

Office of Residence Life and Housing
Appeal Process
Housing Full-Time Status

To be eligible for campus housing a student must be enrolled as a full-time student at Bridgewater State University. Full-time is defined as enrollment in 12 or more credit hours per semester or its equivalent for undergraduate students. Students may appeal to the Director of Residence Life and Housing for a waiver of the full-time requirement. To initiate an appeal for a waiver, follow the steps as outlined below.

Students may apply for a waiver for the following reasons:

1. **Documented disability warranting a reduced course load:** Students must submit an accommodation letter from Disabilities Resources.
2. **Enrollment in a university-approved student teaching or internship program:** Students must submit appropriate documentation from the Dean of their school.
3. **For all other situations:** Students must submit documentation from the Academic Achievement Center and information as listed below for an appeal.
 - a. Attend an academic counseling session at the Academic Achievement Center to discuss the ramification of dropping below full-time status. There you will receive direction on the following steps:
 - i. Submit to the Director of Residence Life and Housing, a detailed letter explaining why you are requesting the waiver.
 - ii. Attach documentation of all extenuating circumstances cited in the letter of appeal.
 - iii. Attach the signed Verification of Academic Counseling form to your letter of appeal.
 - b. Submit the completed appeal to the Director of Residence Life and Housing. You will be notified via e-mail (so be sure to include your email address on the appeal) the outcome of your appeal. Notification will be made within 1 week of receipt of the appeal.

Please note: Submitting an appeal does not guarantee your request will be approved. You are strongly encouraged to continue to attend all of your classes.