

**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](mailto:regteam@appstate.edu).

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Date Received: \_\_\_\_\_

Date Processed: \_\_\_\_\_