

ADMINISTRATIVE PROCEDURE

TITLE: Intersession

ADMINISTRATIVE PROCEDURE # 4015

RELATED TO POLICY # N/A

I. INTRODUCTION

- A. Intersession is an opportunity for students to gain more credits than are typically available in the standard four terms of the UCC calendar.
- B. An intersession may take place between the end of any regular term (summer, fall, winter, or spring) and the beginning of the next regular term, and is considered part of the regular term either immediately preceding or immediately following it. All courses within any single intersession must begin and end within the same academic year.

II. STRUCTURE & LIMITATIONS

- A. Intersession classes count towards attempted credits for the purpose of financial aid and satisfactory academic progress.
- B. The cost/fee per credit of intersession is the same as regular terms.
- C. Instructor approval is not required for students to add intersession classes, unless specifically listed.
- D. Students are limited to 14 credits during intersession, without approval from the Chief Student Services Officer.
- E. Add, drop, and withdrawal dates for intersession are unique and will be posted to the UCC website.
- F. Classes will run based on attendance numbers and may be canceled with fewer than eight students.

III. STUDENTS

- A. To be admitted to an intersession course, the student must be a UCC- admitted student or an Acadeum partner student. Acadeum students will follow that procedure for admittance, registration and system access.

- B. Students must log in to intersession courses no later than Wednesday of week one or they may be dropped from class(es).

IV. FACULTY

- A. Intersession courses are outside of the normal faculty load.
- B. Intersession classes are paid following the full-time and part-time faculty CBA rules for summer courses and shall not be considered overload.

RESPONSIBILITY:

The Chief Academic Officer is responsible for implementing and updating this procedure.

NEXT REVIEW DATE: 2030-2031
DATE OF ADOPTION: 11/2/2023 by CC
DATE(S) OF REVISION: 2/12/2024 by CC
DATE(S) OF PRIOR REVIEW: