

## ROOM CHANGE REQUEST

Student Requesting Room Change: \_\_\_\_\_

Date: \_\_\_\_\_ From Room \_\_\_\_\_ To Room \_\_\_\_\_

After you have spoken to the following people, have them sign on the appropriate line. When all of the required people have signed, please return this form to the Residence Life Office. All room changes will be decided by the Residence Life Coordinator after consulting with the students involved. **COMPLETING THIS FORM IS ONLY A REQUEST.**

THE ABOVE NAMED STUDENT HAS TALKED TO ME ABOUT HER REQUEST FOR A ROOM CHANGE.

\_\_\_\_\_ Present Roommate

\_\_\_\_\_ New Roommate

If going into a room that is occupied, who will reside with the other roommate:

\_\_\_\_\_

\_\_\_\_\_ Old RA

\_\_\_\_\_ New RA (if moving to another wing/floor)

**YOU MAY MOVE INTO YOUR NEW ROOM ONLY AFTER YOUR ROOM CHANGE REQUEST HAS BEEN APPROVED AND YOU HAVE BEEN NOTIFIED BY THE RESIDENCE LIFE COORDINATOR.**

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_