COLLEGE OF PROFESSIONAL STUDIES’ PROMISE TO TRANSITION STUDENTS

Transition students (undergraduate students who matriculated prior to fall 2016 and will graduate after summer 2016) will work with their advisors to determine an academic schedule that will allow them to complete their degree on the same timeline as they were on under the quarter system. Undergraduate students are responsible for following the schedule and successfully completing their academic requirements. Undergraduate students who follow the schedule will graduate on time and will incur no additional tuition cost as a result of the conversion. The graduation timetable and cumulative cost of tuition to earn a degree will remain unchanged for undergraduate students who begin in the quarter system and finish under the semester calendar. However, the College of Professional Studies will continue to experience normal annual tuition and fees increases.

TIMELINE

Spring-Summer 2015
- Advise undergraduate transition students
- Faculty develop semester curricula

Fall 2015-Summer 2016
- Semester Conversion Handbook for Undergraduate Students becomes available by September 2015
- Semester Course Equivalencies Handbook becomes available by September 2015
- Semester Curricula become available by September 2015
- Continue advising undergraduate students
- Curriculum plans for undergraduate transition students

Fall 2016
- CPS undergraduate programs convert to semesters!
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*The information in this handbook is accurate as of June 2015. However, the conversion to semesters is a dynamic process. If changes occur, additional information will be sent to students, faculty, and staff.*
1. INTRODUCTION

In fall 2016, all undergraduate programs in the College of Professional Studies (CPS) will convert from the current quarter calendar to a new semester calendar. This handbook is designed to help undergraduate students through the process of conversion. It is intended to serve as a reference guide from summer 2015 through the early years of semesters. It includes policies related to advising during the transition, curriculum plans, and the appeals process.

- The information in this handbook applies only to “transition” students. Transition students are those undergraduate students who began their certificate or degree program under the quarter system and will finish under the semester system.
- Undergraduate students who graduate before fall 2016 are not transition students.
- Undergraduate students who first enroll at the University in fall 2016 or later are not transition students.
- Undergraduate students must adhere to any University policy regarding time limitations for completion of their degrees.

The shift to semesters means many important changes.
- Degree requirements for all programs will change under semesters.
- Summer term 2016 will be the last time quarter courses are offered. See the calendar in Appendix I for details on the new semester calendar. New semester courses have been developed and will replace quarter courses in fall 2016. 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. The content of some quarter courses will be dropped completely.
- To facilitate a smooth transition to the semester system, it will be important for you to either complete all sequences (such as Biology 1, Biology 2, Biology 3) or delay starting the sequence until after the conversion.
- The academic year will consist of a 15-week fall semester, a 15-week spring semester, and a 15-week summer semester. Courses will also be offered in intensive 7-1/2 week half-semesters.
The conversion to semesters is an exciting opportunity for us to improve your undergraduate experience. The semester system will benefit you in two significant ways:

1. It will improve your academic experiences. Because semesters are substantially longer than quarters, you will have more time to absorb and understand the material covered in your courses, and your instructors will be able to cover course material in more detail.
2. You will also find that the map of your program to graduation will be more straightforward, making it easier for you to move through the program.

All of us at Northeastern are firmly committed to a smooth and student-centered transition. Academic advisors in 50 NI are ready to work with you on your transition plan. We encourage you to contact your advisor. Up-to-date semester transition information and forms are available in the Office of Academic Advising (50 NI). You can also send your questions to cps-semester@neu.edu.

Our Promise to you: If you follow the schedule you develop with your academic advisor, you will graduate on time and will incur no additional tuition cost as a result of the conversion. The graduation timetable and cumulative cost of tuition to earn a degree will remain unchanged for undergraduate students who begin in the quarter system and finish under the semester calendar. However, the College of Professional Studies will continue to experience normal annual tuition and fees increases.

Please note: transition students who become inactive (take a year or more away from their studies, or otherwise return/re-enter a year or more from their last course successfully completed) are compelled to follow curricula guidelines at the point of re-entry.
2. CONVERSION TERMINOLOGY

• Semester Conversion
  CPS is converting from a quarter system to semester system in fall 2016. Conversion is the term used for this process.

• Transition Students
  Undergraduate students who entered CPS prior to fall 2016 and have not yet graduated will be attending CPS during the conversion process. Because they are experiencing a transition from one system to another, they are known as transition students.

