



MEMORANDUM

TO: Faculty Senate Academic Affairs Committee

FROM: Joint University Calendar Committee & CAPP Working Group
Dr. Kelley Brundage, University Registrar – Chair of University Calendar Committee
Dr. Duane Dunn, Assistant Dean – College of Agriculture and CAPP representative
Dr. Terri Gaeddert, Associate Dean – K-State Salina Aerospace & Technology campus and CAPP representative
Katherine Sanders, Assistant Registrar - K-State Salina Aerospace & Technology campus and Calendar Committee representative
Mishelle Hay McCammant, Academic Services Coordinator, College of Agriculture and Calendar Committee representative
Barb Nagel, Assistant Registrar and Calendar Committee representative

DATE: August 10, 2022

TOPIC: Change in Grade Submission Deadline Date for Summer Semesters
Effective Term: Summer 2023 forward

Endorsements:

10 August 2022: Endorsed by the Committee on Academic Policy and Procedures (CAPP)

23 August 2022: Approved by the Faculty Senate Academic Affairs Committee

XX/XX/XXXX: _____ by Faculty Senate

Proposal:

Align the Summer Semester Grade Submission Deadline to the Tuesday after the end of the primary summer semester (currently 12-weeks).

Background:

The University Academic Calendar Committee was tasked to discuss the summer semester grade submission deadline stemming from some timing issues with the Summer 2021 PERC reports along with additional items discussed at the Wednesday, September 8th CAPP meeting. Based on the discussion administration felt it would be a good topic for collaboration and discussion between CAPP and the University Calendar Committee, resulting in the creation of a joint working group.

The working group was charged with a discussion and recommendations/changes to processes/procedures connected to the summer grade submission deadline.

Current business practice is the summer grade deadline waits until the Friday at the end of the Summer Intersession instead of running with the normal Fall/Spring cycle of the Tuesday after the end of the primary term.

In other words, summer 2021 had a grade submission deadline of Friday, August 20th instead of the Tuesday after the end of the primary semester (12-weeks) which was Friday, August 13th.

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If we followed the normal Tuesday submission date that would have made the grade deadline for summer courses Tuesday, August 17th. For context, there were only 22 sections with 210 enrolled students, that ended after 8/13/21 and 11 sections with 115 enrolled students, affiliated with the August Intersession part of term (8/2/2021 through 8/20/2021).

It is important to note that All NST courses have an automatic grade reporting cycle that is triggered based on the term and end date of the course which triggers an e-mail to the instructor of recording reminding them to report grades within 5 business days of the end of the course. Resulting in any course ending after 8/13/21 being captured and graded.

Data:

Summer 2021: 5/24/21 through 8/13/21

Pulled from SU21 Census file on 8/13/21

- 1,114 courses with enrollment out of 2,158 scheduled sections
 - 883 of the 1,114 sections followed a standard scheduling pattern based on the defined parts of term for summer
 - 231 of the 1,114 sections were scheduled in a non-standard scheduling option outside of the defined parts of term for summer
- May Intersession offering (5/17-6/4): 25
- Full 12-week offering (5/24-8/13): 77
- 1st 6-week offering (5/24-7/2): 50
- 8-week offering (6/7-7/30): 626
- 1st 4-week offering (6/7-7/2): 51
- 2nd 6-week offering (7/6-8/13): 16
- 2nd 4-week offering (7/6-7/30): 27
- August Intersession offering (8/2-8/20): 11
- Other offerings: 231

Summer 2022: 5/23/22 through 8/12/22

As of 1/19/22 data pull – summer is still being adjusted/scheduled and enrollment begins 3/22/22 - 5/23/22

- 1,920 courses coded as active out of 2,171 courses
 - 1,623 of the 1,920 sections followed a standard scheduling pattern based on the defined parts of term for summer
 - 297 of the 1,920 sections were scheduled in a non-standard scheduling option outside of the defined parts of term for summer
- May Intersession offering (5/16-6/3): 27
- Full 12-week offering (5/23-8/12): 227
- 1st 6-week offering (5/23-7/1): 33
- 8-week offering (6/6-7/29): 1,252
- 1st 4-week offering (6/6-7/1): 42
- 2nd 6-week offering (7/5-8/12): 12
- 2nd 4-week offering (7/5-7/29): 23
- August Intersession offering (8/1-8/19): 7
- Other offerings: 297
- 17 sections end on or after 8/12/22 and are not part of August intersession
- 100 sections start before 5/23/22 and are not part of May intersession

Issue:

The Office of the Registrar has received more questions and complaints from students, faculty and staff around the delay in grading for summer. We are experiencing some issues with the delay in the grade deadline such as a delay in the conferral/posting of degrees (we cannot post until after the grade deadline), the PERC process which meant for this summer students that did not meet the pre-requisite requirements from a summer course for fall enrollment (these students were not dropped from the course until mid-week of the first week of fall classes), etc.

If the deadline had been on Tuesday, August 17th that process could have run prior to fall start allowing for students to have more time to choose/replace courses that were dropped due to this process.

