Room Change Request for Apartment-style, Sunderland & Fraternity Residents

Room changes are permitted for students if and when roommates are having adjustment problems and for other special circumstances. Prior to a room change being approved, students are expected to have made a good faith effort toward resolving the roommate situation through the outlined Roommate Mediation Process. If your attempt to reconcile your differences is not successful, then you should follow the steps detailed below to complete the room change process:

Contact potential roommate(s) to find out whether you might be a good match. Once you have found an acceptable roommate(s), complete this form and give it to your Hall Director (if you live in a residence hall/fraternity) or the Area Director (apartment-style housing).

Student Initiating the Move _____________________________  ID _____________ Current Unit Type & Room _______________

Check what you’d like to do:

☐ Roommate Swap (all roommates agree to a swap so that all parties can live with preferred roommate)

Collect signature of approval from all other students affected by the move

Person to swap with _____________________________ ID _____________ Current Unit & Rm ______________ New Unit & Rm ______________

Current roommate _____________________________ ID _____________ New roommate _____________________________ ID _____________

Current roommate _____________________________ ID _____________ New roommate _____________________________ ID _____________

☐ Room Change (To move to an empty bed elsewhere in campus housing)

For room change, indicate which housing type & room in which you want to live _____________________________.

Collect signature of approval from all students affected by the move.

Current roommate _____________________________ ID _____________ New roommate _____________________________ ID _____________

Current roommate _____________________________ ID _____________ New roommate _____________________________ ID _____________

Current roommate _____________________________ ID _____________ New roommate _____________________________ ID _____________

If I am approved for this room change, I will receive an email notification from the Housing Office. I understand I must properly check out of my old room with Residence Life by the date indicated in the email. Failure to check out properly and turn in my old keys to Security will result in a $100 improper check-out fee and a lock re-core charge of $200. After moving, it is my responsibility to seek out my new RACA to complete any required paperwork.

Student Signature _______________________________________ Date _______________________

Office Use Only

Residence Life Staff Signature ___________________________________________ Date ______________

Reason for Request ___________________________________________ CA who facilitated mediation ______________

Date received by Housing __________ Date student emailed new assignment ______________

EX updated? ______ Rosters?_______ Prorating to BO? _________ Carbon Copy/USPS notified? _________