

# **CLASS & CLASSROOM SCHEDULING POLICY**

**For Ann Arbor Campus  
General Fund Academic & Administrative Units**



**Office of the Provost &  
Executive Vice President for Academic Affairs**

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## **About This Policy**

This policy has been developed jointly by the Office of the Provost (Provost's Office) and the Office of the Registrar (Registrar's Office) to ensure that both classes and classrooms are scheduled efficiently to support the academic mission of the university. It enables students to take the classes they need in a timely manner and demonstrates good stewardship of institutional resources.

This policy applies to all general purpose classrooms and auditoriums on the Ann Arbor campus designated as room type 110 in the university space survey. All units are strongly encouraged to refer to this policy when planning classes or events that require the use of classrooms.

## Guiding Principles

All units are strongly encouraged to keep the following guiding principles in mind when managing, supporting, scheduling or using classrooms on the Ann Arbor campus.

- As with all types of space on the Ann Arbor campus, classroom space is a valuable resource that belongs to the institution. The provost is the steward of all instructional space and is responsible for ensuring that this space supports the academic mission of the university.
- Deans, directors, department chairs and the university registrar are responsible for ensuring that all classrooms are scheduled efficiently to support the academic mission of the university.
- All general purpose classrooms (designated as room type 110 in the university space survey) need to be shared to support campus needs. Units that manage general purpose classrooms are responsible for supporting these classrooms and everyone who uses them.
- Classrooms and other instructional spaces may be allocated to individual departments, but the assignments are not considered permanent. These spaces may be reallocated as the needs, priorities, and demands of the school, college, or university change.
- Credit-bearing courses, their exams, and required class events have scheduling priority over all other activities that require the use of classrooms.
- All units are strongly encouraged to accept requests from the Registrar's Office outside of the 8 a.m. to 5 p.m. shared scheduling timeframe, if classrooms and auditoriums are available.
- All units are strongly encouraged to plan and distribute classes across all days of the week (Mon – Fri) and all hours of the day as much as possible to maximize use of campus classrooms and minimize class conflicts for students.
- Units are responsible for having consistent class scheduling practices while maintaining the ability to accommodate special family-related needs and circumstances of faculty and instructors as needed. Class scheduling practices must adhere to all university policies and procedures that prohibit discrimination.

## The Scheduling Role of the Registrar's Office

The Registrar's Office is authorized to:

- Schedule classes in any available general purpose classroom to accommodate the broader academic needs of campus during the week (Monday through Friday) and between the hours of 8 a.m. and 5 p.m.  
*NOTE: The Registrar's Office is authorized to schedule a class to end after 5 p.m., e.g. 4 p.m. – 5:30 p.m., as part of the shared scheduling timeframe.*
- Schedule mid-term and final exams in any available general purpose classroom during the week (Monday through Friday) and between the hours of 8 a.m. and 6 p.m.
- Move classes to other classrooms or buildings to ensure that classes with specific seating capacity, technology, pedagogical, or other class or room requirements can be placed.

## PART 1: THE SCHEDULING PROCESS

### Process Overview: Scheduling Classrooms for Classes and Events

Throughout the year, general purpose classrooms are used for both classes and other key academic events, such as dissertation defenses, faculty candidate job talks or department meetings. These uses are important to the academic mission of each unit and the University, and this policy aims to ensure adequate space for both.

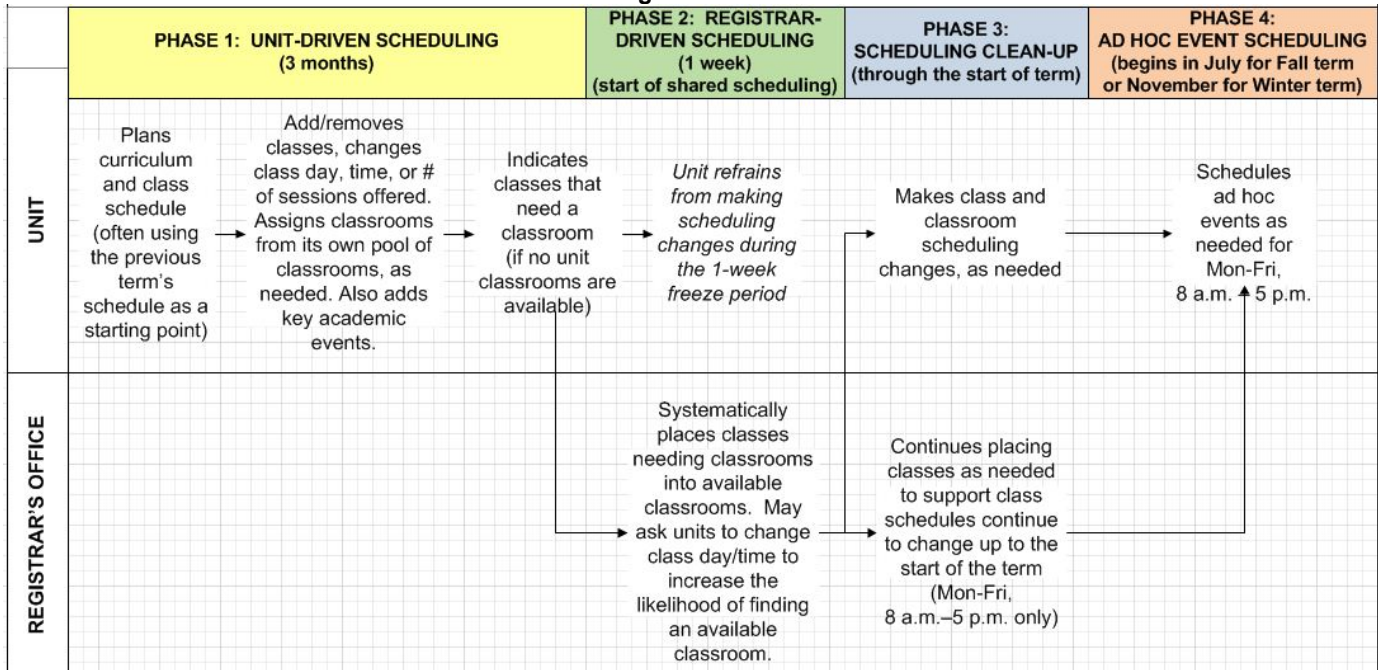
For most departments, class scheduling occurs several months prior to the start of the term. For example, Fall curriculum planning usually begins in the December/January timeframe and Winter curriculum planning begins in the June/July timeframe. Class scheduling requires significant advanced planning and coordination, not only within each department, but also often with other units to ensure that classes are sequenced appropriately to meet interdisciplinary program needs.

