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

Completed room change request forms for Fall 2014 or Spring 2015 will be accepted through Monday, December 1, 2014. Requests must be submitted to your current RD before 5 p.m. on Monday, December 1 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 5 and be completed by 10 a.m. on Thursday, December 11, 2014. 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 11, 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. # ______

*Students MUST have an actual room number of the room in which they are requesting to move.

**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 ____________________________________________

Resident Directors will not sign this form until all other signatures have been collected.

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

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 __________