



# DEAD WEEK/FINALS WEEK EXCEPTION FOR EVENTS REQUEST

Campus Regulations, Chapter IV, number 5, states: "It is intended that during "Dead Week," (the last week of instruction in any quarter) and during finals week, major activities and/or mandatory meetings (e.g., administrative, ad hoc, or search committees), are not scheduled in order to maintain a campus climate conducive to study... A request for an exception to this regulation for activities must be submitted in writing to an advisor of the Office of Student Life."

Information can be accessed through the OSL website: <http://www.sa.ucsb.edu/osl/CampusRegulations>

**NOTE: This form must be submitted to the Office of Student Life a minimum of two weeks before Dead Week to be considered. Forms submitted after the two-week period will be denied from consideration.**

**~ PLEASE PRINT LEGIBLY ~**

SPONSORING GROUP/DEPT \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

TITLE OF EVENT \_\_\_\_\_

EVENT DAY/DATE \_\_\_\_\_ TIMES \_\_\_\_\_ LOCATION \_\_\_\_\_

EVENT TYPE (Please circle one) CONCERT      FILM/VIDEO      PERFORMANCE      REHEARSAL

CONFERENCE      LECTURE      MEETING      RECEPTION      OUTREACH      OTHER \_\_\_\_\_

EVENTPURPOSE \_\_\_\_\_

Describe in detail student involvement and participation \_\_\_\_\_

Is attendance mandatory? If so, explain why \_\_\_\_\_

Why does the event need to occur during this time period? \_\_\_\_\_

\*AUTHORIZED REQUESTOR: PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**FOR RESPONSE ONLY by OFFICE of STUDENT LIFE:**

SPECIAL INSTRUCTIONS/COMMENTS \_\_\_\_\_

ASSOCIATE DEAN OF STUDENTS or ADVISOR, OFFICE OF STUDENT LIFE

DATE