



Please answer all questions on this form, and send **electronically** to Professor Ginny Chavis (vlrougon@olemiss.edu) in the Office of the Provost by November 1. Decisions will be made in December after review of all nominations. Facilities Planning will coordinate the approved projects.

NOTE: If you are submitting a QEP Supplemental form, please include this form and send both documents to Dr. Rich Forgette (forgette@olemiss.edu)

**Description of Classroom**

<i>Building Name and Room Number</i>	<i>Building Mayor</i>	<i>Phone Number</i>
<i>Contact Name/Form Submitted By</i>	<i>Department</i>	<i>Email</i>

**Description of Need: Please rate the following aspects of the classroom mentioned above with 1 being "very poor" condition and 5 being "excellent" condition.**

<i>Aspects</i>	<i>Rating</i>	<i>Comments</i>
Flooring		
Walls		
Windows		
Window Coverings		
Lighting		
Furniture/Seating		
Chalk Boards		
White Boards		
Heating/Air Conditioning		
Classroom Technology		

*(Note: Classroom Technology additions and enhancements will be handled through a separate process.)*

**Classroom Capacity**

Current number of seats
Number of seats anticipated after proposed repair, renovation, or modification. <i>(Final number dictated by Fire Code)</i>

Capacity Comments:

**General Comments**

In addition to general comments about the space, please describe the main reasons why you are nominating this room for renovation, repair, or modification.

**Provost's Office Use Only**

Assessment of space relative to building:  
 Assessment of space relative to campus:  
 Provost's assessment of urgency: