



POLICY STATEMENT

Student Emergency Housing Policy

SU Policy Number: 301-007.0

ORIGINATING OFFICE

Vice President for Student Affairs

PURPOSE

Shippensburg University Housing and Residence Life has emergency housing accommodations available for enrolled, off campus students who unexpectedly find themselves housing insecure. While the student is securing long-term housing, accommodations in McLean Hall can be provided.

SCOPE

Graduate and undergraduate students enrolled in an in-person program at Shippensburg University. Students must otherwise be eligible for on campus housing.

POLICY

Emergency housing helps displaced students fill the gap in housing availability if their housing becomes unexpectedly unavailable. Students may stay on campus for one week and additional time may be requested by meeting with the Director of Housing and Residence Life to discuss the situation and student's progress in finding housing.

Some examples of situations where students would be eligible for emergency housing:

- Fire, flood, or other significant damage to off campus apartment.
- Unsafe living situation due to threats or incidents of violence.
- Unsafe living environment due to condition of residence, lack of critical utilities (heat/water), structural issues, etc. due to a significant incident or landlord neglect.

Emergency housing is not meant to replace a long-term housing solution or provide per diem housing. If long term housing is required, students may move onto campus at any time for the duration of the semester/year by contacting the Housing Office. Students are responsible for any prorated housing and dining charges incurred.

Students who need housing over break periods specifically (i.e. Thanksgiving break, winter break, spring break, summer term, periods of time between terms) will utilize break housing procedures and are responsible for associated costs.

PROCEDURES

Inquiry

- Students can inquire about temporary housing via webform (Student Temporary Housing form) to be reviewed on the following business day.
- If housing is needed immediately due to the severity of a situation, the Shippensburg University Police Department (717-477-1444) can contact Housing and Residence Life on-call staff to access emergency accommodations on a more immediate basis.

Approval and Coordination

- Housing and Residence Life will provide confirmation of emergency housing availability to the student upon review of the Student Temporary Housing form.
- Housing and Residence Life will work directly with the student to coordinate emergency housing accommodations.
- The student must sign the Emergency Housing Agreement and Room Condition Report upon checking into the hall.
- Undergraduate hall staff will not be notified of the details of a student's situation, but Residence Directors and professional staff will follow up and provide support, depending on the circumstances.

Departure

- Students must stay in communication with Housing and Residence Life about their situation and plans. When they are ready to leave, they must coordinate with the building Residence Director to check out.
- Students are responsible for the state of the room upon departure and returning the room key. The cost to replace a key in a McLean Hall room is \$40.

Students who are granted emergency housing on campus remain responsible for fulfilling any financial or contractual obligations associated with their off-campus lease.

RECISSION

APPROVALS

Student Affairs Committee; 2/18/2026

University Forum; 03/24/2026

President; 03/25/2026

DATE: 03/25/2026

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