

## OFF CAMPUS POLICY

Policy Statement: Muhlenberg College is a residential college and students are required to reside in College housing or to commute from home according to the guidelines of the "Commuting Policy." Students interested in living off campus must apply and be approved to live off campus. First year and second year students are not eligible to apply to live off campus, and are required to live in College housing. Third and fourth year students are eligible to apply, but are not guaranteed approval. Students should not sign a lease until you have been officially approved.

Procedures: As submitting an application to live off campus does not guarantee a student will be allowed to move off campus, the College reserves the right to limit the number of students who live off campus.

1. In order to qualify to live off campus, students must be in good academic standing with a minimum GPA of 2.0. Students must also be in good disciplinary standing with the College.
2. Students must file an application to live off campus by the deadline determined by the Office of Housing & Residence Life.
3. Students must attend a mandatory off campus information session hosted by the Office of Housing & Residence Life.
4. Each applicant is approved individually, and cannot "pull-in" other applicants.
5. If there are more eligible applicants than can be permitted to live off campus, preference will be given to rising seniors. If there are more eligible rising seniors than can be approved, the approvals will be completed through a random lottery within the class year.
6. Students approved to live off campus will be notified electronically from the Office of Housing & Residence Life. Approvals will not be granted until February.
7. Students conditionally approved to live off campus must provide a copy of the off campus agreement form that contains the off campus address, and the name, address, and phone number of the landlord. Failure to do so may result in the loss of off campus eligibility.
8. Students approved to live off campus must continue to adhere to the Student Code of Conduct, College, and city, state and federal laws. Failure to do so may result in the loss of off campus privileges.
9. In choosing to live off campus, students will lose their eligibility in future housing processes, including the MILE area lottery.
10. Please note that students will not be permitted to move off campus once they have been assigned to a residence hall or MILE Area Property unless an exception has been granted by the Offices of Housing & Residence Life and Dean of Students.

Contact: Office of Housing & Residence Life, Lower Level, Prosser Hall, 484-664-3180

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