

Classroom Change Policy

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

The Registrar's office classroom change policy is to support consistent classroom assignment information for students, faculty and staff. This information has been available to the university community prior to the start of the term and last minute changes impact the smooth opening of a term.

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 Educational Policy Committee has supported revisions to the original policy for the exceptions listed above.