

NUMBER: ACAF 3.15

SECTION: Academic Affairs

SUBJECT: Classroom Scheduling

DATE: November 5, 2003

REVISED: June 25, 2010

REVISED: March 2020 - Upstate

Policy for: All Campuses Procedure for: Upstate Authorized by: Issued by: University Registrar

I. Policy

<http://www.sc.edu/policies/acaf315.pdf>

II. Procedure

II. Procedures – USC Upstate

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 8:30 am-9:20 am MWF 9:30 am-10:20 am MWF 10:30am-11:20 am MWF 11:30 am-12:20 pm
MWF 12:30 pm-1:20 pm MWF 1:30 pm-2:20 pm MWF 2:30 pm-3:20 pm MWF 3:30 pm-4:20 pm
MW 2:30 pm-3:45 pm MW 4:00 pm-5:15 pm

T Th 8:00 am-9:15 am T Th 9:25 am-10:40 am T Th 10:50 am-12:05 pm T Th 12:15 pm-1:30 pm T Th
1:40 pm-2:55 pm T Th 3:05 pm-4:20 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. Daytime classes at the Greenville Campus meet only two days a week (MW or TTh).

4. 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.

5. 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.

6. 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.

D. Physical Changes to University Classrooms Renovations and installations made in general purpose classrooms by academic units must be submitted for review and approved by Provost and Senior Vice Chancellor for Academic Affairs, Vice Chancellor for Administrative and Business Affairs, Vice Chancellor for Information Technology and Services, Vice Chancellor for Enrollment Services, and Facilities Management Director.

III. Reason for Revision

Policy organization, content, and accuracy reviewed in March 2020; no substantive revisions required. MWF days and times updated to on the half hour instead of on the hour. No change to these. They remain in place. 1. Faculty wishing to change classroom assignments must submit the request to their department chair who submits the approved request to the Office of the Registrar. 2. The Office of Disability Services may request the Records Office to move a class based on the enrollment of a student with a disability. Example: move a third floor class to the first floor for a student in a wheelchair or crutches. Those requests are honored whenever possible.