

APR 19: GUIDELINES FOR SUMMER SESSION

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These guidelines are intended to be used for typical summer session courses. As in all procedures there are exceptions that will need to be coordinated with the appropriate department head, dean, and division directors.

1. Scheduling Summer Session

See the Parts of Term document from the Registrar’s Office as well as the guidelines for standard class meeting times.

Classes will not meet on the designated Independence Day Holiday.

2. Application of Credit Hour Policy

Colleges should ensure that credit hours awarded for work during summer courses adhere to the SACS Policy Statement (<http://www.sacscoc.org/pdf/081705/Credit%20Hours.pdf>) on Credit Hours and the federal definition of a credit hour below.

**Federal Definition of the Credit Hour.** For purposes of the application of this policy and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates

- a. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of

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credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or

b. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Classroom time should include increased flexibility in content delivery and reduce restrictions imposed by the traditional model. According to the UNC Policy Manual: 400.1.6—"all UNC campuses must ensure that every course offered for academic credit adheres to the standard of a minimum of 750 scheduled minutes of instructional time or the equivalent per credit hour. The time may include required examination periods, but may not include study days. In setting the academic calendar for each semester, campuses may set holiday periods, study days, and final examinations appropriate to accommodate the scheduled classes. In no case may a campus set a calendar that has optional final examinations if the time is considered a part of the required minimum class time."

The Coulter Faculty Center for Excellence in Teaching and Learning provides support for online teaching. Instructional facilitators are available for one-on-one assistance.

Final examinations for classes in each session will be scheduled on the last scheduled class day at the regularly scheduled class time.

Registration for each session must occur prior to the census date reporting for the specific Summer Term.

3. Course Enrollment Guidelines

Enrollment capacity in a summer course should be consistent with the capacity of the same course taught during the regular fall and spring semester(s) unless the course is being taught in a different manner.

4. Course Classifications and Instructor Compensation

- Traditional/Standard
- Internship I, II or III
- Independent Study
- Educational Travel
- Other

All courses will be Traditional/Standard unless classified as Internship I, II, or III, Independent Study, Educational Travel or in rare instances, Other. Deans will stipulate how courses are classified.

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Although the tuition received for distance education courses will not be deposited into the resident summer session account, the compensation for distance education courses will be determined under the same guidelines as resident summer session courses. For the purposes of determining faculty compensation, the tuition received for distance education courses will be calculated the same as for resident summer courses.

Undergraduate courses must meet a minimum enrollment of 11 students to be paid at the traditional/standard rate of pay.

Graduate courses must meet a minimum enrollment of 8 students to be paid at the traditional/standard rate of pay.

If the course enrollment is below the minimum stated above the college dean may cancel the course or it may be offered at a lower rate of pay as determined by the dean. If the decision is to cancel the course, every effort should be made to advise students on substitute summer offerings that provide degree progression. The decision for canceling a course must be executed a minimum of 2 weeks before the course beginning date.

For compensation purposes, course enrollment is the enrollment on the day after the end of the drop/add period. Any deviation from these payment guidelines must be approved by the department head and dean.

The maximum total summer instructional salary for faculty, excluding grants and contracts, must comply with university and regulatory policies. Adjustments to teaching load may be necessary to ensure limits are not exceeded. See Section below for further information.

Traditional/Standard Courses:

The base rate per credit hour is determined by the Provost Office in consultation with the Deans. The calculation considers the expected revenue generated and minimum enrollment.

In 2014-15 the calculated base rate is:

Base Rate per credit hour (Full-time Faculty Rate):	\$1500
Base Rate per credit hour (Adjunct and Retired Faculty Rate):	
Masters	\$900
Terminal Degree	\$1000

Full-time faculty members who teach a minimum of 3 credit hours will have an opportunity to apply for special development funds up to \$1000 if they teach courses during the summer.

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**Independent Study Courses:** These courses are designed for very low enrollment and the compensation is a rate per student per credit hour as determined by each college. Compensation for an independent study course may not exceed the tuition generated for the course.

**Internship Courses:** These courses are designed to provide internship instruction to students. The level of compensation is based on the level of the faculty member's involvement and responsibility and the number of students enrolled. Each college determines the per student compensation for each level of internship instruction.

**Internship Tier I:** Students are participating in an internship or practicum and participate in work under the supervision of a practitioner or employer. The university instructor is responsible for oversight and assigning the final grade. Few or no additional assignments are given, although faculty may review weekly logs, give feedback to students and/or make a minimum of one call or visit to the internship site to speak with both student and practitioner/employer supervisor.

