

Bethany Lutheran College
Student Guidebook - addendum
March 1, 2008

Requests for Room Changes
Policy and Process

Policy

Bethany Lutheran College does not discriminate on the basis of race, sex, age, religion, national origin, marital status, disabilities, or veteran status in the administration of its educational policies, admissions policies, financial aid programs and other school administered programs. The College adheres to the requirements of Title IX of the 1972 Educational Amendments, Sec. 504 of the Rehabilitation Act of 1973, and the ADA policy of 1990.

Under normal conditions, students must wait until the third week of each academic semester to request room changes. Students are generally allowed one free room change per academic year. Any additional or unauthorized moves will cost \$100 per move.

In situations involving roommate conflict, students are encouraged to work through the issues with their roommate(s). Students may also ask Residential Life staff to provide mediation assistance.

Students must follow the process outlined below to request a room change.

If the request to change rooms is granted, the student must review and sign the appropriate check-in/check-out forms with her/his Resident Manager or Resident Assistant.

Process

Submission of request: All requests for room changes must be made in writing to the appropriate Resident Manager using the *Request for Room Change* form available from the Resident Managers.

The Resident Manager will respond to the request within ten days of the Resident Manager's receipt of the *Request for Room Change* form.

Appeal of decision: Students whose request for a room change is denied have the right to appeal the decision by filing a formal grievance with the College as outlined by the College's grievance policy and process available from the College's Equal Opportunity Coordinator: Paulette Tonn Booker, 213 Old Main; 1-507-344-7840; ptbooker@blc.edu.