



## INTERSESSION AND SUMMER SCHOOL POLICIES AND PROCEDURES GUIDE

Reflecting revisions proposed by the Summer School Intercession Task Group  
and approved by Faculty Senate as of Fall 2005

Revised 3/15/07

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**POLICY AND OPERATIONS GUIDE**  
**INTERSESSION AND SUMMER SCHOOL**  
**FROSTBURG STATE UNIVERSITY**

**MISSION STATEMENT**

The principal mission of Frostburg State University's Summer School and Intercession is to provide FSU undergraduate and graduate students opportunities to enroll in a variety of high-quality traditional classroom, internship, and distance education courses that will help to ensure or accelerate their time to degree at the University. It is recognized that individuals from the surrounding communities and students from other regional universities and colleges also benefit by enrolling in the University's summer school and intercession courses.

As part of this mission, the University provides specialized courses during Summer School and Intercession that are typically unavailable to non-traditional or part-time FSU students during the regular academic year. In addition, the University can offer opportunities to students to pursue unique educational experiences that normally cannot be undertaken during the regular academic year.

Mandated as financially self-supporting and independent of the University's academic year budget, Summer School and Intercession have the potential to provide important short-term financial support for selected institutional initiatives and priorities.

**CALENDARS**

**Summer School**

1. Summer School will be comprised of six (6) separate and distinct sessions:
  - a. Three (3) four-week sessions;
  - b. Two (2) six-week sessions, and
  - c. One (1) twelve-week session.
2. Dates for the six Summer School sessions will be established by the Assistant Provost, in consultation with the Director of Intercession and Summer School and within the constructs of USM calendaring guidelines.
3. Each session of Summer School will have its own specific operating calendar, as established by the Registrar and the Bursar in consultation with the Director of Intercession and Summer School. Dates will be set within each Summer School session for each of the following actions:
  - a. Registration deadline without late fees,
  - b. Refund calendar,
  - c. Withdrawal with refunds and without refunds,

- d. Drop/add,
  - e. Course cancellation date.
4. Table 1 provides an overview of the types of course offerings best suited for each of the sessions. This exhibit is not to be construed as a directive regarding course placement; rather, it should serve as a guideline to assist departments/divisions as they make decisions regarding summer courses.

**TABLE 1**

**SUMMER SCHOOL CALENDAR TEMPLATE**

May		June				July				August			
5	1	2	3	4	1	2	3	4	5	1	2	3	4

Four-week session	Four-week session	Four-week session
<ul style="list-style-type: none"> <li>• Residential and interactive video undergraduate and graduate courses</li> <li>• Online undergraduate and graduate courses</li> <li>• Undergraduate and graduate courses involving travel and off-site instruction</li> </ul>	<ul style="list-style-type: none"> <li>• Residential and interactive video undergraduate courses</li> <li>• Residential and interactive video graduate courses with emphasis on M.Ed. and teacher certification courses</li> <li>• Online undergraduate and graduate courses</li> <li>• Undergraduate and graduate courses involving travel and off-site instruction</li> </ul>	<ul style="list-style-type: none"> <li>• Residential basic requirement GEP courses</li> <li>• Undergraduate and graduate courses involving travel and off-site instruction</li> <li>• M.Ed., teacher certification, and in-service professional development courses</li> </ul>

Six-week session	Six-week session
<ul style="list-style-type: none"> <li>• Residential and interactive video undergraduate and graduate courses</li> <li>• Online undergraduate and graduate courses</li> <li>• Undergraduate and graduate courses involving travel and off-site instruction</li> </ul>	<ul style="list-style-type: none"> <li>• Residential and interactive video undergraduate and graduate courses</li> <li>• Online undergraduate and graduate courses</li> <li>• Undergraduate and graduate courses involving travel and off-site instruction</li> </ul>

Twelve-week session
<ul style="list-style-type: none"> <li>• Internship, Research/Thesis, and Practicum Courses</li> <li>• Saturday and weekend courses</li> </ul>

## Intersession

1. The calendar for Intersession shall be established by the Assistant Provost, in accordance with USM calendaring policies.
2. Operating calendars for Intersession shall be established by the Registrar and the Bursar, in consultation with the Director of Intersession and Summer School.

