

- d. The Registrar's Office will work collaboratively with departments to adjust the days and/or times of courses to ensure compliance with the policy, and to address classroom allocation difficulties, as challenges arise. Changes to the schedule after enrollment begins requires approval of the Registrar or designate unless otherwise published.
- e. The final authority on scheduling courses resides with the Associate Vice-President, Academic.

5.3 Scheduling procedures will be published on the Registrar's Office website.

6. ROLES AND RESPONSIBILITIES

- 6.1 The Provost is the steward for all instructional space on campus, the course schedule, and is responsible for ensuring that these support the academic needs of the University.
- 6.2 Under delegated authority, the Associate Vice President, Academic and the Registrar are responsible for the administration, interpretation and application of this policy.
- 6.3 The Associate Vice-President Academic is responsible for the allocation of space at SFU.
- 6.4 The Registrar is responsible for:
 - a. Monitoring compliance with the policy and related procedures;
 - b. Regularly reviewing the policy and related procedures for improvement;
 - c. Proposing changes to the appropriate governance body;
 - d. Maintaining an inventory of centrally scheduled classroom space, which includes room capacity, facilities, design features and disability access.
- 6.5 IT Services is responsible for providing and maintaining technical equipment in centrally scheduled classrooms.
- 6.6 Facilities Management is responsible for maintaining, renovating, cleaning and furnishing centrally scheduled classrooms.
- 6.7 The security of scheduled classrooms is the responsibility of Safety and Risk Services.
- 6.8 The Office of Institutional Research and Planning will prepare an annual report on classroom utilization.

7. RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS

- 7.1 This Policy should be read in conjunction with the following University Policies:
 - a. GP 18 Human Rights Policy
 - b. GP 36 Use of University Space
 - c. T20.02 Final Examinations

8. POLICY REVIEW

- 8.1 This policy will be reviewed every 5 years.

9. AUTHORITY

- 9.1 This policy is administered under the authority of the Vice-President, Academic and Provost and falls under the authority of Senate.

10. INTERPRETATION

- 10.1 Questions of interpretation and application of this policy or its procedures shall be referred to the Associate Vice-President, Academic who will make a decision, which will be final.

