



WEST VIRGINIA STATE UNIVERSITY

Office of Housing and Residence Life ***First-Year Live On Policy***

West Virginia State University Office of Housing and Residence Life is committed to fostering inclusive, safe, and vibrant living communities for our Residential Yellow Jackets. Our Department's vision includes not just maintaining our standards of excellence but elevating them, ensuring that our residence halls are more than just places to live—they are places where lifelong memories are made, and meaningful relationships are forged. There are numerous educational and social benefits for first-year students living in the residence halls that may not be realized by those living off campus. With this understanding, WVSU requires all first-year students to live on campus.

First Year Live-On Requirement Policy

First-year status is defined according to enrollment year rather than credit-hour status. This means that students who are enrolled in the university for their first year of study will be considered as “first-years,” regardless of their potential credit-hour status as anything otherwise (e.g. as sophomores or juniors by credit hours).

First-year undergraduate students enrolled as full-time students, as defined by the Office of the Registrar, are required to live in campus residence halls. Students first enrolling in the summer are required to live in the residence halls during the summer, fall and spring semesters. Students first enrolling in the fall are required to live in the residence halls during the fall and spring semesters. Students first enrolling in the spring are required to live in the residence halls during the spring semester and the following fall semester. Students may make requests as soon as they are admitted.

Exemption from the First Year Live-On Requirement Policy

While we encourage all first-year students to reap the above-mentioned benefits by living on campus, we do realize that individual circumstances may result in the need for exemption.

You may complete and submit an **exemption** form if you meet one of the conditions below:

1. You will reside with a parent or legal guardian for the entire academic year at an address within a 50-mile radius of West Virginia State University. The student must provide a birth certificate signed by one or both parents or legal documentation of guardianship, and a valid driver's license or current utility bill in the parent's/guardian's name to verify the address of his/her residence.
2. You are 21 years of age or older by the first day of classes.
3. You are a veteran or still serving in the U.S. Armed Services.
4. You are married. A copy of the marriage certificate must be submitted as documentation.
5. You are the parent or legal guardian of a child. A copy of the birth certificate(s) must be submitted as documentation.

Please Note: You are not required to pay the Housing Reservation fee in order to complete a First-Year Live-On Exemption Request.



WEST VIRGINIA STATE UNIVERSITY

Office of Housing and Residence Life

First-Year Live On Policy

Moreover, if you feel that you qualify for an exemption not listed in the above standard exemptions, you may still submit a First-Year Live-On Exemption Request Form for an extenuating circumstance. The following conditions are *examples* of extenuating circumstances:

1. A financial circumstance which would hinder your ability to reside on campus. Students may be released from their licensing agreement, if the appeals committee determines that the student's financial circumstances hinder the student's ability to live on campus. This will be determined on a case-by-case basis through an examination of the student's financial aid.
2. A health circumstance which would hinder your ability to reside on campus, e.g. if you require a special Americans with Disabilities Act (ADA) accommodation that is not available on campus.
3. Student can demonstrate other acceptable extenuating circumstances and provide documentation to support the request for exemption.

Requests for exemption must be submitted according to the following schedule:

- May 1st for summer semester first enrollment
- June 3rd for fall semester first enrollment
- November 4th for spring semester first enrollment

Cancellation of enrollment and revocation of student status at West Virginia State University may take place as a result of failing to comply with the WVSU First Year Live-On Requirement Policy. This may be the result of:

- providing false or misleading information in connection with a request for exemption,
- failing to comply by not registering for housing and/or assuming occupancy in a university residence hall,
- revocation of a residence hall contract, and/or
- receiving a judicial sanction that requires removal from a university residence hall.

If a first-year student is removed from University Housing, he/she may also be suspended from the institution.

Please Note: You are not required to pay the Housing Reservation fee in order to complete a First-Year Live-On Exemption Request.



WEST VIRGINIA STATE
UNIVERSITY

Office of Housing and Residence Life

First-Year Live On Policy

Procedures for Reviewing Requests for Exemption from First Year Live-On Requirement Policy

- Complete and submit the exemption requests form online.
- The Director of Housing and Residence Life, or her designee, will review written requests for exemption within a timely manner. Additional information may be required of some applicants. Applicants will be notified via student email of decisions regarding requests for exemption. Applicants may email with questions regarding how to submit requested additional information.
- Written appeals must be submitted to the Office of Housing and Residence Life via email at reslife@wvstateu.edu no later than ten working days after notice has been sent that a request for exemption has been denied.
- The appeals committee may consult with other units of the university including, but not limited to, the Office of Counseling and Wellness Services, the Office of Disability and Accessibility Resources, and the Office of Student Financial Aid.
- Decisions of the appeals committee will be communicated in writing within a reasonable time from the date that the appeal is reviewed by the committee
- Decisions of the appeals committee will be final.

For additional information regarding requests for exemption, contact the Office of Housing and Residence Life at 304-766-5707 or by email at reslife@wvstateu.edu .

Please Note: You are not required to pay the Housing Reservation fee in order to complete a First-Year Live-On Exemption Request.