Room Change Request Form

Rooms are assigned to classes based on room utilization and teaching requirements. After the batch room scheduling process has been completed for the term, requests may be submitted for room changes. Changes will be approved on an individual basis and each term only. To request a change, complete this form and email it to scheduling @ brooklyn.cuny.edu. You will receive a confirmation when change has been made.

Course/Section Number: (e.g. ENGL2401 TR2) _____ Class #: _____ Term : _____

Class Days: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Class Times: from _____ _____ to: _____ _____ Class Dates: from _____ to: _____

CHANGE BEING REQUESTED : (please check all that apply)

- ☐ Class size has changed and a new room needs to be assigned
- ☐ Accessibility
- ☐ Class Features/Room Characteristics needed to teach class
- ☐ Other (please explain) _____

For the request listed above, please provide a justification for changing the room assignment.

_____

REQUEST SUBMITTED BY:

Name: _____ Date: _____

Email: _____ Telephone Number: _____

---------- To be completed by Office of the Registrar ----------

◯ Request Approved ◯ Request Denied

Comments:

_____

Name: _____ Date: _____