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 must 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: