

Scheduling Guidelines for Spring 2021 (202130)

1. No change in Parts of Term

POT 1 - Full semester	15 weeks	January 25 – May 16
POT 2 - Spring 2021	7 weeks	January 25 – March 14
POT 3 - Spring 2021	7 weeks	March 29 – May 16
POT 7 - 2-week late-start	13 weeks	February 8 – May 16

Spring break is scheduled for March 15 – 20

Classes scheduled in POT 3 (second half of the semester) start two weeks after POT 2 ends. That is, they begin the second week after spring break.

Final exams for 15-week and 13-week classes will be May 10 – 16.

Finals for the 7-week classes will be held on the last class day.

Part of Term	Description	Dates for Spring 2021	M	T	W	R	F	S	U	Final Exam Week
1	Full Term (15Wks/14+finals)	January 25, 2021 – May 16, 2021	15	15	15	15	15	15	15	included
2	First Half of Term (7 Wks)	January 25, 2021 – March 14, 2021	7	7	7	7	7	7	7	N/A
3	**Second Half of Term (7 Wks)	March 29, 2021 – May 16, 2021	**7	**7	**7	**7	**7	**7	**7	Class meets regularly as scheduled during final exam week
7	*Week 2 Starts (14 wks/13+finals)	February 1, 2021 – May 16, 2021	*13	*13	*13	*13	*13	*13	*13	+1 meeting

Please Note: for Part of Term 1 – Final exam week is included.

*counts of how many of these days; **this excludes finals week meetings**

Weekend classes begin Sat. January 30, 2021 and Sun. January 31, 2021

Finals week is Mon. May 10, 2021 – Sun. May 16, 2021 for Full Term and Week 2 Starts classes.

Counting Meetings in Relation to Final Exam Week

For all classes meeting less than a full semester (except POT 3) all meeting minutes will be calculated counting finals week as one class meeting.

****For Part of Term 3 classes that end during final exam week count all the times the class meets up through final exam week. The classes will actually meet during final exam week at the scheduled time.**

2. No change in Meeting Minutes Chart
3. No change in curriculum
4. Increase the number of sections offered in POT 2 and 3 and reduce the number of sections offered in POT 1 according to the following guidelines:
 - a. Courses that have only been offered in the 15-week format will be offered only in the 15-week format unless there is faculty interest/preference in offering a section(s) in the 7-week format with approval of the chair and dean;
 - b. Courses that have been offered in a shortened term, including Summer I, Summer II, Winter Term, Extended Winter Term, of previously used POT (4, 5, 6, 8, 9) should be offered in POT 2 and 3, reducing but not eliminating the number of sections offered in POT 1.
 - c. 15-week, late-start, 7-week, and Extended Winter Term classes will be offered in DL and SRT format. If conditions permit a full or partial return to campus, some F2F classes may be offered in the second half (POT 3) of the spring semester. All POT 2 sections will be offered in DL or SRT format, only.
 - d. A suggested collegewide goal is to offer approximately 30% of Spring 2021 courses in 13- and 15-week format and 70% in 5-week winter or 7-week spring formats. Student demand will shape the final schedule. The schedules will be adjusted by enrollment demand.
 - e. Faculty who have not taught courses in short-term sessions should work with their chair and dean on their Spring 2021 assignments. Options include assigning a mentor who has taught in short-term formats.
5. The number of sections initially offered should be reduced by 15% compared to the Spring 2020 schedule based on enrollment trends. Sections may be added as enrollment in a course reaches 75%.