• Degree Audit Reporting System (DARS) Reports
  An individualized, computerized record that compares undergraduate students’ past and current coursework with the requirements for their academic program.

• Curriculum Plans
  Individual curriculum plans help undergraduate students who began their coursework in the quarter system and will complete their coursework in the semester system plan out their courses so that they will graduate on time and at no additional cost.

• Office of Academic Advising
  The Office of Academic Advising (50 NI) will provide academic advising during the conversion to semesters and through the transition for all transition students.

3. ADJUSTING TO SEMESTERS

When we convert to semesters, both advisors and undergraduate students will need to make adjustments for the different rhythm of the academic year. For example, there will be a longer time between exams; undergraduate students will register at different times; and programs may review academic progress at different points. This different rhythm will also require adjusting habits and expectations around the timing of such events as academic progress reviews, “crunch” times for academic work, registration deadlines, fee payments, course cancellations, and year-end events. The University Health and Counseling Center is prepared to help undergraduate students who are feeling additional stress.
4. UNIVERSITY REGULATIONS, TUITION AND BILLING

Registration Policies

All undergraduate students are expected to register during the scheduled registration periods. International students who choose not to adhere to this policy may put their visa status in jeopardy. Audits will occur on a regular basis to ensure that all students are properly registered.

Tuition and Other Pricing and Billing Policies

1. Tuition and Fee Payment Dates

Tuition bills will continue to be issued after the undergraduate student registers. Students continue to access their e-bills via the myNEU Web Portal (http://www.myneu.neu.edu). To ensure compliance with immigration regulations and to ensure accurate enrollment tallies, undergraduate students should make sure they are registered prior to the beginning of classes.

2. The University currently offers a three-installment monthly payment plan. We will continue to offer payment plan options during full semesters. The monthly payment plan is available for undergraduate students enrolled for at least one full semester each year.

3. Tuition Refund Policy – applies to all undergraduate students

- Full semesters: 100% through week 2, and no refund after week 2.
- Half semesters: 100% through week 2 and no refund after week 2

Deposits and fees are not refunded.

Undergraduate students who have financial questions or concerns should contact Student Financial Services at (617) 373 – 2897 or sfs@neu.edu. Students can also visit our website at http://www.northeastern.edu/financialaid/ and use the counselor look up tool to contact their assigned financial aid counselor.
Northeastern University Student Health Plan (NUHSP)

Since September 1989, Massachusetts law (M.G.L. c.15A, § 18) has required every full-time and part-time student enrolled in a certificate, diploma or degree granting program in a Massachusetts institution of higher learning to participate in a Student Health Program or in a health benefit plan with comparable coverage. The Student Health Program defines a part-time student as a student enrolled in at least 75% of the full-time curriculum. CPS students enrolled in online classes are not automatically enrolled contact the NUSHP Plan Manager for details at nushp@neu.edu.

The Commonwealth of Massachusetts requires that all students who have matriculated and carry a certain course load or are enrolled in a full-time program have hospital insurance. Students who are covered under a comparable domestic hospital insurance plan may waive the Health Services fee by going to the self-service tab on your myNEU portal by the designated deadline date each academic year. For deadlines and additional information, please visit www.northeastern.edu/nushp.

Immigration/International Students

International students must maintain full-time status and enroll in courses with an on-ground presence throughout the full semester to be in compliance with immigration regulations. Undergraduate students are encouraged to consult with the International Student and Scholar Institute (405 Ell) if they have questions about their individual status. Note that timely registration for courses is especially important for international students so that they remain in compliance with immigration regulations.

Quarter or Semester Degree Requirements

Undergraduate students have the right to graduate under the quarter-based degree requirements; that is, to complete their original degree requirements in the semester format. However, undergraduate students also have the option of graduating under the semester-based requirements. Typically, undergraduate students who have completed a substantial portion of their coursework will choose the quarter-based requirements. Advisors will help them plan their courses so that their semester coursework
will satisfy their quarter requirements. Undergraduate students who have completed only a small amount of their coursework will generally choose the semester-based requirements. In both cases, advisors will work with undergraduate students to plan a program that allows the undergraduate student to graduate on time and at no additional cost. If the undergraduate student adheres to the plan, the student will be held harmless.

