**Request for Off-Schedule Course Sections**

In accordance with Academic Policy 3.01-2, a request for an exception to the Daily Class Schedule 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 the section will be offered off-schedule. All courses must fulfill the requisite number of contact minutes (750 minutes per 1 credit hour).

 **1. Course ID(s):**

**2. Course Title(s):**

**3. Faculty Member(s):**

**4. CRN(s):**

**5. Term:**

**6. Day(s) and time(s) the section will be offered:**

*Note: The start time should align with the start time of a Daily Class Schedule period. Please specify by course.*

**7. Pedagogical justification for the scheduling exemption:**

*Please sign or attach approvals.*

**Department Head:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Departments will be notified of approval or denial via email. Sections approved to be offered off of the Daily Class Schedule should be loaded in Banner prior to registration so students registering for the course will have knowledge of potential conflicts.

*Please email the completed form to currsys@uga.edu.*