

## OFF-CAMPUS GUIDELINES ACADEMIC YEAR 2008-2009

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 nontraditional age (23 years or older), 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 these criteria you do not need to apply, but you must notify the Residence Life office of your intent.**

- Married students and/or students with children, or
- Students of non-traditional age (23 years or older as of August 1, 2008), or
- Students participating in student teaching, nursing classes in Rochester or off-campus internships, or
- Students who will be in their fifth year of classes for the fall 2008 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 for the fall 2008 semester, and
- Must have completed 72 credits or more by the end of January term 2008.
- Applications are available in the Residence Life Office and on the Residence Life website beginning January 31, 2008. Applications are due to the Residence Life Office by 4:00 pm March 7, 2008. 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. This is based upon Decorah city ordinances.**

### ⇒ How many students will be approved during the off-campus process? How does the approval work?

It is not likely that all seniors who apply to live off campus will be approved for next year. No juniors and sophomores will be approved. Previously 100 places were allotted for the off-campus approval process; however, the number could fluctuate based on enrollment projections. **Approval is based on the number of credits a student has completed as reported by the Registrar's Office.** 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.*

### ⇒ How do I request special off-campus housing accommodations?

Requests for special off-campus accommodations must be made in writing to the Office of Disability Services (Student Academic Support Center) no later than March 1, 2008. It is the student's responsibility to provide appropriate documentation. Few requests will result in off-campus approval since most special needs can be met with available campus housing. Contact SASC at x1270 for more information.

### ⇒ What if I have already signed a lease for next year?

Students who desire to live off campus for 2008-2009 should not sign a lease until they have received written notice from the Residence Life Office on March 20, 2008 that they have been approved for off-campus living. 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 are denied off-campus approval should go through the room draw process, which begins in April. For information visit our web site at <http://reslife.luther.edu>

*All students approved to live off campus are required to attend a one-hour community-relations workshop during the spring 2008 semester. Date and time will be announced.*

# OFF-CAMPUS APPLICATION ACADEMIC YEAR 2008-2009

**Minimum eligibility requirements (must meet all criteria to apply):**

1. Must have senior class status for the fall 2008 semester, and
2. Must have completed 72 credits or more by the end of January term 2008, and
3. Must turn in an *Off-Campus Application* to Residence Life by 4:00 pm on March 7, 2008, and
4. Must pay enrollment deposit for fall 2008 no later than April 1, 2008. Failure to do so could jeopardize your approval status.

**NOTE: NOT ALL ELIGIBLE STUDENTS WILL BE APPROVED**

**STUDENT TEACHERS AND STUDENTS IN THEIR FIFTH YEAR OF CLASSES FOR FALL 2008 ARE AUTOMATICALLY APPROVED TO LIVE OFF CAMPUS AND SHOULD NOT SUBMIT THEIR NAMES ON AN APPLICATION. HOWEVER, THEY ARE REQUIRED TO NOTIFY THE RESIDENCE LIFE OFFICE IN WRITING OF THEIR INTENT.**

## Completed credits = credits completed by January 25, 2008

➔ If you are applying as an **individual**, please complete the following section. **(Please print clearly)**

Name: \_\_\_\_\_ Email: \_\_\_\_\_ ID# \_\_\_\_\_ Completed credits: \_\_\_\_\_

➔ If you are applying as a **group**, please complete the following section. **(Please print clearly)**

**Group applications are limited to a maximum of four students. This is based on Decorah city ordinances.**

Name: \_\_\_\_\_ Email: \_\_\_\_\_ ID# \_\_\_\_\_ Completed credits: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ ID#: \_\_\_\_\_ Completed credits: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ ID#: \_\_\_\_\_ Completed credits: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ ID#: \_\_\_\_\_ Completed credits: \_\_\_\_\_

**Group Average:** \_\_\_\_\_

Approvals will be posted in the Residence Life Office at 12:00 pm on March 20, 2008

<i>*Office Use Only*</i>		
CREDITS:	____ Individual	____ Group Ave.
DECISION:	____ Approved	____ Denied
		APPLICATION NUMBER _____