# Voluntary Room Change Request Form

## Section 1. Resident Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>ID:</th>
<th>Phone:</th>
</tr>
</thead>
</table>

Current Building and Room: 
Desired Building and Room:

Is this request due to conflict? **Y** **N**
If yes, have steps been taken to resolve conflict? **Y** **N**
Explain any actions taken to resolve the conflict in the space below.

## Section 2. Reason for Room Change

After the first two weeks of the fall semester and after preregistration for spring semester, students are given the opportunity to change rooms and/or roommates at a time designated by the residence life office. Students may NOT move into any room other than the one assigned to him/her without approval of the RLC or Director of Residence Life. Violation of this policy could result in a fine and/or immediate withdrawal from campus housing. The University reserves the right to move a student to another room upon proper notification. Further, if a student wants to change his/her room assignment during the academic year he/she must do it through a written request using this form. Requests must be given to the requestor’s RLC. The RLC and RA will then make a recommendation to the Director of Residence Life. If the request is due to conflict, the Director of Residence Life will only entertain the request after peer mediation exercises have been attempted.

The request must include:

1. The reason the student feels a change is needed.
2. If the room change is requested due to roommate conflict, the requesting students shall provide:
   - Examples of attempts made to resolve conflicts or issues
   - A brief summary of the conclusion of those discussion

Comments

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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CONTINUED ON REVERSE
### Section 3. New Roommate Consultation

All students requesting to reside together must meet with their RLC to complete this section. All residents currently residing in the new room must agree to accept the voluntary room change request before a change occurs. Once an approved room change occurs, all new roommates must complete new roommate and suitemate agreements and have the new RA present.

<table>
<thead>
<tr>
<th>Current Resident Name:</th>
<th>Do you agree to accept this voluntary room change request?</th>
<th>Yes</th>
<th>No</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Signature:</td>
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### Section 4. Housing Approval (Office Use Only)

- [ ] Room Change Request Approved | Date | Initial
- [ ] New Roommate Agreement Completed | Date | Initial
- [ ] New Suitemate Agreement Completed | Date | Initial
- [ ] Jenzabar Updated | Date | Initial
- [ ] Floor Charts Updated | Date | Initial
- [ ] New Key Issued | Date | Initial
- [ ] New Fob Issued (If Applicable) | Date | Initial
- [ ] Old Key Returned | Date | Initial
- [ ] Old Fob Returned (If Applicable) | Date | Initial