

Classroom Scheduling Exclusion Request

Submit this form to the Director of Space Management, University Planning and Implementation, to request college or department scheduling control for a classroom. If this request is related to a functional change in the space, i.e., conversion of a classroom to a class laboratory, library, conference room, etc., do not file this form. Refer instead to OU Policy 37.004, Campus Design & Construction.

1. Indicate the building name and room number for which the exclusion is requested.
2. What is the purpose for the scheduling exclusion? Why is the exclusion necessary?
3. Is this a temporary or permanent exclusion? If temporary, what is the proposed duration?
4. In what quarter and year will the exclusion take effect?
5. Based on actual scheduling of the room during the current and past academic year, what classes, if any, would be displaced by this exclusion? What provisions have been made to accommodate those classes elsewhere?

Department chair/School director

Dean

Department or School

College

Action: Approved & forwarded to Registrar

Not approved

Effective Date: _____

Director of Space Management