

REQUEST FOR EXCEPTION TO UNIVERSITY CLASS SCHEDULING TIME BANDS

This form is used to request an exception to a university recognized class schedule time band. Starting 2020, all sections taught out of time band during prime time, require both Department Chair and Dean's approval.

Please submit the approved form to outoftimebandrequests@uh.edu

[You will find details regarding time bands and prime time schedules at Time Bands Link](#)

Semester: _____ College: _____ Academic Year: _____

Department: _____ Course Number: _____ Section Number: _____ Credit Hours: _____

Exception (Time/Days) Requested: _____

Out of time requests may require an exception to the final exam schedule which is based on approved time band structure.

Final Exam (Time/Day) Requested: _____

[Final Exam Reference Website Link](#)

Instructor(s) Signature: _____

Date: _____

JUSTIFICATION (A Word document may be attached to the form for Department Chair and Dean's approval and subsequent email submission.)

Department Chair Approval: _____

Date: _____

Dean's Signature: _____

Date: _____

UNIVERSITY of HOUSTON

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