

# REQUEST FOR TIME CHANGE

To: Dan Davison, Associate Dean of Engineering, Undergraduate Studies

cc: Charlene Schumm, Director, Scheduling, Examinations and Convocation

Date: Click here to enter a date.

From: Click here to enter text.

Subject: **SCHEDULING TIME CHANGE**

**Term:** Click here to enter text. **Department:** Click here to enter text.

**Course:** Click here to enter text. **Instructor:** Click here to enter text.

**Change requested:** Click here to enter text.

**Reason:** Click here to enter text.

**Room booked:** Click here to enter text. **COMMENT: The above time change has been discussed with the class and will not present any conflicts with our students.**

[ ] This change has been agreed to by the instructor, the department (or unit) offering the course and the department (or unit) responsible for the majority of the students taking the course.

[ ] This change does not require students to be dropped and re-added. The department will take responsibility for notifying the students of this change.

**Signatures**

**Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Offering Department Approval

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Dan Davison
Associate Dean of Engineering
Undergraduate Studies**

**Updated: December 20, 2019**