

## Modification of Academic Spaces Policy

Academic space modifications must be supported by the academic deans and approved by the Provost. To propose a modification, consult the following administrative offices and then email [provost@plu.edu](mailto:provost@plu.edu) your answers to the questions below.

### **Administrative Offices**

Consult these offices to determine the institutional impact of your proposed modification(s).

**IT&S** - For modifications that impact technology infrastructure and/or instructional technology

**Facilities** - For modifications that require physical space changes on any scale (ex. construction, painting, electrical, etc.)

**Registrar** - For modifications that impact space design, capacity, other units utilizing the space, teaching equipment/technology, standard seating layout, etc.

### **Proposed Change**

Detail your proposed modifications(s). Include supporting information. Address facility/technology needs, impacted units, potential risks, and short and long-term funding. Confirm in your email which of the administrative offices above you consulted.