This memo provides important information about the upcoming summer sessions, deadlines for course submissions, and changes in the operation of the program.

**Rationale for Summer Course Offerings**
Rice offers summer sessions to advance our curricular goals and to help students stay on target to graduate within six years. In addition, summer sessions provide teaching opportunities for graduate students, promote Rice’s reputation to those students who are not currently Rice students, expose prospective students to the quality of a Rice education, and provide opportunities for exemplary U. S. high school students to experience university-level education. Summer offerings may also help manage course and classroom scheduling during the academic year and provide an opportunity to offer online classes. Finally, summer sessions also represent an opportunity to generate additional net revenue for both departments and the university overall.
Key Elements of the Summer Sessions Program

- We will update the website for summer sessions ([https://summer.rice.edu/](https://summer.rice.edu/)) to reflect the programs available for summer 2018. Courses will be posted as they are submitted to the Office of the Registrar (OTR).

- OTR will manage summer sessions in the same capacity as it manages the fall and spring semesters. Please contact Justin Schilke ([jschilke@rice.edu](mailto:jschilke@rice.edu)) with procedural questions. OTR staff will support the 2018 summer sessions program, review documents, and help field inquiries.

- **Departments may submit courses as soon as Monday, December 4, 2017. The deadline for departments to submit (in CourseLeaf CLSS) the first slate of summer 2018 course offerings to Deans’ offices is Monday, January 22, 2018.** Each school will determine its own course offerings. Departments will submit their proposed course offerings through CourseLeaf CLSS to be approved by the appropriate dean’s office and other units prior to being placed into the summer 2018 course schedule by the OTR. If Rice graduate students enrolled in the course are to be granted a tuition waiver, please indicate so in comments within the CourseLeaf CLSS workflow. It is the expectation that only student athletes and employee dependents enrolled at Rice as degree-seeking students are eligible for undergraduate tuition waivers.

- Any proposed online course offerings must have the endorsement and approval of the Office of Digital Education. Online courses must conform to the University’s central digital education processes. Anyone interested in developing and offering an online course for summer sessions should contact Caroline Levander ([clevande@rice.edu](mailto:clevande@rice.edu)) as soon as possible and no later than Friday, December 15, 2017.

- As in past years, departments will receive most of the net revenue per course and will be responsible for any financial shortfalls per course. (See the financial model section for more details.)

- Online course and instructor evaluations for summer courses are administered by the OTR. Evaluation results are available in ESTHER and summarized evaluations are available at [http://registrar.rice.edu/facstaff/summary_evals](http://registrar.rice.edu/facstaff/summary_evals).

- There are two tuition rates: $1,000 per semester credit hour for classroom, face-to-face courses and $800 per semester credit hour for online courses. We introduced this differential for summer 2017 and will continue it in summer 2018 to test the impact of this different tuition structure. We will assess this year’s experience in planning for summer 2019. Auditors, if any, will be charged the alumni audit fee of $488 per course.

- Rice students participating in organized summer undergraduate research programs for credit are not charged tuition (up to 3 semester credit hours). Only courses with a course type of “research” as identified in the course catalog are eligible. Student eligibility criteria is at: [http://registrar.rice.edu/students/summersessions/](http://registrar.rice.edu/students/summersessions/)

- To promote various education abroad opportunities, some Rice summer session courses will be taught abroad in international locations by Rice professors (e.g., *Rice in Country*). These courses require additional logistics and approvals and may have additional fees.
• All courses that include minors (students under the age of 18) must comply with University Policy #811 regarding minors on campus. Additional information about compliance with the policy is at https://riskmanagement.rice.edu/minors-university-approved-activities

Recruiting Non-Rice Students
We will use the filters within social media platforms to create targeted ads to students who are 16 through 21 and list Houston as their hometown and also for high school students in Houston. When a student in our target audience clicks on the Rice summer sessions ad, the student will be directed to our summer sessions website. The website will present a brief information request form from the student (i.e., name, email, course interest, etc.). On the backend of our website, we will collect and store the information. Based on the data we collect, we will use our own email client to send messages to students.

