

# SINGLE ROOM REQUEST and AGREEMENT

If a room is (or becomes) vacant, and the Residence Life Office indicated that the space is available for double-occupancy, a student can request to live in that room as a private room at an increased room rate of **\$750 per semester**. The amount will be prorated based on the date the student moves in. Students will not be permitted to move into single rooms without agreeing to pay the single room rate.

## Criteria for Single Rooms

### 1) Availability

- Single rooms will be granted before fall housing assignments are assigned. The Office of Residence Life may revoke the single room agreement at any time, if housing needs arise due to limited space. ***Please understand the risk:*** if the need arises, two single-room residents WILL BE HOUSED TOGETHER.
- Situations where a roommate leaves (regardless of whether that is before classes begin or after) and another roommate is not found do not classify as single room requests, and the remaining resident will not be charged any extra fee, but they may receive an assigned roommate at any time. Students refusing a new roommate may be charged the single at the discretion of Residence Life.
- Other rooms across campus that are designed as single occupancy will need similar application and approval and will also not incur the additional fee.

### 2) Who gets single rooms?

To be as objective as possible, priority is based on the “Point System” for Apartment Housing and Single Room Requests. The system automatically rewards and prioritizes students with more credit hours, no disciplinary issues, and higher GPAs. Current residents of single rooms **MUST REAPPLY** for this privilege—it is not guaranteed from semester-to-semester or year-to-year. Exceptions will also be made for students with special needs, and those generally will not be included in the availability calculations (for such an accommodation, please contact the Office of Student Support Services).

The Office of Residence Life reserves the right to refuse or revoke any student in a single room.

### 3) Cost

Students granted single rooms will be charged an additional fee of \$750 per semester. If the single room is revoked at any time, the student’s account will be credited for a prorated amount of the single room fee. The fee for a single room in the Village Apartments is higher due to demand and additional space at \$1,500 per semester.

***I have read and understand the policy on single rooms. I agree to pay \$750 per semester to receive a private, double occupancy room (or \$1,500 per semester in the Village Apartments) for the 2026-2027 academic year.***

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
\_\_\_\_\_  
Date of Birth

Same Room      Same Floor      Same Building  
*Circle Preference of Area for Single Room*

Different Building

\_\_\_\_\_  
*Current Res Hall & Room Number*

If Different Building, where? \_\_\_\_\_

1. How many credit hours will you have earned at the end of this semester?			
2. What is your cumulative GPA right now (not at the end of the semester)?			
3. Have you been on disciplinary probation? (circle)	YES	NO	If yes, when?

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**For Office Use Only**

Approved

Not Approved

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Resident Director's Signature

\_\_\_\_\_  
Date Reviewed

## SINGLE ROOM GUIDELINES

Conditions for remaining in the single room if you no longer meet qualifications:

- If your cumulative GPA drops below the 2.5 min., you may have one semester to raise it.
- If you are placed on Disciplinary Probation while living in a single room, you may be assigned to another living area.

### Point System for Single Room Requests

The following is a point scale that can determine “seniority” in one of two instances:

1. If more students apply and qualify to live in the Village Apartments than we have spaces available
2. If more students apply and pay for a single room than we have single rooms available

Single room determination will consider: 1) the availability of space, 2) medical need as described in the student handbook, and 3) the individuals with the highest number of points. Apartment selection windows will be assigned first for returning apartment residents, then descending based on the total group points.

A maximum total of **10 points** may be earned from the following categories:

#### Credit Hours:

- Disqualified = 49 hours or less
- 0 points = 50 – 59 hours
- 1.0 point = 60 – 67 hours
- 1.5 points = 68 – 75 hours
- 2.0 points = 76 – 83 hours
- 2.5 points = 84 – 91 hours
- 3.0 points = 92 – 99 hours
- 3.5 points = 100 – 107 hours
- 4.0 points = 108 hours or more

#### Cumulative GPA for each applicant: points are equal to your cumulative GPA

- Disqualified = GPA under 2.5

#### Disciplinary Probation

- 2 point = No disciplinary probation either of the past two semesters
- 0 points = Disciplinary probation in one of the past two semesters
- Disqualified = Disciplinary probation *both* of the past two semesters