

# Room Change Request Form

Date Received: \_\_\_\_\_

## Student Making Request

Name: \_\_\_\_\_

A Number: \_\_\_\_\_

Current Assignment (Building & Room #): \_\_\_\_\_

Student Signature: \_\_\_\_\_

**Room/Building Change Request:** Room and building change requests are based on availability. If you have requested a specific building/room fully write out that specification (Ex. LV1-100A). If you do not have a specific room in mind and are only request a building change, simply write out the requested building (EX. Fletcher Hall).

Building Requested: \_\_\_\_\_

Room Requested: \_\_\_\_\_

**Room Swap Request-** In order to complete a room swap request, **BOTH** your **CURRENT** and **REQUESTED** roommate must sign and agree to the room change. All three students must be in agreement for the request to be considered.

### Current Roommate

Name: \_\_\_\_\_

A Number: \_\_\_\_\_

Current Assignment: \_\_\_\_\_

Requested Assignment: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Requested Roommate

Name: \_\_\_\_\_

A Number: \_\_\_\_\_

Current Assignment: \_\_\_\_\_

Requested Assignment: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Office Use Only

Residential Living Director Signature

Date

\_\_\_\_\_

\_\_\_\_\_

Request:  Approved

Denied

Reason for Denial: \_\_\_\_\_

*This is a request only. While The Department of Residential Living will make every attempt to honor a room or roommate change request these is no guarantee it can be fulfilled. All request completions are based on submission date and availability. No requests will be considered prior to the first 10 days of the semester. All students involved in a room swap must be in good standing with the University for the Request to be considered.*