



REQUEST FOR CLASS CHANGE OFFERING WITH CURRENT STUDENT ENROLLMENT

Schedule changes for classes in which students have already enrolled must be approved by the Department Head, Associate Dean for Instruction and the Associate Vice President for Undergraduate Education - Academic Affairs. They must explain why they must change the time of the class and send assurances that they will contact each student in the class. Schedule changes which introduce a new calendar, time, class length or format deviation from the regular calendar format of official class times must also complete page 2.

Please return completed form to: Classroom Scheduling - 322 Student Union or email to gurooms@okstate.edu.

Course Prefix: _____ Course Name: _____ CRN: _____

For the Term: _____ Year: _____ Instructor: _____

Current Time/Day Schedule: _____

Request Change to: _____

New deviation from regular calendar, time, class length or format? No: Yes: If yes, complete page 2.

Departmental Contact: _____ Ext: _____

REASON FOR THE REQUEST:

Approved by: _____ Date: _____
Department Head Signature/Print Name

Associate Dean for Instruction Signature/Print Name Date: _____

Registrar Signature/Print Name Date: _____

Undergraduate Associate Provost (UG courses) or Graduate Associate Provost (GR courses) Signature/Print Name Date: _____



Complete this page only if the schedule change introduces a new deviation (calendar, time, class length or format) from the regular calendar format of official class times.

Number of Credit Hours: _____

Type of deviation requested:

- _____ calendar (course will not meet during a regularly-scheduled session)
- _____ class will not start at standard start time
- _____ length of class meeting exceeds standard meeting time
- _____ days of the week format (e.g., Monday and Thursday)

Scheduled Dates: _____

Number of Days of Instruction: _____

Meeting Times and Days of the Week: _____

Additional meeting time is required for breaks: Classes meeting 2-5 hours at one time must add 15 minutes per class period. Classes meeting over 5 hours must add one hour per class period for breaks. Example: A three credit class meeting once a week for the full semester needs to include 15 minutes for breaks each week.

Calculate Instructional Minutes: _____ (subtract breaks from the meeting times to calculate instructional minutes)

(See Oklahoma State Regents for Higher Education Policy 3.18 and OSU Policy 2-0209.)

Schedule in the following Departmental Room: _____

Target Audience: _____

Reason for Irregular Scheduling (Please explain why the course cannot be taught during scheduled semesters, intersession, or approved short course periods):
