Student approaches housing staff about switching apartments due to roommate conflict and is directed to the Assistant Director of Residence Life.

In the rare case of an emergency that threatens a student's physical health or safety, student will move to a temporary emergency apartment as directed by the Assistant Director of Residence Life.

Assistant Director of Residence Life will evaluate conflict and proceed with appropriate plan of action, communicating will all involved.

Student and roommate schedule formal mediation with Assistant Director of Residence Life.

Student and roommate attend and participate in required formal mediation with Assistant Director of Residence Life (refusal to do so will be considered failure to comply with a University official.)

Student and roommate complete standard roommate mediation agreement.

Student and roommate complete mandatory two-week living period and implement the standard roommate mediation agreement.

Students request apartment change in writing to Assistant Director of Residence Life.

Students fully implement agreement and remain roommates through the license period.

Student is granted a one-room apartment (subject to availability). Student is responsible for change in cost. Student is assessed $250 administrative fee. Roommate remains in original apartment and is charged the one-bedroom rate. All utility costs are the sole responsibility of the students.