

Guidelines for Developing the Summer Schedule of Classes

Summer session is intended to help our students meet their educational goals and complete their studies in a timely manner. Student success and need should be the primary driver of summer scheduling decisions. To best serve our students, the following guidelines will be followed when developing the schedule of summer classes. Requests for exceptions to these guidelines must be obtained from the academic unit dean's office.

Labs are exempt from following the stop times listed below. However, all labs must adhere to the schedule of start times. Similarly, classes that are fewer than 3 credit hours do not need to adhere to these stop times, but the guidelines for start times should be followed.

While there are multiple parts of term of various lengths classes should be of the appropriate length of term based on the course content and pedagogy employed. Student success is our paramount consideration.

We have one single summer term. This summer term is 11 weeks long and the following part of term options are available:

Summer 2018:

- 3 week class in May (Begins May 21)
- 11 week class (Begins May 21)
- 7 week class (Begins May 21)
- 4 week class (Begins June 11 or July 09)
- 8 week class (Begins June 11)

Summer 2019:

- 3 week class in May (Begins May 20)
- 11 week class (Begins May 20)
- 7 week class (Begins May 20)
- 4 week class (Begins June 10 or July 08)
- 8 week class (Begins June 10)

Summer 2020:

- 3 week class in May (Begins May 18)
- 11 week class (Begins May 18)
- 7 week class (Begins May 18)
- 4 week class (Begins June 08 or July 06)
- 8 week class (Begins June 08)

Any deviations from these start dates must be approved through the college dean's office to the Associate Vice President for Academic Affairs. Different start dates and end dates impact billing and student refund schedules and must be approved in advance.

Start and Stop Times

Federal Credit Hour Definition: A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

- (1) one hour of classroom or direct faculty instruction and a minimum of 2 hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different period of time; or
- (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours.

This equates to 750 minutes of class (exclusive of breaks) time per credit-hour or 2250 minutes for class time for a 3 credit course.

- 3-week classes held on Monday/Tuesday/Wednesday/Thursday

Start Time	Stop Time
8:30 a.m.	11:50 a.m.
12:00 p.m.	3:20 p.m.

- 4-week classes held on Monday/Tuesday/Wednesday/Thursday/Friday

Start Time	Stop Time
7:00 a.m.	9:20 a.m.
9:30 a.m.	11:50 a.m.
12:00 p.m.	2:20 p.m.
2:30 p.m.	4:50 p.m.

*** These start times should also be used for classes meeting for longer than 4-weeks.

Note: Exceptions can be made for cohort based graduate programs with the concurrence of the dean of the college.

Additional Guidance

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 must be directed towards classes and experiences that will help students persist and graduate. The overall average class size is a good indicator of the match between offerings and demand. Summer FTE ratios should approximate those during the fall/spring terms. The following are offered as guidelines for consideration when developing summer schedules:

- The expected demand for particular course:
 - What has been the historical enrollment pattern for the course?
 - If multiple sections are being offered, the sections should be opened sequentially as they fill.
 - Are there other courses that will compete for enrollments such as multiple courses in the behavioral studies category? If yes, consider offering some courses in alternate summers.
 - Are courses with marginal enrollment being offered in multiple parts of term? If so consider consolidating.
 - Do projected enrollments of upper-division courses justify both online and on-campus sections or can an online section suffice?
 - Course caps should be consistent with those used in the spring and fall. Smaller caps may be approved by the dean if when appropriate, such as when teaching assistants normally used to support large sections are not used in the summer.
- Is the course essential for degree progression?
 - 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?
- Faculty workload
 - Total faculty workload during the summer term or individual parts of term should be reasonable to prevent a negative impact upon students success.
 - Workload should not exceed the equivalent of a full-time lecturers load (approximately 1 credit hour per week of class length, i.e. 3 credits in a 3-week part of term)

Exceptions to the workload limit can be made with the approval of the department chairperson and the dean

Pay Processing

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 closely 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
 - Eleven week at the 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 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. Independent studies and internship courses for which faculty seek compensation should have a clear set of expectations, learning outcomes, and expected faculty workload.
- To comply with the Higher Learning Commission and U.S. Department of Education regulation, faculty must 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.