Room Change Request for Smith & Wallace Hall 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 roommates to find out whether you might be a good match. Once you have found an acceptable roommate, complete this form and give it to your Hall Director.

Student Initiating the Move _______________________________  ID _______________ Current Building/Rm# _________________

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 the students affected by the move

Person agreeing to swap with you_______________________________ ID ________________  Their Current Building/Rm# _______________

Current roommate______________________________ ID ______________  New roommate_________________________________  ID ___________ ___

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

For room change, indicate which building & room # in which you want to live _________________________________.

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

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 ______________