Application for an Exception to the Housing Requirement
Housing and Residence Life Office
Northern Michigan University

Name: _____ NMU IN:_____

Present Address:_____

Proposed Address (include city):_____

Email:_____Phone:_____

Semester/academic year for which this application is intended:_____

HousingRequirement Information

The University's Housing Requirement is part of an effort to ensure optimum learning opportunities for students. The Requirement, which is a condition of enrollment, states that all single undergraduate students must live in a residence hall unless they:

1. Have resided four or more semesters in residence halls, or
2. Are twenty-one years of age or older on or before the last official day of registration for the fall semester, or
3. Are residing at home with their parent(s) or legal guardian(s), within 60 miles
4. Are veterans who qualify for veterans' benefits by virtue of at least one year of active service in the armed forces, or
5. Are taking eight or fewer credits during the semester in question.

Any student may apply for an exception to the housing requirement due to critical financial circumstances, serious medical reasons, or other extenuating circumstances which may prevent the student from complying with the University's Housing Requirement.

a. Financial circumstances. A student who applies for financial reasons should have a Financial Aid Form (FAFSA) on file with the Financial Aid Office and have been in contact with that office to explore the possibility of obtaining additional support, or other alternatives available to him or her before applying for an exception to the housing requirement. The Financial Aid Office will normally be consulted in the process of evaluating the application.

b. Medical circumstances. A student who wishes to apply for an exception to the housing requirement due to medical reasons must also obtain a Request for Medical Information form, which must be sent to their attending physician to document the circumstances to be considered. The completed Request for Medical Information form is then to be sent to the University's Health Center where it will be reviewed and commented upon with regard to on campus living by the University's physician.

c. Other extenuating circumstances. A student who wishes to apply for an exception to the housing requirement for any other extenuating circumstance should include relevant documentation of the situation with their application.

Process For Requesting An Exception to the Housing Requirement

Applications for requesting an exception to the Housing Requirement are normally obtained at the Housing and Residence Life Office. Those applications will be acted upon by the Director of Housing and Residence Life or their designee. Appeals for denials to requests for Exceptions to the Housing Requirement, in cases where the procedure has been followed correctly, may be submitted in written form to the Director of Housing and Residence Life within 10 class days of the date that the decision was e-mailed or handed to the student for referral to the Housing Appeals Committee. The membership of the Housing Appeals Committee will consist of the Assistant Director of Housing and Residence Life who will serve as the non-voting chairperson, two staff or faculty members appointed by the Associate Provost for Student Services and Enrollment, and one student recommended by the Residence Hall Presidents Roundtable. The decision of the Housing Appeals Committee is final.

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Application Information

Personal Background

What is your birthdate? _____

How many credit hours have you completed: At NMU?_____At another college or university?_____

How many credit hours are you carrying this semester? _____

What is your cumulative GPA?_____ Last semester GPA? _____

How many semesters have you lived in a residence hall: At NMU?_____At another university?_____

For Office Use Only:

Verified by_____Date:_____

Why do you believe that you should be granted an exception to the Housing Requirement? (Feel free to use an additional sheet of paper if necessary.)

The information that I have provided above is accurate. I realize that when considering my application for an exception to the Housing Requirement, the staff involved in this process will verify the information I have provided.

Student: _____ Date:_____

Please return this completed form to: The Housing and Residence Life Office (Behind the Well Being Center). You may also fax it to (906) 227-1423.