

# North Dakota State University

## Policy Manual

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### SECTION 338 SCHEDULING OF CLASSROOMS

SOURCE: NDSU Faculty Senate Policy

1. Scheduling of all classrooms and class labs at North Dakota State University will be performed by the Office of Registration and Records as outlined in the Course and Event Classroom Scheduling Compliance procedures using standardized meeting patterns along with NDUS space utilization protocols and targets. The following priorities will be observed in the scheduling process.

- A. Top priority must be granted to those courses having needs for specialized instructional equipment (e.g., active-learning, laboratory benches, software, specialized visual aids, proximity to stored equipment).
- B. Actual enrollments should be matched as closely as possible to classroom seating capacities.
- C. Space allocation will be prioritized for academic instructional needs.
- D. Student and faculty preferences should be honored to the extent possible (given A, B, and C above).

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#### HISTORY:

New	November 1992
Amended	October 2007
Housekeeping	February 14, 2011
Amended	March 15, 2021