

California State University, Long Beach
Request for Exception to Noon Hour Scheduling Policy

Mail or fax (57170) to Helen Batchelor, AS-124.

Academic Senate Class Scheduling Policy 99-24 policy states: *“Courses scheduled Monday, Wednesday, & Friday 12 noon - 12:50 pm, or Monday and Wednesday 12:30 pm - 1:45 pm must have multiple sections, some of which are scheduled in daytime hours. Exceptions to this restriction may only be made for compelling reasons and require the approval of the college dean and the Office of Academic Affairs.”*

Please use this form to request an exception to the Noon Hour Class Scheduling. If an exception is approved, submit this form to Academic support. All denied exceptions should be rescheduled in compliance with class scheduling policy.

Subject: _____ **Course #:** _____ **Section #:** _____

Meeting Days: _____ Start and End times: _____

Related lab/activity, if any (for information only): Section #: _____ Day(s): _____ Time: _____

Other sections scheduled (if any): Section #: _____ Day(s): _____ Time: _____

Section #: _____ Day(s): _____ Time: _____

Reason class should be exempt _____

Department Chair's signature _____ **Date** _____

Dean's signature _____ **Date** _____

Vice Provost's Decision Approved (does not guarantee room availability)
 Approved - Contingent on: _____

 Denied - Comment _____

Vice Provost's signature _____ **Date** _____