



August 18, 2004

Dear Continuing and New Students:

As some of you know, the College has been involved in a strategic planning process over the last few months soliciting input from students, faculty, staff, and members of the community. Through this process, a number of initiatives have been identified that we will be working on over the next few years.

One initiative, in particular, is important for you to be aware of as you plan your course of study. We will be converting from a quarter system to a semester system in fall 2006. On the quarter system, the academic year is divided into three terms of 11 weeks each; on the semester system, the year is divided into two terms of 16 weeks each. While there are numerous reasons to make the transition to semesters, the most compelling are 1) better transfer of credits for students to area schools, most of which are on semesters; 2) a common calendar with Owens, the University of Toledo, Bowling Green State University, and the Medical College of Ohio, making it easier for students to move between institutions; and 3) an earlier end to the academic year, making Terra students more competitive in the job market.

**If you would like to graduate under the quarter system, you must complete your course work by spring 2006.** To plan your course of study over the next two years, please schedule a meeting with an advisor in the admissions office, an administrator in one of the division offices, or a faculty member in your program during fall quarter, 2004. If you are starting as an incoming freshman this fall, you will need to take a full load each quarter or take advantage of summer or mini-session classes to graduate under the quarter system.

**If you plan to graduate after the conversion to semesters, you must complete a transition plan during summer 2005.** By January 2005, you will be able to access information about the transition plan and other issues related to the conversion to semesters on the College website. College faculty and staff will work with you to make sure that you are not adversely affected and that you will not have to take more credit hours under the semester system than the equivalent number of hours that you would have been required to take under the quarter system.

If it is feasible for you to complete your coursework in the next two academic years, I encourage you to do so. If you must complete coursework after the conversion to semesters, be sure to work with an academic advisor.

Sincerely,

A handwritten signature in cursive script that reads 'Kathleen McCabe'.

Kathleen McCabe

Vice President, Academic and Student Affairs