

CLS J-Term/Winter Intersession Policy

(Effective September 2015)

Budget constraints require that we create a Winter Intersession schedule that meets the needs of students with fewer resources. Although we may offer fewer courses in the Winter term, we want to make sure we have a planning and scheduling process that is transparent and fair across departments. The goal of Winter Intersession is to provide opportunities for students to move toward degree completion. Courses should address one or more of the college priorities for Winter Intersession. These include: meeting student and program demands, enhancing student access and curricular development.

Goals of J-term/Winter Intersession

1. To make available courses that will enable students to meet their program requirements and make progress toward graduation.
2. Offer courses in demand from students.
3. Offer courses conducive to student success in the compressed winter intersession format.
4. Offer courses with unmet demand during the regular semesters.

Guidelines

1. Departments can offer a maximum of 3 courses during J-Term/Winter Intersession.
2. Proposed courses should be based on student demand (i.e. to fulfill General Education or Major/Minor requirements—electives will be considered only with compelling justification).
3. Classes that fail to meet enrollment goals in fall or spring shouldn't be offered in J-Term/Winter Intersession (review prior 2 year enrollment trends).
4. Courses are expected to meet the minimum enrollment guidelines applied to courses offered in other terms (for three credit courses - lower level 17, upper level 12; two credit courses 25).
5. Winter Intersession courses requests should be submitted to the Dean at least one week before the schedules are due to the Registrar. More specifically, departments should provide a one-paragraph justification for the request that address guidelines 1 and 2 and other relevant information about proposed courses. This justification should include any relevant enrollment data in addition to other forms of evidence.

Chair Responsibilities

The Department Chair must analyze course enrollments within his/her respective department daily during registration to determine whether a course falls within the enrollment guidelines. Timely notification should be provided to the Dean and students on the class roster if the course is cancelled. The Department Chair is responsible for emailing enrolled students when courses have been cancelled. The cancellation notice should advise students that they may select another course.