

Room Assignment Policy
Adopted April 1969
With Amendments to January 2006

I. Resident Status

A. The following members are assured resident status:

1. All incoming freshmen Rice students who request rooms.
2. Voting Cabinet members, except the Off-Campus Representative, and Baker President.
3. The Chief Justice of the Baker Court.
4. Members denied participation in a previous draw.
 - a) Members kicked off previously
 - b) Members who have voluntarily moved off.
5. Members on full athletic scholarship. Partial scholarship athletes shall apply to the Room Assignments Chairmen (RACs) to decide their status.
6. The RACs
7. The Food Representative
8. Orientation Week Coordinators
9. All rising seniors who request a room

B. Exchange and returning members:

1. Members who will be participating in exchange or visiting student programs may participate fully in room draw subject to the kick list.
2. Members currently absent from the University who plan to return the following year may participate fully in room draw, subject to the kick list. These members may designate a proxy if they are unable to be present for room draw by submitting a handwritten request or an e-mail from their Rice e-mail address designating a proxy to the RACs. If no proxy is designated, these members will be given priority on the waiting list and will not participate (i.e. be represented) in room draw.
3. Students who study abroad in the fall semester are not guaranteed on-campus housing in the spring unless they sign a partnered lease with a student who is leaving in the spring. Studying abroad for a single semester does not guarantee a student V status (see III)
3. Incoming Exchange students entering in the Fall semester shall be considered members of the freshman class for the purposes of room draw, and their placement shall be designated by the O-Week Coordinators.

C. Low priority is defined to be placement at the top of the kicklist after the kicklist is drawn, regardless of one's prior position on or off the kicklist. When there are multiple members within any of the following groups, a random card drawing will be performed by the RACs to determine placement within the group.

The following groups hold lowest priority; in order of the following list:

1. Members designated by the Court as having a definitely detrimental effect on the College. Such designations by the Court will be subject to approval by the President in consultation with the Masters.

2. Those members of Baker College who have lived on campus for eight semesters except in the event of extra spaces on campus. These members may be brought on as overflow.
3. Late intent to jack applicants among present College members.

D. Intent to Jack form

1. All participation in room draw is contingent on submitting an intent to jack form by the appropriate deadline.
2. Guaranteed spaces are forfeited if intent to jack form is not submitted.
3. Intent to jack forms shall be submitted to the Baker College Coordinator. The RACs will enter the student name on the intent to jack list and this list shall be used to determine the kickoff list once the intent to jack form deadline is past.

II. College Capacity

A. College capacity is officially 248 as determined by square footage studies performed by Food and Housing.

B. College overcrowding occurs when the number of college residents exceeds 248.

C. Room overcrowding occurs only when the college is over capacity and the number of residents in a specific room exceeds the number of residents as determined on Housing and Dining floor plans. Students may voluntarily choose to live in rooms in numbers greater than those stipulated by H&D although these rooms are not technically overcrowded unless the college is over capacity and a spot is not available in a same gender room.

III. Voluntary Move-Off

A. College members wishing to move off voluntarily must submit a written application. This deadline must fall between singles draw and the beginning of regular room draw.

B. When an application is received by the RACs, a "V" will be placed by the applicant's name on the priority list, removing the applicant from the draw for on-campus housing. The applicant will receive 0.5 points for use in a single future draw.

C. Requests to reverse the effects of application for a V will not be granted (i.e. participation in room draw will not be allowed.)

D. Applicants for a V cannot jack for a room on campus, even as an over-flow roommate.

E. Applicants for Vs can be on the waitlist for housing but are placed after everyone else.

F. During the year following the application:

1. The applicant may move on campus only into places vacated by other members.
2. The applicant may not move into a slot (overflow or normal) on campus that was not filled during the previous room draw.
3. Applicants moving on campus during the Fall semester forfeit their 0.5 point V bonus. Applicants moving on campus during the Spring semester forfeit only 0.25 of their V bonus.

I. Additionally, students with partnered leases for single-semester occupation of a room, resulting from study abroad or other circumstance, will be not eligible for V status, but 0.25 will be added their total point status.

J. Incoming transfer students who desired spaces in the college and due to space restrictions were not able to receive them will be eligible for V's provided that: (a) every available method of granting spaces has been exhausted, and (b) no spots remained for the student to occupy. The O-week coordinators will submit a list of these students to the college coordinator.

IV. Kick List

A. Everyone who signs an intent to jack form is included in the creation of the kick list.

B. The kick list will be drawn in the Baker Commons, and the date and time will be announced two weeks prior to the event.

