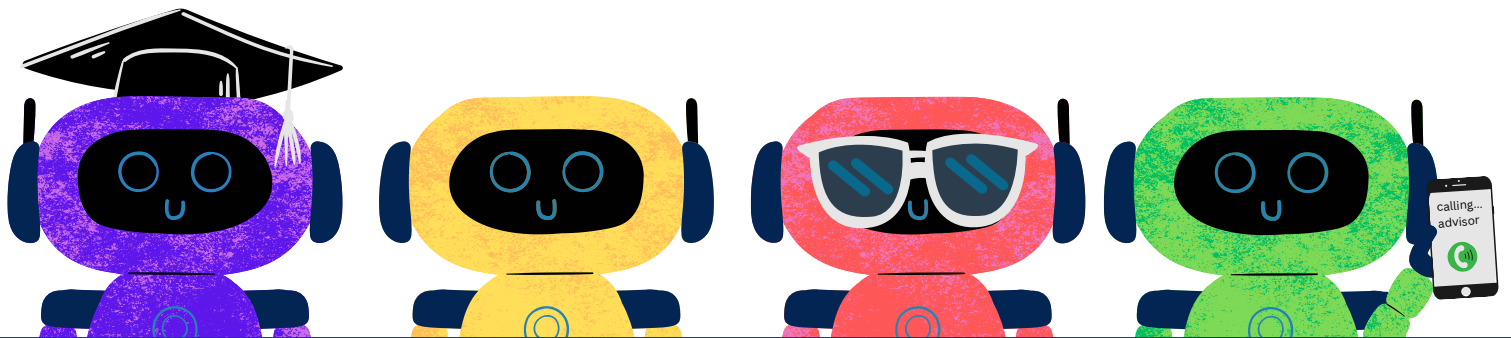


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# 2024 MTSU SUMMER SESSIONS INFORMATION

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**EMPOWERING STUDENTS**

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# Summer Guidelines

The Summer Session 2024 Guidelines were approved April 8, 2024

**Dates considered as summer work: May 6 - August 25**

**Table1:** Important summer term dates

| Term   | Term dates         | Length   | Last day to add or register on PipelineMT | Payroll Date |
|--------|--------------------|----------|---|--------------|
| S3A    | May 20 - June 7    | 3 weeks  | May 20                                    | June 28      |
| S6A    | May 20 - June 28   | 6 weeks  | May 22                                    |              |
| 1 Full | May 20 - August 9  | 12 weeks | May 23                                    |              |
| S5A    | May 28 - June 28   | 5 weeks  | May 29                                    | July 31      |
| S3B    | June 10 - June 28  | 3 weeks  | June 10                                   |              |
| S3C    | July 1 - July 19   | 3 weeks  | July 1                                    |              |
| S6B    | July 1 - August 9  | 6 weeks  | July 3                                    | August 30    |
| S5B    | July 8 - August 9  | 5 weeks  | July 9                                    |              |
| S3D    | July 22 - August 9 | 3 weeks  | July 22                                   |              |

## I. Pay Printouts

- Student enrollment/faculty pay:** The student enrollment on the pay printout should be through the last day to add or register late for classes on PipelineMT for a particular part-of-term. **Faculty pay is calculated using enrollment numbers collected at 11:59pm that day.** See Table 1
- Audit students:** Audit students do not pay tuition and fees and do not count toward minimum class enrollment or for pay purposes. Audit student enrollments will not be represented on the pay printout.

3. **Classes listed on pay printouts:** All uncanceled classes that have students enrolled appear on the pay printout.
4. **Teaching & chair administrative assignments:** Only pay to faculty for summer teaching and to department chairs for chair administration appear on the pay printout.
5. **Non-teaching duties and other assignments:** Pay for non-teaching duties and other assignments should not be included on the pay printout. Pay for such assignments should be submitted on an EPEF (for all F9 classified employees) or on a PEF/Extra Comp form (for other classifications) and routed through appropriate channels. Include explanations of such assignments in the remarks section as well as the pay index number/s

## II. Salary

1. **Twelve-month contract employees** (and others who are paid from a source other than the summer school budget): May not earn additional pay from the summer school budget without approval from the dean of the college, the dean of University College, and the provost for Academic Affairs. It is the responsibility of the department chair to alert the dean of the college of such persons.
2. **Maximum hours for pay during summer:** A regular academic year (nine-month) faculty member may not be paid more than eight semester hours or the equivalent (25% of the preceding academic year's salary) during the summer for teaching, chair duties, and/or other internally funded projects (MT-IGO awards [formerly FRCAC], extra compensation for other work during the summer, etc.) without approval from the dean of University College.

By exception from the dean of University College, a regular academic year (nine-month) faculty member may be paid for teaching nine semester hours or the equivalent (28.125% of the preceding academic year's salary) during the summer as provided in [MTSU Policy 221 Faculty Compensation during Summer Session](#).

Nine hours is the maximum load, by exception from the dean of University College, for a faculty member unless that faculty member serves under externally sponsored contracts for research or other professional services during the early-May through late-August summer months. In this case, the faculty member may be paid up to 10.6656 semester hours (with compensation not to exceed the equivalent of 11.11% per month of his/her preceding academic year salary with a maximum limit of 33.33% of his/her preceding academic year salary).

