1. **Scope**

All full-time students whose academic classification is “Freshman” are required to live in a North Carolina Central University residence hall.

2. **Exemption to Policy**

A student may receive an exemption to the on-campus residency requirement in certain limited circumstances. If a student desires to receive an exemption to the on-campus residency requirement, he/she must submit a completed [Exemption Application](#) along with any supporting documentation.

2.1 An exemption from the on-campus residency requirement may be granted for the following reasons:

2.1.1 A student is twenty-one (21) years of age or older by no later than the first day of classes. (A certified copy of the student’s certificate of birth must be submitted as documentation.)

2.1.2 A student in a marriage legally recognized by the State of North Carolina. (A certified copy of the student’s certificate of marriage must be submitted as documentation.)

2.1.3 A student has custody of his/her dependent children. (A certified copy of the dependent’s certificate of birth or appropriate court order must be submitted as documentation.)

2.1.4 A student has completed at least 2 years active military service, with an honorable discharge. (Documentation must be provided to verify service and honorable discharge.)

2.1.5 A student lives with his or her parent(s)/guardian(s) whose current permanent primary place of residence is not more than 15 miles from the main campus (1801 Fayetteville Street, Durham, NC 27707). The address of the parent(s)/guardian(s) at the time of a student’s application for admission...
to NCCU will be considered the parent(s)'/guardian(s)’ primary residence.

3. **Procedure**

3.1 All exemption requests must be made in writing by completion of the [Exemption Application](#). For housing requests for the Fall Semester, a completed Exemption Application must be submitted within 30 calendar days of the submission of a room deposit for the upcoming Fall Semester. For housing requests for the Spring Semester, a completed Exemption Application must be submitted by November 15 for the upcoming Spring Semester. Hard copies of the Exemption Application are available from the Department of Residential Life or online.

3.2 Students who fail or refuse to comply with the On-campus Residency Requirement Policy and/or who furnish false information to a University official or office in connection with a request for exemption will be referred to the Office of Student Conduct and Community Standards for appropriate action, up to and including suspension or dismissal.

3.3 All correspondence regarding exemption requests should be addressed to:

North Carolina Central University
Department of Residential Life
Residency Requirement Request
1801 Fayetteville Street
Post Office Box 19382
Durham, NC 27707

4. **Housing Review Committee**

The Housing Review Committee will consider written requests for exemptions which are received by the applicable deadline. The Committee will send a written decision to the student’s University email address listed on the request form.

5. **Appeals**

5.1 Students may appeal, in writing, the denial of a request for exemption to the Retention Housing Appeal Board.

5.2 Written appeals must be submitted to the Department of Residential Life no later than ten (10) business days after notice has been sent that a request for exemption has been denied. The appeal must state concisely the reasons the denial of the exemption request should be reversed and should include any new evidence which the student contends supports the appeal.

5.3 The Retention Housing Appeal Board may consult with other units of the University, including, but not limited to, the Student Health Center, Student Affairs, University College, and the Office of Financial Aid to verify information submitted for consideration. The Appeals Board will communicate its decision in writing to the student by email within ten (10) business days. This decision will be final.