

Cal Poly Pomona Quarter to Semester Conversion Handbook

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The Semester Conversion team is continually updating this handbook. Check back regularly for updates!

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CPP's Pledge to Students

The continued success of our students is our highest priority during this conversion. The faculty and staff at Cal Poly Pomona commit to a two-way partnership with students to achieve a conversion that does not adversely affect the time to degree or cost of the degree.

The University's Commitments

- There should be no loss of credits applied to students' degree requirements earned before the semester conversion.
- The time to graduation should be the same as would have been the case had Cal Poly Pomona remained on the quarter system.
- The university will provide timely and focused advising support and assistance to prepare an Individual Academic Plan (IAP) for undergraduate students (a) who wish to graduate prior to the conversion to semesters and (b) whose programs span the quarter-to-semester transition.
- It will provide timely and focused advising support and assistance to prepare a Conversion Master's Contract (CC) for graduate students whose programs span the quarter-to-semester transition.
- Changes in policies and procedures shall be communicated to students in a timely manner.
- Annual student tuition and fees under the semester system should not be greater than they would be under the quarter system. (CSU tuition fees, as well as campus based fees, may be adjusted as deemed necessary and authorized by the Board of Trustees and/or the campus president.)
- Conversion should not adversely affect students' financial aid.
- Tuition and fees payment schedules as well as financial aid and scholarship disbursements will be aligned with the semester calendar in a manner consistent with the schedules that exist under the quarter calendar.

Students' Commitments

- Undergraduate students should remain in the major selected by the time they have completed 45 quarter units. Undergraduates who change their majors after completing 45 or more units may extend their time to graduation.
- Graduate students are expected to submit a master's contract no later than the end of the second quarter of attendance.
- All students should:
 - Develop an Individual Academic Plan (or a Conversion Master's Contract if you are a graduate student).
 - Follow the IAP/CC timeline and revise as necessary to maintain the expected time to degree.
 - Meet minimum grade requirements.
 - Consult regularly with an advisor and follow advising instructions.
 - Satisfy all other graduation requirements as specified in the catalog.
 - Be flexible with choices of classes and times.
- All students should stay informed about university policies and procedures via their Cal Poly Pomona email. Email is the university's official form of communication.

The university shall make a good-faith effort to support students through the conversion process. The university is not responsible for consequences that occur because of students not meeting the above commitments.

Overview of Semester Conversion

Cal Poly Pomona faculty and staff are hard at work in the process of converting from quarters to semesters. The semester system will allow you to get to know your professors and classmates better, have more time to learn and study class material and take advantage of more internship or study abroad opportunities. Our first semester term will be fall 2018 and will begin August 23, 2018.

In 2017-18, all Cal Poly Pomona students will be responsible for creating an academic plan in partnership with their academic advisor. If you are graduating before fall 2018, you will not be affected by the conversion. However, students who will transition to semesters will need to make sure they talk to their academic advisor and use academic planning tools to stay on track to graduation.

In this guide, you'll find resources and tools to aid you in making your transition plan, as well as information about what's changing and what's staying the same. You'll also find resources at [Student Success Central](#), a website that has the academic calendar, advising and academic resources, support services information and more. You'll also be able to find all semester conversion-related information on the [Semester Conversion website](#).

What's changing in Fall 2018, and what's staying the same?

	Quarters	Semesters
Academic Year	Fall Quarter, Winter Quarter and Spring Quarter	Fall Semester and Spring Semester
Term Length	10-Week Quarters	15-Week Semesters
Optional Terms	Summer Quarter	Summer Session
Recommended Unit Load	15 Units Per Quarter	15 Units Per Semester
Academic Year Calendar	Starts in September and ends in June	Starts in August and ends in May
Tuition	Annual tuition is divided into three quarters*	Annual tuition is divided into two semesters*
Financial Aid	Annual award is divided into three quarters	Annual award is divided into two semesters
*Optional term not included		

Your Semester Conversion Checklist

Undergraduate Students

- Check your Degree Progress Report to see your remaining degree requirements, especially if you're close to graduation.
- Use your Semester Conversion Toolbox, listed on Page 12, to draft your transition plan.
- Attend regular group or individual advising sessions, and review your transition plan with your academic advisor. You should ask your academic advisor how often you should be meeting.
- If you're planning on repeating a course, do that as soon as you can.
- Turn in your academic petitions and paperwork, such as Grade Forgiveness.
- Finish any sequences you've started.
- Finish any General Education areas you've started, especially Area D.
- Submit all requested financial aid documents on your BroncoDirect Student Center To Do List on time.
- If you're receiving a financial aid refund, manage your refund efficiently.