C. The kick list shall be drawn in the following manner:

1. Determine the number of available beds by subtracting from the number of total beds the number allotted to incoming students.

2. Determine the number of beds allotted to each gender. Each gender is allotted beds in proportion to the number of intent to jack forms signed by that gender. For example, if there are 130 available beds and 90 males and 60 females turn in intent to jack forms, then $\frac{3}{5}$ of the beds would be designated as male beds and $\frac{2}{5}$ as female.

3. Determine the number of each gender who must be kicked. Determine the number of males who must be kicked (KM) by subtracting from the number of males intending to jack the number of designated male beds. Determine the number of females who must be kicked (KF) by subtracting from the number of females intending to jack the number of designated female beds.

4. Write the name of each male who signed the intent to jack form who is not guaranteed on campus housing under section IA on equally sized

pieces of paper and place them in a hat. Randomly draw KM +15 names. First drawn is first kicked. Write the names on a list with the top name being the first drawn and the bottom name being the last drawn. Draw a line after the KMth name from the top. All those above are kicked, all those below are on campus. This line may be adjusted depending on extenuating circumstances.

5. The process is repeated for females.

D. After posting of the kick list, if at least one Emergency Medical Technician (EMT) does not remain on campus, one will be placed on campus. If there is an EMT Supervisor at Baker, he/she will be given first opportunity to move back on. If not, then the EMT with the highest points shall be offered back on campus. The line on the kick list of that EMT's gender will then be moved one name down. Should more than one EMT possess the same number of highest points, the RACs will select which EMT gets back on by a random drawing.

E. Students who are kicked off campus and who do not V off will receive a 0.25 point bonus to be used in a future room draw. The same rules govern this bonus as the V bonus. In no case, may a student hold a total bonus of more than 0.5.

V. Assigning Rooms

A. The RACs, with the approval of the Cabinet, will designate male and female rooms and upperclassmen and freshmen rooms. This is called the CODLUS.

B. All members who participate in room draw will apply for rooms according to the procedure specified below.

ROOM DRAW PROCEDURE

1. Classification

a. Classification of students for the upcoming fall semester will be determined by the student's year of matriculation. Points are awarded as follows: seniors (4th year) - 4; juniors (3rd year) - 3; sophomores (2nd year) - 2; special (defined in B1b) - 3.5. Students intending to graduate in fewer than 4 years of undergraduate study may petition the RACs to receive senior status for their final year. This must occur before the regular petition deadline for the year in which senior status is desired. During this student's second year, he will receive the same number of points as the other student's in his matriculation class. The status of transfer students will be determined by the RACs on a case-by-case basis, with emphasis on the planned year of graduation.

b. A member who receives 4.0 status his/her senior year will be reduced to 3.5 status for any subsequent drawings. A student may petition to defer 4.0 status to a later year, receiving 3.5 status for his/her senior year. These actions are subject to Section IC3.

c. Questions concerning classification will be resolved by the RACs.

d. Next to each individual's name on the priority list, the RACs will indicate classification as of the upcoming fall semester. Petitions for changing classifications will be accepted no later than 24 hours before room draw begins.

2. Deadlines are set by the RACs and approved by the Cabinet. All deadlines should be well-publicized to Baker members and the Athletic Department. Well-publicized is defined as announcing dates at cabinet at least 2 cabinets before the actual deadline, sending out bakerites the same night as the cabinet announcement and 24 hours before the date, and at least one visible posting in the commons.

3. The order of room draw shall be as follows: singles draw, president's draw, posting of CODLUS, petition deadline, and regular room draw.

4. Singles Draw

a. Singles Draw shall occur after the kickoff list is posted but before regular room draw. Only those members who are eligible to participate in room draw (i.e. not kicked off) will be allowed to participate in singles draw.

b. No member shall draw for or occupy a single more than once.

c. A sign-up list for members desiring singles will be posted by the RACS at least one week before singles draw.

d. Priority is determined first by points, regardless of gender, then by a card draw within point groups. Card values are determined as follows: spades is highest, then hearts, then diamonds, then clubs. Ace is highest, 2 is lowest.

e. Members shall select singles in the resulting order of priority as singles are not designated by gender.

f. The RACS shall save the entire priority listing to be used to determine the order in which to fill vacancies within the singles.

g. A person drawing a single and deciding not to occupy that single must notify the RACs before the next round of room draw, so that the single may be awarded to another student. Failure to do so will result in a .1 deduction.

