

Room Change Policy Office of Residence Life

If you would like to change rooms, you must submit a room change request form. This form will be given to your resident director/area coordinator, who will schedule a meeting to discuss your request. They may determine that mediation needs to occur between the conflicting parties before any room change requests are granted.

Room changes may not be accepted during the first two weeks of the fall or spring semesters, allowing our staff to check in students and determine if there are available spaces.

If a room change can be granted, and an offer is made, you will have 48 hours to accept or decline the offer. If accepted, you have approximately 48 hours to move to your new assignment. If a room change cannot be granted due to space limitations, the request will be reviewed weekly to see if space has become available.

Unauthorized room changes are considered a violation of the student code of conduct, and may result in a student going through the student code of conduct process.

Note: Single spaces are always extremely limited in availability. Freshmen will only be offered freshmen spaces; upperclassmen will only be offered upperclassmen spaces. Room changes in or out of living and learning communities may not be permitted. Room changes may not be permitted during final exams or reading days.

Rooms With Vacancies

All vacancies are considered available space and must be accessible to other students looking to change rooms.

In such cases, the resident assigned to the room has three basic options:

- Invite someone to move into the space
- Request to move to a different space
- Have our office assign a roommate to the space. This would involve students looking to change rooms.

Residents are given a set amount of time to choose their option before Residence Life would manage the vacancy administratively. Typically residents are given one week from the date the space becomes vacant, but this could be shorter due to an emergency situation or at the beginning of a term.

Administratively, Residence Life reserves the right to assign another student to the space and/or change a resident's assignment at any time.

Please note:

- Requesting to leave a space vacant is not an option.
- Under no circumstances should you consider this space your own or cause circumstances that will prevent other students from considering it a possible room for them to move into. Residents with an open bed in their room should create a welcoming environment to any new student assigned to that room.
- All furniture, including the bed, desk, wardrobe and closet, must be left assembled and set up in your room so that another student can easily move into the space.
- If you fail to comply or obstruct this process in any way, you may be held accountable through the student code of conduct.

This policy does not intend to create an uncomfortable living situation for any individual, but to ensure that all students have access to available space.