**ROOM CHANGE REQUEST FORM**
(Please note: This is a request and may be denied.)

Completed room change request forms for Fall 2012 or Spring 2013 will be accepted through **Monday, December 10, 2012**. Requests must be submitted to your current RD before 5 p.m. on Monday, December 10 to be considered.

- Completion of this form does not guarantee that your request will be approved. The Housing Office will notify you by email of the status of your request after all requests have been considered.

- If the room change request has been approved, the move must occur between 5 p.m. Friday, December 14 and be completed by 10 a.m. on Thursday, December 20, 2012. All persons involved in the move must agree upon a plan regarding the timing of the move. If you have not moved into your new room by **10 a.m. on Thursday, December 20**, your room change will be denied.

Name (please PRINT clearly): ___________________________ ID #: ___________________

I am presently living in: (Residence Hall/Apt.) ___________________ Room/Apt. # ________

I am requesting to move to: (Residence Hall/Apt.) ___________________ Room/Apt. # ________

**Reason for wanting to move: ____________________________________________

(Please write on, or staple another page to, the back of this sheet if additional space is needed.)

1. **Applicant’s Signature** ___________________________
   
   I **have/have not** discussed this move with all current and prospective roommates. (Please circle one)

2. **Current Roommate Name(s) & Signature(s):**
   
   a) Name (please PRINT clearly): ___________________________ Signature: ______________________
       My signature indicates that I am aware of this move.
   
       b) Name (please PRINT clearly): ___________________________ Signature: ______________________
       My signature indicates that I am aware of this move.
   
       c) Name (please PRINT clearly): ___________________________ Signature: ______________________
       My signature indicates that I am aware of this move.

3. **Prospective Roommate Name(s) & Signature(s):**
   
   a) Name (please PRINT clearly): ___________________________ Signature: ______________________
       I am/am not in favor of this move (Please circle one)
   
   b) Name (please PRINT clearly): ___________________________ Signature: ______________________
       I am/am not in favor of this move (Please circle one)
   
       c) Name (please PRINT clearly): ___________________________ Signature: ______________________
       I am/am not in favor of this move (Please circle one)

   *Please note: Signatures of ALL current and future roommates are required, even if a three or four-person room is involved.

4. **Resident Directors’ Signatures:**

   Current RD Signature ___________________________ Prospective RD Signature ___________________________

   **Only moves deemed necessary by BOTH the RD AND the Assistant Dean/Director of Residence Life will be approved.**

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**DO NOT WRITE BELOW THIS LINE: TO BE COMPLETED BY HOUSING OFFICE**

Request: Approved______ Denied______ as of (date) __________________________

____________________________________________ Housing Office Signature

Back Office: 
Odyssey Changed _____ AccessIt Changed _____ Scanned _____ Date ________________ Completed By ____________