

## Permanent Non-Standard Day/Time Scheduling Rationale and Approval

Refer to [Guidelines](#) when completing this request

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Date:

Course:

Day(s) / Time(s) needed:

Room or Room type generally used:

***Standard days and times help students fit together a schedule of classes that facilitates reasonable progress to degree.***

- ✓ *We are satisfied that the non-standard days and times for this course will not impact that progress.*
- ✓ *This course is intended primarily for our majors, or, we have consulted with other academic departments whose majors need this course for their degree program and have confirmed that the non-standard day/time will not impact those students' progress to degree.*

Please provide the department rationale for non-standard day/time:

(refer to the [Standard Scheduling Convention matrix](#) as appropriate)

I understand that by approving this permanent non-standard scheduling request, classes with non-standard meeting patterns will not be given priority in general use lecture rooms, and:

- classes may be shifted to a different facility to maximize efficient use of space
- during scheduling by APSS, rooms will be placed after all standard meeting pattern classes have rooms
- classes should be scheduled in Exclusive (e.g. Lab, Research) spaces if possible

I certify that this course is not a General Education course.

I acknowledge that a review/update of this approval may be initiated by APSS every 3 years.

Approving Dean or Designee name: