

Academic Room Designation

The University is changing the way academic classes are scheduled. In order to maximize the use of classroom spaces, classrooms will be scheduled based on specific need of room features, room types and class sizes. This form is used to request for Dedicated Use or Priority for a **specific room as a classroom**. In order to request Dedicated Use for a room, justification must be provided explaining why the course could not be taught in another room.

Requestor Name _____ Requestor Unit _____

Building _____ Room Number _____

Requesting: ☐ **Dedicated Use**, room cannot be used for any other purpose
☐ **Priority**, unit must use this room, but could also be used for other non-conflicting purposes

Course(s) needing use of this room, please list Course Number and Description:

Semester Taught	Course Number	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Justification:

Explain the reason for needing this specific room. Here are some questions that might help you provide adequate justification: What hazardous materials are in the room? What equipment/software is in the classroom/lab that cannot be moved? What other rooms have you tried holding the course in and why it did not work out? Is there a space an instructor is not able to access due to special needs?

Approved _____
Faculty Dean

Date _____

Approved/Denied _____
Vice President of Academics

Date _____