

Prior to each semester, faculty and other guests must submit a Housing Request, signed by their Department Chair, to Academic Affairs. Rooms will not be automatically held from the previous semester, and due to limited resources, housing is **not** guaranteed. **All forms must be returned to Carla Williams (cwilliams03@mica.edu) in the UG Studies Office.** Requests will be reviewed and approved by the UG Studies Associate Dean in your division. Reservations can be emailed, or sent via campus mail. No unapproved guests or pets are permitted. All new full-time faculty members are *ineligible* for faculty housing however full-time faculty members that have already received housing while on a full-time contract may continue to apply.

If all available rooms are reserved, Academic Affairs will maintain a waiting list for interested faculty. If your schedule changes and you no longer need housing on a regular basis, please let us know so that we can reassign the room. No faculty member is guaranteed a specific room—we attempt to assign the floors by gender whenever possible, however there may be times when the bathroom is shared by both men and women.

If your housing needs can be accommodated, you will receive an email confirmation with your housing assignment. When you pick up your keys you will be asked to fill out an additional "Faculty Housing Agreement" which outlines all of the faculty housing regulations as well as a "Key Agreement." If we cannot accommodate your request, we will let you know in a timely manner so you can make other arrangements.

NAME _____

CELL PHONE NUMBER _____

HOME ADDRESS _____

CITY _____

STATE _____

DEPARTMENT _____

ZIP _____

COURSE SCHEDULE:

Title	Department	Day	Time

NIGHT(S) REQUESTED _____

Reason Housing should be granted:

SIGNATURE _____

DATE _____

CHAIR SIGNATURE _____

DATE _____

For Academic Affairs Office Use Only

Approved: Yes No Dean/VP Signature: _____ Date: _____

Room Assigned: _____