



# Room/Roommate Change Request Form

In efforts to establish floor/building community and provide a smooth transition into the academic year, room or roommate changes are not permitted during the first six weeks of the academic semester. Changes may be approved on a case-by-case basis depending on circumstances and availability. Unauthorized room/roommate changes without permission and without going through the process, may result in a charge of \$25 and the resident may be asked to return to their original assigned room.

**In order to be considered for a room or roommate change, you must complete the following:**

1. Talk with your roommate about existing conflict and expectations.
2. Complete a Roommate Success Plan with your roommate(s). Roommate Success Plans can be requested with a Residence Life staff member or in the Student Development office.
3. If you are still unable to resolve conflict(s), please talk with your RA. Your RA can set up a meeting to mediate conflict, help communication and try to reach resolution.
4. Meet with the Assistant Dean of your living area if conflict continues or you would like to be considered for a room/roommate change. Your Dean will confirm you've completed the necessary steps before approval is considered.
5. Meet with future roommate(s) in order to discuss your living preferences to ensure a good roommate pairing.
6. Get the necessary signatures to submit this request; when complete, turn this form into the Student Development office (Owen Center 206).

**Student Information:**

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Email: \_\_\_\_\_ Floor: \_\_\_\_\_ Room #: \_\_\_\_\_

**What kind of room/roommate change are you requesting?**

- Change rooms: I would like to change rooms and move to \_\_\_\_\_ (hall/room #) and live with \_\_\_\_\_ (roommate name).
- Change rooms: I am unaware of open and available rooms, but I would like to move from my current room and live with \_\_\_\_\_ (roommate name) and our living preference is:
  - Building: \_\_\_\_\_
  - Floor: \_\_\_\_\_
  - No preference

**Why are you requesting a room/roommate change?**

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**Please initial the following, indicating that you and your (new) potential roommate have discussed:**

_____	Communication habits	_____	Sleep habits
_____	Study preferences	_____	Personal item use (belongings)
_____	Cleaning expectations and needs	_____	Visitors and guest preferences

**Please initial for the following:**

\_\_\_\_\_ I understand that filling out this form does not guarantee approval.

\_\_\_\_\_ I have spoken to my RA about potential issues and/or concerns and have done my part to bring reconciliation to the situation.

\_\_\_\_\_ I have met with the Assistant Dean of my living area to receive advice about this potential change and lessons learned about myself and others.

**Required signatures:**

Future Roommate Name & Signature: \_\_\_\_\_

Current RA Signature: \_\_\_\_\_

Future RA Signature: \_\_\_\_\_

Resident (requesting change) Signature: \_\_\_\_\_