<b>COURSE POLICIES</b>
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## Scheduling

1. All Summer School and Intersession courses should be submitted through the PAWS system in accordance with the schedule and deadlines established by the Registrar.
2. In all Summer School and Intersession offerings, class schedules (e.g., class periods) will adhere to the requirement of 2,250 contact minutes for a three-credit course, including the final examination. Contact-minute requirements for laboratory courses, internships, etc. are guided by standards established by the Code of Maryland.
3. All course enrollments should adhere to the class size guidelines as outlined in Table 2. Exceptions to these requirements should be submitted in writing to the appropriate Dean. If approved, the Dean will forward the exception to the Director of Summer School and Intersession, who will notify the Registrar to make appropriate adjustments to course limits.
4. Workshops or other irregularly scheduled courses may be offered at different times and lengths, provided they do not interfere with the regular class schedule. The following additional guidelines apply.
  - a. These courses must be scheduled within the dates of one session and must have the approval of the department/division chair.
  - b. These courses must be submitted in PAWS with adequate information regarding days and times to assist both the student and the Registrar in understanding the specific constructs of the course.
  - c. No courses will be taught across Summer School sessions; i.e., all courses must start and end within one of the designated six sessions.
5. Courses in the 498-99/598-99/698-99 and 700 can be added by department/division chairs as needs dictate but before the sessions begin. Each independent study will be a separate section based on number of hours of credit and instructor. Each section will carry a separate number code as the instructor of record will be designated for grading and payroll purposes. Additional sections will be created when an instructor of record has students carrying a different number of credits.
6. Independent Study proposals must be signed and submitted by the end of the stated registration period (i.e., the period with late penalties) in order for the students to avoid late fees (late registration and late payment fees) and faculty to be paid.
7. Additional sections of the same course, if taught on-site, can be opened ONLY at a different time from the original section and ONLY after the first section exceeds the maximum course limit as outlined in Table 2.

8. Instructors teaching on-line during Summer School or Intersession may teach up to two on-line courses per session (either two of the same course or two separate courses). *Exceptions to this limit should be submitted in writing with a rationale for request to the appropriate Dean. If approved, the Dean will forward the exception to the Director of Summer School and Intersession.*
9. Summer schedules will be announced no later than March 1 prior to the Summer School terms. Intersession schedules will be announced no later than October 1 prior to the forthcoming Intersession term.

### Class Size

1. Table 2 provides an overview of required course sizes as related to faculty compensation.

**TABLE 2**

### CLASS SIZE GUIDELINES

Type of Course	Minimum Class Size for Full Pay	Standard Course Limit	Maximum Course Limit
Undergraduate On-Site	10 students	18 students	24 students
Undergraduate Online	10 students	15 students	21 students
Graduate On-Site or On-line	8 students	15 students	21 students

2. Class size guidelines apply to both Summer School and Intersession.
3. All class sizes are to be set to "Standard Course Limit." Exceptions must be requested in writing, approved by the appropriate dean, and submitted to the Director of Intersession and Summer School.
4. For details on faculty compensation, see "Workload and Compensation Guidelines."
5. For details on course cancellation policies, see "Course Minimum Enrollments/Cancellations," as follows.

### Course Minimum Enrollments/Cancellations

1. Course cancellations are coordinated by the Director of Intersession and Summer School in consultation with individual faculty and in accordance with cancellation dates as established the Registrar and Student Billing. Generally, these cancellation dates are established as follows:
  - a. Intersession...generally by the second week in December;
  - b. Summer Four-Week 1, Summer Six-Week 1, and Summer Twelve-Week...generally by the second week in May;
  - c. Summer Four-Week 2 and Summer Six Week 2...by the date established by the Registrar;
  - d. Summer Four-Week 3...by the date established by the Registrar.

