

Fall and Spring Semester Nonstandard Class Meeting Time Appeal

The Classroom Scheduling Policy states that classes should use the standard class periods, and any deviation from the standard scheduling pattern must be approved by the Dean of the College each semester. **Exceptions should be rare.** Standard class periods are listed on the Records and Registration [webpage](#).

Form must be completed with all necessary approvals and submitted to Records and Registration (117 Graff Main Hall or RecordsSched@uwlax.edu) before the department deadline for class schedule edits for that term. An approved appeal does not guarantee a room will be available.

Waiver is requested for Fall _____ Spring _____ Year _____

Subject Code(s) _____ Course # _____ Section # _____

Nonstandard Class Period Day(s) _____

Nonstandard Class Start Time _____ End Time _____

Instructor _____

Justification for waiver: (attach separate sheets if necessary). Include a description of how *adhering to* the standard class periods would hinder course instruction and/or the ability to serve students. If seeking approval for more than current term, include the reason in the justification.

Length of Approval: _____

APPROVALS (Cross-listed courses required approval of both departments.)

Department Chair(s) _____ Date _____

Department Chair(s) _____ Date _____

Dean/College _____ Date _____