



Non-Standard Course Offering Request

Office of the Registrar, 003 Wilder Tower
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Because non-standard class times create difficulties for students' schedules, for room assignments, and for final exam scheduling, all course sections scheduled before 5:00 pm must adhere to the appropriate Standard Class Meeting Patterns chart, either Fall/Spring or Summer. These can be found on the *Scheduling/Term Planning Aids* page – <http://www.memphis.edu/registrar/faculty/scheduling.php>.

If a non-standard meeting pattern is required, complete this form, including the reason why the non-standard time/pattern is necessary. Have it signed by the department chair. **Please submit the signed and completed non-standard form as an Academic Section Maintenance ticket.**

The following courses or types of courses are excluded from this requirement:

- ACAD 2200
- A USP (GR), PSYC (GR), and MUAP Sections
- Sections with schedule types equal to: CLN, FLD, IND, LAB, LLB, PRA, STU or WSP
- Sections with building codes equal to: HOSP or LAW
- Sections offered off campus

Department: _____ Chair's Signature: _____

Date Submitted: _____ Term/Part-of-Term: _____ Yr: _____

Subj: _____ Crse#: _____ Sec#: _____ CRN: _____ Instr Mode: _____

Cr Hrs: _____ Days: _____ Begin/End Times: _____ / _____

Departmental Contact Name/Number: _____ / _____

Reason Non-standard Time is Required:

The Final Exam Scheduler does not run for non-standard time sections. There will not be an existing Final Exam date in EMS/VEMS. Non-standard sections should follow the rules for Final Exams. To add a Final Exam to a non-standard time section, the department chair and dean must approve the Final Exam by signature. Please include CRN, subject, course, section number, current building and room, date and time of final exam, building and room of the final exam. The department scheduler may submit the signed Academic Section Maintenance form in a ticket to add the Final Exam. Final Exam schedules are linked from the [Calendars page](#).