
Policy on Course meetings and Instructional uses of AYS Labs, Conference rooms and Seminar rooms.

- 1) All regular GSU courses must have a meeting room scheduled by the University Registrar's office at the regularly scheduled class time, in a building on campus other than the AYS building. No regular GSU course is to be officially scheduled for a conference room, a seminar room, or a lab in the AYS building. This restriction does not apply to the summer training program, the summer undergraduate research intern program or similar training/education activities in which the participants are not registered as GSU students and the activity is not considered a regular GSU course (with GSU course #, etc.).
- 2) Instructors will be able to schedule an individual regular or special meeting (study-session, breakout group, or make-up session, for example) of a course in a conference or seminar room, or the research methods lab. The usual reservation process for these one-time meetings will be used.
- 3) No class meeting will be scheduled for the open access lab. Only the research methods lab can be scheduled for class meeting or other instructional uses. The open access lab must be available for walk-in use during all hours that it is open.
- 4) An instructor who desires to schedule multiple sessions or regular use of the research methods lab (such as for the graduate Econometrics classes in ECON or the graduate Research Methods classes in PAUS) should make that request to his or her department chair. If the chair approves, the chair will forward the approved request to the Dean's Office, which will consider such requests on a case-by-case basis.
- 5) An instructor who desires to schedule multiple sessions or regular use of a seminar or conference room must also make that request to his or her department chair. If the department chair approves, the sessions may be scheduled a week at a time no more than two weeks in advance.
- 6) The Experimental Economics Lab is primarily a research facility. Individual class sessions may be scheduled in this lab solely for the purpose of running experiments for research or educational purposes. These individual class sessions must be approved by and scheduled with the Experimental Economics Lab Director.
