

## Summer 2026 Planning Packet

### Table of Contents

Summer 2026 Planning Packet .....	1
Table of Contents .....	1
Introduction .....	2
NAU Offers Six Summer Sessions: .....	2
Dynamic Dating (More at Appendix F) .....	2
Summer Administration .....	2
Summer Website for Students.....	2
Other Resources .....	3
Summer Term – Planning/Schedule Build Reminders .....	3
<b>Requesting Class Cancellation</b> .....	4
<b>Changes to the 2026 Summer Schedule of Classes</b> .....	4
<b>When Determining Class Schedules</b> .....	4
Summer Term – Pay Reminders.....	5
<b>Faculty Payment for Summer Session</b> .....	5
<b>Supplemental Compensation Request Forms (SUPs)</b> .....	5
<b>Payroll Packets</b> .....	5
<b>Appendix A</b> .....	6
<b>Appendix B</b> .....	7
<b>Appendix C</b> .....	8
<b>Appendix D</b> .....	9
<b>Appendix E</b> .....	10
Paycheck Information .....	10
How to Access Online HR-related Services.....	10
Online Services Available: .....	10
<b>Appendix F</b> .....	11

Summer Session is a local revenue-generating session with courses offered on all campuses and in all modalities. Policies and procedures are established at the University level, with responsible personnel located in designated offices throughout academic areas (e.g., Provost’s Office, Dean and Associate Deans, Directors, etc.). These parties are responsible for managing and administering these policies and providing support for summer business processes.

## Introduction

Summer classes offer current students a way to continue progress toward their degree or improve a course grade. New Mountain-Campus students, scheduled to begin in the fall, can take advantage of smaller summer class sizes to experience college life. The comfortable climate of the Mountain Campus can help attract learners to summer workshops or seminars.

### NAU Offers Six Summer Sessions:

NAU Standard Summer Sessions 2026				
Session	Session Name	Range	Session Begin	Session End
N3A	Summer 3 Week	May 11–May 29	5/11/2026	5/29/2026
N8A	Summer 8 Week	May 11–July 3	5/11/2026	7/3/2026
N12	Summer 12 Week	May 11–August 4	5/11/2026	8/4/2026
N10	Summer 10 Week	June 1– August 4	6/1/2026	8/4/2026
N5A	Summer 5 Week - First	June 1–June 30	6/1/2026	6/30/2026
N5B	Summer 5 Week - Second	July 6–August 4	7/6/2026	8/4/2026

### Dynamic Dating ([More at Appendix F](#))

**Note:** Classes with start dates and/or end dates different from standard sessions above must be created in Dynamic Dating sessions. Enrollment deadlines for Dynamic Dating sessions are added as a Class Note to each class in LOUIE for students to view. Below are the *default* session dates. Units must provide the **precise** (not default) start- and -end dates for each DD class. *Classes should be scheduled within a standard session whenever possible.*

Dynamic Dating Sessions Summer 2026			
DD1	(3-week)	Default Date Range: May 11 – May 31	Your dates will be precise
DD2	(5-week)	Default Date Range: June 1 – July 5	Your dates will be precise
DD3	(5-week)	Default Date Range: July 6 – August 4	Your dates will be precise

## Summer Administration

This planning packet serves as an aid when planning the schedule of classes for Summer Session. Academic units determine Summer-Session class offerings.

Please refer to [Appendix A](#) for the Summer Sessions 2026 Management & Policies/Salaries and Credit-Hour Value.

For further information about administration of Summer Session: <https://in.nau.edu/registrar/registrar/schedule-of-classes-maintenance/>

The point of contact in the Office of the Vice Provost is Mikhael Star ([Mikhael.Star@nau.edu](mailto:Mikhael.Star@nau.edu), ((928) 523-5986).

## Summer Website for Students

The NAU summer website is <http://nau.edu/summer>. The site will contain vital information and resources on all subjects pertaining to summer, including calendars with session dates and enrollment and payment deadlines. Summer 2026 classes will appear live to the public via LOUIE on November 3, 2025.

## Other Resources

**North American Association of Summer Sessions (NAASS):** <http://www.naass.org/> is a national organization established to help universities plan their summer classes. NAU colleges/departments are encouraged to take advantage of this resource.