The following diagram provides a high-level overview of the process used to schedule classes and events in general purpose classrooms on the Ann Arbor campus. The diagram shows the key scheduling phases and activities performed by both the unit and Registrar’s Office and the general timeframes for each phase.

The key scheduling phases are described in greater detail immediately following the chart and include:

- Phase 1: Unit-driven scheduling*      *Units plan their curricula and schedule classes and other key academic events in their pool of assigned classrooms*
- Phase 2: Registrar-driven scheduling*      *Units temporarily stop scheduling in the system to enable the Registrar’s Office to place classes needing rooms into available rooms*
- Phase 3: Scheduling clean-up*      *Units and the Registrar’s Office continue to make scheduling changes as needed*
- Phase 4: Ad hoc event scheduling*      *Units schedule ad hoc events as needed*

**Scheduling Process Overview**



## **Phase 1: Unit-Driven Scheduling**

The first phase of the process gives departments the opportunity to schedule their classes and reserve time for other key academic events in the general purpose classrooms they manage first, before the Registrar's Office backfills any openings that might exist in the classroom schedules with classes from other units.

### ***Curriculum planning and class scheduling***

During this first phase, departments plan the classes and number of sections needed and assign instructors, class days and times, and classrooms from the pool of general purpose classrooms they manage, as needed. If a department does not have a classroom available for a class on a specific day/time or requires a special type of classroom configuration that does not exist within the pool of rooms managed by the unit, the department turns to the Registrar's Office for assistance. Both departments and the Registrar's Office use the central M-Pathways Student Administration system to manage and record all class scheduling information.

### ***Key academic events scheduling***

During this first phase, departments can also schedule or reserve time between 8 a.m. and 5 p.m. on weekdays for other key academic events, such as time to set up a classroom for a class, a recurring department meeting, or a speaker series, all of which often need to be scheduled months in advance to ensure that the classroom is available for use when needed. To ensure that departments have the opportunity to hold blocks of time for these types of events, each school and college is allocated a number of classroom event reservation hours that it can use to reserve in its general purpose classrooms. Specifically, each school or college is allocated 4 hours per week multiplied by the number of general purpose classrooms in its pool. The reservations must be for consistent, recurrent blocks of time, similar to the patterns used for classes, for example, every Tuesday from 3 p.m. – 5 p.m., or every Monday, Wednesday, and Friday from 12 noon to 1:30 p.m., etc.

Your school or college can choose to distribute the total classroom event reservation hours as needed. For example, it may choose to distribute the hours equally among all general purpose classrooms within the unit or it may choose to allocate the classroom reservation hours based on demand, where certain general purpose classrooms that are in higher demand for key academic events receive more event reservation hours than other classrooms.

Remember that events that require the use of a classroom after 5 p.m. or on the weekends may be scheduled at any time, without restrictions. Also, in Phase 4 of the scheduling process, after units have placed classes in their rooms and the Registrar has backfilled as necessary, rooms are again available to the unit for ad hoc event scheduling, without restrictions. See "Ad Hoc Event Scheduling" later in this document for further information.

For additional information on scheduling placeholder event hold times, please contact the Registrar's Office directly at [ro.curriculum@umich.edu](mailto:ro.curriculum@umich.edu) or 734.763.2113. If you're interested in how a specific school or college allocates event hours, please check with the individual scheduling office of that unit.

### ***Getting first priority when scheduling your unit's classrooms***

To ensure that your unit has first priority for scheduling your classrooms for classes and critical events, we strongly encourage your unit to complete as much curriculum planning and scheduling as possible before the Registrar-Driven Scheduling phase, which begins in early February for Fall curriculum planning and in early October for Winter curriculum planning.

## Phase 2: Registrar-Driven Scheduling (“Freeze” Period)

After units complete their initial class and key academic event scheduling, the Registrar’s Office takes a one-week period to systematically search for and assign general purpose classrooms to classes that do not yet have room assignments at this point. This is often referred to as the “scheduling freeze” or “freeze period” because units must refrain from making any changes to their schedules during this period to enable the Registrar to place classes. The Registrar’s Office system places classes in classrooms that best match the requirements of each class (e.g., geographic location, seating capacity, technology, pedagogical, or other room characteristics) and that are available on the days and times needed.

For exact scheduling freeze dates, refer to [http://ro.umich.edu/curriculum\\_maintainer\\_resources.php](http://ro.umich.edu/curriculum_maintainer_resources.php).

