

**ENROLLMENT SERVICES/ACADEMIC SUPPORT**  
**Request for Exception to**  
**Class Scheduling Policy 99-24**

Use this form to request an exemption from the class scheduling policy. All requests should be submitted to the Associate Vice President for Academic Affairs in BH-303.

If an exception is approved, submit this form to Academic Support. All denied exceptions should be rescheduled in compliance with class scheduling policy. See policy statement 99-24 for complete details.

**Fall 20** \_\_\_\_\_

**Spring 20** \_\_\_\_\_

<b>Exception Request</b>	<b>Department</b>	<b>Course Number</b>	<b>Section</b>	<b>Title</b>	<b>Meeting Day(s)</b>	<b>Meeting Times</b>	<b>Room</b>
Reason why this class should be exempt: _____ _____ _____							
<b>ACADEMIC AFFAIRS USE ONLY</b> Approved <input type="checkbox"/> Denied <input type="checkbox"/> _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Associate Vice President for Academic Affairs</span> <span>Date</span> </div>							

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Submitted By: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_