

**Date:** October 17, 2013

**Regarding:** Department Justification for Classroom

To help justify the creation or improvement of dedicated/specialized/sole-use classroom space, units will need to provide the following information.

1. The unit must provide a cover letter that justifies a dedicated classroom space. The cover letter should contain the courses that will be offered in the space, the classroom usage/week with the percentage of seats filled, and justification as to why the unit needs this specialized classroom. Details for each of these follow.
2. Assignment of a dedicated classroom space to a particular unit requires demonstration of the reasons for close association. Please articulate these requirements. The following are examples. *Please note that if approved, the unit will have priority for class assignments and then any availability thereafter are available to classes to the whole university.*
  - a. classes for majors
  - b. offerings that fulfill graduation requirements in other units
  - c. proximity to supplies or equipment
  - d. unique or discipline specific fittings.
3. In an addendum, please provide a listing of the course time and enrollments to be held in the space, frequency of instruction listed, duration of class time noted, and set-up documented.
  - a. The goal is to list the percentage of seats filled and hours needed per week
  - b. The current usage standard is 18 to 21 hours per week of scheduled class time, with 80% of the seats filled.**
  - c. An example of what is requested is in appendix A

Contact for Questions:

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### Example of Classroom Use Justification

Department specific use should provide about 18 to 20 hours a week of use with classes 80% or more full.

Course catalog number	Frequency per Week	Number of Sections	Duration of Class (hours)	Total Available Seats	Total Enrolled Seats	Hours Per Week (Sections times Duration)	Percent Full
Physics 111	1	6	.83	392	364	5	93%
Physics 121	1	8	.83	560	529	8	94%
Physics 131	1	2	.83	140	139	2	99%
Physics 150	3	1	1.83	30	27	1	90%
Physics 151	3	1	1.83	35	34	1	97%
Physics 201	3	1	1.83	40	35	1	88%
						18	94%