BETHEL UNIVERSITY

College of Arts & Sciences Office of Academic Affairs

***Department Chair Request for Remodeling in Academic Areas***

All requests for significant remodeling or substantial changes in physical space must follow an approval process. This process requires that you meet with the Associate Provost of CAS *prior* to **the last Monday in October** to discuss your request. These requests will be considered for the summer or subsequent academic year.

**PROJECT PROPOSAL**

1. What is the project you are requesting? (Please attach a diagram or sketch if possible.)
2. What room(s) and location(s) are involved in this project?
3. What other department(s), individual(s), or program(s) could be impacted by this change?
4. What is the purpose of this change? Why is this change necessary?

Proposed by:       Date:

Department Chair Name:

 (when sent electronically from the Department Chair email, this serves as a signature)

Please complete the top portion and send to cas-academic-affairs@bethel.edu, by **the last Monday in October.**

I hereby give initial support for this proposal. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Associate Provost of CAS

NOTES

 If initial support is given, the Associate Provost of CAS will consult with Facilities Management to determine the feasibility and estimated cost of the project.

1. Rough estimate of project: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Feasible: [ ]  Yes [ ]  No
3. Action: [ ]  Approved

 [ ]  Postponed

 [ ]  Not Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Associate Provost of CAS

**NOTES**