

## Official Class Times Exception Request Form

Classes utilizing general access classroom space must use standard class period times unless an exception has been approved. **Classes which meet once a week and start after 5:00 pm, classes which meet on Saturdays, or classes utilizing laboratory space or special purpose rooms are exempt from this policy and do not need an exception.** Exceptions will be considered on an individual basis and for **one term only**. To request an exception, please complete this form and submit it to your dean's office.

- Deadline to submit exceptions for Summer/Fall term classes is January 10
- Deadline to submit exceptions for Spring term classes is August 10

**ROOM ASSIGNMENTS FOR ANY CLASS SCHEDULED OUTSIDE OFFICIAL CLASS PERIODS WILL BE MADE AFTER THE BATCH SCHEDULING PROCESS IS COMPLETED FOR THE TERM, EVEN IF A CLASS TIME EXCEPTION HAS BEEN APPROVED.**

CLASS FOR WHICH EXCEPTION IS BEING REQUESTED:

Subject/Catalog/Section Number:  Term :   
(e.g. ENGL 1023 001)

Class Days:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Class Times: from   to   Class Dates: from  to

For the exception listed above, please provide a compelling reason why this class cannot be offered during the official class periods, and address the following impacts in the justification:

- Impact on students with regard to registering for other classes
- Impact on room utilization (if class is offered on-campus)

REQUEST SUBMITTED BY:

Name:  Date:

Email:  Telephone Number:

DEAN'S OFFICE APPROVAL:

Request Approved  Request Denied Requested Final Exam Date/Time:

Signature:  Date:

Comments:

----- To be completed by Office of the Registrar -----

Request Approved  Request Denied Assigned Final Exam Date/Time:

Comments:

Signature:  Date: