



**Room Change Request for Residence Hall Students**

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.

Student Initiating the Move \_\_\_\_\_ ID \_\_\_\_\_ Current Hall & Room \_\_\_\_\_

Reason for Request \_\_\_\_\_

RA who facilitated mediation(s) \_\_\_\_\_

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 Hall & Rm \_\_\_\_\_ New Hall & Rm \_\_\_\_\_

Current roommate \_\_\_\_\_ ID \_\_\_\_\_

New roommate \_\_\_\_\_ ID \_\_\_\_\_

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

For room change, indicate which hall & room in which you want to live \_\_\_\_\_.

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

Current roommate: \_\_\_\_\_ ID \_\_\_\_\_ Date: \_\_\_\_\_

New roommate: \_\_\_\_\_ ID \_\_\_\_\_ Date: \_\_\_\_\_

If I am approved for this room change, I will receive an email notification from my Hall Director or the Housing Office. I understand I must properly check out of my old room with my HD 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 \$250. After moving, it is my responsibility to seek out my new RA to complete any required paperwork.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Hall Director Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Housing Office Use Only</b>	Date received _____	Date student emailed new assignment _____
Iseries? _____	Rosters? _____	Prorating to BO? _____ Carbon Copy/USPS notified? _____