Tuition Costs

Semester conversion will not affect overall annual tuition costs. However, on the semester calendar, you will pay twice a year instead of three times per year.

The price per term will be higher than you're used to because it's being split into two instead of three. You will need to be more mindful of payment due dates. If you have difficulty meeting the payment deadlines, contact [Student Accounting & Cashiering Services](#).

What's changing in Fall 2018, and what's staying the same?

	Quarters	Semesters
Tuition (Optional terms not included)	Annual tuition is divided into three quarters	Annual tuition is divided into two semesters

Financial Aid & Scholarships

Semester conversion will not affect the amount of financial aid you may receive. [Financial Aid & Scholarships](#) will continue to award you based on your Expected Family Contribution (EFC) as determined by the Free Application for Federal Student Aid (FAFSA). However, disbursement will happen twice a year instead of three times.

The refund process will remain the same. Your financial aid will be applied to your student account and any excess funds (refund) will be returned to you by direct deposit (if you are signed up for this service) or through the mail.

What's changing in Fall 2018, and what's staying the same?

	Quarters	Semesters
Financial Aid Disbursement	Annual award is divided into three quarters	Annual award is divided into two semesters
Units Needed for Full Financial Aid Disbursement*	12 units	12 units
Satisfactory Academic Progress Notification	Measured after Spring grades post	Measured after Spring grades post

**Some types of aid require less units. Refer to Financial Aid & Scholarships' Units Required webpage.*





Curriculum Changes and Course Numbering

The [Semester Conversion Course Conversion Guide](#) is a tool that shows you how your remaining quarter curriculum requirements translate into semesters. Not all courses will have equivalent translations or are available, as many are still being reviewed and approved.

Most quarter courses will be assigned new course numbers in semesters, and some may also have new course names. You can see an example below. Semester courses will have a four-digit course number instead of three, which will help you see the difference. Some quarter courses will also be combined or split apart into semester courses, and some quarter courses may not be offered in semesters.

The Conversion Guide is not meant to replace your academic planning tools, including the Degree Progress Report and MyPlanner. When you're using the Conversion Guide, make sure you have access to your DPR, Transfer Credit Report, curriculum sheet, roadmap and any course planning notes from your previous advising meetings.

Conversion Guide Example Course Listing

Q2S Course Listing		Personalize Find  			First 	1-139 of 139	Last 
Detail	Quarter Courses (Units)	Semester Course (Units)	Comments	Last Updated			
1 1 to 1	BIC 101 (3) - Intro to Bicycling	BIC 1010(2) - Intro to Bicycling	This semester course is equivalent to the corresponding quarter course and satisfies program requirements and grade replacements.	10/05/17 9:48:15AM			

Explanation of Course Equivalency Details

Be sure to read the comments for any course in the Conversion Guide.

TBD means that the quarter to semester equivalency is to be determined. Work with your academic advisor if you need to take a course that has this Detail.

1 to 1 means that one quarter course has translated directly to one semester course.

1 to Many means that one quarter course has become multiple semester courses. Pay special attention to the Comments for these classes.

Many to 1 means that many quarter courses have become one semester course. Pay special attention to the Comments for these classes.

Quarter Only means that the course was only offered in quarters and there won't be a semester equivalent.

Semester Only means that the course has been newly created for semesters and that there isn't a quarter equivalent.

For more information about using the Conversion Guide, visit the [Semester Conversion website](#).

Quarter to Semester Unit Conversion

What's changing in Fall 2018, and what's staying the same?

