I. INTRODUCTION (Purpose and Intent)

The use of classroom facilities for regularly scheduled classes has priority over other purposes. Academically-related events have priority over non-academic events. The scheduling of General Use Classrooms scheduled by the Central Space Office will follow the Approved Class Scheduling Patterns. Dedicated classrooms that are scheduled by colleges and departments will optimize classroom time and capacity utilization and support efficiency in student course scheduling.

II. STATEMENT OF POLICY

General Use space shall be assigned on an equitable basis by incorporating and coordinating needs from all colleges as to type of space, capacity of room, time required, etc. A request for a variance from the approved time patterns may be submitted by the department and colleges following the Class Scheduling Timetable. The responsibility for the final coordination of all class schedules as to time and place of meeting shall rest with the Central Space Office.

III. PROCEDURES

Following the Class Scheduling Timetable, the departments and colleges will be able to review assignments reflective of the previous, same-term assignments. Colleges can then submit large capacity and special needs requests. For General Use space, any deviation from the Approved Class Scheduling Patterns must be preceded by an approved Request for Variance form. The Central Space Office will review all requests and officially assign classrooms in an optimum manner. When
requests cannot be met, efforts will be made to locate satisfactory alternatives. After official assignments have been made, departments and colleges may request schedule changes prompted by changes in course offerings, instructors, or other circumstances.

These requests shall be reviewed by the Central Space Office, and when possible and appropriate, approved. The University’s class schedule shall reflect only official assignments approved by the Central Space Office. After class schedules have been posted, changes may be requested before enrollment begins. Colleges are encouraged to minimize these requests, as alternatives will be scarce or unavailable and redirection of students will be disruptive.

Regional campuses, separately accredited institutions, and USF Health are responsible for implementing a campus policy on the use of space for class or class-related activities.

*Current Responsible Office: Academic Affairs

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.