## Phase 3: Scheduling Clean Up

Once the one-week scheduling freeze period ends, the Registrar’s Office, schools, and colleges can continue to make adjustments to the schedule to clean up remaining issues. Units continue to have authority to place classes in their own pool of classrooms at any time of day or evening. The Registrar’s Office is only authorized to schedule classes in classrooms that have available openings Mon – Fri between the hours of 8 a.m. and 5 p.m.

*NOTE: The Registrar’s Office is authorized to schedule a class to end after 5 p.m., e.g. 4 p.m. – 5:30 p.m., as part of the shared scheduling timeframe.*

## Phase 4: Ad Hoc Event Scheduling

As the term approaches or is underway, campus needs shift from units seeking classrooms for classes and other recurring key academic events to units seeking classrooms for ad hoc meetings and events, such as a one-time guest lecture, various student organization meetings, or student study sessions. Events that need a classroom after 5 p.m. or on the weekend can be scheduled at any time throughout the year. However, events that need a classroom weekdays between 8 a.m. and 5 p.m. must wait until curriculum schedules and classroom assignments have been finalized, approximately two months before the start of the term. Earlier reservations are possible only with approval from the Registrar’s Office. This ensures that the Registrar’s Office can continue to schedule classrooms for classes to accommodate curriculum changes, as needed. For exact event scheduling dates, refer to [http://ro.umich.edu/curriculum\\_maintainer\\_resources.php](http://ro.umich.edu/curriculum_maintainer_resources.php) or contact the Registrar’s Office directly at [ro.curriculum@umich.edu](mailto:ro.curriculum@umich.edu) or 734.763.2113.

Remember, each school or college will have had the opportunity at the beginning of the scheduling process to reserve recurrent blocks of time in their classrooms for key academic events. Ad hoc scheduling is for additional events that occur outside of these reserved times.

## Scheduling Timeframes

The following table provides an overview of the key class and classroom scheduling dates as defined by the Registrar's Office for Fall and Winter term curriculum planning and scheduling. The Registrar's Office has similar schedules for Spring, Spring/Summer, and Summer curriculum planning. For exact Registrar's Office scheduling deadlines for upcoming terms or for information about the scheduling process, refer to [http://ro.umich.edu/curriculum\\_maintainer\\_resources.php](http://ro.umich.edu/curriculum_maintainer_resources.php) or contact the Registrar's Office directly at [ro.curriculum@umich.edu](mailto:ro.curriculum@umich.edu) or 734.763.2113

Phase	FALL Scheduling Timeframes	WINTER Scheduling Timeframes
<b>Phase 1: Unit-Driven Scheduling</b> Class and key academic event scheduling *	Early Dec – late Jan	Early June – late Sept
<b>Phase 2: Registrar-Driven Scheduling</b> ("scheduling freeze" for units) Units are asked to refrain from using M-Pathways for class scheduling during this one-week time period	Early Feb	Early Oct
<b>Phase 3: Scheduling Clean-Up</b>	Mid Feb	Mid Oct
<b>Phase 4: Ad Hoc Event Scheduling *</b> For events that require a classroom during the week (Mon-Fri) and during the hours of 8 a.m. – 5 p.m. only, and that cannot be accommodated during the time reserved for key academic events by each unit. Events after 5 p.m. and on weekends may be scheduled anytime.	July	Mid Nov
<b>Final Exam Scheduling</b> (Registrar's Office only)	After third week of classes	After third week of classes

\* Units are asked to refrain from scheduling events during final exam week until after the Registrar's Office has finished placing final exams.



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## PART 2: THE SCHEDULING POLICY

### Target Goals for Class and Classroom Scheduling

Target goals exist to ensure that both classes and classrooms are scheduled efficiently to support the needs of students, faculty and the institution as a whole. All units are expected to strive to achieve these goals, and your unit's leadership may be asked to explain your unit's performance against the target goals during annual budget conferences with the Provost.

#### Distributing Classes Across the Day and Week (Scheduling Distribution Goals)

The most popular times for scheduling classes have traditionally been Mondays through Thursdays between 10 a.m. and 3 p.m. However, having too many classes offered on these days and times regularly results in scheduling conflicts for our students and in not having enough classrooms available to meet the demand. To address this issue, the Provost's Office implemented scheduling distribution goals that encourage units to more evenly distribute classes throughout each day and throughout each week. Each unit is expected to achieve the target goals for its classes and key academic events.

*NOTE: Scheduling distribution target goal calculations include Lecture, Recitation, Discussion, and Seminar class components scheduled in any campus room (all room types) from 8 a.m. to 10 p.m., Monday through Friday, and key academic events scheduled in general purpose classrooms (room type 110 only) from 8 a.m. to 5 p.m., Monday through Friday.*

Goal	Time of Day	Target Goal for Each School or College
1	10 -11 a.m. 11 a.m. – noon 1 – 2 p.m.	Up to 35% of classes and events can be scheduled at these times
2	Noon – 1 p.m. 2 – 3 p.m. 3 – 4 p.m.	Up to 35% of classes and events can be scheduled at these times
3	Before 10 a.m. After 4 p.m.	At least 30% of classes and events should be scheduled at these times

Goal	Day of Week	Target Goal for Each School or College
4	Friday	At least 15% of classes and events should be scheduled on this day

#### Placing Classes in Appropriately Sized Rooms (Seat Utilization Goal)

Part of managing classrooms more efficiently includes ensuring that classes are placed in appropriately sized classrooms. For example, a class with an enrollment of 25 students should not be assigned to a classroom that holds 200 seats, particularly when there may be larger classes that require a room of this size. In this example, only 12.5% (that is, 25 students/200 total seats in the room = 12.5%) of the total seats in the room are being used, leaving 175 seats (87.5%) unused. Units should strive for a 65% or greater seat utilization where the number of enrolled students is as close to the total number of seats in the room as possible.

