

# Room Transfers

*Residence Life's goal is that all experiences both inside and outside of the classroom are opportunities for students to learn and grow. Bethel wants to see students develop healthy communication and living skills to prepare them for life after college. This means working together, compromising, and navigating through conflict.*

Residence Life offers two room transfer processes: December/January Room Transfer & Room Appeals.

## **December/January Room Transfer Process:**

Students who believe they have a compelling reason for moving rooms have an opportunity to request to move during finals week of December or Interim break of January. Students must contact their RA/ARD to begin this room transfer process. Before students pursue a room transfer, they should consider that there may be a better solution to resolving a situation than moving rooms.

**There are two deadlines to request this type of process: before December 1 to move during finals week of December or before January 15 to move over the January Interim break.**

Steps for December/January Room Transfer Process:

1. Students must have a conversation with their RA/ARD to discuss their desire to move.
2. Students must identify an open spot that they desire to move into before they submit the request.
3. Students must contact any residents living in the room/suite with the open spot to discuss living expectations and whether the move is a good fit for all involved.
4. Students must submit forms by the appropriate deadline.

Requests will be reviewed by a Residence Life committee and final decision will be communicated via email by a Residence Life Dean.

The December/January Room Transfer request will only be considered after the steps above are completed by the appropriate deadline.

## **Room Appeal Policy:**

Some extenuating circumstances (e.g., health concerns, safety issues, etc.) may necessitate a room change prior to the end of a semester. If a student believes their living situation would be improved by changing rooms outside of the December/January transfer process, they may contact their RA/ARD to begin the appeal process. Room Appeals will be reviewed by a Residence Life committee.

Criteria for room appeals will be considered on one or more of the following:

- Documented physical or emotional concerns that are affected by the current room placement.
- New information not available or not previously considered regarding your housing situation.

Any pursuit of a room appeal must begin with the RA or ARD Requests initiated by anyone other than the resident will not be considered. Room changes will only be set in motion once Residence Life has observed evidence of good-faith efforts to resolve any issue(s) based on the steps below.

Steps include:

1. Initiate conversation with roommate(s) to try to resolve the situation
2. Revisit Roommate Agreement Form
3. Discuss the situation with your RA or ARD
4. Mediation with Roommate(s) and RA/ARD, follow-up conversation with the RA/ARD
5. Further steps as determined with the RD

Where appropriate, the RD will direct the student to complete the proper form. Students are expected to work with Residence Life staff to identify room options.

If students change rooms without following proper procedures, they may be required to return to their previous housing until the appropriate procedure is followed. An improper checkout fine may be assessed.

## **Related Policies and Resources:**

- [Housing Agreement](#)
- [Housing Agreement Cancellation](#)
- [Residence Halls and Living Requirements](#)

## **Policy Contact:**

- Associate Dean of Residence Life
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