

Classroom Utilization Policies and Guidelines

The following policies and guidelines must be used to build a class schedule and ensure efficiency in classroom utilization:

Class Scheduling Patterns

- Classes must be scheduled utilizing university-wide Class Scheduling Patterns (current document available on the registrar's office website). Preference will be given to classes which follow the class scheduling patterns. Requests for class sections in general usage classrooms, which do not follow the approved class scheduling patterns, and are not on the approved exception list, will be returned to the requesting department for correction or directed to the exception process through the Associate Vice Chancellor for Academic Programs. The Registrar's Office shall maintain a list of courses that are exceptions to the approved class scheduling patterns. Exceptions may be reset every year.
- Departments are encouraged to schedule classes across all class scheduling patterns to create a balanced class schedule. When multiple sections of a course are offered, they should be scheduled at different time and/or days to maximize the availability to students, especially for general education sections.
- Department classrooms and laboratories are encouraged to follow the approved class scheduling patterns, though departments may schedule in unique patterns when necessary for pedagogy or efficiency.
- For hybrid classes, follow the start times for class scheduling patterns to help with room efficiency.
- When multiple hybrid sections are offered by a department, distribute sections evenly between days of a class scheduling pattern to help with room utilization. For example, schedule a section Tuesday at 12pm, and another section Thursday at 12pm, in the same room.

Priority Rooms

- Priority scheduling in a general usage classroom is a privilege, not a right. If a department wishes to keep priority scheduling for a room, it must make sure that the classroom is utilized during the class scheduling patterns, with a goal of at least **10 sections a week (approximately 30 hours a week)**. The Registrar's Office oversees the management and priority use of general usage classrooms and will evaluate assignments every two years.

Class Section Maximum

- Departments should review actual enrollments from the prior year (or more) to set an appropriate maximum enrollment for a section. The Registrar's Office will have final review and authority to lower the class section maximum based on historical enrollment trends, after consultation with the department.

- Before departments request to raise a class section maximum, they should consult with the Registrar's Office to ensure classroom availability.

Large capacity classrooms

- Classrooms with capacity of 36, or more, must be utilized for high enrollment classes due to their limited number. The Registrar's Office reserves the right to move a section with low enrollment to a smaller room in order to accommodate a section with higher enrollment.

Pedagogical needs

- Instructors must make their pedagogical needs known to the department at the time the class schedule is being created (also known as the production of the schedule of classes), preferably during the first distribution. **Once the class schedule has been published online, changes to days, times, modality, and classroom assignments should be limited and justifiable.**

Classroom Change Policy

- The Registrar's Office classroom change policy is to support consistent classroom assignment information for students, faculty, and staff. Room information is available to the university community for several months during the registration period, and last-minute changes cause confusion and impact the smooth opening of a semester.
- Once the class schedule has been published online, changes to classroom assignments should be limited and justifiable. This includes room changes to a department classroom. All classroom changes must be **formally processed** by the Registrar's Office. Hanging a sign on a door and/or emailing students is not sufficient.
- As supported by the Educational Policy Committee (EPC) in 2017, the deadline for classroom changes is one week before the first day of class.

Exceptions will be made to this deadline in the following circumstances:

- Providing accommodation to a student or faculty member with a disability.
- The current room assignment provides for a critical deficiency in the instructor's teaching effectiveness. The room assignment is not to be used for instructors' preference based on room attributes.
- The Registrar's Office needs to move a class section with low enrollment to a smaller room in order to accommodate a class section with a large enrollment.

Other exceptions may be appealed to the Dean of the appropriate College/School and the Registrar by the requesting faculty member's department chair.

Role of Department Chairs and Deans

- Department chairs are accountable for violations of these class scheduling/utilization policies and guidelines. The Dean of each school/college will be responsible for ensuring that the class scheduling/utilization policies, guidelines, and deadlines are followed in each school/college, in collaboration with the Registrar's Office.

These class scheduling/utilization policies and guidelines will be reviewed every four years by the **Academic Officers Council**.



Carl N. Drummond, Ph.D.
Vice Chancellor for Academic Affairs