Kennesaw State University
College of Computing and Software Engineering
SummerCourse Policy

<u>Guiding Principle</u>

Compensation

According to the Office of Academic Affairs Guidelines for Summer Minimum Enrollment
http://facultyaffairs.kennesaw.edu/docs/resources/Summer_Minimum_Enrollment_Summary.pdf,
undergraduate courses with less than 14 students and graduate courses with less than 9 students will be
canceled

In the spirit of offering more options to students and faculty, CCSE adopts a more flexible model that
allows departments and faculty to determine what is best on a course-by-course basis.

A prorated course offering will be used with the approval of the faculty member, the Department Chair,
and the Dean. The prorated payment must be approved one week before the first day of classes and will
based on the following formula:

Undergraduate courses:
    14+ students: 3.33% of academic year base salary per credit in course
    8-13 students: prorated pay per credit hour = (number of students/14) $\times$ academic year base salary
    $\times$ 0.03333 per credit hour
    Below 8 students: course may be cancelled (Dean/Chair will decide)

Graduate courses:
    9+ students: 3.33% of academic year base salary per credit in course
    5-8 students: prorated pay per credit hour = (number of students/9) $\times$ academic year base salary $\times$
    0.03333 per credit hour
    Below 5 students: course may be cancelled (Dean/Chair will decide)

Directed study courses and thesis
    No compensation

Service Expectations in Summer

Summer teaching faculty are required to attend summer graduation and help with summer orientations.

Service appropriate to regular, academic semester faculty duties, especially as related to the course(s)
taught, is expected of faculty teaching in the summer.

Normal CCSE and departmental committee meetings (other than CFC which meets year-round) are not
expected during the summer.