

Non-Standard Meeting Time Request

Please complete the following information:

Course Number and Title			
Instructor's Name		Semester & Year	
Requested Class Time		Is class in GPC?	Yes No

Compelling reason(s) for teaching the course(s) during a non-standard prime time:

Chair/Director
Signature: _____

Date: _____

Associate Dean
Signature: _____

Date: _____

The chair or director should direct memos to the Associate Dean for Academic Affairs by the fifth working day following the close of the Original Phase of the course file production for that semester. Memos received after the deadline may not be approved in time for the class timelines to be included in the printed Course Schedule. An approval only applies for the semester which it is requested.