3. **Maximum hours of teaching in three-week terms: S3A, S3B, S3C, S3D:** A faculty member may not teach more than one course totaling up to four hours during a three-week term (S3A, S3B, S3C, S3D). Any exception must be approved by the dean of University College.
4. **Maximum hours of teaching in five and six-week terms: S5A, S5B, S6A, S6B:** A faculty member may not teach more than two courses totaling up to eight hours during a five-week term (S5A, S5B) or a six-week term (S6A, S6B). Any exception, such as overlapping terms, must be approved by the dean of University College.
5. **Pay disbursement dates:** Pay for the S3A and S6A terms is disbursed at the end of June. Pay for the 1 Full, S3B, and S5A terms is disbursed at the end of July. Pay for the S3C, S3D, S5B, S6B terms is disbursed at the end of August. *See Table 1.*

Pay for faculty teaching education abroad courses--approved by the department, the Office of Education Abroad, and the vice provost of International Affairs--in an MTSU Signature Program, or in the CCSA Program is disbursed either at the end of June, July, or August depending upon the begin/end dates of the courses within those programs.

6. **Comprehensive exams:** These courses are listed on the pay printout. There is no pay for these courses.
7. **Compensation for part-time and adjunct faculty:** Compensation for teaching summer courses (non-independent study type) for part-time and adjunct faculty per [MTSU Policy 222 Adjunct Faculty Compensation](#) is at a **flat rate of \$800 per workload unit**. Approved low enrolled courses taught by adjunct faculty will be subject to proration. - See 'Compensation for regular academic year faculty' section II, 8 below for more details.
8. **Compensation for regular academic year faculty:** Compensation for teaching summer courses (non-independent study type) for regular academic year faculty will follow [MTSU Policy 221 Faculty Compensation during Summer Session](#). *See Table 2.*

Exceptions for regular summer courses (non-independent study type) with less than minimum course enrollment (6, 8, 10, or 15 students) may be granted if approved by the chair, the dean of the college, and the dean of University College when there are **overriding student reasons** for the exceptions.

All approved low enrolled courses will be prorated using the prorate formula. *See Table 2.*

To determine prorated rate (actual enrollment/minimum enrollment), reference Tables A-F in Section XI.

The faculty member may not receive compensation greater than what would be awarded if the course meets minimum enrollment.

The cutoff date for enrollment used to determine faculty compensation is the **last day** students can add or register late for classes on PipelineMT for a particular part of term. No adjustments in enrollment are made for those students who add/drop after these dates. *See Table 1.*

9. **Banking of instructional load:** Banking of instructional load is not allowed in the summer.
10. **Courses with contact hours in excess of credit hours** (Faculty Workload Guideline Fall 2018 I.A.2.): For courses in which contact hours are greater than credit hours, such as lab, nursing clinical and studio courses, additional WU (Workload Unit) **may** be awarded when it can be demonstrated by the department chair/director that additional contact hours (CH) truly require greater effort on the part of the faculty member.

To adjust the WU of a faculty member teaching such a course, the number of contact hours in excess of the credit hours maybe multiplied by a factor of 0.5 and then added to the credit hour value of the course. For example, a three-credit hour lab/studio course meets for six contact hours each week. The three additional contact hours exceeding credit hours may be multiplied by a factor of 0.5 and then added to the credit hour value of the course as shown below:

$$\begin{aligned} &=6 \text{ contact hours} - 3 \text{ credit hours} = 3 \text{ excess hours} \\ &=3 \text{ excess hours} \times 0.5 \text{ factor} =1.5 \text{ excess hours} \\ &=1.5 \text{ excess hours} + 3 \text{ credit hours} = 4.5 \text{ WU} \end{aligned}$$

For classes that **require** additional field-based work of at least twenty-four (24) contact hours in addition to the on-campus contact hours, the department chair/director may provide up to one (1) additional WU.

11. **Classes with high enrollment** (Faculty Workload Guideline Fall 2018 I.A.3): Since the teaching of a large undergraduate enrollment class (minimum of 50students) may require increasedfaculty time and effort, depending on pedagogical methodemployed, the department chair/director may approve additionalcredit for such teaching, weighing such variables as additional preparation required, increased numbers of papers to be read, outsideof class assistance provided to students,as well as the amount of assistance available from a teaching assistant(s) or other staff.

Not all classes lend themselves to large sections. Where additional credit is warranted, factors greater than one may be used as multipliers. The maximum multiplier a chair/director may use for large enrollment/non-traditional pedagogy courses is 2.0. Standardized multipliers for recognizing large undergraduate courses with additional WU are as follows:

- 50 – 59 = 1.4
- 60 – 69 = 1.6
- 70 – 79 = 1.8
- 80 + = 2.0

Based on discipline best practices, courses at the 6000/7000 level will not receive additional WU based on class size.

