



Student Section

Name _____ Box # _____ DWU ID # _____

Students moving after room change week in the fall and/or more than once a year will be assessed a \$25.00 processing fee. Students moving without authorization will be assessed a \$50.00 fine and be required to move back to their original room. It would be helpful if you spoke to your current roommate BEFORE starting this process. Please make every effort to resolve current roommate conflicts PRIOR to move. This is a small campus and you WILL see each other periodically, it would be best to remain friendly with each other. You can still like each other, even if you can't live with each other!

I desire to make the room change described below:

FROM Residence Hall: _____ ROOM: _____ PHONE: _____

TO Residence Hall: _____ ROOM: _____ PHONE: _____

If my requested room is unavailable, I prefer (check one):

- _____ To stay in my current room or
_____ Move to another room. If so which one? _____

I prefer a single room, if one is available and agree to pay the additional rate. Yes _____ No _____

**Please note that single rooms are granted on a space-available basis in the following priority: individuals who are over 21, seniors, juniors, sophomores, and freshmen.

Student Signature: _____ Date: _____

Please obtain the following signatures in order:

- 1. _____ (Current roommate) (Date)
2. _____ (New roommate) (Date)
3. _____ (Current RA) (Date)
4. _____ (New RA) (Date)
5. _____ (Current RD) (Date)
6. _____ (New RD, if changing buildings) (Date)

At this point, this form should be turned in or given to the Director of Residential Life for review.

Move is approved: _____ (Date) Move is denied: _____ (Date)

**Reason move denied:

7. _____
DRL signature (Date)

DRL will make copy of request and put in student mailbox. If request approved, contact new RA for mutually agreeable check-in time. All moves should be completed within 3 days of notification, unless exceptional circumstances exist. Follow procedures listed in handbook for checkout when move completed. If move denied, you have three (3) days to file an appeal with Director of Residential Life.