Please complete this form as the first stage of the room change process. **Once you have completed this form, please schedule an appointment with your current Area Director to begin the room change process.** Your Area Director must approve and sign this form before you can change rooms. It is the standard practice of Earlham College Residence Life staff to attempt to resolve disputes between roommates before investigating a room change.

### ROOM CHANGE REQUEST

1. **I WANT TO LIVE WITH A SPECIFIC PERSON.**
   - Information to Provide
     - Student’s Name: ________________________
     - Student’s Room: ________________________
   - Questions to Consider
     - Does this person currently have a roommate? If so, you will not be able to move into that room.

2. **I WANT TO MOVE TO A SPECIFIC HALL, ROOM TYPE, AND/OR ROOM.**
   - Please rank:
     - Traditional Freshmen only
       - Barrett Hall
       - Bundy Hall
     - All Others
       - Earlham Hall
       - Hoerner Hall
       - Mills Hall
       - Olvey-Andis Hall
       - Warren Hall
       - Wilson Hall
     - Room Types
       - Quad
       - Triple
       - Double
       - Single
   - Specific hall/room: _________________________

3. **I WANT TO SWAP ROOMS WITH A SPECIFIC PERSON.**
   - Information to Provide
     - Student’s Name: ________________________
     - Student’s Room: ________________________
   - Questions to Answer
     - Has this person also requested a room change? They need to officially request, too, in order to swap rooms.

4. **I WANT TO LIVE IN ANY AVAILABLE ROOM ON-CAMPUS. I HAVE NO PREFERENCE.**
   - No information needed.

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**Area Director Signature** ________________________________ **Date** __________________

Please retain page 2 for your reference.
ROOM CHANGE STANDARDS

The Office of Residence Life recognizes the importance of a safe and secure living space that is conducive to learning and growth. To that end, the Office of Residence Life is committed to providing Earlham College students with the opportunity to change rooms should the need arise.

Below are several standards which guide our Residence Life staff as we process room change requests:

- Traditionally aged First-Year students are required to live in Barrett Hall, Bundy Hall, or Hoerner Hall with other First-Year students. Returning and other non-first year students may not live Barrett or Bundy Halls.
- Students involved in a roommate dispute may be required to attempt mediation before a room change is approved.
- Students with an approved room change cannot begin his/her room change until the listed date on the approval form, and must have checked out of his/her old room by the specified date.
- To minimize academic disruption, room changes shall not occur during academic finals week. Exceptions in emergency situations can occur.

ROOM CHANGE PROCESS

1. **Set up an appointment.** Student should request a meeting with their current Area Director. Contact information for these staff members are below. In preparation for this meeting, students should complete the “Room Change Request Form,” which will help to identify specific information the Area Director will have questions about.

2. **Meet with your Area Director.** At the scheduled meeting with the Area Director, the staff member will discuss with the student why he/she wants to move and available options for a potential room change. Area Director staff may request that roommate mediation be attempted before any room change if the student is requesting a room change based upon a poor relationship with their roommate. If your Area Director approves of your room change, he/she will sign off on the “Room Change Request Form.”

3. **Finalize your room change.** Visit the Office of Residence Life during business hours to locate a suitable room for room change. You will meet with Dan Rohmiller, the Assistant Director for Housing Operations. Be sure to bring your “Room Change Request Form” that has been signed by your Area Director with you.

4. **Pick up your new key.** Once the room change has been arranged with the Assistant Director for Housing Operations, the student will receive a Room Change Approval form. The student should present this form to staff in the Office of Residence Life during the approved room change period (as specified on the form) to receive their new room key to begin. Office of Residence Life staff will not allow a student to begin changing rooms without this approval form.

5. **Check out of your old room.** Once the student has completed moving their belongings, the student should complete a formal check-out with their RA (the RA of the floor from which the student is moving away). This formal check-out should be set up as an appointment ahead of time to ensure staff availability. The student must complete a check-out of his/her old room by the date specified by the Room Change Approval form.

AREA DIRECTOR CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Lisa LaPlant</th>
<th>Nick Kauffman</th>
<th>Liz Stoehr</th>
<th>Matt Juba</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Director</td>
<td>Area Director</td>
<td>Area Director</td>
<td>House Coordinator</td>
</tr>
<tr>
<td>Barrett Hall</td>
<td>Mills Hall</td>
<td>Earlham Hall</td>
<td>College Houses</td>
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<td>Olvey-Andis Hall</td>
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Earlham Hall
Olvey-Andis Hall