2. Individual faculty members make the decision regarding course continuation or cancellation; no course is cancelled without first consulting with the faculty member teaching the course. The decision to continue or cancel a course is made in consultation with the Director of Intersession and Summer School no later than two days after the last day of regular pre-registration without late fees for Intersession and for summer school (generally, before the end of the second week in May for ALL Summer School offerings and by the second week of December for Intersession). Course cancellation dates are noted on all operating calendars.
3. Faculty may cancel courses in Summer Four-Week 2 or 3 or Summer Six- 2 at the same time as cancellations are submitted for Four-Week 1, Six-Week 1, and Twelve-Week.
4. In no case will a class be retained until the first class day of any Intersession or Summer School semester and then cancelled if enrollment does not meet the faculty member's expectations.
5. Compensation is guaranteed at the enrollment level established at the date of consultation on course continuation/cancellation, with the exception of internship supervision, which will be paid at actual enrollment levels. Should the enrollment subsequently increase, compensation will increase based on established compensation schedules (see Table 3). Should the enrollment decrease, faculty compensation will not be decreased, but will remain at the level established on the date of consultation regarding course continuation/cancellation.
6. With less than full enrollment, a prorated portion of the full salary will be paid. See "Workload and Compensation Guidelines."
7. The original policy regarding excess tuition revenue was stated as follows: "Faculty teaching more than one course and having excess tuition revenue in one course can expect to have this excess applied to a second course in the same session only when the minimum enrollment of 8 undergraduate or 6 graduate students exists in the second course." The new course enrollment/compensation guidelines, as outlined in Table 2, establishes specific required maximum course enrollments and related compensation levels (also see Table 3). Therefore, applying excess enrollments in one course to another course will apply only if the course maximum enrollment levels have been met.

<b>WORKLOAD AND COMPENSATION GUIDELINES</b>
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### Faculty Workload

1. Instructors teaching Intersession may teach up to two courses (either two of the same course or two separate courses). *Exceptions to this limit should be submitted in writing with a rationale for request to the appropriate Dean. If approved, the Dean will forward the exception to the Director of Summer School and Intersession.*
2. Faculty may teach up to three courses in a twelve-week summer session. Therefore, the maximum number of on-site or on-line courses any individual faculty member may teach during Summer School is any equivalency of three courses operating at maximum enrollments (e.g., two four-week courses and one six-week course, one four-week course in each of the three four-week sessions, etc.).

3. If a faculty member is supervising internships, then he/she may teach an additional course or courses if the total credit hours generated in a combination of internship supervision and course instruction do not exceed the maximum credit hours generated as previously cited (in 2.).
4. Faculty may teach no more than two online classes per session. Faculty shall teach no more than one interactive video class per session. *Exceptions to this limit should be submitted in writing with a rationale for request to the appropriate Dean. If approved, the Dean will forward the exception to the Director of Summer School and Intersession.*
5. A one-time planning stipend will be paid to faculty if (1) they are teaching an interactive video distance education course for the first time or (2) they are teaching an online course for the first time. A planning stipend is paid only in these instances.

### Compensation for On-Site/On-Line Undergraduate and Graduate Courses

1. As outlined in Table 3, compensation for on-site or on-line teaching is based on a combination of class size and student enrollment beyond the standard course limit as illustrated in Table 2.
2. After the Director of Intersession and Summer School has negotiated with each faculty member regarding the status of his/her course/s (as explained in the preceding section on "Course Cancellations"), final compensation will be established three-four days after late registration for all Summer School semesters (normally in late May). Official contracts and information on pay dates will then be processed and forwarded to the faculty.
3. If there is a last-minute change in faculty assignment, the Director of Intersession and Summer School must be notified immediately so that the contract and payment process for the replacement faculty can be initiated.
4. Faculty teaching courses with enrollments of less than ten (undergraduate) or eight (graduate) will receive a pro-rated level of compensation, as delineated in Table 3.
5. Faculty will be compensated at the same per-student rate as an on-site course at both the undergraduate and graduate level for the following types of courses (3 credit hours; more are paid by internship schedule):
  - a. Any course labeled as a "practicum,"
  - b. Any course identified as a "field experience,"
  - c. Any course serving as the foundation for "study abroad" experiences,
  - d. Any course listed as a "standard" course (i.e., not an independent study, thesis supervision, etc.), but being offered to a limit of one student in order to fulfill course-specific graduation requirements.

