Room Move Request

Spring Semester Transition 2016-17
Deadline: December 1, 2016

In order for a request to be reviewed, this form must be:
1. Filled out completely, and
2. Signed by both students, and
3. Turned in to your ACD or front desk by the deadline.

Incomplete forms, or forms turned in after the deadline will not be reviewed.

TO BE COMPLETED BY STUDENT WHO IS REQUESTING TO MOVE

I (print name)__________________________________________ , W#: _______________________

currently live in (Current Hall & Room #): ___________________________________________________

and wish to move to (New Hall & Room #): ________________________________________________

Signature: _______________________________ Date: _______________________

If approved to move, you will be required to do so:
• As soon as the space you are moving into becomes available, or
• On December 23rd between 10am and Noon, or
• By taking all belongings home, and then moving into new room at start of Spring semester (may return starting January 21st)

TO BE COMPLETED BY NEW ROOMMATE OF STUDENT LISTED ABOVE

I (print name): ______________________________ , W#: _______________________

accept this person (print new roommate’s name): ________________________________ as my new roommate for the Spring 2017 term.

Signature: _______________________________ Date: _______________________

FOR OFFICE USE ONLY

Approved □
Not Approved □

NOTES: