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SECTION: Academic Affairs
SUBJECT: Classroom Scheduling
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Policy for: All Campuses
Procedure for: Columbia Campus
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Issued by: University Registrar

I. Policy

It is the policy of the University of South Carolina to use its instructional space as judiciously as possible while supporting the teaching mission of the faculty and providing plausible class scheduling opportunities for its students, thereby facilitating completion of degree. It is especially important to the University that the scheduling of courses offered to undergraduates is coordinated, so that standard meeting times, representing a reasonable distribution throughout each day and week, are used for the majority of course offerings in each unit.

II. Procedures

A. Definitions

1. Classrooms - Space not equipped exclusively for labs or seminars that is used for instruction, and is defined as such for the purpose of federal and state reporting. To be so classified, at least 50% of its use must be for regularly scheduled course instruction. The University centrally schedules all classroom space, although academic units may have priority scheduling rights in selected rooms.
2. Weekly Room Hours - Each classroom is available 45 hours per week for daytime instruction. Eighty percent (or 36 hours) of instruction is considered full time daytime use. The percent of use is considered an indicator of the adequacy of the number of classrooms in many state reporting requirements, including S.C. The measurement can be used for daily and hourly utilization rates.
3. Standard Meeting Times

For Fall and Spring regular semesters, the following day meeting times are the standard for three credit course scheduling:

MWF 8:00 am-8:50 am
 MWF 9:05 am-9:55 am
 MWF 10:10 am-11:00 am
 MWF 11:15 am-12:05 pm
 MWF 12:20 pm-1:10 pm
 MWF 1:25 pm-2:15 pm
 MWF 2:30 pm-3:20 pm
 MWF 3:35 pm-4:25 pm
 T Th 8:00 am-9:15 am
 T Th 9:30 am-10:45 am
 T Th 11:00 am-12:15 pm
 T Th 12:30 pm-1:45 pm
 T Th 2:00 pm-3:15 pm
 T Th 3:30 pm-4:45 pm
 MW 2:30 pm-3:45 pm
 MW 4:00 pm-5:15 pm

Classroom instruction for a three-credit course is normally 150 minutes a week for 14 weeks. Classes meeting one day per week must be scheduled for 165 minutes to include a 15-minute break.

4. Prime Time - For Fall and Spring regular semesters, meeting times between 9:00 am and 2:30 pm, classroom space is at a premium. A reasonable distribution throughout the day is comprised of 10% of the University's classroom instructional minutes at 8:00 am-8:59 am and 10% at 4:00 pm – 4:50 pm. Friday classroom instructional minutes should also represent 10% of the overall classroom use.
5. Non-standard meeting times - Exceptions to standard meeting times can be made in upper division classes in which cohort groups with block scheduling are enrolled. Exceptions cannot be made if the course routinely serves students outside that block as shown on the Course Support Survey. Exceptions will not be made in large lecture halls used frequently by other units.
6. Percent student station utilization - indicates the average percentage of student stations that are occupied when classrooms or class laboratories are in use. South Carolina standards are 60% for classrooms and 75% for class laboratories.
7. Allocation - Each college will be allocated an established percentage of standard meeting times in available classroom space.

B. Allocation of Classrooms

1. Each college is expected to monitor its use of classroom space. Classrooms are allocated based on its overall need for classroom space. The need for classroom space is based on:

- a. the total number of credit hours and sections taught in classrooms by each college (the most recent Fall or Spring);
- b. any new information (curriculum changes, etc.);
- c. other requirements associated with size and attributes.

C. Assignment of Classrooms

1. Requested attributes, enrollment projections, and enrollment history are determining factors when classrooms are assigned.
2. Professors teaching in classrooms not filled to 60% capacity, based on enrollment, may be asked by the Registrar to relocate to a smaller classroom.
3. Classrooms with 120 seats or more will be reserved for classes with standard meeting times, and will be centrally scheduled by the Registrar.
4. Technologically enhanced classrooms funded by the University's Classroom Enhancement Fund will be centrally scheduled by the Registrar.
5. Academic units may pre-assign priority classrooms with station capacity less than 120, provided these factors are considered.

D. Physical Changes to University Classrooms

Renovations and installations made in general purpose classrooms by academic units are to be cleared by the Provost and the University Registrar, as well as by Campus Planning and Construction.

III. Reason for Revision

Policy organization, content, and accuracy reviewed in April 2010; no substantive revisions required.