

Room Change Process

Students will ask for room changes for various reasons throughout the year. The process for students seeking a room change from their current space to a new space is listed in this section. Additionally, the student seeking a room change is the student who will move out of the room (students can't force their roommate out of the space). The student initiating the room change is responsible for notifying the current roommate of the room change.

The Room Change Request Form is located on the McKendree University Office of Residence Life website under "Documents and Forms".

When a Student Desires a Move

1. The resident submits a Room Change Request Form and they wish to be with a specific person or in a specific building
 - a. The Assistant Director of Residence Life (AD) will complete the request if all students involved are in agreement
OR
 - b. The student is put on a waitlist because the move is not currently possible

When a Student Desires a Move – Roommate Conflict

1. The resident submits a Room Change Request Form because of a roommate conflict.
2. AD will forward conflict notes to the Student Staff Member (SSM) & the Professional Staff Member (ProStaff) that oversee the student and attaches the Room Change Recommendation Form that is to be completed by the SSM
 - a. The SSM, with help from their supervisor, will conduct interviews and interventions to see if the roommates have been open in their face-to-face communication, have attempted to set ground rules, and have generally applied effort into making their roommate situation work
 - b. Based off these conversations, the SSM completes the Room Change Recommendation form
 - c. The SSM forwards the completed recommendation to their ProStaff and AD
 - i. If the ProStaff decides there is a legitimate reason for a room change, the student will be referred to the AD who will work with the student to coordinate the room change and set completion dates
 - ii. If the ProStaff decides that more effort is needed, they will create a plan with the SSM

If a Student is Approved for a Move

1. The AD will set up a meeting with student to find a suitable location if one is available
 - a. The AD will then send an approval email with move dates and the new assignment (ProStaff and SSM are CC'd on this email)
2. An email is also sent to the roommate(s) of the new assignment
 - a. Remember that it is the student's responsibility to tell their current roommate that they will be leaving the space
3. Once the move is completed the student will receive an email about any billing changes due to the move



If a Student is Denied for a Move

1. The AD will send a denial email listing the appropriate reason
2. The student will be added to waitlist if they desire and they will be notified of any open spaces