

EIU Campus Master Plan Amendment Request Form

Review Policy

In accordance with the Campus Master Plan, the Design Advisory Team is responsible for the administration of the plan. All projects shall be reviewed to determine the validity of the proposal and to support or deny the request for an amendment.

Review Procedures

Submit this form to the Director of Facilities Planning & Management for review to determine if:

1. The project is in compliance with the Master Plan
- or*
2. The project is not in compliance.

If the project is determined to be in compliance, a formal statement shall be made and distributed to appropriate parties and placed in the project file, allowing the project to proceed through normal means.

If the project is determined as being not in compliance, the appropriate Dean or Vice President is notified by the Director of Facilities Planning & Management that a formal request for modification should be submitted.

The DAT will review the formal request for modification and recommend either an amendment or an exception to the plan. A formal statement will be prepared by the DAT and distributed to appropriate parties and filed with the project and the Master Plan.

Please provide the following information: (Attach additional sheets and or documents, as necessary.)

Request Date:	
Project Name:	
Requesting Department:	
Requesting Division:	
Requestor's Name:	
Requestor's Phone:	
Appropriate VP Approval	

- 1. Project Issues** (Describe the essential issues surrounding the project that requires amendment of the plan.)

- 2. Project Description including scope of work:**

- 3. Centrality of project to overall campus plans** (Describe how the project will address and affect the annual and long-range academic, student, and/or business support plans.)

- 4. Demonstration of constituent input** (The requesting unit should present evidence that departments and colleges/units affected by the project have had the opportunity to provide comment and input to the proposed amendment) These demonstrations might include:
 - a. **where meetings were held**
 - b. **how people were informed of the meetings**
 - c. **who attended the meetings**
 - d. **what written comments were received**
 - e. **the amount of time at meetings or otherwise, allowed for comment**

- 5. Analysis of factors** (Analyze the above sections and address the significant factors affecting the proposed amendment.)

- 6. Recommendation** (A brief declarative statement that can be turned into a resolution.)