**Internship Tier II:** Students are participating in an internship or practicum and participate in work under the supervision of a practitioner or employer. The University instructor is responsible for oversight and assigning the final grade. Students are given several substantive assignments to be evaluated by the instructor (more than weekly journals) and/or the instructor makes two or more site visits or calls to speak with each student and each practitioner/employer supervisor.

**Internship Tier III:** Students are participating in an internship or practicum in a more intensive clinical or work experience. There is extensive monitoring and instruction provided by the faculty member (e.g. faculty member provides daily supervision).

**Educational Travel Courses:** Courses designed to be off campus with the content of the course primarily focused on experiences learned on location---involves travel for the faculty and the students as well as extra costs for each. Compensation for instruction is only paid if the activity is for credit (see APR on Educational Travel Activity/Course). All travel courses will be built into Banner as contract courses.

**Other:** There may be a rare situation that warrants a varied pay structure not listed above. In that situation the Dean will need to explain the situation and the recommended pay in the text box provided on the Personnel Action Form. In these cases, the course classification should be identified as Other.

Cross listed courses: Courses that are cross listed as resident/distance or undergraduate/graduate will be compensated as one course. One of the cross-listed courses needs to indicate what type of classification (traditional/standard, independent

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study etc.). Cross-listed sections need to be indicated as cross listed by listing the cross listed code on the Summer PAF in the column provided.

**Graduate Teaching Assistants:** GTAs will be approved by the Graduate School and cost of instruction funded out of summer session tuition generated. GTA compensation is \$900 per credit hour.

**Graduate Research Assistants:** GRAs will be approved and funded by the Graduate School, Grants, and/or the Colleges.

**Graduate Student Workers:** Graduate students who are hired as adjunct workers and are not instructor of record (not designated as Graduate Teaching or Research Assistants approved by the Graduate School) will be funded by the Colleges.

5. Limits on Summer Compensation for Faculty Members

a. Compensation from Sponsored Projects - Summer Effort:

A faculty member on a 9-month contract may be paid summer salary (supplemental pay over and above the 9-month academic year salary) for effort contributed to a sponsored project during the 3-month summer period. Charges are based on the same monthly base rate of pay as during the academic year. Summer salary chargeable to grants and contracts is limited to that effort actually expended on the project. Faculty members receiving three months of summer support (maximum allowable) from a sponsored project must put the entire three summer months into the work of the grant.

Example 1: A faculty member on a 9-month contract may be paid one-ninth of his/her prior academic year salary for one summer month of sponsored research. If the faculty member's academic year salary is \$50,000 for nine months, the faculty member receives an additional \$5,556 ( $\$50,000 / 9 = \$5556$ ) for the month spent working on the sponsored research project.  $\$50,000 + \$5556 = \$55,556$  in total pay.

Example 2: A faculty member on a 10-month contract may be paid one-tenth of his/her prior academic year salary for one summer month of sponsored research. If the faculty member's academic year salary is \$50,000 for 10 months, the faculty member receives an additional \$5,000 ( $\$50,000 / 10 = \$5,000$ ) for the month spent working on the sponsored research project.  $\$50,000 + \$5,000 = \$55,000$  in total pay.

Example 3: A faculty member plans to spend two weeks at 1/2 effort (one week total effort) in the summer prepping for a grant funded project (e.g., an institute he or she will lead). Delivery of the institute itself will constitute one additional week of full-time effort. Thus, the faculty member may receive supplemental pay from the grant equivalent to 2 weeks in total (1/2 month).

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Assuming the faculty member's salary is \$50,000 for nine months, the faculty member receives an additional \$2,778 ( $\$50,000 / 9 = \$5,556$  monthly salary divided by 2 to get to 1/2 month effort).

**b. Compensation from Summer Instruction Limits:**

Compensation from all sources for work performed by faculty members during the summer months or other period not included in the base salary period will be determined for each faculty member at a rate not in excess of the base salary divided by the period to which the base salary relates.

Example 1: a 9-month faculty member may be paid no more than three ninths of the 9-month base salary for work performed in the 3-month period that is not included in the base salary period. The maximum supplemental pay in summer for a 9-month faculty member earning \$50,000 base salary is \$16,667 ( $\$50,000 \times 3/9$ ).

Example 2: A 10-month faculty member may be paid no more than two-tenths of the 10-month base salary for work performed in the 2-month period that is not included in the base salary period. The maximum supplemental pay in summer for a 10-month faculty member earning \$50,000 base salary is \$11,111 ( $50,000 \times 2/9$ ).

Exceptions beyond the maximum limits described above must be approved in advance by the Dean/Vice Chancellor (not his/her designee). The rationale for the exception and the approval must be documented in the Special Instructions section on the Summer PAF. The approvals must be obtained prior to the time the work that exceeds maximum limit is performed and must be monitored by the college.

