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**COLUMBUS STATE UNIVERSITY**

<b>Policy Name:</b>	First Year Live-On Requirement
<b>Policy Owner:</b>	Director of Residence Life
<b>Responsible University Office:</b>	Office of Student Affairs/Department of Residence Life
<b>Approval Date:</b>	September 19, 2025
<b>Effective Date:</b>	September 19, 2025

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**I. POLICY**

Columbus State University is committed to ensuring the academic and personal success of our students. To best fulfill this commitment, the University requires first-year students to live in on-campus housing for their first year. As such, the Department of Residence Life will reserve an on-campus assignment for all undergraduate, first-year students who are required.

Students who begin their enrollment during the summer term are required to live on campus for the following fall and spring semesters. Students enrolling for the first time in the fall must live on campus for both the fall and spring semesters. Students who begin in the spring are required to live on campus for the spring semester only. Students participating in dual enrollment are excluded from this requirement until the semester following their high school graduation.

**II. EXEMPTIONS**

**A. Location Exemption**

First year students are automatically exempt (no action required) from the policy if they have a permanent address residing with a parent or legal guardian AND graduated from a high school in the following zip codes:

30241, 30261, 31039, 31058, 31801, 31803, 31804, 31805, 31807, 31808, 31810, 31811, 31812, 31814, 31815, 31816, 31820, 31821, 31822, 31823, 31824, 31825, 31826, 31827, 31829, 31830, 31831, 31832, 31833, 31836, 31901, 31902, 31903, 31904, 31905, 31906, 31907, 31908, 31909, 31914, 31917, 31993, 31995, 31997, 31998, 31999, 36801, 36802, 36803, 36804, 36830, 36831, 36849, 36851, 36852, 36854, 36856, 36858, 36859, 36860, 36863, 36867, 36868, 36869, 36870, 36871, 36872, 36874, 36875, or 36877

Students that graduate from a high school outside of these areas must submit an exemption request with supporting documentation proving that the parents/guardians have permanently relocated for purposes of employment to one of the above counties. Home School students will not automatically be considered exempt from the requirement.

The [Check Location Exemption](#) tool on the Residence Life webpage can be use to verify is one is exempt from the First Year Live-On Requirement based on location.

## **B. Additional Exemptions**

Student may also be exempt from the First Year Live-On requirement if they meet any of the following criteria:

- Are 21 years or older by the first day of classes for semester entering.
- Are active military.
- Are a transfer student with more than 30 transferable hours completed after high school graduation.
  - Students earning 30 or more hours through dual enrollment are not exempt from the First Year Housing requirement.
- Are a current Columbus State University student who has resided on campus for two semesters, not including summer semester.
- Are legally married.
  - must provide a copy of marriage certificate.
- Have custody of a dependent child
  - must provide copy of birth certificate or documentation stating you are the legal guardian of the child.
- Parent or legal guardian of has relocated to an exempt zip code for the purpose of their profession.
  - Must provide documentation from employer stating parent or legal guardian must relocate to one of the exempt counties for purposes of profession.
  - Copy of lease or deed for new residence.
  - Copy of Driver's License or state issued ID showing new address.
  - Documentation proving parent or legal guardian has abandoned previous residence.
- Documented Severe Unavailable Economic Resources
  - Will consult with Student Financial Services for this exemption request.
- Fully Online Degree Program: Students who are enrolled in fully online degree seeking programs will not be automatically exempt.
  - This will be reviewed by the Housing Appeals Committee and as a case-by-case situation.

- A medical condition or disability that cannot be reasonably accommodated under ADA guidelines.
  - This request will required documentation submitted to, and approval from, the Center for Accommodations and Access.
- Have an extenuating circumstance that may prohibit them from complying with the live on requirement. This will require additional documentation based on the individual circumstances.

If a student believes they meet any of these criteria, they will need to submit an exemption request form.

### **C. Submitting an Exemption Request Form**

First year students who would like to request an exemption from the requirement for any of the following reasons must submit an [Exemption Request Form](#). All requested documentation must be attached at the time of request. All requests will be reviewed by the Housing Appeals Committee and may request additional documentation.

### **D. Exemption Request Procedure**

All requests for a housing exemption should be submitted online via the [Exemption Request Form](#).

All Housing Appeals will be heard by the Housing Appeals Committee consisting of (a) Faculty in Residence Member, (b) Staff member appointed by Vice-President for Student Affairs, (c) Student Affairs Staff Member appointed by Vice-President for Student Affairs, (d) Staff member from Enrollment Services, (e) Staff member from the Athletics Department (f) Staff Member from the Center for Accommodations and Access. The appeals committee may consult with other units of the University including but not limited to Health Services, International Programs, and Student Financial Services. Members of the Housing Appeals Committee is review on a yearly basis.

Decisions of the appeals committee will be final, and students will be notified electronically via their CSU email address.

## **III. NON-COMPLIANCE**

Failure to comply with the First Year Live-On Requirement, or to obtain an approved exemption through the established process, may result in the following actions:

- Administrative Hold: A hold may be placed on the student's account, preventing class registration, transcript release, or access to other University services until compliance is achieved and/or the student checks into housing.

- Financial Liability: Students may be billed for the full cost of first year on-campus housing for the required term(s).

Students are strongly encouraged to submit their housing application early to avoid non-compliance. Failure to complete the housing application by the first day of classes each semester may result in housing charges being added to the student's account.

**APPROVED:**  Signed by:  
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**DATE:** 9/21/2025 | 11:59 AM EDT