**Full-time Status – University Definition**

The University’s definition of full-time status may differ from that for federal financial aid eligibility. Undergraduate students who require federal financial aid must meet the higher enrollment standard.

- To be considered full-time, an undergraduate student must be enrolled in a minimum of twelve (12) semester hours per full semester.

**Federal Financial Aid Eligibility**

Financial aid eligibility does not change with the conversion to semesters. Students with questions about financial aid should consult with their financial aid counselor.

**Workload Expectations for Students**

Semester credits, like quarter credits, reflect an expectation of both in-class and out-of-class time commitment: three hours per week per credit (including class time) for a full semester. So, for a three-credit, full semester course (15 weeks), undergraduate students are expected to spend nine (9) hours per week on classwork (including any in-class time for courses with an on-ground component).

For a three-credit course offered in a half-semester format, the workload is doubled since the number of weeks of the term is cut in half. Therefore, undergraduate students should expect to spend 18 hours per week on classwork for each course. Typically, undergraduate students take no more than two courses at a time in a half-semester format.
5. ACADEMIC POLICIES AND RECORDS

Completion of Degree Requirements

To graduate from the University, all undergraduate students must complete University requirements, college requirements, and requirements specified by their degree program. Beginning in fall semester 2016, semester graduation requirements will replace the current quarter-system requirements.

- minimum of 120 semester hours for a bachelor’s degree (some programs require more)
- complete the last 60 semester hours* at Northeastern for a bachelor’s degree
- minimum GPA of 2.000 (some programs require a higher GPA)
- complete the CPS Core and all requirements for the major

Undergraduate students are urged to complete as much coursework as possible prior to fall 2016. Students who do not complete requirements before fall 2016 must complete them with semester courses. Students are also encouraged to either complete all parts of a sequence of courses prior to conversion (for example, Biology 1, Biology 2, and Biology 3) or wait to take the sequence under the semester system.

Note that certificate programs will also convert to a semester curriculum.

*An undergraduate student who is on active military duty may transfer up to 75% of the total credits required for an undergraduate certificate or degree.

Grade Point Average

Grade point averages will be unaffected by the change to semesters. The Registrar’s System will maintain both quarter and semester GPAs to facilitate grade changes. For undergraduate students taking courses under both the quarter calendar and the semester calendar, the following example illustrates how quality point averages (GPAs) will be calculated. For the purposes of academic standing, one quarter hour of credit is equal to 0.75 semester hours of credit. Suppose the undergraduate student has earned the following under both the quarter system and the semester system:
# Combining Quarter and Semester Grades into a Single GPA

<table>
<thead>
<tr>
<th>Courses Taken Before Semester</th>
<th>Courses Taken in Fall 2016 and Beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter GPA: 3.000</td>
<td>Semester GPA: 3.250</td>
</tr>
<tr>
<td>Quarter credits: 84</td>
<td>Semester credits: 12</td>
</tr>
<tr>
<td>Quarter quality points: 252</td>
<td>Semester quality points: 39</td>
</tr>
<tr>
<td>Convert quarter credits and quality points: 84 x .75 = 63.00</td>
<td>252 x .75 = 189.00</td>
</tr>
<tr>
<td>Add converted quarter credits and semester credits: 63 + 12 = 74</td>
<td></td>
</tr>
<tr>
<td>Add converted quarter quality points and semester quality points: 189.00 + 39.00 = 228.00</td>
<td></td>
</tr>
<tr>
<td>Overall GPA: 228.00/74 = 3.081</td>
<td></td>
</tr>
</tbody>
</table>

## Repeating Quarter Courses with Semester Courses

Undergraduate students who wish to repeat quarter courses should do so before fall 2016. Some quarter courses may not have equivalents 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 substitute a semester course for a quarter course. A listing of quarter-based courses and their semester-based equivalents is available in the Semester Course Equivalencies Handbook. Equivalent semester courses may be substituted for those programs that permit undergraduate students to substitute courses. When a semester course replaces a quarter course, the semester credits and grade points replace the quarter credits and grade points.

### Incomplete Grade (I)

When a grade change for a course taken in the quarter system is submitted after fall 2016, the quarter GPA will be adjusted and this will impact the overall GPA.
Add/Drop Policy

Undergraduate students may add a course through the myNEU Web Portal (http://www.myneu.neu.edu) during the first two weeks of a full semester course. For a half semester course, undergraduate students may add during the first week.

