

REGULATIONS FOR OFF-CAMPUS RESIDENCY

According to the Rules of the Board of Supervisors for State Colleges and Universities, an unmarried full-time undergraduate student is required to live on campus if space is available, unless exempt by the University for good and reasonable cause. The University Administration has a responsibility to adhere to the policies of its governing body, therefore, the University requires an unmarried, full-time undergraduate student desiring to reside off campus to receive prior approval.

Northwestern State University reserves the right to require a student who has been previously approved for an exemption, to re-submit an exemption each year for approval. Priority deadline for approval is 14 days prior to the start of class in the Fall semester.

A student who meets one of the above criteria and wishes to reside off campus should apply through the One Card office submitting an Application for Off-Campus Residency and furnishing appropriate documentation and/or other written information supportive of the request at least fourteen (14) days prior to the start of classes for the semester the student wishes to commence residing off campus. All applications, other than automatic exemptions, will be referred by the Assistant Director of Auxiliary Services to the Auxiliary Services Exemption Committee.

A student should inquire in advance about requesting permission from the University to reside off campus in order to avoid inconvenience for the student and the University. Prior to entering into any type of lease or rental agreement, a student should secure authorization to reside off campus.

REGULATIONS FOR THE APPEAL PROCESS FOR EXEMPTIONS

If a student's Application for Off-Campus Residency or Application for Exemption from Campus Dining Services is reviewed by the Auxiliary Services Exemption Committee and the Committee determines that the student failed to meet eligibility based on the selected criteria, the student has the right to appeal in the following manner:

1. Student must submit additional information, documentation, or proof of an extenuating circumstance that was NOT originally submitted to the Committee within ten (10) calendar days of the notification letter of denial from the Committee.
2. Upon review of the additional information, documentation, or proof of an extenuating circumstance by the Assistant Director of Auxiliary Services will forward all new documentation to the committee for review.
3. If the Committee reconsiders the appeal and the outcome is a denial, the student has the right to submit additional information, documentation, or proof of an extenuating circumstance that was NOT submitted with the original application or the appeal to the Assistant Director of Auxiliary Services. The Assistant Director of Auxiliary Services will then refer the appeal to the Dean of Students. The Dean of Students will then evaluate the additional information, documentation, or proof of extenuating circumstance that was not submitted with the original application or the appeal and forward to the Committee for review. The decision of the Committee will then be final.