

## **Procedures Regarding the Assignment and Utilization of General Instructional Space**

In the interest of achieving maximum efficiency in the use of space, the following practices and procedures apply to the assignment and use of classrooms and other instructional spaces.

1. All instructional space in the academic buildings is coordinated through Academic Scheduling for assignment of regularly scheduled classes and is available for meetings and study purposes only on a temporary basis and only after being properly coordinated through Academic Scheduling.
2. For changes to any instructional space, the appropriate academic division administrator must submit the Space Request Form to the Assistant Vice President for Facilities Management to begin the review process.  
[http://www.unco.edu/spaceutilization/pdf/Space\\_request\\_form\\_4-30-09.pdf](http://www.unco.edu/spaceutilization/pdf/Space_request_form_4-30-09.pdf)
3. All programs will adhere to the University room scheduling algorithm (S25) unless pre-assignment exceptions are approved by the appropriate Dean and coordinated by Academic Scheduling. Pre-assignment considerations taken into account when making **INITIAL** classroom assignments are as follows:
  - A. Classrooms will be pre-assigned first to accommodate the needs of faculty or students with documented physical disabilities (Faculty: Human Resources, <http://www.unco.edu/hr/>; Students: Disability Support Services, <http://www.unco.edu/dss/>)
  - B. Courses with unique facility needs due to pedagogical reasons will be pre-assigned into spaces configured to support those needs (e.g. science labs, pool, gyms).
4. Scheduling practices include:
  - A. Course cap should match historical or predicted course section enrollment.
  - B. In the first run of the S25 room assignments, academic programs meeting the UNC Step Date Calendar deadlines are given first priority.
  - C. Courses will be assigned to available space considering room size, technology needs, proximity to faculty member's program area, and priority space identified by each program area.
  - D. Highly specialized instructional rooms, which are suitable for use by other courses, may be made available as instructional space when not in use by the designated college or program area.

- E. To ensure the greatest likelihood of being able to meet student needs to take specific courses, it is important to assure that course offerings are spread throughout the entire teaching day (7:00 a.m. through 10:00 p.m.) and shall adhere to primetime procedures. [http://www.unco.edu/spaceutilization/pdf/Prime\\_Time\\_Procedures.pdf](http://www.unco.edu/spaceutilization/pdf/Prime_Time_Procedures.pdf)
  - F. Fall and Spring courses must follow the university's standard scheduling blocks. [http://www.unco.edu/spaceutilization/pdf/Space\\_request\\_form\\_4-30-09.pdf](http://www.unco.edu/spaceutilization/pdf/Space_request_form_4-30-09.pdf)
5. Considerations taken into account when making changes **AFTER** initial classroom assignments have been made are as follows:
- A. Upon request from the Office of Disability Support Services, courses may be moved to another location to accommodate students with disabilities.
  - B. The program area making a classroom change is responsible for informing all students involved of the change.
  - C. Courses where enrollment is under classroom capacity may be relocated to a classroom with a more appropriate capacity.
  - D. Course cap should match classroom capacity as closely as possible.
  - E. Additional sections will be assigned only to available classrooms.
  - F. Courses moved to new time or day will be assigned only to available classrooms.
  - G. Additional time requests for meetings, review sessions, group exams, or special discussions will be assigned only to available classrooms and only after the first full week of each semester/term.
  - H. Course sections not meeting at standard scheduling times causing conflicts with other sections may be requested to change course time to resolve the conflict.

**Note: Faculty releases that would result in enrollment that exceeds fire code capacity are not permitted.**