

# Augusta University

## Policy Library

### Course and Classroom Scheduling Policy

**Policy Manager: Office of the Registrar**

#### **POLICY STATEMENT**

This policy has been developed jointly by the Office of the Registrar and the Vice Provost for Instruction to ensure the efficient scheduling of both courses and classrooms to support the academic mission of the university. This policy supports the effective and efficient use of classroom resources in line with the educational needs of Augusta University's (AU) growing student body. This policy applies to all general-purpose classrooms and auditoriums officially designated for instruction at any of the campuses in Augusta.

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

***NOTE: While target goals, at times, may prove irrelevant, graduate and professional programs which use instructional spaces will likewise be informed by this policy.***

#### **DEFINITIONS**

- ***Academic Units:*** A college or school responsible for instructional delivery of programs.
- ***Classroom & Event Services:*** The administrative unit assigned the responsibility for managing the scheduling of academic space on any of the Augusta campuses. For more information, please refer to: [AU EMS](#).
- ***Classroom seating capacity charts:*** A classroom inventory chart that includes seating availability and any classroom-related resources offered for each of the classrooms designated for instruction.
- ***Target Goal Reports:*** Reports run each semester which provide an academic unit's classroom utilization assessment.
- ***Variance:*** A formal exception granted to academic units by the Registrar's Office and approved through the Vice Provost and Provost.
- ***Instruction:*** All forms of content delivery which might include, but not be limited to, didactic, hybrid, laboratory, and seminar.

---

**Office of Legal Affairs Use Only**

**Executive Sponsor: Provost**

**Next Review: 7/2027**

## **PROCESS & PROCEDURES**

### **The Scheduling Role of the Registrar's Office**

The Registrar's Office will:

- Provide training for course scheduling to all academic units.
- Distribute the prior year's course schedule to all academic units for planning purposes.
- Provide a curriculum calendar to include, at a minimum, deadlines for the term schedules, dates for classroom assignment, and the date the schedule will be published.
- Work with academic units to create a schedule of classes with preferred room assignments for each term by the deadline designated on the [Registrar Course Calendar](#).
- Update course cross listings.
- Provide an initial review of courses to ensure they meet standard course meeting times or have a variance secured.
- Maintain updates to classes as requested by the academic units.
- Create the final exam schedule, including the approval of any common final exam periods.

### **The Role of Classroom Scheduling Unit:**

Classroom Scheduling will:

- Review and update the classroom seating capacity charts on an annual basis.
- Import the schedule of classes into the classroom management software and assign rooms based on information entered in BANNER and AU guidelines for classroom assignment.
- Communicate completed classroom assignments to AU Colleges and Departments
- Export classroom assignments to BANNER.
- Work with academic units to ensure courses with specific seating capacity, technology, pedagogical, or other class or room requirements are accommodated.

### **The Role of Academic Departments and Deans:**

Academic department chairs/program directors and deans will know and adhere to the provisions of this policy and the [Course Scheduling Procedures Manual](#).

**The Role of Departmental Scheduling Coordinator:**

Each academic unit will designate a schedule coordinator to serve as the primary point of contact for scheduling and who will input the term schedule into the student information system. Scheduling coordinators will complete the mandated annual training for this role.

**The Role of Institutional Effectiveness:**

Institutional Effectiveness will provide each college/school dean’s office with Target Goal Reports for each semester. Additionally, they are responsible for providing reports of any standard course meeting time exceptions to the Vice Provost for Instruction for each semester.

**Distribution Targets for Class and Classroom Scheduling:**

The most popular times for scheduling undergraduate classes have traditionally been Mondays through Thursdays between 10 a.m. and 2 p.m. However, having too many classes offered on these days and times regularly results in scheduling conflicts for students and in their not having enough classrooms available to meet demand. This problem continues to intensify as the size of AU’s student population grows.

To reduce scheduling conflicts and provide flexibility to support student needs, it is important that meeting times for classes and key academic events be distributed evenly throughout all hours of the day and all days of the week. Accordingly, the Provost’s Office and Office of the Vice Provost have set scheduling distribution targets all units are expected to follow. Each unit is expected to achieve the target goals for its classes and key academic events.

Distribution targets include all types of instruction and laboratory sessions scheduled in any campus room (all room types) between the hours of 7 a.m. to 5 p.m. Monday through Friday as well as key academic events scheduled in general purpose classrooms (room type 110 only) from 7 a.m. to 5 p.m., Monday through Friday. While the targets also include online classes offered through a synchronous format, they do not apply to asynchronous online classes.