Unit Requirement in Quarters	Unit Requirement in Semesters
Most Majors: 180 units	Most Majors: 120 units
Engineering Majors: 191 units (Electromechanical Systems Engineering, Electronic Systems Engineering Technology) 193 units (Construction Engineering) 194 units (All Other Engineering)	Engineering Majors: 124 units (Computer Engineering, Construction Engineering and Electronic Systems Engineering Technology) 125 units (Electrical Engineering) 126 units (Civil Engineering) 127 units (Aerospace Engineering, Chemical Engineering, Industrial Engineering and Mechanical Engineering) 128 units (Manufacturing Engineering)
Architecture Majors: 248 units	Architecture Majors: 150 units

Semester Units = Quarter Units divided by 1.5

Quarter Units = Semester Units multiplied by 1.5

The amount of units required for a degree in the quarter system will change in the semester system. For most majors, a 180-unit requirement will become a 120-unit requirement. Although semester courses carry fewer units than equivalent quarter courses, the number of semester units required for a degree is reduced by an equivalent amount. Units earned under the quarter system are converted to semester units by dividing the number of quarter units by 1.5.

In addition to meeting unit requirements, you must also meet curriculum requirements. You should work with your academic advisor to decide if you should complete your degree requirements on your major's quarter curriculum, or if it is more advantageous to switch to completing your degree requirements on your major's semester curriculum when you graduate.

Unit Converter Calculator

Access a unit converter calculator on the [Semester Conversion website](#).

Changes to the Degree Progress Report

Your Degree Progress Report (DPR) in your BroncoDirect Student Center provides you with information about the status of your degree requirements. When you start taking semester courses, your DPR will show your degree requirements slightly differently.

Staying on Quarter Curriculum Requirements

If you continue your degree requirements on a quarter curriculum, your DPR will look the same because you are following quarter curriculum requirements. When you begin taking semester courses, those courses will come up in your DPR as 4-digit courses (if the course is a 1 to 1 equivalency), and the semester units will automatically convert to quarter units. The example below illustrates these changes. Excess units that result from conversion will continue to be displayed on the line where it indicates the number of units taken. They will not drop down to your Credits Not Used section.

MHR 318 → **Quarter Curriculum Requirement** ✔

MHR 318:
(4 Units Required)

Unit Conversion: $3 \text{ semester units} \times 1.5 = 4.5 \text{ quarter units}$

• Units: 4.00 required, 4.50 taken, 0.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
MHR 3020	Organizational Behavior	3.00	Fall Semester 2017	A	✔

↑ **Semester Course**

View All | First 1 of 1 Last

Changing to Semester Curriculum Requirements

If you change your degree requirements to a semester curriculum, you will then follow new semester curriculum requirements. Your DPR will list these new requirements. The courses that you previously took in quarters will come up in your DPR as 3-digit courses, and the quarter units will automatically convert to semester units. The example below illustrates these changes.

You may notice that you are short units in a requirement because of the mathematical unit conversion (See the Quarter to Semester Unit Conversion page for more information). Be sure to speak to your advisor about this before you register for additional coursework.

MAT 1250 → **Semester Curriculum Requirement** ■

MAT 1250 [MAT 125]:
(3 Units Required)

Unit Conversion: $4 \text{ quarter units} / 1.5 = 2.66 \text{ semester units}$

• Units: 3.00 required, 2.66 taken, 0.34 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
MAT 125	Intro Calculus for Business	4.00	Winter Quarter 2016	C+	✔

↑ **Quarter Course**

View All | First 1 of 1 Last

Course Scheduling

Monday	Tuesday	Wednesday	Thursday	Friday
	BIC 1050: Teaching Spin 2-unit lecture 9-9:50		BIC 1050: Teaching Spin 2-unit lecture 9-9:50	
BIC 1010: Intro to Bike Theory 3-unit lecture 11:30-12:45	BIC 1050A: Teaching Spin 1-unit activity 10-11:50	BIC 1010: Intro to Bike Theory 3-unit lecture 11:30-12:45		
BIC 2030: Health and Fitness 3-unit lecture 1-1:50		BIC 2030: Health and Fitness 3-unit lecture 1-1:50		BIC 2030: Health and Fitness 3-unit lecture 1-1:50
	BIC 1020: Intro to Bike Repair 2-unit lecture 3-3:50		BIC 1020: Intro to Bike Repair 2-unit lecture 3-3:50	
BIC 2540: Math for Cyclists 3-unit lecture 4-5:15		BIC 2540: Math for Cyclists 3-unit lecture 4-5:15	BIC 1020L: Intro to Bike Repair 1-unit lab 4-6:50	

Courses will be available in a variety of different timeslots and days, including Saturdays and Sundays. A three-unit lecture may meet twice per week for one hour and 15 minutes, or three times per week for 50 minutes. Your department will make decisions about the day and time combinations their courses will be offered.