When the Registrar's Office is unable to find available classrooms for classes, the Registrar's Office is authorized to move existing classes and events to more appropriately sized rooms within the same building

or to other buildings as needed. This enables the Registrar's Office to match actual class size to room seating capacity and to ensure that all classes can be placed.

Business Objects reports are available to help your unit better predict class enrollments and to use this information to determine the appropriate classroom size to meet your class needs. For more information, contact the Provost's Office at [space.utilization@umich.edu](mailto:space.utilization@umich.edu).

## Target Goal Reports

Reports that compare unit performance against the scheduling distribution goals and classroom size goals for any given term(s) or date range are available through Business Objects (U-M data warehouse) in the Physical Resources universe. Units are strongly encouraged to review these reports when planning class schedules.

For additional information on available reports, visit <http://provost.umich.edu/space/instruct/reporting.html>. For assistance accessing these reports, contact the ITS Help Desk at 734.764.4357 (4-HELP) or [4Help@umich.edu](mailto:4Help@umich.edu).

## How to Achieve the Target Goals

All units are strongly encouraged to adopt the following guidelines to align with campus norms and overall guiding principles.

### Start Times and Scheduling Patterns

Having consistent start times, scheduling patterns, and blocks of scheduled and open times not only makes it more efficient for students to plan their schedules (allowing for more back-to-back classes), but also makes it easier for the Registrar's Office to locate available classrooms and place classes each term:

#### **Start Times**

- All classes should start on either the hour or half-hour.
- Unique start and end times (e.g., 10:15 a.m. or 1:45 p.m.) should be avoided since they often result in unnecessary gaps in student schedules and classroom schedules. Units that must teach at odd start times for pedagogical reasons must first seek Provost approval before scheduling these classes. Once approval is given, these classes must be scheduled back-to-back in the same room, whenever possible.
- There is no requirement for classes to start at a certain time to accommodate student travel between North Campus and Central Campus.
- As of May 1, 2018, "Michigan time" ends, and the ten-minute transition time between classes moves to the last ten minutes of the posted class time. For example, as of May 1, 2018, for a class with a listed time of 9:00-10:00 a.m., instruction starts at 9:00 a.m. and ends at 9:50 a.m.

*NOTE: "Michigan time" refers to the historic practice used by many units on campus of starting a class ten minutes after the listed start time. This new adjustment to start times and new consistency allows for increased collaboration and for students to take classes across multiple schools and colleges. Additionally, it reduces friction and inefficient scheduling implications to accommodate "clock time" for faculty and staff meetings and "Michigan time" for classes.*

### **Back-to-Back Scheduling**

Units are strongly encouraged to schedule classrooms with back-to-back classes or events to eliminate unusual gaps in the room schedule that can't be used for another class or event. As a matter of practice, open times in a classroom calendar should be at least an hour in duration.

### **Scheduling Patterns**

- Units are encouraged to implement consistent scheduling patterns for class day and time offerings to ensure classrooms are booked in a consistent matter. The most common patterns are MWF for 1-hour long classes and TTh for 1.5-hour long classes.
- Classes with unique scheduling patterns (e.g., MT or TF) make it more challenging to schedule a classroom on other days of the week at the same time and make it challenging for students to fit other classes around this type of unusual pattern. If a unique scheduling pattern is needed, the unit should make an effort to place classes with other unusual patterns in the same classroom at the same time on other days of the week. For example, if a class requires a MT 3 p.m. pattern, the unit should try to place a WTh or WF 3 p.m. class in the same room. This leaves greater blocks of time when the classroom can be used by others.
- Classes that meet once per week should be scheduled on Fridays or during off-peak hours (i.e., before 10 a.m. or after 4 p.m.). This leaves greater blocks of time when the classroom can be used consistently by other classes that require a classroom multiple days per week.
- If a once-a-week class must be scheduled during the Mon-Thurs time frame, the unit should make an effort to place another once-a-week class in the same classroom at the same time, but on a corresponding meeting pattern day. For example, if a 3-hour long class is scheduled 2 p.m. to 5 p.m. on a Tuesday, the unit should schedule another 3-hour long class in the same room at the same time on Thursday to balance the use of the room to match the common TTh class scheduling pattern.
- If the Registrar's Office is unable to place a class due its day and time pattern, they will work with the scheduling unit to find an appropriate alternative pattern or time to hold the class.

### **Using Historical Enrollment Data to Set Enrollment and Room Seating Capacities**

When entering class enrollment capacities (caps) and requested room seating capacities in the M-Pathways Student Administration system, units should enter capacities that reflect actual historical enrollments for the class. Oftentimes, classes are placed in much larger rooms than the actual enrollment, leading to a class and room mismatch and shortage of rooms in the larger seating capacity. To ensure appropriate placement of classes and availability of rooms, units should refer to previous actual enrollments to more accurately predict enrollments for the upcoming term.

The Registrar's Office is authorized to change request seating capacities for individual classes to reflect actual enrollments and to move classes to more appropriately sized rooms when needed.

