



VALPARAISO  
UNIVERSITY

Summer 2025  
Policies and Procedures



SUMMER @ VALPO

## Introduction

Summer session classes benefit students, faculty, departments and colleges, and the university. For students, summer can be a good time to take courses to stay on track, to lighten their credit load for the upcoming academic year, or to complete a program of study early. For faculty, summer can be a good time to offer a course online or in an alternative format. Additionally, for most faculty, teaching is elective and is compensated separately from the academic year. For departments and colleges, summer offerings can provide another way to deliver the general education curriculum while also introducing students to new subject areas. For the university as a whole, summer offerings keep the vibrancy of the academic mission at the forefront, and contribute in a variety of ways to the strategic goals of the university. This document therefore sets forth policies and procedures that facilitate breadth, depth, and efficiency of summer session course offerings.

## Critical Deadlines

<b>Summer 1</b>	
Faculty decision to cancel a Summer 1 class	05/06/2025 – 05/08/2025
Classes Begin	05/13/2025
Deadline to add or drop a Summer 1 course	05/16/2025
Deadline to withdraw from a Summer 1 course	06/11/2025
Classes End	06/20/2025

<b>Full Summer</b>	
Faculty decision to cancel a Full Summer class	05/06/2025 – 05/08/2025
Classes Begin	05/13/2025
Deadline to add or drop a Full Summer course	05/16/2025
Deadline to withdraw from a Full Summer course	07/16/2025
Classes End	08/01/2025

<b>Summer 2</b>	
Faculty decision to cancel a Summer 2 class	06/16/2025 – 06/18/2025
Classes Begin	06/23/2025
Deadline to add or drop a Summer 2 course without a grade of W	06/27/2025
Deadline to withdraw from a Summer 2 course with grade of W	07/23/2025
Classes End	08/01/2025

More Details: <https://www.valpo.edu/registrar/calendar/>

## Enrollments

Faculty on 9-month appointments should note that compensation for summer teaching is tied to actual enrollments. Any course with at least one (1) student enrolled by the first day of classes may proceed. This includes enrollments through Acadeum. Please see the compensation table in the following section. A program or instructor may cancel a course, but the registrar must be notified at least three (3) working days before the beginning of instruction.

## Faculty Compensation

Compensation rates for the Summer Session are determined by the Provost’s Office and are announced in the spring of each year. The office may periodically review compensation rates and offer recommendations to the Provost and Senior Vice President for Finance and Administration. Faculty compensation for the summer session is based on the following model. The numbers reflect a typical 3-credit course:

