

 Northeast Ohio MEDICAL UNIVERSITY NORTHEAST OHIO MEDICAL UNIVERSITY	Policy No: 3349-AC-206
POLICY TITLE: Academic Enterprise Room Scheduling	EFFECTIVE DATE: February 21, 2018 REVIEWED and REVISED: August 18, 2026
RESPONSIBLE DEPARTMENTS: Scheduling Champion (Director of Scheduling, TBD); Interim: Office of the Registrar; Testing Services	All Students and Employees

(A) PURPOSE

To define the spaces in scope and the prioritization and process for scheduling all Academic and Co-Curricular Event Space.

(B) SCOPE

This policy applies to all Academic and Enterprise Rooms. This policy does not include spaces for the Wasson Center for Clinical Skills or spaces dedicated to research, conference services, or Faculty/Staff offices.

(C) DEFINITIONS

- (1) “Academic Enterprise Rooms” refers to spaces used for instructional activities and co-curricular events including both credit-bearing and non-credit-bearing activities.
- (2) “Classroom Space” refers to designated physical University rooms that are specifically intended for credit-bearing instructional activities.
- (3) “Complete Academic Schedule” refers to the final schedule of academic courses including specific days and times and the assigned Classroom Space.
- (4) “Collaboration Space” refers to rooms used for purposes other than credit-bearing instructional activities.
- (5) “Common Space” refers to common corridors, lobbies, and atriums on the NEOMED campus.
- (6) “Requestor of Spaces” refers to any stakeholder who can request academic or co-curricular space (e.g., Curriculum Coordinators, Administrative Coordinators, Department and Program Coordinators, faculty and staff members).

(D) POLICY STATEMENT

- (1) University Responsibilities for Academic Enterprise Rooms
 - (a) Schedule Champion or Director of Scheduling Responsibilities (currently shared responsibilities with the University Registrar and Assistant Director of Testing Services or their designees).

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- (i) Sets deadlines and procedures to fulfill the expectations of this policy (see Appendix B of deadlines for Academic Enterprise Room scheduling);
 - (ii) Addresses escalated academic scheduling conflicts brought forward by Requestors of space and escalates to the Provost and Senior Vice President for Academic Affairs as needed; and
 - (iii) Resolves policy disputes on how this policy is applied to the Complete Academic Schedule.
 - (b) Testing Services Responsibilities following the pilot timeline for Academic Enterprise Room Scheduling (see Appendix B).
 - (i) Reviews and processes all examination requests (those that use ExamSoft software), including remediation exams;
 - (ii) Reviews and processes all Classroom Space requests; and
 - (iii) Reviews and processes all Collaboration Space requests and student event space requests.
 - (c) Office of the Registrar Responsibilities
 - (i) Assigns rooms to course sections in the Student Information System.
- (2) Scheduling Tiers
- (a) Use of Academic Enterprise Rooms is granted on a tiered approach and must be scheduled in advance. Any individual or group wishing to use Academic Enterprise Rooms must make a request via the appropriate procedure. Any individual or group using Academic Enterprise Rooms without having reserved the space through the appropriate procedure may be asked to vacate if the space is scheduled for other use.
 - (i) Tier 1 – NEOMED Academic Assessments
 - (a) Testing Services, which includes ExamSoft support, National Board of Medical Examiners exam support, remediation exams, and Canvas proctoring, which impact academic course completion.

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- (b) Wasson Center for Clinical Skills activities or asynchronous/in class quizzes needing remote technical support.
- (ii) Tier 2 – NEOMED Academic Program Offerings that lead to program completion
 - (a) Interprofessional Education experiences; multiple different professions learning together in any core curricular, credit-bearing activity, and/or as any kind of multidisciplinary event;
 - (b) University or Program Accreditation visits/meetings; and
 - (c) Stakeholders that do not submit their course schedules by the designated timeline may not be granted priority scheduling.
- (iii) Tier 3 - Non-Credit University Activities
 - (a) NEOMED Development Activities: Development and fundraising activities that further the NEOMED mission; and
 - (b) Non-credit University requests that support the University's academic mission. (e.g., workshops, meetings, study space, professional development, student organization activities, VITALS, etc.).
- (iv) Tier 4 – External Events: External events should align with the mission of the University and/or academic programs and cannot disrupt student learning.
- (v) Tier 5 – Exempt from this process
 - (a) NEOMED Board of Trustees and NEOMED Board of Trustees meetings, activities, events.
 - (i) All Board of Trustees scheduling is managed by the Office of the President.
- (b) Should a conflict arise in which the same University Space is requested within the same Tier, the Scheduling Champion will make the final determination in consultation with the Provost and Senior Vice President for Academic Affairs. Once reviewed and determined, the Scheduling Champion will determine the best use of space and will work with the other requestor(s) to assign an alternate location.

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(3) Academic Schedule

- (a) Requests for Academic Enterprise Rooms are to follow the timelines established in Appendix B outlined within the Deadlines for Academic Enterprise Room scheduling. Such requests are due in advance of the academic year in which space reservations are made.
- (b) If requests for Academic Enterprise Rooms are made past the deadlines outlined in Appendix B, such requests may not be honored/fulfilled.