1. **General Policy Statement**

1.1 This policy applies to all Simon Fraser University (SFU) campuses.

1.2 The purpose of this policy is:

1.2.1 To define university policy as it pertains to the use and management of centrally controlled classroom space for both credit and non-credit activities;

1.2.2 To define university policy as it pertains to the development of class and final examination timetables;

1.2.3 To establish and enumerate guidelines for the allocation of classroom space;

1.2.4 To encourage the university community to make efficient and coordinated use of centrally scheduled classroom space.

1.3 This policy recognizes and accounts for the fact that appropriate pedagogy requires different class durations, meeting patterns, tutorial structures, and facilities depending on the discipline and level at which a particular course is taught.

2. **General Policy Goals**

2.1 The university timetable is developed for students and instructors. In developing the timetable, the following goals must be balanced:

2.1.1 Classes should be scheduled so as to best utilize teaching resources and classroom facilities;

2.1.2 Students should be able to take courses needed for graduation in their program in a timely manner;

2.1.3 Instructors should be able to obtain schedules that permit them to integrate their professional duties of teaching, research and service in a reasonable way.
3. **Allocation and Management of Centrally-Scheduled Classroom Space**

3.1 Centrally scheduled classroom space is a university resource that is allocated to and managed by the Scheduling Section of Student Services. All academic units have shared access to centrally scheduled classroom space for teaching credit courses.

3.2 Normally, classrooms will not be removed from the centrally scheduled classroom pool without replacement in kind as soon as practicable. If there are deemed to be good reasons for removing one or more classrooms from the pool, those requesting the removal must present a business case, which includes a cost/benefit analysis, to the Associate Vice President Academic. The Associate Vice President Academic will make the final decision on whether the classroom space is converted to other uses as proposed in the business case.

3.3 Classroom Technology Assistance (CTA) in the Learning and Instructional Development Centre (LIDC) is responsible for providing and maintaining technical equipment in centrally scheduled classrooms.

3.4 Facilities Management is responsible for maintaining, renovating, cleaning and furnishing centrally scheduled classrooms.

3.5 Campus Security is responsible for the security of centrally scheduled classrooms.

3.6 A committee, appointed by and reporting to the Associate Vice President Academic, will be established to ensure that centrally scheduled classroom space is maintained, suitably furnished and equipped with appropriate technical facilities on an ongoing basis. The committee will tour all classrooms annually and submit a report on their condition to the Associate Vice President Academic. The committee will consist of one member each from Schedules, LIDC, Facilities Management, as well as one member from each of the Faculties and a student representative.

3.7 The Schedules Section of Student Services will set up and maintain a clear description of centrally scheduled classroom space, which includes room capacity, facilities, design features and disability access. This description will be available to the university community on the web.

3.8 The Office of Analytical Studies will prepare an annual report on classroom utilization which will be distributed to the Associate Vice-President,
4. **Allocation and Management of Non-Centrally-Scheduled Classroom Space**

4.1 Classroom space that is specialized in nature (e.g. language, science or computer labs, dance studios) is normally controlled and managed by the specific academic unit that uses the space for its instructional activities. Such space is not typically available for use by other academic units.

4.2 Some general classroom space is also controlled and managed by specific academic units. This space should be used efficiently and made available for use by other groups within the university community when not being used by the unit that manages it.

5. **Instructional Times**

5.1 Normally, the instructional hours of the University are Monday through Friday from 8:30 to 22:30. Daytime hours are defined as 8:30 to 17:30. Evening hours are defined as 17:30 PM to 22:30 PM.

5.2 Normally, final examinations each semester will be scheduled Monday through Saturday and may be scheduled on Sunday.

6. **Standard Timetabling Patterns**

6.1 The following standard timetabling patterns apply to classes offered at all SFU campuses, whether or not they are held in centrally scheduled space.

   6.1.1 To the greatest extent possible, classes in each academic unit should be spread evenly Monday through Friday 8:30 AM to 17:30 PM, including times which typically have low utilization, i.e. early mornings, late afternoons and especially Friday afternoons. The use of evening hours is also encouraged.