**Table 2:** Prorated pay calculation for low enrolled courses

|                       | Minimum Enrollment | Pay Calculation Formula   | Example  |
|-----------------------|--------------------|---|--|
| Standard Pay Schedule | MET                | =Academic year salary<br>× Workload Units (WU) of course<br>× 3.125%  | Professor Smith’s regular academic year salary is \$70,000 and she teaches 3 WUs<br><br>Pay to Professor Smith=<br>\$70,000 × 3 × 0.03125 =<br>\$6,562.50  |
| Prorated Pay Schedule | NOT MET            | =Academic year salary<br>× Workload Units (WU) of course<br>× 3.125%<br>x (actual enrollment/minimum enrollment)* | Professor Adams’ regular academic year salary is \$70,000 and he teaches 3 WUs for a 1000- level course with 10 students<br><br>Pay to Professor Adams =<br>\$70,000 × 3 × 0.03125 ×<br>(10/15) = \$4,396.88 |

*\*This pay formula is not applicable to independent study type courses (reference Items 15-20)*

12. **Off-campus courses/dual-enrollment courses taught off-campus** (Faculty Workload Guideline Fall 2018 I.A.5.): The time involved in driving to and from off-campus sites, setting up unfamiliar classrooms, and counseling students may add appreciably to the normal workload of teaching the course on-campus. If the distance traveled and other conditions attending the delivery of an off-campus course justify it, the department chair/director may award up to a maximum of 1.25 times the credit of the course for a course taught greater than 25 miles from campus. A second course taught off-campus on the same day and at the same site would not qualify for additional credit. For dual enrollment courses taught off-campus, the department chair/director may award up to a maximum of 1.25 times the credit of the course for a course regardless of the distance from campus.

13. **Team taught courses** (Faculty Workload Guideline Fall 2018 I.A.6.): For courses taught by more than one instructor, the WU will be divided between the instructors according to the effort expended. In cases where both instructors are in the classroom at the same time throughout the semester and the course is interdisciplinary, the provost may grant, as an exception, full teaching credit to each faculty member. In this case, an exception must be requested through the college dean to the provost in advance of the applicable term.

Turn teaching is permissible where multiple faculty take turns teaching parts of a course (e.g., five professors each teach three weeks of a course). Faculty receive WU or compensation for only that portion of the course taught.

14. **Prescribed courses** (Faculty Workload Guideline Fall 2018 I.A.7.): For prescribed courses (K courses), additional WU may be granted if the course contact hours/lab components warrant an adjustment using the factors described in Item 10 above: Courses with contact hours in excess of credit hours (Faculty Workload Guideline Fall 2018 I.A.2.). All prescribed courses will be adjusted using this method.

15. **Professional counseling program** (Faculty Workload Guideline Fall 2018 I.B.1.): For the professional counseling program practica/internships (COUN 6270; COUN 6540; COUN 6920; COUN 6930), a faculty member may be allowed 0.75 WU for each student assigned, i.e., supervision of four counseling practicum or internship students would be equivalent to a three (3) WU assignment.

16. **Problems courses, practica, independent study, cooperative education, service learning** (Faculty Workload Guideline Fall 2018 I.B.5.): Courses which do not lend themselves to traditional classroom or laboratory methods but which must be taught in an individual, tutorial, or consultative manner may be credited to the faculty member on the basis of 0.1 WU for each



undergraduate student credit hour (SCH) and 0.2 WU for each graduate student credit hour (SCH). In no case will the individual instruction in a single course generate more teaching load credits than if the course was taught as a regularly scheduled, organized course.

Student credit hour (SCH): course credits multiplied by the number of students enrolled in the course.

17. **Undergraduate research** (Faculty Workload Guideline Fall 2018 I.B.6.): Faculty leading undergraduate research classes may be provided with 0.2 WU for each student credit hour (SCH).
18. **Internship supervision** (Faculty Workload Guideline Fall 2018 I.B.7.): Faculty supervising internship classes should be provided 0.1 WU for each student credit hour (SCH) not to exceed 3 WU per course section, regardless of the credit hour value of the course. Courses with similar instructor, credit hours, term, and format will be combined for pay purposes - See 'Combining two courses' section II, 24 below.
19. **Music: Private instruction in music/class instruction of instruments/jazz combos** (Faculty Workload Guideline Fall 2018 I.B.8.):

**Private Instruction:**

Courses providing private instruction in music will provide 0.33 WU per one-half hour of instruction or 0.33 WU for each enrolled student. Courses providing private instruction in music will provide 0.67 WU per one hour of instruction or 0.67 WU for each enrolled student. For junior and partial senior recital courses (MUAP 3800 and 4800), a faculty member is provided 0.17 WU per student. For the senior recital course (MUAP 4900), a faculty member is provided 0.34 WU per student. For the graduate recital course (MUAP 6670), a faculty member is provided 0.67 WU per student.

**Class Instruction of Instruments (includes piano with 6 to 10 students, guitar with 6 to 20 students, and voice with 6 to 15 students):**

One credit hour courses designed to provide individualized instruction in applied music in a group setting with six or more students, particularly for beginning and intermediate students, and meeting for two contact hours will be calculated for workload purposes as no more than two adjusted WU.

**Jazz combos:**

Small jazz ensemble courses with four to eight students awarding one hour of credit will be calculated as two adjusted WU in recognition of the preparatory, rehearsal, and performance work required of the faculty member.

20. **Thesis (6640)/Dissertation (7640) supervision** (Faculty Workload Guideline Fall 2018 I.B.9.): Graduate thesis or dissertation supervision shall be provided WU credit only to the chairperson of the thesis or dissertation committee. WU credit should be provided at the rate of 0.3 WU per thesis student credit hours (SCH) and 0.4 WU per dissertation student credit hours (SCH) depending on the amount of time required by the faculty member for the individual student. Department chairs/directors should monitor individual student progress to limit faculty WU to no more than three (3) WU total for thesis supervision of one master's student or five (5) WU for dissertation supervision of one doctoral student over time.

