



Request for Variance from the Approved Class Schedule Pattern for Fall and Spring Semesters

To request a course offering in a non-standard class schedule pattern, please fill out all information below. This request must be approved by the Department Chair as well as the Dean of the College and the Provost's Office.

Variations must be submitted by the deadline as specified in each semester's scheduling timetable.

After the College Dean signs, the completed request(s) should be sent to SVC2002

(Attn: Glen Besterfield, Undergraduate Studies) for final processing and approval from the Provost or designee.

Course Information:

Semester&Year: _____ College: _____ Department: _____

CRN(s): _____ Subject and Course #: _____ Enrollment Cap: _____

Credit Hours: _____ Alternative Calendar? Y N Contact Hours per week (50min = 1 contact hr): _____

Course Title: _____

General Use Space: _____ Dedicated Space: _____

Requested day/time meeting pattern:

All variance requests must adhere to the following class start times:

MWF 7:30a, 8:35a, 9:40a, 10:45a, 11:50a, 12:55p, 2:00p, 3:05p, 4:35p, 6:05p, 7:35p

TR 8:00a, 9:30a, 11:00a, 12:30p, 2:00p, 3:30p, 5:00p, 6:30p, 8:00p

Sat or Sun (S or U) 9:00a, 9:50a, 10:55a, 12:00p, 1:30p, 3:00p, 4:30p

M	T	W	R	F	S	U

Justification for Request (attach extra pages if necessary):

Requesting Faculty Member: _____
Leave blank if submitted by Department Chair

Signature _____ Date: _____

Approve Deny

Department Chair: _____

Signature _____ Date: _____

Approve Deny

College Dean: _____

Signature _____ Date: _____

Approve Deny

Provost (or designee): _____

Duration: _____ Comments: _____ Date: _____