



Policy SA017: Campus Residency Requirement

Recommended for Approval by:

A handwritten signature in black ink that reads "Susanne Fenske".

Susanne K. Fenske, Ph.D., Senior Vice President for Institutional Effectiveness and Student Affairs

Approved by:

A handwritten signature in black ink that reads "Dale-Elizabeth Pehrsson".

Dr. Dale-Elizabeth Pehrsson, President

Effective Date: 07/01/2022

A. Intent

PennWest University of Pennsylvania (the University) values the overall experience and wholistic growth of each individual student. The intent of the on-campus residency requirement is to assure students are provided with a smooth transition to university life, an educational learning environment which will foster community, successful completion of academic goals, personal growth and student development. Research and experience have consistently demonstrated the integral and valuable role residence halls and campus living influence the overall college experience.

B. Definition(s)

- **Exemption** refers to having an extenuating circumstance that allows consideration for review.

Keywords:

- Residential Housing Exemption

C. Policy

All incoming, undergraduate students who are first-time in college or a transfer student who are not commuting from the home of a parent or guardian within the miles referenced below for the individual campuses, are required to live within University housing for four consecutive semesters.

Transfer students entering the University transferring less than 48 credits from a previous institution are required to live in University housing.

Other exemption reasons that may be considered are:

1. First time in college students or transfers who are living with a parent or guardian at their permanent address within the commuting distance at their campus. A notarized letter from parent/guardian is required to verify location of commute and the student is residing with them. Approved commuting distances are 50 miles from the California and Edinboro campuses; 30 miles for Clarion campus. *Please, note commuting ranges for 2023-2024 will be evaluated at a later date.*

Addresses used for measuring distance:

- California –within 50 miles from 250 University Avenue, California PA 15419
- Clarion – within 30 miles from 840 Wood Street, Clarion, PA 16214
- Edinboro – within 50 miles from 405 Scotland Road, Edinboro PA 16444

2. Married students (proof of marriage license required for approval)
3. Students over the age of 21 prior to the start of the contract period (typically Fall unless Spring admit)
4. Approved medical accommodation (request must be through the University Office of Disability Support Services)
5. Parent of a dependent child (additional documentation required)
6. Taking all online courses (schedule verification)
7. Military veterans who have been honorable discharged and can verify their status with an official DD214 form (DD214 must be provided for documentation)

A student will not be exempted from housing unless they have been formally released in writing by the University.

D. Procedure(s)

In order to request an exemption from housing, the student must submit a completed “Housing Exemption Request” which is available online in the Housing THD portal along with any needed supporting documentation. This will be review by appropriate Residence Life and Housing staff and a decision will be made within seven to ten business days. All decisions are final.

Related policies

University Refund Policy

Campus Residency Requirement

E. Contact Information

PennWest Residence Life & Housing Office

F. Policy Review Schedule

Contact office responsible for dates.