

## ROOM CHANGES

**Section:** Assignments

**Policy:** Room changes will be granted utilizing the following procedures.

**Purpose:** To identify procedures in granting room changes.

**Scope:** Applies to all students requesting a room change.

**Procedure:**

- I. Students may submit room change requests after a contract is executed through The Dawg House.
- II. All routine room changes will be coordinated through the Housing Assignments Office.
- III. The requests will be granted based on availability, the nature of the request and the time and date the request was received.
- IV. The Housing Assignments Office reviews requests as they are made. Offers for room changes are made to students each week (as space allows) apart from the first two weeks after opening in the fall and spring. The process will resume after the no-show report and the first occupancy report are completed. Room change offers made via email will indicate the reassigned space and the fee for the new space.
- V. Once the Housing Assignments Office makes an offer for a room change, the student may accept or decline the offer by the stated deadline. If the student accepts the offer, the student will execute a contract addendum agreeing to the new space and rate. The prorated difference will be posted to the student account.
- VI. If the offer is not accepted, the Housing Assignments Office will cancel the room change request for the hall and room type. Students may reenter a request through The Dawg House.
- VII. In August, the Housing Assignments Office will notify all students with a pending room change request that the request is still active; students may respond to cancel the request. The Housing Assignments Office will complete an additional audit in January, allowing students to keep their requests active through the spring semester.
- VIII. Specific details and step-by-step guidelines regarding the academic year room change process that also address staff responsibilities can be found in the [appendix](#) to this policy.
- IX. In the case of an emergency room change, Residential Programs and Services staff will work with the appropriate assistant director, who will communicate the needs to assignments staff. If the relocation is intended to be temporary, the temporary assignment will likely not result in any fee changes for the student, as the student will return to their assigned space. If the relocation is intended to be permanent, the fees for the new assignment may apply on a prorated basis. For that reason, the Housing Assignments Office should be consulted regarding any rate differences and—

should those new rates apply—they should be discussed with a student prior to making the emergency room change.

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