

**SUMMER 2013 COURSE SCHEDULING EXCEPTION REQUEST
UC Denver (Downtown Campus)**

As was the case beginning in 2009, there will be two summer terms in 2013:

- **Maymester**
 - Dates: May 20 – June 6, 2013
 - Class scheduling days/times:
 - **Mondays through Thursdays**, three consecutive weeks
 - No class on Memorial Day, Monday, May 27, 2013
 - 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 10 – August 3, 2013
 - 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.

Please complete the information requested and submit this form to Teri Burlison, Maymester Coordinator (Teri.Burlison@ucdenver.edu) or via campus mail to CB 137. Submit this form by **November 1, 2012** (priority deadline) for consideration by December 31, 2012. **Submit by January 15, 2013** for consideration **by February 28, 2013**. **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 20 – June 6, 2013) 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:

¹Members of the Maymester Planning Group: Teri Burlison (Chair), Joann Brennan, Mary Connelly, Leonard Darnell, Joni Dunlap, Ingrid Eschholz, Christine Feagins, Jeff Franklin, Deserae Frisk, Eric Gray, Ingrid Hoff, Evan Icolari, Martina Juarez-Lopez, John Lanning, Mary Lovit, Jody Maestas, David Mays, Patricia McKissock, Sara Potter, Antoinette Sandoval, Dawn Savage, Donna Sobel, Tamara Southern, John Sunnygard, Casey Washburn, Cliff Young.

II. Request to offer a regular summer-term class using dates that deviate from the dates given above (June 10 -August 3, 2013):

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