



Filling out a Housing Exemption application does NOT cancel your housing.

On-campus Housing Exemption Application

Housing

206 Stewart Stadium • Murray, KY 42071-3351

Semester requesting: Fall _____ Spring _____

All students attending Murray State University are required to live on campus for 4 full time semesters. Exempted from this policy are students who have reached their twenty-first (21) birthday prior to the first day of classes of the semester they are applying for the exemption; served two (2) years of military services including National Guard; married; living with dependent children; who graduated from a high school located within 50 miles of main campus in Murray Kentucky and commuting from their parent's or legal guardian's primary home; students attending at least 50% of their courses at one of the Murray State Regional Campuses; students enrolled in 100% on-line course; student studying abroad; who have completed four (4) full time post-secondary education semesters post high school graduation (excluding summer); and disability and/or medical reason (personal statement and medical documentation required).

In order to be considered for a housing exemption, a student must do the following:

1. Complete the Housing Exemption Application.
2. Complete the Housing Exemption Notary Form (stating you are commuting from their permanent, legal residence) if applicable.
3. Prepare personal statement and support documents as applicable.
4. Submit a letter from a medical professional stating reason for exemption (only if requesting a medical exemption).
5. Submit required forms and complete the process before the first day of classes.

REQUEST FOR HOUSING EXEMPTION

NAME _____ M# _____
(Please print) Last First MI

CLASSIFICATION: Freshman Sophomore Junior Senior ESL GENDER: Male Female

HOME ADDRESS _____ HOME PHONE NUMBER _____
Number and Street City State ZIP (area code)

LOCAL ADDRESS _____ CELL PHONE NUMBER _____
Number and Street City State ZIP

PARENT'S NAME _____ Student E-mail Address _____
(Please Print) Last First

REASON REQUESTING EXEMPTION: (Check all that are applicable.)

- Married and living with spouse or have a dependent (child) living with me.
- 21 years of age prior to the first day of the semester.
- Served 2 years in military including National Guard.
- Lived in the residence halls four complete semesters (excluding summers).
- Students enrolled in 100% on-line courses.
- Students studying abroad during the requested semester.
- Graduated from a high school located within 50 miles of main campus in Murray, Ky and commuting from my parent's or legal guardian's primary home.
- Attending at least 50% of my course at one of the Murray State Regional campuses.
- Complete four (4) full time post-secondary education semesters post high school graduation (excluding summer).
- Disability and/or Medical Reason (personal statement and medical documentation required).
- Other (office use only) _____

I SWEAR THAT THE ABOVE INFORMATION IS TRUE. I understand by signing, if the university finds reliable information that any part of my exemption application is falsified, the Housing Office will report the information to Student Conduct and myself. I understand the outcome of falsifying information is the full Housing Requirement Charge being assessed to my student account.

SIGNATURE _____ DATE _____

Any student who wishes to appeal a housing exemption decision may do so. Appeals must be submitted in writing with any supporting documentation. E-mail the appeal to msu.housingexemptions@murraystate.edu. Appeals must be received within five working days from the date of the original exemption decision. Questions regarding the process should be directed to the Housing Office at 270.809.2310.

NOTE TO STUDENT: Please return the completed housing exemption form along with supporting documentation to: msu.housingexemptions@murraystate.edu.

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities. For more information, contact the Executive Director of the Office of Institutional Diversity, Equity and Access (IDEA), Murray State University, 103 Wells Hall, 270.809.3155 (voice), 270.809.3361 (TDD).



HOUSING DISABILITY ASSIGNMENT APPEAL PROCESS

Housing Disability Assignments

A student with a documented disability or a parent or advocate on behalf of the student and with the student's permission may make a written request for reasonable housing accommodation(s) or a housing exemption. Said request should include appropriate documentation of the student's disability. The request for the housing accommodation or exemption form will be available in the Housing Office.

The request form shall be forwarded to the ADA Subcommittee of the Affirmative Action Committee, 423 Wells Hall, Murray State University, Murray, KY 42071, for a determination. The decision of the ADA Subcommittee of the Affirmative Action Committee will then be mailed by the Office of Student Disability Services to the student. Please note that the resulting housing assignment, if any, is mailed by the Housing Office. It should be noted that requests for accommodations can be initiated at any time. However, it is recommended that requests for the fall semesters be received by May 31, for spring semesters by December 15 and for summer terms, one month prior to the first day of class.

Requests for accommodations or a housing exemption made after the start of any semester or term shall be processed in like manner. A determination shall be made as soon as possible but no later than two (2) weeks following the date the request is received.

Housing Disability Assignment Appeals Process

A student (or the student's parent or advocate on behalf of the student) who is dissatisfied with the decision of the Subcommittee as to the requested accommodation(s) or housing exemption (i.e. does not believe that the housing assignment or denial of exemption accommodates the student's disability or in some way endangers the student's safety or health) may file a written appeal to the Office of Institutional Diversity, Equity and Access (IDEA), Murray State University, 103 Wells Hall, Murray, KY 42071, along with any supporting documentation. Said appeal shall be filed in the Office of IDEA within ten (10) days from the date of receipt of the original decision by the Subcommittee as to the request for reasonable accommodation(s)/housing exemption. No one involved in the initial decision by the Subcommittee shall be involved in the determination on appeal which shall be made by the Office of IDEA. The Office of IDEA shall make a written determination within thirty (30) days from the date it received the appeal. The decision of the Office of IDEA shall be final.