**Process for Requesting Additional/Different Space**

**Definitions**
- **OSP** = Office of Space Planning
- **ED** = Executive Director
- **Relevant Provost** = Rosemary Haggett for Main Campus, Scott Park and Satellite Campuses, Jeff Gold for Health Science Campus
- **Involved Parties** = Requester, Director/Department Chair, VP/Dean who authorized the request, Current occupant (if different from requester), UT Police (for Safety and Key Control), Information Technology (for Data and Telecommunications), Facilities and Construction (for Maintenance), Research Administration (if Research Space is Involved)
- **UTMC** = University of Toledo Medical Center

**Note:** Both Provosts to approve if Program/Department involved is associated (geographically or administratively) with both MC and HSC.