

PFORZHEIMER HOUSE HOUSING PROCEDURES

The overall purpose of what follows is threefold. First, the House Committee and House Staff seek by means of these rules to assure every student member of Pforzheimer House his or her turn at preferred rooms; to this end, the lottery system described below is organized by seniority groupings. Secondly, we seek to eliminate personal influence as a factor in room assignment; advantage within each seniority grouping is to be determined purely by chance. Thirdly, we seek to accommodate relevant exceptional needs; certain of the rules which follow qualify our standard lottery procedures accordingly. (In each instance of an exception the main reason for it is briefly indicated.)

I. SPRING LOTTERY

A. LOTTERY NUMBERS

1. Each spring, sometime after the assignment of rising sophomores to houses, all students listed as members of Pforzheimer House for the next school year will be assigned randomly generated lottery numbers. The number will determine his or her advantage in the subsequent House-wide selection of rooms. Also, should a student sign up for vacancies that occur over the summer or for vacancies posted during the next school year, his reassignment will depend on his number.
2. Numbers will be redrawn yearly. Each spring, a student will take his number from that seniority grouping which corresponds to his projected fall status: (1) second semester senior¹, (2) first semester senior, (3) second semester junior, (4) first semester junior, (5) second semester sophomore, (6) first semester sophomore, or (7) second semester freshman. The lowest group of lottery numbers will be drawn by rising second semester seniors, the next lowest by rising first semester seniors, and so forth. If someone has received academic credit studying abroad after joining Pforzheimer House, such semesters will count as semesters in residence. Students transferring from other Houses or schools at midyear should speak to the House Administrator (see II.B).
3. Advance Standing students must draw as sophomores for their first year of residence in Pforzheimer House. They may draw as seniors for their third year of residence, but, if they do so and then stay for a fourth year, they must draw for that year as juniors. In order to draw as seniors for their third year of residence, Advance Standing students must declare their intent prior to the numbers drawing; otherwise, they must draw as juniors.
4. Student groups of as few as one and as many as 12 may have their lottery numbers averaged. Such groups may be comprised of students of different classes and of different sexes. Averaging may be used to qualify students of the same sex for assignment to suites (see I.B.6), or to enable friends to select rooms in proximity, or simply to reduce the chance of a lottery number that is extremely

¹ PLEASE NOTE: A second semester senior is a student who has completed seven semesters of academic credit and has only one semester left at Harvard starting in the fall of the next year. If you are allowed to stay at Harvard for a ninth semester, or will be graduating early (in seven as opposed to eight semesters) you are to enter the lottery as a rising senior and NOT as a rising second semester senior.

high. To average, groups must register as a group before lottery numbers are randomly assigned. A member of an averaged group may drop to a group with a higher average lottery number as described in I.B.8. Throughout the year following averaging, the averaged number of a student's group will be his or her own number; only when decisions must be made between students having the same number will reference be made to the individual numbers originally drawn. No averaged group may include a student who will definitely live off campus.

AA. BELLTOWER LOTTERY NUMBERS

1. Prior to the assignment of randomly generated lottery numbers in the spring pursuant to I.A, students other than rising first or second semester sophomores will be given the opportunity to register as a group for a separate lottery for the purposes of determining room assignments for Moors 403, Moors 404, and Moors 410 (collectively known as the "belltower suites"). The rules and limitations for averaged groups in this belltower lottery will be the same as that for the general lottery, with such exceptions as enumerated below.
2. Groups registering to participate in the belltower lottery must contain 8 or 12 persons, and must contain either all persons of one sex or a correct proportion of the sexes such that they may occupy Moors 410 and one or more of the other belltower suites pursuant to I.B.5.
3. It is anticipated that groups registering to participate in the belltower lottery will be composed exclusively or mostly of rising first semester seniors. For the purposes of the belltower lottery only, rising second semester seniors will be treated in the same manner as rising first semester seniors.
4. Rising first and second semester juniors will be required to petition and take first semester senior status for the belltower lottery in the current year pursuant to III.B and subject to the limitations thereof. In the housing lottery for the following year, second semester juniors who have foregone that status in order to participate in the belltower lottery may take second semester junior status in the following year's lottery instead of first semester junior status.
5. Numbers will be redrawn yearly. Each spring, the same formula used to assign random lottery numbers to individual rising first semester seniors in the general lottery (see I.A.2) will be used as follows: for each group of 8 persons, the average (arithmetic mean) of 12 such random numbers will be assigned; for each group of 12 persons, the average (arithmetic mean) of 8 such random numbers will be assigned.
6. According to the lottery order determined pursuant to I.AA.5, the averaged group with the lowest averaged number will be assigned Moors 410. If that averaged group contains 12 persons, they will also be assigned both of the remaining

