

EDINBORO UNIVERSITY OF PENNSYLVANIA - UNIVERSITY PROCEDURE

Procedure Title: Standardized Scheduling of Online Graduate Courses

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Recommended For Approval by: Dr. Philip Ginnetti, Provost and Vice President for Academic Affairs

Approved By: Jeremy D. Brown, President on February 24, 2011

OBJECTIVE:

Start and end dates, as well as duration, for all online graduate courses will be standardized at 7.5 weeks or 15 weeks, beginning with fall 2011, in order to mitigate scheduling, registration, billing and other difficulties arising from asynchronous timetables.

PROCESS:

If an online graduate class will last for 7.5 weeks, the start date for Flight A (first 7.5 week class) and the end date for Flight B (second 7.5 week class) will be identical to the start and end dates for the regular semester. The Registrar will advise of the logical end date for Flight A and the start date for Flight B.

The Integrated Calendar, beginning with fall 2011, will include dates for tuition reimbursements and withdrawals proportionate to full semester classes. This information will be communicated to graduate students by the Office of Graduate Studies and Research and the Center for Distance Education Teaching and Technology.

Course shells shall remain open for student use for two weeks after the semester is closed.