

Class Exception Request Form

Exceptions are requests to teach outside of the classroom scheduling paradigm. All requests needs to be very specific in the pedagogical reasoning as to why it would benefit the student experience. Scheduling of a class for which an exception has been approved is subject to classroom availability. Once approved, an exception will remain in effect for one semester.

Print clearly when completing the request and provide a copy of the class syllabus when submitting the request.

Contact Name:

Telephone number: Email Address:

Class Information:

Semester: Fall Spring Class Number: Subject: Catalog Number:

Credit Hours: Class Fee: Y N Class Title:

Instructors Name:

Class Location:
Registrar Classroom
Y N

Class Mode of Instruction
In-Person
On- Line

Requested Class begin date: Requested Class End Date:

Class meeting days: Monday Tuesday Wednesday Thursday Friday Sat Sun

Requested Class Start Time: Requested Class End Time:

***Classes requesting to meet one day exceeding 80 minutes in length would meet for 2 hours and 45 minutes for a three credit hour class.**

Be VERY detailed in the reasoning for your request. Requests based on format (e.g. film class) must be very specific in why deviating from the class scheduling paradigm will benefit the student. A syllabus is required and must be submitted with the request. Please indicate whether or not captive space is available for the requested exception. Print Clearly.

Office Use Only Approved _____ Denied _____

Department Chair Signature:

Dean or representative Signature

Do not forget to attach syllabus before sending email