POLICY FOR THE ASSIGNMENT OF CLASSES TO CLASSROOMS  
Unanimously Approved by Chairs Forum  
October 13, 2005

Scope

This policy applies to the assignment of classes to classrooms that are categorized as type 110 (lecture) or 210 (laboratory). The individual colleges will develop separate procedures for the assignment of activities to other types of rooms.

Procedure

1. Each college will develop a list of which classrooms are normally controlled by which departments. The list will indicate the responsible party and phone number for each room or set of rooms. The information from all colleges will be made available to all persons responsible for scheduling classes.

2. No later than five working days before schedules are due to the respective dean, each department will schedule classes into the rooms that are normally used by that department.

3. From five days before schedules are due to the respective dean until three days before schedules are due, departments may negotiate with other departments within the respective college for exchange of room assignments and/or use of unallocated rooms/times. Such exchanges and/or uses will only be made with the joint agreement of the chairs/directors involved.

4. Beginning three days before schedules are due to the respective dean and continuing as long as necessary to finalize all class/classroom assignments, departments may negotiate with other departments in the university for exchange of room assignments and/or use of unallocated rooms/times. Such exchanges and/or uses will only be made with the joint agreement of the chairs/directors involved. Classes scheduled without such agreement will be subject to reassignment.

Note: if and when it is technologically feasible to do so, the SFA Student Information System will be programmed to support steps 3 and 4. That is, the system will prohibit assignment of a class to a classroom by anyone other than the parties designated as being responsible in the SIS system.