Request for Exclusive Room Status

Departments/Colleges requesting exclusive room use must complete the form below.

Name_____ Title _____

Department _____ College _____

Building _____ Room Number_____

The room meets unique pedagogical practices essential to the education and training of a program: ☐Y ☐N
If Y, please explain and attach documentation

Exclusive use of the room must be maintained for program accreditation: ☐Y ☐N
If Y, please explain

The room has specific characteristics/equipment necessary to meet program needs: ☐Y ☐N
If Y, please explain

Please provide a schedule, including capacity of all classes taught, of how you will be using the room.

Approval Print Form and Sign - Handwritten Signature Required _____

Department Chair Date

Print Form and Sign - Handwritten Signature Required

_____

Associate Provost for Academic Affairs Date

Please submit this form with Department Chair signature to Dr. Melody Tankersley in the Office of The Provost. This request will be reviewed by the Space Allocation Committee Classroom Review Sub-Committee. Exclusive Room designation expires after three (3) years. Subsequent review of exclusive status will require resubmission of this application. After review by Dr. Tankersley a copy of this form will be returned to the Department Chair.

THE SPACE BELOW IS FOR COMMITTEE USE ONLY:

Committee Decision:

Denied: _____
Date

Reason:

Additional notes – appeal submitted _____

Denied: _____
Date

Approved: _____ (continue below)
Date

Effective term: _____

Approved: _____
Date

Effective term: _____

Reason (per exclusive use policy as noted below; check all that apply):

____ 1. The space is designed to meet unique pedagogical practices essential to the education and training of a program. These include but are not limited to

- Bench science labs
- Design, art, architecture and performance studios
- Specialized labs (e.g. video production)

____ 2. The space must be maintained for program accreditation. (An example would be a room that must be taken offline for use by an accreditation team during a campus visit.)

____ 3. Unique usage characteristics of the space are necessary to meet program needs. These include but are not limited to:

- 24/7 use by students
- Specialized equipment or teaching materials that are permanently fixed (nonmoveable)
- Preparation and practice of the academic program
- Individualized assignments

____ 4. Significant monetary (>$75,000) investment by the department or donor – room may be requested as exclusive use for after 4:30 p.m.