

PETITION for NON-STANDARD CLASS MEETING TIME

09/21/06

Complete petition and submit to your college representative on the Committee on Academic Policy and Procedure (CAPP).

CAPP meets the second Wednesday of each month. Your petition should be submitted at least two weeks in advance, so your CAPP representative can place it on the CAPP agenda.

COURSE			CURRENT DAY / TIME		PROPOSED DAY / TIME		Proposed Eff. Session		
			Day:		Day:		Year:		
DEPT.	NO.	TITLE	Start Time	End Time	Start Time	End Time	Fall	Spg	Sum
*	*								
*	*								
*	*								

* Times for other sections, if present.

Type of approval requested: Ongoing One time only

JUSTIFICATION FOR REQUESTING NON-STANDARD TIME:

SUPPORTING INFORMATION:

1. Classification of students taking course (circle): Freshman Sophomore Junior Senior 5th Year Grad. Stu.**
2. Type of course section (circle): Lec. Rec. Lab./Studio Quiz Current enrollment: _____
3. Type of classroom (circle): General University Use** Department Responsibility College Responsibility
4. Potential conflicts with other courses:

** Graduate classes (800 and 900 level) need approval only if they use general university classrooms.

PETITIONER'S

NAME: _____ EMAIL: _____ PHONE: _____

DEPT. HEAD'S SIGNATURE: _____ DATE: _____

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CAPP DECISION (circle): APPROVED DENIED

Comments:

CAPP CHAIR SIGNATURE: _____ DATE: _____

If the petition is approved, the CAPP Chair will distribute a copy of this petition to the following:
 Enrollment Services, 210 Willard Hall
 Facilities Support Services, 109 Dykstra Hall
 College Dean's Office (circle): AG AR AS BA ED EN GR HE TC VM