



The UNIVERSITY of OKLAHOMA.
Office of the Senior Vice President and Provost

REQUEST FOR VARIANCE IN STANDARD CLASS SCHEDULE

Use this form to request a non-standard and non-preferred class schedule for lecture/seminar/discussion courses and to request lab/studio/practicum/lab-lecture courses to start or end on non-standard times. It is not necessary to request a variance if using a preferred class schedule time.

REQUESTOR'S NAME _____

REQUESTOR'S EMAIL _____ PHONE _____

ACADEMIC DEPARTMENT/PROGRAM _____

COURSE	_____	_____	_____	_____	_____	_____	PROJECTED ENROLLMENT
	CRN	Prefix	Number	Section		Semester	

Course Title _____

REQUESTED SCHEDULE	_____	_____	AM/	PM	_____	AM/	PM
	Days	Start Time			End Time		

REQUESTED LOCATION	_____	Centrally Controlled	Non-Centrally Controlled
	Building and Room		

COURSE FREQUENCY	Annual	Every Semester	Less than Once a Year
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REQUESTED VARIANCE MATCHES STANDARD IN	Start Time	End Time	Neither
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NUMBER OF DAYS PER WEEK	One	Two	Three	Other: ____ Days
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MODE OF DELIVERY	TRAD	SYNC	BLDS	BLDW
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REASON FOR PETITION: Describe why this course cannot meet during standard days/times. If this request is part of a strategic use of a learning space or a student cohort, then include the larger strategic plan. Be specific. Include attachments as necessary.

APPROVALS

Chair/Director of School/Department Date

Senior Vice President & Provost Date

Dean Date

Registrar Date