

Planning for the Summer Session

Academic Affairs – Administration

CWU Policy 504-13

Effective: June 12, 2019

Policy Review Date: YEAR

Policy Executive: Provost and Executive Vice President of Academic Affairs

Responsible Office/Unit: Provost Office

Policy Statement:

Applicability:

Content:

Policy

- (1) The office of the associate provosts, in collaboration with the provost, in collaboration with the college deans, the registrar and summer session advisory committee, will prepare and distribute a summer session plan with responsibilities and timeline outlined, prior to November 1. The summer session plan will include, but will not be limited to:
- A. A review and assessment of the enrollment data from the previous summer;
 - B. A proposed summer session budget for review by the President’s Budget Advisory Committee;
 - C. A calendar for summer session;
 - D. A process and time line for submitting course schedules;
 - E. Class meeting time guideline. Scheduling courses, excluding workshops, must adhere to established meeting times guidelines; and
 - F. A promotion/publicity plan.

History:

Responsibility: Provost; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 07/2009; 06/12/2019; Approved by: James L. Gaudino, President
Reformatted and Assigned new Policy Number - Previous Policy CWUP 5-110-040, June 2025