

ACAF 2.03 CREATION AND REVISION OF ACADEMIC COURSES

[Click here for the full version of the policy [ACAF 2.03 Creation and Revision of Academic Courses](#) and its [Appendices](#). Forms and other instructions can be found at www.sc.edu/provost/acadprog.]

APPENDIX 4: NON-STANDARD COURSE SESSION AND SCHEDULE EXCEPTION APPROVAL PROCEDURES

Step 1: Proposer Completes Schedule Exception Request (SER) Form

- Proposer completes Schedule Exception Request (SER) form..
- All forms are available at www.sc.edu/provost/acadprog.
- Proposer calculates and enters contact hour information and attaches a complete list of all the course meeting dates and times.
- Proposer consults appropriate program director or program faculty.
- Proposer secures approval of departmental chair.

Step 2: Department Submits Schedule Exception Request for College-Level Approval

- Department submits SER form signed by chair to appropriate campus/college/school dean for signature.

Step 3: Department Submits Signed SER Form to Registrar

- Department submits SER form to Registrar's Office for review and assignment of session dates and catalog code, prior to Master Schedule Course Entry Period.
- During course entry period for Master Schedule Production and Classroom Scheduling, Department is responsible for adding course and proper session code to master schedule.
- Department may choose to add an explanation of schedule exception as a footnote during online master schedule entry.
- Once course entry period has been de-activated, late requests may only be entered onto master schedule by Office of the Registrar.