belltower suites (M403 & M402), and will indicate to the House Administrator which persons shall live in which suites on or before senior rooming night (see I.B). If the averaged group contains 8 persons, they will also be assigned that belltower suite adjacent to Moors 410 (M403), and will indicate to the House Administrator which persons shall live in which suites on or before senior rooming night. In any case, the individuals of the averaged group in question will be removed from the general lottery and room selection process.

7. Persons entered in the belltower lottery not assigned the belltower suites will re-register to participate in the general lottery pursuant to I.A.4, and any requests for senior status in the belltower lottery made pursuant to I.AA.4 will not be binding for the general lottery and must be re-petitioned.
8. Groups entered in the belltower lottery are expected to refrain from intimidation or harassment of other such groups and of persons who are otherwise considering participation in the belltower lottery. Intimidation or harassment by any member or members of a group may, at the discretion of the Housing Committee, result in disqualification of that group from the belltower lottery. A group that is disqualified in this manner will participate in the general lottery pursuant to the guidelines laid out in I.AA.7.

B. ROOM SELECTION AND ASSIGNMENT

1. With only the exceptions listed below, all rooms in Pforzheimer House will be available each spring for selection according to lottery order, the student having the lowest number being the first to select. Rising Juniors and Seniors will select rooms during rooming nights. Rising Sophomores will be assigned rooms over the summer according to their lottery numbers and rooming preferences.
2. Upon discretion of the House Administrator, in coordination with the Office of Residential Life, only a specified number of 200 square foot rooms will be made available as singles during room selection nights. After this number has been reached, the rest of the 200 square foot rooms will be reserved as doubles in order to accommodate the assigned number of entering sophomores.
 - a. Pursuant to I.AA, any of the designated belltower suites to be assigned as a result of the belltower lottery will not be available during room selection nights.
3. Students will have no special (“squatter’s right”) to either the room or the building he/she happens to occupy at the time of room selection.
4. Normally, a person will – at a time designated pick a room according to their rank in the lottery. Their name will be recorded on a housing chart as well as a spreadsheet.
5. Averaged groups need only send one person (but everyone in a group is encouraged to come) to choose rooms. Averaging groups of one will have three

minutes to choose a room. Averaging groups of two or more will be given two minutes per person up to a maximum of ten minutes. The rooms chosen by an averaged group need not be in the same building. Suites will be available ONLY to members of averaged groups: any two members of a given averaged group, if they are of the same sex, may select a double. Any three members of the same sex may select a triple, and so on. A suite may only be chosen by a group large enough to fill all the bedrooms (e.g. two people may not choose a triple. Additionally, two people may not choose a triple and ask to have a floater assigned to their suite).

