

REQUEST FOR EXCEPTION TO UNIVERSITY CLASS SCHEDULING TIME BANDS

This form is used to request an exception to a university recognized class schedule time band. Starting 2020, all sections taught out of time band during prime time, require both Department Chair and Dean's approval.

Please submit the approved form to outoftimebandrequests@uh.edu

You will find details regarding time bands and prime time schedules at:

www.uh.edu/about/offices/enrollment-services/registrar/curricular-services/class-scheduling/scheduling-policies/time-bands/

Semester: _____ College: _____ Academic Year: _____

Department: _____ Course Number: _____ Section Number: _____ Credit Hours: _____

Exception (Time/Days) Requested: _____

Out of time requests may require an exception to the final exam schedule which is based on approved time band structure.

Final Exam (Time/Day) Requested: _____

Final Exam Reference Website: www.uh.edu/academics/courses-enrollment/final-exam-schedules/

Instructor(s) Signature: _____ Date: _____

JUSTIFICATION (A Word document may be attached to the form for Department Chair and Dean's approval and subsequent email submission.)

Department Chair Approval: _____ Date: _____

Dean's Signature: _____ Date: _____

UNIVERSITYof **HOUSTON**

OFFICE OF THE UNIVERSITY REGISTRAR