

University Policy 5314: Institutional Space Assignment and Utilization for Classrooms and Classroom Laboratories

Category: Facilities, Operations, IT

Subcategory: General Operations

Covered Individuals: Employees

Responsible Executive: Vice President for Finance and Administrative Services

Policy Custodian: Vice President for Finance and Administrative Services

Last Revised: 2025/08/28

Previous USU Policy Number: 537

5314.1 PURPOSE AND SCOPE

To encourage the effective and efficient utilization of institutional [Classrooms](#) and [Classroom Laboratories](#) through appropriate space assignment and scheduling.

5314.2 POLICY

All Classrooms and Classroom Laboratories, on all university campuses, will be centrally scheduled through the Academic Scheduling Office. Exceptions may be granted by the Provost and Executive Vice President.

The Academic Scheduling Office will cooperate with departments and colleges to assign and schedule designated Classrooms and Classroom Laboratories to: (1) ensure effective and efficient use of spaces; (2) give priority consideration to departments and colleges that require spaces with unique or academically essential characteristics; and (3) otherwise ensure that space utilization and instructional needs align.

All Classrooms and Classroom Laboratories will be evaluated against the utilization standards prescribed in Utah System of Higher Education (USHE) Policy – R751 Institutional Facilities Space Utilization, Utah System of Education Utilization Guidelines, and Utah System of Higher Education Utilization Report Standards and Definitions.

5314.3 RESPONSIBILITIES

3.1 Provost and Executive Vice President (or designee), Deans, and Department Heads

Collaborate with the Academic Scheduling Office to ensure that Classroom and Classroom Laboratory spaces in existing buildings are utilized consistently with established Room Utilization Rates (RUR) and Station Occupancy Rates (SOR) as published by USHE Policy – R751 Institutional Facilities Space Utilization.

3.2 Colleges, Departments, and Facilities

Identify Classroom and Classroom Laboratory spaces and ensure they are made available to the Academic Scheduling Office to schedule for instructional purposes.

3.3 Academic Scheduling Office

Report space utilization information regularly to the Office of the Vice President for Finance and Administrative Services. The Academic Scheduling Office monitors and reports on all Classroom and Classroom Laboratory spaces, whether they are being utilized according to the prescribed standards in Utah System of Higher Education Policy – R751 Institutional Facilities Space Utilization.

3.4 President (or designee)

Report institutional space utilization goals and accomplishments for Classroom and Classroom Laboratories to the Utah System of Higher Education in conjunction with the annual capital facility request cycle in a format prescribed by the Commissioner's Office.

3.5 Office of Vice President for Finance and Administrative Services (or designee)

Ensures that information provided to the Commissioner's Office is accurate and conforms to the prescribed standards and definitions.

5314.4 REFERENCES

- [Utah System of Higher Education, Policy R751, Institutional Facilities Space Utilization](#)
- Utah System of Higher Education Utilization Report Standards and Definitions
- Utah System of Higher Education Utilization Report Guidelines

5314.5 DEFINITIONS

- **Classroom** means a room or space used primarily for instruction classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space.
- **Class Laboratory** means space used primarily for formally or regularly scheduled instruction (including associated mandatory, but non-credit-earning laboratories) that require special-purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline. A space is considered to be scheduled if the activities generate weekly student contact hours (WSCHs), the activities fulfill course requirements, and/or there is a formal convener present.

Information below is not included as part of the contents of the official Policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the President, subject to review by the USU Policy Committee.

RESOURCES

Related Forms and Tools

- [Space Resolution Form](#)

Contacts

- [Dave Cowley, Vice President for Finance and Administrative Services](#)

POLICY HISTORY

Original issue date: 2020/01/10

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