online classes.
- d. PART TIME STUDENT:** A request for release due to a student being enrolled for fewer than twelve credit hours a semester. Part time schedules are only granted a release on a semester-by-semester basis. Schedules will be checked after the drop/add date to ensure the student is still at part time status.
- e. OVER 21:** A request for release for a student who is twenty-one years of age or older, having reached that age no later than the first day of classes for the applicable semester.
- f. MARRIED:** A request for release for a student who is legally married. A copy of the marriage certificate must be submitted as documentation. The marriage certificate must be signed by a designated official. Note: A marriage license will not be accepted as proof of marriage.
- g. DEPENDENT CHILD:** A request for release due to a student with physical custody of a dependent child or children. The student must submit a copy of the dependent child or children's birth certificate and/or adoption records.
- h. FRATERNITY AND SORORITY:** The Office of Fraternity and Sorority Life has been granted a limited number of housing exemptions per academic year. A request for release is for a student who is approved to live in a designated fraternity or sorority house by the Marshall University Office of Fraternity and Sorority Life as part of the block provided to them. Approved Students will be notified by the Marshall University Office of Fraternity and Sorority Life. This release does not apply to all students involved in approved Greek organizations. Please contact the Office of Fraternity and Sorority Life at 304-696-2284 for more information.
- i. OTHER:** A request for release due to exemptions not previously listed. A request for release for any request for specific extenuating circumstances not covered by the above categories. Students must provide appropriate and relevant documentation supporting their specific circumstance that prohibits the student from residing in a residence hall. These release requests will be reviewed on a case-by-case basis for extenuating circumstances, and additional documentation may be requested.

## RESIDENCE REQUIREMENT RELEASE REQUEST

DEPARTMENT OF HOUSING AND RESIDENCE LIFE  
MARSHALL UNIVERSITY

**Directions:** Please read all directions before completing the Release Request Form. An incomplete request will be returned to you without action. The specific housing requirements are stated in your Housing and Food Service Agreement. Sample agreements are available in the Housing and Residence Life Office in Holderby Hall or on our web page.

Please refer to the following when applying for a release:

1. Submit completed application by July 31 for a Fall Semester release, or by November 15 for a Spring Semester release. If you have any questions about this process, you can call our office at: 304-696-6766 or 800-438-5391.
2. Be specific and orderly in presenting your reason(s) for requesting a release. Avoid generalizations. List your reasons in priority of importance, and include all of your documentation, i.e. financial statement, doctor's letter, etc.

If you have previously signed a housing agreement, *the request must establish how your circumstances or conditions have changed since the agreement was first signed.*

3. All documentation and information must be furnished along with the request form. Do not submit documentation and Release Request separately.
4. Disposition of the request will be made *in writing* as soon as possible, generally no later than two weeks after the deadline if all documentation was provided.

NOTE: *You should not make alternative housing plans until a written decision has been received.*

6. It is important that you include ALL your reasons and information with your completed form.

**Information below is included in the first section now.**

**Necessary documentation for consideration:**

- A. **Conditions in the Residence Halls:** Conditions such as noise, food, roommate problems, etc. are not considered valid in terms of release from your contract. These types of problems should be discussed with your Resident Director or the Director of Housing and Residence Life. Problems such as these can be solved by staying within the residence hall system either by a room change, building change, or strict enforcement of rules and regulations.

### *E. REVIEW PROCEDURES*

1. Upon receipt of all required information, the Associate Director of Housing Operations or their designee will evaluate your request. You will be notified in writing of the decision as soon as possible. (Generally, decisions are rendered no later than two weeks after the deadline date.)
2. Appeal must be submitted, in writing to the Housing Appeals Review Committee, within ten days of receipt of the denial notification.

3. Submission of an appeal does not release you from any current financial or residential obligations. The effective date of action will be specified in the notification. You will be accountable for all financial charges up to and including that date, and for any charges occurring as a result of damage to your room.
4. Students who are granted a release from the Housing and/or Food Services Agreement are required to follow established procedures for checking out of their room. You should consult your respective Area Coordinator or Assistant Area Coordinator about those policies.