

01.024: Classroom and Laboratory Scheduling

Status:	Draft of April 26, 2011	Signatures and dates on archival copy
Effective:		
Initiated by:	Dr. Pam Benoit Executive Vice President and Provost	
Endorsed by: The Ohio University Executive Staff		
Approved by:		
Date of Approval Following Last Full Review:		

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Purpose

This policy provides principles and procedures designed to support the goals of scheduling for credit-generating use of instructional facilities on the Athens and regional campuses. Provisions for general use of University facilities and scheduling extracurricular uses of instructional facilities are included in Policy and Procedure [01.025](#), "Use of Ohio University Facilities."

Plan

Ohio University will operate its instructional facilities in accordance with specifications of Ohio Revised Code 3313.76 and 3345.02.1. The university will manage scheduling of credit-generating activities in accordance with the 1992 Board of Trustees Resolution on Space Utilization and Management Principles as well as Ohio Board of Regents standards for instructional space utilization. The University will provide adequate and equitable access to classrooms for all credit activity.

Policies and Procedures

I. Classifications of Instructional Space

The University classifies instructional facilities according to Ohio Board of Regents definitions for classrooms, class laboratories, and open laboratories.

1. A **classroom** is a room used for instruction that is not restricted to a specific subject or discipline by equipment in the room or the configuration of the room. Such rooms include seminar, lecture, and general-purpose classrooms used primarily for non-laboratory instruction. Classrooms may be furnished with equipment appropriate to a specific area of study, but the presence of such equipment does not render the room unsuitable for use by other areas of study.

For scheduling purposes a classroom may be designated as centrally scheduled or priority scheduled.

2. A **class laboratory** is a room used primarily for formally or regularly scheduled classes that require special equipment or configurations designed to serve the needs of a specific discipline. These special arrangements normally limit or preclude use of the room by other disciplines. Scheduling of such laboratories generally is reported to the registrar and appears in the student information system and the Schedule of Classes.
3. An **open laboratory** is a laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open. The room is designed to serve the needs of a particular discipline or discipline group, and access may be limited to specific groups of students. The primary distinction between class laboratories and open laboratories is formality or regularity of class scheduling. Some formal scheduling may occur in an

open lab, but most of the available time in such a facility is open for informally scheduled or unscheduled activity.

II. Scheduling Procedures

All classrooms and class laboratories should be scheduled in the University scheduling system using protocol specified by the Office of the University Registrar. This should include non-credit activities as well as credit-bearing classes. This is necessary to ensure accurate reporting of space utilization.

A. Scheduling of Priority Classrooms

1. Deans exercise priority scheduling authority over classrooms allocated to their colleges and are responsible for efficient utilization of classroom space according to Board of Regents guidelines. The Provost or Provost's designee will provide annual space utilization reports to assist deans with classroom management.
2. After the deans have approved the initial class schedules, open time in the classrooms will revert to the University Registrar for central scheduling. See sub-subsection B, immediately below, for protocol.

B. Scheduling of Central Classrooms

1. Unless otherwise approved by the Provost, the Office of the University Registrar schedules classrooms with a capacity of 99 seats or more. A few classrooms with capacities under 99 also are allocated to the Office of the University Registrar. Allocations of new classrooms or reallocations of existing classrooms are made at the discretion of the Provost, i.e., by the Provost or the Provost's designee.
2. Unless otherwise approved by the Provost or the Provost's designee, credit-generating classes have classroom scheduling priority over non-credit activities. Non-credit activities operating in direct support of scheduled classes or in support of enrollment activities have classroom scheduling priority over other non-credit activities and events. Non-credit activities may be scheduled after priority registration. Student organizations may reserve classrooms beginning the first day of the term.
3. The registrar will schedule classes in close proximity to the home of the department/school when feasible. To request a central classroom with capacity 99 or more, please complete the Request for Central Classroom – Capacity 99 or more form.