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Research/Discussion:

Peer Research really highlights that there are noticeably clear buckets in summer (like a 4-week/4-week/4-week; 8-week and 12-week offering)

At most institutions, this is known as a Part of Term – having more defined parts of a term in fall/spring and summer might be a point of conversation or future consideration, instead of everything being affiliated with one code of NST (Non-Standard Term) in KSIS.

Buckets appear to be in a more student-centric approach – what helps students accomplish the achievement of completing courses in smaller bites and helps students work around and accommodate their work and personal schedules.

Shift in deadline will allow areas such as the Graduation/Degree Analysts functions in each college to be able to review and clear students earlier. These functions cannot begin final reviews and clearances until after the grade submission deadline.

Education Abroad: there are nuances to how the Faculty Lead programs work, and international institutions have different start/end dates outside of the boundaries however, those exist in every semester and are worked through in consultation with the Education Abroad Office, College/Academic Department and Enrollment Management units.

| <u>KS Regent Institutions</u> | <u>Summer Grade Day</u> |
|-------------------------------|---|
| Emporia State University | Summer session ends August 13th and grades are due August 17th. Grades are due the Tuesday following the end of the course, at noon. 2 business days to submit them. |
| Fort Hays State University | Term ends July 30th, grades due August 2nd by noon, August 16th all degree candidates (both undergraduate and graduate) must be cleared and to OTR (Office of the Registrar) by 4:30 pm |
| KU: University of Kansas | Term ends July 30th, grades due August 6th by 11:59 pm, official degree list due August 20th, degrees post to transcript August 30th |
| Pittsburgh State University | Term ends July 29th |
| Washburn University | Term ends August 5, grades due August 9 at 10am |
| Wichita State University | Term ends July 24, Grades due Tuesday after finals |

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| BIG 12 Institutions | Summer Grade Day | Any Grading Policies? |
|-----------------------------------|--|--|
| Baylor University | 8/12/2021 (last day of summer classes) - commencement on 8/13 | BU has a "minimester" 5/16-6/2 with grades due 6/3; summer session ran 6/3-8/12 with grades due 6/13; There are three summer sessions (full 10-weeks and 2 shorter 5-week session I and session II) Fall semester began 2 weeks after the summer session |
| Iowa State University | Aug 9 (2:15 p.m.) - appears to be about 2 weeks prior to fall semester | Winter intersession grades posted to spring semester; Have 3 sessions (fall; spring; summer with guidelines on how a course that overlaps sessions should be graded based on when most of the course occurs. https://www.registrar.iastate.edu/calendar |
| Texas Christian University | | The summer session includes an 8-week session, a 3-week session, a four-week session, and a five-week session. |
| Texas Tech University | Aug 8 deadline for full summer session - 2 weeks before fall session | TTU has a May intersession (3 week) and two summer sessions (6/1 - 7/2 - grades due 7/5) and (7/5-8/5 with grades due 8/8) |
| The University of Oklahoma | Aug 9 is latest final grades due date | OU has: 3, 4-week blocks (May, June, July) with last ending on Aug. 4th The 8-week block runs May 16-July 8. |
| The University of Texas at Austin | <i>see chart to right</i> | UT has Maymester - May 18; June 2: 1st term, nine-week, whole-session classes begin; July 11: 2nd term begins. Last class day on August 5 and Final exams Aug 8-9 or 15th for second term. |
| West Virginia University | not posted; conferral date Aug. 12 | classes run May 16-August 6 |

| Other Peer Institutions | Summer Grade Day |
|---|---|
| University of Nebraska - Lincoln | 8-week courses end and final exams on July 9th same deadlines for the 1st 5-week courses, the 2nd 5-week courses end on July 12th with final exams the same day. Grades are due within 5 calendar days of the final exam excluding Sundays and Christmas. For graduating seniors, grades are due prior to commencement which was August 14th. |
| University of Missouri | Summer classes end July 30th, grades due August 3rd. Same grade submission deadline for 1st 4-week courses and last 4-week courses |
| Purdue University | 1st 4-week courses end June 11th, 1st 8-week courses and 2nd 4-week courses end July 9th, 2nd 8 week courses, as well as 3rd 4th-week courses and 12 full week courses, end August 6th. All grades are due on the 2nd working day after the final day of class. |
| University of North Dakota | Regular session (6 weeks), Online courses, and 2nd Short Session (3 weeks) all end on July 23rd with grades available to students on July 27th. 1st Short Session (3 weeks) ends on July 2nd with grades available to students on the 7th. Graduation Date was August 1st. |
| Embry Riddle Aeronautical University | Summer classes end August 11, Final exams August 13 & 15, Fall term begins August 30 |
| University of Illinois - Urbana Champaign | Summer session ends August 7, Final grades should be submitted within 72 hours of the end of the final examination. |
| Colorado State University | Summer session ends August 6, Final grades due at 2pm August 10 (Tuesday following Finals) |
| Texas A&M University | Summer session ends August 9, August 10 and 11 - Finals, Final grades due August 16 at noon, grades available to students at 5pm. |