

## SUMMER SCHOOL POLICY – 2009

### 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.
3. Daily class periods are 8:30-10:30; 10:40-12:40; 12:50-2:50; 3:00-5:00 Monday-Thursday (no Friday); and 8:30-11:55 daily Monday-Thursday (no Friday) (3-week session courses only).
4. Pre registration enrollment figures will be the determining factor for contract purposes and May 1, 2009 (12 noon) is the deadline for the decision on issuance of summer contracts.
5. Student pre registration begins approximately February 1 and may be accomplished via web registration ([www.lhup.edu](http://www.lhup.edu)), the LHUP WEB page or, in person, at the Registrar's Office, Russell Hall. Students must be cleared by their academic advisor to register.
6. Students may enroll in both five-week and three-week sessions provided the sections selected are not in conflict.
7. Students are limited to 7.0 semester hours in each session.
8. 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).
9. 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.

### FIRM CONTRACTS

#### Undergraduate Sections

The minimum pre registration enrollment will be **thirteen students** by 12 noon May 1, 2009 for a **firm contract**. Chairs of sections not achieving the minimum number will be contacted by voice or e-mail that same day.

#### Graduate Sections

The minimum pre registration enrollment will be **eight students** by 12 noon May 1, 2009 for a **firm contract**. Chairs of sections not achieving the minimum number will be contacted by voice or e-mail that same day.

### CONTINGENCY CONTRACTS

#### Undergraduate Courses

First session sections with enrollments of **ten to twelve students** at 12 noon on May 1, 2009 will be issued a contingency contract.

The contingency contract will become a firm contract if, by noon on Friday, May 8, 2009, thirteen students are certified by the Registrar as being officially registered for the section.

Contingency sections that do not meet the minimum enrollment will be cancelled and registered students will be notified.

Second session sections with enrollments of **eight to twelve students** at 12 noon on May 1, 2009 will be issued a contingency contract.

The contingency contract will become a firm contact if, by noon on Friday, June 12, 2009, thirteen students are certified by the Registrar as being officially registered for the section.

Contingency sections that do not meet the minimum enrollment will be cancelled and registered students will be notified.

Graduate Courses

First session sections with enrollments of **five to seven students** at 12 noon on May 1, 2009 will be issued a contingency contract.

The contingency contract will become a firm contract if, by noon on Friday, May 8, 2009, eight students are certified by the Registrar as being officially registered for the section.

Contingency sections that do not meet the minimum enrollment will be cancelled and registered students will be notified.

Second session sections with an enrollment of **at least one student** at 12 noon on May 1, 2009 will be issued a contingency contract.

The contingency contract will become a firm contact if, by noon on Friday, June 12, 2009, 8 students are certified by the Registrar as being officially registered for the section.

Contingency sections that do not meet the minimum enrollment will be cancelled and registered students will be notified.

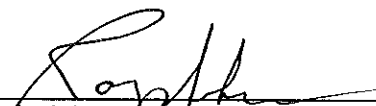
**PAIRING COURSES/SECTIONS**

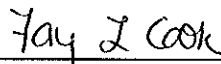
1. Pairing requests are made to the college dean.
2. Deadline to submit requests is April 17.
3. Pairings are limited to lower-level courses/sections with upper-level courses/sections. Chairs may petition their college dean for two lower-level pairings with appropriate justification.
4. The total enrollment for the paired courses/sections must be at least twenty-six students.
5. At least six students must be enrolled in the lower enrolled course/section.
6. Courses/sections may not be paired across summer sessions.

**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 by the college dean.

Approved 1/23/09 at Faculty/Management Meet and Discuss meeting.  
Date

  
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Roger Johnson  
Provost and Vice President for Academic Affairs

  
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Fay Cook  
LH APSCUF Chapter President