TO: The Executive Committee
FROM: Semester Conversion Directors (SCD)
SUBJECT: 15-16 ASCD10: Curricular policy or procedures documents that require minor revisions for the campus conversion to semesters

ACTION REQUESTED:
That ExCom refer the following seven policy documents to the Committee on Instruction and Curriculum for revisions required to update these Senate documents from the quarter to semester calendar.

BACKGROUND:
The Faculty Working Group of the Administrative Support Subcommittee of the Semester Conversion Steering Committee worked with the Senate Office to identify and review documents that require changes for our conversion from quarters to semesters. In the opinion of the Working Group, the CIC documents below require only minor changes - wording from “quarter” to “semester,” for example - to conform to the new semester calendar.

10-11 CIC 3 Honors Policy
Recommended change to language: “They must have completed at least 60 quarter-units of coursework in residence (as defined in the university catalog) at Cal State East Bay” to They must have completed at least 40 semester-units of coursework in residence (as defined in the university catalog) at Cal State East Bay.

12-13 CIC 1 Policy on Change to Student's Historical Record
Recommended change: The word quarter to semester throughout the document.

13-14 CIC 10 Withdrawal Policy
Recommended change: The policy restricts students to withdrawing from 28 quarter units; we recommend changing to 18 semester units, noting that the exact equivalent would be 18.6 semester units. Edited for units; need to be sure and align/note the new Add/Drop deadline

14-15 CIC 13 revised Graduate Academic Probation and Disqualification
Recommended change: Quarter to semester throughout the document.

14-15 CIC 39 Online and Hybrid Instruction
Recommended change: Quarter to semester throughout the document.

14-15 CIC 42 Registration Policy
Recommended changes: under #3, change 150 quarter units to 100 semester units, and change PEMSA to the Enrollment Services (or the appropriate body); under #4, change two mentions of quarters to semesters.
Catalog policy on class level (Use of Academic Level in Academic Policy)

Recommended change: In Classification of Undergraduates by Grade Level, change units from quarter to semester (see chart below).

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Semester</th>
<th>Units Earned Toward the Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Lower Division</td>
<td>Freshmen</td>
<td>Fewer than 45 - change to 30 semester</td>
</tr>
<tr>
<td></td>
<td>Sophomores</td>
<td>45 but fewer than 90 – change to 30 but fewer than 60</td>
</tr>
<tr>
<td>2. Upper Division</td>
<td>Juniors</td>
<td>90 but fewer than 135 – change to 60 but fewer than 90</td>
</tr>
<tr>
<td></td>
<td>Seniors</td>
<td>135 or more – change to 90 or more</td>
</tr>
<tr>
<td></td>
<td>Graduating Seniors</td>
<td>150 or more, filed, and paid fee – change to 100 or more</td>
</tr>
</tbody>
</table>