

**COMMITTEE ON GRADUATE STUDIES
COMMITTEE ON UNDERGRADUATE STANDARDS AND POLICY
STANFORD UNIVERSITY**

Date: February 24, 2009

To: Karen Cook, Chair
XLI Senate of the Academic Council

From: Philip Lavori, Chair, Committee on Graduate Studies
Philippe Buc, Chair, Committee on Undergraduate Standards and Policy

Re: Changes to the Academic Calendar and Enrollment Deadlines

University Registrar and Associate Vice Provost for Student Affairs Thomas C. Black has proposed a number of changes to the Academic Calendar to make the teaching and enrollment processes more efficient for faculty and students. These proposals received extensive review in both the Committee on Graduate Studies and the Committee on Undergraduate Standards and Policy, both of which approved all of the specific items listed below. The proposals have also been presented to the Advisory Boards for the Vice Provost of Undergraduate Education, the Registrar's Office, various student service groups (including ASSU President Johnny Dorsey) representing most of the Schools, and finally, the Steering Committee of the Faculty Senate. All of these groups support the proposed changes.

There are essentially two parts to this academic calendar change.

PART ONE: Beginning Winter, Spring, and Summer Quarters on Mondays is the logical extension of the change made two years ago that moved Autumn Quarter's first day of instruction to a Monday. Starting on Mondays will balance the loss of teaching days due to national holidays in Winter Quarter (Martin Luther King, Jr. Day and Presidents' Day), Spring Quarter (Memorial Day), and Summer Quarter (Independence Day). Additionally, as the Law School moves from semesters to quarters in 2009-10, this will address the School's concerns about meeting ABA requirements governing teaching days.

Schools will have the option to teach on national holidays, but each School will have to vote on this choice. This option would primarily affect the professional schools, and will not require staff to work on those days.

PART TWO: Additionally, within each quarter, there are currently five separate academic deadlines. This change combines or moves them in a way that will clarify and expand the time frames for academic advisement and enrollment and give students and faculty considerably more time for each of these activities. To make all of this possible, course selection and enrollment will open on Axess at the beginning of the sixth week of each quarter, and no later than August 1 for Autumn Quarter.

The specific changes are:

- Set the first day of the quarter and the first day of instruction on Monday for Winter, Spring and Summer Quarters. Each school will decide if the school as a whole will teach on national holidays.
- Set a preliminary study list deadline at 5PM on the first day of the quarter to bring students into fulltime status (12 units for undergraduates, 8 units for graduates).
- Set a final study list deadline at 5PM on Friday at the end of the third week of the quarter (this remains the same), which has been the Add deadline. The Drop deadline (formerly the end of the fourth week) therefore becomes part of the final study list deadline.
- Extend the Grading Option deadline to the end of the eighth week to be the same as the Withdraw deadline. The current Grading Option deadline is the end of the sixth week.
- Change current deadline times from 11:59PM on Sundays to 5:00PM on the Friday prior to those Sundays.

The recent Federal Higher Education Reauthorization Act also plays a part in these changes. A new requirement is that textbook information must now be available when course enrollment (including publication of the Time Schedule) opens. The Registrar's Office is working on developing a new software interface that will make this happen. This will also encourage faculty to make their course descriptions available to students at an earlier date to give the students opportunities to explore courses before the quarter starts. Course descriptions should include the description in the Bulletin, the objectives for the course, a reading list, and an explanation of how students will be evaluated. Any additional information that will assist students in making better choices, such as a syllabus from a previous offering of the course, can also be posted at this time.

Encouraging students to commit themselves to full-time status by the beginning of the quarter allows earlier disbursement of student loans; it also gives the Office of Accessible Education much more lead time in the specific preparation they need to do for students with disabilities. More than 90% of undergraduates and 85% of graduate students are already at status by the first day of the quarter; making these changes will not impact many students. Students will still have two weeks to explore additional courses and make changes to the preliminary list filed by the first day of the quarter.

