

Intersession: May 14 to June 4
Summer Session I: May 14 to June 22
Summer Session II: June 25 to August 3

www.stcloudstate.edu/summer

2012 Summer Session Guide

FAQ: How does summer session work at SCSU?

When does summer session planning start?

In September, CCS: Summer Session provides the college deans with an allocation for the summer session based on previous performance. The summer session allocation formula is administered by the CCS: Summer Session. The same formula is applied each year to determine funding amounts. The formula is based on enrollments and cost factors from the preceding year. The allocation for colleges and departmental enrollment and cost summaries is provided to college deans in September. In turn, the college dean allocates the funds to the departments. Usually, by late September your department chair should know the departmental allocation.

What happens at the departmental level?

Allocation to departments is made by the college deans. Generally, department allocations will be based on performance from the previous summer sessions, demand for courses, special initiatives and needs of the department. When departmental allocations are made, departmental chairs will work with departmental faculty members to develop course offerings and the course delivery schedule. Additionally, the chair will secure the professors or instructors who will deliver the curriculum. It is the department chairs' responsibility to complete the online employment rosters and create a course schedule to meet student needs. Department chairpersons are also required to provide instructional duty during the summer sessions unless a reduction in duty days and compensation have been identified.

*Chairs on more than nine-month appointments shall not have a teaching load which exceeds one course of not more than four credits in one summer session (IFO Contract, Article 20. Section C, Subd. 3.).
If a chair provides additional instruction beyond four credits, he/she will receive summer session compensation.*

How do departments decide which summer courses to offer?

Some departments will hold meetings to discuss how the previous summer's slates of courses fared. Enrollment, tuition income and costs are provided to the college in early September by the CCS: Summer Session. Departments should closely analyze preceding summers to determine successful summer offerings. To create a good mix, most departments may want to offer lower division, upper division, graduate and hot topic courses as well as unique institutes and workshops.

The Center for Continuing Studies will continue to provide additional summer funding for online courses, off-campus courses and on-campus courses on contingent basis where demand exceeds allocated resources.

Questions to keep in mind:

- Are you offering a course that students want?
- Are you offering it in the format and at the time the proposed audience would find the most accessible?
- Is one section sufficient?
- Does the subject matter and learning requirements fit into summer schedules?
- Have you considered brief and succinct surveys to your department's audiences to help you plan in-demand summer courses?
- Has the department consulted with the college summer session administrator for input and review of all departmental proposed summer course offerings?

How quickly must we decide on our summer curriculum offerings?

The Office of Records and Registration opens entry of summer classes starting October 4. All courses must be submitted by Friday, November 11.

Do courses have to be approved?

All courses funded by the CCS: Summer Session allocation or with contingent funding must be approved by the appropriate college dean and the dean of CCS: Summer Session. Courses supported by CCS contingency funding are based on enrollments and contracts cannot be issued until enrollments reach 75% of the enrollment caps.

FAQ: Who is eligible to provide summer instruction?

How do departments decide who teaches in the summer?

At the core of this decision is the obligation to meet curriculum needs of students. Many departments have a rotation list of faculty who want to teach during summer sessions. If you wish to instruct during the summer, you should express an interest to your department chair.

Do I have to teach during summer session?

No, you do not have to provide instruction during summer sessions unless you are required to do so by your contract. For the majority of SCSU faculty and adjuncts, summer instruction is voluntary and provides a venue to earn additional income.

What funding sources are available for summer instruction?

There are three sources of instructional funding for summer courses.

1. **The CCS: Summer Session** provides a direct summer allocation to college deans. These funds may be used to support online, hybrid (a combination of online and face-to-face), and face-to-face courses. Credits created through summer allocation online courses will help build future collegiate and departmental summer allocations.

2. **SCSU Online:** provides continued funding for online courses funded during the previous year.

3. **CCS Contingency Funding** (understanding that allocations must address a variety of curricular needs) CCS will also fund high demand courses on a contingent basis (with college and departmental approval). Deans and department chairs (after conferring with their dean) should contact the CCS Dean's office for information about contingent funding.

FAQ: How many credits may I teach

Summer load limits

A full-time summer session workload shall consist of no more than six (6) credit hours. The total workload over summer session shall not exceed (sixteen) 16 credits. IFO contract, Article 13, Section A. Summer session shall consist of the time between the last day of spring semester and the first day of fall semester, or any portion thereof. IFO contract, Article 13, Section B.

Is instruction I provide the Center for Continuing Studies included?

It depends. Online courses through SCSU Online are exempt from the 16 credit maximum, but available resources limit enrollments to 50 students per faculty member (irrespective of how many courses a faculty member may offer during the summer term). For example, Prof. Smith offers 1 online course for summer session. He/she may have up to 50 students in the section. Prof. Jones offers three online courses for summer session. He/she must divide the 50 enrollments among all three courses. Funding through CCS contingency funds must fall within the 16 credit contractual limits.

Do summer instructional load limits vary for adjuncts?

During the academic year adjuncts are limited to 10 credits of instruction. Summer instruction is exempt from the 10-credit cap. Adjuncts must follow the instruction credit load limits previously detailed. IFO contract, Article 21, Section E, Subd, 3d

What are the Instructional Credit Guidelines?

The following guidelines from the IFO contract, Section A, Subd. 1, Points b, c, and d are followed for summer instruction. b. Undergraduate studio courses, activity courses, and private lessons shall be credited on the basis of at least one (1) credit hour for each two (2) contract hours. c. Undergraduate music studio courses and private music lessons shall be credited on the basis of at least two (2) credit hours for each three (3) contract hours. d. Undergraduate laboratory courses shall be credited on the basis of one (1) credit hour for each lecture and at least one (1) credit hour for each two (2) laboratory hours. IFO contract Section A, Sub-division 1, Points b, c, & d.

FAQ: What are the instructional contact minute requirements for summer session courses?

Instructional contact minutes during summer sessions parallel those of the academic year. The following is a summary of instructional contact minutes for undergraduate or graduate requirements:

- 1-credit courses meet for a minimum of 750 minutes (12.5 hrs).
- 2-credit courses meet for a minimum of 1,500 minutes (25 hrs).
- 3-credit courses meet for a minimum of 2,250 minutes (37.5 hrs).
- 4-credit courses meet for a minimum of 3,000 minutes (50 hrs).
- 5-credit courses meet for a minimum of 3,750 minutes (62.5 hrs).

Contact minutes shall not include break time. For example, if a workshop is scheduled from 10:00 a.m. until 5:00 p.m., there are, at most, six contact hours since at least one hour would normally be set aside for lunch and breaks. A maximum of two credits will be approved over one work week of class time. A work week is normally interpreted as 5 consecutive days, regardless of which day the course/workshop begins.

