



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

Request for Academic Scheduling Variance

To be considered for a Variance, requests must be submitted to the Registrar by the course schedule due date as listed in the Academic Calendar.

To request a course offering in a **non-standard** class schedule pattern, please fill out all information below. This request **must** be approved and signed by the Department Chair as well as the College Dean and the Registrar's Office.

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.**