CLASS START TIMES	TARGET PERCENTAGES OF CLASSES TO OFFER
All sections beginning at or before 9:00 AM	Greater than or equal to 20%
10:00 AM, 11:00 AM	Less than or equal to 30%
12:00 PM, 1:00 PM	Less than or equal to 30%
All sections beginning at or after 2:00 PM	Greater than or equal to 20%

***NOTE: Any exceptions to the Course Scheduling Policy targets must be managed via the Course Scheduling Policy Exceptions Process and approved by the Provost. This process can be found in the Course Scheduling Procedures Manual Target Goal Reports:***

Classroom utilization oversight will be provided to the dean's office of each college/school and the Office of the Provost for review and appropriate action.

**Placing Classes in Appropriately Sized Rooms (Seat Utilization Goal):**

Units should strive for a 65% or greater seat utilization where the number of enrolled students is as close to the total number of seats in the room as possible. Failure to meet or exceed this 65% target may result in the class being moved to a different location.

When the Classroom Scheduling Unit is unable to find available classrooms for classes, the Registrar's Office is authorized to notify departments to consider a change in meeting times.

Classroom seating capacity charts are available to determine appropriate classroom size to meet class needs.

**General Guidelines/Priorities for Room Scheduling:**

Courses<sup>1</sup> should be assigned to a classroom based on the following priorities:

- PRIORITY 1: Credit-bearing courses, their tests, and required class meetings.
- PRIORITY 2: Size of classroom compared with enrollment.
- PRIORITY 3: Alignment to University Standard Course Meeting Times (document).
- PRIORITY 4: Technology needs/specialized equipment/classroom layout necessary for teaching pedagogy.
- PRIORITY 5: Location of classroom (proximity to department).
- PRIORITY 6: Information received by scheduled date.

---

<sup>1</sup> Academic and instructional space requests have priority over non-academic space requests.

## Start Times and Scheduling Patterns

Having consistent start times, scheduling patterns, and blocks of scheduled and open times not only makes it more efficient for students to plan their schedules (allowing for more back-to-back classes), but also makes it easier for the Classroom Scheduling to locate available classrooms and place classes each term:

**NOTE:** *Any exceptions to target goals, start times, and/or scheduling patterns must be managed via the Course Scheduling Policy Exceptions Process and approved by the Provost. This process can be found in the [Course Scheduling Procedures Manual](#).*

### Start Times

- All classes should start on either the hour or half-hour as indicated in the [Standard Course Meeting Time Document](#). Approved standard course meeting times are posted on the Office of the Registrar website. Any course not meeting in a standard time must complete a standard course meeting time variance form prior to the submission of course schedules. Variances from these standard meeting times should be avoided whenever possible since they often result in unnecessary gaps in student and classroom schedules.
- If a course cannot adhere to the standard meeting times for pedagogical reasons, the responsible unit must complete a Standard Course Meeting Time Variance form and obtain approval from the Registrar prior to scheduling. If approval is given, these classes will be scheduled back-to-back in the same room, whenever practical.
- There is no requirement for classes to start at a certain time to accommodate student travel between different parts of AU campuses. Students are responsible for ensuring their schedule allows for adequate travel time to attend the full period for all classes they register to take.

### Back-to-Back Scheduling and Scheduling Patterns:

Academic units should make every effort to follow the back-to-back scheduling and scheduling pattern recommendations set out in the [Course Scheduling Procedures Manual](#).

## Mid-Term and Final Exam Information

Classroom Scheduling is authorized to schedule final exams in any campus classroom or auditorium from 7:00 a.m. to 8:30 p.m. Monday through Friday after consultation with any academic units with activities scheduled for the location. Additionally, all units are expected to accommodate requests from Classroom Scheduling to use classrooms and auditoriums after 6 p.m. Monday through Friday.

**REFERENCES & SUPPORTING DOCUMENTS**

[Course Scheduling Procedures Manual](#)  
[Classroom Information](#)  
[Section Schedule Update Information](#)  
[Standard Course Meeting Times](#)  
[Standard Course Meeting Time Variance Form](#)

**RELATED POLICIES**

Intentionally left blank

**APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University  
Date: 7/19/2022

President, Augusta University

Date: 7/19/2022