St. Thomas University **Policy Statement**

Policy Name:	Intersession/Summer Sessi	<u>on</u>
Classification:		
General Adn	ninistration	
Academic	<u>X</u>	
Unit		
Issued by:		(Signature)
	Vice-President (Academic)	、
Date of Issue: Septe	mber 20, 2005	
Policy:		

Policy:

The Intersession committee exists as an advisory committee to the Vice-President (Academic) and is responsible for the development of Intersession and Summer Session course offerings. This committee is comprised as follows: Registrar (Chair, ex officio), one student elected by Senate, and two full-time faculty members elected by Senate. Faculty members and students who are themselves considering participating in Intersession or Summer Session courses are not eligible to serve on the Committee.

By September 1, the Intersession committee will issue a call for course proposals to all department chairs and programme directors. The department/programme will decide which courses they wish to submit to the Intersession committee for consideration. Departments/programmes shall have the right to determine when a particular course is not appropriate for delivery during Intersession or Summer Session. The deadline for submission of course proposals to the Intersession committee will be September 30.

By October 15, the Intersession Committee will develop an initial list of courses. The list will take into consideration the recommendations of departments and the selection principles (below). The Intersession Committee will submit this list to the Vice-President (Academic). The Vice-President will convey his decision to the committee by November 1.

By November 7, the chair of the Intersession Committee will write to the chairs and programme directors with the list of approved courses, asking them to arrange staffing.

By November 21, chairs and programme directors will recommend to the Vice-President (Academic) the instructors for the approved courses and indicate those positions which require advertising.

By December 1, the Registrar will publish the list of course offerings for Intersession and

Summer Session.

Courses listed will run unless enrolment in them is less than three students.

Selection Principles

In making its recommendations for Intersession/Summer Session offerings, the Intersession

Committee shall consider the following factors:

i) the need to make available courses that will help students meet their programme requirements;

ii) the importance of ensuring that most courses will attract strong enrolments;

iii) the need to ensure a reasonable variety of courses from year to year and among departments;

iv) the need for a schedule that is balanced in terms of both dates and times;

v) the need to ensure that appropriate courses will be available for students who are trying

university for the first time;

vi) the desirability of giving preference to courses that work better in the compressed

intersession/summer session format, or are not adversely affected by that format;

vii) the desirability of using Intersession/Summer Session as an opportunity for curricular

experimentation;

viii) the importance of coordinating, as much as possible, with UNB Intersession/Summer

Session offerings.

approved Senate: 2005-09-15

*Policy Origin:

This policy was prepared by

Larry Batt

Registrar

Date:2005-09-27

St. Thomas University Intersession/Summer Session Timeline

Timeline

Activity/Deadline

September 1 The chair of the Intersession committee will issue call for course proposals to all department chairs and programme directors.

September 30 Deadline for course recommendations from department chairs and programme directors to the Intersession Committee.

October 15 The Intersession committee develops an initial list of courses.

November 1 The Vice-President (Academic) conveys his decision to the Intersession committee

November 7 The chair of the Intersession committee writes to the chairs and programme directors with list of approved courses, asking them to arrange staffing of the courses.

November 21 Deadline for the chairs and programme directors to recommend to the Vice-President (Academic) the instructors for the approved courses and to indicate those positions which require advertising.

December 1 The Registrar publishes the list of course offerings for Intersession and Summer Session. Courses listed will run unless enrollment is fewer than three students.

2005-09-27

St. Thomas University **Intersession/Summer Session 2006** (This year only)

Transitional Timeline

Activity/Deadline

September 30, 2005

Intersession committee will issue call for course proposals to all department chairs and programme directors.

October 17, 2005

Deadline for course recommendations from department chairs and programme directors to the Intersession Committee.

October 28, 2005

The Intersession committee develops an

initial list of courses.

November 4.2005

The Vice-President (Academic) conveys his

decision to the Intersession committee

arrange staffing of the courses.

November 7,2005

The chair of the Intersession committee writes to the chairs and programme directors with list of approved courses, asking them to

November 21, 2005

Deadline for the chairs and programme directors to recommend to the Vice-President (Academic) the instructors for the approved

courses and to indicate those positions which require advertising.

December 1, 2005

The Registrar publishes the list of course

offerings for 2006 Intersession and Summer Session. Courses listed will run unless enrollment is

fewer than three students.

2005-09-27