Application Process for Visiting (Non-Rice) students
The application process for visiting (non-Rice) students including online students is found at: http://registrar.rice.edu/students/summersessions/. Requirements include:
• Dean of Students recommendation from applicant’s home institution or other attestation that the student is in good standing;
• Application fee;
• Official college transcript (or high school transcript for those not yet enrolled in a college or university); and
• Proof of meningococcal vaccination record or waiver (required if under the age of 22).
• The application process for Houston area high school students is found at http://registrar.rice.edu/students/summersessions/. Requirements include:
  o Teacher and counselor recommendation attesting to the applicant’s ability to pursue a university-level course;
  o Application fee;
  o Test scores (PSAT, SAT or ACT), either official copy or as reported on the high school transcript;
  o High school transcript; and
  o Proof of meningococcal vaccination record or waiver (required if under the age of 22).
• The registration process for admission of a high school student into a particular course will reside with the department and the instructor. The instructor’s permission is required, and OTR will contact the department/instructor to obtain permission.

Key Dates
The Academic Calendar and schedule for summer sessions 2018 is listed below. See also: http://registrar.rice.edu/calendars/summer2018/

Session I: May 14 – June 1, 2018 (three weeks)
Session II: May 28 – June 29, 2018 (five weeks)
Session III: July 2 – August 3, 2018 (five weeks)

PLEASE NOTE: In each of the three sessions, courses may vary in number and frequency of meetings, length of meeting, and may be held during the day or in the evening. As with fall and spring semesters, all summer courses must meet Rice semester credit hour requirements, meaning that a typical three semester credit hour course requires a minimum of 42 classroom contact hours and 84 student preparation hours. See also: http://registrar.rice.edu/facstaff/contact_hours/

The OTR may create additional sessions, as needed, to accommodate unique programs (e.g., Rice in Country, specific graduate programs). However, it is expected that the majority of undergraduate courses be housed in one of these three sessions; any requests for exceptions must provide a curricular justification.

Friday, December 1:
Summer sessions website update is complete.

Monday, December 4:
CLSS opens for departments to begin entering proposed summer 2018 course offerings.

Friday, December 15:
Online course proposals due to Rice Online.

Friday, January 19:
Deadline for Athletics to submit list of courses needed for student athletes

Monday, January 22:
Deadline for departments to submit (in CLSS) first slate of summer 2018 course offerings to Deans’ offices

Friday, January 26:
Deadline for first slate of proposed summer 2018 course offerings to be reviewed by Deans’ offices and approved/rejected in CLSS workflow

Friday, February 2:
Submitted summer 2018 schedule of courses available in CLSS for departments and Deans’ offices to review for all classes

Summer 2018 schedule of courses formally posted in ESTHER.

Friday, February 23:
Deadline for final submission of summer 2018 Schedule of Courses in CLSS by departments

Monday, February 26:
Summer 2018 registration officially opens in ESTHER.
Admission and registration process for (summer 2018) visiting students officially opens (for visiting students, including visiting online and visiting high school students, to apply for Rice visiting student status). Registration is contingent on admission.

Monday, April 30:
Deadline for (Session I) visiting students to apply for Rice visiting student status (with all appropriate and required paperwork)

Monday, May 7:
Deadline for (Session II) visiting students to apply for Rice visiting student status (with all appropriate and required paperwork)

Tuesday, May 8:
Deadline for determination by the Dean as to whether a summer Session I course is to be cancelled due to low enrollment

Tuesday, May 15:
Deadline for determination by the Dean as to whether a summer Session II course is to be cancelled due to low enrollment

Monday, June 11:
Deadline for (Session III) visiting students to apply for Rice visiting student status (with all appropriate and required paperwork)

Tuesday, June 19:
Deadline for determination by the Dean as to whether a summer Session III course is to be cancelled due to low enrollment – OTR will notify departments in June about current enrollment status of courses.

PLEASE NOTE: The refund policy for the summer sessions differs from that of the fall or spring semesters. For summer sessions I-III, students are eligible for a full 100% refund of tuition if they drop before the session starts and before the first day of class. Other information on refund rules (including percentages), university holidays, grade submission deadlines, etc., can be found in the Rice academic calendar at: http://registrar.rice.edu/calendars/summer18/.

Tuition and Fees
- Tuition information will be posted on the tuition and fee schedule at the Cashier’s website: https://cashier.rice.edu/tuition_fee_rates.
- Rice students participating in organized summer undergraduate research programs for credit are not charged tuition (up to 3 semester credit hours). Only courses with a course type of “research” as identified in the course catalog are eligible.
- Tuition and fees for study abroad programs vary by program. For more details, see the Rice Study Abroad website at https://abroad.rice.edu/.
• The application fee for visiting students is $75. Application fee revenue is collected centrally and is not part of the revenue distribution.

