



Date Submitted to Residence Life
Office-Stamp Only

Room Change Request

Resident Requesting Move:

R#: _____

Last Name: _____ First Name: _____

Hall: _____ Room: _____

Phone: _____

Signature: _____

New Room/Roommate Information:

Do you have a specific Hall/Room you would like to move to? (If yes, this can be used as a pull-in form)

Yes: Hall: _____ Room: _____

Name of Desired Roommate: _____

R# of Desired Roommate: _____

Signature of Desired Roommate: _____

Current Roommate Information:

R#: _____

Last Name: _____ First Name: _____

Hall: _____ Room: _____

Phone: _____

Signature: _____

(Please turn over for staff approval page)

Prior to submitting this form, anyone wishing to change rooms must meet with their RA/CA. After the RA/CA signs off, they will forward the request to the AC, who will make the final decision if the room change is approved.

Staff Use Only. Do not write on this page.

RA/CA Section:

Did the students involved meet with you to discuss the room change? *Yes/No*

Was mediation with the involved parties necessary? *Yes/No*

Are there any unresolved issues left between the involved parties? *Yes/No*

If yes, please list: _____

Do you approve of this room change? *Yes/No*

If no, please explain: _____

RA/CA Name: _____ RA/CA Signature: _____

AC Section:

Room Change Approved-Student moving given form to bring to Res-Life Office

Room Change Not Approved

AC Name: _____ AC Signature: _____

Central Office:

Old Key Returned: *Yes/No* (If not returned within 48 hours of new key issue, automatic lock change is processed.)

Access on ID Card Changed if Necessary: *Yes/No*

Change Complete in System: *Yes/No*

Charges: \$30.00 Lock Change--\$30.00 Room Change--\$100.00 Illegal Change

CO Name: _____ CO Signature: _____