

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 residents requesting a room change.

Procedure:

- I. Room change requests are submitted through The Dawg House and can be submitted any time after a contract is executed.
- II. All 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) with the exception of 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.
- V. Once the Housing Assignments Office makes an offer for a room change, the resident may accept or decline the offer by the stated deadline. If the resident accepts the offer, the resident 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. Residents may reenter the request through The Dawg House.
- VII. Specific details and step-by-step guidelines regarding the academic year room change process that also address staff responsibilities can be found on the shared drive (S:\Resources\ASC\Assignments Office) or as a related file on this policy's page on the staff website.
- VIII. There may be a need for temporary or emergency room changes. In these situations, Residential Programs and Services staff will work with their associate director who will communicate the need with assignments staff in order to expedite the process.

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