To: Deans and Department Chairs  
From: Patrick McLaughlin, Registrar  
Date: March 16, 2012  
RE: Deadline for Classroom Changes (Revised)

In the Summer 2011 the Registrar’s office implemented a classroom change deadline because of the increased number of requests to change classroom assignments during the week prior through the first two weeks of any given semester.

After consulting with the Educational Policy Committee, a revision has been made to the original policy in regards to exceptions.

The deadline for classroom changes is: **one week prior to the first day of classes for any semester.**

Exceptions will be made to this deadline in the following circumstances:

- Providing an accommodation to a student or faculty member with a disability.
- Current room assignment provides for a critical deficiency in the teaching effectiveness of the instructor.
- Registrar’s office needs to move a class section with low enrollment to a smaller room in order to accommodate a class section with a large enrollment.

Other exceptions may be appealed to the Dean of the appropriate College/School/Division and the Registrar by the requesting faculty member’s department chair.

The deadline for classroom changes for the following semesters will be:

- Summer Session 1, 2012 – Monday, May 7, 2012  
- Summer Session 2, 2012 – Monday, June 18, 2012  
- Fall 2012 – Monday, August 13, 2012  
- Spring 2013 – Monday, January 7, 2013