



**INTERSESSION AND SUMMER SESSION
POLICIES AND PROCEDURES GUIDE**

Reflecting revisions proposed by the
Interession and Summer Session Task Group
And approved by Faculty Senate as of Fall 2005
Revised 3/15/07, 4/17/13, 11/10/2017, 2018 (pay scales only)

INDEX

Mission Statement	2
Calendars	2
Summer Session	2
Interession	3
Course Policies	4
Scheduling	4
Class Size	5
Course Minimum Enrollments/Cancellations	5
Workload and Compensation Guidelines	6
Faculty Workload	6
Compensation for On-Site/Online Undergraduate and Graduate Courses	7
Compensation for Supervision of Independent Studies and Theses	11
Compensation for Supervision of Internships	11
Summer Internship Supervision: Duties and Guidelines	12
Department Guidelines	13
Department Budgets	13
Department Chairs	14
Course Assessments	14
Graduate Assistantships	15
Operating Guidelines	15
Student Registration	15
Student Billings/Refunds	16
Online Courses	17
Interession and Summer Session Advisory Group	18
Job Description: Director of Interession and Summer Session	19
Marketing	19

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

MISSION STATEMENT

The principal mission of Frostburg State University's Summer Session and Intercession is to provide FSU undergraduate and graduate students opportunities to enroll in a variety of high-quality traditional classroom, internship, distance education, blended and online 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 Session and Intercession courses.

As part of this mission, the University provides specialized courses during Summer Session 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 Session and Intercession have the potential to provide important short-term financial support for selected institutional initiatives and priorities.

CALENDARS

Summer Session

1. Summer Session 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 Sessions will be established by the Associate Provost, in consultation with the Director of Intercession and Summer Session and within the constructs of USM calendaring guidelines.
3. Each session of Summer Session will have its own specific operating calendar, as established by the Registrar and the Bursar in consultation with the Director of Intercession and Summer Session. Dates will be set within each Summer 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 as they make decisions regarding summer courses.

TABLE 1

SUMMER SESSION CALENDAR TEMPLATE

May					June					July					August			
5	1	2	3	4	1	2	3	4	5	1	2	3	4	1	2	3	4	
Four-week session					Four-week session					Four-week session								
<ul style="list-style-type: none"> Residential, blended and interactive video undergraduate and graduate courses Online undergraduate and graduate courses Undergraduate and graduate courses involving travel and off-site instruction 					<ul style="list-style-type: none"> Residential, blended and interactive video undergraduate and graduate courses (with emphasis on M.Ed. and teacher certification courses) Online undergraduate and graduate courses Undergraduate and graduate courses involving travel and off-site instruction 					<ul style="list-style-type: none"> Residential and online basic requirement GEP courses Undergraduate and graduate courses involving travel and off-site instruction M.Ed., teacher certification, and in-service professional development courses 								
Six-week session					Six-week session				Six-week session									
<ul style="list-style-type: none"> Residential, blended and interactive video undergraduate and graduate courses Online undergraduate and graduate courses Undergraduate and graduate courses involving travel and off-site instruction 					<ul style="list-style-type: none"> Residential, blended and interactive video undergraduate and graduate courses Online undergraduate and graduate courses Undergraduate and graduate courses involving travel and off-site instruction 				<ul style="list-style-type: none"> Residential, blended and interactive video undergraduate and graduate courses Online undergraduate and graduate courses Undergraduate and graduate courses involving travel and off-site instruction 									
Twelve-week session																		
<ul style="list-style-type: none"> Internship, Research/Thesis, and Practicum Courses Saturday and weekend courses Residential and online graduate courses 																		

Intersession

1. The calendar for Intersession shall be established by the Associate 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 Session.

COURSE POLICIES

Scheduling

1. All Summer Session and Intersession courses should be cleared with your dean and department chair and submitted through the PAWS system in accordance with the schedule and deadlines established by the Registrar. In all Summer Session 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.
2. 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 Session and Intersession, who will notify the Registrar to make appropriate adjustments to course limits.
3. 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 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 Sessions; i.e., all courses must start and end within one of the designated six sessions.
4. Courses in the 498-99/598-99/698-99 and 700 can be added by department 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.
5. 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.
6. 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.
7. Instructors teaching online during Summer Session or Intersession may teach up to two online 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 Session and Intersession.*
8. Summer schedules will be announced no later than March 1 prior to the Summer Session 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	15 students	21 students
Undergraduate Online	10 students	15 students	21 students
Graduate On-Site or Online	8 students	15 students	21 students

2. Class size guidelines apply to both Summer Session 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 Session.
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 Session 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 Session no later than three days after the last day of regular pre-registration without late fees for Intersession and for Summer Session 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. It is preferred that courses not be canceled until the cancelation date for each session.
4. In no case will a class be retained until the first class day of any Intersession or Summer Session 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 faculty salaries will be according to the pay scale in Table 3.

