



HOUSING AND RESIDENCE LIFE

FIRST TIME FRESHMAN RESIDENCY REQUIREMENT POLICY

- A. Albany State University requires that all freshman single students enrolled for twelve (12) or more semester credit hours reside in the University's residence halls and participate in a board plan. This requirement excludes summer sessions and is applicable until the attainment of sophomore academic standing, or the receipt of an exemption from Housing and Residence Life.
- B. Exemptions to the First Time Freshman Residency Requirement must be requested in writing on an Agreement/Requirement Release Request Form obtained from the Housing and Residence Life Office and submitted by June 15 for Fall Semester release, or November 15 for Spring Semester. *No release requests will be accepted after those dates.* Agreement Release Request Forms may be obtained from: Housing and Residence Life, Albany State University; 504 College Drive Hall 3, Albany State University, GA 31705, or call 229-430-4741 or our web page. Student's not specifically granted an exemption will be considered in violation and will be charged room and board charges at our least expensive rates.
- C. First Time Freshmen 20 years old and younger requesting release from the FTF requirement due to living with a parent or legal guardian within a 50 mile radius of ASU's campus should complete a First Time Freshman Release Request to Commute Form.
- D. First Time Freshmen requesting release due to all other circumstances should complete the Agreement/Requirement Release Request Form.

Possible first time freshman exemptions are granted to students who:

1. Commute to class from the principal residence of a parent or legal guardian living within the 50 (road) commuting miles. To live with a parent or legal guardian 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. Are twenty-one years of age or older, having reached that age no later than the first day of classes for the applicable semester or having graduated from high school more than two years prior to the beginning of the semester.
 3. Are married. A copy of the marriage certificate must be submitted as documentation.
 4. Have custody of dependent children. A copy of the birth certificate must be submitted as documentation.
 5. Can demonstrate other acceptable extenuating circumstances and provide documentation as described in the Release Request Guidelines.
- E. Upon receipt, all exemption requests will be reviewed by the Director of Housing and Residence Life. A written approval or denial will be mailed to the student. If the student's request is denied he/she will have ten (10) days in which to submit a written appeal to the Housing Review Committee as outlined in the denial letter.
 - F. *Non-exempt freshman students not residing on campus will be considered in violation of this policy.* Their records may be placed on *Administrative Hold* with the University; thus, preventing future registration and be held accountable for the financial obligation for room and board. Students found to be in violation must fulfill their on-campus requirement.
 - G. Presentations of false information may be referred to the Office of Judicial Affairs for further action.