

EXCEPTION REQUEST FOR OFF-GRID COURSES

Instructions & Guidelines

Academic courses requesting a non-standard meeting pattern need to be justified and approved by the Departmental Chair and the Dean's Office. Please fill out the form on page two accordingly. Once submitted, Academic Scheduling will review each request and will forward them to the appropriate Chair and Dean, along with suggestions.

When providing justification for each exception, please include as much relevant information. If possible, please include information on how this exception will have an impact on students' schedules.

Off-grid meeting patterns may negatively impact Academic Scheduling's ability to secure a classroom for a course. If the requesting courses will be held in General Purpose Classrooms, please note that priority is given to courses that are scheduled according to the appropriate scheduling grid. Please note that a form is required whether a course is scheduled in a General Purpose Classroom or a departmental classroom.

Courses that do not meet during standard meeting times will have final exams that follow regular meeting patterns. Exams will be scheduled according to their first lecture time. If a class meets once a week during the day, or meets in the evenings at nonstandard times, follow the final exam schedule for the first meeting day/time.

Each academic unit is responsible for ensuring that the standard amount of credit hours are being met for each offered course.

EXCEPTION REQUEST FOR OFF-GRID COURSES

Department: _____

Department Contact: _____

Contact Phone: _____

Contact Email: _____

| Effective Term/Year | Unit | Subject | Course | Section(s) (Write "All" if applicable.) | Requested Days & Times | Frequency of Exception (approvers only) | | |
|---------------------|------|---------|--------|--|------------------------|--|--------------------------|--------------------------|
| | | | | | | Approved One-time | Approved On-going | Denied |
| | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

In the box below, please provide a justification for the requested exception of the above courses. If justification for each of these courses are different, please submit separate forms. If cross-listed, please submit a form for the primary course. Approval status will automatically apply to the secondary course.

APPROVAL SIGNATURES

Director, Academic Scheduling (print)

Director, Academic Scheduling (sign)

Date

Department Chair (print)

Department Chair (sign)

Date

Dean (print)

Dean (sign)

Date