



Medical College of Georgia  
Academic, Research, and  
Student Affairs  
Policy Library

## Residence Hall Eligibility & Occupancy Policy

### Policy 6.01

Volume 6 Enrollment &  
Student Services  
Chapter 01 Residence Hall  
Eligibility & Occupancy  
Policy

Responsible Office: Residence Life  
Originally issued: August 1, 1968  
Revised: June 13, 2008

### Policy Statement

Apartments and rooms located in the Medical College of Georgia residence hall system are available to individuals who are enrolled students at the Medical College of Georgia. Apartment and room selection assignments are processed by the Office of Residence Life based upon information submitted by the student and the availability of space. A student, his/her spouse, and dependent children may occupy a designated apartment in a Medical College of Georgia housing facility. Not more than three individuals may occupy a one-bedroom apartment and not more than four individuals may occupy a two-bedroom apartment. Not more than one student may occupy a single-occupancy room and not more than two students may occupy a double-occupancy room. Students may not assign, transfer, or sublet an apartment or room in Medical College of Georgia residence halls. Students living in Medical College of Georgia residence halls must sign a Residence Life Housing Agreement and must abide by the rules and regulations specified in the agreement.

### Reason For Policy

The Medical College of Georgia provides and maintains a limited number of residence hall units for its students. Because space is limited, there must be strict criteria as to who may occupy the residence halls. This policy defines what individuals are eligible to occupy residence hall apartments and rooms, as well as occupancy limits based on recommendation from Medical College of Georgia's Division of Environmental Health and Safety and on building safety codes.

### Entities Affected By This Policy

All students at the Medical College of Georgia who are interested in living in campus housing are affected by this policy.

### Who Should Read This Policy

Students who choose to contract for an assignment in Medical College of Georgia residence halls should be aware of this policy. Employees in Enrollment and Student Services, Campus Life Services, and Office of Residence Life should be aware of this policy.

### Contacts

Contact	Phone	e-mail/URL
Director, Residence Life	706.721.3471	<a href="mailto:residencelife@mcg.edu">residencelife@mcg.edu</a> <a href="http://www.mcg.edu/students/affairs/housing/index.htm">http://www.mcg.edu/students/affairs/housing/index.htm</a>

### Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p601.pdf>

## **Related Documents**

Residence Life Housing Agreement: available through Office of Residence Life

## **Definitions**

These definitions apply to these terms as they are used in this policy:

**Residence Hall** Housing unit owned or operated by the Medical College of Georgia for the exclusive use of enrolled students and spouse or dependents. Residence hall units may be single- or double-occupancy rooms or one- or two-bedroom apartments.

**Student** Student enrolled at Medical College of Georgia, making normal progress toward a degree.

## **Overview**

Residence hall facilities at the Medical College of Georgia, which include apartments and rooms, are designated for enrolled students making normal progress toward a degree. Faculty, medical residents, and staff are not eligible to contract space in Medical College of Georgia residence halls. Apartment and room selection assignments are processed by the Office of Residence Life based upon information submitted by the student and the availability of space. Occupancy limits for Medical College of Georgia residence hall units are described below. Students may not assign, transfer, or sublet an apartment or room in Medical College of Georgia residence halls to another student or individual. Students living in Medical College of Georgia residence halls must sign a Residence Life Housing Agreement and must abide by the rules and regulations specified in the agreement.

## **Process/Procedures**

**Eligibility.** To be eligible to live in the residence halls at the Medical College of Georgia, an applicant must be a full-time student making normal progress toward a degree. MCG does not require a student to live in the residence halls except as a student agrees to do so. Faculty, medical residents, and staff are not eligible to contract for a Medical College of Georgia residence hall but may live in one as a dependent of an eligible student. A student, his/her spouse, and dependent children may occupy a designated apartment in a Medical College of Georgia housing facility.

**Room assignments and contracts.** To receive a residence hall assignment, a student should submit an application to the Office of Residence Life. Currently enrolled students may select an apartment or room during the established selection period held in March of each year. New students may receive their assignment (based on the availability of space) beginning in April of each year. If space is available an assignment may be made, based on information submitted by the student. The Office of Residence Life will issue a Residence Life Housing Agreement. Students contracting to live in the residence hall facilities must sign the Residence Life Housing Agreement, a legally binding agreement that informs them of all rules and regulations by which they must abide and the fees they must pay. By signing the agreement, the student agrees to these rules and regulations. The assignment is not binding until a student has signed and agreed to the terms of the agreement.

Upon receipt of the signed agreement, the Office of Residence Life will make the official apartment or room assignment.

**Occupancy limits.** Occupancy rules have been established based on recommendation from Medical College of Georgia's Division of Environmental

*Residence Hall Eligibility & Occupancy Policy*

Health and Safety and on building safety codes. Not more than three individuals may occupy a one-bedroom apartment and not more than four individuals may occupy a two-bedroom apartment. Not more than one student may occupy a single-occupancy room and not more than two students may occupy a double-occupancy room.

Students may not assign, transfer, or sublet an apartment or room in Medical College of Georgia residence halls to another student or individual.

**Responsibilities**

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 6.01, Residence Hall Eligibility & Occupancy Policy, are:

Student requesting residence hall assignment	Fills out Residence Life housing application. If a room is available, student signs Residence Life Housing Agreement and agrees to abide by the conditions set forth in the agreement.
Office of Residence Life staff	Reviews availability of space and makes housing assignments if space is available.

**Forms**

Residence Life Housing Application: <http://www.mcg.edu/students/housingapp.pdf>