

Request for Quizzes, Test & Examinations Scheduled Outside of Regular Class Times (ORCs)¹

Date of Request _____ Semester to be Effective² _____

Department Head Name _____ Dept. Scheduler Name _____

Department Head Email _____ Dept. Scheduler Email _____

Course Information

Dept. & No. (MC 235) _____ Course Title _____

Course Section(s) _____ Present Course Meeting
Needing ORC _____ Day _____ Time³ _____

Requested Day/Time for ORC Day: M T W U F Sa Su Time _____

Number of ORCs per semester⁴ _____

If ORC is to occur in a regular pattern (i.e. every third Monday of the month), specify pattern.

(Note: Specific dates for the ORCs will be required when the department scheduler requests the room assignments.) _____

Justification for ORC request Large Section (>100 students)⁶ _____

Multiple Sections (>100 students)⁶ _____

Need for Specialized Classroom⁷ (explain)

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APPROVALS: Department Head Signature _____ Date _____

CAPP Consideration _____ Approved _____ Not approved

CAPP Chair Signature⁸ _____ Date _____

Comments (special stipulations or reasons for denial)

¹Refer to ORC Policy at <http://www.ksu.edu/facsen/policies/orc.html>

²ORC request must be submitted and approved by October 1 for a summer or fall offering and by May 1 for a spring offering. Approval can be granted for a maximum of three years, at which point CAPP will review the need for continued approval of the ORCs.

³Refer to the Policy for Standard Class Meeting Times <http://www.kwu.edu/facsen/policies/ClassTime.html>

⁴A course may have more than one scheduled ORC during a semester. ORCs may be scheduled for more than one 50 minutes period, but must begin at a standard class meeting time. See 3 above

⁵Provide number of students enrolled in last offering. If a course has never been offered before, the department head must confirm that the enrollment capacity of the course will be set to at least 100 students.

⁶A course ... must have a minimum of 100 students enrolled in one section or a combination of sections. See 5 above.

⁷The need for specialized classrooms, such as computer labs or laboratory space, that are not available at the regular class time may also qualify courses for the use of ORCs.

⁸CAPP will review (approve or deny) the ORC request at the October or May CAPP meeting. If the request is approved, the CAPP chairperson will inform the department head and the Enrollment Services Office so that the day and time can be included in the Course Schedule.