C. Resolution of Conflicting Requests

The registrar will resolve conflicting scheduling requests (e.g., multiple requests for the same space in the same time period) according to the following guidelines, which are listed in order from highest priority to lowest:

1. a class that will use a minimum of 80% of the classroom capacity and also requires equipment or structural arrangements that are unique to the room in question;
2. a class that will use a minimum of 80% of the classroom capacity and also requires specific time-space scheduling considerations to accommodate laboratory sections, discussion sections, or other courses likely to be taken by the same students;
3. a class that will use a minimum of 80% of the classroom capacity, but that does not meet either of the additional criteria in items 1 and 2 above;
4. a class that does not meet any criteria in items 1, 2, or 3, but cannot be accommodated readily in another location;
5. for conflicts between classes of equal priority under items 1 through 4, immediately above, attention will be paid to historical enrollment data and to alternating access between academic units.

D. Class Laboratory Scheduling

1. Class laboratories are presumptively subject to exclusive college, department, or school scheduling control and generally do not require approval from the Provost for such control.
2. The university expects efficient utilization of class laboratory space according to Board of Regents guidelines. An on-going pattern of underutilization may warrant reallocations at the Provost's discretion.

E. Open Laboratory Scheduling

1. Open laboratories are operated under policies of their controlling colleges or other units. Access policies in open labs do not require prior approval from the Provost, but the Provost may mediate or intercede in such policies if warranted by institutional interests.
2. There are no formal efficiency guidelines for utilization of open laboratories.

F. Preparation and Submission of Schedules

1. Departments and schools will submit class schedules in the scheduling system using the protocol specified by the Office of the University Registrar. Deans will review the schedules and make adjustments as necessary to achieve consistency in scheduling practices, best matches of enrollment demands to room capacities throughout the college, and utilization in accordance with Board of Regents guidelines.
2. Each college's semester class schedule (laboratories excluded) may include
 - a. no more than 60% of its total classroom hours between 9:30 a.m. and 3:00 p.m., Monday – Friday,
 - b. no more than 60% of its total classroom hours offered on Monday/Wednesday/Friday, and
 - c. no more than 60% of its total classroom hours offered on Tuesday/Thursday.

These provisions do not include special problems, independent study, tutoring sessions, arranged classes, or classes meeting in rooms designated other than classroom (i.e., it includes classes meeting in rooms designated as classrooms only). The 60% check will be done after the deans have approved the initial class schedules and before the registrar schedules open time in the priority classrooms. College class schedules that exceed the 60% limit will be returned to the appropriate dean(s) for reconsideration. If, after reconsideration, a dean wishes to petition for exceptions to the standards, the dean may submit a written request for exceptions to the Provost or the Provost's designee.

G. Class Meeting Times

Standard class meeting times must be followed.

1. The standard daily schedule goes from 7:30 AM to 5:05 PM.
2. There are ten minutes between classes.
3. Fifty-five (55) minute classes are scheduled Monday, Wednesday, Friday.
4. Eighty (80) minute classes are scheduled Tuesday, Thursday.
5. There are standard starting times for labs or other special types of instruction (excluded space) that meet 110 minutes or longer (7:30 AM, 9:40 AM, 11:50 AM, 3:05 PM).
6. Labs or other special types of instruction in class laboratories that meet less than 110 minutes should follow the standard start times of 55 minute classes.
7. Beginning at 3:05 PM Monday – Friday classes may be 55 minutes, 80 minutes, 110 minutes or longer but must begin at a standard start time (i.e. 3:05 PM, 4:10 PM, 4:30 PM).

8. Beginning at 5:15 PM classes meeting in classrooms with fewer than 99 seats may follow any meeting pattern.
9. Classes meeting in classrooms with 99 seats or greater must begin at 6:00 p.m. or 7:30 p.m. Classes meeting two nights per week will have scheduling priority over classes which meet only one night per week.