I want to teach a three-credit course in one week. Do I have to meet all instructional minutes with “seat” time? Or can prework and post-work meet instructional minute policies?

You must meet instructional contact time. A maximum of three credits is suggested over no less than one calendar week of class time. A calendar week is normally interpreted as seven consecutive days, regardless of which day the course/workshop begins. If you do not wish to meet on Saturday or Sunday, a three credit course must span at least two 5-day work weeks. You may wish to consider pre-and post-coursework for condensed courses. SCSU faculty have found that requiring pre-course reading before the week of “instructional seat time” has greatly increased student and faculty satisfaction with class time. Additionally, placing due dates for project work to follow the condensed instruction period, fosters a reflective learning experience.

FAQ: How do summer session term lengths work?

Intersession Observations – 3 week term

What are the summer session terms for 2012?

For 2012, there are two 6-week terms. The first summer term begins on May 14, 2012. The second summer term begins on June 25, 2012. Within these two terms, departments and faculty may schedule courses for 3, 4, 5, or 6 weeks depending on curricular needs.

Intersession (May 14th through June 4th)

For 2012, Intersession refers only to the first 3 weeks of the first summer term and faculty who want to schedule an intersession class should keep in mind that this block of time is most conducive to specialty courses such as tours, archeology digs, biology field work, hands-on experiences, U.S. travel, travel abroad, and topical seminars. Intersession students often seek a unique experience outside the classroom. These courses are usually successful. Intersession courses need a specific audience identified and a well-orchestrated recruitment plan. A large number of international students are also on campus for intersession and are seeking unique courses. They are interested in participatory learning and travel learning within the United States.

What schedule should my Intersession course follow?

Due to the brevity of the three-week intersession, class start and end times may be determined by the department. Instructional contact minutes must be met (see guidelines below) but do not have to meet for 3 weeks. (A class may meet for only the first 2 weeks if the contact minute guidelines are met.) Remember students may enroll in more than one course during intersession so time conflicts with other courses may pose a problem.

CCS: Summer Session recommends that intersession courses not start before 7:30 a.m. nor finish later than 9:45 p.m.

When are Intersession grades due?

The deadline for submitting grades online to the Office of Records and Registration is Monday, June 4, 2012 by 11:59 p.m.

Summer Session I Observations – 5 week term

Summer Session 1 (May 14 through June 22th)

Apart from Intersession, Summer Session 1 includes the opportunity for 4, 5, and 6-week courses beginning on May 14th, and an additional 3-week block of time beginning June 4th. This is to provide departments and faculty the widest possible flexibility for summer scheduling although it is as likely to cause some confusion as well in this first year.

What schedule should my Summer Session I courses follow?

With the built-in flexibility for 2012, The CCS: Summer Session suggests these scheduling guidelines. If students in your course will be taking other Summer Session I classes, the structure detailed below will enable a student to attend other courses. Undergraduate and graduate courses are generally held Monday through Thursday. Students and faculty alike enjoy Monday to Thursday schedules; just make sure to fit in the instructional contact minutes needed. Undergraduate and graduate courses generally meet the following instructional and class meeting periods:

Three- Week Courses: (63 minutes daily per credit for 12 classes)

- 1-credit courses meet 63 minutes for 12 classes, including exam day.
- 2-credit courses meet 125 minutes for 12 classes, including exam day.
- 3-credit courses meet 185 minutes for 12 classes, including exam day.
- 4-credit courses meet 250 minutes for 12 classes, including exam day.
- 5-credit courses meet 310 minutes for 12 classes, including exam day.

Four-Week Courses: (50 minutes daily per credit for 15 classes)

- 1-credit courses meet 50 minutes for 15 classes, including exam day.
- 2-credit courses meet 100 minutes for 15 classes, including exam day.
- 3-credit courses meet 150 minutes for 15 classes, including exam day.
- 4-credit courses meet 200 minutes for 15 classes, including exam day.
- 5-credit courses meet 250 minutes for 15 classes, including exam day.

Five-Week Courses: (40 minutes daily per credit for 19 classes)

- 1-credit courses meet 40 minutes for 19 classes, including exam day.
- 2-credit courses meet 80 minutes for 19 classes, including exam day.
- 3-credit courses meet 120 minutes for 19 classes, including exam day.
- 4-credit courses meet 160 minutes for 19 classes, including exam day.
- 5-credit courses meet 200 minutes for 19 classes, including exam day.

Six-Week Courses: (32 minutes daily per credit for 24 classes)

- 1-credit courses meet 32 minutes for 24 classes, including exam day.
- 2-credit courses meet 64 minutes for 24 classes, including exam day.
- 3-credit courses meet 96 minutes for 24 classes, including exam day.
- 4-credit courses meet 125 minutes for 24 classes, including exam day.
- 5-credit courses meet 157 minutes for 24 classes, including exam day.

Summer Session I will end on Friday, June 22. Faculty may use the last course session for examinations.

FAQ: What are the Start Time Guidelines for Summer Session I?

Daytime courses begin at one of the designated start times:

7:30 a.m.
10:00 a.m.
12:30 p.m.
3:00 p.m.

Evening courses begin at one of the designated start times and must conclude by 9:45 p.m.:

4:30 p.m.
5:00 p.m.
5:30 p.m.
6:00 p.m.

When are Summer Session I grades due?

The deadline for submitting grades online to the Office of Records and Registration is Monday, following the last class by 11:59 p.m.

Intersession Grades are due June 4, 2011
4-week classes ending on June 8, grades are due June 11th
5-week classes ending on June 15, grades are due June 18th
6-week classes ending on June 22, grades are due June 25th
3-week classes ending on June 22, grades are due June 25th

Summer Session II Observations – 4 week term

Summer Session 2 What schedule should my Summer Session II courses follow?

Summer Session II in 2012 will also be six weeks in length and classes begin June 25th, 2012. This session may be more heavily attended by non-traditional age students, educators, teachers and students on the fast track to graduate. Classes may be scheduled for 3, 4, 5, or 6 weeks and should follow the guidelines above for time requirements.

What schedule should my Summer Session II courses follow?

If students in your course are taking other Summer Session II classes, the same structure detailed for the first term (12.5 hours of contact per credit). This will enable a student to attend other courses. **(3- Week Courses meet 63 minutes daily per credit for 12 classes; 4-Week Courses meet 50 minutes daily per credit for 15 classes; 5-Week Courses meet 40 minutes daily per credit for 19 classes; and 6-Week Courses meet 32 minutes daily per credit for 24 classes.)**

Summer Session II will end on Thursday, August 2. Faculty may use this last course session for examinations.

When are Summer Session II grades due?

