

# SPACE SCHEDULE GUIDELINES

## **1.1 Classroom Space**

1.1.1 Centrally scheduled classroom space is a university resource allocated to and managed by Academic Space Planning & Assignment in the Office of the Registrar. All academic units share access to these centrally scheduled classroom spaces to teach credit courses.

1.1.2 Classrooms will not normally be removed from the centrally scheduled classroom pool without replacement. Requests to remove one or more classrooms from the central pool must present a business case to the Associate Provost of Academic Affairs. The Associate Provost will decide whether the classroom space will be converted to other uses as proposed in the business case.

1.1.3 Classroom space that is specialized in nature (e.g., language, science or computer labs, dance studios) is normally controlled and managed by the specific academic unit using the space for its instructional activities. Such space is not typically available for use by other academic units.

1.1.4 Some classroom space also is controlled and managed by specific academic units. This space should be used efficiently and made available for use by other groups within the university community when not in use by the unit managing it. To this end, it will revert, as required, to the central pool for scheduling before registration begins for the next semester.

## **1.2. Standard Day Meeting Patterns**

The general principle for scheduling is the use of the following standard meeting patterns for courses:

1.2.1 Distance Learning or Online classes are unscheduled or do not follow a standard meeting pattern.

1.2.2 3 Credit Hour: 75-minute classes meeting MW or TR, twice a week, 150 minutes per week.

1.2.3 3 Credit Hour: 150-minute classes meeting once per week, 150 minutes per week.

1.2.4 2 Credit Hour: 110-minute classes meeting once per week.

1.2.5 1 Credit Hour: 50-minute classes meeting once per week, for breakouts.

1.2.6 4 Credit Hour: 75-minutes classes meeting MW and 50-minutes on F or TR and 50-minutes on S.

## **1.3 Scheduling Guidelines**

1.3.1 Priority scheduling will be given to larger courses that are service courses or pathway courses to allow students to progress to timely degree completion and to cohort programs. These courses will be given priority for prime time scheduling.

1.3.2 No more than 10% of courses within a department can be scheduled within prime time.

1.3.3 Departmental space is first used by the department to schedule departmental classes and then, if required, unscheduled space reverts to the central classroom pool to maximize its use. Departmental space bookings must conform to standard meeting patterns as listed above.

1.3.4 Classes may be held on Saturday or Sunday if so requested by an academic unit.

1.3.5 Final examinations each semester will normally be scheduled Saturday through Thursday.

1.3.6 Requests for non-standard timetabling patterns must be approved by the Provost or designee.

1.3.7 Academic units are required to use fixed-scheduling practices for large enrollment first- and second-year courses. This allows for better course access for students.

1.3.8 Students must take courses across disciplines to complete degree requirements. Academic units are expected to coordinate their offerings to avoid substantial timetable conflicts with related units.

#### **1.4 Course Scheduling Priority**

The following prioritized (but not exhaustive) list identifies criteria that can affect scheduling priority:

1.4.1 Credit courses will receive priority over events for classrooms;

1.4.2 The need to accommodate the disability of an instructor or a student;

1.4.3 A large class will have priority for a given classroom (to the upper limit of classroom capacity) over a smaller class.

#### **1.5 Publication of the Schedule and Course Offerings**

1.5.1 A finalized schedule for any given semester will be available at least two weeks before registration for that semester begins.

1.5.2 A schedule will be available during the advising period to ensure students can establish individual full-time schedules that allow them to progress, stay on track, and graduate timely.

1.5.3 In addition to the schedule of courses for the upcoming semester, tentative schedules will include a listing of the courses to be offered in the subsequent two semesters.

#### **1.6 Changes to the Schedule**

1.6.1 Changes to the schedule after publication must be kept to a minimum to provide certainty to students. Normally, changes to the days and/or times after registration begins will not be permitted.

1.6.2 Changes to assigned classrooms may be made when:

- a. Enrollment needs to increase beyond the capacity of the classroom assigned and a larger classroom is available. Class capacity/student seats will be set at the maximum seat capacity in the assigned room;
- b. the number of students enrolled in a course can be accommodated in a smaller classroom, allowing another course with more students to use the larger classroom;
- c. the assigned classroom does not have all or some of the room facilities requested and a classroom with the facilities is available.