

SOP _ Parts of Term

Should this be part of the scheduling SOP?

Rationale:

Community College of Denver (CCD) follows the Federal Financial Aid statute in creating, and abiding by, three semesters per year. Within those semesters, CCD can create parts of term (POT) that meet the requirements of their students and curriculum, while also maintaining the integrity of our registrar and scheduling requirements.

Process:

- No POT can cross semester time periods. Those are established by the financial aid office and are submitted one year in advance.
- CCD has two types of parts of term – general and specialized.
- General POT
 - CCD has one 15-week, one 13-week, one 10-week, two 7.5-week, and three 5-week parts of term that can be used by any program or discipline. These can be scheduled without any additional approvals by faculty and deans and are broad enough to permit wide innovation of programs.
 - These can be scheduled using the Scheduling Guidelines.
- Specialized POT
 - Programs may require specialized parts of term are designed for specific programmatic needs that can be short or long term. These are not allowable parts of term for any program that have not been approved.
 - Programs should make every attempt to consolidate and consider existing parts of term, before requesting specialized terms as those cause confusion for students and student support staff, and often require additional manual work for enrollment services personnel.
 - If you are requesting a specialized POT, you must receive the provost's approval. This request must be student-focused with a clear rationale why students are only served by this POT. The pathway dean will meet with the provost and discuss the specific programmatic requirements that cannot be met with any existing POT. If approved, the Academic Operations department will record the rationale, and the permission for the program to use the specialized POT.

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Academic Affairs

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