

Process for Faculty Requesting a Different Classroom

1/16/2020

The optimizer process in 25Live assigns classroom spaces based on various factors, including course capacity, room capacity, room availability and specific requests for room types (e.g., tables, tablet arm chairs, smartboards, etc.). The process below should be followed to request a change to assigned classrooms after the course schedule has been finalized.

1. Look at assigned classroom well in advance of each semester.
2. If the classroom does not meet your needs, submit a written request directly to your dean or designee. Specify what you requested, why the assigned classroom does not work for the class, and/or what it would prevent you from doing/accomplishing.
3. **Timeline for change request submissions to your dean or designee*:**
 - Spring semester – no later than two weeks before the start of classes
 - Fall semester - no later than August 1
 - Summer A and B – no later than April 1
 - *Remember, Dean and Departmental Assistants are proficient in use of 25Live and can be very helpful in identifying an alternate open classroom space, which you can include in your room change request.*
4. Please DO NOT submit a request directly to the Registrar Office.

* Timeline may need to be adjusted based upon timing of faculty course assignment (e.g., adjunct contracts).