



Term (List A, B, or C for summer terms)

Variance Request Form for Change to Current Schedule

To be considered for a Change to Current Schedule Variance, requests must be submitted to the Office of Records & Registration

To request a course offering change from face-to-face to hybrid or online,
or from online to hybrid or face-to-face,
or any change to a day and/or timeslot, please fill out all information below.

This request **must** be approved and signed by the Department Chair as well as the College Dean/designee and the Office of Records & Registration.

Requestor: _____ Contact # _____

Course Information:

College _____ Department _____

CRN(s) _____ Credit Hours: _____ Teaching using 'x' Credit hours: _____

Subject _____ Course # _____

Cap(s) _____

Room Type (ONLY if there is a specific need; Ex. Pc room) _____

Requested Day/Time Meeting Pattern & Room Location (if there is a specific NEED for a specific room): _____

Note: ALL Requests for Variance MUST adhere to an Approved Class Scheduling Pattern Start Time!

M	T	W	R	F

Justification for Request (attach additional pages of documentation as necessary) – if this is for a 'C' class, please provide what credit hour the request is based on (example XXX XXXC is a 3-credit hour course based on a 5-credit hour timeslot):

Approvals:

Requesting Program Leader _____

Signature _____ Date _____

Approve

Deny

Department Chair _____

Signature _____ Date _____

Approve

Deny

College Dean _____

Signature _____ Date _____

Approve

Deny

Registrar's Office _____

Signature _____ Date _____

Comments _____

*Completed request(s) should be scanned and attached to the email request for final processing and approval.