6. Except for students planning to return to Pforzheimer House from leaves of absence, students who cannot come themselves to select rooms at their appointed times should either (a) send proxies to choose rooms for them, providing they sully their proxies with signed permission, or (b) submit signed lists of desired rooms in order of preference, to the Housing Committee, which will in these cases act as proxy. Students currently in residence who do not appear, send someone, or submit a signed list of desired rooms, will have a room assigned by the House Administrator after all other assignments to members of their seniority grouping have been made (see I.A.2).
7. Students who are registered with the Office of Residential Life to return for the fall semester who are on leave in the spring and fail to make contact with the senior tutor or House Administrator will be assigned a room once contact with Pforzheimer House has been established.
8. At the time of room selection, one or more persons may bid for a suite with another person or group that has a higher lottery number. Each person increasing his lottery number and the new roommate(s) must choose rooms within the time period allotted to the higher number. This higher number will remain with all members of the new rooming group for the entire year. At least ten minutes before the selection period of the person(s) with the lower lottery number, all members of the new group must sign the following agreement: "I give up my single or averaged lottery number ___ and agree to pick a room with the new lottery number ___. I understand that no extra time will be allotted for a decision, that my choice of rooms will be dependent on room availability at the new time, and that this higher lottery number will be mine for the entire year." At the time the agreement is signed, members of the new rooming group should have in mind the rooms they would like to pick.
9. Rising Sophomores will be asked to fill out summer preference forms and will be assigned to rooms in late August. Every effort will be made to meet preferences and keep roommates together if this is requested. Room assignments will be available upon arrival in September.

II. ROOM CHANGES AFTER THE SPRING LOTTERY

A. EXCHANGE OF ROOMS

1. An exchange of rooms may occur at any time of the summer or school year. Any student member of Pforzheimer House may exchange a room for another as long as the following conditions are met:
 - a. The exchange of single rooms not in suites for other like single rooms not in suites (such as a closet single for a closet single or a large single for a large single) requires the approval of the House Administrator.
 - b. The exchange of rooms involving singles in suites requires the approval of the Senior Tutor and the House Administrator.
 - c. The exchange of unlike rooms will be approved only in exceptional case and will be subject to the procedure outlined in III.B below.

B. DRAWING NUMBERS AFTER THE SPRING LOTTERY

1. Students returning to Pforzheimer House from leaves of absence or moving back into Pforzheimer House from off campus will normally be assigned a lottery number within their respective seniority groupings. Students transferring from other Houses or other schools will normally draw numbers corresponding to their respective seniority groupings. All appeals of seniority groupings should be presented to the Housing Exceptions Committee. The House Administrator must communicate the deadlines for determination of standing in the lottery to the students of the house.

C. CHANGES OF ROOM ASSIGNMENT DURING SUMMER RECESS

1. All vacancies (due to leaves of absence, House transfers, etc.) reported from the time of the general spring selection of rooms through September will be reassigned at the beginning of September according to the special Summer Preference outlined below.
2. Each spring, after the general spring selection of rooms, the House Administrator will make available forms that permit student members of the House to list in order any rooms they prefer over those they have selected. The absolute deadline for submission of these forms (to be referred to below as Summer Preference Forms) will be July 15th.
3. By mid-August, the House Administrator will verify the lottery numbers of all students who have submitted Summer Preference Forms and assign lottery numbers for students who - assigned to Pforzheimer House without specific exchange of rooms after the spring lottery - have not drawn for themselves. Then working by lottery order through the combined lists of 1) students already assigned to regular rooms who submit Summer Preference Forms, and 2) students newly assigned to Pforzheimer House without specific rooms.
4. Students will not be assigned to suites on the basis of Summer Preference Forms unless they have specified roommates who have submitted forms that correspond with theirs. As in the spring lottery, assignment to suites will be based on averaged numbers, though students who have not averaged for the initial general selection may do so specially for assignment during the summer. If any

prospective roommate has listed an available single room as a preference higher than a suite, that student will be assigned to the single room.

5. During the first week of September, students may contact the House Office to find out their room assignment. It is the responsibility of a student who has submitted a Summer Preference Form to verify his room assignment with the House Administrator.
6. Any student transferring or returning to Pforzheimer House without specific exchange of rooms after August 20 will be assigned to the best room that is still available once the Summer Preference procedure is finished.

