Summer Session 2018
Request for Instructional Grant

Directions: Select one session and course per sheet.

Select Session: _____ Session I or _____ Session II

Instructor Name: ___________________________ Email: ___________________________

College: __________________________________________

Course Subj.(ex: ACIS): _________ Course #*: _______ Course Title: ________________________________

☐ Attach Syllabus

Credits: _______ Delivery Mode: ___________________________ Grade Mode: ___________________________

*Special Studies require the additional completion of special study paperwork approved by course offering department head and college dean. The paperwork reflects the department’s and dean’s approval of the course content.

Once course has been approved, it is the departments’ responsibility for adding it to the timetable.

Departmental Contact Name: ___________________________ Email: ___________________________ Phone: ___________________________

(responsible for budget and/or fiscal)

Org. #: _________ Fund. # (E & G only): _________ Acct. #: _________

CRITERIA FOR SELECTION

***Note: courses must reflect additional offerings and not replacement of existing sections***

☐ Course provides general education (CLE) credit
☐ Course provides major credit
☐ Course is a prerequisite for a required course
☐ Course meets university scorecard metric goals (experiential; service learning; etcetera)
☐ VT Shaped Student Inspired (must complete VT Shaped Student Inspired request form)
☐ Commonwealth Center (list location)_________________________________________

COST OF COURSE

☐ Instructional Cost (Faculty): $________

Faculty Compensation:
Compensation of appropriately credentialed instructional faculty is the purview of the department and negotiations as approved on the submitted participation. Departments are responsible for issuance of the Summer Academy instructional contracts and completion of the P14 forms. Summer payment follows the same university payroll guidelines as other instructional effort in Second Summer Session. Supporting dollars are forwarded to designated funds mid to late July.

Cancellation Policy and Enrollment Minimum:
Course enrollment for Session I will be reviewed on April 20, 2018 to determine if enrollment is tracking toward the necessary minimum (10); review on May 18, 2018 for Session II. Enrollment Management and the department head will review viability of the course and agree on continuation of the offering if insufficient enrollment. Course may be cancelled following these dates if enrollment drops below required minimums. The department is responsible for communicating the cancellation policy to participating faculty.

Approvals:

Department Head (print name): ___________________________ Email: ___________________________ Date: ___________________________

Department Head (signature): ___________________________

Please send a scanned copy of completed form to summer@vt.edu

Summer and Winter Sessions