

NDSU RESIDENCE HALLS LICENSE AGREEMENT FLOWCHART

Have you moved into a residence hall for the current or upcoming academic year?

▶▶▶ YES ◀◀◀

Our license agreements are made for the full academic year (from move-in to the end of spring semester) unless a student leaves campus for one of the following reasons: graduation, co-op, internship, study abroad, transfer to another school, or discontinued enrollment at NDSU.

Do you have an extenuating circumstance that came about AFTER you moved in?

▶▶▶ YES ◀◀◀

Contact Jason Medders, Associate Director of Residence Life Operations, at 701-231-8418 or jason.medders@ndsu.edu for assistance with the request process.

▶▶▶ NO ◀◀◀

Your residence hall room and meal plan will remain in effect until the end of the spring semester.

▶▶▶ NO ◀◀◀

All first-year students are required to live in a residence hall unless they:

- are living with a parent or guardian at their primary residence within a 35 mile driving distance from NDSU
- are enrolled in 11 or fewer credits
- have custody of a child
- are married
- have an extenuating circumstance such as severe medical condition, financial hardship for which there is no other solution, or strongly compelling family situation.

Are you required to live in a residence hall?

▶▶▶ YES ◀◀◀

If you are seeking an exception to the living on campus requirement, contact Jason Medders, Associate Director of Residence Life Operations, at 701-231-8418 or jason.medders@ndsu.edu.

▶▶▶ NO ◀◀◀

You are welcome to live with us if you like. Submit an application online: ndsu.edu/reslife/apply. If you are living off campus as a first-year student based on [this criteria](#), submit a request to live off campus at: ndsu.edu/reslife/require.

NDSU RESIDENCE HALL LICENSE AGREEMENT EXCEPTION/RELEASE PROCESS

WHO IS THE PROCESS FOR?

1. Students who have not yet moved on campus, who would otherwise be required to live in a residence hall, but wish to be exempt from this requirement because of extenuating circumstances.
2. Students currently living on campus who wish to be released because of extenuating circumstances that have happened since the date of move-in.

PERTINENT POLICIES

The residence hall license agreement is made for the full academic year. Students who move into a residence hall are expected to remain on campus for the duration of the agreement period, unless leaving NDSU due to graduation, co-op, internship, study abroad, transfer to another school, or discontinued enrollment at NDSU.

Because living on campus increases the chance that new students will achieve academic and personal success, all first year students are required to live in a residence hall on campus. For the 2020-2021 academic year, a first year student is defined as an individual who receives a high school diploma in January 2020 or later. PSEO or Advanced Placement credits are not considered when determining first year status. Students may be exempt from this policy if they:

- are living with a parent or guardian at their primary residence within a 35 mile driving distance of campus
- are enrolled in 11 or fewer credits
- have custody of a child
- are married
- have extenuating circumstances such as a severe medical condition, financial hardship for which there is no other solution, or compelling family consideration.

THE PROCESS

After reviewing this information, contact Jason Medders, Associate Director of Residence Life Operations, at jason.medders@ndsu.edu or 701.231.8418 to schedule an appointment. Jason will visit with the student about expressed concerns, and will guide the student through one of three processes:

Extenuating financial circumstances:

Documentation submitted to Residence Life will be reviewed by staff in Financial Aid to determine if a residence hall release is appropriate.

Extenuating personal circumstances:

Documentation submitted to Residence Life will be reviewed by a three-person committee to determine if a residence hall release is appropriate.

Health related concerns: Documentation regarding mental, physical, or disability related health concerns should be submitted directly to staff in Disability Services. Staff in that office will work with the student and provider to determine what accommodation, if any, is appropriate.

COMMON SITUATIONS, CIRCUMSTANCES AND REQUESTS

Commuting/living with a relative: First year students may decide to live with their parent(s) within a 35 mile driving distance of NDSU. Policy does not allow for living with any other relatives. Permission to live with a non-parent relative must be based on extraordinary and/or compelling circumstances, not for financial gain or convenience.

Financial difficulty: To qualify for a release after moving in, there should be a significant change in the student's financial situation that was unforeseen and is not rectifiable. Finances for the academic year should be considered prior to moving in and/or enrolling at NDSU. Late notice or inadequate notice from the Financial Aid Office is not

necessarily grounds for a release. Residence Life relies on the expertise of staff in Financial Aid to determine if a student has a sufficient financial aid package to attend NDSU.

Online courses: The choice to register for all online courses is not an acceptable basis for release. Several students each year live on campus while taking classes solely online. Students who transition to all online courses between fall and spring semesters may be released for spring semester if moving a significant distance away from Fargo.

Mental, physical, or emotional diagnosis or disability: When staff in Disability Services review requests for exemptions or release, students are expected to engage in an interactive process to discuss the barriers in the living environment. Typically, the campus community can create an accessible living environment once those barriers are identified and addressed. Only when unable to create an accessible living environment will a student be released from the license agreement.

Dissatisfaction with residence hall life: Living in a residence hall is a new experience for most students and requires a certain amount of adjustment. If the student has made a fair adjustment to the environment and is still unhappy, a hall change, room change, floor change, and/or roommate change is typically an effective remedy. If a specific area continues to be a major problem, the residence hall staff is available to work with the student on an individual basis to find a solution.

Reaching sophomore (or junior, or senior) status: The Living on Campus Policy is applied based on high school graduation date, rather than class standing. Additionally, the license agreement is in effect for the full academic year. Therefore, regardless of credits a student brings in upon first attending NDSU, or credits earned while here, a release based on academic or class standing will not be forthcoming.