

Classroom (Re)Assignment Request

- Classroom space should be assigned prior to the published deadlines for each new term.
- Relocations of previously scheduled sections can be made for pedagogical needs such as an increased enrollment capacity, new or different technology needs, and unforeseen circumstances that impact student learning.
- Requests for classroom reassignment or assignments for newly created sections must be made at least 48 business hours in advanced of the next scheduled class meeting. We cannot guarantee space requested on short notice.
- Academic Space may not be occupied unless approved by the Registrar's Office.

Any changes made to a section's classroom assignment after the first day of classes must be communicated to the enrolled students by the instructor or department immediately after receiving confirmation of the change from the Registrar's Office.

Primary Contact for request: *(Required)*

Name: _____ Course Department: _____

Phone number: _____ USFSP Email: _____

Course Information: *(All information below is required unless otherwise noted)*

Primary Instructor Name: _____

Term Course Scheduled: _____ CRN: _____ Course Prefix and Number: _____

Day(s) of Week Course Offered *(Circle)*: M T W R F S Start time: _____ End Time: _____

Current Enrollment Capacity of Section: _____ New Enrollment Capacity of Section *(If applicable)*: _____

Current Location *(If applicable)*: _____ Desired Location *(If known)*: _____

Resources needed for location *(i.e. smart board, projector, tables, etc.)*: _____

Reason for relocation: _____

Academic space is first and foremost for the use of course instruction. By signing this form you understand and agree to the following: 1) Furniture/seats may not be removed or brought in from neighboring classrooms, 2) If you rearrange furniture within a room, you must return it to its original orientation immediately after your event/meeting concludes, 3) Food and drinks are prohibited in some academic space, prior approval is required for other spaces, 4) Each room has trash cans; please ensure the classroom is left clean and that dry erase boards are erased, 5) The instructor of the course or the course department will inform enrolled students of the new classroom location.

Primary Contact Signature: _____ Date: _____

Assoc. Asst. Dean/College Scheduler: _____ Date: _____