Business Objects reports are available to help your unit better predict class enrollments and to use this information to determine the appropriate classroom size to meet your class needs. For more information, contact the Provost's Office at [space.utilization@umich.edu](mailto:space.utilization@umich.edu).

## Canceling Zero Enrollment Classes

Though uncommon, there are instances when a class with a zero enrollment appears active in the M-Pathways Student Administration system. This means the classroom is booked for an entire term without a class actually meeting in the space and prevents the Registrar's Office from using the room for another class. Units are required to cancel all zero enrollment classes in M-Pathways to avoid this from happening.

The Registrar's Office is authorized to cancel zero enrollment classes and/or remove room assignments for these classes at any time.

Business Objects reports are available to help your unit identify zero enrollment classes that exist in the M-Pathways system. For more information, contact the Provost's Office at [space.utilization@umich.edu](mailto:space.utilization@umich.edu).

## Other Class Scheduling Considerations

- Students do register in classes that are either required or popular, regardless of when they are offered during the day or week. Consider scheduling these types of classes during non-peak times, for example before 10 a.m., after 4 p.m., or on Fridays.
- Since many classrooms are underutilized on Fridays, consider scheduling discussion sections, seminars or other classes that meet only once a week on this day.
- When preparing class schedules, review each classroom assignment and class scheduling pattern to ensure that they meet the target goals described in this document. Many departments plan class schedules for an upcoming term using the schedule from the previous term as a starting point. For example, using the Fall 2015 schedule to plan the Fall 2016 schedule, and then making adjustments as needed. The Registrar's Office refers to this practice as "prior term copy". While this practice can make the process of planning class schedules faster and easier, using historic classroom assignments and day/time scheduling patterns may prevent your unit from meeting campus target goals for scheduling patterns and seat utilization.
- During the Spring/Summer term, consolidate classes into a single floor or section of a building, where possible. By consolidating classes to specific building locations, you enable facility managers to adjust building fan schedules, lighting, and other building needs to only the areas that require these services. This enables your unit and the institution to reduce energy consumption and save money.

## Additional Requirements and Considerations

### Information Required in M-Pathways

All units are required to keep all classroom scheduling, final exam scheduling, and room characteristics information up to date in the M-Pathways system, as described in this section. For information on using M-Pathways to schedule classrooms or to maintain room characteristics information, contact the ITS Help Desk at 734.764.4357 (4-HELP) or [4Help@umich.edu](mailto:4Help@umich.edu).

### *Classes and events that are scheduled in classrooms*

The Registrar's Office relies on up-to-date curriculum and scheduling information in M-Pathways to search for available classrooms. Units may use M-Pathways as their primary classroom scheduling tool (for classes and events) or they may export scheduling information regularly from an existing proprietary system and upload it to M-Pathways. Regardless of which scheduling system your unit chooses to use for

day-to-day classroom scheduling, all official class (curriculum) information must be maintained directly in M-Pathways at all times.

For information on using M-Pathways for day-to-day event scheduling, refer to the Provost's Office website at <http://www.provost.umich.edu/space/instruct/eventssystem.html>.

### **Mid-term and final exam information**

All units are required to enter final exam schedules into the M-Pathways system by the deadlines set by the Registrar's Office each term. This ensures that all final exam dates and room assignments are in the system and enables the Registrar's Office to find available classrooms for other unit exams as needed.

The Registrar's Office begins placing final exams in classrooms and auditoriums after the third week of the term. Users are asked to refrain from scheduling events on final exam days until exams are in place. Final exam timeframes exceed normal 8 a.m. – 5 p.m. shared scheduling timeframes, particularly since 4 p.m. – 6 p.m. is a common final exam time.

For details on final exam scheduling, visit [http://ro.umich.edu/curriculum\\_maintainer\\_resources.php](http://ro.umich.edu/curriculum_maintainer_resources.php) or contact the Registrar's Office directly at [ro.curriculum@umich.edu](mailto:ro.curriculum@umich.edu) or 734.763.2113.

*NOTE: The Registrar's Office is authorized to schedule exams in any campus classroom or auditorium from 8 a.m. to 6 p.m., Monday through Friday. Additionally, all units are strongly encouraged to accommodate any request from the Registrar's Office to use classrooms and auditoriums after 6 p.m. Monday through Friday. All units are required to ensure that their buildings are open to accommodate these needs.*

### **Year-round classroom scheduling information**

The demand for classrooms is not limited to the academic year. It continues throughout the year, including the Spring and Summer months. With increases in classes, conferences, and other events in the Spring and Summer, it is more important than ever to ensure that all event information is scheduled in (or uploaded to) M-Pathways.

As with classroom scheduling information, it is critical to maintain information on classroom audio visual (AV) and information technology (IT) equipment, furniture, instructional and total seating capacities, and other characteristics in M-Pathways and to ensure that this information is always up-to-date. The information is used by the Registrar's Office and others when searching for classroom to meet specific needs.

For information on using M-Pathways to schedule classrooms or to maintain room characteristics information, contact the ITS Help Desk at 734.764.4357 (4-HELP) or [4Help@umich.edu](mailto:4Help@umich.edu).

## **Life Safety Requirements and State of Michigan Regulations**

*NOTE: Refer to "Appendix A: State of Michigan Bureau of Fire Services (BFS) vs. Non-BFS Space for Instruction" at the end of this document for more detailed information.*

To ensure the safety and security of students and faculty, all classes must be assigned to classrooms that meet State of Michigan Bureau of Fire Services (BFS) regulations. This includes classes, seminars, workshops, and training sessions that are used toward the requirements for awarding a degree, whether these activities are held on campus or off campus.

