

PLEASE DOWNLOAD THIS FORM BEFORE FILLING IT OUT.
**ONCE DOWNLOADED, IT CAN BE COMPLETED ON YOUR COMPUTER AND SUBMITTED USING
THE SUBMIT BUTTON AT THE BOTTOM**

Faculty Classroom Change Request

Faculty Name:

Today's Date:

Term (Fall/Spring):

Year:

Course Subject:

Course Number:

Section Number:

Current Classroom Building:

Current Classroom Number:

Requested Classroom Building:

Requested Classroom Number:

Please list the justification for your request below, specifying the reason you are seeking a new classroom (ie: technology, furniture, whiteboard space). Please do not complete this form if you are seeking an accommodation. Requests for accommodations must go through Human Resources.

Click the corresponding Submit button below to submit this form to your school dean.