



**Policy: 01-84-00**

# **Classroom and Computer Laboratory Scheduling**

OFFICE OF RECORD: Vice President for Academic Affairs

ISSUED BY: Registrar

APPROVED BY: Doug Knowlton 01-84-00

EFFECTIVE DATE: 10-25-89 (Revised 10/27/05)

## **Policy**

Faculty and staff are encouraged to fully utilize the facilities available at Dakota State University. Academic classroom space, including laboratories, is reserved through the College Office in each classroom building. For guidelines on use by non-DSU personnel, please refer to DSU Policy [01-76-00](#), Facility Use and Rental.

## **Procedures**

Classes listed in the University's academic schedule have first priority for use of academic space. Academic space includes classrooms, auditoriums, science laboratories, and computer laboratories (including specialized laboratories). Exceptions may be granted for special functions and university-wide events.

- Faculty or staff members wishing to use academic classroom space must contact the support staff of the unit housing that space for availability and scheduling.
- The individual requesting use of the space is responsible for seeking approval of the CIO for any required movement of equipment or allocation of specific software.
- The individual requesting use of the space is responsible for contacting E-Education Services staff if any presentation equipment or assistance is needed.
- All reservations of academic classrooms must be made at least one week in advance.

- Prior notice must be provided by the individual requesting the space, in collaboration with the support staff, to faculty members teaching in the requested classroom space, along with arrangements for suitable alternative space to deliver the class(es).