New Program Space Notification

You will need to submit a space planning request as you plan your new degree program. Once submitted, you’ll receive an acknowledgment from the space planning office. That acknowledgment should be attached to your degree plan proposal in Curriculog.

What to Include In Your Request

You may or may not have full knowledge of your space needs as you are beginning to plan your new degree program. Include as much of this information as you can when you submit your space planning request (below). Then, be sure to include responses to all of these questions in your ECU budget template and request to plan document, as appropriate.

- How many faculty/staff will be using the lab or specialty space?
- If only offices are needed, how many? An employee roster of faculty/staff is to accompany the office space request to include name/title: ex. Dawn Pilgrim-Dunn/Space Planning Associate
- Is there any specialty equipment to be accommodated?
- Are there any adjacency requirements to a certain department or entity on campus?
- If there are classroom needs, this is a separate issue that needs to be addressed with the Registrar.
- Will the space be “shared” with any other departments; if so, please list.

Link to New Program Space Notification: https://collab.ecu.edu/sites/IPAR/request/planning/default.aspx

For questions about space planning needs, please contact Dawn Pilgrim-Dunn, space planning associate, at pilgrimdunnd@ecu.edu.