TO: The Executive Committee
FROM: Semester Conversion Directors (SCD)
SUBJECT: 14-15 ASCD 7: Semester Conversion and Sessions within the Academic Calendar
PURPOSE: For approval by the Executive Committee

ACTION REQUESTED:
The SCD request that the Faculty Affairs Committee (FAC) be charged with considering the inclusion of academic sessions of shorter lengths within the fall and spring semesters beginning with Fall 2018. These sessions would allow the University to offer classes in formats shorter than 15 weeks in length. Because the potential of offering formal sessions with scheduled start dates, end dates, and enrollment dates might aid the faculty in developing courses for sessions shorter than 15-week semesters, we encourage FAC to consider this issue during Spring 2015.

BACKGROUND INFORMATION:
The revision of our current ten-year calendar is among the critical first steps in CSUEB’s conversion from quarter to semester. This important work has included identifying the appropriate standard length of the semesters, the start dates, finals weeks, and academic recesses. With the FAC prototype for the ten-year academic semester calendar under review by the Academic Senate, the next necessary step is to determine scheduling of sessions within semesters. At this point, we request that the committee consider the appropriate length of time when departments who so choose may offer shorter sessions within semesters. In our current quarter calendar, we offer two five-week sessions (calendar approved by Academic Senate Executive Committee on 6/13/2008 [Attachment A]). The Nursing program and the graduate program in Online Teaching and Learning are examples of CSUEB programs scheduling classes during shorter academic sessions.

During a semester, combinations of session lengths might also be possible. While the majority of CSU campuses do not offer shorter sessions other than during the summer, the Chico, Dominguez Hills, Fullerton, Sacramento and San Marcos campuses offer locally-defined sessions during their academic year semesters. (Additional details may be found on Attachment B)

The opportunity to offer sessions shorter than the full semester may impact decisions by the faculty as they convert their curriculum for semesters.

Details related to registration and add/drop of session courses would be addressed following approval of session lengths in consultation with appropriate committees (reference 13-14 CIC 14).

The SCD appreciate the work of FAC on these important tasks and are prepared to assist in any way we can.
Attachment A

Five Week Session Calendar

Approved by Executive Committee of the Academic Senate on 6/13/2008

The university has authorized the scheduling of class sections in five week sessions as an alternative to the standard academic quarter (term) of 10 instructional weeks. The inclusion of two five week sessions in our standard term requires the implementation of session-specific enrollment and processing deadlines.

1. The first session (5W1) will begin in the first week of the term. It will close at the end of week five of the term.
2. The second session (5W2) will begin in the sixth week of the term. It will close at the end of week ten of the term.
3. Final exams will be scheduled for the last instructional day of the session.
4. The first day to enroll in either session will be the same as the first day to enroll in the term.
5. The last day to enroll in the first session will be the end of the first week of the session. The last day to drop a class offered in the first session will be the end of the first week of the session. The last day to enroll from waitlists will be the fourth day of the first week of the session.
6. The last day to enroll in the second session will be the end of the second week of the term. The last day to drop a class offered in the second session will be the end of the second week of the term. Students who wish to ‘drop’ a course offered in the second session may do so during the first week but will receive a ‘W’ grade in the class. The last day to enroll from waitlists will coincide with the date for the regular term. These dates will coincide with the add/drop period for the regular term. Students who are enrolled on the term census date to be included in campus enrollment reports to the CSU.
7. The census date for the term and all sessions within the term shall be the 15th instructional day of the term.
8. Students may withdraw from individual or all class enrollments in a five week session after the end of the session drop period and through the end of the fourth week of the session. Students enrolled in the second session will be able to drop after the seventh week of the term until the end of the fourth week of the session. Students who withdraw must have instructor and department approval and may only be approved when the student presents serious and compelling reasons for withdrawal. No student who takes the final exam in a class will be permitted to withdraw from that class.
Information collected from campus Class Schedules. Details are not available in their academic calendars or registration information. Standard practice is for detailed course meeting information to be entered in the class schedule within the course listing.

CSU Chico: First Half Session; Second Half Session

CSU Dominguez Hills: For ONLINE classes only – Session 1; Session 2

CSU Fullerton: First 7 Weeks Session; First 10 Weeks Session; Last 8 Weeks Session; Last 10 Weeks Session

CSU Sacramento: 6 Week Session; 12 Week Session

CSU San Marcos: First 8 Week Session; Second Eight Week Session; First 5 Week Session; Second 5 Week Session,

Third 5 Week Session; Third 6 Week Session