



RESIDENCE LIFE House Change Request Form

NAME _____ ID# _____ DATE _____

PHONE # _____ CAMPUS BOX # _____

HOUSE NAME: _____ BLDG/ROOM # (on campus) _____

OFF CAMPUS ADDRESS (only if you live off campus):

Extra-Curricular Activities (ie: Varsity Sports): _____

REQUESTED CHANGE

HOUSE NAME: _____ START DATE (circle one): Fall Spring 20____

Will this house membership change result in a change of residence (circle one)? YES NO

Is there a space available? Where? ROOM # _____ ROOMMATE _____

You will be asked to attend a meeting where you will explain your request to change house membership. Your current House President, Hall Director and prospective House President and Hall Director will be present. The criteria for evaluating a house change request is:

1. Did the student explain how the move will be beneficial to them as an individual?
2. Did the student describe ways in which their move will be good for the new house?
3. Would the move cause too many students of one particular sport or group to be housed together?

In preparation for that meeting, please check the boxes showing completion of the following key action items:

- I have spoken with my current roommate (on campus students only) and House President, as well as my future roommate (on campus students only) and House President about my desire to change house membership.
- I have marked the times that I am available to meet on the reverse side of this paper so that the Residence Life Office can schedule the meeting efficiently.
- I will check my email for notification of meeting time.

Office Use Only

Approved: _____ Denied: _____ Effective date: _____

Comments: _____

Please mark when you are AVAILABLE to meet

	Monday	Tuesday	Wednesday	Thursday	Friday
9 am - 10 am					
10 am - 11 am					
11 am - 12 pm					
12 pm - 1 pm					
1 pm - 2 pm					
2 pm - 3 pm					
3 pm - 4 pm					
4 pm - 5 pm					
5 pm - 6 pm					

Your meeting time and location will be emailed to you in your Graceland email
– the official communication tool of the university. You are responsible for
checking that email account and attending the meeting.