



## Space and Scheduling Guidelines

**Guiding Principal for Ohio State:** colleges will take responsibility for assuring that space is used appropriately and that student access to courses is a priority.

- Classes not following an approved pattern will be considered an exception.
- In order for a course to follow the pattern it must meet in the same space for each occurrence.
- Classes following an approved pattern will be scheduled before courses that are exceptions.
- A department (or group of departments) may use a combination of classes to fulfill a pattern and not be considered an exception, with the understanding that this could cause scheduling difficulties for final exams.
- Term classes meeting for half of a semester should be paired with a course appropriately using the same space for the other half of the semester in order to not be considered an exception.
- Classes crossing time blocks, e.g. combining two 55 minute sections on a single day, will be considered an exception.
- Classes crossing terms, e.g. Spring Semester and May Term, will be considered an exception.
- Priority for specific general assignment classrooms or building preferences does not supersede following an approved pattern.
- All pre-assigned classes (those manually placed by the department) must follow an approved pattern.
- All exceptions must be approved by the Assistant Dean.
- After a semester schedule is created any changes (including changes to room assignments) must be approved by the Assistant Dean.
- Class enrollment limits are required to fill 70% of the seats in the room assigned.
- Class meetings, including labs, that are scheduled for more than 80 minutes must begin at an approved start time.
- Departments are required to spread their courses throughout the day so that no more than 11% of their class meetings occur at any one time of the day.
- Departments are required to spread their courses throughout the week by balancing the number of classes meeting three times a week with the number of classes meeting twice per week.

**Policy**

Classes following primary meeting patterns will be accommodated with classroom space first. Alternate meeting patterns will be accommodated with classroom space second, and will be subject to availability. Meeting patterns not listed below will be accommodated with classroom space, if possible, after all requests for primary and alternate meeting patterns have been fulfilled.

Primary meeting pattern formats, by course and credit hour value:

- 2 semester hours: 120 minutes per day, 1 day per week (M)
- 3 semester hours: 55 minutes per day, 3 days per week (MWF)
- 3 semester hours: 80 minutes per day, 2 days per week (TR)
- 4 semester hours: 55 minutes per day, 4 days per week (TWRF)
- 5 semester hours: 55 minutes per day, 5 days per week (MTWRF)

Alternate meeting pattern formats, by course credit hour value:

- 3 semester hours: 80 minutes per day, 2 days per week (WF)
- 3 semester hours: 180 minutes per day, 1 day per week (M)
- 4 semester hours: 55 minutes per day, 4 days per week (MTWR)