No additional reassigned time will be provided upon the successful completion of the thesis/dissertation.

21. **Special workshops:** Any pay to a faculty member for supervising a workshop where the instruction is not primarily provided by the faculty member must be approved by the department chair, the dean of the college, and the dean of University College.
22. **Freshman/sophomore problems courses:** No problems courses are allowed at the freshman or sophomore level.
23. **Approved education abroad courses:** A faculty member who teaches an education abroad course--approved by the department, the Office of Education Abroad, and the vice provost of International Affairs--in an MTSU Signature Program or in the CCSA Program will receive compensation at the summer rate of pay for one course provided the course meets **a minimum enrollment of eight** MTSU students.

If a faculty member is teaching two approved education abroad courses as part of the same program and each course meets the minimum of eight MTSU students enrolled, that faculty member will receive compensation at the summer rate of pay for each course.

Only course(s) that are set up as "study abroad sections" using the procedures provided by the Office of Education Abroad will be eligible towards faculty pay. Only MTSU education abroad students who are enrolled in these "study abroad sections" will count towards the minimum enrollment of eight.

All enrolled MTSU education abroad students must fully participate in the education abroad program, including completing all Office of Education Abroad policies and student application procedures, attending the mandatory orientation, and being present for all in-country itinerary activities set by the faculty leader in order to count towards the minimum enrollment of eight.

The MTSU Signature and CCSA courses are included in the faculty member's teaching load and count toward the faculty member's summer instructional pay cap.

With approval of the respective chair, dean, and vice provost of International Affairs, a faculty member may receive prorated pay with an approved enrollment of six or seven students for approved education abroad courses. Approval must be sought and obtained prior to the start of the MTSU program.

24. **Combining two courses:** Two classes taught at the same hour by the same professor must be combined to equal one class for pay purposes. A person may not be paid for more than one class when two classes are combined.
25. **Military science:** MS courses are shown on the pay printout; there is no pay for these from the University.

### III. Department Policy on Faculty Assignment & Summer Scheduling

1. **Varying needs of departments:** Because of varying needs, situations, and qualifications within each department, specific policies concerning assignment of summer school teaching loads, curriculum offering, and other summer school affairs should be determined within and by members of that department, subject to review by the dean of the college and the dean of University College. Since decisions on summer school assignment affect all faculty, all full-time faculty should be allowed to participate in the decision-making process (i.e. have input, ask questions, and have voting rights). When budgets are constrained to disallow full teaching loads to all faculty desiring such loads, full-time faculty should get the opportunity to teach a course before adjuncts (in or outside of said department). An annual department review of summer school policies, procedures, course offerings, and teaching assignments is strongly suggested.
2. **Graduate assistants:** GAs are not employed in the summer unless regular faculty members are not available.
3. **Academic maps:** Summer courses listed in academic maps should be offered.

## IV. Standard Class Start Dates

1. **First class meeting date:** The first class meeting of a course should be scheduled to coincide within the first week of the summer part-of-term in which the course is scheduled. This requirement may be satisfied by having a brief meeting with students enrolled in the course either in person or online during the first week of the summer part-of-term in which the course is scheduled. Prior to the first class meeting, faculty should communicate the schedule of class meetings and, if possible, the syllabus. The class meeting dates, and other expectations can be listed with the course information in the online course schedule.
2. **Weekend classes:** Departments with weekend courses may need to coordinate more closely to eliminate any conflicting class meeting times for those students wishing to take more than one weekend course.
3. **Exception from standard class meeting start date:** To obtain an exception from the required standard class meeting start date, the department must email a request to the appropriate dean. If approved by the dean, the request is sent to the assistant director of Scheduling. The assistant director will review the request and forward a response to the academic department, college dean, and scheduler. The request should include the summer part-of-term, room assignment, course number and section, proposed meeting schedule (days and hours), and reason for the exception. The assistant director of Scheduling will consider the type of course and the effect on students and scheduling in determining approval.
4. **Workshops:** Workshops and courses with meeting dates different from the regular summer parts of term must begin/end within the same part of term. The course must also have the first meeting whether in person or online during the first week of the summer part-of-term.

## V. Class Meeting Times

1. **Standard class meeting times:** Departments are encouraged to offer courses across all standard meeting times. Adherence to the standard meeting times also provides final examination scheduling without time conflicts. Scheduling will remove all non-standard times that do not have prior approval. See Table G in Section XI.

2. **Non-standard class meeting times:** Requests for classes to be offered at non-standard meeting times must be submitted to and approved by the department chair, college dean, and the assistant director of Scheduling. The assistant director will review the request and forward a response to the academic department, college dean, and scheduler. These non-standard time approvals are for the specified effective summer part(s)-of-term only. (Refer to the Institutional Space Policy for details.)
  
3. **Specifics of standard class meeting times:** Standard meeting times for summer follow. Times indicated are standard for three-hour credit courses. All other credit hour courses should begin or end on a standard meet time to avoid conflicts and facilitate student registration. Final exams should be given on the last day of the class regardless of the part-of-term.  
  
