

North Dakota State University

Policy Manual

SECTION 338

SCHEDULING OF CLASSROOMS

SOURCE: NDSU Faculty Senate Policy

1. Scheduling of all classrooms at North Dakota State University will be performed by the Office of Registration and Records. 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., laboratory benches, specialized visual aids, proximity to stored equipment).
 - B. Actual enrollments should be matched as closely as possible to classroom seating capacities.
 - C. Student concerns and faculty preferences should be honored to the extent possible (given #1 and #2 above). The distance traveled between office and classroom should be minimized.

HISTORY:

New	November 1992
Amended	October 2007
Housekeeping	February 14, 2011