D. FILLING VACANCIES AFTER FALL SEMESTER

1. At the end of fall semester, students enter and leave the house. After rooms are vacated, returning students, interhouse transfer students, and intercollegiate transfer students will be housed. Students will be given housing on the basis of seniority. Students who request to live in a suite with a vacancy and are also requested by the members of that suite will normally be assigned to that suite, unless there are exceptional circumstances.
2. If students are entering the house and do not request to live in a particular suite with a vacancy, they will be given a choice of vacant rooms and asked for their preferences. Preferences will be awarded in order of seniority. If there is more than one student in a seniority group, lottery numbers will be randomly generated and assigned according to their respective class.
3. After entering students are assigned rooms, the Senior Tutor and Housing Tutor will address rooming problems that have been irresolvable because of space shortages.
4. If there are vacancies in singles in the house (after students have been assigned rooms in accordance with II.D.2 and II.D.3), sophomores in one room doubles (200 square foot rooms) will be given priority to move into those singles. If there is more than one single open, both students in one room double must vacate their room. The open 200 square foot rooms will then be posted in the House office. Students may then request to occupy the 200 square foot rooms. Requests will be granted according to lottery numbers.
5. Students currently residing in Pforzheimer House who are assigned to a new room must move to their new room within seven calendar days after it is assigned.

III. IMPLEMENTATION

A. GENERAL RESPONSIBILITY

The implementation of these procedures will be the responsibility of the Housing Committee of Pforzheimer House. The Housing Exceptions Committee will consist of the House Administrator, the Resident Dean, the Housing Tutor, and two graduating seniors from Pforzheimer House. These students will be selected by the House Administrator. The Housing Committee will be in charge of the House-wide lottery, selection of rooms, determination of status of rooms, and all

other procedures. Student members of the House will be expected to observe all deadlines established by the Housing Committee regarding the House-wide numbers drawing and room selection.

B. EXCEPTIONS TO THE RULES

1. Students will receive the seniority standing which corresponds to their semesters of academic credit. If at any time this standing is not satisfactory to the student, and there is just cause for an exception, he or she may petition for an exception before the Housing Exceptions Committee. The student will be heard before the entire Housing Exceptions Committee and their plea will be considered on a case-by-case basis. Such requests include, but are not limited to:
 - a. Intercollegiate transfer students who believe that they merit special circumstances
 - b. Interhouse transfer students who believe they merit special circumstances
 - c. Rising first and second semester juniors who wish to participate in the belltower lottery.
2. Students who have taken time away for personal reasons may submit a request directly to the House Administrator or the Resident Dean and need not petition the Housing Exceptions Committee to have their seniority grouping adjusted to correspond to that of their social class or the blocking group with which they entered Pforzheimer House.
3. At the time of the meeting with the Housing Exceptions Committee, the student must sign a document agreeing to their expected averaging status for all of their subsequent years at Pforzheimer House.
4. In general, students should only receive each seniority standing one time in their residence at Pforzheimer House. For example, a student normally should not be able to draw twice as a senior. Appeals to this policy or to the original signed document should be brought before the Housing Exceptions Committee.
5. Requests for exceptions must be submitted in writing to the House Administrator at least *one week* prior to the date on which averaging forms are due.
6. All decisions made by the Housing Exceptions Committee are final.
7. Once lottery numbers are drawn, they may not be appealed.

C. CLARIFICATION

A student seeking clarification of these rules should speak directly with a member of the Housing Committee.

IV. AMENDMENT OF THESE RULES

Any member of Pforzheimer House, student or staff, may propose to amend these rules. An amendment requires both a simple majority of the House Committee and a simple majority of the Resident Staff, each body voting separately even if meeting together. However, no rule may be in contradiction with University policy. Also a referendum of student members of Pforzheimer House, as provided for in the House Constitution, may reverse a decision of the House Committee. In any given year, the

House-wide spring number drawing and room selection will be conducted in accordance with the Housing Rules in effect on April 1 of that year.