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.