**Alternative Scheduling of Courses During Recess and Break Days**

**Request Form**

Complete this form to request an alternate schedule for courses during recess and break days.

* Unit Head submits proposal to Dean for review.
* If Dean supports the proposal, Dean submits to the Office of the Provost (Assistant Vice President Aboufadel) for final review.

Note: Information on this form may be made available to GVSU faculty and administrators.

1. College and Unit/Program requesting the exemption
2. Academic Year for exemption--or indicate that permanent approval is requested
3. Indicate the breaks for which exemption is requested: Labor Day Break, Fall Break, Thanksgiving Break, MLK Day, Spring Break, and/or Other
4. Are you requesting an exemption for *all courses* in the program? Check one:

\_\_\_YES \_\_\_NO

List all courses affected by the exemption and the proposed alternative schedules. (Also indicate if there are times when these courses will not meet due to meeting on alternative schedules.)

Example:   
XYZ 123, all sections: Labs to be held at regular times on Mon or Tues of Fall Break

1. Provide Rationale for Request

Following Dean support, send form to the Office of the Provost (Assistant Vice President Aboufadel) 3090 JHZ.