

For Office Use Only:

Term: _____

CRN: _____

Appalachian

STATE UNIVERSITY

Course Meeting Dates Exception Form

For Faculty and Staff Use Only

All classes at Appalachian State University should have start and end dates based on the standard academic semesters (Fall, Spring, and Summer) as determined by the University Calendar Committee. However, some courses may need to meet outside those defined dates for academic reasons, and these may be granted exceptions to the standard scheduling requirement. This form is used to justify exceptions and must be approved by the Dean of the College and Academic Affairs each time a course is offered. Further information about this policy may be found at [Course Meeting Dates Exception Request](#).

Term: _____ Year: _____

Course Subject: _____ Course Number: _____ Section(s): _____

Is this course an App State Online Course? Yes No

Is this an internship? Yes No

Is this course a Main campus Summer course? Yes No

If Yes, please indicate the following:

Instructor: _____

Student Name: _____

Requestor: _____

Student BID: _____

Course Start Date: _____

Graduation Term: Dec May Aug 20____

Course End Date: _____

Exception to regular academic course meeting dates reason(s) - (check all that apply):

☐ Class starts before the regular term dates☐ Class ends after the regular term dates☐ Class meets on weekend(s)☐ Class meets on holidays(s), Fall/Spring/Winter Break☐ Dates are necessary for student to complete internship requirements

Reasons/Justification for exception to standard academic course meeting dates:

How have you addressed class grading dates that may differ from the standard grading dates for the term?

How have you addressed issues such as Financial Aid and graduation that might affect students enrolled in a course that meets outside the standard course meeting dates?

Approvals:

Department Chair _____ College Dean _____

Academic Affairs _____

Completed and approved forms for Main Camps and AppState Online, Spring, Summer, and Fall course should be turned into the Registrar's Office or sent via e-mail to regteam@appstate.edu.

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Date Received: _____

Date Processed: _____