The deadline for submitting grades online to the Office of Records and Registration is Monday following the final class by 11:59 p.m.

3-week classes ending on July 13, grades are due July 16th
4-week classes ending on July 20, grades are due July 23th
5-week classes ending on July 27, grades are due July 30th
6-week classes ending on August 3, grades are due August 6th
3-week classes ending on August 3, grades are due August 6th

FAQ: What are the Start Time Guidelines for Summer Sessions Summer Session II?

Daytime courses (based on three-credit courses at 120 minutes) begin at one of the designated start times:

- 7:30 a.m.
- 10:00 a.m.
- 12:30 p.m.
- 3:00 p.m.

Do I have to follow the Summer Session I and II schedules.

No, you may offer a course that begins later than May 14th and runs across the two sessions.

What are the exceptions?

There are many. Courses with specialized audiences might run for the entire 12 weeks and meet fewer times in any given week. Online courses generally run for the entire 12-week term. If a department wishes to seek an exception to the designated start times, they will need to submit a written request, with associate dean approval, to the director of summer sessions. The request should indicate why an alternative start time is needed. Faculty may propose and, if recommended by the department and associate dean, the director of summer sessions will approve course and workshop schedules to extend over periods other than 6 weeks. Such schedules must contain 750 clock minutes (12.5 hrs) of class time, including the exam period, for each credit offered.

To be hired for the 12 week length of employment, an entry would be in the online summer employment rosters using the **Full term** choice.

Unique schedule requests – Variable term

To be hired across the two terms, your employment would be listed under the **Variable term** in the online summer employment rosters.

What are the maximum class size requirements?

Normally class sizes maximums in summer sessions are the same as those during the academic year.

What are the minimum class size requirements?

Normally, the minimum number of students is 12 students undergraduate course and 9 students for a graduate course. Courses with fewer students will be assessed a low enrollment penalty in future allocations.

Do I need to provide advising and office hours?

Instructors are expected to provide office hours and advising for summer instruction. All advisors are expected to provide sufficient time for their students to be able to see them with reasonable ease and frequency. Office hours must be posted. These activities are seen to be part of the teaching/service expectation of faculty during the academic year. This expectation does not differ for summer instruction.

FAQ: What about Salaries?

I'm an IFO faculty member. How is my pay determined?

We must pay what the IFO contract details. Salaries are determined by the bargaining agreement. Article XIII of the current IFO/MnSCU contract specifies that a faculty member shall receive 2.25% of his/her nine-month base salary for the preceding academic year, per credit hour, but not less than the minimum adjunct rate (\$1,200) for the preceding academic year, as set forth in Article XI, Section M. The formula used is: Base salary x .0225 x number of credits. If you are team teaching, the number of credits is divided by the number of faculty assigned to the course.

- Faculty may have salaries that will calculate at less than \$1,200 per credit using the summer sessions' compensation formula. In these situations, the faculty member should be paid \$1,200 per weighted credit of graduate instruction.

Do I receive additional pay for instructing a 600-level course?

Yes, instruction of 600-level courses receives additional compensation according to Article 10, Subd. 1a. The formula used is: Base salary x .0225 x number of weighted credits. Generally, for teaching a 3-credit 600 level course, you would receive compensation equivalent to 4 credits. For teaching a 4-credit 600 level course you would receive compensation equivalent to 5 credits. For other graduate courses, 1 graduate credit is equal to 1.25 undergraduate credit. For example a 2-credit graduate course you would receive compensation equivalent to 2.5 credits. If you are team teaching, the number of weighted credits is divided by the number of faculty assigned to the course.

- Faculty members teaching 600-level courses are not to receive less than \$1,200 per weighted credit for summer session classes.
- If the faculty member's salary calculates at less than \$1,200 per credit using the summer sessions' compensation formula, she/he should be paid \$1,200 per weighted credit of graduate instruction.
- A 500-level course that has been created for graduate students only will receive weighted pay.
- Paired 400/500 course instruction does not qualify for weighted graduate pay.

I'm teaching overseas, what is my pay?

Faculty teaching internationally are not awarded additional compensation. All summer salaries follow the cited formulas based on number of credits and level of course to determine compensation.

I'm teaching a workshop, what is my pay?

Faculty teaching a workshop are not awarded additional compensation. All workshop salaries follow the cited formulas based on number of credits and level of course to determine compensation.

I'm a MSUAASF employee. How is my pay determined?

Members of the MSUAASF union are compensated at the adjunct rate for providing summer session instruction.

I'm a guest speaker. How is my pay determined?

Guest speaker's salaries are determined at the collegiate and departmental level in negotiation with the consultant. Factors influencing compensation include the amount of contact time with students, travel time, distance, level of expertise, etc. Please keep these policies in mind when considering your guest

speakers:

- SCSU employees are eligible to receive salary compensation as guest speakers thru payroll if a Change of Employment Request form is completed and approved through the Human Resources office. Team teaching is also encouraged to address this situation.
- If a speaker delivers a substantial amount of the course instruction, the instructor of record's contract should be reduced proportionately.
- If you are paying an individual for something other than a one-time speaking engagement or performance, please contact Human Resources for a determination whether this person should be paid as a contractor or an employee.
- Contracts over \$50,000 will require approval from the MNSCU's Vice Chancellor of Finance.
- All contract requests must be entered into the Purchase Control System of ISRS and be fully executed (valid" prior to the combination to comply with M.S. 16A). Four signatures are required before a contract is valid. If work begins under a contract before it is valid, you are in violation of Policy 16A.

This formula is to calculate salaries for 800-level courses:

The salary formula for 800-level course instruction is: Base salary X .0225 X number of credits X 2. Credits are not *weighted* but *doubled*.

FAQ: How are other Instructor salaries calculated?

I'm a fixed term employee. How is my pay determined?

Fixed term employees compensation formula is identical to the formula followed for IFO faculty. See above. Please note that a fixed term employee's salary will not be raised to summer sessions' adjunct compensation rate. Fixed term employees are paid a summer rate based on their academic year compensation. Exceptions to the fixed term employee's compensation rate are not allowed.

I'm an adjunct. How is my pay determined?

The adjunct instructor rate for summer 2012 is \$1,200 per credit. Exceptions to this pay schedule are rarely granted and must have justification and approval from the department chair and associate dean. If you seek an exception, a memo or e-mail with necessary approvals should be submitted to CCS: Summer Session for a final decision. A written response will be sent to those involved.

What are adjunct instructor salaries?

