

## Block Schedule Exception Request

Course Subject and Number	Course Title	
Department	Effective Term	Course Credits

Reason for Request:

- the exception request is being made to free up specialized classroom space that requires advance preparation of course resources. The space that is utilized for this course is:
  
- the exception request is being made because the course is a graduate-level course being held in specialized space exclusive to the graduate program. The space that is utilized for this course is:
  
- the exception request is being made because the course has non-standard credit hours and no published block schedule time exists;
  
- the exception request is due to temporary, extraordinary staffing circumstances that are documented by the department Chair and approved by the Dean;
  
- other (please explain in detail):

Signatures		Date
Chairperson	Print Name	
Dean	Print Name	

**Return completed form to the Office of the Provost.**

*Provost Office Use Only:*

PCAPC review  
Date:

Approved  
 Disapproved

Expires:

Chair and Dean  
Notified

Registrar  
Notified