## Summer Term – Planning/Schedule Build Reminders

- Academic units will begin planning Summer 2026 classes in February 2025, along with classes for fall, winter and spring terms that follow in the academic year.
- Academic units will enter builds for Summer 2026 in Coursedog from February 21, 2025, through September 19, 2025.
  - Chairs will complete a review of the Summer 2026 schedule build in Coursedog from September 20, 2025, through October 2, 2025.
  - The Summer 2026 schedule build will be final at the close of business October 3, 2025.
- Summer is different from the rest of the academic year. Most full-time faculty contracts end in May or June.
  - To ensure that your faculty members are paid for teaching in the summer, you will need to provide information to help calculate faculty salaries and process payment (e-PAR or SUP) forms.
- The worksheet found in [Appendix B](#) lists details you will need when coordinating Summer-Session classes.
- Review dates are listed in **Summer Timeline** in [Appendix C](#).
- Summer 2026 classes are viewable to students in LOUIE on November 3, 2025.
- Early enrollment appointments for Summer 2026 classes will begin February 23, 2026, and are listed below. Once early enrollment appointments end, any eligible students may enroll beginning March 5, 2026.

### Enrollment Start Dates

Summer 2026 and Fall 2026

Start Date	Start Time	Description
2/23/2026	7:00 AM	Post-Bacc
2/25/2026	7:00 AM	Senior
2/26/2026	7:00 AM	Junior
2/27/2026	7:00 AM	Sophomore
3/2/2026	7:00 AM	Freshmen
3/3/2026	7:00 AM	Graduate
3/4/2026	7:00 AM	Undergraduate - Non-Degree
3/4/2026	7:00 AM	Graduate - Non-Degree

- Academic units are responsible for monitoring enrollment in summer classes created for their respective departments.
- After calculating salaries, faculty will be sent “information letters,” via NAU email. (These letters should not be confused with “contracts,” since faculty are not issued contracts for summer classes.)
- Draft copies of faculty “information letters” are no longer available for departments. Instead, salary reports can be run for each respective department.

## Requesting Class Cancellation

Departments are responsible for checking enrollment and submitting requests for cancellation prior to the deadlines posted below. **The deadline for canceling a summer class is two Fridays prior to the first day of the session.**

Summer Session	3-Week	8-Week	12-Week	1st 5-Week	10-Week	2nd 5-Week
	N3A	N8A	N12	NSA	N10	N5B
First Day of Session	5/11/2026	5/11/2026	5/11/2026	6/1/2026	6/1/2026	7/6/2026
Deadline to Cancel	5/1/2026	5/1/2026	5/1/2025	5/22/2026	5/22/2026	6/26/2026

- Deadlines for cancellation are two Fridays prior to the start date. The same deadline logic applies to dynamically dated sessions with start dates different from those listed above.
- Any course with enrollment after the posted deadlines is not eligible for cancellation.
- After the deadline, departments must receive Provost's approval (via the VPAO) to cancel.
- After the deadline, departments may not cancel, close enrollment, or communicate a cancellation to students without the Provost's approval (via the VPAO).

## Changes to the 2026 Summer Schedule of Classes

- Changes to the schedule of classes are made via the Section Editor in Coursedog during the schedule build. After the build is final, October 3, 2025, changes are made via a *Request* in Coursedog.
- Adding in-person classes to the summer schedule: Classes may be added to the schedule provided the unit and Dean's office agree that the class serves student degree progression and has a high probability of meeting at least break-even enrollment. In general, summer students are more likely to enroll in Online versus Blended or In-Person courses.
- Canceling in-person classes from the summer schedule: **Units should carefully evaluate the impact on students of canceling a class.** In addition to the academic impact of degree progression, our in-person students must secure work and housing to be on campus for the summer.
  - Changing the delivery mode, session, meeting pattern, or units of a course that is already scheduled:
    - Changes of this type are highly discouraged after the schedule of classes has been published. A change from an In-Person or hybrid mode to online has the lowest potential impact in this group. In general, a modality change to online will be approved for summer classes. Other changes may not be approved, depending on the potential student impact.

## When Determining Class Schedules

Because summer classes are often accelerated, careful class scheduling is important. Even accelerated classes must meet ABOR-mandated contact-hour requirements. Departments can refer to the Class Scheduling Matrix in [Appendix D](#) for options by credit hour and session length when planning Summer Session classes.

