



**RESIDENCE LIFE**  
**House Change Request Form**

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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: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
8am-9am					
9am-10am					
10am-11am					
11am-12pm					
12pm-1pm					
1pm - 2pm					
2pm-3pm					
3pm-4pm					
4pm-5pm					

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.