**Self-Supporting** **Summer-Only** **Course**

**Summer Sessions 2013**

**Definitions, Eligibility Requirements, and Other Important Information**

**SELF-SUPPORTING “SUMMER-ONLY” COURSE**: The fee-based special topics course must carry a course number (1956, 2956, 3956, 4956, 5956, or 6956) designating “summer only.” Courses listed as 4956 must also be dual-listed with a 5956 course number. The course will be entered into the ETSU course inventory as experimental for Summer 2013. The course must not duplicate a permanent ETSU course (offered by your department or by other departments) in content or purpose.

The opportunity to develop such a course invites innovation and creativity regarding the enrichment of the Summer Program. The course should be designed to appeal to specific audiences, attract new students, and should open new markets for programming sponsored by the department.

**COURSE ELIGIBILITY REQUIREMENTS**: To be eligible as a self-supporting fee-based course, the course must meet the definition outlined above as well as the following eligibility requirements:

1. All department and ETSU curriculum standards must be addressed
2. Courses must meet bona fide standards, (i.e., TBR, SACS, and program accreditation standards and usual standards of good practice). The TBR Guideline A-090 requires 750 minutes of classroom instruction per semester hour of credit, (excluding final examinations). The SACS Criteria for Accreditation require that all courses offered for credit “must be acceptable as requirements or electives applicable to at least one of [the institution’s] own degree or certificate programs.” Further, SACS criteria require that “courses offered in non-traditional formats, e.g., concentrated or abbreviated time periods, must be designed to ensure an opportunity for preparation, reflection, and analysis concerning the subject matter. At least one calendar week of reflection and analysis should be provided to students for each semester hour…of undergraduate [and graduate] credit awarded.”
3. The course may carry 1-4 credit hours.
4. The course may be interdisciplinary.
5. Standard, (TBR cost study guidelines) faculty load calculations for instructional hours assigned, team-taught, and cross-listed courses will apply in compensation. The maintenance fees generated by student enrollment in the course must offset the faculty member’s salary plus 20% benefits in order for the faculty member to receive full salary. ***Faculty members may receive a reduced salary when enrollment does not warrant full salary.***
6. The course may be delivered via distance technologies including Internet delivery, if these delivery methods, sites, and times are approved by the Office of E-Learning and Online Education.
7. Any costs associated with the course outside of marketing and instruction must be supported through the department and college.
8. The course must start on one of the Summer School session dates (i.e., pre-summer, complete, dual, first term, second term), though it may conclude before the session end date if the TBR and SACS instructional standards regarding duration of instruction are met. The Summer Advisory Committee is responsible for ensuring a reasonable distribution of classes across summer sessions and may require that classes be shifted to a session other than that proposed.

**Important: All summer courses must contain adequate contact minutes for the type of course and credit hours awarded.**

* 1. Lecture Type Classes LEC 750 contact minutes per credit hour
  2. Laboratory Type Classes LAB usually double the lecture minutes per credit hour
  3. Lecture/Laboratory L/L usually between lecture and laboratory contact minutes