The goal for classroom scheduling is to make the most efficient and effective use of instructional days and classroom space to meet the needs of students and faculty, and to support the mission and vision of Eastern Washington University. Teaching facilities are a significant resource, and the availability of teaching facilities is finite. Academic classroom space is owned by the University. Accordingly, academic classrooms are assigned and coordinated by one centralized scheduling office.

In an effort to provide a course schedule that minimizes conflict and results in an equitable distribution of available resources, the following policies have been developed to assist with the preparation and submission of quarterly course scheduling information to the Office of Records and Registration. These policies were developed in the spirit of providing student centered course scheduling that permits access to available offerings by the greatest number of students and permitting the best match between the specific needs of the courses being offered and the existing facilities.

This policy supersedes all existing University policies governing classroom and course scheduling and applies to all academic departments and classroom spaces.

**Standard Meeting Times and Patterns**

All classes will follow the University’s established Standard Meeting Times and Patterns. These standards will be reviewed yearly by the EWU Course Scheduling Advisory Committee and updated appropriately to support the University’s mission.

**Distribution of Courses across the Day**

No more than 20% of a College’s course sections will be scheduled in any one hour. A department’s daytime classes in any given quarter will be balanced equally over the hours of 8:00 AM to 3:00 PM. Departments are responsible for consulting with other departments to coordinate the times classes are offered to minimize conflicts for students.

**Scheduling Proofs**

Each department is responsible for providing a scheduling coordinator to interact with the Office of Records and Registration. For each scheduling cycle the Office of Records and Registration will provide scheduling proofs for the academic department’s scheduling coordinator to update and return. Time will be built into the process for deans to meet with each other to check on cross-college implications of the schedule (pre-requisites, co-requisites, sequential courses, etc.) Pre-assignments, special features and equipment required for specific course sections must be requested on the course scheduling proof at the time the other information for the term is being collected. A list of room features/equipment codes will be supplied with the proofing documents.

**Classroom Assignments**

Pre-assignment requests for standard and specialized Departmental classrooms will be checked for conflicts then entered into the scheduling system. Standard Departmental Classrooms will then be added to the pool of General Use Classrooms to be utilized for the remaining classroom assignments. Classrooms assignments are made based projected enrollment being equal to or greater than 80% of the room capacity and are assigned according to the following criteria, in the following order: (1) Approved pre-assignments, (2) disability requirements, (3) large classes (100+), (4) large classes (80+) with specialized equipment needs, and then (5) all remaining classes. No instructor or department may allow the actual attendance of a class to exceed the permissible maximum occupancy specified by fire safety codes.
Application of Policy
The Office of Records and Registration has the authority to apply and enforce this policy so that an efficient and effective conflict-free schedule can be developed. Every effort will be made to schedule the distribution of classroom facilities equitably. When scheduling difficulties arise, the scheduling staff from the Office of Records and Registration will consult with departmental scheduling coordinators. Unresolved issues will be referred to the Deans of each college.

Policy Objectives
- Enforce the University’s established Standard Meeting Times and Patterns, developed to accommodate pedagogical preferences of faculty.
- Maximize student scheduling options and reduce overall classroom demand by utilizing standard class hours and encouraging more even hour spreading throughout the day. It is especially important to avoid clustering classes during “prime time.”
- Enable the availability of continuous time periods for faculty research, writing, consultation, and student advising.
- Comply with applicable instructional contact hour requirements.
- Apply scheduling policies in a consistent and equitable manner across departments and colleges, while maintaining flexibility to accommodate special needs and circumstances.
- Allow for exceptions deemed to be in the University’s best interests by the Provost.
- Provide sufficient classroom resources to meet credit instruction requirements.
- Match special academic requirements with available classroom facilities (e.g., a specific classroom furniture configuration, multimedia equipment, access to specialized department instructional aids).
- Ensure equal access to all individuals.