



INSTRUCTIONS

In accordance with Academic Policy 01.03.006, a request for an exception to offer an evening test should be submitted to the Vice President for Instruction for consideration **at least one month prior to the beginning of registration**. The request requires approval by the department head and dean. Approval is granted for one semester and must be requested each semester evening tests will be offered.

COURSE INFORMATION

Course ID *	Course Title *
Faculty Member *	CRN *
Term *	Number of Students Impacted *
Campus Room Preference *	Date and Time Evening Test will be Scheduled (please specify by course) *

Justification for scheduling exemption: *

Department Head's Signature *

Date *

Dean's Signature *

Date *

NOTE: Departments will be notified of approval or denial via email. Departments approved to offer evening tests are required to add this information to the course sections in Banner prior to registration so students registering for the course will have knowledge of potential conflicts.