WORKLOAD AND COMPENSATION GUIDELINES

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 Session and Intersession.*
2. Faculty may teach up to three courses in a twelve-week summer session. Therefore, the maximum number of on-site or online courses any individual faculty member may teach during Summer Session 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.). *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 Session.*
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.). *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 Session and Intersession.*
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 Session 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/Blended/Online Undergraduate and Graduate Courses

1. As outlined in Table 3, compensation for on-site, blended or online teaching is based on a combination of class size and student enrollment beyond the standard course limit as illustrated in Table 2. (Blended courses are paid according to on-site pay scale.)
2. After the Director of Intersession and Summer Session 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 Session semesters. 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 Session 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 who teach multiple sections of the same online course in one session are paid according to the total number of students – not by sections.
6. 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 SESSION FACULTY SALARIES**

As of April 2013

Undergraduate On-Site Course Pay Scale

Includes 3 cr. Hr. Practicum's, Field Experiences, Special Topics, and Study Abroad Experiences, and 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.

Number of Students	Undergraduate On-Site/Blended 1 Credit Course	Undergraduate On-Site/Blended 2 Credit Course	Undergraduate On-Site/Blended 3 Credit Course	Undergraduate On-Site/Blended 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
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
16	<i>1,040</i>	<i>2,080</i>	<i>\$3,120</i>	<i>\$4,160</i>
17	<i>1,080</i>	<i>2,160</i>	<i>\$3,240</i>	<i>\$4,320</i>
18	<i>1,120</i>	<i>2,240</i>	<i>\$3,360</i>	<i>\$4,480</i>
19	<i>1,160</i>	<i>2,320</i>	<i>\$3,480</i>	<i>\$4,640</i>
20	<i>1,200</i>	<i>2,400</i>	<i>\$3,600</i>	<i>\$4,800</i>
21*	<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

*Enrollment over 21, pay scale starts over

TABLE 3 continued

INTERSESSION AND SUMMER SESSION FACULTY SALARIES

As of April 2013

Undergraduate Online Course Pay Scale

Includes 3 cr. Hr. Practicum's, Field Experiences, Special Topics, and Study Abroad Experiences, and 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. Faculty who teach multiple sections of the same online course in one session are paid according to the total number of students – not by sections.

Number of Students	Undergraduate Online 1 Credit Course	Undergraduate Online 2 Credit Course	Undergraduate Online 3 Credit Course	Undergraduate Online 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
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
16	<i>1,040</i>	<i>2,080</i>	<i>\$3,120</i>	<i>\$4,160</i>
17	<i>1,080</i>	<i>2,160</i>	<i>\$3,240</i>	<i>\$4,320</i>
18	<i>1,120</i>	<i>2,240</i>	<i>\$3,360</i>	<i>\$4,480</i>
19	<i>1,160</i>	<i>2,320</i>	<i>\$3,480</i>	<i>\$4,640</i>
20	<i>1,200</i>	<i>2,400</i>	<i>\$3,600</i>	<i>\$4,800</i>
21*	<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

*Enrollment over 21, pay scale starts over

TABLE 3 continued

INTERSESSION AND SUMMER SESSION FACULTY SALARIES

As of April 2013

Graduate On-Site/Blended/Online Course Pay Scale

Includes 3 cr. Hr. Practicum's, Field Experiences, Seminars, Special Topics, and Study Abroad Experiences, and 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.

Number of Students	Graduate Course 1 Credit Course	Graduate Course 2 Credit Course	Graduate Course 3 Credit Course	Graduate Course 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
8	1,000	2,000	\$3,000	\$4,000
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
16	<i>1,040</i>	<i>2,080</i>	<i>\$3,120</i>	<i>\$4,160</i>
17	<i>1,080</i>	<i>2,160</i>	<i>\$3,240</i>	<i>\$4,320</i>
18	<i>1,120</i>	<i>2,240</i>	<i>\$3,360</i>	<i>\$4,480</i>
19	<i>1,160</i>	<i>2,320</i>	<i>\$3,480</i>	<i>\$4,640</i>
20	<i>1,200</i>	<i>2,400</i>	<i>\$3,600</i>	<i>\$4,800</i>
21*	<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

*Enrollment over 21, pay scale starts over

INTERSESSION AND SUMMER SESSION FACULTY SALARIES

Doctoral only as of February 2016

Doctoral On-Site/On-Line Course Pay Scale

Includes 3 cr. Hr. Practicum's, Field Experiences, Special Topics, and Study Abroad Experiences, and 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. Note: Field experiences beyond 4 credits will be treated like an internship (see Table 5).

