

Meeting Pattern Exception Workflow Checklist

for ASC School/College Representatives

You are the gatekeeper for the Meeting Pattern Exception requests.

If any “**No**” boxes are checked, **do not sign the request form**. Counsel the department about potential options. If appropriate, the department can submit a revised request.

If all “**Yes**” boxes are checked, sign the form as the “ASC Representative”. Once saved, the request form will automatically route to the next approval level.

- Yes** **No** Was this request form submitted by the deadline for the term requested?
Fall = Sep 1st Spring = Feb 1st Summer = N/A
- Yes** **No** Were all form fields completed, and all questions answered?
- Yes** **No** Was the correct credit ratio entered (*credit, lecture, lab and contact hours*)?
- Yes** **No** Is the requested meeting pattern aligned with standard days *and* standard start or end times.
- Yes** **No** Were specific reasons provided for why this course cannot be scheduled using a standard meeting pattern?
- Yes** **No** Do you feel the department thoroughly researched and attempted other solutions before making this request?
- Yes** **No** Were clear explanations given for each alternative solution?
- Yes** **No** Does this request positively or negatively affect student schedules?
Review any overlap with the department.
- Yes** **No** Does this request positively or negatively affect space utilization?
Review any overlap with the department.
- Yes** **No** Do the responses provide enough information for the Academic Scheduling Committee to approve or decline this request?

Resources

- [Fall & Spring standard meeting patterns](#)
- [Summer standard meeting patterns](#)
- [Academic Scheduling Guidelines](#)

Request form submission deadlines:
*Fall semester = **Sep 1st** (for Oct meeting)
Spring semester = **Feb 1st** (for Mar meeting)*