26 January 2012

Memorandum for all Civilian Students

Subject: Housing Policy for Academic Year 2012 - 2013

From Michael B. Kelley, VP for Student Affairs

This policy defines residential requirements for Academic Year 2012 -2013. It is provided now to allow students time to plan accordingly. It will be posted on line and referenced into the August 2012 edition of the *Norwich University Student Rules and Regulations (NUSRR)*.

Full-time civilian students assume a three-year (6 semesters) residential requirement upon matriculation into the University. However, due to a current lack of housing, full time civilian students planning for their third or fourth years may request to reside off campus (by simple request on the housing form). Sophomores must live on campus unless they meet the age requirement to move off campus or they have received an approved waiver. See waiver process below.

Fifth year or sixth year architects (Master's Degree Students) and fifth year undergraduate civilian residential students must reside off campus unless the person is required to live on campus due to their leadership position, i.e., a resident advisor or executive staff, or selected orientation leaders.

Bona fide civilian student commuters are not required to live in residential housing. A bona fide civilian commuter student is: (1) a student whose immediate family (parent or guardian), has a residence within a one hour’s commute (generally 50 miles) of Norwich; or (2) is an independent student as defined by Federal Financial Aid Regulations. If dependent on family, the parent or guardian must authorize the student in writing to live in this residence. The parent’s or guardian’s residence (rent or own) may not have been secured solely for the purpose of providing a "residence" for this student.

A civilian residential student whose 20th birthday occurs prior to 1 September of the year of enrollment may request to live off campus for that school year and beyond. No petition or waiver request is required. Identify this on your housing form. If you will live off campus next year do not sign a contract for housing unless you are willing to forfeit the $500 penalty. *For example: My 20th birthday is 1 August 2012. I may live off campus for Academic Year 2012 - 2013, regardless of the number of semesters I have attended Norwich University.*

In order for a student to participate in the annual spring lottery and to be housed for the upcoming school year the student must have completed the actions listed below by the due dates specified.

- Pay your advance deposit of $250 by **Saturday, 7 April 2012**.
- Not be on financial hold.
- Complete and submit your housing form by **Saturday, 7 April 2012**.
- Register for classes by **Monday, 23 April 2012**.
• Not be on a disciplinary hold.
• Financial planning - complete / submit financial aid forms (if requesting aid) to include the FAFSA – priority date is 1 March 2012.
• Sign the housing contract, when housing is selected and not later than Friday, 4 May 2012.

All current residential civilian students, all corps to civilian transfers, and all off campus students desiring to become residential students, who wish to reside in NU student housing for Academic Year 2012-2013, must sign a contract for housing not later than 4 May 2012. Failure to meet this requirement may cause the student to not be able to live on campus. Note – this spring contract is for the following academic year. Request for relief from the requirements of a signed contract, once approved by NU, will incur a $500 penalty and may incur a larger penalty up to the annual cost of your room.

Civilian Residential Student Lottery:
All returning residential civilian students will participate in a spring lottery process to assign their room for the upcoming school year. Anticipated lottery date is: Monday, 30 April 2012. Each civilian residential hall building [anticipated for AY 12–13 to be the complete South Hall and the top two + floors of Crawford Hall] will have designated percentages of all academic classes of students. The 200 floor of Crawford hall will not be available in the lottery. It will be swing space as needed for the Corps of Cadets and the Residential Civilian Student populations. Crawford Hall will therefore be a split residence hall. In addition, Flint Hall and the Hackett House are available for upper- class students via the lottery or assignment. The specifics of the lottery will be provided in a separate document. NU has allocated 150 beds for returning sophomores, 60 beds for juniors and 40 beds for seniors. Residence life Student staff numbers are subtracted out from the various allocations.

The approximately seventy singles in South Hall and singles in Flint and the White House are available to civilian residential students on a seniority basis. A premium of $520 per semester will be levied on a student who selects these rooms. Note: Other singles, such as the “RA singles” in the residence halls, “leader singles” in the other residence halls and barracks, and “Academic Singles” as certified by the Academic Achievement Center do not pay a premium for their single rooms, as available.

The seniority basis for the lottery will be based on the class standing (e.g., anticipated to be a “Junior 1” as defined by the Registrar and cumulative grade point average of the lead student in the room. Housing will be selected on a seniority basis until the number of allocated beds per class is reached.

Failure to complete all required actions by the due dates specified by the university may result in the student not being housed on campus for the upcoming academic year, and therefore, may result in being removed from residential student status and residential student financial aid consideration.

Waivers:
Civilian residential students desiring a waiver of the residential requirements specified above must request the waiver in writing to the Director of Residence Life not later than 1 March 2012 for the upcoming school year. This petition must contain the specific reasoning for the waiver request. All waivers will be acted upon by the Monday after Spring Break – 19 March 2012. The petition will be reviewed and approved / disapproved by the Director of Residence Life, who will so inform the Housing Officer. The Dean of Students serves as the appellate.