

28 January 2009

Memorandum for All Students

Subject: Housing Policy for Academic Year 2009-2010

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

1. Policy: This policy defines residential requirements for Academic Year 2009 – 2010. It is provided now to allow students time to plan accordingly. It will be incorporated into the August 2009 edition of the *Norwich University Student Rules and Regulations (NUSRR)*.
 - a) Residential living for traditional-aged single students is a part of the Norwich Experience. Norwich is investing heavily to provide housing for our students. With the completion of the first phase of the new residence hall complex in August 2009, the requirement for living on campus will be extended.
 - b) Full-time cadets assume a four-year (8 semesters) residential requirement upon matriculation into the University. Cadets in their fifth or sixth year must petition to reside off campus and approval is subject to the availability of housing and the needs of the university. Cadets of the fifth or sixth year who reside on campus must do so as a civilian residential student and comply with all residential requirements, policies, and procedures. Regardless of on campus or off campus living, cadets of the fifth or sixth year will report directly to the Office of the Commandant for accountability and administration and may participate in ROTC. With the exception of the wear of the uniform of the day, all fifth and sixth year Cadets will abide by Corps grooming and conduct standards.
 - c) Full-time civilian students assume a three-year (6 semesters) residential requirement upon matriculation into the University. Current sophomores, current freshmen, and incoming freshmen will have their residential requirement extended to meet this policy letter. Full-time civilian students in their fourth through sixth years are encouraged to reside on campus subject to the availability of housing and the needs of the university.
 - d) Fifth year or sixth year architects (Master's Degree Students) who wish to reside on campus are treated as other 4th + year civilian residential students.
 - e) 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 "residential location" for this student.
 - f) Effective spring 2009, all current residential students, all fifth + year cadets, and all commuters desiring to reside in NU student housing for Academic Year 2009 – 2010 must sign a contract for housing not later than 1 April prior to the anticipated year of residence. *For example in March of 2009, a student will sign a contract for Academic Year 2009-2010. Failure to meet this requirement (1) lowers the student's priority for housing; (2) and will incur a \$100 late fee.* Request for relief from the requirements of a signed contract, once approved (see waiver process below), will incur a \$500 penalty.

- g) A civilian residential student whose 21st 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 21st birthday is 1 August 2009. I may live off campus for Academic Year 2009-2010, regardless of the number of semesters I have attended Norwich University. No petition or waiver request is required. I simply annotate my housing form.*
2. Lottery: All returning residential civilian students, all commuters desiring to move back on campus, and all 5th + year cadets desiring to live on campus will participate in a spring lottery process to assign their room for the upcoming school year.
- Each civilian residential building (anticipated for AY09-10 to be Crawford Hall, Dodge Hall and South Hall) will have designated percentages of all academic classes of students.
 - The process will allow current roommates to elect to stay in their same room 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.
 - The approximately seventy singles in South Hall (the new civilian residence hall complex) are available to civilian residential students on a seniority basis. In addition civilian and corps students may request a single room. Regardless of housing location, a cadet or civilian student who requests and is assigned as single room will pay a premium of \$400 per semester for the single room. *Notes: (1) "RA Singles" in the new residence hall complex, "Leader Singles" in all residence halls and barracks, and "Academic Singles" as certified by the Learning Support Center do not pay a premium for their single rooms, as available. (2) The ID White Scholarship or other room and board scholarships do not cover the premium of an elective single room.*
 - The seniority basis for the lottery will be established first on the class standing (e.g., anticipated to be a "Junior 1" as defined by the Registrar) and second on the cumulative grade point average of the lead student in the room.
 - In order for a student to participate in the annual spring lottery 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 bursar 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).
3. Waivers: Cadets and civilian residential students desiring a waiver of the residential requirements / policy specified above must request the waiver in writing in advance for the next school year.
- Cadets and civilian residential students must submit their written petition to their Assistant Commandant or to the Director of Residence Life, respectively, for review not later than 1 April for the upcoming school year. This petition must contain compelling reasons for the waiver to move off campus based on either (1) a significant change in financial circumstances of the student and / or responsible adult(s) as defined on the FAFSA or other official documents; or (2) a change in status—such as marriage or civil union.
 - For civilian residential students, the petition will be reviewed by the Director of Residence Life and approved or disapproved by the Dean of Students, who will so inform the Housing Officer. For members of the Corps of Cadets, the petition will be reviewed by the Assistant Commandant and approved or disapproved by the Deputy Commandant, who will so inform the Housing Officer. The VP Student Affairs serves as the appellate for these cases.
4. Questions: Questions concerning this policy may be directed to your Assistant Commandant, the Director / Assistant Director of Residence life, or to the Housing Officer.