No summer classes should be scheduled between 12:00pm and 12:30pm to allow for a break between morning and afternoon classes for those students taking multiple courses on campus.
  
4. **Workshops and standard class meeting times:** Workshops are exempt from adherence to standard meeting times.
  
5. **Evening, off-campus, and weekend classes:** Evening, off-campus, and weekend classes are encouraged during the summer if they will attract more students than when scheduled otherwise.

## VI. Department Chairs

1. **Duty time:** Department chairs are responsible for the administrative functions of their department for all terms of summer school.
  
2. **Duty location:** All department chairs are expected to be on campus for university-wide administrative services, planning, conferences, and workshops as needed.
  
3. **Substitute chairs:** Permission for using a substitute chair must be approved by the dean of the college and the provost for Academic Affairs. Upon approval, the substitute may be paid the same number of hours as the regular department chair.

4. **Compensation for chairs:** Department chairs are compensated for administrative duties during the summer and are expected to schedule office hours based on the number of Workload Units (WUs) earned. *See Table 3.*

The previous summer’s student credit hours (SCH) are added to the Winter term SCHs to determine the hours of pay for the current summer term.

Payment cannot be made for administrative hours before they have been earned. Chair pay will be distributed across June, July, and August with the reminder that no more than one hour may be claimed in any of the three-week terms.

5. **Maximum compensation:** Department chairs are eligible to earn a total of eight hours pay (25% of their preceding academic year’s salary) in the summer, including this summer administrative pay. Requests for more than eight hours must be approved by the appropriate college dean and by the dean of University College.

**Table 3:** Department chair compensation and hours

| SCH       | Equivalent hours of pay (WUs) | Administrative hours per week |
|-----------|-------------------------------|-------------------------------|
| 0-799     | 2                             | 10                            |
| 800-1599  | 3                             | 15                            |
| 1600-2399 | 4                             | 20                            |
| 2400-3199 | 5                             | 25                            |
| 3200+     | 6                             | 30                            |

## VII. Course Enrollment Information

1. **Minimum enrollments by course level:** Regular summer courses (non-independent study type) must meet minimum enrollment. Minimum course enrollments established by MTSU are:

|   |             |
|---|-------------|
| 1000 and 2000 level courses   | 15 students |
| 3000, 4000, 5000 level courses<br>(including 4000/5000 dual-listed courses) | 10 students |
| 6000 level courses  | 8 students  |
| 7000 level courses  | 6 students  |

The minimums for 6000/7000 dual-listed courses are determined by the majority enrollment (i.e., if most of the students are registered for the 6000 section, the minimum combined enrollment is set at eight (8) students; if most of the students are registered for the 7000 section, the minimum combined enrollment is set at six (6) students). Should the enrollment be equal for 6000/7000 dual-listed courses, the minimum combined enrollment is set at eight (8) students.

2. **Maximum class size:** The dean of the college must approve any maximum size set on a class before it is scheduled.
3. **Holidays:** An inordinate amount of class time may be lost when a class that meets only once or twice a week (such as some evening classes) falls on a university holiday. Caution should be observed when such situations arise.
4. **Off-campus sections:** Off-campus classes outside Rutherford County are not considered duplicate classes because of time and distance.
5. **Audit students:** Audit students who do not pay tuition and fees do not count toward minimum course enrollment under any circumstance.
6. **Course cancellations:** Courses should be canceled five working days prior to the beginning of the class if minimum enrollment (6, 8, 10, or 15 students) has not been met. A department chair may seek approval from the dean of the college to shorten the five working day cancellation requirement if the chair is convinced that the course will meet its minimum enrollment.
7. **Minimum enrollment exceptions/prorated pay:** Regular undergraduate and graduate summer courses (non-independent study type courses) **must meet minimum enrollment.**

Exceptions for regular summer courses (non-independent study type courses) with less than minimum course enrollment (6, 8, 10, or 15 students) may be granted if approved by the chair, the dean of the college, and the dean of University College when there are overriding student reasons for the exceptions. This should be an extremely rare occurrence. One example may be if a course has less than the minimum enrollment required but the course will not be offered again for several semesters.

All approved low enrolled courses will be prorated using the prorate formula. *See Table 2.* This pay scale is not applicable to independent study type courses (reference Section II, Items 15-20).

To determine prorated rate (actual enrollment/minimum enrollment), reference Tables A-F in Section XI.

The faculty member may not receive compensation greater than what would be awarded if the course meets minimum enrollment.

## VIII. Final Examinations

1. **Final examinations** are given on the date announced in the Summer/Fall 2023 Registration Guide and are normally scheduled during the last day of classes for any given part of term.

## IX. Student Load

1. **Maximum undergraduate student load:** The maximum student credit hour load for which an undergraduate student may enroll is:

|                            |                 |
|----------------------------|-----------------|
| Full term                  | 18 credit hours |
| Three-week terms           | 4 credit hours  |
| Five-week terms            | 8 credit hours  |
| Six-week terms             | 8 credit hours  |
| All parts of term combined | 18 credit hours |

The total of all parts of term cannot exceed the maximum of 18 hours without special approval.