Students	Undergraduate		Graduate		MBA		CONHP		COE	
	Increase	Stipend	Increase	Stipend	Increase	Stipend	Increase	Stipend	Increase	Stipend
1	\$600	\$600	\$750	\$750	\$900	\$900	\$900	\$900	\$900	\$900
2	\$600	\$1,200	\$750	\$1,500	\$600	\$1,500	\$600	\$1,500	\$700	\$1,600
3	\$600	\$1,800	\$600	\$2,100	\$600	\$2,100	\$600	\$2,100	\$600	\$2,200
4	\$600	\$2,400	\$600	\$2,700	\$600	\$2,700	\$600	\$2,700	\$500	\$2,700
5	\$600	\$3,000	\$400	\$3,100	\$400	\$3,100	\$400	\$3,100	\$400	\$3,100
6	\$500	\$3,500	\$400	\$3,500	\$400	\$3,500	\$400	\$3,500	\$400	\$3,500
7	\$100	\$3,600	\$150	\$3,650	\$200	\$3,700	\$200	\$3,700	\$150	\$3,650
8	\$100	\$3,700	\$50	\$3,700	\$100	\$3,800	\$100	\$3,800	\$100	\$3,750
9	\$50	\$3,750	\$50	\$3,750	\$100	\$3,900	\$100	\$3,900	\$100	\$3,850
10	\$50	\$3,800	\$100	\$3,850	\$100	\$4,000	\$100	\$4,000	\$100	\$3,950
11	\$100	\$3,900	\$150	\$4,000	\$250	\$4,250	\$100	\$4,100	\$250	\$4,200
12	\$100	\$4,000	\$150	\$4,150	\$250	\$4,500	\$200	\$4,300	\$250	\$4,450
13	\$100	\$4,100	\$150	\$4,300	\$250	\$4,750	\$200	\$4,500	\$250	\$4,700
14	\$100	\$4,200	\$150	\$4,450	\$250	\$5,000	\$200	\$4,700	\$250	\$4,950
15	\$100	\$4,300	\$150	\$4,600	\$250	\$5,250	\$200	\$4,900	\$250	\$5,200
16	\$100	\$4,400	\$150	\$4,750	\$250	\$5,500	\$200	\$5,100	\$250	\$5,450
17	\$100	\$4,500	\$150	\$4,900	\$250	\$5,750	\$200	\$5,300	\$250	\$5,700
18	\$100	\$4,600	\$150	\$5,050	\$250	\$6,000	\$200	\$5,500	\$250	\$5,950
19	\$100	\$4,700	\$150	\$5,200	\$250	\$6,250	\$200	\$5,700	\$250	\$6,200
20	\$100	\$4,800	\$150	\$5,350	\$250	\$6,500	\$200	\$5,900	\$250	\$6,450
21	\$100	\$4,900	\$100	\$5,450	\$100	\$6,600	\$125	\$6,025	\$100	\$6,550
22	\$100	\$5,000	\$100	\$5,550	\$100	\$6,700	\$125	\$6,150	\$100	\$6,650
23	\$100	\$5,100	\$100	\$5,650	\$100	\$6,800	\$125	\$6,275	\$100	\$6,750
24	\$100	\$5,200	\$100	\$5,750	\$100	\$6,900	\$125	\$6,400	\$100	\$6,850
25	\$100	\$5,300	\$100	\$5,850	\$100	\$7,000	\$125	\$6,525	\$100	\$6,950
26	\$100	\$5,400	\$100	\$5,950	\$100	\$7,100	\$125	\$6,650	\$100	\$7,050
27	\$100	\$5,500	\$100	\$6,050	\$100	\$7,200	\$125	\$6,775	\$100	\$7,150
28	\$100	\$5,600	\$100	\$6,150	\$100	\$7,300	\$125	\$6,900	\$100	\$7,250
29	\$100	\$5,700	\$100	\$6,250	\$100	\$7,400	\$125	\$7,025	\$100	\$7,350
30	\$100	\$5,800	\$100	\$6,350	\$100	\$7,500	\$125	\$7,150	\$100	\$7,450
31	\$100	\$5,900	\$100	\$6,450	\$100	\$7,600	\$100	\$7,250	\$100	\$7,550
32	\$100	\$6,000	\$100	\$6,550	\$100	\$7,700	\$100	\$7,350	\$100	\$7,650

Stipend varies by college/degree level due to variance in tuition rates.

## Compensation Notes

The pay will be adjusted in proportion to the number of student credit hours recorded three (3) working days after add/drop date. No other adjustments will be made after that date. Faculty may

notice some variation in the amount paid between the first and the subsequent pays. The faculty teaching a 1-credit course will receive compensation prorated down by 2/3 of a 3-credit course and faculty teaching a 4-credit course will receive compensation prorated up by 1/3 of a 3-credit course. Exceptions for certain labs, clinical supervision etc. will apply as outlined by the respective college deans. Faculty teaching courses cross-listed as U/G will be compensated based on graduate rate if at least one graduate student is enrolled in the class.

## Payroll Dates

Pay dates are determined based upon the add/drop deadline in coordination with the University's biweekly payroll deadlines. This means that there are generally two or three pay periods for Summer Session 1 and two or three pay periods for Summer Session 2 for courses running the full session.

Pay Dates					
05/30/2025	06/13/2025	06/27/2025	07/11/2025	07/25/2025	08/08/2025
Summer 1	Summer 1	Summer 1	--	--	--
--	--	--	Summer 2	Summer 2	Summer 2
Full Summer	Full Summer	Full Summer	Full Summer	Full Summer	Full Summer

## Some Rules and Exceptions

### Labs

The rate of compensation for labs in science and engineering disciplines is 1 credit for each hour of laboratory instruction up to a maximum of 3 hrs. Faculty, through their college deans, may request two lab sections, only if the first section is filled to full capacity (depending on the physical lab space, equipment, number of computers etc.). Labs that are run online may open more than one section only for reasons of pedagogic effectiveness as determined by the college dean.

