Request to Change Academic Room Function

Instructions:
1. School or college dean completes required sections of request form (see codes on attached sheet) and submits the request to the Office of the Registrar for impact statement.
2. Office of the Registrar assesses impact and forwards request form and impact statement to Academic Affairs.
3. Academic Affairs may refer requests requiring changes in the physical plant to Finance and Administration.
4. Academic Affairs will approve or deny the request and copy the Office of the Registrar on the response to the school or college.

Building Name_____________________________________________________Building Code ________
Room Name ______________________Present Room Classification_________ Room ID _____________
(name)   (suffix)

Proposed Room Classification, Characteristics, and Effective Dates:

<table>
<thead>
<tr>
<th>Available for Classroom Scheduling</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handicap Access</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Room Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seating Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seating Capacity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effective Beginning Date:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Changes (including those in the physical plant) that will be required if the use is changed, including use of heating, cooling, and electrical system. (Attach additional pages if necessary).

Justification for making the changes. (Attach additional pages if necessary.)

____________________________________________
Dean’s signature

Office of the Registrar
College Impact:

Institutional Impact:

__________________________________________
Office of the Registrar

Approved Effective Date___________________________ Disapproved

Vice Chancellor for Academic Affairs
7/15/99
Room Type Codes

00  Classroom
01  Auditorium
02  Seminar/Conference
03  Video/TV Room
04  Music Room
05  Engineering Lab
06  Computer Lab
07  Agriculture Lab
08  Reading Lab
09  Special Computer Lab
10  Special Purpose Room
11  Design Studio
12  Dance Studio
13  Art Studio
14  Study Room
15  Reading Room
16  Dean’s Office
17  Department Office
18  Faculty Office
19  Faculty Research
20  Administrative Office
21  Grad Student Office
22  Grad Student Resch
23  Distance Ed Room

Seating Type Table Codes

TA  Table Arm
AR  Armless
DR  Drafting
FX  Fixed Seating
GY  Gymnasium
TC  Tables/Chairs
LB  Laboratory
ST  Stage
ZZ  Other
KT  Kitchen

Academic Building Codes

AGRI  Agriculture Building
AELB  Agriculture Engineering Lab
APCC  Alternative Pest Control
ANSC  Animal Science Building
ARMY  Army Building
BAND  Band Building
BELL  Bell Engineering
BGHL  Botany Greenhouse
BADM  Business Administration
CHEM  Chemistry
CHBC  Chemistry/BioChem
CLAY  Art Annex
CTED  Continuing Education
ENGR  Engineering Hall
FNAR  Fine Arts Center
FDSC  Food Science
FIIR  Fulbright Institute
GIBX  Gibson Annex
GRAD  Graduate Ed
HPER  Health, Phys Educ
HOEC  Home Economics
KIMP  Kimpel Hall
MEEG  Mechanical Engr
MEMH  Memorial Hall
MULN  Mullins Library
MUSC  Music Building
MAIN  Old Main
OZAR  Ozark Hall
PHYS  Physics Building
PTSC  Plant Sciences
SCIE  Science Building
SCEN  Science/Engr
SEAU  Science Aud
SPCL  Speech Clinic
SDEV  Student Dev
WATR  Waterman Hall

7/15/99