

Exception Request Check List

The request form will need to be opened and filled out in Internet Explorer or Adobe Acrobat/Reader to work correctly.

Attach syllabus

DTR information completed

NYS Contact time

Detailed explanation for the request:

- Is the instructor a PTI
- If the instructor is full time, why is 2 hrs and 45 min the only way it can be taught, Grad classes aren't?
- What level is the class, if the class is restricted to specific populations has the class been ERG'd prior to submitting the request.
- If an undergraduate class is meeting with a graduate class that is not sufficient reasoning to meeting 1 day a week for 2 hours and 45 minutes. Please detail what makes the class structure so unique that it can only be taught in the requested format.
- If the request is flex is there enough contact minutes to meet NYS requirements, if there is on line offerings with this class and its Async, the syllabus needs to be very specific what work the student is required to do.

Electronic Signatures