

<b>ADMINISTRATIVE DIVISION</b> ACAF Academic Affairs		<b>POLICY NUMBER</b> ACAF 3.06
<b>POLICY TITLE</b> Classroom Scheduling		
<b>SCOPE OF POLICY</b> USC System		<b>DATE OF REVISION/REVALIDATED</b> December 10, 2024
<b>RESPONSIBLE OFFICER</b> Executive Vice President for Academic Affairs and Provost		<b>ADMINISTRATIVE OFFICE</b> University Registrar

**PURPOSE**

The purpose of this policy is to optimize access to classes for students and utilization of classroom space.

**DEFINITIONS**

**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 general-purpose classroom space, although academic units may have priority scheduling rights in selected rooms.

**Standard Meeting Times:** designated day and time combinations to provide classroom instruction, to allow adequate transition time between classes, and to minimize scheduling conflicts for students and classroom availability. The registrar maintains the official list of standard meeting times for the fall and spring and also for the summer.

**Percent utilization:** in a particular class or lab indicates the average percentage of student seats that are occupied when the classrooms or class laboratories are in use.

**POLICY STATEMENT**

It is expected that each Academic Units will comply with the policy in order to optimize the use of classroom space and student access to classes. Optimal seat utilization ranges from 60 to 80% depending on the type of classroom space.

Distribution of course sections at standard meeting times throughout the day for each academic unit should include at least 25% course section scheduling between 8:00 am-8:59 am, after 4:00 pm, and on Fridays. Failure to have this distribution may result in either no available classroom or non-optimal classroom assignments.

Course sections assigned to classrooms that have 60% or less student seat utilization based on historical enrollment or approved projections may be asked to relocate to a smaller classroom by the Registrar.

Classrooms are reserved for classes with standard meeting times (unless an exception has been granted) and will be centrally scheduled by the Registrar.

Renovations and installations made in general purpose classrooms by academic units are to be cleared by the Provost, the University Registrar, and the Facilities Department. All renovations made to general purpose classrooms during the summer session are to be completed no later than August 15.

**PROCEDURES**

The Office of the Registrar schedules course sections in classrooms. The process takes into account historical enrollment, enrollment projections based on any new information, (such as curriculum changes), requirements associated with size and type of class, priority over particular classroom space by academic units, and proximity of the classroom to the academic unit offering the course.

Exceptions to standard meeting times can be requested from and granted by the Office of Registrar. Typical exceptions that may be granted are for graduate classes and upper division undergraduate classes in which cohort groups with block scheduling are enrolled. Exceptions are unlikely to be granted for large lecture halls.

After the first week of classes has been concluded, classrooms that are not used for regularly schedule course sections may be scheduled for other events (see Policy UNIV 6.00 for usage guidelines).

**RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

**HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
November 5, 2003	New policy approval.
September 21, 2012	Policy updated to reflect changes in the exam schedule and to set a deadline for classroom renovations made during the summer session.
February 27, 2019	Policy updated to reflect standard format and increased need for optimal class scheduling and classroom utilization.
December 10, 2024	Policy revalidated and updated to standard template.