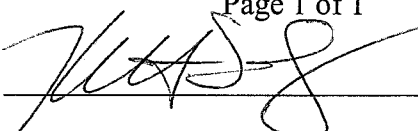


<b>INST</b>  <b>Policies and Procedures</b>	<b>Admin 8.0 Classroom Scheduling</b>  <b>Rev. Date:</b> February 11, 2008 <b>Contact:</b> Business Manager <b>Approved by:</b> VP for Research 
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## Classroom Scheduling

INST is committed to promoting the educational, research, and service missions of Mississippi State University. INST has classroom space that is available for scheduling regular classes, class demonstrations, class research projects, and other educational meetings.

### Policy:

Reservations of the classroom space should be submitted using the procedure indicated below. Every effort will be made to accommodate as many requests as possible. Although INST's goal is to ensure that other activities do not interfere with nor detract from the educational mission of the university, it is possible that unforeseen events may require use of the space after it has been scheduled. If this happens, INST will make every effort to provide an alternate meeting space, and will work with the affected faculty member as early as possible to make alternative arrangements.

### Procedure:

For the use of INST's classroom space, a written request should be submitted to INST by September 1<sup>st</sup> for the spring semester and January 5<sup>th</sup> for the summer and fall semester. These dates will allow INST to meet the target dates set by MSU's Registrars Office. Priority on space assignments shall be determined by the INST Steering Committee. Priority can be based upon the relevance of the course to the mission of INST, the size of enrollment, the type of course, when the course is scheduled, if the request was received after the deadline, and other related factors.

Requests should be submitted in writing to [business@inst.msstate.edu](mailto:business@inst.msstate.edu). Please provide the following information:

- Name
- Department
- Class Name
- Requested days
- Requested times
- Expected amount of students
- Semester