



POLICY STATEMENT

Residency Requirements for Students in Shippensburg University Campus Housing

SU Policy Number: 301-003.1

ORIGINATING OFFICE

Student Affairs, Housing and Residence Life

PURPOSE

To clearly establish policies, standards, and protocol related to student residency requirements for campus housing at Shippensburg University. Consistent with best practice and research, the primary goal of this policy is to enhance the living-learning experience of students and to support the academic success, personal development, and retention of students.

SCOPE

This policy applies to first year, transfer, and readmitted undergraduate University students.

OBJECTIVE

To define the campus residency requirements for first year, transfer, and readmitted University undergraduate students consistent with the stated purpose defined above.

DEFINITIONS

1. Residency: A requirement to live in campus housing for a designated period of time with the purpose of supporting the academic success, personal development, and retention of University students.
2. First-year student: An undergraduate student often referred to as a freshman, who enters Shippensburg University from a secondary school generally without transferable academic credits. This also includes special high school students who earned college level credits while at the secondary level.
3. Transfer student: An undergraduate student who earned academic credit at another institution of higher education before being admitted to Shippensburg University and has credits accepted toward a Shippensburg University degree.
4. Readmitted student: An undergraduate student who previously attended Shippensburg University, who subsequently ceased enrollment for at least one academic semester, and who intends to return as an enrolled student.
5. Campus Housing: All Shippensburg University owned, managed, and/or leased residence halls, suites, or apartments.

POLICY

1. Entering first-year, transfer, or readmitted students must reside in campus housing until they have earned a minimum of 60 undergraduate college level credits that are accepted toward a Shippensburg University degree.
2. The annual housing agreement is for the full academic year (two semesters). If a student has not earned 60 undergraduate credits by the beginning of classes for the fall semester, she or he is required to enter minimally into a full academic year (two semesters) housing agreement and fulfill all terms thereof.
3. A student entering the institution to enroll for the spring semester is required to live in campus housing that semester if they have not met the 60 academic credit threshold.
4. A student will not be required to live more than two academic years (four semesters) in campus housing.
5. Exceptions to this policy include students:
 - a. who reside full-time within the home of their parents or legal guardians within 35 miles of campus
 - b. who are legally married
 - c. who have dependent children under their direct care
 - d. who are enrolled on a part-time basis as defined by University policy
 - e. who are age 21 or older

For the purpose of this policy, students who meet one of the “exempt” criteria listed above may apply for a release through the Housing and Residence Life Office. Students must submit the “Request for a Housing/Commuter Exemption Agreement” form 21 calendar days before the start of regular classes on the first day of either the fall or spring semester as appropriate. Failure to adhere to the aforementioned timeline will require the student to fulfill the residency requirement.

RESPONSIBILITIES

1. Office of Admissions
The Director of Admissions and staff shall have the general responsibility to communicate the residency requirements of this policy to prospective students.
2. Office of Housing and Residence Life
Personnel within the Office of Housing and Residence Life have the responsibility to administratively manage and implement this policy in an organized, fair, and timely manner. The Director of Housing and Residence Life shall have the administrative authority to render an initial decision, after an appropriate review, regarding all requests for an exception from the residency policy. Appeals will be sent to the Housing and Residence Life Appeals Committee, comprised of the Director of Housing and Residence Life, the Director of Student Conduct, and an undergraduate student representative. The appeals committee will review all appeals on a weekly basis between June 1 and September 1 as needed. This committee will also review appeals between December 1 and February 1 as needed for mid-year requests. The appeals committee will serve as the last option to appeal and the decision will be final.

PROCEDURES

1. Students seeking an exemption from the residency requirements of this policy must electronically complete and sign the "Request for a Housing/Commuter Exemption Agreement" form 21 calendar days in advance of regular classes beginning. A release is not official until a student is notified by the Office of Housing and Residence Life.
2. The Office of Housing and Residence Life will verify the relevant status of all first-year, readmitted, and transfer students related to the residency requirements. Students determined to be in violation of this policy will be contacted by Housing and Residence Life.
3. If a student fails to follow the stated procedures and timeline for requesting an exemption, he/she will be assigned a space in campus housing and be responsible for any associated charges.

RECISSION

This policy becomes effective for first-year, readmitted, and transfer students entering Shippensburg University for the fall semester 2021 and all subsequent semesters. All previous residency requirements adopted for implementation prior to this date shall be considered null and void.

APPROVALS

EMT; 04/24/18
Cabinet; 04/30/18
EMT; 10/20/20

FILENAME:

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