Summer Academy 2018
Course Participation Request

2018 Dates: Classes begin July 2 (Monday) – Classes end August 9 (Thursday)

Instructor Name: ___________________________ Email: ___________________________
College: ________________________________
Course Subj.(ex: ACIS): ________ Course #*: ________ Course Title: ___________________________
Credits: ___________________________ Delivery Mode: ___________________________
Grade Mode: ___________________________
☐ Attach Syllabus
☐ Suggested Course Partner(s): ___________________________

*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.

Departmental Contact Name: ___________________________ Email: ___________________________
(responsible for budget and/or fiscal)
Org. #: ___________________________ Fund. # (E & G only): ___________________________
Acct. #: ___________________________

CRITERIA FOR SELECTION
☐ Course provides general education (CLE) credit, or
☐ Course provides major credit, or
☐ Course is a prerequisite for a required course
☐ VT Shaped Student Inspired (Must complete a VT Shaped Student Inspired request form)

COST OF COURSE
☐ Instructional Cost (Faculty): $__________
☐ Teaching Assistant Cost: $__________
☐ Activities Outside Classroom (include approximate cost and short description): $__________

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 Academy 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:
Cancellations for courses in Summer Academy occur much later than other summer offerings due to the timing of accepts of the offer of admission on May 1, 2018. First year students typically do not make final decisions for participation in Summer Academy until the end of May. Course enrollment will be reviewed on June 8, 2018 to determine if enrollment is tracking toward the necessary minimum (10). Enrollment Management and the department head will review viability of the course and agree on continuation of the offering if insufficient enrollment. All course offerings must have sufficient enrollments based on the participation plan by June 11, 2018 for approval for continuation of offering. 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