



# ROOM CHANGE REQUEST FORM

**Purpose of this form:**

- This form is used to request room changes after the initial scheduling process has been completed.
- For room change requests, it is preferable that the Room Change Request Form is used rather than the Critical Change Form because this form requests specific information not contained on the Critical Change Form.

**Policies regarding this form:**

- Once this form is received in Scheduling, we will look for a new room and contact you if we have a room available. We will keep this form on file as it may take several weeks or months for a new room to become available. Please be patient.
- Departments will be responsible for posting room changes and notifying students.

**Notes:**

- In the 'Preferred Location' field, a suggested new location can be listed.
- A justification or reason for the change must be listed on the form. You may also indicate any technology or non-technology needs here.

**Complete all of the following information:**

Semester:  Fall     Spring     Summer    Year: \_\_\_\_\_    Reg. Num: \_\_\_\_\_

Dept Abbrev.: \_\_\_\_\_    Course Number: \_\_\_\_\_    Section: \_\_\_\_\_    Type: \_\_\_\_\_

Days: \_\_\_\_\_    Times: \_\_\_\_\_

Force cap: \_\_\_\_\_

Current location (Room and Building): \_\_\_\_\_

Preferred location: \_\_\_\_\_

Justification: \_\_\_\_\_

Department Scheduler – Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_    Date: \_\_\_\_\_

**Return this form to:**  
 Student Academic Processing Services  
 232 Capen Hall  
 Attention: Scheduling  
 Fax: 645-7764