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SR-89-90-57 (FPC)

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FACULTY PERSONNEL COMMITTEE

Recommendation
February 6, 1990

SR-89-90-57 (FPC)

To approve the attached Summer School Guidelines (and related Fall & Spring Semester Guidelines).

FACULTY SENATE PRESIDENT:

APPROVED BY SENATE: Kathryn DeGuzik DATE: 2/22/90

DISAPPROVED BY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: David F. [Signature] DATE: 2/28/90

DISAPPROVED: _____ DATE: _____

SR-89-90-57 (FPC)

SUMMER SCHOOL GUIDELINES

Members of the Deans' Council on November 14, 1989, approved the following guidelines for summer school:

1. Two (2) undergraduate courses:
10 + 10 = 20 students
must have total of twenty students with no less than five (5) students in underenrolled course
2. Two (2) graduate courses:
6 + 6 = 12 students
must have total of twelve students with no less than three (3) students in underenrolled course
3. One (1) undergraduate course and one (1) graduate course:
10 + 6 = 16 students
must have total of sixteen students with no less than five (5) students in undergraduate course or less than three (3) students in graduate course
4. 400/500 level courses can be determined as follows:
10 undergraduates = full enrollment
1 undergraduate = 0.10

6 graduates = full enrollment
1 graduate = 0.167

Thus, using the above formula the following applies:

<u>UG (400)</u>	<u>G (500)</u>	<u>Calc. Enrollment</u>	<u>Total Enrollment</u>
9	1	1.07	10
7	2	1.03	9
5	3	1.00	8
4	4	1.07	8
2	5	1.03	7
etc.			

After applying the above criteria, any classes which do not make will be subject to the existing small class justifications. Justifications must include name of student, social security number, date of graduation, and other information as requested by the Assistant Provost.

As now, if instructor teaches only one course during summer session, existing minimums will apply.

The Assistant Provost is responsible for coordinating decisions for underenrolled courses. As previously, the Deans are to report by 4:00 p.m. on the first day of classes during summer sessions. Shortly after the fall semester gets underway, the Provost's Office will provide the Faculty Personnel Committee with information on action taken regarding underenrolled courses during first and second summer sessions.

FALL AND SPRING SEMESTERS GUIDELINES

The Deans will accept responsibility during Fall and Spring semesters for cancelling and justifying classes. Within three working days after census date, the Deans will submit justifications for underenrolled courses to the Provost's office as well as copy of letter to Registrar listing cancellations.