   6.1.2 Normally, classes will begin on the half hour and will end at twenty minutes after the hour. This allows for classes with a total duration of 50 minutes, 110 minutes, 170 minutes, 230 minutes, and so on.
6.1.3 A class must begin or end at the same time every day that it meets in order to fit within the standard timetabling pattern. For example, a lecture course scheduled MWF 8:30 AM to 9:20 AM (i.e. beginning and ending at the same times) would meet this criterion, as would a laboratory course scheduled T 14:30 PM to 17:20 PM and R 15:30 PM to 17:20 PM (i.e. ending at the same time). A class scheduled M 10:30-12:20 and F 14:30-16:20 (i.e. neither beginning nor ending at the same time) would not meet this criterion.

6.1.4 Classes with a total duration of 80 minutes are also permitted within the standard timetabling pattern, as long as they are scheduled from 8:00 AM to 9:20 AM, from 15:30 PM to 16:50 PM, or during evening hours.

6.1.5 Requests for non-standard timetabling patterns must be approved by the Dean of the Faculty.

6.1.6 Classes may be held on Saturday or Sunday if so requested by an academic unit.

7. **Scheduling Priority: Regular and Required Courses**

7.1 Courses that are offered on a regular basis or that are required for a degree program will be given priority for scheduling requests.

7.1.1 Fixed-Schedule Courses are courses that are offered in the same semester(s) every year at the same time(s) and on the same day(s). These courses provide students with the highest level of certainty in planning their schedules, and will be given scheduling priority. The designation of specific courses as fixed-schedule offerings will be advertised in the SFU Course Timetable and Exam Schedule.

7.1.2 Periodically-Scheduled Courses are courses that are offered in the same semester(s) every year but at times and/or days of the week that may vary. These courses provide students with a degree of certainty in planning their schedules, and will be given priority over aperiodically scheduled courses. The designation of specific courses as periodically scheduled offerings will be advertised in the SFU Course Timetable and Exam Schedule.

7.1.3 Mandatory Courses are courses that are required for completion of a degree program and for which no alternative course is ever offered (as
indicated in the university calendar). Mandatory courses will be given priority over courses for which some choice is offered.

7.2 Courses offered in six-semester cycles rather than three-semester cycles are eligible for designation as fixed- or periodically-scheduled courses. They will be assigned priority relative to other courses in the same category in proportion to the frequency with which they are offered.

7.3 A course will be designated as being a fixed- or periodically-scheduled course after having met the necessary criteria for three consecutive offerings in a particular semester. It will not lose that designation unless it fails to meet the necessary criteria for at least three of the last four offerings in a particular semester. A fixed-schedule course will not lose its designation if severe scheduling constraints force the university to change the time at which the course is offered. Likewise, courses will not lose their designations as fixed- or periodically scheduled courses if permanent scheduling changes are negotiated with Student Services in order to alleviate congestion, correct course conflicts, or otherwise improve student access to courses.

7.4 Academic units are strongly encouraged to use fixed-scheduling practices for large enrolment first- and second-year courses.

7.5 Academic units are expected to coordinate their offerings so as to avoid substantial timetable conflicts with related units.

8. Scheduling Priority: Event Bookings

8.1 Events are university-related activities for which course credit cannot be earned. Normally, events receive lower priority for classroom space than credit courses.

8.2 Requests for space for an event must be sponsored by a recognized campus organization or constituent group. For example, the Simon Fraser Student Society sponsors student groups requiring classroom space for events.

8.3 Events at SFU Vancouver may receive higher priority than credit courses during designated timeframes. SFU Vancouver operates on a cost recovery model that allows for the planning of events years in advance and provides the necessary dynamic required for a multi-use facility. Event bookings at SFU Vancouver are made in accordance with the SFU Vancouver Event
Booking Policy, which uses a block booking system designed to maximize utilization of space by the various constituent groups defined in that policy.

8.4 Event bookings at campuses other than SFU Vancouver are made in accordance with the following guidelines:

8.4.1 A limited number of event bookings may be allocated space in advance of credit courses. For example, because of the associated noise problem, pipe band and junior pipe band practices are normally assigned to classrooms before rooms are assigned to credit courses. These bookings normally occur during the evenings and/or weekends.

