



semester conversion

Wednesday, Aug. 31, 2005



College of DuPage Semester Conversion
Student Handbook
Second Edition • March 2005



College of DuPage Semester Conversion Student Handbook

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Letter From the President

March 2005

Beginning Wednesday, Aug. 31, College of DuPage will convert from the current quarter academic calendar to a new semester academic calendar.

Facilitating a smooth transition for our students during this process is of utmost importance to the college. Faculty and staff have been actively engaged in a variety of activities and projects to support students in moving to the semester calendar. This handbook is designed to serve as a student reference guide for information on advising, planning, policies and procedures.

For students who will complete their coursework at College of DuPage prior to Fall 2005, this conversion from quarters to semesters will have no impact on their past academic progress or records. For students who will begin or have begun their coursework under the quarter calendar and finish under the semester calendar, systems are in place to ease the transition.

The college will provide varied and adequate opportunities for students to obtain information about the semester conversion, and the opportunity to meet individually with an adviser if needed to clarify any individual concerns. A conversion web site, conversion workshops and numerous conversion publications have been developed to support you, our students. For the period of conversion, the college is increasing advising staff personnel.

In this conversion, there is no substitute for early and careful planning. The college will make every effort to inform, advise and guide each student. I do urge each student to do the other half: to study conversion materials, meet with advisers, plan coursework this year carefully and prepare for arrangements under semesters.

This handbook offers a strong start.

Sunil Chand

President

College of DuPage

Summer Quarter 2005 will be the last time quarter credit courses are offered. See the calendars on pages 7 and 8. New semester courses have been developed and will replace quarter courses in Fall 2005. Some semester courses will be similar to former quarter courses, while others will be new or will combine the content of two or more quarter courses.

Conversion Terminology

Semester Conversion — College of DuPage is converting from a quarter system to a semester system in Fall (August) 2005. “Conversion” is the term used for this process.

Transition Students — Students who entered College of DuPage prior to Fall (August) 2005 and have not yet graduated or completed their coursework will be attending the college during the conversion process. Because they will be experiencing a transition from one system to another, they will be known as transition students.

Degree Audit Reporting System (DARWIN) Reports — The college maintains an individualized, computerized record that compares students’ past and current coursework with the requirements for their academic program. The audit system will show earned credits for both quarters and semesters. However, the system will convert all credit to semester credits beginning in the next few months.

General Advising Concerns

See Your Academic Adviser!

This handbook is designed to be used by students in conjunction with an academic adviser to plan completion of degree programs/majors under semesters. The handbook is not intended to replace academic advising but rather to supplement it. All full-time faculty are academic advisers and make their own appointments. Students also can call or stop by the Counseling and Advising Center, in the Student Resource Center (SRC), Room 2044, (630) 942-2259, to meet with a General Adviser or make an appointment with a Counselor.

Adjustment to Semesters

When College of DuPage converts to semesters, students will need to make adjustments for the different rhythm of the academic year.

- For full-time students, the basic academic year will consist of a 16-week Fall Semester, a 16-week Spring Semester, as well as a shortened Summer Semester.
- Special class terms will be offered for selected sites and programs.
- Registration will occur before the Fall, Spring and Summer semesters.
- Students will tend to take more classes each term.
- With semesters, a typical course load for a full-time student is four or five courses, or 12 to 15 semester credits.
- Final exams or culminating activities will take place during the final week of the semester for classes that meet the entire full term.
- Courses that meet for less than the full term will use the final session of class for final exams. A schedule for the Final Exams/Culminating Activities period will be published at a later date.
- Under semesters, students will pay for tuition and fees twice during the academic year instead of three times as was done under quarters. Therefore, each tuition payment could be higher. The Summer Semester remains separate for tuition payment.

Student Records Issues

- **Grade Point Average (GPA)** — A student's GPA will be combined and weighted proportionately for quarter and semester credit.
- **Broken Enrollment** — Students are subject to degree requirements as stated in the College of DuPage Catalog current at the time of original enrollment, as well as subsequent applicable changes, unless enrollment has been broken for more than three consecutive semesters including Summer Semester. When enrollment has been broken for more than three consecutive semesters, the student is subject to the degree requirements stated in the College of DuPage Catalog current at the time of re-enrollment. Students who start on the quarter system and continue on the semester system must have consecutive enrollment as a combination of quarters and semesters the equivalent of a one-year period.
- **Full-Time Status** — To be considered full time, a student must be enrolled in a minimum of 12 semester hours during a semester.
- **Quarter Credits Converted to Semester Credits** — Credits earned under the quarter system will be converted to semester credits by dividing the number of quarter credits by 1.5. For example, a student who has earned 60 quarter credits: **60 divided by 1.5 = 40 semester credits.**
- **Repeating Quarter Courses Under the Semester System** — Students who wish to repeat quarter courses should do so before Fall 2005. Some quarter courses may not have equivalent courses under semesters, and, therefore, will not be repeatable on the semester system. The content of some quarter courses may be dropped completely on the semester system or may be dispersed among several semester courses.

