



Room Change Request Form

Student Name: _____ Date: _____

Current Residence Hall: _____ Room Number: _____

Requested Residence Hall: _____ Room Number: _____

Forms are due to an Area Coordinator by Friday, November 15th, 2019.

Please note, completion of this form does not guarantee approval. Residence Life staff may, at their discretion, deny a roommate request. (You will receive notice of denial or approval of your request before finals week).

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

1) Conversation with 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 Residence Life approval.

Current Roommate(s) Signature(s): _____

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 Residence Life approval.

Requested Roommate(s) Signature(s): _____

Requested RA Signature: _____ Requested AC Signature: _____

3) Return this Form to an Area Coordinator

Approved Denied Reason (optional): _____

Residence Life Staff Signature: _____

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