

Academic Operations Committee
Course Schedule Exemption Request

Department _____

Course Number _____ Course Name _____

This request is for

_____ a permanent exemption for this course

_____ a one-time only exemption for this course

Faculty who will teach this course (if applicable):

Room _____ request _____ (if _____ applicable)

Times the course will meet, if known. (AOC is aware that scheduling is not always complete or fixed a year in advance. However, the more detailed you can provide [e.g. Monday & Wednesday 1:30--3:20], the more helpful for AOC in making a determination.)

Rationale:

1. Please complete one form for each course exemption requested. You may use

common sense in filling out rationales. (For example, multiple sections of a single course might not require separate rationales, although information like the number of sections for which the department is requesting an exemption is crucial.)

2. Exemptions are granted for individual courses requested through academic departments and programs.

3. Either permanent or temporary exemptions may be requested. Permanent exemptions that are granted will be considered exemptions for that course. Should the course be substantially changed in a way that significantly alters the rationale for granting an exemption, the Registrar or AOC may require a renewed request (e.g. if the format of the course is changed so that it no longer requires the special equipment or classrooms that were the rationale for granting an exemption).

4. The approved scheduling guidelines state that “An appeals process will be available which will allow instructors to request one-time or permanent exemptions from the scheduling rules for a particular course” and clarify acceptable reasons for requesting exemptions:

Examples of Reasons for Requesting Exemptions to Scheduling

The goal of the rules is to minimize scheduling overlaps. If excessive exemptions are granted, the situation for students might deteriorate to a situation that is not much different from the previous chaos. Below are some valid reasons for requesting an exemption (this is not a complete list, and inclusion on this list does not guarantee approval of such a request).

- 1. College-related scheduling constraint on an instructor that make it impossible to schedule classes according to the scheduling rules.*
- 2. Facilities, equipment or personnel limitations on scheduling. For example, a lab or studio course might need to meet in three-hour blocks on Monday and Tuesday (instead of Tuesday and Thursday according to the scheduling rules) because of conflicts with other courses/sections.*
- 3. Conflicts between corequisite courses for a specific targeted group of students.*
- 4. An instructor has a convincing argument why pedagogy in a particular course would be better served in a format that cannot be accommodated within the scheduling rules.*

In general, an exemption will not be granted to schedule outside of the guidelines merely for the convenience of the instructor (such as wanting to teach TWR instead of MWF).