

## SUMMER SESSION POLICIES AND PROCEDURES

### General Policies and Procedures

#### ▪ Policies

- o In signing the Instructor Contract, the instructor acknowledges that he/she has read and agreed to all policies and procedures stipulated herein and in the contract.
- o Summer Session policy issues, questions and complaints are handled by W K H 3 U R Y R V W ¶ V % X G J 2 I I L E Academic Affairs 410-704- .
- o Faculty can only be compensated for teaching courses for which they have signed the Adjunct Contract.
- o Chairs and Program Directors should not set lower enrollment limits for Standard courses than are set in the fall and spring semesters and are encouraged to raise limits when it does not significantly reduce the quality of the course.
- o Faculty teaching classes with multiple HEGIS codes or course numbers will be compensated for a single course; and sections should be listed on the same contract.
- o Linked or mixed undergraduate-graduate courses (e.g., 300/500) be treated as a single class and