Options for scheduling:

Three contact hours (e.g. 3 credit hour¹ class, 4 credit hour class including a lab) meeting in a classroom (as described in I.1.)

- 3 x 55 minutes (MWF)
- 2 x 80 minutes (TTh)
- 2 x 80 minutes (MW, MF, WF starting 3:05 PM or after)
- 1 x 160 minutes (any day starting 3:05 PM or after)

Two contact hours meeting in a classroom (e.g. 3 credit hour class including a lab)

- 2 x 55 minutes (MW, MF, WF)
- 1 x 110 minutes (any day starting 3:05 PM or after)

One contact hour meeting in a classroom

- 1 x 55 minutes (M, W, F)

Four contact hours meeting in a classroom

- 2 x 110 minutes (any two days starting 3:05 PM or after)
- 2 x 80 minutes (TTh) + 1 x 55 minutes (M,W,F)
- 2 x 80 minutes (MW, MF, WF starting 3:05 PM or after) + 1 x 55 minutes (M,W,F)
- 4 x 55 minutes (starting 3:05 PM or after)
- 3 x 55 minutes (MWF) + 1 x 55 minutes (TTh)

¹**One semester credit hour:** One semester credit hour will be awarded for a minimum of 750 minutes of formalized instruction that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes). It is acknowledged that formalized instruction may take place in a variety of modes. One hour of credit shall be awarded for a total of 1,500 minutes laboratory instructional time.

Standard Start and End Times:

Monday, Wednesday, Friday	
Start	End
7:30 AM	8:25 AM
8:35 AM	9:30 AM
9:40 AM	10:35 AM
10:45 AM	11:40 PM
11:50 AM	12:45 PM
12:55 PM	1:50 PM
2:00 PM	2:55 PM
3:05 PM	4:00 PM
4:10 PM	5:05 PM
5:15 PM	6:10 PM
6:00 PM*	7:20 PM
7:30 PM*	8:50 PM

Tuesday, Thursday	
Start	End
7:30 AM	8:50 AM
9:00 AM	10:20 AM
10:30 AM	11:50 AM
12:00 PM	1:20 PM
1:30 PM	2:50 PM
3:05 PM	4:25 PM
4:35 PM	5:55 PM
6:00 PM*	7:20 PM
7:30 PM*	8:50 PM

***Standard start-time for classes meeting in classrooms with 99 seats or greater.**

H. Completion of Schedules

1. After the deans have approved the initial class schedules, the registrar's office will process the semester schedule in accordance with subsection II, sub-subsections A and B of this policy, then place all remaining classroom space-time in the University-wide pool for additional classroom assignments as needed.
2. Individual classes assigned by colleges to classrooms with less than 67% seat utilization (i.e. enrollment limit is less than 67% of classroom capacity) will be returned to the appropriate dean(s) for reconsideration if there is a demand for the classroom with a greater seat utilization and there is another classroom to accommodate the smaller class. The seat utilization test will take cross listings, dual listings, and multi-section scheduling into account.

III. Implementation and Monitoring

1. The University Registrar is responsible as the University's scheduling agent for general implementation of this policy.
2. The deans, under oversight from the Provost, are responsible for monitoring and enforcement of all provisions in this policy.
3. Departments and schools must update the scheduling system to reflect all scheduling changes and ensure the appropriate dean's office is aware of any changes.
4. Changes to the class schedule after students have registered for the class will be permitted only under extraordinary circumstances. Departments

and schools should consult their dean's office and the University Registrar to modify a class schedule after students have enrolled.

Reviewers

Proposed revisions of this policy should be reviewed by:

1. President
2. Executive Vice President and Provost
3. Executive Staff
4. Educational Policy and Student Affairs Committee of Faculty Senate
5. College Deans
6. University Planner and Director of Space Management
7. Policy and Procedure Review Committee

Forms

The following form is specific to this policy:

1. The Request for Central Classroom – Capacity 99 or Greater is available online from www.ohio.edu/registrar/forms.cfm.