

Official Class Times Exception Request Form

Classes scheduled outside the official class periods OR scheduled outside the official term start/end dates must be approved by the Office of the Registrar, in conjunction with the Office of the Provost. Exceptions will be approved on an individual basis and for **one term only**. Room assignments for these classes will be made after the batch scheduling process is completed for the term. To request an exception, complete this form and email it to the Office of the Registrar at registra@uark.edu.

EXCEPTION BEING REQUESTED : (please check all that apply)

- Class scheduled outside officially approved class periods
- Class scheduled outside official term start/end dates

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(s) listed above, please provide a compelling reason why this class cannot be offered during the official class periods and/or the official term start/end dates.

If relevant, address any of 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)
- Impact on student Financial Aid eligibility (if class meets outside official term start/end dates)
- Impact on grade and academic status processing
- Impact on employment overlap (if instructor teaches full time in the academic year and also teaches in the summer)

REQUEST SUBMITTED BY:

Name: Date:

Email: Telephone Number:

DEAN'S OFFICE APPROVAL(the Office of the Registrar will submit form to appropriate dean's office):

Request Approved Request Denied

Signature Date:

Comments:

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

Request Approved Request Denied

Comments:

Signature Date: