Maymester 2015 COURSE TIME SCHEDULING EXCEPTION REQUEST:
To Be Submitted to the School/College Dean’s Office
UC Denver (Downtown Campus)

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

- **Maymester**
  - Dates: May 18 – June 4, 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 8 – August 1, 2015
  - Many meeting patterns are possible (e.g., 4-week classes; 5-week classes; 8-week classes; weekend classes; etc.)

This form is for the **school and college dean’s office** to review requests for course times that deviate from 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. Please complete the information requested and submit this form to your school or college dean’s office. 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**.

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

**Request to offer a Maymester class (May 18 – June 4, 2015) with a meeting time that deviates from 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.**

Class for which scheduling exception is requested:
Course #: __________________ Course Title: __________________
Course Instructor: __________________

Schedule request for this class:
Times requested: __________________

☐ Verified contact time meets CCHE guidelines for credit\(^1\)

Reasons for the request:

__________________________  __________________________
Signature of requestor/date  Signature of dean/date

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1. Course contact must follow the Colorado Commission on Higher Education guidelines for the amount of contact time per credit hour: seminar/lecture format is 750 minutes of contact per credit hour, laboratory/group format is 1500 minutes of contact per credit hour, and experiential format is 2250 minutes of contact per credit hour.