For further help in determining the number of days and meeting times, to meet contact-hour requirements, you may also refer to "[Calculator for Contact Hours and Dynamic Dates](#)," which is found on the [Schedule of Classes web page](#), under *Additional Resources*.

## Summer Term – Pay Reminders

### Faculty Payment for Summer Session

To arrange faculty pay for summer classes, each unit will need to submit either an Electronic Personnel Action Request (e-PAR) or a Supplemental Compensation Form (SUP). Such payments are now handled via through *Service Now* as onboarding cases.

### Supplemental Compensation Request Forms (SUPs)

If an instructor is a full-time *fiscal year faculty* or *staff*, or if a faculty contract *overlaps* a summer course, the faculty member will usually have to be paid with *supplemental pay*. Information and the policy on payment of supplemental compensation for NAU employees can be found [here](#). Supplemental pay request are now automated through NAU *Service Now*. Departments will need to submit a ticket; instructions at [How to Request Supplemental Pay](#).

### Payroll Packets

Visiting and part-time faculty who have not been paid by NAU within the past six months or who are not regular employees of the university may be considered new hires or re-hires. Federal and State law requires that all employees must complete a new hire packet before they start work, and timely completion of the onboarding process will ensure prompt payment when instruction begins.

When your college or department makes the decision to hire a visiting or part-time faculty member, be sure to submit a ticket with your Service Team to initiate the onboarding process (new-hire packet, I-9 verification, background check, etc.).

The NAU Payroll Office cannot process faculty pay with an incomplete onboarding process. Encourage faculty to complete their onboarding process well before their course start date. They cannot be paid nor receive access to LMS Canvas until all the information has been received, even if their course has started.

Please refer to [Appendix E](#) for faculty paycheck information.

## **Appendix A**

### **Summer Sessions 2026 Management & Policies Salaries and Credit-Hour Value**

**Updated December 2023**

#### **Salary Guidelines**

- Full-time faculty are paid a flat rate of \$2,000 per credit hour (\$6,000 for a standard 3-credit-hour course).
- This pay rate will be subject to proration dependent on enrollment at the Dean's discretion.
- The standard proration thresholds for each course will be:
  - 16 students for undergraduate classes and
  - 14 students for graduate classes.
  - Pay rates for undergraduate courses with enrollment below 16 students will be prorated proportionately, while the pay rates for graduate classes will be prorated below 14 students.
- The college/department will retain the flexibility to adjust the proration level as needed with the approval of the Provost's Office, including the ability to guarantee full pay.
- Salaries for part-time faculty teaching Summer Sessions will continue to be based on the part-time faculty salary schedule.

#### **Credit-Hour Value is a fixed 60% rate of return**

- 60% of actual summer tuition rates are returned to the college/department.
- The rate allows for a 40% overhead that is broken out as follows:
  - 5% uncollected, unpaid, and waived tuition
  - 10% state reimbursement (applied as a reduction to the state funding request)
  - 25% University set-asides
- Salary and ERE expenses are deducted after the 40% overhead rate is applied to the Credit Hour Value to arrive at the amount returned to the college/department.
- An average ERE rate of 16% is used to project and reconcile summer salaries. This rate is subject to annual review and change based on actuals.

## Appendix B

### Summer Class Planning Worksheet

**Class Information**

Term:     Fall                       Summer                       Spring                       Winter                      Year

Campus: \_\_\_\_\_ Session: \_\_\_\_\_ Class Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Course: \_\_\_\_\_ # of Credit Hours: \_\_\_\_\_ Capacity: \_\_\_\_\_

Topic (Optional): \_\_\_\_\_

Class Fee: \_\_\_\_\_ Waive Class Fee:            Yes             No

Total Number of Class Meetings: \_\_\_\_\_ Total Number of Contact Hours: \_\_\_\_\_

Grading:  Letter grade     Pass/Fail     Other: \_\_\_\_\_

In-person and Blended classes:

Days: \_\_\_\_\_ Times: \_\_\_\_\_

Location/Building: \_\_\_\_\_ Room #: \_\_\_\_\_

Blended and Online Classes:

Synchronous Meetings: Days: \_\_\_\_\_ Times: \_\_\_\_\_

Asynchronous – No set meeting days/times

Class URL (Optional): \_\_\_\_\_

Consent needed (check one)

- No consent
- Student contact department for permission nr
- Student contact instructor for permission

Publish in print materials and show in web searches?

