

Activities outside of normal class time request form

In order for accommodations to be made, this form must be completed and submitted to Jon Ramsey, (jon.ramsey@simon.rochester.edu) Director of Academic Operations. Please try and make your request at least 2 weeks before accommodations would need to be made. The sooner the form is submitted, the greater the likelihood of approval. All requests are subject to time/space limitations.

Professor: _____

Class: _____ **Mini:** _____

Normal Meeting Time: _____

Additional class information:

Date/time requested: _____

Will this replace a currently scheduled class? YES NO

Is this for a test? YES NO

If yes, will TAs or proctors be needed and if so, how many? _____

If no, please describe why additional class time is needed:

Additional comments/requests:

Dean's Approval: _____ Date: _____

Registrar Confirmation: _____ Date: _____