

ROOM CHANGE REQUEST
(Please note: This is just a request)

Completed room change request forms will be accepted by your Resident Director only during the times advertised each semester. **Requests must be submitted to your Resident Director by the deadline to be considered.**

- Completion of this form does not guarantee that you will move. Your RD will notify you when the move has been approved.
- Moving before you receive proper authorization will result in a Conduct Meeting. You will also be required to move back to your original room and your request will be denied.
- If this move is approved, your move must be completed by the deadline set by your Resident Director. All persons involved in the move must agree upon a plan regarding the timing of the move. If you are not moved into your new room by the deadline your room change will be denied.

Name (please PRINT clearly) _____ RAM# _____

I am presently living in: (Residence Hall) _____ Room # _____

I am requesting to move to: (Residence Hall) _____ Room # _____

Applicant's Signature _____

Resident Directors' Signatures:

Current RD Signature

Prospective RD Signature (if applicable)

9/2018

Request: Approved ____ Denied ____ as of _____ (date)