It may be possible to repeat a quarter course with a semester course. Included in this handbook is a chart of quarter-based courses and their semester equivalents.

Course Substitutions

It may be possible to substitute a semester course for a quarter course. The Quarters to Semesters Course Equivalency Chart has been developed for use by returning students who will start registration on Monday, May 9, 2005, for the Fall Semester. Equivalent semester courses may be substituted in those programs that permit students to substitute courses. Students should consult with a Faculty Adviser prior to enrollment in a substitute course. When a semester course replaces a quarter course, the semester credits replace the quarter credits. The college reserves the right to adjust course equivalencies as required by state agencies, licensing or accrediting boards, and certificate or degree requirements.

- **Transfer Credit** — All transfer credit processed prior to Fall 2005 will be converted from quarter credit to semester credit by dividing the number of quarter credits by 1.5. Beginning in Fall 2005, any courses taken at either semester or quarter institutions will be converted to College of DuPage semester credit.
- **Study Abroad** — All courses taken through College of DuPage Study Abroad programs will be handled in the same way as standard College of DuPage courses; that is, credits earned under the quarter system will be converted to semester credits by dividing the number of quarter credits by 1.5.

Special Transition Courses to Complete Sequences Started Under the Quarter Calendar

To assist some students in completing a sequence started under the quarter calendar, College of DuPage will offer quarter courses in the semester format. A permit is required for registration. Students should seek the advice of a Faculty Adviser, Counselor or General Adviser with regard to enrolling in any of these courses. Students must have met all prerequisites.

Quarter Course Number	Credits	Semester Course Number
Biology 102	3 semester hours	Biology 1902
Biology 103	3 semester hours	Biology 1903
English 102	2 semester hours	English 1902
English 103	2 semester hours	English 1903
Physics 153	3 semester hours	Physics 1953
Physics 253	3 semester hours	Physics 1963

Natural and Applied Sciences: Advising for Transition Students

Biology

- Students who have taken Biology 101 only should complete Biology 1902 and Biology 1903 to complete the sequence.
- Students who have completed Biology 101 and Biology 102 should take Biology 1903 to complete the sequence.
- Students who have completed Biology 101 and Biology 103 should take Biology 1902 to complete the sequence.

Physics

- Students who have taken Physics 151 and Physics 152 should take Physics 1953 to complete the sequence.
- Students who have taken Physics 251 and Physics 252 should take Physics 1963 to complete the sequence.

English Composition Sequence: Advising for Transition Students

Note: Transition students who intend to complete at C.O.D. either the required IAI General Education Core Curriculum (GECC) or a degree may use the combination of quarter and semester classes listed in the chart below. These classes will meet both the IAI Written Communication requirement and the GECC Written requirement at participating institutions.

Transition students who do not plan to complete either the GECC or a degree at C.O.D. should register for the special transition composition courses, English 1902 and/or English 1903.

Semester English 1902 = Quarter English 102
Semester English 1903 = Quarter English 103

Courses Taken	Requirement Met?	Courses Needed
English 101, 102 and 103	Yes	None
English 101	No	AAS only — English 1102 or 1105 or English 1902 AA, AS, AES, AGS, AFA: English 1102 or English 1902 and 1903
English 101 and English 102	Yes, for the AAS degree No, for other degrees	AAS only — None AA, AS, AES, AGS, AFA: English 1102 or English 1903
English 102	No	AAS only — English 1101 AA, AS, AES, AGS, AFA: English 1101 and 1102 or English 1101 and English 1903
English 102 and English 103	No	All Degrees: English 1101
English 103	No	AAS only English 1101, and 1102 or 1105 or 1902 AA, AS, AES, AGS, AFA: English 1101 and 1102 or English 1101 and 1902
English 101 and English 103	No	AAS only English 1102 or 1105 or 1902 AA, AS, AES, AGS, AFA: English 1102 or 1902

Advising Tools Included in This Booklet

The Quarters to Semesters Course Equivalency Chart will be an important advising tool during the conversion. Students who want to determine the equivalencies should seek the advice of a Faculty Adviser, General Adviser or Counselor for updates or changes to the chart.