The Undergraduate Advising and Research Program (UAR) will build extra time for advisors to assist students waiting until the deadline to act. The Registrar's Office is working closely with the UAR to allow exceptions in extraordinary cases, but these will certainly be few in comparison to the approximately 500 "missed deadline" petitions that the Registrar's Office receives each year under the current calendar deadlines.

**COMMITTEE ON GRADUATE STUDIES
COMMITTEE ON UNDERGRADUATE STANDARDS AND POLICY
CHANGES TO ACADEMIC CALENDAR DEADLINES**

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II. TEXT OF PROPOSALS SUBMITTED TO C-GS AND C-USP

October 30, 2008

**To: Committee on Graduate Studies
Committee on Undergraduate Standards and Policy**

From: Thomas C. Black, University Registrar

RE: Proposed Changes to Academic Calendar

Academic Calendar

- 1) Open Winter and Spring calendars on Monday, and start classes on those Mondays as well.
- 2) Allow teaching on University holidays in professional schools, after school vote. This potentially allows the Law School to add 2 days to the teaching calendar.
- 3) Change current deadlines (11:59PM on Sundays) to 5:00PM Friday prior to those Sundays.

Rationale:

- Bring Winter and Spring Quarters into alignment with the Autumn Quarter schedule (first day of quarter and first day of classes on Monday).
- Law School moves from semester to quarter in AY 09/10; this will address concerns about meeting ABA requirements governing teaching days.
- Restore one of the two Mondays lost during Winter Quarter for Federal Holidays (Presidents' Day, Martin Luther King, Jr. Day).
- Some financial aid can't be disbursed until the first day of the quarter.

Cons:

- Loss of Monday for administrative duties and TA orientation.
- If professional schools vote to teach on Federal Holidays, some unfairness to undergraduate students enrolled in these courses.

Course Selection/Enrollment

- 1) Open course selection on Axxess at the beginning of the 6th week (and August 1 for Autumn)
- 2) Set a Preliminary Study List deadline to 5 PM, first day of the quarter (enroll for status)
- 3) Set a Final Study List deadline to 5 PM on Friday of the 3rd week of the quarter
 - a. Transition week for the first year of implementation
 - b. Future Possibility: Add courses with permission only during the 3rd week
- 4) Change Grading Option deadline to the end of the 8th week at 5PM on Friday to be the same as the Withdraw deadline. Grading Option deadline is currently the end of the 6th week.

Rationale:

- Would allow establishment of two census days each quarter: middle of the 4th week and last day of the quarter at 5PM
- Will encourage students to meet with advisors, talk with faculty (by giving them more time, in advance, to seek it)
- Make decisions sooner (deadlines imply a rationality)
- Enable Bookstore to stock textbooks earlier
- Show intended enrollment/demand earlier (giving more time before the start of the quarter to resolve issues); settle classes sooner (ending the chaos of the "shopping period"); return enrollment control to faculty
- Assign TAs sooner
- Confirm financial aid deferment sooner

Cons:

- Instituting preregistration (an anathema)
- Students won't be able to course shop
- Courses will fill up sooner, disadvantaging some students
- Professors will put more limits on courses
- Students won't be able to resolve "real" issues with their enrollments early in the term – such as a negative 4th week midterm result



PROPOSED ACADEMIC CALENDAR DEADLINES: 2009-10

LEGEND. Shaded areas are advising days available before teaching begins in the illustrated quarter

- Enrollment opens: 6th week of previous quarter except Autumn (August 1) and Summer (April) quarters
- First day of classes & Preliminary Study List deadline: 1st Monday of quarter
- Final Study List deadline: Friday of 3rd week of quarter except Summer Quarter (2nd week)
- Course Withdrawal & Grading Basis deadlines: Friday of 8th week of quarter except Summer Quarter (6th week)
- Last day of exams & last day of quarter

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