Title: Intersession Classes

Statement: Intersession courses should offer the same academic rigor as courses offered during the regular semester.

In proposing an Intersession course, the following guidelines should be followed:
1. The course should be designed and offered at appropriate times and places, in conformity with university guidelines.
2. The course should be offered only if, in the judgment of the chairperson/director and the department’s/school’s curriculum committee, the course complements and does not impair the viability of the department’s/school’s program of study.
3. The course should meet, or, when appropriate exceed the Regents’ course-level criteria.
4. The syllabi should meet the academic standards set by the department/school.

The College of Liberal Arts will consider proposals to offer one-credit-hour or two-credit-hour courses during Intersessions of ten (10) or fewer days in duration, not including the final examination. Such courses will be conducted and concluded during the scheduled class days of the Intersession, and final grades will be assigned by the usual deadline established by the Office of the University Registrar.

The College of Liberal Arts, under the following circumstances, will consider proposals to offer three-credit-hour courses during Intersessions of ten or fewer days in duration, not including the final examination:
1. The proposed course will meet and all classroom instruction will take place only during the scheduled class days of the Intersession.
2. The proposed course will meet during the scheduled class days of the Intersession for a sufficient number of minutes to fulfill the Oklahoma State Regents for Higher Education’s requirement for "contact hours" for a three-credit-hour course.
3. Students enrolled in the proposed course will continue working on projects for the course during the following periods when class meetings will not occur:
   a. in the case of a Fall (August) Intersession class: the week between the final class meeting of the proposed course and the beginning of fall semester classes ("Start-Up Week")
   b. in the case of a Winter (December-January) Intersession class: the week or weeks during which the university is closed for the winter recess.
   c. In the case of a Summer (May) Intersession class: the week or weeks between the final class meeting of the proposed course and the beginning of the Summer Session.
4. Final grades for the proposed course will be submitted by the following deadlines:
   a. in the case of a Fall (August) Intersession class: by the first day of the fall semester.
   b. in the case of a Winter (December-January) Intersession class: by the usual deadline established by the Office of the University Registrar.
   c. In the case of a Summer (May) Intersession class: by noon on the first Tuesday of the Summer Session.

5. Under no circumstances shall the period allowed to students to continue working on projects for the proposed course continue into the following semester.

In order to assure the quality of instruction during Intersessions, an individual faculty member will be allowed to offer no more than one three- or four-credit-course during any single Intersession period. The dean may grant exceptions to this limit in cases of critical curricular need.

**Background:** No policy stating standards for Intersession classes exists.

**Purpose:** To ensure consistent academic standards among regular semester courses and courses scheduled during an Intersession.

**Implementation:** Spring 2002

**Impact:** The maintenance of the highest standards of academic quality in each Intersession class offered in the College of Liberal Arts

**Coordinating Offices:** Academic Departments/Schools and Dean’s Office

**College of Liberal Arts Point-of-Contact:** Chairperson/Director and Dean’s Office

**Policy Approved May 7, 2002**

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