**TABLE 3**

**INTERSESSION AND SUMMER SCHOOL FACULTY SALARIES**

As of March 15, 2007

**Undergraduate On-Site Course Pay Scale**

Number of Students	Undergraduate On-Site 1 Credit Course	Undergraduate On-Site 2 Credit Course	Undergraduate On-Site 3 Credit Course	Undergraduate On-Site 4 Credit Course
1	100	200	\$300	\$400
2	200	400	\$600	\$800
3	300	600	\$900	\$1,200
4	400	800	\$1,200	\$1,600
5	500	1,000	\$1,500	\$2,000
6	600	1,200	\$1,800	\$2,400
7	700	1,400	\$2,100	\$2,800
8	800	1,600	\$2,400	\$3,200
9	900	1,800	\$2,700	\$3,600
<b>10</b>	<b>1,000</b>	<b>2,000</b>	<b>\$3,000</b>	<b>\$4,000</b>
11	1,000	2,000	\$3,000	\$4,000
12	1,000	2,000	\$3,000	\$4,000
13	1,000	2,000	\$3,000	\$4,000
14	1,000	2,000	\$3,000	\$4,000
15	1,000	2,000	\$3,000	\$4,000
16	1,000	2,000	\$3,000	\$4,000
17	1,000	2,000	\$3,000	\$4,000
18	1,000	2,000	\$3,000	\$4,000
<i>19</i>	<i>1,040</i>	<i>2,080</i>	<i>\$3,120</i>	<i>\$4,160</i>
<i>20</i>	<i>1,080</i>	<i>2,160</i>	<i>\$3,240</i>	<i>\$4,320</i>
<i>21</i>	<i>1,120</i>	<i>2,240</i>	<i>\$3,360</i>	<i>\$4,480</i>
<i>22</i>	<i>1,160</i>	<i>2,320</i>	<i>\$3,480</i>	<i>\$4,640</i>
<i>23</i>	<i>1,200</i>	<i>2,400</i>	<i>\$3,600</i>	<i>\$4,800</i>
<i>24</i>	<i>1,240</i>	<i>2,480</i>	<i>\$3,720</i>	<i>\$4,960</i>

**BOLD** denotes full pay and  
*Italics* indicate compensation for additional enrollment

**TABLE 3 continued**

**INTERSESSION AND SUMMER SCHOOL FACULTY SALARIES**

As of March 15, 2007

**Undergraduate On-Line Course Pay Scale**

Number of Students	Undergraduate On-line 1 Credit Course	Undergraduate On-line 2 Credit Course	Undergraduate On-line 3 Credit Course	Undergraduate On-line 4 Credit Course
1	100	200	\$300	\$400
2	200	400	\$600	\$800
3	300	600	\$900	\$1,200
4	400	800	\$1,200	\$1,600
5	500	1,000	\$1,500	\$2,000
6	600	1,200	\$1,800	\$2,400
7	700	1,400	\$2,100	\$2,800
8	800	1,600	\$2,400	\$3,200
9	900	1,800	\$2,700	\$3,600
<b>10</b>	<b>1,000</b>	<b>2,000</b>	<b>\$3,000</b>	<b>\$4,000</b>
11	1,000	2,000	\$3,000	\$4,000
12	1,000	2,000	\$3,000	\$4,000
13	1,000	2,000	\$3,000	\$4,000
14	1,000	2,000	\$3,000	\$4,000
15	1,000	2,000	\$3,000	\$4,000
<i>16</i>	<i>1,040</i>	<i>2,080</i>	<i>\$3,120</i>	<i>\$4,120</i>
<i>17</i>	<i>1,080</i>	<i>2,160</i>	<i>\$3,240</i>	<i>\$4,240</i>
<i>18</i>	<i>1,120</i>	<i>2,240</i>	<i>\$3,360</i>	<i>\$4,360</i>
<i>19</i>	<i>1,160</i>	<i>2,320</i>	<i>\$3,480</i>	<i>\$4,480</i>
<i>20</i>	<i>1,200</i>	<i>2,400</i>	<i>\$3,600</i>	<i>\$4,500</i>
<i>21</i>	<i>1,240</i>	<i>2,480</i>	<i>\$3,720</i>	<i>\$4,600</i>

