

# Review of Eligibility

Initial review of request forms and determination of eligibility will be completed by:

- Director of Housing

Assistance will be provided from partners in the following ways:

- Verification of class/cohort – Residential Life and Housing
- Current conduct standing – Assistant Dean of Students or designee
- Current academic standing and GPA – Academic Advising
  - *Transfer students:* If a CSB cumulative GPA is not available, we will postpone this decision until students have received Fall semester grades.

The eligibility review process begins on October 16 and will conclude by November 1. Students will be notified after November 1 regarding their eligibility.

## Appeals

Students who are determined to be ineligible for exemption from the residency requirement have the right to file a written appeal. Appeals must be submitted by October 14 or within five (5) business days of receipt of notification of ineligibility. Any appeals submitted after this time will be not be reviewed.

A student may appeal the decision regarding their eligibility for any of the following conditions:

- Alleged procedural errors which substantially affected the review of the request
- Introduction of new information that would likely affect the decision

Appeals will be reviewed by an eligibility appeal committee, which includes:

- Director of Housing, appeal committee chair
- Dean of Students or her designee

And depending on basis of appeal may also include:

- Academic Advising and/or
- Accessibility Specialist

The appeal committee may request explanation of the initial decision from the Director of Housing. The committee may also request to meet with the student to answer questions concerning the appeal.

All student appeals will be processed within 10 business days after being submitted. Should the appeal committee need additional time, the student will be informed of the extension, which should not exceed 5 business days.