Undergraduate students may drop a course through the myNEU Web Portal (http://www.myneu.neu.edu) by the end of the second week of a full semester or half semester without a grade and will be held financially responsible for the dropped course.

Course Overload Policy

A maximum course load for an undergraduate student is 18 credits taken across a 15-week full semester, with no more than 9 credits per 7-1/2 week half semester. Undergraduate students must request a course overload through their academic advisor.

Course Withdrawal Policy (W)

• Through the second week of the semester or half-semester, undergraduate students may withdraw without any grade being posted to the transcript. Courses may be dropped via the myNEU Web Portal (http://www.myneu.neu.edu).
• Between the third and fourteenth week in a full-semester or between the third and sixth week in a half-semester, undergraduate students may drop with a W posted to their transcript. No financial adjustment is made for courses receiving a W grade.
• After the fourteenth week in a full semester or sixth week in a half semester, no withdrawals are accepted for any reason. A letter grade for the course will be determined by the instructor and posted on the transcript.
• Dropping below full-time enrollment (12 semester hours for full semesters or 6 semester hours for a half-semester) may affect financial aid, health insurance eligibility, and the maintenance of proper nonimmigrant visa status.
Clearance for Graduation

Undergraduate students completing all degree requirements will be cleared for graduation at the end of each fall, spring, and summer semester. The timing of the graduation ceremony will not change.

Transfer Credit

Transfer credit is accepted at the discretion of the college and is based on the degree requirements of the program. Courses transferred in prior to fall 2016 will not be reevaluated as we convert to semesters.

Undergraduate students must complete their last 60 semester hours at Northeastern University for a bachelor’s degree and 30 semester hours for an associate’s degree. A maximum of 6 semester hours of transfer credit is allowed for an undergraduate certificate. An undergraduate student who is on active military duty may transfer up to 75% of the total credits required for an undergraduate certificate or degree. For more information about transfer credit, see: http://www.cps.neu.edu/admissions/undergraduate/transferring-credit/transfer-credit-policies.php.

Reactivation or Readmission

Undergraduate students who are reactivated or readmitted after Summer 2015 will be expected to meet the semester-based degree requirements. However, students may petition the Undergraduate Academic Standing Committee to be allowed to complete his or her degree using the quarter-based requirements. In this case, the committee will set a deadline by which the student must complete the degree. If the deadline is not met, the student will be expected to complete the degree under the semester-based regulations.

Leave of Absence

Being on an approved leave of absence does not extend the amount of time allowed for degree completion or the make-up of incomplete grades.
6. ADVISING TOOLS

Semester Conversion Handbook for Students

This Semester Conversion Handbook for Undergraduate Students provides information on the transition to semesters, as well as information on academic policies, dates and billing once we are on a semester calendar.

Degree Audit Reporting System (DARS) Reports

The DARS report will be available to help with advising students and confirming progress toward their degrees.

Curriculum Plans

Curriculum plans have been designed to explore degree requirements under quarter- and semester-based programs. Undergraduate students and advisors should use their curriculum plans to make decisions about which program benefits them and to plan a program to complete their requirements. The curriculum plan will be the official record of degree progress and remaining requirements. Both the student and the Office of Academic Advising will keep a copy of the plan.

Semester Course Equivalencies Handbook

The College of Professional Studies Semester Course Equivalencies Handbook includes:

- quarter courses and their semester equivalents
- quarter courses that will be eliminated
- semester courses and their quarter equivalents

The Semester Course Equivalencies Handbook will be available in the Office of Academic Advising and on-line at http://www.neu.edu/registrar by September 2015. It will include:
CPS Undergraduate Catalogue

The CPS Undergraduate Catalogue will include semester curricula and degree requirements and academic policies and regulations. Course descriptions are available on the registrar website. The catalogue will be available in the Office of Academic Advising and on-line at http://www.neu.edu/registrar.

Semester Curricula

Printed descriptions of semester degree programs will be available in the Office of Academic Advising as of September 2015. Semester curricula will also be contained in the Course Equivalencies Handbook.

7. ACADEMIC ADVISING

General Advising Procedures

General advising to undergraduate transition students began in spring 2015. It is expected that undergraduate students will continue to work closely with their academic advisor regarding degree progress issues. Any undergraduate student matriculating in fall 2015 or later should be advised with a transition plan to semesters.

