

Carroll University Office of Residence Life and Housing – Consolidation Policy

The Office of Residence Life and Housing intends to efficiently and effectively utilize all available spaces in campus housing to accommodate the housing needs of all students. The Office of Residence Life and Housing reserves the right to utilize the following consolidation policy, as needed. Consolidation means that when a residential unit is not being used to its maximum capacity, the Office of Residence Life and Housing will take action in order to ensure spaces for incoming students, rectify inequitable living situations which exist when students live in an under-occupied residential unit and pay for space as if it were a fully occupied unit and, ultimately, to utilize housing in the most efficient manner.

Students living in a residential unit with a vacancy will receive correspondence from the Office of Residence Life and Housing describing the consolidation options. Possible options for consolidation will be outlined in the correspondence and may include one or more of the following options, based on the occupancy needs as determined by the Office of Residence Life and Housing.

- Elect to pay the under-occupied unit rate and retain the residential unit at the current/under-occupied occupancy for the remainder of the semester. Residential unit fees will be calculated on a prorated basis.
- Choose to move to another under-occupied unit on the same floor/building.
- Find another resident in an under-occupied unit who is willing to move into the unit.
- Be consolidated with another resident in an under-occupied unit. The resident with less earned credit hours will move in with the resident with more earned credit hours. If both residents have an equal number of earned credit hours, the resident with the later housing contract date will be required to move.

This consolidation policy does not require an individual to consolidate unless:

1. There is need for space in his/her hall.
2. There is a waiting list for single rooms.

If a resident is occupying an under-occupied residential unit, is not required to consolidate as indicated above, and does not wish to pay the under-occupied unit rate, the resident must sign an open space agreement which binds them to the following:

- Keep the unoccupied half of the room in such a condition that would allow someone to move into the unit on short notice.
- Display an attitude of cooperation and acceptance toward any resident who may examine the unit prior to considering occupancy.
- Agree to accept a roommate assigned by Residence Life and Housing.

Failure to follow these guidelines may result in the residential unit being assigned at the current under-occupancy, and the unit charges will be adjusted accordingly from the date of vacancy to reflect the private room fee. If the Office of Residence Life and Housing receives information that a resident is discouraging prospective roommates, the student will be contacted by a Residence Life and Housing staff member and that resident may be referred to the Office of Student Conduct. Residents, who are directed to consolidate, but fail to do so within the time period designated, will be billed automatically at the under-occupancy rate.