A Department First Preference (DFP) classroom is intended to support a department’s instructional program by allowing it to claim first preference in scheduling classes in a general assignment classroom. The assignment is appropriate when a department has unique instructional needs not satisfied by the larger pool of other general assignment classrooms.

All of the following requirements must be met for a DFP to be granted:

1. Classes scheduled in DFP classrooms will adhere to the Colorado Department of Higher Education’s University Utilization Standards requirement for class size of sixty-seven percent of capacity.
2. Of the classes scheduled in the DFP room by the first preference department, at least one will be an undergraduate level course that meets at 8:00 a.m. MWF or TR or 4:00 p.m. MWF or TR.
3. If specialized equipment is to be purchased by the department, it becomes the property of the University and is under the control of the Classroom Review Board and will be maintained and replaced by the appropriate service agencies.
4. All specialized equipment, whether purchased by the department or the University, will be available for use by all regularly scheduled classes assigned to the classroom at all times.
5. If specialized equipment is to be acquired (or by donation) for the DFP classroom, its acquisition must be approved by the Classroom Review Board, Facilities Services, and/or Classroom Support Services/Academic Computing and Networking Services prior to acquisition of that equipment. This is also a requirement for any of the generally assigned classrooms.
6. Department purchase of equipment does not eliminate the requirements stated in no. 1 and no. 2 above.
7. Classrooms are to remain available for use by anyone scheduled in the room by the Room Scheduling office. This includes evening hours.
8. Rooms are to be available to other classes or events when not scheduled for the DFP department.
9. DFP is a temporary designation and if conditions under which DFP was originally granted no longer apply, the designation will be rescinded. The Classroom Review Board will conduct periodic reviews of DFP designations to insure the continued appropriateness of the designation.
10. Any changes in room configuration (orientation, furniture, technology, etc.) must be approved by the Classroom Review Board.
11. DFP provides the department first priority for initial assignment of its classes to the room. This priority is given at the time the first class schedule draft is worked. After the first draft of a term is worked, the department no longer has DFP priority on the room. This first class schedule draft occurs approximately one year prior to the actual term.
12. Distance from an instructor’s office or personal convenience does not justify the DFP classification.
13. The DFP designation must be approved by the Classroom Review Board.