Procedure to Request a Non-Standard Term for Graduate Programs

At this time, federal Title IV funding guidelines do not allow undergraduate programs to vary from the reported university calendar.

Graduate Programs wishing to create a schedule that falls outside of the standard term patterns must make a request to the Office of the Provost and Vice President for Academic Affairs at least six months prior to the date the schedules are due for the respective term. Approved non-standard terms will apply to an entire program and will affect the financial aid calculation and distribution schedule for all students in the program.

Information Required to Process a Request for a Non-Standard Term

1) Name of the program
2) Proposed start and end dates for each term, including the final exam
3) Courses and credits to be offered, by term
4) Number of units in each part of term (and each whole term) by semester, and the program’s total units (Required item applies only to cohort-based programs that will require borrower-based loan periods.)
5) Rationale answering (1) why standard options do not work; (2) the barriers that prevent any of the standard options from being compatible with the curriculum for the program; (3) the benefits to the students, program, college, or the University for creating a non-standard term schedule
6) Approval from the Department Chair and the Dean of college/school

Non-Standard Term Request Process

1) Written request with above information is completed and submitted to Department Chair
2) Department Chair submits approved, written request to college/school Dean
3) Dean submits approved request to the Associate Provost for Institutional Effectiveness at the Office of the Provost
4) Associate Provost meets with Dean and Department Chair (and other relevant persons in the program) to gather data, understand needs, and provide information about the potential impact on:
   - Financial aid distribution and the institution’s obligation to track enrollment for that purpose
   - Student Business Services processes such as late fees, billing dates, and due dates for payment
   - Enrollment Services processes such as census dates, drop dates, withdrawal dates, grading windows, and other critical dates
   - Reporting processes affected by census dates such as enrollment figures sent to state and federal agencies
• Other items relevant to faculty and students such as midterm and final grades, final exams, and timeframes for student evaluation of teaching
• Payroll processing and appointments for non-tenure track faculty

5) Associate Provost meets with Financial Aid, Student Business Services, Registrar, Budget/Payroll, and other constituents to secure feedback and/or approval, if needed
6) Associate Provost convenes additional meetings among stakeholders, if needed
7) Associate Provost provides relevant information to the Registrar for scheduling upon approval