



MOUNT CARMEL
College of Nursing

Policy and Procedure

Policy Name: On-Campus Housing Policy

Responsible office: Administration
Electronic copy of policy maintained by: Administration
Date last posted (if applicable): 12/15/2015
Approved by: C. Wynd
Date last updated: 12/15/2015

I. Background

On-campus housing enhances the academic experience for students, promotes intellectual exchanges, and fosters a spirit of community. The following policy and its related regulations apply to students living in the Residence Halls and will be enforced by the Director of Student Life.

II. Residency Requirements

Only degree-seeking or certificate students are eligible to live in resident housing apartments. Undergraduate pre-licensure students must be enrolled at least part-time (minimum of 6 credit hours) to live in the resident apartments. Any resident who fails to maintain at least a part-time status will be dismissed from the apartments. Married students may live in the apartments and are responsible for the entire rental price for one apartment. Students with dependent children are not eligible to live in the resident apartments. The following policies identify student residents:

1. Students Who Are Required to Live on Campus:
 - Full-time and part-time first year/freshmen undergraduate pre-licensure students whose legal residence (true, fixed, and permanent home, as defined on the Free Application for Federal Student Aid [FAFSA]) is located outside a 35-mile radius of the Columbus campus. (See <http://bit.ly/mccn-housing> for a map showing the radius zone.)
 - Full-time and part-time sophomores living in the residence halls as of April 30 of the previous academic year.
2. Students with Priority Selection as Residents:
 - Priority 1- Full-time and part-time students living in residence as of April 30 of the previous academic year.
 - Priority 2 – Freshman students required to live on campus (per Section II.1, above).
 - Priority 3 - Freshman students (other than "required residents") who request to live in the apartments.



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- Priority 4 - All other students living outside a 35-mile radius of the Columbus campus.
 - Priority 5 - All other enrolled full-time and part-time students.

3. Individual apartments will house only students of the same gender with the exception of married residents.

4. The Director of Student Life will make specific apartment assignments. Every attempt will be made to assign students to the same apartment based on their completion of the Apartment and Roommate Preference Sheet.

III. Exceptions

Exceptions to the on-campus housing policy will be granted to freshmen or sophomore students who provide evidence that they are:

- Military veterans
- Married or previously married
- Parents or guardians of minors or dependents
- Over the age of 21 by August 1 of the current year
- The sole healthcare provider for family members
- Experiencing significant hardship due to insufficient financial resources as verified through the Financial Aid Office
- Experiencing temporary or long-term health condition/disability impacting the student's ability to live in on-campus housing

The on-campus housing policy is administered by the Director of Student Life in collaboration with the Director of Business Affairs and the Director of Financial Aid. Administrators may consider and grant exemptions from living on campus only after a resident submits proper application with verifying documentation/evidence. Exemption requests for health or disability-related accommodations are governed by the College's Non-Academic Accommodations for Students with Disabilities Policy and can be made to the Title II/Section 504 Coordinator, 127



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S. Davis Avenue Columbus, OH 43222, 2C13, via phone at 614-234-5021 or via email at equity@mccn.edu.

Completion of the Housing Exemption Request Form (available under the Student Tab in CARMELink) with all supporting documentation/ evidence must be received in the Office of Student Life by a July 1 deadline for fall semester or by a November 1 deadline for spring semester. The Director of Student Life will review the submitted information in collaboration with the Director of Business Affairs or Director of Financial Aid (when appropriate) and notify the student in writing of the decision to grant or not grant an exemption.

A student requesting an exemption based on a health or disability-related accommodation must complete the Housing Exemption Request Form with all supporting documentation/evidence and it must be received by the Title II/Section 504 Coordinator by a July 1 deadline for fall semester or by a November 1 deadline for spring semester. The Title II/Section 504 Coordinator will review the submitted information in collaboration with the Director of Student Life (as necessary) and notify the student in writing on the decision of whether or not to grant the exemption.

A student who is dissatisfied with the exemption decisions may submit a written appeal to the College President within 3 days of receipt of exemption denial. All decisions of the President are final.

IV. Violations

Failure to comply with the requirements or providing false or misleading information may result in cancellation of course registration privileges and/or revocation of acceptance to Mount Carmel College of Nursing. Ignoring the requirement to live on campus or abusing the policy by living elsewhere without being granted an exemption is a violation of the Student Code of Conduct and will be taken before the Academic and Professional Misconduct Committee of the College. A range of sanctions, including and up to dismissal from the College, are possible for violations of this policy.