

Summer School 2017
Policy and Procedures



VALLEY CITY

STATE UNIVERSITY

Summer School Procedures

November

- First week: The Registrar's Office will forward a memo to each Department/School with Summer Session dates and class meeting times for the various sessions along with the previous year's schedule for changes.
- Third week: Information due back to the Registrar's Office

December

- First week: First draft returned to Department/School Chairs
- Third week: Revisions due before semester break

February

- February 1: Summer Schedule published in print and online

April

- The Office for Academic Affairs contacts faculty to confirm summer teaching plans and sends contracts to faculty.

May

- Two weeks prior to start of classes, The Office for Academic Affairs identifies courses with under six (6) enrollment, and negotiates class cancellations or reduced pay for these classes with faculty.
- One week prior, designated classes are cancelled and Department Chair contacts any affected students to help them make schedule changes.

Summer School Policy

1. Course Enrollment

- A course must enroll six (6) or more tuition paying students to be offered at full faculty salary, as described below in #3.
- With instructor approval, continuing education courses can be offered regardless of enrollment. Arrangements for teaching continuing education courses must be made with the Director of Extended Learning.
- The Academic Affairs Office will notify faculty during two weeks prior if enrollment is below six (6) students. Cancellation of courses will be discussed, and courses will be cancelled no later than one week prior to the start of the session.
- “Six” students is defined as six tuition paying students. Those receiving tuition waivers do not count toward the six.
- Courses with less than six (6) students may be offered for reduced salary (see #4, below). The decision to cancel or offer the course must be made in discussion with the Vice President for Academic Affairs (VPAA) two weeks prior to the start of Summer School. Faculty are not required to teach courses with under six (6) enrollment for reduced salary, but they may choose to do so.

2. Summer sessions compress the regular semester, by meeting 3, 4, or 8 weeks instead of 16 weeks. However, the expectation for academic rigor, course content, and study remain the same. Therefore, a 3 credit course offered during an 8 week session will take the same amount of time as 6 credits would in a regular academic term, and a 3 credit course offered during a 4 week session is equivalent to 12 credits (or full time) during a regular academic term.

If a student will be registered for more than (nine) 9 credits at any one point in time, the student needs to submit a petition with an overload request to academic.services@vcsu.edu (Director of Student Academic Services) for review by the Academic Scholastic Standing Committee (ASSC).

Undergraduate Registration - Courses with a Catalog Number 100-499 are undergraduate level.

- Course loads for the summer session are as follows: full-time - 6 credits; three-quarter time - 5 credits; and half-time - 3 credits. During the summer session, the maximum load is 9 concurrent credits for a student in good academic standing. An approved overload petition must be presented with any request to enroll for more than 9 concurrent credits.

- No more than 14 credits will be allowed during the summer. In addition, students should recognize the intense demands of the compressed summer term, and limit themselves to no more than two courses in any session (for example, no more than two courses during the first four weeks, or no more than two, non-overlapping courses during the first three week session).
- For purposes of federal financial aid, undergraduates are considered half-time at 6 credits, three-quarter time at 9 credits and full-time at 12 credits.
- Registration may be completed online in Campus Connection before the last day to add for each session (the dates are listed in Appendix A of this document).
- Contact the Office of the Registrar at 701-845-7295 or registrar@vcsu.edu if you have any questions.

Graduate Registration – Courses with a Catalog Number 601-699 are graduate level.

- All graduate courses are online.
- Registration may be completed online in Campus Connection before the last day to add for each session (the dates are listed in Appendix A of this document).
- For purposes of federal financial aid, graduate students are considered half-time at 5 credits, three-quarter time at 7 credits and full-time at 9 credits.
- Contact the Office of Graduate Studies & Research at 701-845-7303 or graduate@vcsu.edu for assistance with graduate registration.

3. Change in Course Information

- Any changes in course information from that published in the Summer School Schedule will be reported in writing (email) by the Department Chair/Dean to the Registrar's Office and the Office for Academic Affairs.
- Any additions or cancellations of COURSES must be approved by the VPAA prior to making these changes in the Summer School Schedule.
- If a course is cancelled due to low enrollment but has students enrolled, the Department Chair/Dean (or designate) of the department responsible for staffing the class is responsible for contacting the students who have been dis-enrolled from the course and offering enrollment options and/or advising assistance.