Adjunct instructor rates for summer sessions 2012 are:

Credits	Undergraduate Credit Rate 100- to 500-level courses	Weighted Graduate Credit Rate 600-level courses
. 50	\$ 600.00	\$ 750.00
1	\$1,200.00	\$1,500.00
2	\$2,400.00	\$3,000.00
3	\$3,600.00	\$4,800.00
4	\$4,800.00	\$6,000.00
5	\$6,000.00	\$7,200.00
6	\$7,200.00	\$8,400.00

Exceptions to this pay schedule are rarely granted and must have justification and approval from the departmental chair and associate dean. If you seek an exception, a memo or e-mail with necessary approvals should be submitted to the administrative director of summer sessions for a final decision. A written response will be sent to those involved.

What hiring materials are required for an adjunct?

Adjuncts who have not previously taught at SCSU will need additional paperwork submitted. The department support staff will need to submit to the Human Resources office:

- Unclassified Employment form
- Resume of the proposed adjunct
- SCSU employment application

Contracts containing erasures, cross-outs or white outs will be returned to the department to be redone unless the changes have been initialed by all parties involved. An alteration of the contract language requires approval from the Attorney General's Office. Payment to all other State employees (excluding University of Minnesota employees), should be processed on an Employment Request Form through Human Resources. An overview on contracts can be found at:

<http://www.stcloudstate.edu/businessservices/purchasing/manual/consultcontracts.asp>

I'm a visiting or exchange professor. How is my pay determined?

Visiting scholars and exchange faculty are paid, at the minimum, the adjunct rate (\$1,200 a credit) for summer instruction. The specific rate of pay is determined by the Associate Dean in discussion with the Department Chair and CCS: Summer Session. International visiting scholars must complete extensive paperwork with the Center for International Studies and the Business Office. Departments are encouraged to start this process very early. Like adjuncts who have not previously taught at SCSU, the department will need to submit additional paperwork to employ a visiting instructor. The department staff will need to submit to the Human Resources office:

- Unclassified Employment form
- Resume of the proposed instructor
- SCSU employment application

The Human Resources office will then assign the visiting instructor a SCSU Tech ID. When a Tech ID is assigned, the visiting instructor can be added to the online summer employment rosters.

What salaries do graduate assistants receive?

Summer assistantships are based on an hourly rate of pay of \$16 per hour (\$320 per week for 20 hours of employment). Graduate assistants are not permitted to work more than 20 hours per week during the summer term. While there is no tuition benefit available during Summer Session, a graduate assistant must be enrolled in six credits over the course of the summer. All credits may be taken in one term or spread over all summer terms. Summer assistantships are granted only if the department/unit has a need for an assistantship and has the funding for an assistantship. Students with a graduate assistantship approved for the coming year who are not taking classes during Summer Session may work up to 40 hours a week at no more than \$8.49 per hour with the approval of the college dean. Colleges must provide funding for such employment.

Teaching assistants who are Instructors of Record in the summer will receive:

- \$633.33 for 1-credit course.
- \$1,266.66 for a 2-credit course.
- \$1,900 for a 3-credit course.
- \$2,200 for a 4-credit course.

FAQ: How does the summer pay process work?

What are the web-based Employment Roster Instructions?

The department support person will enter faculty, adjuncts, fixed term, graduate assistants and undergraduate student employees who are directly involved in providing summer instruction into the online summer employment rosters. Employees to be paid from CCS: Summer Session allocations need to be entered into the online rosters. The Web-based employment rosters are crucial to accurate salary disbursement.

When will I receive a contract?

Preliminary contracts are sent to the collegiate associate deans in mid-April for review. At that time the associate deans may:

- Distribute the contract as written.
- Modify the contract. Modification may require the instructor to teach an alternative class or take an alternative work assignment for the department or college.
- Discuss potential low enrollment and possible return of the contract.
- If a course is not sufficiently enrolled and the instructor is not part of the collective bargaining unit, the contract will not be distributed and the course cancelled.
- Contracts are generally mailed to campus addresses the third week of April from the Human Resources office. Summer contracts will be mailed to the home address of adjuncts and faculty who did not teach on campus during spring semester.
- Please sign and return a copy of the contract to the Human Resources Office as soon as possible. This will provide the Human Resources office time to be sure you will be paid correctly.

CCS online and contingency contracts will be processed separately.

CCS online course offerings will be processed approximately 30 days prior to the start of the first summer session. ***However, courses funded through contingency funds depend on enrollments and will be processed within 14 days of the start of class if enrollments meet contingent class minimums (25 for undergraduate courses, 15 for graduate courses).*** For courses that do not meet minimums, faculty may be given the opportunity to accept a prorated contract in accordance with master agreement or cancel the course.

What are my choices when I receive a contract?

You can elect to accept the contract as written, sign it and return it to the Human Resources office. You can elect not to provide instruction and return the contract. Through mutual agreement with your department chair and associate dean, modifications can be made to your contract if warranted by instructional needs.

What if I don't receive an anticipated contract?

Please contact your department chair and associate dean immediately. In turn they will contact the Human Resources office and the CCS: Summer Session.

My plans changed and I'm not teaching. How long do I have to return my contract?

Even if your contract has been signed and returned, if changes need to be made, immediately contact your department chair and associate dean.

What happens if I have a life/family/medical emergency and cannot complete instruction of my course?

Please notify your department chair and associate dean immediately. They will take responsibility for finding a replacement or cancelling the course if necessary. Your pay will be pro-rated for the instruction you provided.

Who should be notified of a returned contract?

When a decision to return a summer contract is made, immediately notify via e-mail the following:

- your department chairperson
- your college's associate dean
- your department support staff so they can submit a Term Course Maintenance form to the R & R office
- Sandra Boen CCS: Summer Session office
- You must return the paper contract to the Human Resources Office in AS 204.
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What if, having officially withdrawn from summer instruction, I get paid anyway?

You will have to return the salary. Please notify Rose Haugen in the Human Resources office.

Who pays for my fringe benefits in the summer?

The University covers the approximate 27 percent benefit fringe SCSU employees earn. Department allocations are used exclusively for instructional salaries.

When am I paid?

Generally state employees are paid bi-weekly, approximately every other Friday. For courses sponsored through departmental allocation; compensation is divided and paid bi-weekly over the time span of the appointment. If you selected a 12-month pay option for the academic year and you teach in the summer, that income will be added to your biweekly pay check during the time span of the summer appointment. These general guidelines will vary dependent on numerous factors.

When do I receive payment for online instruction?

Compensation for online courses through the Center of Continuing Studies is generally broken into three equal payments for the time span of the appointment and only for a portion of the student enrollment in case students drop or add the course. The remaining payment is generally paid after the end of the appointment. These general guidelines will vary dependent on numerous factors.

Can I be paid by direct deposit in summer?

Summer employment compensation will be distributed according to the method you chose for the academic year.

What if I don't receive payment or the correct payment amount?

