

Course Time Block Exception Process

Please complete one request form for each course/section requesting an exception; multiple sections of the same course may use one form if the reason for the exception is the same for all sections. The request form is to be completed and submitted by the department chairperson to the dean. All exceptions are to be approved by the provost/designee before the course schedule is available for student viewing. NOTE: Courses that are approved for exception may require a special final exam schedule. Please consult with the dean.

1. Requestor:

Date of Request:

<input type="checkbox"/>	Semester Exception; identify the semester and year:
<input type="checkbox"/>	Academic Year Exception; identify academic year:
<input type="checkbox"/>	Multi-year Exception

2. Complete the table below indicating the time block you are requesting and the standard time block that is most closely aligned with your request.

Course Rubric	Section	Credit(s)	Meeting Days	Requested Time Block	Closest Standard Time Block

3. Briefly describe why this course cannot be offered during the closest standard time block. Considerations typically include student progress, classroom utilization, and/or pedagogy.

4. Recommendations/Approvals

*Dean may want to consider other programs the exception may impact before recommending approval

Yes/No	Recommender	Signature	Date
Yes/No	Faculty Requester		
Yes/No	Department Chairperson		
Yes/No	Dean/Associate Dean		
Yes/No	Provost/Designee approval		

5. Dean/designee sends electronic copy of the signed exception request to the department chairperson and the registrar. The college/school is responsible for maintaining the official decision documentation.