

Summer Session Scheduling Policy

1. No post-spring classes (Summer I, Summer II, Summer III) should start earlier than their official start date, which should follow the official end of the spring semester.
2. The academic calendar allows for another 4-week period starting at the end of May, pushing the remaining summer sessions further into the summer by one week. Each session should then be allocated one 4-week "box" of time that does not overlap with other sessions. The three 4-week terms should subsequently be referred to as "Summer I," "Summer II," and "Summer III."
3. Summer session courses are allowed to run for any length, as long as the start date coincides with an official start date of a session and if they also follow the next restriction.
4. Courses are allowed to run over multiple sessions only if they are longer than four weeks in duration. Courses shorter than four weeks must start and end inside the dates of a 4-week session. Exceptions may be requested through the start date appeal form (see #7 below).
5. The maximum allowable number of total credits for summer session is 12 (following the standard of 1 credit/week of class instruction). Registration for more than 12 credits for the entire summer session requires the signature of the dean.
6. Standardization of daily class times should be attempted to minimize class period overlap.
7. Departments may appeal the summer session start date for particular courses. To appeal, a department should complete the Start Date Appeal Form and include a description of how adhering to the summer session policy would hinder course instruction and/or the ability to serve students. The form is to be submitted to Records and Registration before the summer timetable deadline.

CAPS revision of whole policy approved by Faculty Senate 4/29/04; approved by Chancellor 5/2/04; CAPS approved Start Date Appeal Form 11/5/04.