Please contact your associate dean and Rose Haugen in the Human Resources Office.

What happens if the IFO or MSUAASF contracts are settled between entry of salaries and summer instruction? Who recalculates the increase? When will I receive it?

If new union contracts are implemented that impact summer compensation, the Human Resources Office will adjust salary amounts for employees and will inform employees of effected payroll dates.

Do I receive pay for serving on thesis committees in the summer?

No. Summer policies do not differ from academic year policies on this issue.

- Paired 400/500 3-credit classes must have generated a minimum of 27 credits.
- Graduate offerings must have 9 or more students enrolled to avoid the low enrollment penalty. The enrollment must have generated a minimum of 27 credits for a 3-credit course.
- A college may avoid low enrollment penalties by closing under-enrolled sections, combining sections, or by having the faculty serve as instructors for internships, theses, or practicum experiences for which credits are generated. These credits may be used to supplement under-enrolled courses.
- Lastly, some colleges have worked with the Center for Continuing Studies to offer contingent funding on a prorated basis for a course that may have limited.

Will a low enrollment penalty affect my department? What is the financial impact?

Yes, the CCS: Summer Session is concerned with enrollments as college budgets are reduced approximately \$5,058 (the mean faculty summer session salary for a course in that college) for each low enrollment course. These reductions in future summer allocation are generally taken from the department that created the low enrollment.

When are low enrollment course exemption requests due?

Faculty, department chairs and associate deans should be monitoring enrollment in course sections through the ISRS registration system. Requests for course exemption should be submitted from faculty and department chairs to their associate dean in early January. Associate deans must submit by e-mail or memo a list of collegiate courses that they seek an exemption from the low enrollment penalty to the CCS: Summer Session by Friday, February 3, 2012.

But what if students really, really, need the course to graduate?

The department and college should contact the Center for Continuing Studies and consider offering the course on a prorated, per student contract.

Do I receive pay for providing independent study or arranged courses to students in the summer?

No.

FAQ: When is a course cancelled?

Cancellation of courses is at the discretion of the associate dean in consultation with the department chair and instructor involved. Generally courses are cancelled if they lack sufficient enrollment to cover instructional expenses.

What are low enrollment penalties?

A low enrollment penalty is a financial tax on a college that has sponsored a course that did not have sufficient enrollment to cover the cost of the instruction.

How many low enrollment courses per college will be allowed?

The CCS: Summer Session recognizes that some low enrollments may be unavoidable and are necessary to meet program needs. Thus there is the opportunity for collegiate associate deans to submit a list of courses that will be exempted from the low enrollment penalty. Colleges may seek approval for no more than three low enrollment courses per college.

How many students need to be enrolled or credits generated to avoid having a course receive a low enrollment penalty?

The following guidelines are absolute minimums employed in determining courses that may need to be cancelled or penalized: 12 students in an undergraduate course and 9 students in a graduate course.

What are the enrollment guidelines?

- Undergraduate offerings must have twelve or more students enrolled at three credits to avoid the low enrollment penalty. The enrollment must have generated a minimum of 36 credits for a 3-credit course.
- Paired 400/500 3-credit classes must have generated a minimum of 36 credits.
- Graduate offerings must have nine or more students enrolled to avoid the low enrollment penalty. The enrollment must have generated a minimum of 27 credits for a 3-credit course.
- A college may avoid low enrollment penalties through closing under-enrolled sections, combining sections, or by having the faculty serve as instructors for internships, theses, or practicum experiences for which credits are generated. These credits may be used to supplement under-enrolled courses.
- Low enrollment penalties may also be avoided if the faculty member with a low enrollment course taught another course the same session with enrollment sufficient to make up for the under-enrolled course.

Will a low enrollment penalty affect my department? What is the financial impact?

Yes, the CCS: Summer Sessions is concerned with enrollments as college budgets are reduced approximately \$5,058 (the mean faculty summer session salary for a course in that college) for each low enrollment course. These reductions in future summer allocation are generally taken from the department that created the low enrollment.

When are low enrollment course exemption requests due?

Faculty, department chairs and associate deans should be monitoring enrollment in course sections through the ISRS registration system. Requests for course exemption should be submitted from faculty and department chairs to their associate dean in early January. Associate deans must submit by e-mail or memo a list of collegiate courses that they seek an exemption from the low enrollment penalty to the Office of Summer Sessions by Friday, February 4, 2012.

But what if students really, really, need the course to graduate?

The department and college should make a decision to offer the course; and submit the course for collegiate low enrollment exemption in early February.

Who notifies students if a course is cancelled?

It is the responsibility of the department to notify registered students when a course is cancelled. In most departments the department support staff will access a list of the registrants via the e-services site and contact them via e-mail. The department staff will also need to submit an updated Term Course Maintenance form to the Records & Registration office.

FAQ: What if my course section is filling quickly?

What about high demand courses?

From past summers we know that there may be unforeseen demand in some courses. Funding for high demand classes is available from the CCS: Summer Session allocation or, in some cases, contingency funding.

How is high demand funding allocated?

Additional sections may be added after registration begins with high demand funding provided by the CCS: Summer Session allocation or, in some cases, contingency funding under these guidelines:

- upon the recommendation of the college's summer session administrator,
- if there is documentable evidence there is a substantial student demand not met for another section,
- AND no internal shifts in the department's summer offerings or faculty assignments can meet this need.
- Generally, evidence demonstrating demand is required.

If a department seeks high demand funding, an e-mail detailing the request from the associate dean, along with a copy of the waiting list, should be submitted to the director of summer sessions for a funding decision. An instructor must be secured and the course entered into the ISRS database within one week of being awarded high demand funding.

FAQ: How do I get help while getting ready to teach?

Who orders the books for my course?

Instructors are responsible to place orders for textbooks through the Husky Bookstore. Assistance from the department support staff can be provided if necessary.

I need photocopying and other support in preparation for my course. With whom do I work?

Please follow the same procedures you would during the academic year. Generally, you will seek assistance from department support staff or graduate assistants in your area.

Do I have to give an exam?

No, exams and final examinations are not required.

FAQ: The first day

What if a student shows up and is not on my class roster?

If you can accommodate the student in your course, encourage them to immediately register for the class. Because of the brevity of summer sessions it is vital that students register immediately. Students

cannot attend class if they are not registered for the course. You can check for updated registrations on the e-services site. Visit <https://webproc.mnscu.edu/eservices/login.html?campusid=073>.

What if I have no-shows?

After the second class meeting, many instructors will send an e-mail to the student asking them to withdraw from the course immediately if they are not going to attend.

My students voted and they want to change the dates and times the class meets. Is this okay? Who needs to know of this change? Does it need approval?

