University of Dubuque Office of Residence Life Housing Residency Appeal Form for 2025-2026

Residence Unit contracts are for the Fall and Spring semesters of the academic year. All full-time undergraduate students having earned less than 90 academic credits at the end of the preceding Spring semester or the start of their UD academic career are required to live in University of Dubuque housing units in the upcoming academic year; unless students meet one of the exemption criteria (see Residency Policy) or successfully appeal to the Housing Appeal Committee. If you do not meet one of the exemption criteria and would like to appeal to be exempt from the Housing Residency requirement, please complete this form. Do not complete this form if you meet one of the exemption criteria (complete the Residency Exemption Application) or if you will be at or above 90 earned academic credits at the end of the preceding Spring semester or the start of your academic career

NOTE: We strongly discourage students from signing an off-campus lease until this process has been completed and you have received written notice that your Residency Exemption Application or Housing Residency Appeal is approved. If done prior to this, you are not released from the requirement to live on campus and remain responsible for your assigned UD housing room and board (meal plan).

Student Information (Please Print Clearly):	Today's Date:Student ID #:			
Name:				
Cell Phone #:				
Current housing:	_			
Permanent Home Address:State:	Zip:			
I am appealing to be released from the Residency Policy for the academic				
☐ Fall Semester of 2025 ☐ Spring Semester of 2026				
Number of Credits Already Earned (start of spring term):				
Current Credit Enrollment (spring term):				
Total credits earned (end of spring term): (do not complete this form if at or above 90 credits)				
Please note that students falling within the terms of the Residency I notification of an approved exemption or successful appeal will be for related room and board (meal plan) costs.				
If your appeal is APPROVED to be released from the Residency Poapply each academic year for an exemption until you have reached the housing contract is for the Fall and Spring academic sessions, and once academic year. Initial here indicate	90 credit requirement. Please note that a UD			
If your appeal is NOT APPROVED to be released from the Resider pay 100% of your assigned room and board (meal plan) fees.	ncy Policy requirement, you will be required to			

Initial here indicating you understand this paragraph:

Please read the following statements carefully before you sign:

I am requesting an appeal to be released from the Residency Policy requiring me to live in UD housing. If this appeal is approved, I agree to be in compliance with the policy for the reason(s) stated on this form and all content outlined within this document. I have included all necessary documentation to support my appeal for a release from the Residency Policy.

I am aware that knowingly making a false statement, either orally or in writing, to any University employee concerning a University-related matter is a violation of the UD Student Handbook, and may result in disciplinary action.

Meal Plan: If approved to be released from the Residency Policy, it is my responsibility to contact the Student Accounts office to make any necessary changes to my current meal plan.

For office use only:		Denied	Date:	Initials:	
Student's Signature:				Date:	
are documented extenuation and of themselves. Stu	ing circumstances adents may use the Additionally, stude	that warrant a release space below to wrents may submit su	se. Financial reasite their appeal—sporting documen	the Residency Policy is typical sons are not considered extensions at the students can attach additional station with this appeal. Pleas denceLife@dbq.edu	uating circumstances pages to this appeal or