5. Regular Room Draw:

a. Regular room draw shall consist of five periods. The duration of each of these periods shall be determined by the RACs, but all five periods

combined shall not exceed a total of three days in length. Room draw shall be divided into the five rounds as follows, and in this order:

- 1) Round I: all groups with at least 4 points per person shall be permitted to submit applications for rooms.
- 2) Round II: all groups with at least 3 1/2 points per person shall be permitted to submit applications for rooms.
- 3) Round III: all groups with at least 3 points shall be permitted to submit applications for rooms.
- 4) Round IV: all groups with at least 2 1/2 points per person shall be permitted to submit applications for rooms.
- 5) Round V: all remaining groups shall be permitted to submit applications for rooms. To determine a group's average points (i.e. points per person), divide the number of people in the group into the total number of points held by the group. Note: voluntary overflow exception--see section j below.

b. During the time designated for each round, the RACs will be available in the Outer Commons to accept room assignment forms from groups.

c. At the end of each round, the RACs will update an official chart which shows the rooms taken in that round, and the average points and card draw of the group that received each room.

d. Within each period: At the time a form is submitted the group submitting the form will be assigned a priority based on the group's point total. Order of the rooms being drawn with the same priority will be determined as follows:

- 1) All female groups will draw for rooms, then all male groups.
- 2) Rooms of 8 will be drawn for first, then rooms of 4, then 3, then 2.
- 3) Within each group of same occupancy rooms, draw order will be determined by ascending room order.

If another group desiring the same room has an application pending and has received a priority at a previous time, the group with the lower priority loses the room. Persons in the losing group are notified as soon as possible.

e. No one will be allowed to apply for a room if he has previously been part of a group applying for the same room at a previous time within this year's room draw, except as stated in Section j below. No person may apply for more than one room at the same time.

f. All room draw periods shall be conducted in the same manner. Groups shall apply for rooms only during periods in which they are eligible, as determined in section a. above. All groups applying for rooms during a

given period are assured of winning a room in that period if they submit applications prior to the initial application deadline for that period and they do not regroup (if bumped) in such a way as to lower their average points to the point of ineligibility for that particular period (eligibility for a particular period is discussed in section a. above). Following the initial application deadline in each period, all groups which applied for rooms during that period but are "in limbo" as a result of bumping shall be allowed to apply for rooms until accepted. Likewise, any groups bumped by these "in limbo" groups shall be allowed to reapply for other rooms until accepted. (The RACs may set a time limit in which "in limbo" groups must apply, but the next room draw period shall not start until all "in limbo" groups have been resolved to the satisfaction of the RACs). When all "in limbo" groups have applied for and been accepted into rooms, the particular room draw period is closed and all rooms taken during that period are withdrawn from room draw. The room assignments for that particular period are considered final; no subsequent applications in later periods may challenge for those rooms. When this occurs at the conclusion of period V, room draw ends.

g. The exact method of card drawing will be defined as follows in section V.4.d. The RACs are required to create a clear diagram of the CODLUS, large enough for intent to jack notification placements to appear on the representation of each room.

h. No person or group shall be permitted, having once submitted an application for a given room, to withdraw that application for the remainder of the room draw.

i. At least one member of each group (or an official proxy) bidding for a room must remain at the designated location of room draw until the round in which his group is participating has been declared over by the RACs and a room is officially secured for that group. If a group is bumped, the member(s) of that group present at room draw will be notified by word of mouth.

j. Any group may take in an extra roommate (beyond the designated capacity of that room). The point value of the group shall be equal to the total points held by the non-overflow members of the group plus one-half (1/2) the points ordinarily held by the overflow member. The total number of people in the group does not include any overflow members. For example, two juniors (3 points each) decide to take a senior (ordinarily 4 points) into voluntary overflow. The group's total number of points is $3+3+ 1/2 (4) =8$ (instead of 6, which would be the case for the two juniors alone) and the group's average points is $8/2$ (i.e. total points/number of non-overflow members of the group=4). If a group with a voluntary overflow person bumps a group without a voluntary overflow person, that

group will be allowed to go and get a voluntary overflow person and go for the room again if they decide to do so.

VI. General Statements

A. All room assignments are tentative until the first day of classes and subject to the priority system outlined above. Failure to meet the schedule of payments established by the Office of the Cashier will result in cancellation of the room assignment.

B. The RACs, in consultation with the College Master, shall have the authority to designate freshman rooms at its discretion. These rooms should be distributed as evenly as possible throughout the College.

C. All residents shall be required to live in the rooms which they were assigned. All changes must be submitted in advance for approval by the RACs and the Master.

D. The newly elected President of Baker College shall receive his/her choice of the rooms allotted to his/her sex regardless of the status (according to the point system) of his/her roommates.