This is an acceptable practice as long as instructional contact minutes are met. You should discuss with your department chair and inform the department support person. Permission must be obtained from the associate dean. Your department support person must submit an updated Term Course Maintenance form to Records & Registration to reflect the new time details.

What if I need to cancel a class meeting during the summer?

Please follow the same procedures you would during the academic year. Notify your department chairperson. Attempt to find coverage through a colleague, guest speaker, graduate assistant, etc. Notify students through e-mail or D2L if the class session must be cancelled. Notify the department support staff to post a sign on the classroom door.

Who assigns rooms for summer instruction?

Large lecture halls are assigned through Mary Otremba in Academic Affairs. Room assignments vary across campus depending on department and college practices. In some colleges, the dean's office provides centralized assignments of rooms. In colleges such as the COE and COSS department's support staff assign the rooms they oversee. If you have questions on room assignments, it is best to first bring your need to the department chairperson and department support staff.

What if I prefer another room in which to teach? Is there greater flexibility in the summer to secure a different room?

Generally, yes, as fewer courses are in session. Discuss your needs with your department support staff. If your needs cannot be met within the department, they may be able to secure a room from another department within the college or across campus.

Who do I contact if there are problems with my class room?

Please bring your concern to your department support person and chair. If you are in a large lecture room assigned by Academic Affairs, it is best to contact Mary Williams who can report the concern to Buildings and Grounds.

The building, room or lab I am using is locked - I don't have a key. Who do I contact?

During office hours, please see the department support person for assistance. Evenings or weekends it is best to call 308.3166 (24-hour reception with Building and Grounds) who will then contact a general maintenance worker to assist you with access.

FAQ: Miscellaneous

What if I have expenses out of my own pocket to aid instruction? Can I be reimbursed?

Department budgets are to include allocations for summer instructional needs. If you have anticipated classroom/instructional expenditures, the need should be discussed with your department chairperson and associate dean.

Should my course require additional fees?

You may wish to consider an additional fee if you have activities, events or supplies required of those enrolling in the course. An example would be attending a number of museums or performances for an art course. An additional fee could be added that is paid to and collected by the Business Office at the same time tuition is due. Any additional fees attached to a course must have been approved by Administrative Affairs. For questions about current approved fees and policies, contact the Business Office at 308.2799.

Will my course be evaluated?

Not by the CCS: Summer Session; however, we encourage instructors to provide students the opportunity for course feedback.

FAQ: Promoting your course

Should I market my own course?

Go for it! Do whatever you can to inform and encourage prospective students to enroll in your class. Approximately 95 percent of our summer students have been enrolled at SCSU during the past academic year. Handouts in class, flyers on department bulletin boards, e-mails to your class lists; all of these will help inform students of your course.

What marketing and promotional help is available?

The CCS: Summer Session can provide assistance in promoting your course if you are teaching a course funded through collegiate summer allocations. We offer to you at NO COST, four-color postcards or flyers. You are responsible for distribution. Contact Summer Session coordinator Sandra Boen and provide her with electronic text and a postcard and/or flyer will be drafted, proofed and printed for you to distribute. You are welcome to order from 50 to 2,000+ copies!

What are the best methods for promoting a summer course?

Provide handouts in class, place flyers on department bulletin boards, send e-mails to your class lists; distribute postcards on campus to students in your department's courses or mail externally to department constituents, alumni, distribute at professional conferences etc. All of these activities will help inform potential students of your course.

FAQ: How is the Summer Sessions class schedule created?

How are courses posted to the online summer schedule?

Once a department has its summer course offerings approved by their collegiate summer administrator, the department support staff electronically enters courses into ISRS.

When is the online summer schedule available for viewing?

The online summer class schedule is generally brought online in January.

When is the printed summer class schedule created?

The will no longer be a printed summer class schedule. It will only be available online. A printed postcard will be bulk mailed to past summer students, distributed on campus and sent to local K-12 schools and the community.

What if I change the dates or times a course will be offered?

We encourage careful planning in September and October; but if necessary, schedule changes can be made. To do so, the department support staff member must submit an updated Term Course Maintenance form to Michelle Walz in the Office of Records and Registration. Once entered, the change will immediately appear online.

What are the associate dean responsibilities during summer session?

The associate dean is the chief summer session administrator in the college. The associate dean is responsible for:

- The administration of the budget.
- The approval of the departments' summer offerings.
- Seeing that instructional contact hours have been met.
- Making sure course schedule guidelines have been followed.
- Making written requests for high demand funds.
- Making written requests for low enrollment exemptions.
- Making written requests for adjunct salary exemptions.
- Overseeing that employment rosters are correctly completed before granting approval.
- Making written requests for the rare exception of a chair not providing instructional duty.
- Seeing that instructional load limits established for summer sessions have not been exceeded.
- Working with departments to monitor possible low enrollment courses.

What are department chair responsibilities during summer session?

The department chair is responsible to:

- Learn of their departmental allocation from the associate dean and share this information with departmental faculty.
- Work with departmental faculty members to develop course offerings and the course delivery schedule to meet student needs and University objectives.
- The chair will secure the professors or instructors who will deliver the curriculum.
- Oversee that courses sponsored by summer session funding and innovative award monies are entered into the ISRS registration system correctly.
- Check registration screens once opened to students for accuracy. Make corrections with the Office of Records and Registration.
- Discuss low enrollment requests with the collegiate associate dean.
- Oversee and monitor the completion of the online employment rosters.
- Provide online approval to department hires entered into the online employment rosters.
- Make deletions and additions to online employment rosters throughout the months leading up to summer session; notifying the collegiate dean and CCS: Summer Session of changes.
- Discuss course or faculty changes and alterations with the collegiate associate dean.
- Routinely monitor enrollments until courses start. Are courses under enrolled? Are additional sections needed?
- Discuss high demand funding needs for over-enrolled courses that may need sections added with the collegiate associate dean.

- Suggest to faculty they seek course promotional assistance from CCS: Summer Session.
- Keep departmental faculty informed of summer deadlines, policy and events.
- Provide summer term instruction. Chairs on more than nine month appointments shall not have a teaching load which exceeds one course of not more than four credits in one summer session (IFO Contract, Article 20. Section C, Subd. 3,).
- If a chair provides additional instruction beyond four credits, he/she will receive summer session compensation.

How do I monitor registration for high demand courses?

Both department chairs and associate deans are to monitor registration numbers. Registration for summer sessions opens to SCSU students on Monday, February 13, 2012. You need to review on a your class seat availability daily. Currently, once a SCSU course is filled, the ISRS registration system does not offer the opportunity to tally attempted registrations “hits” beyond the maximum enrollment number.

