

SUMMER 2012 COURSE SCHEDULING EXCEPTION REQUEST
CU Denver (Denver Campus)

Maymester began in 2009 with the two summer terms below. The same summer terms will be offered in 2012:

- **Maymester**
 - Dates: May 14 – May 31
 - Class scheduling days/times:
 - **Mondays through Thursdays**, three consecutive weeks
 - No class on Memorial Day, Monday, May 28, 2012
 - Three possible class schedule times: 8:30 a.m. – 12:20 p.m.; or 12:30 p.m. – 4:20 p.m.; or 5:00 p.m. – 8:50 p.m.
- **Regular 8-week term**
 - Dates: June 4 – July 28
 - Many meeting patterns are possible (e.g., 4-week classes; 5-week classes; 8-week classes; weekend classes; etc.)

Requests to schedule a main campus or extended studies **summer** course with a meeting pattern (dates/days/times) that deviates from the choices given above (e.g., a Maymester class that would use a different meeting pattern than the three choices given above; a 10-week course that uses 2 weeks of the Maymester term and the 8-week regular term) will be reviewed by the Maymester Planning Group¹. Exceptions will be granted if there are compelling **pedagogically-based** reasons to deviate from the choices provided above. To be considered, a request needs the approval of the school/college dean.

Beginning in Maymester 2012, requests to schedule a class using an online (or hybrid) delivery mode will be reviewed by the Maymester Planning Group. Exceptions may be granted if there are compelling **pedagogically-based** reasons to deviate from lecture-based classes and the instructor has taught an online class previously. A syllabus must accompany the online exception request.

Please complete the information requested and submit the form below to Teri Burlison, Maymester Coordinator (Teri.Burlison@ucdenver.edu) or via campus mail to CB 137. Submit this form by **Dec. 1, 2011** (priority deadline) for consideration by December 31, 2011. Submit by **February 1, 2012** for consideration by February 29, 2012. **Please note that the form covers three different types of scheduling exceptions.**

¹ Members of the Maymester Planning Group: Teri Burlison (Chair), Joann Brennan, Pam Erickson, Christine Feagins, Jeff Franklin, Deserae Frisk, Eric Gray, Martina Juarez-Lopez, John Lanning, Patricia McKissock, Sara Potter, Dawn Savage, Ellen Stevens, John Sunnygard, Michael Tang, Casey Washburn, Cliff Young

Exception Request Form

Name of requestor: _____ Phone: _____ e-mail: _____

I. Request to offer a Maymester class (May 14 – May 31) with a meeting pattern that deviates from the choices listed above (i.e., M - R; 8:30 – 12:20, or 12:30 – 4:20, or 5:00 – 8:50):

Class for which scheduling exception is requested:

Course #: _____ Course Title: _____

Course Instructor: _____

Schedule request for this class:

Beginning date: _____ End date: _____

Days and times: _____

Reasons for the request:

II. Request to offer a regular summer-term class using

Class for which scheduling exception is requested:

Course #: _____ Course Title: _____

Course Instructor: _____

Schedule request for this class:

Beginning date: _____ End date: _____

Days and times: _____

Reasons for the request:

III. Request to offer a Maymester class (May 14 – May 31) using an online (or hybrid) delivery mode.

NOTE: A syllabus must accompany the exception request.

Class for which scheduling exception is requested:

Course #: _____ Course Title: _____

Course Instructor: _____

Reasons for the request:

Signature of requestor/date

Signature of dean/date