

RENTING SPACE FOR OFF-CAMPUS CLASSES

The person responsible for locating space for off-campus classes and negotiating the charges including utilities, opening and closing, and custodial services is also responsible for communicating the agreement to the Office of the Provost and Vice President for Academic Affairs with the name, title, and address of the person with whom to communicate for contract approval and payment.

Administered by the Office of the Provost and Vice President for Academic Affairs.
Questions regarding this policy should be directed to the Associate Vice President for Academic Affairs (936.294.1006).