**BOLD** denotes full pay and  
*Italics* indicate compensation for additional enrollment

**TABLE 3 continued**

**INTERSESSION AND SUMMER SCHOOL FACULTY SALARIES**

As of March 15, 2007

**Graduate On-Site/On-Line Course Pay Scale**

Number of Students	Graduate Course On-Site/On-line 1 Credit Course	Graduate Course On-Site/On-line 2 Credit Course	Graduate Course On-Site/On-line 3 Credit Course	Graduate Course On-Site/On-line 4 Credit Course
1	125	250	\$375	\$500
2	250	500	\$750	\$1,000
3	375	750	\$1,125	\$1,500
4	500	1,000	\$1,500	\$2,000
5	625	1,250	\$1,875	\$2,500
6	750	1,500	\$2,250	\$3,000
7	875	1,750	\$2,625	\$3,500
<b>8</b>	<b>1,000</b>	<b>2,000</b>	<b>\$3,000</b>	<b>\$4,000</b>
9	1,000	2,000	\$3,000	\$4,000
10	1,000	2,000	\$3,000	\$4,000
11	1,000	2,000	\$3,000	\$4,000
12	1,000	2,000	\$3,000	\$4,000
13	1,000	2,000	\$3,000	\$4,000
14	1,000	2,000	\$3,000	\$4,000
15	1,000	2,000	\$3,000	\$4,000
<i>16</i>	<i>1,040</i>	<i>2,080</i>	<i>\$3,120</i>	<i>\$4,160</i>
<i>17</i>	<i>1,080</i>	<i>2,160</i>	<i>\$3,240</i>	<i>\$4,320</i>
<i>18</i>	<i>1,120</i>	<i>2,240</i>	<i>\$3,360</i>	<i>\$4,480</i>
<i>19</i>	<i>1,160</i>	<i>2,320</i>	<i>\$3,480</i>	<i>\$4,640</i>
<i>20</i>	<i>1,200</i>	<i>2,400</i>	<i>\$3,600</i>	<i>\$4,800</i>
<i>21</i>	<i>1,240</i>	<i>2,480</i>	<i>\$3,720</i>	<i>\$4,960</i>

**BOLD** denotes full pay and  
*Italics* indicate compensation for additional enrollment

### Compensation for Supervision of Independent Studies and Theses

Compensation for supervision of independent studies and theses during Intersession and Summer School is established at the rates illustrated in the following table.

**TABLE 4**

#### **PAY SCALES FOR SUPERVISION OF INDEPENDENT STUDIES AND THESES**

<b>Independent Study Graduate</b>	<b>Independent Study Undergraduate</b>	<b>Thesis Supervision</b>
3 credits: \$375	3 credits: \$300	3 credits: \$500
2 credits: \$250	2 credits: \$200	2 credits: \$350
1 credit: \$125	1 credit: \$100	1 credit: \$200

### Compensation for Supervision of Internships

1. Internship supervisors are expected to abide by specific guidelines, as outlined on page 12.
2. Compensation for internship supervision is outlined in Table 5. In general, internship compensation is based on the academic component, with the exception that all full-time internships (15 credit hours total) be paid at the same rate regardless of whether or not said academic component carries a three- or six-credit value.
3. All internships with a three-hour academic component and an experiential component of eleven hours or less will be paid at the twelve-credit or nine-credit rate, as shown in Table 5.
4. The maximum amount that can be earned in the supervision of internships in any given summer and by any individual faculty member is the equivalent of three (3) sections of 15-credit internships, with five students enrolled in each section (a total of \$9,000). However, if the appropriate dean recognizes extenuating circumstances that may require an individual faculty member to supervise more than this amount, then the dean may approve an overload and submit said overload, in writing, to the Director of Intersession and Summer School. Compensation will then be adjusted at a per-student rate over and above the maximum amount noted.
5. Individual departments/divisions may identify as many internship supervisors as are needed to meet student demand.

