

Request to Change Academic Room Function

Academic Policy 1810.10

Instructions:

1. School or college dean completes required sections of request form 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:

Room #:

Capacity:

Modifications required if the use is changed, including 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

Current room use: Academic Classroom Laboratory Conference Room Office Other: _____

Type: General Access Special Purpose - used/ managed/ controlled by: _____

Impact Statement (attach additional pages if necessary):

Approved

Denied

Effective Date:

Vice Chancellor for Academic Affairs