



# Scheduling Policy Exception Request

University of California  
Santa Barbara

Office of the Registrar  
University of California, Santa Barbara  
Santa Barbara, CA 93106-2015  
Phone: 805-893-3592  
FAX: 805-893-2985  
<http://www.registrar.ucsb.edu>

The following form is for use in making exception requests for courses that do not conform to the standard start times and course lengths as outlined in the campus [Scheduling Policy](#).

Please fill out the information below, save the file as the subject area and course number of the course requesting an exception, and email the file as an attachment to [regsched@sa.ucsb.edu](mailto:regsched@sa.ucsb.edu)

Exceptions will be reviewed by the Registrar and/or the Dean of the relevant college for approval.

Name \_\_\_\_\_

Date \_\_\_\_\_

Department \_\_\_\_\_

Course \_\_\_\_\_

**Please choose one:**

\_\_\_\_\_ Requesting General Assignment classroom space      \_\_\_\_\_ Using department space

**Please choose one:**

\_\_\_\_\_ One-time (one quarter) exception      \_\_\_\_\_ Exception on an ongoing basis

**Requesting exemption from the following policy element(s) – choose all that apply:**

\_\_\_\_\_ Unstandard course start times and standard lengths

\_\_\_\_\_ Meeting patterns (days of the week)

\_\_\_\_\_ Limit on undergraduate percentage of primary courses offered in prime-time

\_\_\_\_\_ Other (please specify in space provided below)

**In the space below, please provide a brief explanation of the rationale for requesting this exception:**