

## **Academic Affairs' Procedures on Instructional Space**

All instructional space is owned by the University and is assigned by the Office of the Registrar to academic departments for scheduling and registration. These rooms are not owned by the departments and may be reassigned as necessary. For scheduling purposes, there are two types of rooms: Priority Use and Exclusive Use.

**Priority Use.** Lecture classrooms that are used for classes that do not require special-purpose equipment for student use; they may or may not be multimedia classrooms. After the initial room schedule is built for the semester, if a department has not scheduled classes into a room where the department has priority, the room may be used for any classes without a room pre-assignment.

**Exclusive Use.** Labs, studios, or other special-use rooms that are used for classes that require special-purpose equipment for student use. After the initial room schedule is built for the semester, the Office of the Registrar will not schedule another department's classes into these spaces without getting approval from the department that has exclusive use.

Instructional space designated for Exclusive Use by the Office of the Provost is assigned to particular departments because of special limited use; an inventory of exclusive-use space is provided here:

<http://www.towson.edu/registrar/onlineservices/exclusiverooms.html>

Because needs change over time, exclusive-use rooms may occasionally be reassigned by the Office of the Provost.

Assignment of instructional space is dependent upon student enrollment, faculty and student accommodation, the scope of the department's academic program, state guidelines, accreditation requirements, and the changing needs of individual departments and programs. Any alteration or re-designation of instructional space will be the result of prior consultation with the college dean and the Office of the Provost.

Departments must schedule courses during the established day/time matrix. Requests for exceptions to the day/time matrix must be referred by the college dean to the Office of the Registrar for approval.

Twenty percent of all course offerings (excluding evening sections) must be scheduled at non-peak times. Specifically, non-peak times are classes offered:

- At 8:00 a.m.
- After 3:00 & before 6:00 p.m.
- Fridays 2:00 - 4:45 p.m.
- Saturdays
- MWF 12:00 - 12:50 p.m.
- MWF 1:00 - 1:50 p.m.

Approved by the Council of Deans, July 16, 1991; Revised and approved by the Provost's and Deans' Council, May 12, 2016

Source: Chapter 6: Policies and Procedures for the Classroom (Faculty Handbook)