

Office/Contact: Office of Academic Affairs  
Source: SDBOR Policies 6.6, 6.13, and 7.6  
Link: <https://public.powerdms.com/SDRegents/documents/1723012>  
<https://public.powerdms.com/SDRegents/documents/1723022>  
<https://public.powerdms.com/SDRegents/documents/1727298>

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SOUTH DAKOTA STATE UNIVERSITY  
Policy and Procedure Manual

SUBJECT: University Classrooms  
NUMBER: 2:2

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1. Purpose

This policy and its procedures set forth the on-campus University classroom inventory and utilization protocols to ensure fulfillment of the University commitment to providing quality learning environments for faculty and students consistent with changing pedagogy requirements. This policy excludes departmentally-controlled laboratories, class rooms, or other learning environments.

2. Definitions

- a. **Becoming Live:** the point at which the Master Schedule becomes available for students and faculty to view, which occurs one month prior to early registration.
- b. **Capacity:**
  - i. **Section Capacity:** the number of students who can register for this class. This is controlled within the College and is determined by teaching pedagogy, historical interest in this course, and desired size of the section.
  - ii. **Classroom Capacity:** the maximum number of student stations within the classroom. This number is based on square footage of the room, egress requirements, number of exits, and type of furniture.
- c. **Credit Hour** a unit by which the University measures its course work. The credit hour value for a course is determined primarily by the amount of time, the intensity of the educational experience, and the amount of outside preparation required by the student. For example, a lecture course with reading or other out-of-class preparation would result in one credit for each class hour scheduled per week for a semester while a laboratory experience with little out-of-class preparation may equal one credit for three hours scheduled per week of a semester.
- d. **Department Controlled Laboratory:** a room used primarily for formally or regularly scheduled classes that require special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in an academic discipline. These laboratories are assigned to a specific department and are scheduled by

the department. All equipment and upgrades are funded by the assigned department and under the decentralized budget model departments are charged per square foot.

- e. Freeze Date: to date a snapshot of students' enrollment information is taken and stored for reporting.
- f. Priority/Preference Scheduling: University classrooms that are first scheduled for a specific department prior to the Master Schedule becoming live.
- g. Technology Fully Enhanced: single or dual projection classrooms with some having an interactive smart board as one of the projection images, computer inputs on the outside walls, PC, laptop, document camera, combo desk, auxiliary and close circuit fiber feed.
- h. Technology Partially Enhanced: classrooms equipped with a smart board, projector, sound system, and combination deck.
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planning including new classroom construction, existing classroom improvements, and reporting to the University and the SDBOR. In addition, the OAA will implement classroom planning by coordinating with other offices on

Type. If both cannot be fulfilled, the Section Capacity criteria will be honored first in scheduling a classroom.

ii. C

Individual accommodations will be considered as appropriate

- f. Facilities and Services will implement Classroom Enhancements in accordance with a rotating enhancement plan with input from the Provost.
  - g. All classrooms, except Active Learning/Grouping and Collaborative, will be unlocked in the morning and locked at night by custodial staff. During business hours the rooms will remain unlocked. Active Learning/Grouping and Collaborative classrooms will remain locked and access will be through card swipe.
  - h. The Registrar's Office and Classroom Technologies will coordinate faculty/staff access each semester.
  - i. Non-technology classroom supplies are provided by Facilities and Services.
  - j. Concerns with the classroom or furniture shall be submitted to Facilities and Services.
  - k. Concerns with the technology shall be submitted to Classroom Technologies.
5. Responsible Administrator

The Provost and Vice President for Academic Affairs, successor designees is responsible for bi-annual and ad hoc review of this policy and its procedures. The University President is responsible for approval of modifications to this policy and its procedures.

SOURCE: Approved by President on 08/08/2013. Revised 01/26/2024 (clerical).