

## Room Change Request Form

*requests may only be made from the third week of the semester through the thirteenth week of the semester*

*Please fill out the below information. If you have a specific requested housing location, you will need to obtain the signatures of the future roommate(s) in that space. If you do not have a specific requested housing location, please leave the "Requested Housing" and "Future Roommate Name" sections blank. Except in circumstances where approved by University Housing, all students submitting this form must have met with their Area Coordinator to discuss the possibility of a room change.*

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Date: \_\_\_\_\_ Contact Number (Cell Phone): \_\_\_\_\_

Current Housing: \_\_\_\_\_ Room #: \_\_\_\_\_

Requested Housing: \_\_\_\_\_ Room #: \_\_\_\_\_

### Students interested in changing rooms must do the following:

1. Meet with your RA to go over your roommate situation and have them sign this form.
2. After meeting with your RA, attach a document to this form answering the following questions:
  - a. **Why do you want to move?**
  - b. **List three ways you tried to resolve your roommate situation.**
  - c. **List three things you can do to make your new living situation successful.**
  - d. **What have you communicated with your current RA and roommate?**
3. Get your future roommate's signature below (if applicable).
4. Email your Area Coordinator with the questions from above and request a time to meet with them.
5. Meet with your Area Coordinator to go over the questions and get their signature below.
6. Turn this form into University Housing. Additional instructions will be emailed to you, your current RA, and your new RA.

**No moves may occur until a student has received written approval from University Housing. Failure to follow these procedures or moving without approval will result in a \$50 fine.**

Current Roommates' name(s): \_\_\_\_\_

Future Roommate Name: \_\_\_\_\_ Future Roommate signature: \_\_\_\_\_

Current AC Name: \_\_\_\_\_ Current AC signature: \_\_\_\_\_

Current RA Name: \_\_\_\_\_ Current RA signature: \_\_\_\_\_

**Please note that the above box must be completed in order to be accepted and approved by University Housing.**

#### For Office Use Only:

Approved       Denied: Reason \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_