SCHEDULE TEMPLATE EXEMPTION FORM

This form is to be used by chairs when requesting an exemption to the Schedule Template Guidelines.

Scheduling Guidelines are available at: www.potsdam.edu/offices/registrar/faculty/guidelines.

Once signed by the Dean, a copy of the form is to be submitted to the Office of the Registrar.

Course Requested			Semester	Year
CRN		Days		
Subject		Begin Time		
Course #		End Time		

Instructor		
Rationale for Exemption		

Approved By		Date	**For Registrar's Office Use Only**
	(Chair)	Date	Received By
	(Dean)	Date	Date: