

Non-Standard Class Meeting Time Request

Because non-standard class times create difficulties for students' schedules, for classroom assignments, and for final exam scheduling, all course sections scheduled before 5:00 pm must adhere to the appropriate Standard Class Meeting Times chart, found on the [Academic Classroom Scheduling Policies & Procedures page](#). If a non-standard meeting pattern is required, complete this form, obtain all approvals and submit to [Classroom Scheduling](#), Office of the Registrar.

Department _____ Semester/Year: _____

Course Subject: _____ Course #: _____ Section #: _____ CRN: _____

Requested Class Start/End Times: _____ / _____

Class Day(s): M _____ T _____ W _____ R _____ F _____

Instructor: _____

Compelling reason(s) for teaching this course during a non-standard class meeting time:

APPROVALS

DEPARTMENT CHAIR DATE

COLLEGE DEAN DATE

Office of the Registrar Use

Approved - PROCESSED BY CLASSROOM SCHEDULING: _____ DATE: _____

Not Approved: _____ DATE: _____