Department/Program:

Department Chair/Program Director:

Date:

Request for Priority or Dedicated Use of a Classroom

I. Indicate whether you are requesting priority or dedicated status:

I request “priority” status for departmental/program use of      . This means that our department/program, will be granted first consideration in assigning this room, but it may be assigned to others if a classroom of that capacity is needed.

I request “dedicated” status for departmental/program use of      . This means that our department/program will be granted exclusive use of this classroom.

II. Specify when (days, time of day) you wish to use the room:

III. Explain the rationale for this request. *Indicate all that apply*:

Our discipline requires a space with unique characteristics, including equipment, furniture, layout, size, and technology.

Achieving the pedagogical goals of our curriculum requires a uniquely configured, designed and/or equipped space.

Student learning will be enhanced by physical proximity or adjacency of the classroom to other spaces.

Other:

IV. Have you discussed this request with the appropriate administrator?

Yes

No

V. Are there any other factors or considerations that should be taken into account?

Requests must be submitted to the Registrar by October 1 for implementation in the next academic year. This status will be reviewed annually by the University Classroom Oversight Committee in November; renewal is neither automatic, nor does it require a resubmission of this request.