The State BFS is the regulatory authority for all higher education and K-12 instructional space in the state, and has authority over construction standards, fire and life safety building systems, and egress requirements.

The State BFS is also authorized to immediately stop instruction from taking place in a facility that does not meet its requirements, so it is important that the university adhere to State BFS requirements at all times.

### **Campus Buildings**

Not all U-M buildings meet the State BFS requirements for instructional space.

Please consult with your facilities manager or the Provost's Office if you are unsure if the space you need, e.g. as a conference room that would work well for a seminar-style class, meets State BFS requirements.

### **Off-Campus Buildings**

Unless an off-campus building was designed and built as a school, it likely does not meet State BFS requirements for instructional space. If this is the case, there will be strict restrictions on the number of hours that instructional activities can take place in the space. Refer to "Appendix A: State of Michigan Bureau of Fire Services (BFS) vs. Non-BFS Space for Instruction" for specific examples.

Use of an off-campus location also likely requires a formal agreement between the owner/landlord and U-M for its use. Putting a formal agreement in place is a lengthy process and requires several months to negotiate the appropriate arrangement and have the legal documentation prepared, reviewed, and signed off by the owner/landlord and U-M.

For information on whether or not an off-campus space can be used for classes or the process for putting a formal agreement in place for an off-campus location, contact the Provost's Office at [space.utilization@umich.edu](mailto:space.utilization@umich.edu).

## **Extended Building Hours During Mid-Terms and Final Exams**

The Registrar's Office is often pressed to find enough available classrooms to accommodate mid terms and final exams and is authorized to schedule these exams after 5:00 p.m. Units are strongly encouraged to check M-Pathways prior to exam periods to determine if any classrooms have been scheduled after normal business hours. If exams have been scheduled in your building(s) after 5:00 p.m., your unit is required to ensure that the building is open and appropriate building support is available for the exams.

## **Appropriate Classroom Technology and Layouts**

All units should assign classes to classrooms that best meet the instructional needs of the class to ensure that faculty and students have the best teaching and learning experience possible in facilities that are available campus-wide. This can mean using a classroom in another building or a classroom managed by another unit if there are better options for room layout, IT/AV equipment, furniture or other amenities that best meet the instructional needs of the course.

For information on scheduling a class in a classroom managed by another unit, contact the Registrar's Office at [ro.curriculum@umich.edu](mailto:ro.curriculum@umich.edu) or 734.763.2113.

## **Technology (A/V) and Building Support for All Classroom Users**

Units are required to support *all* users of the classrooms within their buildings to ensure that the teaching and learning experience goes as smoothly as possible for everyone. Typically, the level of support needed is greatest during the first week or two of classes as users become acclimated to the classroom and equipment. Support needs decrease significantly after that.

If an instructor is scheduled in a room outside of their home unit and has unique classroom needs, they should work with their home unit to find an appropriate classroom to meet the needs rather than put the support burden on the host unit.

Business Objects reports are available to help a unit identify classes being held in their spaces that belong to another unit. For more information, contact the Provost's Office at [space.utilization@umich.edu](mailto:space.utilization@umich.edu).

## **Family-Friendly Scheduling**

It is important to recognize that teaching early or late in the day may be preferred by some faculty but could also create non-work-related challenges for others. Departments are strongly encouraged to consider the particular pressures that individual faculty may face outside of the work setting when planning curriculum schedules and try to accommodate these needs when possible, while also seeking to meet the overall class scheduling distribution goals mentioned previously in this document.

To identify faculty who favor the opportunity to teach early in the morning or later in the day:

- Encourage faculty who prefer earlier/later teaching times to identify themselves.
- Consider faculty whose arrangements with caregivers (e.g., availability of before or after school-day care, availability of adult care arrangements) make early or late afternoon hours especially appealing.
- Encourage faculty to take into consideration the number of class sessions taught within a week and the time the class is offered (e.g., it may be more desirable to teach an early morning class if the class meets fewer times per week).

## **Charging Fees for Classroom Use**

Units should not charge fees to other U-M departments for the use of classroom space for classes, curricular events, or internal administrative meetings during normal building hours. Units may charge other U-M departments for use of classrooms for events such as conferences or other fee-based events or events that require the use of classrooms outside of normal building hours.

## **Food and Drink in Classrooms**

Some units, such as the U-M Museum of Art, have very strict rules prohibiting food and drink in classrooms to protect the equipment, furniture, or environment. If your faculty members and instructors are assigned to classrooms managed by another unit, please take the time to find out what rules, if any, are in place for the use of the classrooms and ensure that your faculty are aware of the rules and share the information with students at the start of each term. Departments that do not adhere to the rules on food and drink may be prevented from using the classrooms in the future.