(See table 4 for Dissertation Supervision)

Number of Students	Doctoral Course On-Site/On-line 1Credit Course	Doctoral Course On-Site/On-line 2 Credit Course	Doctoral Course On-Site/On-line 3 Credit Course	Doctoral Course On-Site/On-line 4 Credit Course
1	\$167	\$334	\$500	\$668
2	\$334	\$668	\$1,000	\$1336
3	\$500	\$1,002	\$1,500	\$2,004
4	\$668	\$1,336	\$2,000	\$2,672
5	\$833	\$1,670	\$2,500	\$3,340
6	\$1000	\$2,000	\$3,000	\$4,000
7	\$1000	\$2,000	\$3,000	\$4,000
8	\$1000	\$2,000	\$3,000	\$4,000
9	\$1000	\$2,000	\$3,000	\$4,000
10	\$1000	\$2,000	\$3,000	\$4,000
11	\$1000	\$2,000	\$3,000	\$4,000
12	\$1000	\$2,000	\$3,000	\$4,000
13	\$1000	\$2,000	\$3,000	\$4,000
14	\$1,080	\$2,120	\$3,160	\$4,200
15	\$1,160	\$2,240	\$3,320	\$4,400
16	\$1,240	\$2,360	\$3,480	\$4,600
17	\$1,320	\$2,480	\$3,640	\$4,800
18	\$1,400	\$2,600	\$3,800	\$5,000
19	\$1,480	\$2,720	\$3,960	\$5,200
20	\$1,560	\$2,840	\$4,120	\$5,400
21*	\$1,640	\$2,960	\$4,280	\$5,600

BOLD denotes full pay and
Italics indicate compensation for additional enrollment
 *Enrollment over 21, pay scale starts over

Compensation for Supervision of Independent Studies and Theses

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

TABLE 4

PAY SCALES FOR SUPERVISION OF INDEPENDENT STUDIES, THESES & DISSERTATIONS

Independent Study Graduate	Independent Study Undergraduate	Thesis Supervision
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

Doctoral Dissertation Supervision
3 credits: \$625
2 credits: \$434
1 credit: \$292

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. Any internship consisting of four to eight credits will also be paid according to the nine-credit rate.
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 Session. Compensation will then be adjusted at a per-student rate over and above the maximum amount noted.
5. Individual departments may identify as many internship supervisors as are needed to meet student demand.

TABLE 5**INTERNSHIP SUPERVISION COMPENSATION SCHEDULE**

Number of Students	15 Credit Internship	12 Credit Internship	9-Credit Internship Includes a 4-8 Credit Internship
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 chair and dean.
2. Academic departments 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 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 Summer Session for eventual implementation.

DEPARTMENT GUIDELINES

Department Budgets

1. Separate operating budgets are not provided for Intersession.
2. Separate operating budgets for departments offering courses in Summer Session are established through the Summer Session budget, a funding source separate from State-generated funds. As such, specific guidelines apply, as outlined in the remainder of this section.
3. Budget request forms are distributed April 1 to all departments offering Summer Session courses.
4. Budget request forms are to be completed by the department chair by April 30. The original request forms are to be sent to the Director of Summer Session and a copy to the respective dean. These forms should be returned no later than April 30. Copies of the approved budgets are sent to the appropriate dean.
5. Department chairs, in establishing Summer Session 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 chair.
6. Budget allotments, as established by the Director of Summer Session, 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 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 Session.
8. Funds will be available until two weeks after the start of the last 4 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 Session budgets.
9. Funds from Summer Session budgets cannot be transferred into departmental "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 chairs, as per the policy during “regular” academic semesters.

Department 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 chairs will be selected at the discretion of the individual departments, in consultation with the appropriate dean. The summer department 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

Credit Hours Generated During Summer	Total Summer Stipend
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 Summer Session written support for payment. Payment will be based on the same schedule (Table 6, above) used for the calculation of summer department chairs.

Course Assessments

1. All course offerings during Intersession and Summer Session 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, 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 in making informed decisions regarding course offerings.
2. Departments 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. Online courses will use a new instrument as developed by the Distance Education Advisory Group.
 3. Because not all faculty teach during Intersession and Summer Session, the results of course evaluations should not be incorporated, formally or informally, into annual faculty evaluations. Departments should use Intersession and Summer Session 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 Session does pay the tuition remission for graduate assistantships supported by operational funds, usually at a rate of three credits per session.

OPERATING GUIDELINES

Student Registration

1. Intersession schedules will be announced as of October 1, with registration beginning the first week of November and ending at a date established by the Registrar and the Bursar in consultation with the Director of Intersession and Summer Session. 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 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 Session. 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 Session 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 online courses must adhere to all policies regarding registration. Any exceptions are outlined in the section on "Online 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 Session within the confines of University guidelines regarding academic policies.

Student Billing/Fees/Refunds

1. No bills are distributed for either Intersession or Summer Session. Students are expected to pay their tuition and fees within 48 hours of registering for their courses. This policy includes all students enrolled in the graduate programs.
2. Students are entitled to a full refund of tuition if they withdraw from either Intersession or Summer Session 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 Session.
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 six Summer 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 Session 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 7th 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 15th 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, online, or study abroad) will be charged the University Fee.
- 8. All students, regardless of site (either on-campus, online, 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 Session.

Online Courses

- 1. All students enrolled in an online course during Summer Session 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 online 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 Session Advisory Group

Membership

Administrators

Director of Intersession and Summer Session (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 Session Advisory Group will review current policies relating to Intersession and Summer Session 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 Session 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 Session 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 Session

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

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

Marketing

The Director of Intersession and Summer Session 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.