



Request for Variance

Variations must be submitted by the deadline as specified in each semester's scheduling timetable

To request a course offering in a **non-standard** class schedule pattern, please fill out all information below.

This request **must** be approved by the Department Chair as well as the Dean of the College.

The Office of the Registrar will obtain the Provost's Office (or designee's) approval.

Scheduler: _____

Course Information:

College _____ Department _____

CRN(s) _____

Subject/Prefix _____ Course # _____

Section(s) _____

Cap(s) _____

Credit Hrs _____

Requested Day/Time Meeting Pattern:

Note: ALL Requests for Variance MUST adhere to an Approved Class Scheduling Pattern Start Time!

M	T	W	R	F

Justification for Request - Please include CAMPUS

Approvals

Requesting Faculty Member _____

Signature _____

Date _____

Approve

Deny

Department Chair _____

Signature _____

Date _____

Approve

Deny

College Dean _____

Signature _____

Date _____

Approve

Deny

Provost Office (or designee) _____

Signature _____

Date _____

Comments _____

***Completed request(s) should be scanned and sent via email to AskSpace@usf.edu for final processing and approval.**

Contact Academic Space Planning & Assignment if your request is cancelled.