## Classrooms

### Classroom Scheduling and Utilization Policy

**1. Scope:** The scheduling of classroom space is integral to the overall functioning of the university for instructional purposes and other events. Basic guidelines are needed to delineate which spaces are used for instructional purposes and to manage the assignment of those spaces.

**2. Policy:** The purpose of this policy is to delineate the spaces available for instructional purposes and to provide guidelines for building course schedules and assigning classroom space. Overall classroom utilization needs to be at approximately 75% and be evenly distributed across all time periods. Other spaces on campus are generally the responsibility of University Events and are included in a separate policy.

**2.1 Available Classrooms:** A list of the available classrooms on campus with their maximum capacity is posted on our web site at www.up.edu/registrar.

**2.2 Building Course Schedules:** Because of the need to assist students' in developing schedules, the constraints of space, and the final exam schedule, deans and department chairs should observe the following guidelines when building their course schedules:

- Courses should be scheduled in standard class times.
- Course offerings must be spread throughout all available time slots and days of the week.
- Courses submitted must have a maximum class size for scheduling purposes.
- The maximum class size shouldn't deviate more than 10% from the enrollment over the last three semesters the course was offered.
- Faculty assignments and special needs room requests should be made with the submission of the course schedule to the registrar.

**2.3 General Purpose Classroom Assignment Regulations:** Assigning classrooms will be based on the following parameters:

- Classes that are within standard class times will be scheduled first.
- When necessary, classes with less than 15 students will be scheduled outside of prime time hours.
- Classes that meet one day a week will be scheduled outside of prime time hours (except for laboratories.)
- College/Schools/Departments should not exceed a calculated percentage of classrooms during any specific time slot. Once the course schedule is published online, any remaining available time slots are given out on a first-come, first-serve basis.

| College/School | | # of Classes Per time slot |
|---|---|---|
| CAS | | 26 |
| Business | | 5 |
| Education | | 2 |
| Engineering | | 4 |
| Nursing | | 4 |
| | Total | 41 |

| **CAS Departments** | | |
|---|---|---|
| BIO | | 3 |
| CHM | | 2 |
| CST | | 2 |
| DRM/FA/MUS | | 2 |
| ENG | | 2 |
| HST | | 1 |
| ILC | | 2 |
| MTH | | 3 |
| PHL | | 2 |
| PHY/ENV | | 1 |
| POL | | 1 |
| PSY/SOC/SW | | 2 |
| THE | | 3 |
| | Total | 26 |

*Note: There are 43 general purpose classrooms available. We designate 41 to allow for adjustments between class and room sizes.*

**2.4 Classroom Assignment Timeline:** Classrooms will be assigned after advance registration. It takes approximately three weeks to complete the assignment of classrooms. Please wait for the announcement that assignments are complete before requesting changes. The campus will be turned over to University Events for event scheduling:

- By May 1st for Summer
- By August 1st for Fall
- By January 3rd for Spring

**2.5 Classroom Requests:**

- Changes or requests after classroom assignments are complete must be submitted on the room request form and will be on a space available basis.
- Specific classroom requests will be based on need including:
    - Medical condition
    - Time conflict
    - Back-to-back classes
    - Pedagogy
- After the submission of classroom requests any requests for additional meeting times for scheduled classes will be submitted through EMS and managed by the registrar's office.
- Any room request not connected to scheduled classes will be managed by University Events.