Quarters to Semesters Transition Student Planning Worksheets are included at the end of this booklet and are available in the Counseling and Advising office, off-campus sites, and C.O.D. Semester Conversion web site.

Many departments have developed program-specific conversion information for their students. Advising materials for Associate in Applied Science programs are available from Faculty Advisers.

College/Contact Information

- Visit www.cod.edu Click on C.O.D. Semester Conversion.
- Call or stop by the Counseling and Advising office at (630) 942-2259, Student Resource Center (SRC), Room 2044, to meet with a General Adviser or make an appointment with a Counselor.
- Consult faculty in area of interest for specific program requirements.

Procedure for Exceptions to Degrees or Certificates

After a student petitions for degree or certificate:

Requests for exceptions may be initiated by the student, faculty coordinator, counselor, faculty adviser, general adviser, associate dean or the graduation office.

- Graduation office sends request for exception form and a copy of the student's degree audit to dean.
- Dean forwards the form and audit to the coordinator or associate dean.
- Coordinator and associate dean either approve or deny the exception.
- Coordinator and associate dean sign the form.
- Coordinator and/or associate dean send the form back to dean.
- Dean either approves or denies the exception.
- Dean signs the form.
- Dean forwards the form to the graduation office.
- Graduation office notifies the student.

College of DuPage Academic Calendar 2004-2005

FALL QUARTER 2004

Wednesday, Sept. 15	All Faculty Return / All College Workshop
Thursday, Friday, Sept. 16 and 17	Faculty and Staff Convocation Days
Monday, Sept. 20	Classes Begin
Monday, Tuesday, Oct. 18 and 19	In-Service Days (No Classes)
Thursday, Nov. 11	Legal Holiday (Veterans Day)
Thursday, Nov. 25 to Sunday, Nov. 28	Thanksgiving Recess (No classes after 4 p.m., Wednesday, Nov. 24)
Sunday, Dec. 12	End of Classes
Monday, Dec. 13 to Friday, Dec. 17	In-Service / Professional Development Days

WINTER QUARTER 2005

Monday, Jan. 3	Classes Begin
Sunday, Jan. 16	No Classes
Monday, Jan. 17	Legal Holiday (Dr. M. L. King Jr.'s Birthday)
Sunday, March 20	End of Quarter

SPRING QUARTER 2005

Monday, March 28	Classes Begin
Sunday, May 29	No Classes
Monday, May 30	Legal Holiday (Memorial Day)
Friday, June 3	Commencement
Sunday, June 5	End of Quarter

SUMMER QUARTER 2005

Monday, June 6	Classes Begin
Monday, July 4	Legal Holiday (Independence Day)
Sunday, Aug. 14	End of Quarter

* Please consult the current *Quarterly* for any revisions in the calendar.

College of DuPage Academic Calendar 2005-2006

FALL SEMESTER 2005

Monday, Aug. 29	All Faculty Return / All College Workshop
Tuesday, Aug. 30	In-Service / Professional Day
Wednesday, Aug. 31	Classes Begin
Monday, Sept. 5	Legal Holiday (Labor Day)
Tuesday, Wednesday, Oct. 25 and 26	In-Service / Professional Days (No Classes)
Thursday, Nov. 24 to Sunday, Nov. 27	Thanksgiving Recess
Wednesday, Dec. 14 to Tuesday, Dec. 20	Final Exams / Culminating Activities
Tuesday, Dec. 20	End of Semester

SPRING SEMESTER 2006

Thursday, Friday, Jan. 12 and 13	In-Service / Professional Days
Monday, Jan. 16	Legal Holiday (Dr. M. L. King Jr.'s Birthday)
Tuesday, Jan. 17	Classes Begin
Tuesday, Feb. 14	In-Service / Professional Day (No Classes)
Thursday, March 16	In-Service / Professional Day (No Classes)
Friday to Friday, March 17 to 24	Spring Break
Wednesday, April 19	In-Service / Professional Day (No Classes)
Saturday, May 13 to Friday, May 19	Final Exams / Culminating Activities Friday,
May 19	Commencement; End of Semester

SUMMER SEMESTER 2006

Monday, May 29	Legal Holiday (Memorial Day)
Tuesday, May 30	Classes Begin
Tuesday, July 4	Legal Holiday (Independence Day)
Sunday, Aug. 6	End of Semester

*Please consult the current College of DuPage *Class Schedule* for any revisions in the calendar.



College of DuPage

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For semester conversion information or referral to program-specific advising, call the Counseling and Advising Center, (630) 942-2259.