



# Room Change Authorization Form

All Room Change requests must be submitted to the Office of Residence Life

## ABOUT OUR PROCESS:

The Office of Residence Life strives to maintain a diverse, supportive living and learning environment at AB. The on-campus living experience is unique, beneficial, and can sometimes be challenging. Students benefit from interacting with people from different backgrounds and interests. We believe that roommates and suitemates should develop open, communicative relationships. To this end, we will work with residents during challenging times to help them find beneficial resolutions. We consider room changes the exception and not the rule.

## BEFORE REQUESTING A ROOM CHANGE:

1. Please understand that room changes are the exception and not the rule.
2. First, meet with your roommate(s)/suitemate(s) about the issues that you are experiencing. Ignoring problems are not conducive to finding solutions. Often, issues can be solved simply by discussing them.
3. If a resolution cannot be found, contact your RA. Resident Assistants are trained in mediating roommate conflicts and can assist you. Your RA will conduct a mediation with all involved residents to help find a resolution.
4. If you continue to have issues after the RA mediation, contact your Resident Director (RD) to discuss your concerns. Your RD has conflict resolution experience and can help guide you to a beneficial resolution.

Residence Hall(s)	Resident Director	Email Address
Battler Hall	Emma Elkins	elkinsek@ab.edu
Benedum Hall	Cara Prock	prockca@ab.edu
Blue, Gold, & University	Aaron Taliafarro	taliaferroal@ab.edu
Kincaid Hall	Mara Wright	wrightml3@ab.edu
Priestly Hall	Lara Foster	fosterlm@ab.edu

## INSTRUCTIONS FOR REQUESTING A ROOM CHANGE:

1. Please understand that room changes are the exception and not the rule.
2. Complete the reverse side of this form. Be sure to include as much information as possible and ensure that it is accurate. Missing or incorrect information may delay your request.
3. Obtain signatures from all residents in the new room/suite. All residents must approve of your request to move into the new space before your request will be approved unless otherwise approved by the Director of Residence Life or Dean of Student Affairs.
4. Return the completed form to the Office of Student Affairs.
5. The Office of Residence Life will review your request and associated information regarding your situation before making a final decision. This process typically takes a few business days, but may take longer depending on the situation.
6. You will be notified of the status of your request and any related decisions via AB email.

# Room Change Authorization Form

Name of Student Requesting Change: \_\_\_\_\_ Student ID: \_\_\_\_\_

Current Housing Assignment Building: \_\_\_\_\_ Room #: \_\_\_\_\_ Suite: A B C D  Single  
 Double

Requested Housing Assignment Building \_\_\_\_\_ Room #: \_\_\_\_\_ Suite: A B C D  Single  
 Double

Reason for Room Change: \_\_\_\_\_

Have you spoken to your RA about your issues/concerns?	YES	NO
If so, when? _____		
Have you spoken to your RD about your issues/concerns?	YES	NO
If so, when? _____		

Signatures of Approval from new roommates AND suitemates (if applicable):

\_\_\_\_\_  
\_\_\_\_\_

**Students requesting a room change are responsible for contacting the Business Office to learn about any housing rate changes that may apply if the student moves. This should occur BEFORE requesting a room change.**

***By signing this form, I am aware of and agree to pay room rate changes that apply. I am aware that these rate changes are effective the date that the room change occurs should my request be approved.***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Print Name: \_\_\_\_\_

*For Office Use Only:*       Approved       Denied

Director of Residence Life Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RD of Current Assignment Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RD of Requested Assignment Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Checked Out of Old Space:      Date: \_\_\_\_\_      Time: \_\_\_\_\_      RA Initial: \_\_\_\_\_

Checked In to New Space:      Date: \_\_\_\_\_      Time: \_\_\_\_\_      RA Initial: \_\_\_\_\_