

Greetings!

We hope you are having a safe and wonderful semester! As October approaches, Residence Life & Housing wanted to send a reminder that students must vacate the residence halls when the university is closed over a break period; however, we know residents may need to remain on campus for university or academic requirements. Students are ONLY permitted to stay in a closed residence hall room if they have an approved Break Extension.

The next relevant* break period pertains to Winter Break (12/21/23 - 1/14/24). The Office of Residence Life & Housing will be accepting break extension requests for winter break until **Thursday, December 7, 2023 @ 11:59 PM**. To learn more [visit the residence hall closing and break requests webpage](#).

**Note: A deviation from years prior, the residence halls will remain OPEN for the Thanksgiving break period. Students do not need a break extension for Thanksgiving break (11/22/23 - 11/26/23).*

Below is a list of reasons why Residence Life & Housing typically approves of a Break Extension:

- Financial Need
- Medical Emergencies/Accommodations
- Travel Emergencies (change of flight, weather delay)
- International Student Travel
- Academic Requirement

Please provide as many details as possible in your request so we can make an informed decision. We will respond to your request after the deadline for this break extension. **Please note that if you make an individual request, you will be charged \$80 per week to remain on campus during university break periods.**

Do NOT submit an individual request if you are part of a university group remaining on campus for a break...

- **If you are a student worker staying for work-related responsibilities**, your supervisor is required to contact Residence Life & Housing and request a break extension on your behalf.
- **If you are an athlete staying for athletic-related responsibilities**, your coach is required to contact Residence Life & Housing and request a break extension on your behalf.
- **If you are staying for academic requirements or responsibilities**, your program director/faculty member is required to contact Residence Life & Housing and request a break extension on your behalf.

If you make an individual request outside of your group's request, you may be charged to remain on campus.

Use the table below to learn the hall closing dates and times for the 2023-2024 year, as well as the deadlines for filing a Break Extension Request to return to campus early or leave campus after the halls close. The hyperlink provided will direct you to the associated Break Extension request page.

*****Break extension requests will not be accepted after these deadlines. Please relay information to your guardians or networks to avoid miscommunication. Please note that submission of a form does not guarantee approval.***

Break/ Holiday	Halls Close	Halls Open	Break Extension Request Deadline**
Thanksgiving Break	Halls Remain Open for Thanksgiving 2023	Halls Remain Open for Thanksgiving 2023	No Break Extension needed for Thanksgiving 2023
Winter/ Semester Break	Thursday, Dec. 21, 2023 @ 2PM Residents must vacate 24 hours after their last exam or 12/21 @2PM; whichever is first	Sunday, Jan. 14, 2024 @Noon	For End of Semester Extension: Thursday, December 7, 2023 @11:59PM For Spring Semester Early Arrival: Friday, January 5, 2024 @11:59PM Submit Request Here
Spring Break	Saturday, March 2, 2024 @Noon	Sunday, March 10, 2024 @Noon	Friday, February 16, 2024 @11:59PM Submit Request Here
Easter Break	Halls Remain Open for Easter 2023	Halls Remain Open for Easter 2023	No Break Extension needed for Easter 2023
Spring Semester Move Out	Undergraduate Move-Out: FRIDAY, May 10, 2024 @Noon***	Saturday, May 18, 2024 @8:00PM	Monday, May 1, 2024 Complete in the RoomRez Move out Appointment process

	Residents must check out 24 hours after their last exam or 5/10 @noon; whichever is first		Please note this email is <i>not</i> the summer session housing request.
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******Note: A deviation from recent years, May Move-Out for Undergraduate students is on a FRIDAY, specifically, Friday, May 10, 2024.***

If an extension is needed for weather-related or travel emergencies after a deadline, please contact Residence Life & Housing directly at residencelife@loyola.edu.

As you are planning to stay, please be mindful that the University is closed during break periods. All campus offices, including dining services, mail services, and shuttle services, will have limited to no availability throughout breaks. For a more detailed understanding of Campus Dining options, please visit their website at: <https://www.loyola.edu/departments/dining>

Campus Police is available 24/7 during breaks for emergencies at 410-617-5911 and non-emergencies at 410-617-5010.

If a break extension is approved, the following conditions must be followed:

- The Extension is granted for only the requester (not roommates).
- No guests are permitted except for other Loyola University Maryland students with an approved break extension.
- All Loyola University Maryland policies are in effect during the break periods.
- Any violations of the Loyola University Maryland Community Standards during the break extension will result in fines and/or sanctions and be prohibited from receiving break extensions.
- Failure to comply with the above conditions could immediately suspend the break extension, thus removing you from campus.

Campus Police may assist with access needs, however, students who return to campus without authorization from Residence Life & Housing and gain access to their residential spaces will be charged \$80 per night and referred to the Office of Student Conduct.

If you have any questions, feel free to email residencelife@loyola.edu with the subject line of "Break Extension Inquiry."

[Break Closing and Contract Extension webpage](#)

With regards,

Residence Life & Housing