8.4.2 Sets of rooms may be allocated in advance of credit-course bookings to groups such as Conference Services, Field Schools, Exchange Programs, and various on-campus groups offering camps during the summer semester.

8.4.3 Event requests for non-classroom space (such as Maggie Benston Centre) can be processed at any time.

8.4.4 Event requests for classrooms can be processed anytime if the event is held during a semester break or the event is held on a weekend (excluding final exam period).

8.4.5 Event requests for classrooms during exam periods can be processed after Week 7, Day 5 of the same semester except events requiring smaller classrooms (capacity less than 50), which may be processed after Week 3, Day 5.

8.4.6 Event requests for classrooms for future semesters (excluding final exam periods) will be processed only after enrollment for that semester has been underway for 5 weeks.

9. Timetabling and Room Allocation Guidelines

9.1 The task of producing an equitable and efficient timetable every semester is complex. It requires balancing the priorities and needs of all academic units within the context of shared university resources that are in high demand and often scarce. While the following prioritized list sets out best practices for achieving the goals stated above, the Scheduling Section of Student Services must ultimately retain the authority to make judgments concerning the implementation of these guidelines.
9.2 Normally, room assignments will be made such that the following priorities are respected:

9.2.1 Credit courses will receive priority over events for classrooms.

9.2.2 Courses taught by instructors with physical or medical conditions who need to teach in rooms with special features (accessibility, technical equipment) will be given priority.

9.2.3 Fixed-schedule courses will receive priority for classrooms over non-fixed-schedule courses.

9.2.4 Periodically-scheduled courses will receive priority for classrooms over aperiodically-scheduled courses.

9.2.5 Mandatory courses will receive priority for classrooms over courses for which some choice is offered. If necessary, mandatory courses that serve multiple degree programs will receive priority over mandatory courses that serve a single degree program.

9.2.6 Courses scheduled in accordance with the standard timetabling patterns will receive priority for classrooms over those that do not follow standard patterns.

9.2.7 A large class will have priority for a given classroom (to the upper limit of classroom capacity) over a smaller class, regardless of the smaller class’s requests for permanent (installed in the room) technical equipment.

9.2.8 Requests for permanent technical equipment will be accommodated if possible but instructors are expected to request portable equipment from CTA if necessary.

9.3 When no classroom can be assigned for a course component at the requested time, the Associate Director, Schedules will contact the person who submitted the scheduling request and ask that the course component be rescheduled to a time when a classroom is available. Normally, more than one alternative time will be offered. If none of the alternative times are suitable, the Associate Director, Schedules will contact other Departments or Schools and resolve the problem through negotiation. If no resolution can be reached by negotiation, the Associate Director Schedules will determine when the
course component must be scheduled and assign a classroom for the course at that time.

10. Publication of the Timetable and Course Offerings

10.1 The timetable for the upcoming semester will be available at least two weeks before registration for the upcoming semester begins.

10.2 In addition to the schedule of courses for the upcoming semester, the timetable will include a listing of the courses to be offered in the subsequent two semesters, including all fixed and periodic courses.

11. Changes to the Timetable

11.1 Changes to the timetable after publication must be kept to a minimum as students use the timetable to make enrollment decisions that best fit their academic interests as well as their off-campus commitments. Normally, changes to the days and/or times when a course is offered will not be permitted. Changes to assigned classrooms may be made for the following reasons:

11.1.1 Enrollment increases beyond the capacity of the classroom assigned and a larger classroom is available.

11.1.2 The assigned classroom does not have all or some of the room facilities (technical or other) requested and a classroom with the facilities is available.

11.1.3 A course has been assigned a classroom which is too large given the actual enrollment in the course. The course may be moved to a smaller classroom, especially if a course with greater enrollment has requested the larger classroom.

12. Accessibility

12.1 Requests for particular times, locations or facilities related to accessibility should be directed as follows:
12.1.1 Disabilities: Students should contact the Centre for Students with Disabilities. Instructors or teaching assistants should contact their department.

12.1.2 Family responsibilities or religious beliefs: Instructors, teaching assistants and students should contact their department.

13. Interpretation

13.1 Questions of interpretation or application of this policy should be referred to the Director, Records and Registration.