This example schedule for a bicycling student shows how a 15-unit course load may look.

For the entire list of possible modules, view [this PDF](#).

Changes to General Education

Quarter GE Area	GE Area Quarter Unit Requirement	Total Quarter Units by GE Area	Semester GE Area	GE Area Semester Unit Requirement	Total Semester Units by GE Area
A1	4	12 (8 semester)	A1	3	9
A2	4		A2	3	
A3	4		A3	3	
B1	4	16 (10.66 semester)	B1	3	12
B2	4		B2	3	
B3	-		B3	-	
B4	4		B4	3	
B5	4		B5	3	
C1	4	16 (10.66 semester)	C1	3	12
C2	4		C2 a) b)	3	
C3	4			3	
C4	4		C3	3	
D1	a) 4 b) 4	20 (13.33 semester)	D1	3	12
D2	4		D2	3	
D3	4		D3	3	
D4	4		D4	3	
E	4		4 (2.66 semester)	E	
Total	68 quarter	68 quarter (45.33 semester)		48 semester	48 semester

There will be changes to the General Education requirements in semester conversion. GE Areas A, B, C and E have the same number of courses in quarters and in semesters. However, GE Area D requires one more course in quarters than in semesters, as well as more units. Over summer 2018, the labeling of GE Area C received an update. For students on semester curriculum, C2 is now C2a, C3 is now C2b and C4 is now C3. The courses within these sections have not changed, so this does not affect you.

We recommend that you finish any lower-division General Education areas you've started, especially Area D, to make the transition to semesters smoother. If you have specific questions about what GE courses to take or how to fit them into your schedule, talk to your academic advisor.

Changes to Interdisciplinary General Education (IGE)

IGE Quarter Sequence	IGE Semester Sequence
<p>FIRST YEAR (Satisfies A2 and any two C1, 2 or 3): IGE 120 – Consciousness and Community IGE 121 – Rationalism and Revelation IGE 122 – Authority and Faith</p>	<p>FIRST YEAR (Satisfies A2 and C2b): IGE 1100 – Consciousness and Community IGE 1200 – Authority and Faith: Late Ancient and Medieval Worlds</p>
<p>SECOND YEAR (Satisfies both D1a+b and D3): IGE 220 – Ways of Knowing: Culture and Contact IGE 221 – Ways of Coexisting: Reform and Revolution IGE 222: Ways of Doing: The Industrial Age</p>	<p>SECOND YEAR (Satisfies C1 and C2a): IGE 2100 – Empires, States, and Peoples: Cultural Contact and Exchange IGE 2200 – Encountering Difference: Culture and Power</p>
<p>THIRD YEAR (Satisfies D2 and E): IGE 223 – Ways of Living: The Contemporary World IGE 224 – Connections Seminar: Capstone Project</p>	<p>THIRD YEAR (Satisfies D1 and D3): IGE 2300 – Ways of Doing: Culture, Society, and the Sciences IGE 2400 – Ways of Living: Local, Global, and Universal Challenges</p>
	<p>FOURTH YEAR (Satisfies C4 or D4): IGE 3100: Interdisciplinary Perspectives: Capstone Seminar</p>

There will be changes to the Interdisciplinary General Education (IGE) requirements in semester conversion.

IGE will allow up to two course substitutions for the program in the first, second or third years. IGE will also allow skipping the second or third years to fulfill major requirements.

For more information, contact the [IGE department](#) in Building 94, room 321 or at (909) 869-3347.

Your Semester Conversion Toolbox

Your academic advisors.

Work with them to draft your transition plan. Find the [advising directory](#) on Student Success Central.

Your Degree Progress Report.

Use this to find out what degree requirements you have left to complete. It's in your [BroncoDirect Student Center](#).

