**Procedures and General Guidelines for Calculating Summer Pay**

Please use the enrollment at the beginning of day 3 of the class to determine the level of pay that is received for a summer class. Use of start of day 3 corresponds as close as possible to the date to drop/withdraw with 100% and will discourage late enrollment for the purpose of pay increase. We recommend you use the following practice for summer school:

* By the Friday after Spring grades are submitted, every department should have a good sense of what will happen with summer classes, either based on historical data and experience or enrollment to date. It does more harm to students to cancel classes on the first day of class than to allow students time to prepare an alternative. Additionally, the new pay options should provide more flexibility to NOT cancel classes. If a class is imperative for students to graduate, departments should have a conversation with Deans’ offices.
* Pay forms are due in the Controller’s Office as follows:
	+ 3 to 8 week sessions: 4 days after the start of classes
	+ All others:  end of the 2nd week of classes
* Do not submit pay forms until after the start of the third day of classes to ensure that the amount on the form is correct.
* Dissertation and thesis hours are not eligible for the arranged/independent study stipends for summer.
* Dual enrollment classes (4/500 or 4/600) can be calculated at the graduate rate.
* Determination of pay for other instructional situations that don’t fit any of the above need to be negotiated between chairperson and dean for consistency across the individual college.
* Because of new Federal Compliance requirements with the Higher Learning Commission and U.S. Department of Education, faculty need to submit the learning outcomes that will be accomplished for independent studies and arranged courses. Future accreditation reviews will be examining compressed courses and independent learning experiences to ensure outcomes and assessment of learning outcomes match the credit hours earned by the students.

Summer pay salaries are found in the University handbook in Section 505.12.

**Important Note**

The new flexible summer pay options do NOT automatically grant permission for all classes to be offered regardless of enrollment. There are still limited resources for summer school and the resources need to be directed towards classes and experiences that will help students persist and graduate. The following are offered as guidelines for consideration when class enrollments are below the 2.5% threshold:

* If the course is Foundational Studies, are there other options within that same category available to students?
* Is the course needed for graduation for the students already registered and has evidence of that been produced?
* Will the enrollment in this course (over other options) directly impact student success and completion of students and can that be documented?