

# Room Change Request Form

No room changes will occur within the first two weeks and last two weeks of each semester, unless by special permission from the Director of Inclusive Housing.

**Instructions:** To request a room change, please complete this form and acquire the below signatures. Return the completed form to the Student Life Office in DCC. Residence Life will notify you when you may move. Improper room moves will result in a \$50 fine and possible disciplinary action.

Your Name \_\_\_\_\_

**Current Building and Room Number** \_\_\_\_\_

\_\_\_\_\_  
Student Requesting Change Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Current Roommate's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Current Roommate's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Current Resident Assistant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Current Resident Director's Signature

\_\_\_\_\_  
Date

**Requested Building and Room Number** \_\_\_\_\_

\_\_\_\_\_  
New Roommate's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
New Roommate's Signature

\_\_\_\_\_  
Date

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**Office Use Only**

Effective Date of Room Change \_\_\_\_\_

New Keys Given & Date \_\_\_\_\_

CAMs Completed By \_\_\_\_\_ On \_\_\_\_\_

Old Keys Returned & Date \_\_\_\_\_

Floor Plans By \_\_\_\_\_ On \_\_\_\_\_

New Staff Notified By \_\_\_\_\_ On \_\_\_\_\_