

Room/Roommate Change Request Form

Student Name: _____ Date _____

Current Res. Hall/Room Number: _____

Requested Res. Hall/Room Number: _____

Forms are due to the Student Life Office by Friday November 21st, 2014.

Please note, completion of this form does NOT guarantee approval. The Student Life department may, at their discretion, deny a room/roommate request. You will receive notice of your approval or denial by your campus email.

Requests will not be considered until you have completed the following:

1) Conversation with All Current Roommate(s) Regarding Your Desire for a Room Change.*

I have been informed of this person's desire to change rooms. I understand that this change is pending student life approval.

Current Roommate(s) Signature: _____

Current RA Signature _____ Current AC Signature _____

2) Conversation with Your Requested New Roommate(s). All Roommates Must Submit this Form

I have been informed of this person's desire to change rooms. I understand that this change is pending Student Life approval.

Requested Roommate(s) Signature: _____

Requested RA Signature _____ Requested AC Signature _____

3) Return Form to Area Coordinator

☐ Approved ☐ Denied

Reason (optional) _____

Director of Community Life/ Area Coordinator

Signature _____

***If you do not know how to have this conversation with your roommate(s), please talk to your RA or AC for support.**