When a class is filling and the allotted overrides are quickly disappearing, we encourage departments to start waiting lists when appropriate. When you have documentation of a waiting list of 12 or more students, please contact your college’s summer session administrator as soon as possible.

The CCS: Summer Session will make timely decisions to allocate high demand funding. This allows course sections to be added immediately to the registration options available.

FAQ: What are the responsibilities of the department support staff during summer sessions?

Department Support Staff Responsibilities

Department support staff are key participants to make summer instruction occur. Department staff will:

- Enter summer course offerings into the ISRS registration system.
- Enter summer instructional employees into the online summer employment rosters.
- Possibly make summer room assignments.
- Make updates and corrections to ISRS course listings.
- Make updates, corrections and deletions to the online summer employment rosters.
- Assist with the employment of guest speakers, exchange professors, graduate assistants and students workers involved in summer instruction activities.

When do I enter summer courses into the ISRS system?

The Office of Records and Registration will open the ISRS Term Course Maintenance screens on October 3, 2012. You may enter summer 2012 course details through Tuesday, November 8, 2011.

When will the summer session Web-based employment roster database be available?

The database will be available and open for data entry on Tuesday, November 8, 2011.

- Department support staff may access and complete the employment rosters electronically.
- Each employee entered should be approved electronically by the department chairperson and the collegiate associate dean.
- If you have questions regarding the instructions, please call Sandra Boen in the CCS: Summer Session 320.308.4721.

When are the employment rosters due?

Initial employment rosters are due Friday, February 24, 2012. Employment rosters should include the following information:

- Create a separate entry for each course or section taught.
- Please list all of a faculty member's assignments working down the online form, using one entry for each section taught.
- Paired courses are only entered once as faculty only receive one three-credit salary for the instruction of 400/500 level courses.
- Chairperson instruction is also entered on the Web-based roster. Generally, a chairperson may only receive salary compensation for instruction beyond four credits.
- If an adjunct is new to SCSU or has not taught during the preceding fall or spring semester an Unclassified Employment Request Form needs to first be completed and sent to the Human Resources Office before entry can be made in the online rosters. The Human Resources office will provide you with a tech ID for the new employee and then the online entry can be made.
- Please enter graduate assistants who are being paid from your summer allocation. An Employment Request Form for Graduate Students must be sent to the School of Graduate Studies.
- GA's, TA's and undergraduate student workers directly assisting with summer class instruction are also entered into the online rosters using their SCSU tech ID number.
- If course instruction is shared between faculty members, please clearly indicate those involved and make sure that credits are divided accurately.
- The number of credits taught – as it will appear in the summer schedule.
- Do not use weighted credits for 600-level courses, the programming will calculate 600 level weighted courses.
- List graduate credits to match those stated in the Graduate Catalog.
- Do not double the salary for 800-level courses, again the programming will automatically calculate the appropriate salary.
- Faculty who have received innovative award funding, a grant-funded course, or high demand course funding, should appear on the roster. Please select the appropriate funding source.
- Faculty performing non-teaching duties assigned by the dean and paid through summer allocation funds must be entered. Their employment may be subject to low enrollment penalties.
- Choose the correct term. Variable term courses are those courses that may vary in length during either first or second term or overlap terms (e.g., two, three, eight, or ten-week courses).

Do not list faculty members whose employment is being FUNDED through the Center for Continuing Studies contingency funding. Faculty whose salaries will be funded on contingency should not be listed on the CCS: Summer Session' online roster.

Updating Web-based Employment Rosters

When making updates to an original roster, submit only the changes, by selecting "Update Entry".

When submitting an online change on your roster, remember to make the corresponding change in ISRS if course duties, etc. are impacted. Information on employment rosters should correspond with the ISRS course schedule information. The department chairperson should, and the associate dean must, provide online authorization of rosters before entries will be reviewed in the CCS: Summer Session.

Can I offer online courses through CCS: Summer Session. Should those employees be entered in the online rosters?

Yes! Online courses and hybrid courses (a blend of online and face-to-face) may use departmental allocation just as they can offer online courses onload during a regular semester. The only difference is that as part of Summer Session, faculty are paid by credits rather than by the student. To better serve students and create advantageous use of instructional dollars, a department can now choose to use summer instructional dollars to pay a faculty member or adjunct to offer an online course. Credits created through summer allocation online courses will help build future collegiate and departmental summer allocations. CCS will, as with any online or hybrid course, provide online test proctoring for those students.

The Employment details:

- Course instruction will be paid according to credits instructed, not by per pupil enrolled.
- Credits instructed will be part of the 16-credit load maximum associated with summer allocation funds.
- Faculty may still elect to contract independently with Center for Continuing Studies but this new option guarantees full salary.
- Instructors teaching a summer allocation online course would be added to the online summer roster database and salaries calculated automatically. Please choose in the *funding source* drop down menu "**Summer Allocation - Online**".

The Course entry details:

The summer allocation online course would be entered into ISRS:

- Undergraduate courses would be coded:
 - Distance Learning 20
 - Instructional Type "0" (Dept online) if the course can be offered without fees.
 - Instruction Type "@" (Dept online) if the course is to include student fees.
 - Media Code 3 or 9 dependent on the number of on campus meetings required.
 - Course enrollment level should be equal to academic year enrollments.
- Graduate courses would be coded:
 - Distance Learning 20
 - Instructional Type "0" (Dept online) if the course can be offered without fees.
 - Instruction Type "@" (Dept online) if the course is to include student fees.
 - Media Code 3 or 9 dependent on the number of on campus meetings required.
 - Course enrollment level should be equal to academic year enrollments.
- The student will pay online tuition for the course.
- The online student will seek assistance through the Center for Continuing Studies for course concerns, testing, etc.
- Questions may be directed to Dr. Michael Penrod or Susan Erickstad, Continuing Studies
- at 308.3082 and mrpenrod@stcloudstate.edu or

What are the details on employing: External Consultant, Speaker or Professor Salaries?

If a department wishes to employ an external consultant, speaker, or professor to deliver portions of course instruction, contract form 003 needs to be completed in addition to the summer session

employment roster. Instructional contracts are defined as any activity undertaken related to classes, training, or activities in support of classes and training. Use object code 1560 for these contracts.

Request for instructional services over \$500.00 (including travel) will require a contract (SCSU003). Whenever possible, it is encouraged to combine all amounts into compensation. Separating compensation and travel reimbursement will obligate the contractor to fill out state travel forms and abide by state travel policy. (See Section II of the contract).

When filling out contract SCSU003 duties, please provide as much detail as possible and link the terms of payment to the set duties or phases of work throughout the term of the contract. Contract form 003 is available at www.stcloudstate.edu/businessservicescontracts

What process is followed to pay a guest speaker less than \$1,750?