4. Faculty Salary Information

- For payment purposes, course enrollment will be determined on the morning after the “last day to add” for the session within which the course is offered. These dates are published online in the term/session calendar.
- Faculty will be paid for instruction of courses per credit hour according to enrollment below:
 - 6 through 11 enrolled - \$700 per credit
 - 12 through 15 enrolled - \$800 per credit
 - 16 or more enrolled - \$900 per credit

Faculty teaching continuing education courses will be paid \$60 per credit per student.

Faculty teaching graduate courses will receive credit load with the following scale:
1 graduate credit = 1.33 credit load.

- Faculty choosing to teach a regularly scheduled undergraduate course with under 6 enrollment will be paid \$100 per credit per student.
- Faculty will *not* be paid for teaching independent studies or special topics courses not published in the print version of the Summer School Schedule.

5. Salary Disbursement Information

- Faculty will not be paid for courses that are cancelled.
- Salary payments for Summer 2017 will be made according to the pay schedule in Appendix B of this document.
- Payroll is processed on a bi-monthly payment schedule; work completed the 1st through the 15th of each month is paid on the last day of that month; work completed between the 16th and 30th or 31st is paid on the 15th day of the following month.
- An online undergraduate course is “full” at 18. Faculty who do not wish to accept more than 18 students may set the cap at 18. Faculty who are willing to teach more students may set a higher cap. We will pay \$100 per student from 19-22. When a course reaches 23, we will pay for two sections.
- Internship Supervision is paid at the end of the semester; \$100 per student to faculty who complete the forms required by the Director of Career Services.

Appendix A: Summer Term-Session Calendar

Drop with No Record: A student may drop a semester-length course and no record of the course will appear on the student's transcript if the drop is processed on or before the tenth calendar day of the fall term and the eleventh calendar day of the spring term. Courses within a shorter session and the summer term will have a proportional last day to drop with no record.

Drop with a Refund: Students who drop a class or classes during the 0.000 to 8.999% enrollment period shall receive a 100% refund of tuition and fees for the credit hours attributable to the class or classes dropped. Refunds will not be given after this time frame for students who drop a class or classes.

Drop with Record: A student may drop a semester-length course at any time during the first twelve weeks of the semester. A grade of "W" will be recorded on the student's transcript for all courses dropped after the Drop with No Record deadline. Courses within a shorter session and the summer term will have a proportional last day to drop with a record.

Withdraw: Students who discontinue their enrollment at VCSU shall receive a refund based on the date of official withdrawal. An official withdraw form must be filed with the Office of Student Academic Services. ***The last day to withdraw from the university is the last business day of the 12th week of classes.*** More information on the tuition refund policy for withdraw is available on the VCSU website at www.vcsu.edu/businessoffice.

Summer Semester 2017

Session	Begin Date:	Last Day to: - Add - Drop with No Record - Drop with a Refund	Last Day to: - Drop with Record "W"	End Date:
First 3 Weeks	May 15, 2017	May 15, 2017	May 26, 2017	June 2, 2017
First 4 Weeks	June 5, 2017	June 6, 2017	June 22, 2017	June 30, 2017
First 8 Weeks	June 5, 2017	June 8, 2017	July 12, 2017	July 28, 2017
Second 4 Weeks	July 3, 2017	July 5, 2017	July 20, 2017	July 28, 2017
Second 3 Weeks	July 31, 2017	July 31, 2017	August 11, 2017	August 18, 2017
Graduate - 8 Weeks	June 5, 2017	June 8, 2017	July 12, 2017	July 28, 2017

Appendix B: Pay Schedule for Summer School 2017

First 3 Weeks	May 15 – June 2	Pay Day
Pay Period	May 16 – May 31	June 15

First 4 Weeks	June 5 – June 30	Pay Day
Pay Periods	June 1 – June 15	June 30
	June 16 – June 30	July 15

First 8 Weeks	June 5 – July 28	Pay Day
Pay Periods	June 1 – June 15	June 30
	June 16 – June 30	July 15
	July 1 – July 15	July 31
	July 16 – July 31	August 15

Second 4 Weeks	July 3 – July 28	Pay Day
Pay Periods	July 1 – July 15	July 31
	July 16 – July 31	August 15

Second 3 Weeks	July 31 – August 18	Pay Day
Pay Period	Aug 1 – 15	August 31

Graduate 8 Weeks	June 5 – July 28	Pay Day
Pay Periods	June 1 – June 15	June 30
	June 16 – June 30	July 15
	July 1 – July 15	July 31
	July 16 – July 31	August 15