Exceptions beyond the maximum limits cannot be granted for a faculty member (typically 9-month faculty member) who receives summer salary from sponsored projects.

Departments and colleges should monitor faculty member summer compensation totals at the time of contract preparation and section building to ensure maximum compensation limits are not exceeded.

**6. Educational Travel Activity/Course**

In cooperation with the Office of International Programs and Services, international/domestic travel activities/courses may be conducted at varied times during the 13 week summer session (beginning the first day of Mini Session). Guidelines for developing and implementing these courses can be found in APR #20 on the Office of the Provost website at <http://www.wcu.edu/about-wcu/leadership/office-of-the-provost/resources-for-faculty-and-staff/academic-procedures-and-regulations/index.asp>.

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These courses will be established as contract courses either for credit or not for credit--- depending on the activity.

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7. **Course Proposals**

Courses are proposed as either distance or resident courses regardless of delivery method. All courses proposed for resident summer session should be submitted to the respective dean for approval and final classification. When courses are loaded into Banner, the approved classification needs to be identified—traditional/standard, internship I, II or III, independent study, educational travel or other.

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The colleges should involve Educational Outreach and International Programs and Services as appropriate to negotiate support needed for distance and educational travel courses.

The goal is to have all courses entered in Banner by January 28, 2015.

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Online courses are offered through both distance and resident education. If situations warrant co-listing sections, the processes used during the fall and spring terms for distance will apply to summer session.

The tuition/fee rate for each course is based on whether or not the course is part of an approved distance program or an approved resident program.

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8. **Budget Allocations**

Following input from respective department chairs, college deans will determine departmental budget allocations for instructional costs. Colleges will be given a specified percentage of the net revenue from Summer Session courses as an incentive to offer courses during Summer Session. **In accordance with General Administration policy, these funds may be used to support summer instruction.**

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The Office of the Provost will determine the net revenue generated from each college after all compensation and expenses have been determined and subtracted. The percentages of net revenue sharing are as follows:

- Colleges (prorated according to net revenue generated): 50%
  - Office of the Provost: 30 %
  - Colleges with Distance Education courses (prorated) 20%
- (This 20% is to be distributed among colleges with summer distance education courses prorated according to net revenue generated from distance education offerings)

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There will be revenue sharing with the departments based on negotiations with the respective deans.

Summer Learning Communities (SLC) Budget: The tuition generated from SLC courses will be used to pay SLC instructors. The balance of the tuition generated for SLC will be distributed to the SLC budget. These funds will be subtracted from the gross revenue generated by summer session.



9. Additional Course Cost(s)

If additional costs are associated with a course the faculty member will need to create a budget for all expenses to be incurred. The budget needs to specifically list all expenses and have two parts---one for student expenses and one for faculty expenses. This budget is to be forwarded to the Dean's office for approval. Once approved the invoices and purchase orders associated with the course are to be completed by the department and sent to the Dean's office for processing.

10. Faculty Summer Course Load

Teaching assignments are voluntary and not guaranteed for summer session. The need and opportunity for teaching assignments vary among the colleges. Teaching assignments should be made with the primary goal of maintaining the highest standards of academic quality. Actual teaching assignments and overall faculty teaching load are ultimately the responsibility of the Department Head and Dean, who, in addition to considering academic quality, should consider such factors as number of students in each course, overall number of students, faculty member's history with specific courses being offered, spread of courses among the multiple summer sessions, and number of preparations. In general, a faculty member's summer load should be consistent with the typical spring or fall load, expressed in SCH or FTE terms. The maximum teaching load is fifteen (15) hours, excluding internships and cooperative education courses. To safeguard academic quality, any exceptions to this maximum load must be justified by the Department Head and approved by the Dean.

11. Faculty Contract and Payment Process for Resident and Distant Credit Summer Courses

Personnel Action Forms (PAFs) with signed contracts are required on all faculty members teaching in summer session. All PAFs and Contracts will be executed by the departments/colleges prior to April 15, and forwarded to the Summer Session Office in the Office of the Provost. The PAF for a faculty member teaching resident and distance may be done on the same PAF---be sure to indicate the appropriate funding source for distance and resident credit courses on the PAF. These Personnel Action Forms will state the classification (Traditional/Standard, Educational travel, Independent study, Internship I/II/III, or Other) of the course sections being taught. Faculty compensation that deviates from these guidelines needs to be stipulated in the Special Instructions/Comments box on the PAF provided for clarification of the circumstances. The Summer Session Office will develop a spreadsheet of all resident credit summer activity. If necessary, the Summer Session Office will forward a copy of the PAFs to HR to ensure that faculty members are coded appropriately in the HR system.