**TABLE 5****INTERNSHIP SUPERVISION COMPENSATION SCHEDULE**

<b>Number of Students</b>	<b>15 Credit Internship</b>	<b>12 Credit Internship</b>	<b>9-Credit Internship</b>
1	\$600	\$375	\$375
2	\$1,200	\$750	\$750
3	\$1,800	\$1,125	\$1,125
4	\$2,400	\$1,500	\$1,500
5	\$3,000	\$1,875	\$1,875
6	N/A	\$2,250	\$2,250
7	N/A	\$2,625	\$2,625
8	N/A	\$3,000	\$3,000

**SUMMER INTERNSHIP SUPERVISION: DUTIES AND GUIDELINES**

1. Internship supervisors for summer interns will perform the following minimum expectations.
  - a. Meet during the previous fall and/or spring semesters to orient internship applicants and verify the eligibility of the applicants.
  - b. Plan and facilitate the placement of students who satisfy eligibility criteria.
  - c. Maintain regular contact with the interns after placement, including making site visits within the tri-state and Baltimore/Washington regions.
  - d. Sustain periodic contact with the on-site supervisors of the interns.
  - e. Foster a constructive relationship at the internship site and act on behalf of the mutual interests of all concerned.
  - f. Assign grades based on departmental expectations.
  - g. Establish and conduct appropriate assessments as approved by the department/division chair and dean.
2. Academic departments/divisions have exclusive prerogative to determine the following academic procedural matters.
  - a. Approve faculty as internship supervisors.
  - b. Select or approve internship sites.
  - c. Establish the internship approval process including verification of eligibility.
  - d. Specify grading and determine the evaluation process of the students.
3. Departments/divisions set the maximum limits for internship sections.
4. Any exceptions to these policies regarding internship duties are to be approved by the appropriate dean and submitted to the Provost for approval and to the Director of Intersession and Summer School for eventual implementation.

## DEPARTMENT/DIVISION GUIDELINES

### Department/Division Budgets

1. Separate operating budgets are not provided for Intersession.
2. Separate operating budgets for departments/divisions offering courses in Summer School are established through the Summer School budget, a funding source separate from State-generated funds. As such, specific guidelines apply, as outlined in the remainder of this section.
3. Budgets are distributed by March 1 to all departments/divisions offering, during the coming Summer School sessions, at least 30 undergraduate credit hours or at least 24 graduate credit hours.
4. Budgets are forwarded by department/division chairs in response to budget submittal forms circulated by the Director of Intersession and Summer School. These forms are distributed in early spring and should be returned no later than March 1. Copies of budgets are sent to the appropriate dean.
5. Department/division chairs, in establishing Summer School operating budgets, should consider all related costs, including travel (in support of internship supervision), supplies, and student help. Expenditure of summer funds is left to the discretion of the department/division chair.
6. Budget allotments, as established by the Director of Intersession and Summer School, are based on an evaluation of projected needs, past budgets, number of scheduled courses, and past expenditure levels as compared to the current budget request as submitted by individual department/division chairs.
7. In most cases, initial budgets will be conservative. Adjustments will be made, if necessary, after final enrollments are posted for the first session of Summer School.
8. Funds will be available until the last day of the twelve-week session. After time is allowed for encumbrances to clear, the accounts will be closed. Chairs will be notified in advance regarding the final date for establishing encumbrances against their Summer School budgets.
9. Funds from Summer School budgets cannot be transferred into departmental/divisional "regular" operating accounts.
10. Distribution of funds for special activities within courses (e.g., guest speakers) will be based on the course's ability to meet, with its enrollment, the costs of the faculty contract plus the speaker fees.
11. Reimbursement requests for travel-related expenses will be filed by individual faculty directly to their department/division chairs, as per the policy during "regular" academic semesters.

### Department/Division Chairs

1. Chair duties for responsibilities related to Intersession falls under the auspices of the chair in place during the fall semester immediately preceding Intersession or the spring semester immediately following Intersession. No additional compensation is provided for Intersession chairs.
2. Summer department/division chairs will be selected at the discretion of the individual departments/divisions, in consultation with the appropriate dean. The summer department/division chair does not have to be the incumbent or incoming chair.
3. Summer chairs will be paid at the levels identified in the following table:

**TABLE 6**

#### **RECOMMENDED SUMMER STIPENDS FOR DEPARTMENT CHAIRS**

<b>Credit Hours Generated During Summer</b>	<b>Total Summer Stipend</b>
0-35	\$0
36-99	\$200
100-299	\$400
300-499	\$600
500-699	\$800
700+	\$1,000

4. Contracts for summer chairs will be processed after all courses have been posted to PAWS and reviewed for total credit generation.
5. Program coordinators who feel that their programs require particular attention during the summer can petition their dean to be compensated for said duties. Compensation will be processed if the appropriate dean provides to the Director of Intersession and Summer School written support for payment. Payment will be based on the same schedule (Table 6, above) used for the calculation of summer department/division chairs.