## Resources and Contacts

Contact:	For information on:
<p><b>Office of the Registrar</b>            Email: <a href="mailto:ro.curriculum@umich.edu">ro.curriculum@umich.edu</a>            Web: <a href="http://ro.umich.edu/curriculum_maintainer_resources.php">ro.umich.edu/curriculum_maintainer_resources.php</a>            Phone: 734.763.2113</p>	<ul style="list-style-type: none"> <li>• Campus curriculum planning dates and timeframes</li> <li>• Scheduling classes in classrooms managed by other units</li> <li>• Mid-term and final exam scheduling</li> </ul>
<p><b>Office of the Provost</b>            Email: <a href="mailto:space.utilization@umich.edu">space.utilization@umich.edu</a>            Web: <a href="http://provost.umich.edu/space">provost.umich.edu/space</a>            Phone: 734.763.9973</p>	<ul style="list-style-type: none"> <li>• Shared scheduling policy and hours</li> <li>• Scheduling distribution target goals and report</li> <li>• Classroom seat utilization target goal and report</li> <li>• State of Michigan Bureau of Fire Services facilities</li> </ul>
<p><b>Information &amp; Technology Services (ITS)</b>            Email: <a href="mailto:4Help@umich.edu">4Help@umich.edu</a>            Web: <a href="http://its.umich.edu/help">its.umich.edu/help</a>            Phone: 734.764.4357 (4-HELP)</p>	<ul style="list-style-type: none"> <li>• Access to M-Pathways Student Administration for class or event scheduling</li> <li>• Access to Business Objects (U-M data warehouse) for reports on scheduling distribution and seat utilization target goals</li> <li>• Updating classroom characteristics in M-Pathways</li> <li>• Technical support for all M-Pathways pages and Business Objects</li> </ul>



## APPENDIX A: State Bureau of Fire Services (BFS) vs. Non-BFS Space for Instruction

The State of Michigan Bureau of Fire Services (BFS) is the official state office that interprets all State building fire safety regulations and defines how facilities can be used for instructional, housing, patient overnight care, and other uses. For the purpose of this Class and Classroom Scheduling Policy document, we are only conveying information on State BFS requirements that apply specifically to instruction.

***It is important for all U-M classes to be held in spaces that adhere to State BFS requirements.***

Failure to adhere to BFS requirements can lead to serious implications for the program and the university, including, but not limited to, having the State BFS immediately lock a facility and prohibit all activity from taking place in the building.

### State Definition of a Classroom

The State BFS office has strict requirements on where instructional activities can be held based on how the instructional activity is defined. The State BFS office defines college or university classrooms as follows:

*“... a building or part of a building which is used for instructional purposes, which is occupied by 6 or more students and used 4 or more hours per day or more than 12 hours per week, and which is owned or leased by, or under the control of, a junior college, community college, college, or university that is duly authorized to grant degrees by 1 of the following: (i) Article VIII of the Michigan Constitution of 1963. (ii) The Michigan legislature. (iii) Action by the state board of education.”*

In the simplest of terms, the State BFS definition of a classroom indicates that instructional activities must take place in spaces that were designed and constructed to meet BFS fire code if the activities have 6 or more students and are for academic credit that applies toward a degree.

### Campus BFS Space vs. Non-BFS Space

Spaces that are officially defined as “classrooms” on the U-M campus and at other higher ed institutions in Michigan have been physically inspected and approved for instructional use by the State BFS office. The buildings and spaces that were built to meet BFS requirements are often referred to as “BFS spaces”. Those that were not built to these requirements are often referred to as “non-BFS spaces”.

Not all spaces on the U-M campus meet BFS requirements, so it is important to be aware of where classes can and cannot be held, even on campus. Some U-M buildings were designed and built to meet the BFS requirements for instructional space, other buildings have only specific areas that were built to meet these requirements, and some were not built for this purpose at all.

The U-M Architecture, Engineering, and Construction (AEC) office maintains a list of all campus buildings and spaces that currently meet State BFS requirements. The list is available in the AEC “Codes and Regulatory Agencies” reference document at: <http://www.umaec.umich.edu/desguide/1.0-Codes/DG1.0.pdf>

## Use of Non-BFS Space for Instructional Activities

Units are required to search for nearby, available BFS space before turning to non-BFS space as an option. That said, the State BFS office and U-M Fire Marshal acknowledge that are occasions when credit-bearing classes and other instructional activities with more than 6 students need to be held in non-BFS space because BFS space (whether owned by U-M or by another educational institution) isn't available. When this situation arises, it is critical that the unit adhere to the following process:

1. Inform the Provost's Office of the need for non-BFS space by sending a message to [space.utilization@umich.edu](mailto:space.utilization@umich.edu). You will need to provide the following information:
  - a. Estimated number of students who will enroll in the class.
  - b. A description of the class, including the number of credit hours that will be earned upon course completion and the days and times that the class will be offered.
  - c. What BFS locations were explored and the rationale for why a BFS location cannot be used for the class.
  - d. A description of the non-BFS location (type of facility, address, building name, and room number[s]) that is proposed.
  - e. If other instructional activities take place in the building and the anticipated days and times of the activities.
  - f. If the non-BFS space is currently leased by U-M.

*NOTE: If U-M does not have a lease or formal facility use agreement in place for the location, one will likely need to be put in place to ensure that both the university and the owner of the property have a common understanding of the arrangement and to protect both parties.*

2. The Provost's Office will contact you to discuss the request by phone and will include the U-M Fire Marshal in the conversation. If needed, the U-M Fire Marshal will contact the State BFS office for additional interpretation on the request and use of the proposed non-BFS location.
3. The owner/landlord/manager of the non-BFS location will need to monitor and ensure that all instructional hours adhere to the limitations listed next in this document. The owner/landlord/manager of the non-BFS location will need to confirm and commit to this in writing in a lease or formal facility use agreement.

## Instructional Hours Thresholds in Non-BFS Space

When non-BFS space is needed, the State BFS office requires strict limitations (sometimes referred to as an “hours threshold”) and monitoring on the number of hours per day and week that instructional activities can be held in the *entire* facility (building).