### Course Sections

Programs may request two sections of the same class if the first section has reached a capacity of 30 students and the second section has the potential for enrolling at least 4 students. If the second section does not enroll 4 students, the excess capacity must be absorbed in the first section and the cap raised to a max of 35.

### Other Forms of Instruction

Compensation for courses involving internships, independent studies, and practica are calculated using specific rates per student credit hour.

### Independent Study

Compensation for independent study (IS) will be \$200 per student credit hour. Faculty will be compensated for up to a maximum of 12 credits of IS during each summer session, with no carry-over option across sessions. If a faculty member elects to take on more than 12 credits of IS, no compensation is provided for the additional credits. Faculty teaching full-time in a summer session (7 credits within a single session) may not supervise more than six (6) credits of IS projects over the two summer sessions. Any course involving IS must have the prior written

approval of the dean of the student's college. IS may be offered only after a student has submitted for approval a detailed plan of study to the Registrar's Office at least 15 working days before the beginning of the Summer Session. Prior written approval of the plan must have been obtained from the supervising instructor and the department chair.

### Internship

Compensation for internships will be at the rate of \$65 per student credit hour, with a maximum equal to a three-credit course and will apply only to internships in which students register and pay for the credits. Any course involving internship must have the written approval of the dean of the student's colleges. This approval will contain the specific financial arrangements agreed upon by the deans, the faculty member, and the department chair. Copies of the approved arrangements must be sent to the Registrar's Office as well as to the Office of the Provost.

### Practicum

Compensation arrangements for courses involving practica vary. The chair of the department in which the practicum is offered should consult with the deans of the students' colleges.

### Clinics and Studios

The rate of compensation for all other clinics, studios, and hands-on learning experiences is 0.60 credit for each hour of instruction.

### Faculty Maximums

Unless on a 12-month appointment with clear guidelines on teaching responsibilities, no faculty member shall carry a teaching load of more than 14 credits, excluding independent study, in the period between Spring Commencement and the Opening Convocation of the following fall semester.

### Acadeum Course Sharing

All courses offered in the summer must prioritize the needs of Valpo students. Sharing courses on Acadeum is optional and should not be a priority when planning for summer course offerings. All courses shared on Acadeum must have a minimum cap of 10 for Valparaiso University Students and then additional seats (no less than 4) for Acadeum students. There is no separate or special pay for courses shared on Acadeum.

## Course Cancellation and Enrollment Deadlines

Specifying cutoff dates and times for enrollments and identifiable cancellation dates allows faculty members to make informed decisions about cancelling or proceeding with a course. These procedures also allow for notification and redistribution of students into other classes in a timely manner. The following guidelines apply:

- Instructors must wait to cancel a course until seven (7) days prior to the first day of the summer session. Inform the registrar.
- Instructors must inform of cancellations to the registrar at least three (3) working days prior to the course start date.
  - If a class needs to be canceled before that time, please seek approval from the provost's office.

- If a class has at least one (1) enrollment, the provost's office will expect the class to proceed, unless a cancellation request is made during the appropriate time.

## Considerations for Summer Session Offerings

This section offers guidance to deans, department chairs, and others who may wish to develop proposals for summer course offerings. As these suggestions are based on experience, following them may maximize a college or department's chances for success when delivering a proposed slate of summer courses.

### Summer enrollments are smaller than the regular academic year

The success of summer session depends on the good will, interest, and efforts of faculty to offer relevant and attractive courses. Summer Session 1 generates about 9 to 10 percent of the number of student credit hours in a regular fall or spring semester. Summer Session 2 enrolls about 20 percent fewer students than Summer 1. Thus, a program having 100 majors could expect only about 5 of them to be on campus during either summer session.