The Office of Academic Advising (50 NI) will continue to include general information concerning the semester conversion in all newsletters and letters of reentry beginning in Summer 2015. The Enrollment Coaches, Admissions, Contact Center, Program Managers, and Academic Advisors will provide general information to incoming undergraduate students about semesters beginning in Summer 2015.

It is important that all undergraduate students have contact with an advisor in person, by e-mail, or by Skype and continue working with an advisor through the transition to the completion of their degree.
Curriculum Plan Guidelines

All undergraduate students must complete a Curriculum Plan with their academic advisor. Both the student and the advisor must sign the plan. Both the student and the Office of Academic Advising will keep a copy.

Undergraduate students who matriculate prior to fall 2016 and have continuously enrolled will have the right to fulfill their degree requirements under the quarter requirements, but may choose to fulfill their degree requirements under the semester requirements. It will be important for advisors to work with their students to determine the best plan for each student.

College Pledge to Undergraduate Transition Students

• Provide high-quality, clear, and purposeful academic advising – to assist transition students throughout the transition process, to help students navigate a clear, knowable path towards degree completion, and to provide guidance, coaching, and options for course and degree completion.

• Ensure there is no loss of academic progress – by successfully converting quarter-based courses into a semester-based transcript and degree audit, and by providing (via academic advising and course scheduling) semester-based courses at the approximate equivalent credits to complete their degree. For example, if a student was approximately 2/3 complete under quarters, their credits will be converted such that they will be approximately 2/3 complete under semesters.

• Ensure there is no financial loss/increased costs – though quarter-based and semester-based courses have different costs, the overall cost to a student’s remaining credits would be approximately the same under semesters as it would have under quarters. Note, normal tuition and fees may increase annually as normal.

• Continue to work with every student who creates an individual transition plan with their academic advisor – to keep students on track towards graduation, at the same pace and clear path as they would have under quarters. Please note: this is so long as the student follows the plan and otherwise does not stop-out.
Transition Student Responsibilities

It is the undergraduate student’s responsibility to seek advising, select courses, adhere to policies and procedures, and make sure that all requirements for his or her degree is met. It is also important that undergraduate students stay current on changes in academic program requirements and other aspects of the semester conversion. Undergraduate students who change their major or who do not make normal progress (dropping or failing courses) will extend their graduation date and incur additional cost.

Undergraduate students will work with their academic advisor to complete a curriculum plan. The plan should include the date the form was completed and the deadline date by which the coursework must be completed. If the coursework is not completed by the deadline, the undergraduate student will be required to complete the degree following the semester-based requirements. The Associate Director of undergraduate advising will review the curriculum plans. If the undergraduate student does not submit a signed curriculum plan to the Office of Academic Advising by the deadline, the student’s registration may be blocked.

Undergraduate students have the responsibility to learn how the transition affects their academic program(s) and to make decisions about course enrollment that will best serve their interests. Undergraduate students who fail to meet these responsibilities may experience problems with the transition and graduation.

8. EXCEPTIONS/ DISPUTE RESOLUTION/APPEALS PROCEDURES

Procedures for Exceptions

The transition to semesters may result in requests for exceptions to quarter-based and/or semester-based degree requirements. These degree requirements fall into roughly two categories that are detailed below. Also noted is the process by which exceptions will be addressed.
1. Program requirements

The existing CPS petition form and petition process will be used, i.e., the petition is reviewed and approved by the Faculty Lead and the Office of Academic Advising. If a petition is denied, the student may appeal the decision in writing to the Undergraduate Academic Standing Committee.

2. University degree requirements (for example, semester credit hours required for degree completion).

After discussion with the faculty lead, the Office of Academic Advising will prepare the University Waiver Petition and forward it to the Undergraduate Academic Standing Committee. With the Committee’s approval, the Associate Dean will forward the petition to the Vice Provost for Undergraduate Education as the Vice Provost has the authority to grant exceptions to University-wide requirements.

