SUMMER 2015 COURSE SCHEDULING EXCEPTION REQUEST:
To Be Submitted To Shelby Shafto for the Summer Initiatives Group
UC Denver (Downtown Campus)

As was the case beginning in 2009, there will be two summer terms in 2015:

- Maymester
  - Dates: May 18 – June 5, 2015
  - Class scheduling days/times:
    - Mondays through Thursdays, three consecutive weeks
    - No class on Memorial Day, Monday, May 25, 2015
    - 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 9 – August 2, 2015
  - 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) that deviates from the choices given above (e.g., when the total number of meeting days or start/end date varies from the standard) will be reviewed by the Maymester Planning Group. Exceptions will be granted if there are compelling practical or pedagogically-based reasons to deviate from the choices provided above. To be considered, a request needs the approval of the school/college associate dean.

Requests to schedule a course with a different meeting time will be reviewed by the school or college dean’s office. See the attached form Course Time Scheduling Exception Request.

Please complete the information requested and submit this form to Shelby Shafto, Maymester Coordinator (ShelbyShafto@ucdenver.edu) or via campus mail to CB 137. Submit this form by December 1, 2015 (priority deadline) for consideration by December 10, 2015. Submit by January 14, 2015 for consideration by February 11, 2015. Please note that this form covers two types of scheduling exceptions.

Name of requestor: _________________________ Phone: ___________ e-mail: ___________________

I. Request to offer a Maymester class (May 18 – June 4, 2015) with a meeting pattern that deviates from the days listed above (i.e., M - R):

Class for which scheduling exception is requested:
  - Course #: ___________ Course Title: ___________________________________
  - Course Instructor: __________________________________________________________

Schedule request for this class:
  - Beginning date: _______________ End date: _______________________
  - Days: ___________________________________________________________________

Members of the Maymester Planning Group: Shelby Shafto (Chair), Richard Allen, Meghan Atherton, Joann Brennan, Sarah Carr, Leonard Darnell, Joni Dunlap, Jeff Franklin, Desereae Frisk, Laura Goodwin, Jessica Tharp, Dawn Gregg, Alana Jones, Mary Lovit, Patricia McKissock, Morag Nairn, Dawn Savage, Sandra Snyder-Mondragon, Donna Sobel, Tamara Southern, Scott Steinbrecher, John Sunnygard, Cliff Young.
Reasons for the request:

II. Request to offer a regular summer-term class using dates that deviate from the dates given above (June 8 – August 1, 2015):

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:

__________________________________________
Signature of requestor/date

__________________________________________
Signature of dean/date