- YES
- NO

Reserve: \_\_\_\_\_ seats of the total capacity for \_\_\_\_\_ student group.

Class Notes: \_\_\_\_\_

**Instructor**

Instructor Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Instructor Role:

- Primary Instructor
- Secondary Instructor

Grade Roster Access:

- Approve
- Grade

*Off Campus Education Only: One-way mileage to class per trip: \_\_\_\_\_ Total number of overnight stays: \_\_\_\_\_*

**Instructor Pay**

*Flagstaff/Online/Yuma Only: Paid Credit Hours: \_\_\_\_\_*

**Special Instructions:** \_\_\_\_\_

## Appendix C

### Summer 2026 Timeline (All dates are tentative and subject to change)

<b>February 2025</b>	
21	Summer 2026 class build begins in LOUIE
<b>November 2025</b>	
3	Classes viewable to students in LOUIE
<b>February 2026</b>	
23	Early enrollment begins
<b>March 2026</b>	
05	Early enrollment ends and any eligible student may enroll
<b>May 2026</b>	
01	Last day to request a cancellation for a N3A, N8A, or N12 session
04	Departments should begin reviewing enrollment;
11	Start 3-week / 8-week / 12-week / DD1
26	Departments should begin reviewing enrollment;
22	Last day to request a cancellation for a N5A or N10 session
29	End 3-week classes
31	End DD1 classes
<b>June 2026</b>	
01	Start first 5 week/ 10 week/ DD2
26	Last day to request cancellation for a N5B session
30	End first 5-week
<b>July 2026</b>	
03	End 8-week
05	End DD2
06	Start second 5-week / DD3
<b>August 2026</b>	
04	End of Summer Term (End of second 5-week, 10-week, 12-week and DD3 classes)

# Appendix D

## Course Matrix

(Please use this chart as a general guide. Adjustments may be needed for holidays. All calculations are rounded to the nearest one-tenth.)