2. **Overload for undergraduate student:** Students who wish to enroll for credit hours in excess of these limitations must obtain permission at least two weeks prior to registering for classes from the academic advisor and the dean of the college in which that student is pursuing a major. Student athletes must obtain permission from the advisor in the Student Athletic Enhancement Center prior to obtaining approval from the academic advisor and the dean of the college in which the student is pursuing a major.
3. **Maximum graduate student load:** A normal full-time load for graduate students is nine graduate level semester hours; however, full-time status for students holding graduate assistantships is six semester hours at the graduate level. Graduate students are limited to a maximum load of 12 graduate hours in the summer (the total across all parts of term).
4. **Overload for graduate student:** If an exception to this 12-hour limit is requested, overload forms must be signed by the director of graduate studies and approved by the dean of the College of Graduate Studies.

## X. Faculty Absences

1. **Faculty absences** from class in the summer are treated the same as during the regular academic year.

## XI. Tables

**Table A:** Table for low enrolled **1-credit hour** course

|                             |    | Workload units (WU) by course level |              |                      |              |              |
|-----------------------------|----|-------------------------------------|--------------|----------------------|--------------|--------------|
|                             |    | SCHs                                | 1000<br>2000 | 3000<br>4000<br>5000 | 6000         | 7000         |
| Number of students enrolled | 1  | 1.00                                | 0.067        | 0.100                | 0.125        | 0.167        |
|                             | 2  | 2.00                                | 0.133        | 0.200                | 0.250        | 0.333        |
|                             | 3  | 3.00                                | 0.200        | 0.300                | 0.375        | 0.500        |
|                             | 4  | 4.00                                | 0.267        | 0.400                | 0.500        | 0.667        |
|                             | 5  | 5.00                                | 0.333        | 0.500                | 0.625        | 0.833        |
|                             | 6  | 6.00                                | 0.400        | 0.600                | 0.750        | <b>1.000</b> |
|                             | 7  | 7.00                                | 0.467        | 0.700                | 0.875        |              |
|                             | 8  | 8.00                                | 0.533        | 0.800                | <b>1.000</b> |              |
|                             | 9  | 9.00                                | 0.600        | 0.900                |              |              |
|                             | 10 | 10.00                               | 0.667        | <b>1.000</b>         |              |              |
|                             | 11 | 11.00                               | 0.733        |                      |              |              |
|                             | 12 | 12.00                               | 0.800        |                      |              |              |
|                             | 13 | 13.00                               | 0.867        |                      |              |              |
|                             | 14 | 14.00                               | 0.933        |                      |              |              |
|                             | 15 | 15.00                               | <b>1.000</b> |                      |              |              |

**Table B:** Table for low enrolled **2-credit hour** course

|                             |       | Workload units (WU) by course level |                      |              |              |              |
|-----------------------------|-------|-------------------------------------|----------------------|--------------|--------------|--------------|
|                             |       | 1000<br>2000                        | 3000<br>4000<br>5000 | 6000         | 7000         |              |
| Number of students enrolled | SCHs  |                                     |                      |              |              |              |
|                             | 1     | 2.00                                | 0.133                | 0.200        | 0.250        | 0.333        |
|                             | 2     | 4.00                                | 0.267                | 0.400        | 0.500        | 0.667        |
|                             | 3     | 6.00                                | 0.400                | 0.600        | 0.750        | 1.000        |
|                             | 4     | 8.00                                | 0.533                | 0.800        | 1.000        | 1.333        |
|                             | 5     | 10.00                               | 0.667                | 1.000        | 1.250        | 2.667        |
|                             | 6     | 12.00                               | 0.800                | 1.200        | 1.500        | <b>2.000</b> |
|                             | 7     | 14.00                               | 0.933                | 1.400        | 1.750        |              |
|                             | 8     | 16.00                               | 1.067                | 1.600        | <b>2.000</b> |              |
|                             | 9     | 18.00                               | 1.200                | 1.800        |              |              |
|                             | 10    | 20.00                               | 1.333                | <b>2.000</b> |              |              |
|                             | 11    | 22.00                               | 1.467                |              |              |              |
|                             | 12    | 24.00                               | 1.600                |              |              |              |
|                             | 13    | 26.00                               | 1.733                |              |              |              |
|                             | 14    | 28.00                               | 1.867                |              |              |              |
| 15                          | 30.00 | <b>2.000</b>                        |                      |              |              |              |

**Table C:** Table for low enrolled **3-credit hour** course

|                             |       | Workload units (WU) by course level |                      |              |              |              |
|-----------------------------|-------|-------------------------------------|----------------------|--------------|--------------|--------------|
|                             |       | 1000<br>2000                        | 3000<br>4000<br>5000 | 6000         | 7000         |              |
| Number of students enrolled | SCHs  |                                     |                      |              |              |              |
|                             | 1     | 3.00                                | 0.200                | 0.300        | 0.375        | 0.500        |
|                             | 2     | 6.00                                | 0.400                | 0.600        | 0.750        | 1.00         |
|                             | 3     | 9.00                                | 0.600                | 0.900        | 1.125        | 1.500        |
|                             | 4     | 12.00                               | 0.800                | 1.200        | 1.500        | 2.00         |
|                             | 5     | 15.00                               | 1.000                | 1.500        | 1.875        | 2.500        |
|                             | 6     | 18.00                               | 1.200                | 1.800        | 2.250        | <b>3.000</b> |
|                             | 7     | 21.00                               | 1.400                | 2.100        | 2.625        |              |
|                             | 8     | 24.00                               | 1.600                | 2.400        | <b>3.000</b> |              |
|                             | 9     | 27.00                               | 1.800                | 2.700        |              |              |
|                             | 10    | 30.00                               | 2.000                | <b>3.000</b> |              |              |
|                             | 11    | 33.00                               | 2.200                |              |              |              |
|                             | 12    | 36.00                               | 2.400                |              |              |              |
|                             | 13    | 39.00                               | 2.600                |              |              |              |
|                             | 14    | 42.00                               | 2.800                |              |              |              |
| 15                          | 45.00 | <b>3.000</b>                        |                      |              |              |              |

