

# Scheduling Policy Exception Requests

## General Information

- Exceptions to Student Recital Scheduling Policies will **ONLY** be granted for circumstances beyond the student's control.
- It is recommended that you submit this request at least four weeks in advance, if not sooner, to allow time for the approval process to be completed and still have adequate time to process your scheduling request as well.
- Please provide as much detail as possible to ensure a thorough review.
- All Student requests for exceptions will be submitted first to your major professor, and if approved will be submitted to the Council of Division Chairs for final approval; Faculty requests go straight to the Chairs. You will receive an email notification of the final decision.
- You will still need to submit a schedule request through the Online Reservation System once your exception has been approved.
  - 1.

## Types of Requests

### Recital Outside Approved Dates and Times

This includes extension of the deadline for non-degree recitals past Oct 31/Mar 31, or past the last Friday before Jury Week.

### Recital Change/Cancellation Fee Exemption

There is a \$75 Change/Cancellation Fee for any recital cancelled or postponed within 6 weeks of the performance. If your reason for the change is beyond your control, this fee will be waived pending approval from your major professor and the Chairs.

### Recital in Off-Campus Location

2. Recitals in off-campus locations still need to be booked through the Scheduling Office so they can be added to the UNT Calendar. Standard recital times are preferred, but not required. Please adhere to all other standard recital scheduling policy and deadlines.

Click [HERE](#) to Request a Policy Exception