	Schedule days	Number of meeting days (count)	Minutes of in-class time required per day	**Hours of class time required per meeting day (minutes per day divided by 60)	Contact hours (15 required per credit) 1 contact hour = 50 mins of class time	Timeslot (example of standard time slot)	Required class time per meeting day (round up when questionable)
<b>1 credit</b>	MTW	3	250.0	4.2	15	8:00-12:15	4 hrs, 15 mins
(15 x 50 = 750 mins class time)	MTWTh	4	187.5	3.1	15	8:00-11:10	3 hrs, 10 mins
	MTWTF	5	150.0	2.5	15	8:00-10:30	2 hrs, 30 mins
Over 2-1/2 week period	MTWTh	10	75.00	1.25	15	8:00-9:15	1 hr, 15 mins
2 weekends	FSAT	4	187.5	3.1	15	8:00-11:10	3 hrs, 10 mins
1 weekend	FSAT	2	375.0	6.3	15	8:00-2:20	6 hrs, 20 mins
2 weekends	SAT	2	375.0	6.3	15	8:00-2:20	6 hrs, 20 mins
<b>2 credits (must span 1 weekend)</b>	FM	2	750.0	12.5	30	-----	12 hrs, 30 mins
(30 x 50 = 1500 mins class time)	ThF M	3	500.0	8.3	30	-----	8 hrs, 20 mins
	ThF MT	4	375.0	6.3	30	8:00-2:20	6 hrs, 20 mins
	ThF MTW	5	300.0	5.0	30	8:00-1:00	5 hrs
2 weekends	FSAT	4	375.0	6.3	30	8:00-2:20	6 hrs, 20 mins
<b>3 credits (3-week session)</b>	MTWTF	14	160.7	2.7	45	8:00-10:45	2 hrs, 45 mins
(45 x 50 = 2250 mins class time)	MTWTh	11	204.6	3.4	45	8:00-11:25	3 hrs, 25 mins
	MTW	8	281.3	4.7	45	8:00-12:55	4 hrs, 45 mins
<b>3 credits (5-week session)</b>	MTWTF	22	93.75	1.6	45	8:00-9:45	1 hr, 45 mins
(45 x 50 = 2250 mins class time)	MTWTh	18	118.4	2.0	45	8:00-10:10	2 hrs, 10 mins
	MTW	14	160.7	2.7	45	8:00-10:45	2 hrs, 45 mins
	WThF	12	160.7	2.7	45	8:00-11:15	3 hrs, 15 mins
	TTh	9	250	3.75	45	8:00-12:15	4 hrs, 15 mins
	FSAT	8	250	4.2	45	8:00-12:45	4 hrs, 45 mins
<b>3 credits Workshop (must span 2 weekends)</b>	MTW	6	375.0	6.3	45	8:00-2:20	6 hrs, 20 mins
(45 x 50 = 2250 mins class time)	MTWTh	8	281.3	4.7	45	8:00-12:45	4 hrs, 45 mins
Regular 2-1/2 week period	MTWTF	12	187.5	3.1	45	8:00-11:10	3 hrs, 10 mins
2 weekends	FSAT	4	562.5	9.4	45	-----	9 hrs, 25 mins
4 weekends	FSAT	8	281.3	4.7	45	8:00-12:45	4 hrs, 45 mins
3 weekends	FSAT	6	375.0	6.3	45	8:00-2:20	6 hrs, 20 mins
2 weekends	FSatSu	6	375.0	6.3	45	8:00-2:20	6 hrs, 20 mins
<b>3 credits (10-week session)</b>	MTWTF	47	47.9	0.8	45	8:00-8:50	50 mins
(45 x 50 = 2250 mins class time)	MTWTh	38	59.2	1.0	45	8:00-9:00	1 hr
	MTW	29	77.6	1.3	45	8:00-9:20	1 hr, 20 mins
	TTh	19	118.4	2.0	45	8:00-10:00	2 hrs
5 weekends	FSAT	10	225	3.75	45	8:00-11:45	3 hrs, 45 mins
9 weekends	FSAT	18	125	2.1	45	8:00-10:10	2 hrs, 10 mins
<b>3 credits (12-week session)</b>	MT	23	97.8	1.6	45	8:00-9:40	1 hr, 40 mins
(45 x 50 = 2250 mins class time)	TTh	23	97.8	1.6	45	8:00-9:40	1 hr, 40 mins
<b>4 credits (5-week session)</b>	MTWTF	22	136.4	2.3	60	8:00-10:20	2 hrs, 20 mins
(60 x 50 = 3000 mins class time)	MTWTh	18	166.7	2.8	60	8:00-10:50	2 hrs, 50 mins
	MTW	14	214.3	3.6	60	8:00-11:40	3 hrs, 40 mins
	TTh	9	333.3	5.6	60	8:00-1:40	5 hrs, 40 mins
	FSAT	8	375	6.3	60	8:00-2:20	6 hrs, 20 mins
<b>4 credits (10-week session)</b>	MTWTF	47	63.8	1.1	60	8:00-9:10	1 hr, 10 mins
(60 x 50 = 3000 mins class time)	MTWTh	38	79	1.3	60	8:00-9:20	1 hr, 20 mins
	MTW	29	103.5	1.7	60	8:00-9:45	1 hr, 45 mins
	TTh	19	157.9	2.6	60	8:00-10:40	2 hrs, 40 mins
5 weekends	FSAT	10	300	5.0	60	8:00-1:00	5 hrs,
9 weekends	FSAT	18	166.7	2.8	60	8:00-10:50	2 hrs, 50 mins

\*\*Hours: All portions of an hour are rounded UP to nearest increment of 5 minutes (.1 = 6 mins > 10 mins; .2 = 12 mins > 15 mins; .3 = 18 mins > 20 mins; .4 = 24 mins > 25 mins; .5 = 30 mins; .6 = 36 mins > 40 mins; .7 = 42 mins > 45 mins; .8 = 48 mins > 50 mins; .9 = 54 mins > 55 mins)

## Appendix E

### Information for Faculty

#### Paycheck Information

- ◆ Your paycheck history is accessible in Employee Self-Service through [LOUIE – HR](#) > Payroll and Compensation > View Paycheck.
- ◆ Monitor your federal and state taxes.
  - If necessary, update your form W-4 for federal withholding or the form A-4 for Arizona withholding through LOUIE Online (<http://www4.nau.edu/louie/>).
  - Remember, if you indicated on your W-4 form that additional money should be withheld from your regular paycheck, this same amount will be withheld from each paycheck that you receive. For example, if you are receiving multiple paychecks for your regular faculty pay as well as salary for teaching one or more summer courses, the amount indicated on the W-4 will be withheld from each check. You may want to re-evaluate this deduction during the summer months. If you make any changes to your withholdings, please remember to make any necessary changes at the end of the summer when the payments for your summer courses are complete. **Contact NAU Payroll at (928) 523-2223 if you have questions about your withholdings.**

#### How to Access Online HR-related Services

- ▶ Just log on to <http://www4.nau.edu/louie/> using your NAU email login and password (the same one used for NAU email accounts) and select *Self Service*. There are several options available on this page as seen below.

