# Block Schedule Exception Request

<table>
<thead>
<tr>
<th>Course Subject and Number</th>
<th>Course Title</th>
<th>Effective Term</th>
<th>Course Credits</th>
</tr>
</thead>
</table>

**Reason for Request:**

- [ ] the exception request is being made to free up specialized classroom space that requires advance preparation of course resources. The space that is utilized for this course is:

- [ ] the exception request is being made because the course is a graduate-level course being held in specialized space exclusive to the graduate program. The space that is utilized for this course is:

- [ ] the exception request is being made because the course has non-standard credit hours and no published block schedule time exists;

- [ ] the exception request is due to temporary, extraordinary staffing circumstances that are documented by the department Chair and approved by the Dean;

- [ ] other (please explain in detail):

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Print Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson</td>
<td>Print Name</td>
<td></td>
</tr>
<tr>
<td>Dean</td>
<td>Print Name</td>
<td></td>
</tr>
</tbody>
</table>

**Return completed form to the Office of the Provost.**

**Provost Office Use Only:**

- [ ] PCAPC review Date:  
- [ ] Approved  
- [ ] Disapproved  
- Expires:  
- [ ] Chair and Dean Notified  
- [ ] Registrar Notified