AUGUSTA UNIVERSITY

Office of the Registrar
Summerville Campus
Rains Hall
(706) 446-1430
classes@augusta.edu

REQUEST FOR STANDARD COURSE MEETING TIME VARIANCE

The Request for Standard Course Meeting Time Variance is used to request a variance from the Standard Course Meeting Time Policy.

Standard Course Meeting Times Policy: https://www.augusta.edu/compliance/policyinfo/policy/standard-course-meeting-times.pdf

Instructions:

1. Enter the section information for the section that is unable to meet the Standard Course Meeting Time Policy, as well as the justification for this variance.
2. Return the completed form to classes@augusta.edu for review and processing.

PART 1: REQUEST INFORMATION

Course Information	Requested Time	Error	Justification	Approval

PART 2: REGISTRAR USE ONLY

☐ Section Created in Banner ☐ Variance Attribute Entered ☐ Department Notified