



REQUEST FOR PRIORITY SCHEDULE - ACADEMIC EVENT

This form is to request early scheduling of reoccurring semester-long academically significant meetings and events in general university classrooms. These meetings and events are allowed in general university classrooms, based on availability, after 3:30 p.m. during the regular term. Approved events of academic significance will only be scheduled after the bulk of the class schedule has been processed, and no events will take priority over classes. Some examples of events of academic significance are graduate seminar presentations, college-wide faculty meetings, or faculty career development seminars. All other events should submit their requests to classroom scheduling by email to gurooms@okstate.edu. All other events will be scheduled on a first come, first serve basis no earlier than one month before the semester begins. This form does not apply to locally-controlled, non-general university classrooms.

Department: _____

Departmental Contact: _____ Ext.: _____

Email: _____

Event: _____

JUSTIFICATION:

Request the following general university classroom: _____

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Day(s) of the week: Monday Tuesday Wednesday Thursday Friday

Signature/Print Name: _____
Department Head Date

Registrar's Use Only	
Processed By: _____	Date: _____