#### Online Services Available:

- ▶ View paycheck information
- ▶ Change home and mailing addresses, phone number, email address
- ▶ Update W-4 or A-4 information
- ▶ Update emergency contact information
- ▶ Sign up for or update your direct-deposit information.
  - If you are not already on direct deposit, sign up now! You can direct your pay to a single bank account --or may select to have part of your pay go to one account and the remainder to another account. Then, you can have a relaxed payday, knowing that your pay is in your bank account—no need to take a paycheck to the bank for deposit or cashing. To sign up, log in to <http://www4.nau.edu/louie/>

## Appendix F

### GUIDELINES FOR DYNAMICALLY DATED CLASSES

**Most classes should use standard sessions, not DD custom dates.** Why? DD classes are most commonly built to accommodate an NAU institutional partner, such as a school district, hospital, or agency that must run on a different calendar than NAU. The number of courses approved to schedule dynamically is intentionally quite limited. Only classes that must align with an outside entity's schedule or that cannot legitimately fit within a standard session should be scheduled as DD.

DD classes tend to be confusing to students since they have different drop and payment dates than standard classes. For this reason, Classes should be scheduled within a standard session whenever possible.

Please remember that there are multiple steps to building a DD section, including entering the precise start-and-end dates in two places (cards) in Coursedog —and verifying you have set sufficient contact hours. More details below.

1. Dynamically dated (DD) classes scheduled by Academic Units *on the Flagstaff campus* require approval. In-person/blended DD classes will generally not fit within a standard meeting time, which impacts student schedules, passing time, final exam schedules, and classroom utilization.
2. DD classes are also designed to correspond with grade-posting cycles.
  - Classes ending *before* midterm grading are associated with the DD1 session.
  - Classes ending *after* midterm grading are associated with the DD2 session.
  - [Summer has an additional DD session—DD3].
3. If you need to build an approved DD class, you must first identify the precise start and end dates. The session table gives you the *default* range for each DD session, but when you build, you must enter the precise start and end dates.
  - Dynamically dated classes should start and end on the actual dates listed.
4. Choose your DD session based on the End Date of your class (not the Start Date).
5. **Test whether DD is appropriate.** If your potential DD classes begin and end in the same weeks as standard sessions, they should be changed to a standard session.
6. In Coursedog, your specific DD dates must be entered in two areas. WHERE to enter that info:
  - 1 General Information card *and*
  - 2 Meeting Patterns & Rooms card ☒ Meeting Pattern Additional Information
7. **No Wait Lists** for dynamically dated classes. PeopleSoft cannot handle Wait Lists for DD classes, and it is misleading to students to think they may have a chance to get in. **Wait List should be set to zero for DD classes.**
8. If the class meets in-person, you must ensure that your meeting pattern provides enough contact hours. This resource may come in handy: [Calculators for Contact Hours and Dynamic Dates](#)

### ONLY IN LIMITED CASES MAY CLASSES EXTEND PAST THE START/END OF A TERM

The Department of Education (DOE) and Federal Student Aid (FSA) require that classes do not overlap terms or extend past the start/end of a term. Certain clinical and education programs are exempt from this rule if all of the following apply:

- a. All students in the program must participate in practicum or clinical experience and its completion is required for graduates to apply for licensure or authorization or practice occupation those students intend to pursue;

- b. The school has little or no control over the length or start/end dates of practicum or clinical experience. This may be due to constraints imposed by outside licensing bodies, or the need to accommodate schedules of entities with which students are being placed (e.g., school districts or hospitals, etc.); and
- c. Credit hours associated with practicum or clinical experience must be associated with the term in which most of the training occurs, even if starting and ending dates do not exactly align with term dates and/or overlap with another term.
- d. If you have a new course that will meet the above requirements and is not already approved to be offered outside of a standard term, please submit the "Request for a Class to Start/End Outside Regular Term" form.