

Non-Standard Day/Time Permission Form

This is required for permission to have a Non-Standard Day(s) and/or Time(s) for a class

Meeting patterns (meeting days and times) will be reviewed by Scheduling Support. Sections with non-standard meeting patterns (non-standard days and/or times) must have Dean and Office of the Provost approval.

Department _____
Person Submitting Form _____ Ext _____
Email address _____

Course Information

Semester _____
CRN# _____ Course/code _____ Section _____
Beginning Time _____ End Time _____ Meeting Day(s) _____
Room request: _____
*** Subject to Room Availability ***

Explanation of why a non-standard time is needed:

Dean of College approval: _____ Date: _____

Office of the Provost approval: _____ Date: _____