

Policies and Procedures Handbook

Illinois Institute of Technology

Procedure No.: B.3

Date of Issue: 05/06

Subject: Facilities Modification: Initial Approval

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Any proposed modifications to classrooms, research and teaching laboratories or faculty and staff offices (collectively, “educational facilities”) requires certain approvals. Modification to educational facilities requires the approval of the Department Chair, Dean or Director of the college or school and the Provost prior to submission to the Associate Vice President for Facilities, Real Estate & Construction and Vice President for Business & Administration. Modification of other administrative space and all support service areas requires the approval of the appropriate Director and the Vice President for that area of responsibility prior to submission to the Associate Vice President for Facilities, Real Estate & Construction and Vice President for Business & Administration.

Modification of classrooms requires the approval of the Director of Academic Services if such modification will result in limitations on the use of the classroom or a reduction in seating capacity. The Department of Facilities should be contacted for assistance in preparing cost estimates associated with the request; after securing the necessary approvals, all requests should be sent to the Associate Vice President for Facilities and Construction for scheduling. (See Procedure B.4 for additional information regarding process.)

Changes to an approved space modification that necessitate additional funding require another request to be processed in the same manner as the original.