Office of the Registrar
UNIVERSITY OF GEORGIA

Course Scheduling Exemption Request

University of Georgia
Office of the Registrar
Holmes-Hunter Academic Building
Athens, Georgia 30602

INSTRUCTIONS

Policy 01.03.006, Scheduling Classes, requires sections to be scheduled according to the designated start times and taught during the designated class periods of the Daily Class Schedule. When pedagogical circumstances require an alternate schedule, complete this request form **at least one month prior to the beginning of registration**. Requests must be submitted with approval from the department head and the dean or associate dean. Off-schedule sections must begin at a standard start time. If multiple schedules will be offered, please indicate how many sections will be offered for each. All courses must fulfill the requisite number of contact minutes (750 contact minutes per credit hour).
Scheduling exceptions are granted for one semester and must be requested each semester the exception is needed. Departments will be notified of approval or denial via email. Sections with approved exceptions should be loaded in Banner prior to registration, so students registering for the course will have knowledge of potential conflicts.

Semester *

Part of Term *

Course ID *

Course Title *

CRN(s) *

Instructor(s) *

How many sections of the course will be offered off-schedule? *

What day(s) and time(s) will the off-schedule section(s) be offered? *

Will all sections be offered on the same schedule? *

○ Yes ○ No

What is the pedagogical justification for the scheduling exemption? *

IF A SPECIFIC CLASSROOM WILL BE REQUESTED, COMPLETE THE FOLLOWING QUESTIONS:

Building name and number:

Classroom number:

Classroom seat capacity:

Please Note: Indication of classroom preference does not guarantee availability. If the exception request is approved and your preferred classroom is centrally schedulable, please follow the standard procedure for requesting a classroom by emailing classrooms@uga.edu.