OFF-CAMPUS GUIDELINES
ACADEMIC YEAR 2016-2017

This information is intended to help students understand Luther College’s off-campus petition policies and processes.

⇒ Residency Requirement (as stated in the Student Handbook):
Luther College is a residential college. All full-time students are required to live in college-owned housing unless married, of non-traditional age (23 years or older by the first day of classes), or commuting from their legal guardians’ homes. Off-campus living is limited and is permitted for students only when there is a shortage of rooms in college residence halls. Students must receive written permission to live off-campus.

⇒ Who is automatically approved to live off-campus?
If you meet any of the following criteria you do not need to apply, but you must notify the Residence Life office of your intent. You may not include your name on an off-campus application.
- Married students and/or students with children, or
- Students of non-traditional age (23 years or older by the first day of classes), or
- Students participating in nursing classes in Rochester or study away programs, or
- Students who will be in their fifth year of classes for the fall 2016 semester, or
- Students commuting from their legal guardian’s home (in most cases, a parent’s home)

⇒ Who is eligible to participate in the off-campus approval process?
- Must have senior class status (94 credits) for the fall 2016 semester, and
- Must have completed 72 credits or more by the end of fall 2015, J-term 2016 credits do not count.
- Applications are available in the Residence Life office and on the Residence Life website beginning January 29, 2016. Applications are due by the Residence Life office by noon on March 7, 2016. No late applications accepted.
- Students apply either as an individual or as a group. Groups will not be shuffled or reconsidered based on the outcome of the approval. Group applications are limited to a maximum of four students of the same sex. The number four is based upon Decorah city ordinances regarding unrelated persons living in one residence.

⇒ How many students will be approved during the off-campus process?
There is no guarantee that all seniors who apply to live off-campus will be approved. No students with junior or sophomore status for fall 2016 will be approved. The number of students approved will be based on enrollment projections for fall 2016.

⇒ How does the approval work?
Approval is based on the number of credits a student has completed as of the end of fall semester 2015 as reported by the Registrar’s office; J-term 2016 credits do not count. For group applications, completed credits will be averaged and each applicant in the group will be assigned the same number. The first off-campus place will be allocated to the individual or group with the highest credit standing, the second place to the individual or group with the second highest credit standing until all the places have been allocated.

⇒ What if I currently live off-campus?
Students currently living off-campus are NOT automatically approved to live off-campus for the following year unless they meet the requirements for automatically being approved off-campus.

⇒ What if I have already signed a lease for next year?
Students who desire to live off campus for 2016-2017 should not sign a lease until they have received written notice from the Residence Life office on March 10, 2016 that they have been approved to live off-campus. If a student signs a lease and then is not approved to live off-campus, the off-campus landlord may not release the student from the lease. The student may then be responsible for room and board payments to Luther as well as to the off-campus landlord. The Luther College Housing and Dining Contract is a legally binding document. Signing a lease does not guarantee off-campus approval will be granted.

⇒ What if I’m not approved to live off-campus for next year?
Students who do not receive written approval to live off campus will be issued a room draw card in April and should continue through the room draw process.

All students approved to live off-campus are required to attend a one-hour community-relations workshop during the spring 2016 semester, date and time will be announced.