Dispute Resolution and Appeals

Undergraduate students who believe they have been disadvantaged in their progress towards the completion of degree requirements by the change to semesters have the right to appeal decisions made regarding their degree program. The appeal process must happen in the following order:

1. The undergraduate student must first seek informal resolution with the Office of Academic Advising.

2. If the undergraduate student is dissatisfied with the informal resolution, he or she must write a formal letter of appeal to the Office of Academic Advising. The letter should state that informal resolution has been sought and was not satisfactory. The undergraduate student should detail the case as well as provide supporting documents. The Office of Academic Advising will forward the appeal to the Undergraduate Academic Standing Committee.
Appendix I. Proposed Semester Calendar
CPS Undergraduate Programs
2016-2017

This calendar assumes that full semester courses run for 15 weeks, including finals, and half-semester courses run for 7.5 weeks. It also assumes that the fall semester begins after Labor Day. To accommodate a post-Labor Day start, one half-semester ends and the next begins in the same week in the fall semester.

<table>
<thead>
<tr>
<th>Fall 2016</th>
<th>Full semester</th>
<th>Half-semester A</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 6</td>
<td>Classes begin</td>
<td>Classes begin</td>
</tr>
<tr>
<td>October 10</td>
<td>Columbus Day, school closed</td>
<td>Columbus Day, school closed</td>
</tr>
<tr>
<td>October 22</td>
<td></td>
<td>Classes end</td>
</tr>
<tr>
<td>Oct. 24-25</td>
<td></td>
<td>Final Exams</td>
</tr>
<tr>
<td>October 26</td>
<td></td>
<td>Half-semester B</td>
</tr>
<tr>
<td>November 11</td>
<td>Veteran's Day, school closed</td>
<td>Veteran's Day, school closed</td>
</tr>
<tr>
<td>November 23-26</td>
<td>Thanksgiving, school closed</td>
<td>Thanksgiving, school closed</td>
</tr>
<tr>
<td>December 10</td>
<td>Classes end</td>
<td></td>
</tr>
<tr>
<td>December 12-17</td>
<td>Final exams</td>
<td></td>
</tr>
<tr>
<td>December 14</td>
<td></td>
<td>Classes end</td>
</tr>
<tr>
<td>December 15-17</td>
<td></td>
<td>Final exams</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring 2017</th>
<th>Full semester</th>
<th>Half-semester A</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 9</td>
<td>Classes begin</td>
<td>Classes begin</td>
</tr>
<tr>
<td>January 16</td>
<td>MLK Day, school closed</td>
<td>MLK Day, school closed</td>
</tr>
<tr>
<td>February 20</td>
<td>President’s day, school closed</td>
<td>President’s day, school closed</td>
</tr>
<tr>
<td>February 25</td>
<td></td>
<td>Classes end</td>
</tr>
<tr>
<td>February 27-28</td>
<td></td>
<td>Final exams</td>
</tr>
<tr>
<td>March 6-10</td>
<td>Spring break (full semester only)</td>
<td></td>
</tr>
<tr>
<td>March 6</td>
<td></td>
<td>Classes begin</td>
</tr>
<tr>
<td>April 17</td>
<td>Patriot’s Day, school closed</td>
<td>Patriot’s Day, school closed</td>
</tr>
<tr>
<td>April 22</td>
<td>Classes end</td>
<td>Classes end</td>
</tr>
<tr>
<td>April 21-29</td>
<td>Final exams</td>
<td>Final exams</td>
</tr>
<tr>
<td>April 24-25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer 2017</th>
<th>Full semester</th>
<th>Half-semester A</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 8</td>
<td>Classes begin</td>
<td>Classes begin</td>
</tr>
<tr>
<td>June 24</td>
<td></td>
<td>Classes end</td>
</tr>
<tr>
<td>June 26-27</td>
<td></td>
<td>Final exams</td>
</tr>
<tr>
<td>July 3</td>
<td></td>
<td>Half-semester B</td>
</tr>
<tr>
<td>July 4</td>
<td>4th of July, school closed</td>
<td>4th of July, school closed</td>
</tr>
<tr>
<td>August 12</td>
<td>Classes end</td>
<td>Classes end</td>
</tr>
<tr>
<td>August 14-19</td>
<td>Final exams</td>
<td>Final exams</td>
</tr>
<tr>
<td>August 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 21-22</td>
<td></td>
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</tbody>
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### Appendix 2. Quarter Hour to Semester Hour Conversion

<table>
<thead>
<tr>
<th>QH</th>
<th>SH</th>
<th>QH</th>
<th>SH</th>
<th>QH</th>
<th>SH</th>
<th>QH</th>
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<td>120</td>
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