

**Policy on Request for Minor Change from University Calendar
Concerning the Offering of an Existing Course**

(SR 2.1.3)

Preface Note: Deviation of a course offering from the established University calendar creates significant difficulties in managing class space assignment, tracking of student status and eligibility for various student benefits, potential for improper course overload, etc. Therefore, the University Senate Council may opt to approve such requests only if the justification is highly compelling. Proposals for such nonstandard course calendars must include the following information.

1. Name of Contact Person for This Proposal.

2. Course Number and Name:

3. Proposed Start and End Date for the Course:

4. Is the Above Proposed Nonstandard Course Calendar a One-time Event or is this a Request for a Standing Nonstandard Offering for this Course?

5. Please Provide Justification for the Request.

6. Does This Nonstandard Course Calendar Create Actual or Potential Violation of University Senate Policies on Student Course Load (See Senate Rule SR 5.2.2)? If so, please explain and justify.