Your MyPlanner.

Use this to map out your longterm academic plan. It's in your [BroncoDirect Student Center](#).

Conversion Guide.

Use this to find out how your remaining quarter degree requirements translate into semesters. It's on the [Semester Conversion website](#).

The University Catalog.

Use this to find official university policy and course information. Find it at catalog.cpp.edu.

Student Success Central website.

Use this to find the academic calendar, academic and advising resources, support services and more. Find it at www.cpp.edu/studentssuccess.

Semester Conversion website.

Use this to find conversion-related information and updates. Find it at www.cpp.edu/semester.

Cal Poly Pomona (@calpolypomona) and Bronco Advising Center (@cppbac) social media accounts.

Follow on Facebook, Twitter and Instagram to get up-to-date news about semester conversion.

The Student Success Ambassadors.

These are your peers that can help you use your resources. Find them at www.cpp.edu/studentssuccessambassadors.

What's Next?

Cal Poly Pomona has pledged that you will not lose any credits, have your time to graduation extended or experience any increased costs as a result of the conversion. However, you must also do your part to uphold this pledge.

You may be contacted by your faculty advisor, your college advising center or the Bronco Advising Center via your Cal Poly Pomona email address. It is very important that you respond to these messages in a timely manner, as they will give you important information on steps you need to take to make your transition plan. You should also continue to monitor your BroncoDirect Student Center and MyCPP.

Once you create your transition plan and your advisor approves it, it will be important to follow the plan. Any deviation from the plan on your part (i.e. failing a class, not taking courses in the sequence listed in your plan, etc.) will likely result in your graduation date being extended.

If you have any questions about your major curriculum, contact your academic advisor. If you have any questions about university policy and procedures, contact the Bronco Advising Center.

2018-19 Academic Calendar*

Fall 2018

First Day of Classes	August 23, 2018
Holiday – Labor Day	September 3, 2018
Holiday – Veteran’s Day Observed	November 12, 2018
Holiday – Thanksgiving	November 22-23, 2018
Last Day of Classes	December 9, 2018
Finals Week	December 10-16, 2018
Winter Break	December 17, 2018-January 18, 2019

Spring 2019

Holiday – Martin Luther King Jr.’s Birthday	January 21, 2019
First Day of Classes	January 19, 2019
Holiday – Cesar Chavez Day	April 1, 2019
Spring Break	March 30-April 5, 2019
Last Day of Classes	May 10, 2019
Finals Week	May 11-17, 2019
Commencement	May 17-19, 2019

Summer 2019

Holiday – Memorial Day	May 27, 2019
Summer Session I (10 weeks)	May 29-August 1, 2019
Summer Session II (5 weeks)	May 29-June 27, 2019
Summer Session III (5 weeks)	July 3-August 1, 2019
Holiday – Independence Day	July 4, 2019

*All dates are subject to change. Visit [Student Success Central](#) for the most up-to-date calendar.

Your Advising Resources

If you're not sure who your academic advisor is, reach out to the Bronco Advising Center for assistance.

Bronco Advising Center

Building 98, 2nd floor
(909) 869-4600
bac@cpp.edu

Don B. Huntley College of Agriculture Student Success Center

Building 2, room 125
(909) 869-5229
nkomatsu@cpp.edu

College of Business Administration Student Success Center

Building 164, room 1060
(909) 869-3787

College of Education and Integrative Studies Advising Center

Building 94, rooms 287, 289 & 291
(909) 869-5408
ceisadvising@cpp.edu

College of Engineering Advising Center

Building 9, room 155
(909) 979-5501
egr_advising@cpp.edu

College of Environmental Design Advising Center

Building 7, room 200
(909) 869-2670
trcastaneda@cpp.edu

Collins College of Hospitality Management Advising Center

Building 79B, room 2250
(909) 869-3458
jjyokoyama@cpp.edu

College of Letters, Arts & Social Sciences Student Success Center

Building 5, room 228
(909) 979-5695

College of Science Advising Center

Building 3, room 1645
(909) 979-5654
sci_advising@cpp.edu

Student Support & Equity Programs: Undeclared Student Advising

Building 94, room 121
(909) 869-3360
ssepadvising@cpp.edu