

Policy and Definitions on Term and Part-of-Term Dates

Version: 1.0

Responsible University Official: Provost, via the University Registrar

Effective Date: May 1, 2017 (for courses beginning in the Summer 2017 semester)

1.0 Introduction

Course section start and end dates at Saint Louis University must adhere to requirements established by the U.S. Department of Education designed to ensure integrity and transparency in academic activity for which federal funds (Title IV student grants and loans) are used. This policy establishes key definitions and implementation standards enabling Saint Louis University to be compliant with those federal regulations by accurately reflecting instructional dates for reporting purposes as well as for registration deadlines.

2.0 Scope

This policy applies to all academic units (and all course sections and programs therein) throughout the University, including the Madrid campus, regardless of the use of federal funds.

This policy applies to all courses, including (but not limited to) on-ground, online and hybrid courses.

This policy does not address “contact hours” which are addressed in the *University-Wide Credit Hour Definition*.

This document defines the following:

- Main Term,
- Standard Term,
- Non-standard Term,
- Part-of-Term,
- Census Date and
- Add/drop and withdrawal periods

3.0 Policy

3.1. All course section start and end dates must reside within a Standard Term or Non-standard Term.

3.2. All course section start and end dates that do not span an entire standard or non-standard term must reside within a Part-of Term.

4.0 Definitions

4.1. The Main Terms for an academic year are the fall and spring standard terms, approved in the Academic Calendar, and the twelve-week summer term beginning immediately after the spring term.

4.1.1. For example in spring 2017, the main term begins the week of January 17, 2017 and ends the week May 16, 2017.

- 4.1.2. The Main Term is a standard term (defined in 4.2).
- 4.2. A standard term, also referred to as a semester, is a discrete period of time during which all course sections for a college, school, center, program or campus are scheduled to begin and end.
- 4.2.1. All course section start and end dates must reflect the boundaries imposed by a standard term.
- 4.2.2. Course sections cannot have start and end dates that overlap a standard term.
- 4.2.3. A standard term is necessary when a department wishes to schedule a class that will start in a different week and/or end in a different week than the main term.
- 4.2.4. The following requirements must be met for students to receive federal financial aid:
- 4.2.4.1. Programs must have at least 30 weeks of combined instructional time in the fall and spring standard terms.
- 4.2.4.2. Standard terms must include 14-17 weeks of instructional time.
- 4.2.4.3. The number of weeks of instructional time is based on the period that begins on the first day of classes and ends on the last day of classes or examinations in the standard term.
- 4.2.4.4. For all federal student aid programs, a week of instructional time is any period of 7 consecutive days in which at least 1 day of regularly scheduled instruction, examination, or (after the last day of classes) at least 1 scheduled day of study for examinations occurs.
- 4.2.4.5. The length of fall and spring terms, within an academic year, may not differ by more than 2-weeks.
- 4.3. A non-standard term is a discrete period of time that does not fit the above standard term definition where all course sections offered by either a college, school, center, program or campus are scheduled to begin and end.
- 4.3.1. All course section start and end dates must reflect the boundaries imposed by a non-standard term.
- 4.3.2. Course sections cannot have start and end dates that overlap a non-standard term.
- 4.3.3. Non-standard terms must include either less than 14 weeks or greater than 17 weeks of instructional time.
- 4.3.4. A non-standard term is necessary when a department wishes to schedule a class that will start in a different week and/or end in a different week than the main term or a standard term.
- 4.3.5. The following requirements must be met for students to receive federal financial aid:
- 4.3.5.1. The length of fall and spring terms, within an academic year, may not differ by more than 2-weeks.
- 4.3.5.2. The number of weeks of instructional time is based on the period that begins on the first day of classes and ends on the last day of classes or examinations in the non-standard term.
- 4.4. A part-of-term is a discrete period of time during which course sections are scheduled to begin and end.

- 4.4.1. A part-of-term is necessary when a department wishes to schedule a class that does not span an entire standard or non-standard term.
- 4.4.2. The start and end dates for the part-of-term must encompass the actual dates of instruction.
 - 4.4.2.1. Dates of instruction include all of the following: in-person lecture, midterm exams, final exams, online synchronous lecture, online asynchronous lecture, and faculty-facilitated online discussion board participation. This means that students have faculty interaction each week during the scheduled part-of-term.
 - 4.4.2.2. Dates of instruction do not include periods of orientation, counseling, homework, vacation, grading periods or other activity not related to class preparation or examination. Therefore, the weeks of instructional time may be less than the number of calendar weeks that elapsed between the first day of classes and the last day of classes or examinations.
 - 4.4.2.3. The first date of instruction of the section must be within the first week of the part-of-term.
 - 4.4.2.4. The last date of instruction of the section must be within the last week of the part-of-term.
- 4.4.3. The part-of-term dates are set up by week in a format of Monday through Sunday. For example, if your section starts on a Wednesday it will be in a part-of-term that starts the prior Monday.
- 4.4.4. A single section may not be scheduled in multiple parts-of-term.
- 4.4.5. A part-of-term must be contained within a single standard or non-standard term, i.e. not overlap standard terms.
 - 4.4.5.1. Academic programs may be offered in modules or shorter periods that do not meet the definition of the term on their own. These modular programs must be grouped together to meet the definition of the longer term. For example, a student could be enrolled in one section that spans the 15-week term or 3 shorter sections of 5-weeks each. When calculating the length of the term, weeks between modules are excluded.

