



Office of the Registrar

Schedule of Classes Academic Course Meeting Dates Exception Form

All classes at Appalachian State University should have start and end dates based on the standard academic semesters (Fall, Spring and Summer) as determined by the University Calendar Committee. However, some courses may need to meet outside those defined dates for academic reasons, and these may be granted exceptions to the standard scheduling requirement. This form is used to justify exceptions and must be approved by the Dean of the College and Academic Affairs each time a course is offered. Further information about this policy may be found at http://www.registrar.appstate.edu/admin/meetdateexempt.html.

Term _____ Year _____

Course Subject _____ Course Number _____ Section(s) _____

Is this course a Distance Education course? Yes No

Is this an internship? Yes No

Is this course a Main Campus Summer course? Yes No

If Yes, please indicate the:

Instructor _____

Student Name: _____

Requestor _____

Student ID: _____

Course Start Date: _____ Course End Date: _____

Exception to regular academic course meeting dates (check all that apply):

- Class starts before the regular term dates
Class ends after the regular term dates
Class meets on weekend(s)
Class meets on holiday(s)
Dates are necessary for student to complete internship requirements

Reasons/Justification for exception to standard academic course meeting dates:

How have you addressed class grading dates that may differ from the standard grading dates for the term?

How have you addressed issues such as Financial Aid and graduation that might affect students enrolled in a course that meets outside the standard course meeting dates?

Approvals:

Department Chair _____ College Dean _____
Academic Affairs _____

Completed and approved forms for Main Campus, Spring and Fall courses should be turned into to the Registrar's Office or sent via e-mail to infoserv@appstate.edu. Summer forms can be turned into Lynette Orbovich at orbovichln@appstate.edu and Distance Education forms can be turned into Sara Speed at speedse@appstate.edu.

Office Use Only

Date Received _____ Date Processed _____