Forced Times, Departmental Meetings and Off-pattern Timeslot Requests

**Forced times** requests (the proposed schedule along with the rationale) must be submitted to the University Timetabling Committee, for approval review. The proposal can be sent via memo or an email to Suzanne Blanchard, the Chair of the UTC. If the request is approved, the departmental timetabling coordinator will then enter the forced time requirement into DCU. Note that approval is not required for contract instructors.

Time requested by academic departments for a **departmental meeting** or other administrative or academic activity **should not exceed 3 hours and must follow the time slot system**. Any requests that fall outside of these parameters must be sent to the University Timetabling Committee, for approval. If the request is approved, the departmental timetabling coordinator will then enter the request details into DCU.

**Off-pattern timeslot** requests (the proposed schedule along with the rationale) must be submitted to the University Timetabling Committee, for approval review. Please note that off-pattern scheduling arrangements should be requested in exceptional cases only as they have a negative impact on student timetable and room utilization. If the request is approved, the departmental timetabling coordinator will then enter the off-pattern time requirement into DCU.