**Table D:** Table for low enrolled **4-credit hour** course

|                             |       | Workload units (WU) by course level |                      |              |              |              |
|-----------------------------|-------|-------------------------------------|----------------------|--------------|--------------|--------------|
|                             |       | 1000<br>2000                        | 3000<br>4000<br>5000 | 6000         | 7000         |              |
| Number of students enrolled | SCHs  |                                     |                      |              |              |              |
|                             | 1     | 4.00                                | 0.267                | 0.400        | 0.500        | 0.667        |
|                             | 2     | 8.00                                | 0.533                | 0.800        | 1.000        | 1.333        |
|                             | 3     | 12.00                               | 0.800                | 1.200        | 1.500        | 2.000        |
|                             | 4     | 16.00                               | 1.067                | 1.600        | 2.000        | 2.667        |
|                             | 5     | 20.00                               | 1.333                | 2.000        | 2.500        | 3.333        |
|                             | 6     | 24.00                               | 1.600                | 2.400        | 3.000        | <b>4.000</b> |
|                             | 7     | 28.00                               | 1.867                | 2.800        | 3.500        |              |
|                             | 8     | 32.00                               | 2.133                | 3.200        | <b>4.000</b> |              |
|                             | 9     | 36.00                               | 2.400                | 3.600        |              |              |
|                             | 10    | 40.00                               | 2.667                | <b>4.000</b> |              |              |
|                             | 11    | 44.00                               | 2.933                |              |              |              |
|                             | 12    | 48.00                               | 3.200                |              |              |              |
|                             | 13    | 52.00                               | 3.467                |              |              |              |
|                             | 14    | 56.00                               | 3.733                |              |              |              |
| 15                          | 60.00 | <b>4.000</b>                        |                      |              |              |              |

**Table E:** Table for low enrolled **5-credit hour** course

|                             |       | Workload units (WU) by course level |                      |              |              |              |
|-----------------------------|-------|-------------------------------------|----------------------|--------------|--------------|--------------|
|                             |       | 1000<br>2000                        | 3000<br>4000<br>5000 | 6000         | 7000         |              |
| Number of students enrolled | SCHs  |                                     |                      |              |              |              |
|                             | 1     | 5.00                                | 0.333                | 0.500        | 0.625        | 0.833        |
|                             | 2     | 10.00                               | 0.667                | 1.000        | 1.250        | 1.667        |
|                             | 3     | 15.00                               | 1.000                | 1.500        | 1.875        | 2.500        |
|                             | 4     | 20.00                               | 1.333                | 2.000        | 2.500        | 3.333        |
|                             | 5     | 25.00                               | 1.667                | 2.500        | 3.125        | 4.167        |
|                             | 6     | 30.00                               | 2.000                | 3.000        | 3.750        | <b>5.000</b> |
|                             | 7     | 35.00                               | 2.333                | 3.500        | 4.375        |              |
|                             | 8     | 40.00                               | 2.667                | 4.000        | <b>5.000</b> |              |
|                             | 9     | 45.00                               | 3.000                | 4.500        |              |              |
|                             | 10    | 50.00                               | 3.333                | <b>5.000</b> |              |              |
|                             | 11    | 55.00                               | 3.667                |              |              |              |
|                             | 12    | 60.00                               | 4.000                |              |              |              |
|                             | 13    | 65.00                               | 4.333                |              |              |              |
|                             | 14    | 70.00                               | 4.667                |              |              |              |
| 15                          | 75.00 | <b>5.000</b>                        |                      |              |              |              |

**Table F:** Table for low enrolled **6-credit hour** course

|                             |       | Workload units (WU) by course level |                      |              |              |              |
|-----------------------------|-------|-------------------------------------|----------------------|--------------|--------------|--------------|
|                             |       | 1000<br>2000                        | 3000<br>4000<br>5000 | 6000         | 7000         |              |
| Number of students enrolled | SCHs  |                                     |                      |              |              |              |
|                             | 1     | 6.00                                | 0.400                | 0.600        | 0.750        | 1.000        |
|                             | 2     | 112.00                              | 0.800                | 1.200        | 1.500        | 2.000        |
|                             | 3     | 18.00                               | 1.200                | 1.800        | 2.250        | 3.000        |
|                             | 4     | 24.00                               | 1.600                | 2.400        | 3.000        | 4.000        |
|                             | 5     | 30.00                               | 2.000                | 3.000        | 3.750        | 5.000        |
|                             | 6     | 36.00                               | 2.400                | 3.600        | 4.500        | <b>6.000</b> |
|                             | 7     | 42.00                               | 2.800                | 4.200        | 5.250        |              |
|                             | 8     | 48.00                               | 3.200                | 4.800        | <b>6.000</b> |              |
|                             | 9     | 54.00                               | 3.600                | 5.400        |              |              |
|                             | 10    | 60.00                               | 4.000                | <b>6.000</b> |              |              |
|                             | 11    | 66.00                               | 4.400                |              |              |              |
|                             | 12    | 72.00                               | 4.800                |              |              |              |
|                             | 13    | 78.00                               | 5.200                |              |              |              |
|                             | 14    | 84.00                               | 5.600                |              |              |              |
| 15                          | 90.00 | <b>6.000</b>                        |                      |              |              |              |