5.0 Process

The Main Term, Standard Terms, Non-Standard Terms and Parts-of-Terms will be administered in the following manners:

- 5.1. The Main Term is governed by a set of Academic Calendar Principles approved by the Deans and Provost and implemented by the University Registrar.
- 5.2. Each standard term, part-of-term and non-standard-term must be approved by the Dean/Director of the College/School/Center and communicated to the Office of the University Registrar by the Course Section Schedule due date outlined in the *University Policy on Class Scheduling*, currently January 15th for the subsequent summer and Feb 15th for the subsequent fall and spring terms.

5.3. The Office of the University Registrar will calculate a census date for the main term, each standard term, each non-standard term and each part-of-term as the Monday after the add/drop period for each. (see section 5.4).

5.3.1. The Official Census Date will be the census date of the Main Term.

5.4. The Office of the University Registrar will calculate add/drop periods, withdrawal periods, tuition refund percentages for each term (for programs charged flat tuition rates) and part-of-term (for programs charged per credit) for the main term, each standard term, each non-standard term and each part-of-term based on the following rules.

5.4.1. One week part-of-term

5.4.1.1. The add/drop and 100% tuition and fees refund period ends at 11:59 pm the Sunday prior to the part-of-term starting.

5.4.1.2. No withdrawal period.

5.4.2. Two and three week part-of-terms

5.4.2.1. The add/drop and 100% tuition/fees refund period ends at 11:59 pm the Sunday prior to the part-of-term starting.

5.4.2.2. The withdrawal and 60% tuition refund period ends at 11:59 pm the Sunday of the 1st week.

5.4.2.3. No additional withdrawal period.

5.4.3. Four and five week part-of-term

5.4.3.1. The add/drop and 100% tuition/fees refund period ends at 11:59 pm the Sunday of the 1st week.

5.4.3.2. The withdrawal and 60% tuition refund period ends at 11:59 pm the Sunday of the 2nd week.

5.4.3.3. The withdrawal and 0% tuition refund period ends at 11:59 pm the Sunday of the 3rd week.

5.4.4. Six and seven week part-of-terms

5.4.4.1. The add/drop and 100% tuition/fees refund period ends at 11:59 pm the Sunday of the 1st week.

5.4.4.2. The withdrawal and 80% tuition refund period ends at 11:59 pm the Sunday of the 2nd week.

5.4.4.3. The withdrawal and 60% tuition refund period ends at 11:59 pm the Sunday of the 3rd week.

5.4.4.4. The withdrawal and 0% tuition refund period ends at 11:59 pm the Sunday of the 4th week.

5.4.5. Eight through thirteen week part-of-terms

5.4.5.1. The add/drop and 100% tuition/fees refund period ends at 11:59 pm the Sunday of the 1st week.

- 5.4.5.2. The withdrawal and 90% tuition refund period ends at 11:59 pm the Sunday of the 2nd week.
- 5.4.5.3. The withdrawal and 80% tuition refund period ends at 11:59 pm the Sunday of the 3rd week.
- 5.4.5.4. The withdrawal and 60% tuition refund period ends at 11:59 pm the Sunday of the 4th week.
- 5.4.5.5. The withdrawal and 0% tuition refund period ends at 11:59 pm the Sunday of the 6th week.
- 5.4.6. Part-of-terms and standard terms longer than thirteen weeks.
 - 5.4.6.1. The add/drop and 100% tuition/fees refund period ends at 11:59 pm the Sunday of the 2nd week.
 - 5.4.6.2. The withdrawal and 90% tuition refund period ends at 11:59 pm the Sunday of the 3rd week.
 - 5.4.6.3. The withdrawal and 80% tuition refund period ends at 11:59 pm the Sunday of the 4th week.
 - 5.4.6.4. The withdrawal and 70% tuition refund period ends at 11:59 pm the Sunday of the 5th week.
 - 5.4.6.5. The withdrawal and 0% tuition refund period ends at 11:59 pm the Sunday of the 10th week. Note: Spring break is excluded from the calculation of number of weeks.

6.0 Approvals

This policy was: Approved by Provost Nancy Brickhouse: *April 19, 2017.*