### Course Assessments

1. All course offerings during Intersession and Summer School will be subject to official course evaluations for the following reasons:
  - a. To inform faculty members regarding the degree to which their performance matches the expectations of their departments/divisions and Colleges and the University;
  - b. To supply information and guidance to faculty with respect to professional improvement and development;
  - c. To ensure quality of instruction and to assist departments/divisions in making informed decisions regarding course offerings.

2. Departments/divisions and/or Colleges may use the University's standard "Student Evaluation of Instruction" instrument to evaluate courses, or they may wish to develop an alternative instrument. On-line courses will use a new instrument as developed by the Distance Education Advisory Group.
3. Because not all faculty teach during Intersession and Summer School, the results of course evaluations should not be incorporated, formally or informally, into annual faculty evaluations. Departments/divisions should use Intersession and Summer School course evaluations to evaluate and improve course instruction.

### Graduate Assistantships

1. Graduate Assistantships, including tuition remission, are handled by the College deans respectively. Requests for summer assistantships need to be directed to the appropriate College dean. Such requests are not part of the summer budget process.
2. Summer School does pay the tuition remission for graduate assistantships supported by operational funds, usually at a rate of three credits per session.

<b>OPERATING GUIDELINES</b>
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### Student Registration

1. Intersession schedules will be announced as of October 1, with registration beginning on November 1 and ending at a date established by the Registrar and the Bursar in consultation with the Director of Intersession and Summer School. See the "Calendars" section of this policy guide for more information.
2. Summer schedules will be announced as of March 1, with registration for all summer sessions beginning on the first week of April and ending at dates established by the Registrar and the Bursar in consultation with the Director of Intersession and Summer School. See the "Calendars" section of this policy guide for more information.
3. Student course loads (for both graduates and undergraduates) should be limited to two concurrent courses in Summer School and two courses in Intersession.
4. Graduate students should be limited to four courses in a twelve-week summer session.
5. Exceptions to these limits should be approved by the student's academic advisor, using established procedures for overriding of credit hour limits per semester.
6. Students on academic probation during the fall semester are not eligible to register for the January Intersession. If a student earns a cumulative GPA over 2.0 based on fall performance, she/he may be cleared by the Assistant Provost to register for Intersession late and pay all late fees.
7. Students on academic probation during the spring semester, or placed on academic probation at the end of the spring semester, may not register for the third four-week summer session. If a

student earns a cumulative GPA over 2.0 based on spring performance, she/he may be cleared by the Assistant Provost to register for the last summer session late and pay all late fees. Students placed on academic probation at the end of the spring semester will be deregistered from the third four-week session if they have previously enrolled. They will not be allowed to register later in that session, since they are subject to dismissal at the end of the summer sessions.

8. Students enrolling in on-line courses must adhere to all policies regarding registration. Any exceptions are outlined in the section on "On-Line Courses."
9. All requests for actions beyond the guidelines of the Registrar must be submitted directly to and approved by the Director of Intersession and Summer School within the confines of University guidelines regarding academic policies.

### Student Billing/Fees/Refunds

1. No bills are distributed for either Intersession or Summer School. Students are expected to pay their tuition and fees within 24 hours of registering for their courses. This policy includes all students enrolled in the MBA program.
2. Students are entitled to a full refund of tuition if they withdraw from either Intersession or Summer School prior to the beginning of the late registration period, a date established by the Registrar and the Bursar in consultation with the Director of Intersession and Summer School.
3. Students will be charged \$60 in late fees if registering after the free registration period (\$30 for late registration, \$30 for late payment).
4. If a student withdraws from a course during free drop/add and enrolls in another course during Intersession OR during any of the five Summer School sessions, then he/she will not be liable for any charges related to enrollment in the previous course. The student will be charged a \$30 late registration fee, but not a \$30 late payment fee.
5. Tuition refunds for Intersession are provided up to and including the last day of registration.
6. Tuition refunds for Summer School will be pro-rated as follows:
  - a. Before the end of the "free" registration period...100%;
  - b. Before the end of one-fifth of the length of the session, but in no case beyond the 7<sup>th</sup> calendar day of the session...80%;
  - c. Before the end of two-fifths of the length of the session...40%;
  - d. At the end of two-fifths of the length of the session, but in all cases beginning with at least the 15<sup>th</sup> calendar day of the session...0% refunded;
  - e. For special courses of short duration...policy applied on a pro-rata basis in a manner consistent with the policy.