If a department wishes to employ an external consultant, speaker, or professor to deliver portions of course instruction; complete a P.O. and an Individual Service Agreement (ISA) form through the Business Services Office.

First: Complete a Purchasing Order (P.O.) securing necessary signatures. When completing the Purchase Order, use object code 15XX or 1910. A P.O. is required prior to signing an Individual Services Agreement contract (ISA).

Second: If a guest speaker is to receive compensation of under \$1,750 an Individual Services Agreement contract (ISA) will be required. Complete the ISA form prior to the event. Visit <http://www.stcloudstate.edu/businessservices/contracts/>.

Follow complete directions for the ISA form at:

<http://www.stcloudstate.edu/businessservices/purchasing/manual/isa.asp>

An ISA is used when one, all inclusive payment is to be processed and mailed after the event to the guest speaker. Combine all amounts or reimbursement into salary compensation if the contractor allows.

What process do we follow to pay a guest speaker \$1,750 or more?

If a department wishes to employ an external consultant, speaker, or professor to deliver portions of course instruction; complete a P.O. and contract 003 form through the Business Services Office.

First: Complete a Purchasing Order (P.O.) securing necessary signatures.

When completing the Purchase Order, use object code 15XX or 1910. A P.O. is required prior to signing a 003 contract form.

Second: If a guest speaker is to receive compensation of \$1750 or higher a 003 contract form will be required.

Complete Form SCSU003 prior to the event. The 003 form is found at:

<http://www.stcloudstate.edu/businessservices/contracts/>

Follow complete directions for SCSU003 form at:

<http://www.stcloudstate.edu/businessservices/purchasing/manual/SCSU003.asp>.

Instructional contracts are defined as any activity undertaken related to classes, training, or activities in support of classes and training. Use object code 1560 for these contracts. Please provide as much detail as possible and link the terms of payment to the set duties or phases of work throughout the term of the contract.

Opening Dates

- Monday, October 3, 2011 — The Office of Records and Registration opens entry of summer classes into ISRS registration system.
- Tuesday, November 8, 2011 — The CCS: Summer Sessions opens entry of employees into the online summer employment rosters.
- Monday, February 6, 2012 — Priority registration for summer sessions courses opens for students.

Deadline Dates

- Tuesday, November 8, 2011 — Entry of departmental summer course offerings into ISRS is closed.
- Friday, November 22, 2011 — Faculty need to have submitted summer course descriptions that are unavailable in the UG and GRAD catalogs.
- Friday, February 3, 2012 — Associate deans (or Summer Sessions coordinators for colleges and schools) need to have submitted written requests for low enrollment exemptions.
- Friday, February 24, 2012 — Departments need to have completed their online summer session employment rosters.
- Friday, February 24, 2012 — Associate deans (or Summer Sessions coordinators for colleges and schools) need to have submitted written statement of any chair exempt from providing summer instruction.
- Friday, February 24, 2012 — Online summer employment rosters close for initial entry.
- Spring 2012 - Associate deans submit written requests for high demand funding as needed.

Who are my Summer Session Administrative Contacts?

CCS: Summer Session

Director: Dr. John C. Burgeson
308.4724 jcburgeson@stcloudstate.edu

Coordinator: Ms. Sandra Boen
308.4721 sjboen@stcloudstate.edu

Summer marketing: Susan Jordahl
308.3994 smjordahl@stcloudstate.edu

Office of Records and Registration

Registrar: Ms. Sue Bayerl
308.4039 sjbayerl@stcloudstate.edu
Associate Registrar: Ms. Brenda Zamlen
308.4032 bzamlen@stcloudstate.edu
Term Course Maintenance Assistance: Ms. Michelle Walz
308.2168 mlwalz@stcloudstate.edu
Faculty help line: 308.2168 Student help line: 308.3936

Human Resources Office

Director: Mr. Keith Balaski
308.3203 kjbalaski@stcloudstate.edu
Summer Contracts: Ms. Rose Haugen
308.3919 rmhaugen@stcloudstate.edu

Center for Continuing Studies

Dean: Dr. John Burgeson
308.4724 jcburgeson@stcloudstate.edu
SCSU Online Director: Dr. Michael Penrod
308.3082 mrpenrod@stcloudstate.edu
Assistant: Ms. Sue Erickstad
308.3049 serickstad@stcloudstate.edu

This guide has been created for those involved in the administration and instruction of St. Cloud State University's summer sessions. I have attempted to compile summer sessions' faculty and administrative guidelines into one resource. I continue to welcome your suggestions and input to include in future editions.

St. Cloud State University values diversity of all kinds, including but not limited to race, religion and ethnicity. St. Cloud State University will provide equal education and employment opportunities to all persons regardless of race, color, creed, sex, age, religion, marital status, sexual orientation, national origin, mental or physical disability, status with regard to public assistance or physical disability, or any other group or class against which discrimination is prohibited by state or federal law. The university will not tolerate any activity that constitutes illegal discrimination against any person or group. Consistent with its academic mission, the university also seeks to provide an environment that acknowledges and values diversity of all kinds, including but not limited to race, religion and ethnicity, amongst faculty, staff and students.

Inquiries or complaints concerning the application of affirmative action, equal opportunity or Title IX (sexual harassment) at St. Cloud State University should be referred to the affirmative action officer, 320-308-5123. Inquiries about services offered to students under Section 504 of the Rehabilitation Act of 1973 or the American's with Disabilities Act of 1990 should be referred to Student Life and Development at 320-308-3111, and for faculty and staff to Human Resources at 320-308-3203. TTY: 1-800-627-3529 SCSU is an affirmative action/equal opportunity educator and employer. This material can be made available in an alternative format. Contact the department/agency listed above.

Member of Minnesota State Colleges and Universities

St. Cloud State University 2012 Summer Session Calendar

Web Site: www.stcloudstate.edu/summer E-mail: summersession@stcloudstate.edu

Interession

Monday, May 14 Interession Begins
Monday, May 28 Memorial Day Holiday – No classes; Offices Closed
Friday, June 1 Last Day of Interession
Monday, June 4 Grades Due by 11:59 p.m. for Interession

Summer Session I 2012

Monday, May 14 Classes Begin – Summer Session I
Monday, May 28 Memorial Day Holiday – No classes; Offices Closed
Friday, **June 22**, Last Day of Classes – Summer Session I
Monday, **June 25** Grades Due by 11:59 p.m. for Summer Session I

Summer Session II 2012

Monday, **June 25**, Classes Begin – Summer Session II
Wednesday, July 4 Independence Day Holiday—No Classes; Offices Closes
Thursday, August 2 Last Day of Classes – Summer Session II
Monday, August 6 Grades Due by 11:59 p.m. for Summer Session II