

Request for Exception to Class Scheduling Policy 99-24 Instructions

Academic departments and colleges should use this form to request an exemption from university class scheduling policy. See Academic Senate Policy Statement 99-24 for policy details.

All requests should be submitted to the Director, Enrollment & Facilities, in Academic Affairs for approval. If an exception is approved, the form should be forwarded to Academic Support. All denied exceptions should be rescheduled in compliance with class scheduling policy.

During schedule building for the spring and fall terms, there is a specified deadline to submit these requests, usually the last day for online update access. Refer to the *Schedule Building Calendar* for this deadline date. Once that deadline has passed, subsequent requests should be submitted on this form as soon as a need is determined.

Filling out the form

- Complete the form by clicking in the fields, and entering the appropriate information.
- Be sure to indicate Fall or Spring and the year.

Submitting the form

- To submit your request, print the completed form and submit to the Director, Enrollment & Facilities, Academic Affairs, for approval.
- If approved, forward the form to Academic Support by mail or fax.
Mail: Academic Support, BH-123
Fax: 5-7003