



COMMITTEE ON INSTRUCTION AND CURRICULUM

15-16 CIC 13
Monday, November 02, 2015
Senate amended 1/12/16

TO: The Academic Senate
FROM: The Committee on Instruction and Curriculum (CIC)
SUBJECT: 15-16 CIC 13: Registration Calendar for Semesters
PURPOSE: For approval by the Academic Senate
ACTION REQUESTED: That the Senate approve these recommendations for updating the registration calendar on semesters.

BACKGROUND INFORMATION:

The Academic Senate passed and President Morishita approved [14-15 FAC 12](#), establishing an academic calendar for the semester system starting in the Fall of 2018. The new semester calendar changes the three 10-week quarter terms to two 15-week semesters. These longer academic terms require changes to the current registration calendar set by [9-10 CIC 7](#) (appendix B).

At the request of the Semester Conversion Directors ([15-16 ASCD 5](#)), at its meetings on October 19th and November 2nd, CIC worked with University Registrar Angela Schneider to recommend appropriate changes to the registration calendar. After discussion with Registrar Schneider, committee members agreed that on the semester calendar, the period when students are able to add and drop courses should be the same. Under the current registration calendar, the add deadline is one day after the drop deadline. It was reported to the Committee that this has caused confusion and problems for both students and staff. Members of the Committee advocated for a longer time period for change of grading type, and this was ultimately adopted by the Committee.

The Committee notes that it will provide separate guidelines for accelerated sessions and intersessions at a later date.

Add/Drop period:

- Students may add or drop courses without permission until the 6th instructional day of the fall or spring term.
- The 10th instructional day of the fall or spring term will be the last day¹ students are able to add with permission or drop a course.

Grade Change period:

- Students may change grading choice (e.g., letter grades) until the 15th instructional day.

¹ Under exceptional circumstances, there will be a form that will allow students to add a course with instructor consent up until the 15th day of instruction ("late add").

Open University Enrollment period:

- Open University students will be able to enroll in courses on the 7th instructional day of the fall or spring term.