

POLICY FOR THE CHANGE OF THE PURPOSE OF CLASSROOMS

Adopted by the Council of Deans, November 26, 2002

The purpose of this document is to establish a process for changing the purpose and/or usage of classrooms or other academic spaces on the Stockton campus.

The designation of rooms in academic buildings as classrooms, laboratories, or other types of instructional or non-instructional spaces has been established through an academic facilities inventory completed in March 2002 and maintained by the Registrar. As communicated by the Provost's memorandum of January 30, 2002, the Registrar is responsible for the scheduling of classes in all classrooms on the Stockton campus and accomplishes this through collaboration with academic units. The use or assignment of these spaces cannot be changed to non-instructional purposes except by approval of the Provost. All classrooms are to be considered for general assignment by the Registrar unless authorized by the Provost for the exclusive use by a specific school, college, or department.

The process for changing the designation of such rooms is as follows:

1. Requests for a change in the purpose of classroom spaces must be submitted by a dean to the Provost. The request, which explains and justifies the requested change, should be submitted 18 months in advance, to accommodate changes in scheduling of facilities (which is done a year in advance).
2. The Provost consults with the Registrar and others, as appropriate, on the impact of the proposed change in designation or usage.
3. A decision to change the designation of a classroom from instructional to non-instructional usage, from general assignment to exclusive use, or from exclusive use to general assignment will be communicated in writing by the Provost to the Registrar and the Requestor.