TO: The Academic Senate  
FROM: The Committee on Instruction and Curriculum (CIC)  
SUBJECT: 13-14 CIC 14 revised: Add/drop dates for 5 week classes  
PURPOSE: For Action by the Academic Senate  

ACTION REQUESTED:  
That the Senate requests that PEM change the add, drop, and withdrawal dates for 5-week courses to facilitate 2-course sequences and to prevent students being charged for courses they are prevented from taking due to lack of prerequisite. We ask that add and drop periods be incorporated into the second 5-week session. We ask that for each of these two sessions the drop period be set to the end of the 5th academic day of instruction and the last day to add be the 6th academic day of instruction. The withdrawal date for each session would be the end of the 3rd week of session instead of the 6th week as during 10-week sessions. Upon approval of the President, this will be effective Summer 2014.

BACKGROUND INFORMATION:  
At its meeting on February 3, 2014, CIC discussed this policy drafted by the Chair of CIC with information from PEM. The reason for this change in policy is twofold. First, 5-week courses being shorter than our standard 10-week quarter should have a shorter withdrawal period. The second reason is that if a student fails the course in the first session, and that course is a prerequisite of the course in the second session, the student has no recourse to drop the second course (except taking a Withdrawal, which has negative connotations), and must pay tuition for it, even though the student is precluded from attending the course. PEM indicates that in such cases they could accomplish an administrative drop.

CIC voted to approve a recommendation to the Academic Senate to accept the request to change the dates for adding and dropping five-week classes.