



## Back-to-Back Classes Room Request

In order to have a faculty member's consecutive classes scheduled in the same classroom, chairs or department staff should complete this form and have the request approved by the dean of the appropriate school and by the Office of Academic Affairs.

Semester/Year \_\_\_\_\_

Faculty Name \_\_\_\_\_ ID # \_\_\_\_\_

### Class Information:

<u>CRN</u>	<u>Subj</u>	<u>Num</u>	<u>Sec</u>	<u>Time and Days</u>	<u>Max Enrl</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

### Rationale for Back-to-Back Room Request:

Examples include equipment set-up, faculty with physical limitations or ADA issues (ADA date-specific medical documentation must be on file in the MSCD Office of Human Resources):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Approvals:

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_