



LHU Policy No – LHU-18
Original Date – 2010*
Last Review Date – April 9, 2020
Last Update Date – April 9, 2020
Next 5-Year Review Date – April, 2025

SUMMER SCHOOL POLICY – 2020

GENERAL INFORMATION

1. Summer school will be divided into two modules of five-weeks. Each module will have a three-week session at the beginning. There will also be a ten-week session beginning on the first day of the first summer session and ending on the last day of the second summer session.
2. The first five-week module will run from Monday, May 18 to Friday, June 19; the first three-week module will run from Monday, May 18 to Friday, June 5; and the second five-week module will run from Monday, June 22 to Friday, July 24; the second three-week module will run from Monday, June 22 to Friday, July 10. The summer extended session (10-week) will run from May 18 to July 24. (No classes will be held on Monday, May 25 and on Friday, July 3.)
3. Daily class periods are 8:30-10:30; 10:45-12:45; 1:30-3:30; 3:45-5:45 Monday-Thursday (no Friday); and 8:30-11:55 or 12:50-4:15 daily Monday-Thursday (no Friday) (3-week session courses only).
4. Multiple sections of a given course offered by the same instructor through distance education will be open one section at a time. When the first section reaches its cap, the next section may be opened, and so on.
5. Pre registration enrollment figures will be the determining factor for contract purposes and May 1, 2020 (12 noon) is the deadline for the decision on issuance of summer contracts.
6. Student pre registration begins approximately February 1 and may be accomplished via myHaven.
7. Students may enroll in both five-week and three-week sessions provided the sections selected are not in conflict.
8. Students are limited to 7.0 semester hours in each session.
9. Three credit courses that meet for fewer than five weeks require a minimum 2250 minutes of in-class instruction (lab and workshop courses require more).
10. Unassigned sections must be assigned by April 24.
11. Faculty members will be compensated in the same manner as has been the past practice unless modified by subsequent CBA agreement. Individual compensation will be indicated on summer employment contract.
12. If a faculty member does not meet the class the first and second day of the session, the contract will be null and void, unless for pre-approved reasons or sickness. The absence, regardless of length, must be pre-approved (unless the absence is for sickness) and qualify for personal, educational or sick leave. Class coverage must be approved by management and in accordance with the CBA. Compensation for sick leave coverage shall be in accordance with the CBA. The definition of "meet" for online courses is defined as logging into the course and providing instruction to the students.

FIRM CONTRACTS

Undergraduate Sections

The minimum pre registration enrollment will be **seventeen students** by 12 noon May 1, 2020 for a **firm contract**. Chairs of departments of sections not achieving the minimum number will be contacted by e-mail that same day.

Graduate Sections

The minimum pre registration enrollment will be **eleven students** by 12 noon May 1, 2020 for a **firm contract**. Chairs of departments of sections not achieving the minimum number will be contacted by e-mail that same day.

According to the CBA, Article 24, summer contracts must be returned by May 15.

CONTINGENCY CONTRACTS

Undergraduate Courses

Sections with enrollments that do not meet the minimum for a firm contract at 12 noon on May 1, 2020 will be issued a contingency contract.

The contingency contract will become a firm contract for all of those sections such that the integer part of the average number of students certified by the registrar as being officially enrolled in the summer session is seventeen per section by noon on Monday, May 11, 2020 for summer session 1 and summer extended session or Monday, June 15, 2020 for summer session 2.

No course will be offered, except on the terms of the Credit-bearing Continuing Education agreement, if enrollment is fewer than eight (8) students, regardless of where it falls within the average.

If the average number falls in the middle of a range (i.e. there are 5 courses; some of the 5 courses fall within the 17 average and some of the 5 courses do not), all courses will be cancelled if less than half of the courses have the 17 average. All courses will be offered if at least half of the courses have the 17 average.

Summer session 1 and summer extended session sections that do not meet this criteria by Monday, May 11, 2020 will be provided an opportunity to be offered under a Credit-bearing Continuing Education contract. Summer session 2 sections that do not meet this criteria by Monday, June 15, 2020 will be provided an opportunity to be offered under a Credit-bearing Continuing Education contract.

If a course is scheduled that starts earlier than the standard summer session begin date and receives a contingency contract, the enrollment for that course will be reviewed the Wednesday prior to the course's begin date.

Graduate Courses

Sections with enrollments that do not meet the minimum for a firm contract at 12 noon on May 1, 2020 will be issued a contingency contract.

The contingency contract will become a firm contract for all of those sections such that the integer part of the average number of students certified by the registrar as being officially enrolled in the summer session is eleven per section by noon on Monday, May 11, 2020 for summer session 1 and summer extended session or Monday, June 15, 2020 for summer session 2.

No course will be offered, except under the terms of the Credit-bearing Continuing Education agreement, if enrollment is fewer than six (6) students, regardless of where it falls within the average.

If the average number falls in the middle of a range (i.e. there are 5 courses; some of the 5 courses fall within the 11 average and some of the 5 courses do not), all courses will be cancelled if less than half of the courses have the 11 average. All courses will be offered if at least half of the courses have the 11 average.

Summer session 1 and summer extended session sections that do not meet this criteria by Monday, May 11, 2020 will be provided an opportunity to be offered under a Credit-bearing Continuing Education contract. Summer session 2 sections that do not meet this criteria by Monday, June 15, 2020 will be provided an opportunity to be offered under a Credit-bearing Continuing Education contract.

If a course is scheduled that starts earlier than the standard summer session begin date and receives a contingency contract, the enrollment for that course will be reviewed the Wednesday prior to the course's begin date.

*Enrollment must meet the minimum enrollments as stated for all courses in the Summer School Policy.

EXCEPTIONS TO THE POLICY

Exceptions may be made to the summer school policy. These exceptions must be requested by the department chairperson and will be approved or denied by the college dean.

Approved _____ 4/9/20 _____ Approved _____ 4/6/20 _____
Date Date

Jonathan Lindzey
Interim Provost

Peter Campbell
LH APSCUF Chapter President

**This policy has been in existence for many years prior to 2010 with an exact date unknown. We are using 2010 as a default original and/or update date.*