



SCHEDULE EXCEPTION REQUEST

- 1) Please look at the academic calendar to determine the **Regular Schedule for Credit Courses**:
 - a) Semester
 - b) Term
 - c) Summer
 - d) Winter Intersession

- 2) If you intend to schedule a class outside of the time frames indicated in the academic calendar (exceptions), please complete each section of this form. Exceptions may include courses that:
 - a) **begin after** the regular start of the semester, term or intersession and **end before** or on the last date of the semester, term, or intersession.
 - b) **begin before** the start of the semester, term or intersession and **end before** or on the last date of the semester, term, or intersession and majority of the course is in the semester, term, or intersession
 - c) **begin before** the regular start of the semester, term or intersession and **end AFTER** the last day of the semester, term or intersession and the majority of the course is after the last day of the semester, term or intersession.
 - d) **begin after** the regular start of the semester, term or intersession and **end AFTER** the last day of the semester, term or intersession and the majority of the course is after the last day of the semester, term or intersession.

- 3) Classes that are approved to be taught outside the regular established dates for the semester, term or intersession will not be census based; the college will collect apportionment through positive attendance hours.

Name of Course:	
Beginning Date of Course:	
Ending Date of Course:	
Grading Option (letter grade only, CR/NC only, or letter grade optional):	
Number of Units:	
Number of Hours:	
Instructor of Record:	

Requested by:

Instructor

Date: _____

Approved by:

Department Chair

Date: _____

Academic Dean

Date: _____

Completed form needs to be submitted to Carol Masuda, Academic Scheduling Specialist