

Standard Class Meeting Times Exemption Request Form

To be completed and submitted by the department head/school director or scheduling designee.

Department/School:	
Term and Year (e.g., Fall 2018)	
Course and Section (e.g., WKU 100-001)	
Master Course Scheduling Type:	
CRN (if available):	
Proposed Class Meeting Days and Times:	

A. What is the period of time for which this exemption is requested? Multi-term exceptions apply to like terms only (e.g., Fall-to-Fall), and cannot be requested for a period longer than three academic years.
B. What is the basis for the requested exception? Justification <u>must</u> be based on either (1) the needs of students, or (2) the availability of physical teaching resources (classroom space, technology, etc.)
C. What steps has the department/school taken to address the issues identified in B. prior to requesting the exception?

Submit this request via email to jessica.steenbergen@wku.edu.

Scheduling Applications Coordinator Comments:
Dean's Office Comments and Recommendation:

Return this request with Dean's Office Comments and Recommendations via email to jessica.steenbergen@wku.edu.

Approve
 Not Approved

X _____
Provost/Designee

Conditions/Modifications for Approval: