

# SUMMER SCHOOL POLICY – 2010

## 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 17 to Friday, June 18; the first three-week module will run from Monday, May 17 to Friday, June 4; and the second five-week module will run from Monday, June 21 to Friday, July 23; the second three-week module will run from Monday, June 21 to Friday, July 9. The summer extended session (10-week) will run from May 17 to July 23.
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 3, 2010 (12 noon) is the deadline for the decision on issuance of summer contracts. *(May 3, 2010 because the usual date of May 1 falls on a Saturday.)*
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.
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 **sixteen students** by 12 noon May 3, 2010 for a **firm contract**. Chairs of departments 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 **eleven students** by 12 noon May 3, 2010 for a **firm contract**. Chairs of departments of sections not achieving the minimum number will be contacted by voice or e-mail that same day.

## CONTINGENCY CONTRACTS

### Undergraduate Courses

Sections with enrollments that do not meet the minimum for a firm contract at 12 noon on May 3, 2010 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 sixteen per section by noon on Wednesday, May 12, 2010 for summer session 1 and summer extended session or Monday, June 14, 2010 for summer session 2.

Summer session 1 and summer extended session sections that do not meet this criteria by Wednesday, May 12, 2010 will be canceled and registered students will be notified. Summer session 2 sections that do not meet this criteria by Monday, June 14, 2010 will be canceled and registered students will be notified.

### Graduate Courses

Sections with enrollments that do not meet the minimum for a firm contract at 12 noon on May 3, 2010 will be issued a contingency contract.

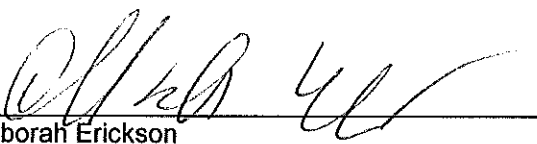
The contingency contract will become a firm contract for all of those sections such that the integer part of the average number of students certified by the registrar as being officially enrolled in the summer session is eleven per section by noon on Wednesday, May 12, 2010 for summer session 1 and summer extended session or Monday, June 14, 2010 for summer session 2.

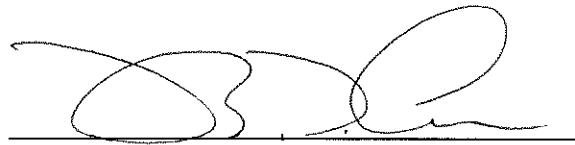
Summer session 1 and summer extended session sections that do not meet this criteria by Wednesday, May 12, 2010 will be canceled and registered students will be notified. Summer session 2 sections that do not meet this criteria by Monday, June 14, 2010 will be canceled and registered students will be notified.

**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 \_\_\_\_\_  
Date 3/2/10

  
Deborah Erickson  
Provost and Vice President for Academic Affairs

  
Mark Cloud  
LH APSCUF Chapter President

Updated 02/1/2010 - JRM