The PAF will be finalized by the Summer Session Office when the final enrollments for courses have been determined---see the various summer terms to determine the appropriate enrollment dates. The Summer Session Office will update the spreadsheets and PAFs to indicate faculty compensation.

Instructors will be paid the last day of the month according to the matrix of terms and pay dates on the Parts of Term with Paydates for Faculty spreadsheet under the heading of

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**Note for Faculty Load FTE:** The faculty load FTE needs to be calculated using (.2) as the FTE for one regular 3 hour course. Different disciplines will have internships and courses that will play off of this base line .2 designation. For example, in elementary education Intern II (full time student teaching) supervision load could be calculated such that if a faculty member was supervising 5 students it would be equivalent to teaching one regular 3 hour course in terms of time and effort---in spite of the fact that students registered for a 9 hour internship. In a case such as this you would need to designate the course as “other” and indicate in the comments section that 5 students enrolled is equivalent to teaching one 3 hour course---.2. The Summer Session office will then know how to code the FTE after final enrollment.

Administrative Assistants do not need to complete this portion of the PAF---a spreadsheet will be sent to the colleges/departments for completion of load FTE at a later time.

**Note for Graduate Teaching Assistants (whether instructor of record or not):**

The forms to use for Summer Graduate Teaching Assistants---whether assisting with a course or instructor of record ---needs to be done on the AA15. On the bottom left of the AA15 you need to indicate “teaching” and use the 102900 budget code for that part of their duties. The course prefix, number and course CRN should also be identified on the AA15. If the GTA is being paid for teaching or assisting with the course (i.e. lab assistant), the exact course and section needs to be indicated on the AA15 form or on the description attached to the AA15---be sure to indicate in the description if the GTA is the instructor of record or not. The AA15 forms need to be sent to the Graduate School for approval---the Graduate School will submit any that indicate summer teaching to the Office of the Provost for further processing.

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12. Student Summer Course Load

Students are limited to taking 4 credit hours during the Mini-mester term. The maximum summer session course load for any student is 16 hours total. Any overload must be approved by the advisor, department head, and dean of the student's major following normal approval procedures. If a student is undeclared, the overload must be approved by the Advising Center and the Office of the Provost.

It is the student's responsibility to check with the Office of Financial Aid to determine the impact of summer session on his/her Financial Aid Allocation.

To be considered for financial assistance during the Summer Session(s) the student must meet the following conditions:

- Filed the current Free Application for Federal Student Aid (FAFSA) and complete a Summer School Supplement by April 1.
- Undergraduates must register in a minimum of 6 hours during the summer session (before financial aid will be awarded).
- Graduates must enroll in a minimum of 3 hours.
- Your Summer Financial Aid will not be awarded until you register for classes
- Financial Aid will not be disbursed until the beginning of June or the first day of class (whichever date is later).

If you meet the above criteria, contact the Financial Aid Office. For priority consideration, your application must be received by April 1 to be considered for assistance. Assistance will generally be in the form of a loan. Dependent students, who do not have remaining student loan eligibility due to a maximum award received during the academic year, will only be eligible for Parent PLUS loan assistance. In addition graduate students may now apply for a federal Graduate PLUS loan.

13. Add/Drop dates

Add/Drop period is the first 2 days of each session---can be done by students through MyCat. After this two day period, regular late withdrawal policies and procedures apply. The Add/Drop period ends on the first day of class for one and two week summer sessions.

14. Grades

Grades are due within 48 hours of the last scheduled day of each course.

15. Wait List

Standard Waitlist procedures will apply. Waitlists for sections are at the discretion of the Department Head. Waitlisted students will be moved to regular enrollment throughout the add/drop period.

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16. Refund Dates

Standard refund policies and procedures will apply. Students who drop during the add/drop period will receive a full course refund. After the add/drop period students must withdraw. Tuition and fees are not refunded for course withdrawals.

17. Payment Deadlines

Standard summer deadlines apply. Students may not participate in a class until tuition and fees are paid. Tuition is due at the start of the session. Students who register after the start of the session must pay immediately. **THERE WILL BE NO PAPER BILLS FOR SUMMER SESSION**

18. Dropped Schedule for Nonpayment

Students will be "Dropped for non-payment" the first day after the late registration period. Payment is required prior to reinstatement. Students should not be allowed to attend if they have not paid.

19. Account Holds

Standard hold policies apply. There are no "special" circumstances for summer.

20. Marketing Summer Session

All summer activities, for credit or not for credit, need to be forwarded to the Director of Summer Session by the first day of classes in Spring semester. The Director will work with sponsoring divisions to develop literature to market all activities to be included in Summer Session.

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