No tuition refunds will be available after these dates.

7. All students, regardless of site (either on-campus, on-line, or study abroad) will be charged the University Fee.

8. All students, regardless of site (either on-campus, on-line, or study abroad) will be charged the per-credit Technology Fee.
9. All requests for waivers of tuition charges, late fees, etc., must be submitted directly to and approved by the Director of Intersession and Summer School.

### On-Line Courses

1. All students enrolled in an on-line course during Summer School or Intersession are required to attend an on-site orientation or complete a web-based orientation conducted by the instructor prior to the beginning of the term. The orientation session provides important course information, includes instruction on the use of the Blackboard Learning System, and introduces the instructor to the students.
2. Students wishing to drop an on-line course during the free drop/add period may, in lieu of their actual presence on campus, "fax" a written request to the Registrar. Said request must include a statement indicating the student's desire to withdraw and must include the student's signature. If submitted prior to the closure of the free drop/add period, the Registrar will accept said "fax" as a legitimate request for dropping a course. The "fax" will not require the signature of an advisor.

### Intersession and Summer School Advisory Group

(Approved by Faculty Senate 3.14.07)

## MEMBERSHIP

### Administrators

Director of Intersession and Summer School (Chair)

Two Administrators at large:

One from Registrar's Office

One from Billing Office

### Faculty

Six faculty:

One faculty member from each College, appointed by the Dean

Three faculty elected at large

One representative from the Institutional Priorities and Resources (IPR) Committee

### Students

Two (2) students:

One undergraduate student appointed by the President of SGA

One graduate student appointed by the Director of Graduate Services

## PURPOSE

The Intersession and Summer School Advisory Group will review current policies relating to Intersession and Summer School and make recommendations to ensure or accelerate the student's time to degree. The Advisory Group will also recommend marketing strategies and implement initiatives to generate an increase in summer school and intersession enrollment as well as the number and types of courses available to students during these academic terms.

## PROCEDURES

1. The Intersession and Summer School Advisory Group shall have two officers: a Chair and a Secretary. The Secretary will be elected by members of the Advisory Group.
2. The Chair will be a nonvoting member of the Advisory Group.
3. Regular meetings of the Advisory Group will meet once each month during the academic year. Additional meetings may be called by the Chair of the Advisory Group.
4. The Advisory Group may, at its discretion, invite additional individuals with particular expertise to participate in its deliberations.
5. A simple majority of the voting membership shall constitute a quorum, and recommendations of the Advisory Group must be approved by a simple majority of the members present and voting.

### Job Description: Director of Intersession and Summer School

The Director of Intersession and Summer School will perform the following duties:

1. Provide general administrative oversight of Intersession and Summer School.
2. Work closely with department chairs to develop Intersession and Summer School course schedules.
3. Coordinate, in conjunction with the College deans, the evaluation/assessment of all Summer School and Intersession offerings.
4. Coordinate and implement marketing strategies for Intersession and Summer School in order to increase enrollments and revenues.
5. Coordinate, with the Registrar and the Bursar, the day-to-day operating strategies of Intersession and Summer School.
6. Develop and distribute individual department/division operating budgets for Summer School.
7. Review and act upon requests from students regarding requests for decisions outside the normal operating guidelines of Summer School and Intersession (e.g., requests for refunds, requests for waiver of late fees, etc.).
8. Chair the Intersession and Summer School Advisory Group.
9. Manage the marketing budget for Summer School and Intersession.

## Marketing

The Director of Intersession and Summer School shall coordinate and implement various marketing techniques and strategies to fulfill the following goals:

1. The creation of a quality “product” in the development of a learning environment that combines quality courses and effective, student-friendly policies and procedures;
2. The dissemination of timely, effective advertising and communication to a wide variety of publics that may be prospective students.