



**Morehead State University  
Office of Student Housing**

**Appeal Process for an On-Campus Residency Policy Exemption Request**

The following is important information about the exemption appeal process for those who have submitted and been denied an exemption request.

In the past, many students would “automatically” appeal an exemption denial. Students cite various reasons for wanting an exemption to the University’s On-Campus Residency Policy. The most frequently cited (but rarely granted) reasons are outlined in this letter. Please consider thoughtfully your reasons for appealing. Before “automatically” submitting an appeal, consider the following:

- Exemption appeals are rarely granted.
- The Office of Student Housing’s first obligation is to make appropriate accommodations for students with serious health problems and/or disabilities. Therefore, our goal is always to try to find a solution within the residence halls to whatever problem is prompting your request for an exemption.
- The appeal process is not to be taken lightly since many people are coming together to review each and every appeal. Therefore, we ask that you carefully consider whether or not your situation is so extreme that it cannot be resolved in the residence halls or that the consequences of remaining in the residence halls would be severely negative for you.
- If you decide to appeal the initial results of your request for exemption from the university’s On-Campus Residency Policy, you must do so in writing via email to the Director of the Office of Student Housing within ten days of your initial decision.
- After resolution of your Director Appeal, should you feel additional review is warranted, you will have only one opportunity request an additional appeal from the Waiver Appeal Board. This is not a legal or judicial process. To review an appeal the board must receive your completed appeal form, your written statement (which should not exceed one or two pages at the most) and any supporting documentation you want considered.
- Members of the Appeals Board include representatives from the student body as well as experts from various professions to ensure a thorough and knowledgeable review of each appeal. Therefore, the decision of the Appeals Review Board is final. No additional appeals will be considered.

Should you still wish to proceed with a request for Appeal from the Waiver Appeal Board, you may submit a written request to the Office of Student Housing at [housing@moreheadstate.edu](mailto:housing@moreheadstate.edu) and submit any supporting documentation that you want the Waiver Appeal Board to consider according to the following deadlines:

- To ensure review of your appeal by March 1, please submit all appeal information by February 1.
- To ensure review of your appeal by May 1, please submit all appeal information by April 1.
- To ensure review of your appeal by August 1, please submit all appeal information by July 1.
- To ensure review of your appeal by December 1, please submit all appeal information by November 1.



The above deadlines are firm; no appeals will be reviewed between the above dates. If all your documents are not submitted by the deadline, your appeal will not be reviewed until the next review session or it will be reviewed without supporting documentation. The appeal deadlines will not be adjusted to meet personal deadlines. You are strongly advised NOT to sign a lease until your appeal has been reviewed and unless you are granted an exemption in writing from Office of Student Housing.

**If exceptions are rarely granted, then why have an appeal process?**

Many students don't realize the number of ways the University can meet their needs and the type of accommodations that can be made to enable them to fulfill their residency requirement. However, there are those rare circumstances where a student with a significant problem or extreme circumstance has special needs that cannot be met in the residence halls. Determining whether or not those circumstances provide the basis for an exception to a University requirement can be difficult. That is where the expertise of the Appeals Board members is helpful. Our goal in having both students and professional University staff on the board is to ensure that every appeal is given personal attention—not just by one reviewer, but by a board of experienced reviewers.

**Frequently cited but rarely granted reasons for requesting an exemption**

***Already signed a lease*** --Students who sign leases without having received a “granted” letter in writing from Office of Student Housing will still be responsible for fulfilling the on-campus housing requirement. A housing hold is placed on students account until either an assignment for on-campus housing has been made or a waiver has been approved. You are advised not to sign a lease unless you have received a letter from our office indicating that you are exempt from the housing requirement.

***Allergies and/or asthma*** -- Many students come to campus with allergies, asthma, or some other type of chronic health problem. Some students develop allergies after they arrive. Although many students have allergies, it is rarely the basis for an exemption as it does not prevent them from living and academically achieving in the residence halls. In severe cases of allergies and asthma, the University can usually offer some type accommodations that can help, such as year-round air conditioning, an air purifier, a single room, etc. in addition to whatever medications or strategies are prescribed by their physician. While we do not attempt to ensure that all allergic symptoms are eliminated, we will do what we can to provide accommodations that help alleviate the symptoms in severe cases. Students who need an accommodation due to allergies, asthma, or any type of chronic health problem should contact the Office of Disability Services.

***Bad experience with roommate or floor mates*** -- The Housing staff wants students to have a rich and rewarding residence hall experience. Sometimes, however, roommates are not compatible—even roommates who originally chose to live together. In these cases, we recommend that both roommates work with the hall staff to try to work out their problems or make a room change. Professional residence hall staff in extreme cases will work to resolve the issue or make an immediate room change.



**Finances** -- If a student chooses to attend MSU, there is an assumption that he/she has the financial resources to pay for it. It is expected that students fully utilize all loans available to them. If a change in your financial situation has occurred since enrolling, please work with the Financial Aid Office to see what aid options may be available. Although having both a lease and a residence hall contract could cause a financial difficulty, it is not grounds for an exemption.

**Food/dining** -- The residence halls offer a wide variety of dining options and types of food, including low-fat and vegetarian options. The Office of Disability Services can work with food services should a student have dietary concerns. Food services can almost always assist students who are on special diets prescribed by their physician.

**Lack of privacy** -- Most students are used to having more privacy at home than they have in the residence halls and this can require a major adjustment. If it is extremely disturbing to the student or if the student is an individual with a disability and needs more privacy for medical reasons, the Office of Disability Services can determine if a reasonable accommodation is necessary.

**Want to live with a non-parent relative (sibling, cousin, aunt, grandparent, etc.) or commute from outside the approved commuting distance** -- Students may live full-time and commute from home under two conditions: 1) they will reside full-time with a parent or legal guardian (someone who has applied for and been granted legal guardianship by the court/s) and 2) that parent or guardian lives within a 50 mile radius of campus. If either of those two conditions are not met, an exemption will not be granted.

If you have questions or need additional help with the appeal process for an on-campus residency policy exemption request, please contact the Office of Student Housing via email at [housing@moreheadstate.edu](mailto:housing@moreheadstate.edu) or via telephone at 606-783-2060.