



CHANGE REQUEST FORM

Please note that house/room changes are not guaranteed. Priority is given by class year, date received, current house (resident of house would have higher priority) and recommendation of staff.

YOU AND YOUR CURRENT ROOMMATE:

Name _____ ID# _____
 Current House _____ Current Room # _____
 Class Year _____ Email Address _____
 Present Roommate (if applicable) _____
 Roommate's signature _____

YOUR HOUSE/ROOM PREFERENCES:

- Within Current House any single any double specific rooms _____
 Another House any single any double

Please **RANK THE TOP FIVE** houses you are looking to move to:

Albright _____ **Baldwin** _____ **Capen** _____ **Chapin** _____ **Comstock** _____ **Cushing** _____
Cutter _____ **Duckett** _____ **Emerson** _____ **Gardiner** _____ **Gillett** _____ **Haven** _____
Hubbard _____ **Jordan** _____ **King** _____ **Lamont** _____ **Lawrence** _____ **Morris** _____
Morrow _____ **Northrop** _____ **Park** _____ **Parsons** _____ **Scales** _____ **Sessions** _____
Talbot _____ **Tyler** _____ **Washburn** _____ **Wesley** _____ **Wilder** _____ **Wilson** _____
Ziskind _____

- Specialty Houses: **Chase** (Juniors and Seniors only) **Dawes** (French House, Waiting List)
Hopkins (Dining Co-op, Waiting List) **Tenney** (Dining Co-op, Waiting List)
Friedman Apartments (Juniors and Seniors only) **54 Green Street** (Adas only) **12/26 Bedford Terrace** (Adas only) **150 Elm** (Adas only)

New Roommate's Printed Name _____

New Roommate's Signature _____

I am in full agreement that my prospective roommate's relocation will not infringe upon my living environment and I consent that the applicant may move into my room. I will accordingly make appropriate space for the applicant in the room.

YOUR IN-HOUSE RESIDENCE LIFE STAFF:

The student has met with me to discuss this room change. **If this student has a roommate, I have met with this student and s/he and her/his roommate have met with me to participate in a mediation session.**

HR/HC Signature _____ Date _____

(over)

Please note: By completing this request, you are not guaranteed a specific room or that the room of your preference will become available. Room change offers are sent via email. All signatures on this form are required prior to meeting with your Area Coordinator. If this form is submitted without signatures, it will delay any action. Your room change request is not official until you have received confirmation from the Housing Coordinator. Any unauthorized room changes (including switching rooms without approval and/or switching keys) will be subject to referral to the College Judicial Board and possible change in Spring lottery number.

By signing this request, you understand and acknowledge that you have read the above statement.

Student signature _____ Date _____

AC USE ONLY:

The student has met with me to discuss her/his house/room change.

AC signature _____ Date _____

After meeting with the student, it is my recommendation that this request for house/room change:

_____ be granted _____ be denied

Notes:

HOUSING COORDINATOR ONLY:

After meeting with the AC and hearing the details of this house/room request, it is my decision to:

_____ deny _____ grant this request.

Housing Coordinator signature _____ Date _____

Notes:

OFFICE USE ONLY:

Student contacted with decision on _____ (date)

Student accepted / rejected this offer on _____ (date)

New House _____ New Room Number _____

New key numbers _____ Old keys returned on _____ (date)