

Room Change Request Form

Updated October 2025



Instructions: This form is for students who are residing in separate rooms, requesting to switch roommates with one another.

Fall submission and review period: September 15th - October 31st

Spring submission and review period: January 1st - March 31st

Section 1: Students' information

	First Name	Last Name	A Number	Current room
Student A (requesting move)				
Student B (student A's current roommate)				
Student C (student A's requested roommate)				
Student D (student C's current roommate)				

Section 2: Students' Signatures

By signing this form, you agree to the following roommate change: Roommate A will move from their current assignment and become roommates with Student C. Student D will move from their current assignment and become roommates with Student B.

	Signature:	Date:
Student A		
Student B		
Student C		
Student D		

Section 3: Residential Living Staff Only	Date Received: _____
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Approved / Denied	Reason for Denial: _____	
Staff Print: _____	Staff Signature: _____	Date Processed: _____