

Room/Roommate Changes

In efforts to establish floor/building community and provide a smooth transition into the academic year, room or roommate changes are not permitted during the first six weeks of the academic semester. Room and roommate assignments are typically for the duration of the academic year. Room or roommate changes may be approved on a case-by-case basis (but only after the first 6 weeks of each semester), depending on circumstances, available space and other factors.

If you are experiencing problems with a roommate, you are encouraged to work it out using biblical standards of resolution. If the problem(s) cannot be resolved on your own, you must contact your RA to make them aware of the desire to initiate a room change. Because of the educational nature of residential community, your Area Coordinator may require you to participate in a roommate mediation or complete other requirements before approving a room change. Your AC will work to decide if a room change is necessary by connecting with all people involved. Together with your RA, the AC will determine which, if either, student will move if the situation cannot be resolved. If you are requesting a room/roommate change, you will need to submit a Room Change Request Form to your Area Coordinator (available [here](#)); submitting a Room Change Request Form does not guarantee a room/roommate change.

Room or roommate changes will not be approved:

- In the case of unaddressed roommate conflicts.
- Without a completed Room Change Request Form.
- Without an in-person meeting with an AC*.

Please note:

- Changing rooms may affect the charges to a student's account (if moving to a different campus location with a different room rate).
- All available spaces must be left empty and ready for a roommate to move into the room at any time. If a new roommate has been assigned an available space, the Director of Residence Life and Housing or AC will try to give a 48 hour notice; there are special and emergency situations that necessitate immediate moves and less than a 48 hour notice.
- Unauthorized room/roommate changes without permission and without going through the process, can result in a charge of \$50 and the resident may be asked to return to their original assigned room.

**Exceptions are made for residents moving from the residence halls to an open room in the student apartments. A completed Room Change Request Form is necessary but not a meeting with the AC.*