Exception Request Form
Petition for Exception to the Block Schedule

Please fill out all the requested information in order to facilitate processing of the petition. All petitions should be sent to Norbert DeAmato, Dowling Hall by the deadline given for each semester’s regular course schedule. You may fax your petition to 617-627-4691.

Department:___________________________________________________________

Course:_______________________________________________________________

Instructor:_____________________________________________________________

Requested time: (No regularly taught course shall be held in the open block, including recitations.)____________________________________________________

Type of room requested (include room preferences, size, media requirements, HP accessibility, etc.)________________________________________________________

Student’s class: _____ undergraduate, _____ graduate, _______ mixed

Three criteria are used to determine if a petition is eligible for consideration. Please indicate at least one criterion as a basis for your request and then provide a justification in the space below.

Scheduling within the block schedule poses (check one or more):

___ Extreme hardship. “Hardship” does not necessarily encompass childcare arrangements, reluctance to travel more frequently to campus or during less convenient times, etc.

___ Serious problems for the course pedagogy.

___ Severe handicaps on instructor’s ability to conduct research. Please describe.

Justification:

Department Chair’s Signature___________________________________________

Email address:_______________________________________________________

All decisions will be transmitted by e-mail.