

## 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 TH F

Instructor: \_\_\_\_\_

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

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### APPROVALS

\_\_\_\_\_  
DEPARTMENT CHAIR DATE

\_\_\_\_\_  
COLLEGE DEAN DATE

Undergraduate Courses \_\_\_\_\_  
DEAN OF UNIVERSITY COLLEGE DATE

Graduate Courses \_\_\_\_\_  
DEAN OF THE GRADUATE SCHOOL DATE

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Office of the Registrar Use

PROCESSED BY CLASSROOM SCHEDULING: \_\_\_\_\_ DATE: \_\_\_\_\_