### Hours Threshold:

**No more than 4 instructional hours can be taught in the entire non-BFS facility in any given day and that no more than 12 instructional hours in total can be taught in the entire non-BFS facility in a given week.**

The hours thresholds requirement can be complicated to monitor and to ensure compliance, as shown in the following:

#### Example 1: Multiple classes held on the same date at the same time (*within threshold*)

- Class 1 offered on October 1 in the City Building, Room A, from 6:00 p.m. to 8:00 p.m. = 2 hours
- Class 2 offered on October 1 in the City Building, Room B, from 6:00 p.m. to 8:00 p.m. = 2 hours
- Class 3 offered on October 1 in the City Building, Room C, from 6:00 p.m. to 8:00 p.m. = 2 hours

With Example 1, the State BFS office considers this as a total of only 2 hours of instructional time because the 3 classes are offered concurrently on the same date, at the same time, and in the same non-BFS building. The State does not consider this as 6 hours of instructional time. If there are no other instructional activities held in this building on this date, the 2 hours of instructional time is within the BFS threshold of no more than 4 hours of instruction in a given day.

#### Example 2: Multiple classes held on the same date at different times (*within threshold*)

- Class 1 offered on October 1 in the City Building, Room A, from 9:00 a.m. to 10:00 a.m. = 1 hour
- Class 2 offered on October 1 in the City Building, Room B, from 4:00 p.m. to 6:00 p.m. = 2 hours
- Class 3 offered on October 1 in the City Building, Room C, from 4:00 p.m. to 6:00 p.m. = 2 hours

With Example 2, the State BFS office considers this as only 3 hours of instructional time because the 3 classes are offered on the same date, but two classes are offered concurrently at the same time, all in the same non-BFS building. That is, 1 class is offered at 9:00 a.m. for 1 hour of instruction + 2 classes are offered concurrently at 4:00 p.m. each for 2 hours of instruction for a total of 3 hours of instruction. The State BFS office considers this as a total of 3 hours of instruction for the date, not 5 hours of instruction. If there are no other instructional activities held in this building on this date, the 3 hours is within the BFS threshold of no more than 4 hours of instruction in a given day.

#### Example 3: Multiple classes held on the same date at completely different times (*exceeds threshold*)

- Class 1 offered on October 1 in the City Building, Room A, from 9:00 a.m. to 10:00 a.m. = 1 hour
- Class 2 offered on October 1 in the City Building, Room B, from 1:00 p.m. to 3:00 p.m. = 2 hours
- Class 3 offered on October 1 in the City Building, Room C, from 4:00 p.m. to 6:00 p.m. = 2 hours

With Example 3, the State BFS office considers this as 5 hours of instructional time because the 3 classes are offered on the same date, but at completely different times, in the same non-BFS building. The 3 classes exceed the BFS threshold of no more than 4 hours of instruction in a given day.

Example 4: Multiple classes held on the same date at different times (*exceeds threshold*)

- Class 1 offered on October 1 in the City Building, Room A, from 4:00 p.m. to 6:00 p.m. = 2 hours
- Class 2 offered on October 1 in the City Building, Room B, from 4:00 p.m. to 6:00 p.m. = 2 hours
- Class 3 offered on October 1 in the City Building, Room C, from 5:00 p.m. to 8:00 p.m. = 3 hours

With Example 4, the State BFS office considers this as 5 hours of instructional time because the 3 classes are offered on the same date, but two classes are offered concurrently at the same time, and all are held in the same non-BFS building. That is, 2 classes are offered concurrently from 4:00-6:00 for 2 hours of instruction + 1 class is offered from 5:00-8:00 for 3 hours. This equals a total of 5 hours of instruction, which exceeds the BFS threshold of no more than 4 hours of instruction in a given day.

Example 5: Multiple classes held on different days within the same week (*within threshold*)

- Class 1 offered on Monday in the City Building, Room A, from 1:00 p.m. to 2:00 p.m. = 1 hour
- Class 2 offered on Tuesday in the City Building, Room B, from 2:00 p.m. to 4:00 p.m. = 2 hours
- Class 3 offered on Wednesday in the City Building, Room C, from 6:00 p.m. to 8:00 p.m. = 2 hours

With Example 5, the 3 classes are held on different days within the same week for a total of 5 instructional hours for the week. Each day is within the 4 hour threshold per day and the entire week is within the 12 hour threshold for total instructional hours in the facility.

Example 6: Multiple classes held on different days within the same week (*exceeds threshold*)

- Class 1 offered on Monday in the City Building, Room A, from 1:00 p.m. to 3:00 p.m. = 2 hours
- Class 2 offered on Monday in the City Building, Room B, from 3:00 p.m. to 5:00 p.m. = 2 hours
- Class 3 offered on Tuesday in the City Building, Room A, from 3:00 p.m. to 6:00 p.m. = 3 hours
- Class 4 offered on Wednesday in the City Building, Room A, from 1:00 p.m. to 3:00 p.m. = 2 hours
- Class 5 offered on Wednesday in the City Building, Room C, from 3:00 p.m. to 5:00 p.m. = 2 hours
- Class 6 offered on Thursday in the City Building, Room A, from 8:00 a.m. to 12:00 p.m. = 4 hours
- Class 7 offered on Thursday in the City Building, Room B, from 1:00 p.m. to 3:00 p.m. = 2 hours

With Example 6, the State BFS office considers this as a total of 17 hours of instructional time, which exceeds the weekly threshold of 12 hours. This example also exceeds the no more than 4 hours of instruction on a given day threshold on Thursday, which has 6 instructional hours for the day.