E. Room applications of members who withdraw or are dropped by the University for any reason are automatically cancelled as of that date. If such member is subsequently reinstated by the University, he may reapply in writing to the President in consultation with the Masters of Baker College, and assignment will be made subject to room availability after all persons in A and B (Section I) are assigned rooms.

F. Cases in which demonstrable hardship or the general welfare of the College are at issue are subject to the discretion of the RACs, in consultation with the College Masters.

G. The Oweek Coordinators shall have primary responsibility for the assignment of incoming freshmen and transfers to spaces within the College, with the Masters assisting in an advisory capacity.

H. No person or group shall apply for a room under false pretenses. The RACs shall report all such cases to the Court for action. No person shall apply for a room that he/she has no intention of occupying.

I. As vacancies become available during the school year, the rooms will be made available to people in the following order:

1. Members denied rooms by the procedure described in IV.
2. If there is a non-overflow vacancy caused by a member moving off campus, the roommates have one week to get someone else to fill the

vacancy: otherwise, people in overflow rooms will be moved in at the discretion of the RACs. If, after all the vacancies have been filled, there are still members left in an overflow situation, then the overflow rebate will be divided among them.

3. Members listed in C. in order of priority. (A draw will be held in each group list in C to determine the order in which the members of that group will be assigned resident status.) A, B, and C refer to Section I. Resident Status.

J. Confirmation or denial of all requests subject to the priority system outlined above will be made at the earliest possible date during the summer. Be sure to inform the College Coordinator of any change in your mailing address.

K. Males and females will compete for rooms within the College on an equal basis, but in no case may a group compete for a room which has been designated as a room that shall be occupied by a group of the opposite sex. Rooms will be designated male or female by the RACs and approved by the Cabinet and will conform to University regulations regarding such designation.

L. "Room Assignment Chairman" and "RAC" are synonymous.

M. Questions of procedure concerning room draw or room assignments shall be resolved by the RACs, using this policy as the primary reference. The RACs may exercise their own interpretation if this policy does not provide adequate guidelines to resolve questions of procedure. All RACs interpretations are subject to review and approval by the Masters of Baker College.

N. Members awarded space in room draw who have not been suspended or dropped by the University and have not applied for a leave of absence will be in jeopardy of losing their space if they have not moved into their space by the end of "move-in" day at the beginning of the semester. If a member knows that a possibility of not moving in on time exists, he should request the RACs to make special provisions for his situation. The RACs shall make provisions to accommodate such situations if the request is reasonable.

O. The two RACs, one male and one female, shall be appointed by a committee comprised of the current Executive VP and the two outgoing RACs (unless an outgoing RAC is trying for the position again, in which case the Executive VP may choose another person to be on the committee). Each party will cast a single vote, and no single vote will take precedence over the other two. The appointment must be approved by Cabinet.

P. Changes to the CODLUS after room draw must be approved by the Cabinet and the Masters. This includes exchanging upperclassman rooms with freshman rooms. This occurs by a petition to change the CODLUS.

- Q. In order to jack for a co-ed room, the following stipulations must be met:
1. Two groups must both desire to jack for co-ed rooms. In all cases, the ratio of male to female beds cannot be affected by a desire to jack for co-ed rooms.
 2. Each group must submit a written intent to jack for a co-ed room form signed by each member to the Masters and RACs. This form is due two weeks before the first night of Room Jack.
 3. The group must meet with the Masters to discuss their rooming situation and obtain their approval.
 4. In order to jack for an actual room, the two groups will divide up into same-sex groups. These two same sex groups are subject to the entire preceding room draw regulations.
 5. Upon securing the two rooms, the groups will then, and only then, reform into their original co-ed groups in order to sign the correct leases.

R. All deadlines shall be set by the RACs subject to the attached Deadlines List.

VII. Deadlines List

All deadlines/events must be announced at least 2 weeks in advance

At least 1 week before Kick list is drawn:

Application for guaranteed on-campus housing due

Intent to jack forms due

Public drawing of kick list

(Need to announce date and time 2 weeks before the drawing)

CODLUS posted

(At least 2 weeks prior to Room Draw)

Single's Draw

(Post singles sign-up at least 1 week before singles draw)

At least 1 week before Room Draw:

Completion of freshman service hours/intent to perform hours

V-Off deadline

Petitions to change CODLUS/Intent to Co-Ed jack due

Students must sign Housing Agreement to participate in Room Draw

Approval of CODLUS by cabinet

(Must happen before Room Draw)

Room Draw