



### Alternate Part of Term Request

Alternate Parts of Term are created to support mini-terms/sessions that meet for an alternative time frame other than the normal long semester. Formal request for the creation of these mini-terms must be made to the Registration and Records Scheduling Office prior to course creation.

Please note the following provisions for Alternate Parts of Term:

1. Contact hours must total a minimum of 45 for a 3 credit course; be sure to omit holidays in calculation.
2. Alternate Parts of Term will have a one day grading window to enter grades on Goldmine Web
3. Alternate Parts of Term ending after the final day of the normal long term, will be excluded from entering grades on Goldmine Web. All grades must be submitted via individual Grade Change Authorization Forms.

### Departmental Information

**Contact:** \_\_\_\_\_  
*Name* *Email* *Phone*

**Department:** \_\_\_\_\_

**Course:** \_\_\_\_\_

### Request

**Term:** \_\_\_\_\_ **Instruction Method:** \_\_\_\_\_  
Select one for WEB CT Shell creation, if needed

**Start Date:** \_\_\_\_\_ **Stop Date:** \_\_\_\_\_

**Meeting Days:** \_\_\_\_\_ **Meeting Times:** \_\_\_\_\_

**Final Exam Date:** \_\_\_\_\_ **Total Contact Hours:** \_\_\_\_\_

**Holidays:** \_\_\_\_\_ **Final Grades Completed:** \_\_\_\_\_  
Select date for one day grading window on Goldmine Web

**Brief Justification for Alternate Time Frame Request:**

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*Department Chair Signature/Approval* *Date*

### Office of the Registrar's Use Only

Part of Term Code	_____	Number of Weeks	_____
Census Date	_____	Holidays	_____
Late Registration	_____	Late Registration Cond.	_____
Pass/Fail Deadline	_____	Auto W Deadline	_____
Final Exam Date	_____	Grading Window Date	_____
Bursar Informed	_____	Web Updated	_____