

Dean of Students Office

Marietta College Residency Policy

Marietta College is a residential College and as such seeks to provide an environment in which a sense of community is an integral part of the education it offers. Therefore, the Dean of Students Office strives to provide residential communities that focus on the living and learning process that is at the core of our College mission to prepare students for meaningful work, responsible citizenship and fulfilling purposeful lives. As a private College, it requires all students to reside in College-owned or College-related housing unless a Petition to Live Off-Campus is submitted to and approved by the Office of the Dean of Students.

Exceptions will be made for the following reasons:

1. Live with Parent/Guardian. Students who are living exclusively in the permanent primary residence of parent(s)/guardian(s) within 45 driving miles of Marietta College.
2. Lived on campus for eight semesters.
3. Married, divorced, widowed or custodial parent (documentation required).
4. Will be 23 years of age or older, prior to September 1 for that academic year.
5. Possession of a Baccalaureate degree from an accredited four-year college (documentation required).
6. Served and honorably discharged from the Armed Forces (documentation required).
7. Medical (verification by a physician required and submitted to Barbi Cheadle in the Office of Disability Specialist/504 Coordinator – Andrews Hall)
8. Is enrolled in eleven (11) hours or less credit hours.
9. Financial hardship (documentation required).

Permission to live off campus is only valid as long as the reason for the exemption exists. The College reserves the right to revoke permission granted for off-campus residency when the College deems it necessary or appropriate. Your local address and phone number must be maintained through the Dean of Students Office in order to remain valid. Any student who does not provide an accurate address and phone number by July 1st will be charged for a room.

Any student supplying false information on any petition for off-campus residency or failing to immediately notify the Dean of Students Office upon change in exemptions status, with intent to deceive, will be charged for the semester or year room cost and subject to judicial action. In addition, no refund for room will be issued after the student has checked into the residence hall. Students are reminded that they are responsible for the rules, regulations and policies of Marietta College whether living on or off campus.

Any petition submitted for medical reasons must be approved by the Disabilities Specialist/504 Coordinator, Health Services and/or Counseling and Psychological Services. The appropriate verification from one of these offices should be attached to the petition.

Deadline for current students applying for off-campus residency is March 28 for the following academic year. Once you have checked into your residence hall for the academic year, you may not apply for off-campus residency for the same academic year.

Petitions are available from the Dean of Students Office, Andrews Hall – Room 114. If you have questions about the petition or petition process, contact the Assistant Dean of Students at 740-376-4532. Part-time students (students with 11 credit hours or less) need not apply to live off campus, unless they are currently living in a residence hall.

To Be Completed By All Students

I certify that the information I have given in this petition and supporting information is true and accurate to the best of my knowledge. I recognize, if approval is granted, that it is based on my residency at the address given on this petition. I must reapply for off-campus residency whenever the information stated is no longer accurate or as requested by the Dean of Students Office. Additionally, I understand that responsibility and contractual arrangements between me and any landlord are completely my own doing and relieve the College or its employees or agents from any responsibility. I also understand that I will be billed room and board charges if I move off-campus without written approval. In addition, no refund for room and board will be issued after I have checked into the residence hall. Signing below signifies that I have read the agreement and understand and agree to the terms and conditions stated on the front and back of this petition. It also allows the Dean of Students Office to consult with the Office of Student Financial Services, and the Registrar as needed for questions or clarifications regarding your petition.

An exact street address and phone number for your residence must be submitted to the Dean of Students Office by July 1st if your petition has been approved or permission will be rescinded and your account will be billed for room and board charges. This address must reflect your place of residence while you are attending Marietta College. This address will be shared with the Office of the Registrar as a secondary address for you and your records will be updated accordingly.

Student Signature: _____ Date: _____

For Office Use Only:

____ Approved ____ Denied ____ Tentative approval, pending the following

Contacted by (circle one) E-mail or Letter Date _____

Entered into computer on _____

Staff Signature _____

Comments, if any _____

Marietta College Petition for Off-Campus Residency

PLEASE Print

Any student who is required by the residency requirement to live on campus but intends not to live on campus must complete this petition. Any student supplying false information on a petition for off-campus residency or failing to immediately notify the Dean of Students Office upon a change in exemption status, with intent to deceive, will be charged for the semester or year room cost and are subject to possible judicial action.

Name _____ ID # _____

Permanent Address _____ Birth date _____

City _____ State _____ Zip Code _____ Status ___ New Student ___ Current Student

Phone (Home) _____ Phone (cell) _____

Marietta College E-mail Address _____

If a current student please complete the following:

Current Hall and Room _____ Campus Mailbox _____

Number of Semesters Lived on Campus (include current one) _____ Are you currently on disciplinary probation? _____

To Be Completed Only By Student Petitioning To Live Off Campus

Indicate the reason that you are requesting to live off campus and attach appropriate documentation:

Married, divorced or widowed

Baccalaureate degree from accredited institution

Living with custodial parent

Served in the Armed Forces

Lived on campus for 8 semesters

Medical hardship (physician verification required and Barbi Cheadle, Disability Specialist/504 Coordinator, Andrews Hall)

23 years of age or older by September 1 for that academic year

Extraordinary financial hardship (documentation required)

Enrolled in 11 hours or less credit hours

To Be Completed By the Student and the Office of Student Financial Services

Financial aid may be altered for students residing off campus or at home. To make the best decision possible you must meet with a member of the Office of Student Financial Services to determine if there is a change in aid if you move off campus. Please call extension 4712 to make an appointment.

I have met with a representative from the Office of Student Financial Services and have been informed of and understand the impact that moving off campus or commuting from home may have on my financial package.

Student Signature _____ Date _____

Financial Aid Officer Signature _____ Date _____

To Be Completed Only By The Parents or Guardian of Student Petitioning

For Students requesting permission to commute:

I certify that I am the primary parent or guardian of the above-named student and that the student will live at my primary residence as listed above (note that the primary permanent residence must be within 45 driving miles of Marietta College). During the above named student's attendance at Marietta College, should this student move from my home during the approved period, he or she will be responsible for paying full room and board fees to Marietta College.

Parent / Guardian Signature _____ Date _____

For Students Requesting Permission to Live Off Campus

I certify that I am the primary parent or guardian of the above-named and that I am aware of this petition to live off campus for the reasons that have been indicated on this form.

Parent / Guardian Signature _____ Date _____