



### 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