### Prioritize summer course offerings based on college or departmental assessment

These priorities might include (1) general education needs, (2) program needs, (3) attractiveness of the course to undergraduate, graduate, and visiting students, and (4) faculty interest. For example, courses that serve multiple needs—both general education and major/minor requirements—might be given priority over specialized courses that serve only a limited audience of majors. Full-time faculty should be given preference over adjunct faculty unless there are specific curricular and staffing reasons for using adjunct faculty. As a rule, faculty members who are terminating their association with the University are not eligible to teach during the summer sessions.

### Balance course offerings in terms of topic, level, audience, and method (e.g., traditional onsite, online, shorter duration, weekend, full session, etc.)

Although the specific strategy for establishing a set of summer courses is likely to vary by college and department, here are some recommended strategies for success:

- Offer courses that fulfill general education requirements, particularly those that are also popular electives that also serve a significant number of majors/minors.
- Offer several courses that have broad appeal and interest. For example, consider offering one introductory level course and one upper-level course during each summer session. When possible, the upper-level course should carry a graduate level designation (but be sure to inquire with the provost's office at the time of schedule proposal).
- Supplement regular academic year offerings with courses that target special summer audiences. For example, there may be courses offered for in-service teachers during the summer
- Schedule classes at the right time of day. In the recent past, early morning, late afternoon, evening, and online courses have been most successful in enrolling students. Late morning and mid-day courses have generally been less successful, although exceptions exist.

- Offer a mix of online and traditional onsite courses. The same general guidelines apply to online course offerings as traditional onsite courses: The ideal courses target both majors and non-majors, are open to graduate students, and fulfill a general education requirement. For all online courses, any expectations for on-campus meetings should be spelled out clearly in advance, preferably as part of the course listing in the Summer Session Schedule. Please note that international students who are on campus for the summer may require an in-person meeting time for courses that are otherwise offered only online.
- Consider alternative course durations and delivery formats as appropriate for the topic, learning objectives, and expectations for student workload. Generally, courses serving the traditional student population are offered over a full 6-week summer session. However, instructors of courses targeting special audiences are encouraged to consider formats that optimally meet the needs of those audiences (e.g., 4-week or weekend format). In addition, instructors may offer courses during the Full Summer Session (extending from the start of Summer Session 1 through the end of Summer Session 2).

### **Ensure success by avoiding common pitfalls**

- *Avoid simply listing all, or only, the courses submitted by the faculty.* Strive to create a slate of offerings that is consistent with college and department priorities and that serves as many different needs as possible.
- *Avoid targeting only majors and minors.* Departments should avoid listing courses serving only majors and minors if these courses are offered regularly during the academic year, as the summer audience is likely to be very limited. Colleges and departments should only use this strategy when there is evidence of significant demand for the course.
- *Avoid overloading the schedule with too many online courses.* For example, offering more than 1 to 2 online courses per session within a single department is likely to be counterproductive in that it may spread the interest too thin across the courses.
- *Avoid offering regular lecture courses as Independent Studies (IS).* This may compromise the integrity of those regular courses and should be considered only when absolutely necessary. Such situations might include serving students that plan to graduate in August, assuming all other options have been exhausted, or targeting a special constituency limited to summer enrollment. Using the IS format as an alternate means of teaching under-enrolled lecture courses is not adequate justification.
- *Avoid last-minute cancellations by avoiding proposals for courses that are unlikely to make healthy enrollments in the first place.* Cancellation of summer session courses represents a significant problem – it undermines our credibility with students, generates distress for both students and faculty at the beginning of the session, and consumes significant administrative time.

## Relevant Contacts

Summer listing, policy, Acadeum: Bharath Ganesh Babu (*bharath.ganeshbabu@valpo.edu*)

Summer compensation related issues: Kevin Goebbert (*kevin.goebbert@valpo.edu*)

Summer critical dates, class cancellation request: Allison Urbanczyk (*registrar@valpo.edu*)

If you have any other comments, or suggestions about any of the procedures and policies, please contact one of the members listed below.

Eric Johnson, Provost

Kevin Goebbert, Associate Provost

Bharath Ganesh Babu, Special Assistant to Provost for Summer Programs

Allison Urbanczyk, Registrar