

21 January 2011

Memorandum for all Students

Subject: Housing policy for Academic Year 2011-2012

From Michael B. Kelley, VP for Student Affairs & Commandant *Michael B. Kelley*

This policy defines residential requirements for Academic Year 2011-2012. It is provided now to allow students time to plan accordingly. It will be posted on line and referenced into the August 2011 edition of the *Norwich University Student Rules and Regulations (NUSRR)*.

Residential living for traditional-aged single students is a part of the Norwich Experience.

- a) The Corps of Cadets is a four-year, in-residence, progressive leadership and character development program. All cadets residing on campus will abide by the full provisions of the NUSRR governing membership in the Corps of Cadets. Any cadet who has completed (or received credit) for eight semesters in residence in the Corps of Cadets shall be considered to have completed the Corps residency requirement. Fifth and subsequent year cadets will live off campus. All cadets residing off campus will abide by the provisions of the NUSRR for 5th year cadets.
 - In order to be housed for the upcoming school year all returning members of the Corps of Cadets in their second, third, and fourth years of residency must have completed four actions by the due dates specified by the University. These are: (a) pay the deposit for next school year and not be on financial hold; (b) complete / submit the housing return form; (c) complete / submit registration for the semester and therefore not be on disciplinary hold or financial hold; (d) and complete / submit financial aid forms (if requesting aid) to include the FAFSA. Failure to complete all required actions by the due dates may result in the student not being housed on campus for the upcoming academic year, and therefore, may result in being removed from the Corps of Cadets.
 - In order to be housed for the upcoming school year all new members of the Corps of Cadets must have completed all required actions specified by the Office of Admissions by the date(s) specified. All incoming new members of the Corps of Cadets certified by admissions will receive on campus housing.
- b) 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 in their third year may request to reside off campus (by simple request – not the waiver process). Full time civilian students in their fourth year are welcomed to live on campus, subject to availability. The number of beds allocated to all civilian students is anticipated to be 464 beds. Of that allocation, junior and senior students, not on the residence life staff, are eligible for an anticipated 100 beds - 70 for juniors and 30 for seniors.
- c) 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 designated to be a resident advisor, residential executive staff member or orientation leader.

- d) 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.
- e) Effective spring 2011, all current residential civilian students (juniors and below), all civilian commuters desiring to move on campus, and all fifth + year civilian students, desiring to reside in NU student housing for Academic Year 2011-2012 must sign a contract for housing not later than **06 May 2011**. *Failure to meet this requirement (1) lowers the student's priority for housing; (2) and will incur a \$100 housing late fee.* Request for relief from the requirements of a signed contract, once approved, will incur a \$500 penalty.
- f) 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. *For example: My 20th birthday is 1 August 2011. I may live off campus for Academic Year 2011 - 2012, regardless of the number of semesters I have attended Norwich University. No petition or waiver request is required.*
- g) Norwich anticipates providing 175 beds for incoming new civilian residential students. Incoming new students who desire to be residential students and are not able to be housed due to bed constraints may be offered the opportunity to live off campus as commuter students. If not an independent student as defined by the Federal Financial Aid Regulations then the parent or guardian of record must authorize the student in writing to live off campus as a commuter.

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 28 April 2011.

- a) Each civilian residential building [anticipated for AY 11–12 to be Crawford Hall and South Hall] will have designated percentages of all academic classes of students.
- b) The process will allow current roommates to elect to stay in their same room, in the designated areas above, with the same roommate(s) for the upcoming school year, subject to approval by the Director / Assistant Director of Residence life. These assignments will be made first.
- c) The approximately seventy singles in South Hall are available to civilian residential students on a seniority basis. A premium of \$473 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.
- d) 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.

- e) In order for a student to participate in the annual spring semester lottery and to be housed for the upcoming school year all students in the room must have completed five actions by the due dates specified by the University. These are: (a) pay the deposit for next school year and not be on financial hold; (b) complete / submit the housing return form; (c) complete / submit registration for the semester; (d) complete / submit financial aid forms (if requesting aid) to include the FAFSA; and (e) sign the housing contract (if required).

Waivers

- a) Cadets and civilian residential students desiring a waiver of the residential requirements specified above must request the waiver in writing in advance for the next school year.
- b) Students must submit their written petition to the Director of Residence Life or to their respective Assistant Commandant for review not later than **15 April 2011** for the upcoming school year. This petition must contain the specific reasoning.
- c) For civilian residential students, the petition will be reviewed / approved / disapproved by the Director of Residence Life, who will so inform the Housing Officer. For members of the Corps of Cadets, the petition will be reviewed / approved / disapproved by the Assistant Commandant, who will so inform the Housing Officer. The Dean of Students and Deputy Commandant serve as the appellate for their respective waivers.