**Table G:** Standard meeting times

|   | Traditional course               |  | Blended on-ground courses        |                                    |
|---|----------------------------------|--|----------------------------------|------------------------------------|
|   | Day                              | Time   | Day                              | Time                               |
| 3-week courses:<br>S3A, S3B,<br>3C, S3D | MTWTR                            | 9:00am - 12:00pm<br>12:30pm - 3:30pm<br>5:00pm - 8:00pm  |                                  |                                    |
| 5-week courses:<br>S5A, S5B             | MTWR                             | 7:30am - 9:30am<br>10:00am - 12:00pm<br>12:30pm - 2:30pm<br>3:00pm - 5:00pm<br>6:00pm - 8:00pm | M, T, W or R<br>(one day a week) | 4:00pm - 7:45pm<br>6:00pm - 9:45pm |
|   | MW or TR                         | 4:00pm - 7:45pm<br>6:00pm - 9:45pm   |                                  |                                    |
| 6-week courses:<br>S6A, S6B             | MTWR                             | 7:30am - 9:15am<br>10:00am - 11:45a<br>12:30pm - 2:15pm<br>3:00pm - 4:45pm<br>6:00pm - 9:10pm  | M, T, W or R<br>(one day a week) | 6:00pm - 9:10pm                    |
|   | MW or TR                         | 6:00pm - 9:10pm  |                                  |                                    |
| 12-week courses:<br>1 Full term         | MW or TR                         | 7:30am - 9:15am<br>10:00am - 11:45a<br>12:30pm - 2:15pm<br>3:00pm - 4:45pm<br>6:00pm - 9:10pm  | M, T, W or R<br>(one day a week) | 4:00pm - 5:45pm<br>6:00pm - 7:45pm |
|   | M, T, W or R<br>(one day a week) | 4:00pm - 7:30pm<br>6:00pm - 9:30pm   |                                  |                                    |



# Calendar

|                                |                                   | Term   |        |        |        |        |        |        |       |        |
|--------------------------------|-----------------------------------|--|--------|--------|--------|--------|--------|--------|-------|--------|
|                                |                                   | S3A  | S6A    | 1-Full | S5A    | S3B    | S3C    | S6B    | S5B   | S3D    |
| Term info                      | Start                             | May 20   | May 20 | May 20 | May 28 | Jun 10 | Jul 1  | Jul 1  | Jul 8 | Jul 22 |
|                                | End                               | Jun 7  | Jun 28 | Aug 9  | Jun 28 | Jun 28 | Jul 19 | Aug 9  | Aug 9 | Aug 9  |
| Pre-term actions for Depts     | Course cancel or LE approval      | May 13   | May 13 | May 13 | May 21 | Jun 3  | Jun 24 | Jun 24 | Jul 1 | Jul 15 |
|                                | SIAASGN updates [5p]              | May 20   | May 22 | May 23 | May 29 | Jun 10 | Jul 1  | Jul 3  | Jul 9 | Jul 22 |
| Pay printouts, EPAFs, and PEFs | Summer programs run [11:59p]      | May 20   | May 22 | May 23 | May 29 | Jun 10 | Jul 1  | Jul 3  | Jul 9 | Jul 22 |
|                                | SS prepares PP                    | May 23   |        | Jun 11 |        |        | Jul 23 |        |       |        |
|                                | PP to Depts                       | May 24   |        | Jun 12 |        |        | Jul 24 |        |       |        |
|                                | PP, EPAF, PEF from Chair to Dean  | May 29   |        | Jun 18 |        |        | Jul 29 |        |       |        |
|                                | PP, EPAF, PEF from Dean to SS     | May 31   |        | Jun 21 |        |        | Aug 2  |        |       |        |
|                                | PP, EPAF, PEF from SS to AR       | Jun 4  |        | Jun 25 |        |        | Aug 5  |        |       |        |
| Payroll                        | Pay-related docs due in HR        | Jun 7  |        | Jul 8  |        |        | Aug 7  |        |       |        |
|                                | SS pay file due in cont_ed folder | Jun 7  |        | Jul 1  |        |        | Aug 7  |        |       |        |
|                                | Payroll                           | Jun 28   |        | Jul 31 |        |        | Aug 30 |        |       |        |
| Census                         | Census                            | Jul 31 (census report usually sent at end of July) |        |        |        |        |        |        |       |        |

**KEY:**

AR: Academic Resources  
 HR: Human Resources  
 LE: Low Enrollment

PP: Pay Printout  
 SS: Summer Sessions