

# NEBRASKA WESLEYAN UNIVERSITY REQUEST FOR EXEMPTION TO THE NWU RESIDENCY POLICY

The Nebraska Wesleyan University Residency Policy is as follows:

As a residential campus, it is the residency policy of Nebraska Wesleyan University that undergraduate students reside in approved on-campus living units for three years or six semesters. All first-year students must live in University-administered residential facilities. Students in their third through six semesters who are members of sororities or fraternities may reside in Greek houses meeting criteria for approved residential facilities.

Students may request an exception to this policy if they live with parents/guardians (as defined by Section 30-220917 of the Nebraska Probate Code) within 30 miles of the Nebraska Wesleyan campus; have reached their 21<sup>st</sup> birthday prior to the start of the fall semester, live with a spouse; are enrolled for fewer than 12 credit hours per semester as a part-time student; have received a special exception for financial exigency, health issues, or other extreme or emergency condition.

If a student's living arrangements are in violation of the residency policy, the student will be in violation of the Code of Student Conduct and will be subject to disciplinary action. Violation of this policy does not excuse financial obligation to the University.

Approved by the NWU Board  
of Governors, March, 2001  
Revised, December, 2002

This policy has been established by the Nebraska Wesleyan University Board of Governors to support students' academic success and persistence. The residential experience is an essential part of Nebraska Wesleyan's undergraduate program. Because of the significance of the residence policy, exceptions are granted only in rare cases. Students who request an exception must be fully prepared to follow exactly the process, and must be aware that failure to follow the policy or the process for requesting an exception will have consequences.

It is your responsibility to read this entire packet, and to seek clarification if needed. Nebraska Wesleyan will expect you to have read and to understand the policy, the exception process, and your responsibilities as they relate to both.

**Information to Accompany a Request for an Exception  
to the NWU Residency Policy**

As a residential liberal arts college, Nebraska Wesleyan University has a three-year or six-semester residency requirement. NWU administers a process to allow exceptions to the NWU Residency Policy. These decisions are made in a way that is objective and fair, balanced with the University's core value of personal attention to students. The decision is final. There are no appeals.

Students wishing to request an exception to the NWU Residency Policy must complete the information on pages 2 and 3 of this document, attach appropriate documentation, and return it to the Housing and Residential Education Office on the first floor of Centennial Hall.

Name \_\_\_\_\_ ID# \_\_\_\_\_

Permanent Address \_\_\_\_\_ Permanent Phone \_\_\_\_\_

Permanent City, State, Zip \_\_\_\_\_

Campus Address/Living Unit \_\_\_\_\_

Local Phone \_\_\_\_\_ SMB \_\_\_\_\_ Birth Date \_\_\_\_\_

Applying for the \_\_\_\_\_ semester of the \_\_\_\_\_ academic year

Credit Hours Earned \_\_\_\_\_ Credit Hours Currently Enrolled \_\_\_\_\_

Major \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

If you are currently working, list employer \_\_\_\_\_

Number of hours working per week \_\_\_\_\_ Wage \_\_\_\_\_

Address and Phone of Employer \_\_\_\_\_

\_\_\_\_\_

If granted an exception, my place of residence for this time period will be

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Please mark the exception you are requesting for the time period in which you are requesting it, and attach the appropriate documentation.

\_\_\_\_\_ I will live with my parent/guardian (NWU uses the definition of guardian as that included in Section 30-220917 of the Nebraska Probate code), within 30 miles of the Nebraska Wesleyan campus. *You must attach a signed and notarized commuter student form available in the Residence Life and Housing office in Centennial Hall.*

\_\_\_\_\_ I have reached my 21<sup>st</sup> birthday prior to the first day of classes of the fall semester of the academic year in which I am requesting an exception. *Your birthday will be verified by the Office of the Registrar.*

\_\_\_\_\_ I live with a spouse. *You must attach a copy of your marriage license.*

\_\_\_\_\_ I am enrolled for fewer than 12 credit hours as a part-time student. *Your enrollment will be verified by the office of the Registrar.*

\_\_\_\_\_ I am requesting a special exception due to financial exigency, which is based on extraordinary financial need (not to the opportunity to realize savings). This exception also requires that the student have an academic profile such that moving off campus will not harm success and persistence at Nebraska Wesleyan. *A FAFSA must be on file with the Office of Financial Aid. Additional explanation should be provided.*

\_\_\_\_\_ I am requesting a special exception due to health issues relating to myself or to a member of my immediate family. *Attach an explanation and appropriate documentation, including statements from medical personnel.*

\_\_\_\_\_ I am requesting a special exception due to an extreme or emergency condition requiring extraordinary action. *Attach an explanation and appropriate documentation.*

Return your application to the Office of Residence Life and Housing (Centennial) by November 15 for the spring semester, and by March 26 for the following academic year. Processing will take several weeks. You are encouraged to sign up for a residential facility room assignment pending action on your request. If you sign up for a room assignment in the spring, you have the opportunity to break your housing contract by July 1 with no financial penalty if an exception is approved.

Please understand that if you are granted an exception to the NWU residency policy you must reside in the situation from which you are approved. Student Life monitors the residential status of all full time students. If living conditions change and Student Life becomes aware of them, we will enforce the expectations of the residency policy relating to misconduct and to financial obligation. Please contact the Office of Residence Life and Housing in Centennial with any questions relating to the NWU residency policy and the process to request an exception.

I certify that the information, which I have provided in this document, and any supporting materials attached to it, is true. I have read all of the information in this document, and I understand the residency policy and my personal responsibility to follow the policy, including all references to the exception process.

Name \_\_\_\_\_ Date \_\_\_\_\_

**Return original to Residence Life and Housing Office (Centennial Hall)**