

HOUSING RELOCATION POLICY

2.27.2018

Summer Housing Assignment Process

The Delaware College of Art and Design is dedicated to creating a living environment for residential students that is conducive to their social, personal, and academic growth. Students are assigned roommates based on compatibility of living preferences in a way that is believed to be in the best interest of the student. Room assignments are made throughout the summer and dispersed in mid-July.

DCAD does **NOT** take the features of a room (windows, closet space, square footage, layout, etc.) into consideration when creating housing assignments or finding room relocation options unless there is a documented medical need on file. Special housing accommodations such as ADA accessibility, Gender Neutral Housing, Medical Single, or Emotional Support Animals must be supported by documentation from a licensed medical practitioner in order to be granted per space availability. Please see individual policies for more information.

Of course, we understand that some students may wish to alter their housing assignment after their arrival on campus. The following guidelines have been established to help students navigate the room relocation process at DCAD.

NOTE: Unauthorized room relocations will result in the loss of room relocation privileges

Housing Freeze

After the start of each semester, there is a four (4) week housing freeze. This means that no requests for room relocations will be granted until after the student has lived in their assigned space for four weeks.

During the housing freeze, students will only be relocated in the case of an emergency.

Emergency Room Relocations are defined as:

- A maintenance problem that creates an unlivable environment (ex. flood, no functioning heat)
- An act of violence or harassment that poses an ongoing threat
- An instance of sexual misconduct

Space Availability Criteria

The following are definitions of what constitutes an available space. These definitions are used when considering open room relocation requests. "Open spaces" are utilized before "open rooms" whenever possible.

- Open Spaces
 - A room occupied by less than the maximum number of occupants

- Open Rooms
 - Rooms that are ONLINE and empty
 - OFFLINE rooms are not available for relocations. In rare cases, rooms may come ONLINE during the school year. Some rooms are designated as OFFLINE by Student Services staff due to:
 - Emergency space requirements
 - ADA accessible rooms
 - Maintenance concerns
 - Community development
 - A student assigned an open room in a room relocation must agree to accept a new roommate per the room relocation policy at any time throughout the remainder of the school year. See *Housing Occupancy* policy in the Student Conduct Handbook.

Room Relocation Priority Criteria

After the housing freeze has ended, room relocations will be permitted only if spaces are available per the criteria above or if they are a direct switch (see *below*). At any given time, we may have multiple open room relocation requests. When space is available, the following priority criteria are used in evaluating all open requests:

- Highest priority: Emergency room relocations as defined above
- High priority: Documented medical accommodation submitted after the accommodation deadline
- Moderate priority: Conflict between roommates
 - Must first complete a roommate contract, mediation with Resident Assistant, and mediation with professional staff before a room relocation will be granted. Notes must be submitted as evidence of an attempted mediation.
- Low priority: Room preference (ex. I like this room better than my room, that room has windows, that room is bigger...)
- Lowest priority: Building preference
 - After the start of the academic year in August, no building relocations will be permitted.

Direct Switch

Room relocations in which two students want to switch spaces, called direct switches, are possible at any time after the end of the housing freeze. In the event of a direct switch, all occupants of each room must agree to the switch in writing by emailing the Student Services office. Once consent has been granted by all parties, key access will be altered and the students will be notified. Students MAY NOT switch their key fobs, as they are individually coded to each student.