



Office of Residence Life

Room Change Request Form

This form MUST be completed and approved before a room change may occur.

Please complete the following steps **IN THIS ORDER**:

- Complete **Section 1** of this form
- Have your current R.A. approve the change by signing the appropriate line below
- Pay **\$20** to the Business Office and attach your receipt to this form
- Turn into and have your current R.D. approve the change by signing the appropriate line below
- You will be notified through your CUW email account and campus mail after final approval by the Office of Residence Life

Please note: ONE room change per resident per academic year may be approved. The Office of Residence Life has the right to consider exceptions and deny all requests.

Residents who fail to follow these procedures will be processed through the Student Conduct Code System for violation of the Room Change Policy.

SECTION 1: (To be completed by resident)

Name: _____

Date: _____

F00 #: _____

Phone Number: _____

Campus Mailbox Number: _____

Current Hall & Room: _____

List current roommates: _____

Reason for change: _____

Choose one of the following options:

____ Option A: I know where I want to move.

Hall & Room Requesting _____

Signature(s) of new requested roommate(s) _____

____ Option B: I do not have a specific room, but would prefer: _____

(hall preference)

SECTION 2: (Staff use only)

Current R.A. _____

Date: ____/____/____

Current R.D. (With Receipt Attached) _____

Date: ____/____/____

For Office Use Only:

Date Received: _____

Approved: _____

Denied: _____

Date Notified: _____