

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Course Scheduling

**Policy Number:** 4.13

**Is this policy new, being reviewed/revised, or deleted?**    Review/Revise

**Date of last revision, if applicable:** None

**Unit(s) Responsible for Policy Implementation:** Provost and Vice President for Academic Affairs

**Purpose of Policy (what does it do):** Describes time frame for scheduling in classrooms, laboratories, and general types of spaces.

**Reason for the addition, revision, or deletion (check all that apply):**

- ☒ Scheduled Review      ☐ Change in law      ☐ Response to audit finding  
☐ Internal Review      ☐ Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** No substantive changes. Only minor changes for consistent wording.

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Academic Policy Committee

Dr. Steve Bullard, Provost and Vice President for Academic Affairs

Damon Derrick, General Counsel

## Course Scheduling

**Original Implementation:** July 29, 2014

**Last Revision:** ~~None~~ January 31, 2017

All space on campus belongs to the university and is subject to assignment and reassignment by the president. Academic space is divided into three categories:

**Classroom (Type 110):** A classroom is used primarily for regularly scheduled instruction classes and is not tied to a specific subject or discipline by equipment in the room or configuration of the space (Texas Higher Education Coordinating Board, *Reporting and Procedures Manual*, Appendix F, Space Use Codes).

**Class Laboratory (Type 210):** A class laboratory is used primarily by regularly scheduled classes that require special purpose equipment for student participation, experimentation, observation, or practice in a field of study. Class laboratories may be referred to as teaching laboratories, instructional shops, computer laboratories, drafting rooms, band rooms, choral rooms, or group studios. Laboratories that serve as individual or independent study rooms are not included (Texas Higher Education Coordinating Board, *Reporting and Procedures Manual*, Appendix F, Space Use Codes).

**Educational and General Space (E&G space):** Educational and general space is used for academic instruction and research that support the ~~university~~institution's mission. It does not include auxiliary enterprise space, space that is permanently unassigned, or space used for operations independent of the ~~university~~institution's mission.

The academic space scheduling coordinator (ASSC) is responsible for all E&G space in consultation with the provost and vice president for academic affairs. All traditionally delivered instruction must take place in Type 110 and 210 rooms. Requests to schedule classes in other room types must be accompanied by a justification and forwarded to the ASSC. Teaching space is assigned based on student demand, academic requirements, and utilization and efficiency of the room.

The registrar and the ASSC establish scheduling procedures and the assignment of classrooms in a manner that best serves university needs. As a general rule, academic units should adhere to the following considerations when developing course schedules.

**Enrollment Capacity:** Enrollment capacity is based on the historic and anticipated enrollment for each course section. Room assignments will be based on best-fit ratios between actual enrollment trends, course capacity, and maximum room capacity. Room utilization percentages, set by the Texas Higher Education Coordinating Board (THECB), require each classroom to be filled to at least 65% of capacity and each class laboratory to at least 75% of capacity.

**Classroom or Class Laboratory Utilization:** Utilization refers to the hours per week that a room is used. THECB guidelines stipulate that a classroom must be in service 38.0 hours per week (HPW) and class laboratories 25.0 HPW.

**Standardized Meeting Times:** The university has defined standard meeting times for all classes (Policy 4.12, Class Meeting Times). Any request to deviate from standard meeting times must be accompanied by a justification and forwarded to the ASSC for consideration.

**Multiple Course Section Meeting Times:** Academic units teaching multiple sections of the same course must strive to provide a diverse offering of section meeting times between 8:00 a.m. and 2:00 p.m. in order to meet the scheduling requirements of the university and to ensure classrooms are in near continuous use throughout the week. The ASSC will approve requests for multiple sections during a single meeting time only if the supply of rooms exceeds demand after all academic units have scheduled their course sections.

**Room Assignment Priority:** In determining the priority of room assignments, the ASSC will conduct a comprehensive review based on faculty proximity, adherence to the standardized meeting times schedule, the percentage of the academic unit's class offerings during prime time (8:00 a.m. to 2:00 p.m.), and room utilization factors (course enrollment and room capacity).

**Specific Classroom Assignments Based on Exceptional Needs:** Any request for a specific classroom must be submitted to the ASSC for approval along with a justification. Acceptable examples include instructor accessibility under the Americans with Disabilities Act, non-portable specialized teaching aids, or materials not available in another room. Requests for general consideration for courses or academic units will not be allowed.

**Cross Reference:** Class Meeting Times (4.12); Texas Higher Education Coordinating Board, *Reporting and Procedures Manual*, Appendix F, Space Use Codes

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact For Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

**Board Committee Assignment:** Building and Grounds