Housing and Dining
• Housing in the residential colleges will be available for summer sessions students. Dining will vary by plan. Information is available at this link. http://campushousing.rice.edu/summer-and-conference-housing/

Financial Model
• The University will calculate net tuition revenue generated by each course and return two-thirds of the net revenue to the department. The remaining one-third stays with central. The distribution of net revenue from summer sessions will occur in September/October. If net revenue for a course is negative, the department will be required to cover the deficit. If net revenue for a course is negative because the enrollment is 50% or more student athletes, funded by tuition waivers, the university will cover the deficit of the class.
• Please note that in summer 2018, students will be able to withdraw from courses and receive 100%, 80%, or 50% refunds after the deadline for departments to cancel courses. This means that departments will need to consider the possibility of such withdrawals as they make decisions on whether or not to offer courses based on enrollments at the cancellation deadline. If net revenue for a course is negative because of course drops, the department will be required to cover the deficit.
• Net tuition revenue is defined as adjusted gross revenue (gross tuition, less athletic tuition waivers charged) less an adjustment factor (where applicable) and standard expenses for the course.
  o The adjustment factor is necessary to allocate $210,143 of base net revenue from summer sessions to central. The factor will be updated each year based on actual results for that fiscal year. The net revenue base of $210,143 (this is the amount of net revenue built into the core university budget at the time we began revenue sharing for summer tuition) will reduce the net revenue proportionally by course. This factor does not apply to study abroad or courses for high school students.
• Personnel action forms (PAF) for faculty should be printed, signed, and routed to the Dean’s Office and then to the Registrar’s Office before they are routed to VPAA, HR and Payroll. Instructor salary levels charged to summer sessions are capped per the attached financial model. Our practice has been to increase the level every two years. Schools have the flexibility to pay higher salaries; however, the school must submit the PAF with a separate funding source for the amount exceeding the salary cap.
• The graduate student PAF must be used to request summer school instructor payments for graduate students. Departments should reference the summer school instructor payment and the 60880 account in the remarks section of the graduate student PAF, as well as the start and end dates of the course session. The fringe rate for this account is 1.5% for FY 2018.
The graduate student PAF will be routed electronically through the approval queue to Payroll, and Payroll will route to the Registrar’s Office. The initiators of the graduate student PAFs will only need the department approver for the applicable summer school org (no longer need a second department approval). Once the department approver approves the graduate student PAF, it will be routed through the approval queue as normal. The current list of department approvers, as well as the summer org for each school/division is shown below:

<table>
<thead>
<tr>
<th>Org</th>
<th>Summer School</th>
<th>Department Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>160710</td>
<td>Architecture</td>
<td>Lauren Kleinschmidt</td>
</tr>
<tr>
<td>160720</td>
<td>Dean UG</td>
<td>Yesenia Montoya</td>
</tr>
<tr>
<td>160730</td>
<td>Engineering</td>
<td>Pam Traylor</td>
</tr>
<tr>
<td>160740</td>
<td>Humanities</td>
<td>Denise Michalak</td>
</tr>
<tr>
<td>160760</td>
<td>Music</td>
<td>Susie Schoepf</td>
</tr>
<tr>
<td>160770</td>
<td>Natural Sciences</td>
<td>Rachel Miller</td>
</tr>
<tr>
<td>160780</td>
<td>Social Sciences</td>
<td>Lisa Birenbaum</td>
</tr>
</tbody>
</table>

- The attached financial model is formulated to show the number of paying students needed in a 3 semester credit hour course to break even.
- For summer course offerings that are taught by Rice faculty and held overseas, any net tuition revenue (after covering all costs) will be shared in the same formula (two-thirds to the department) as the Rice campus-based and online courses. (Application fee revenue is not part of the revenue share calculation.) Rice students enrolled in these courses will not be charged an enrollment continuance fee. The OTR will separately identify these courses.

Roles and Responsibilities

- **Deans:** Approve proposed courses and submit through CLSS workflow to OTR; decide when courses do not run because of low enrollment; approve any deviations from the standard instructor salary; approve any commitments for TAs; give departments a deadline for submitting course proposals to the Dean for approval; and submit PAFs to the OTR for collection, review, and final submission.

- **Provost’s Office (Dean of the Glasscock School of Continuing Studies, Dean of Undergraduates, Dean of Graduate and Postdoctoral Studies, Associate Vice Provost):** Communicate with chairs and deans about course requirements that serve purposes that are important to the broader university, such as courses needed to help undergraduate students graduate within six years, to provide teaching opportunity for graduate students, or to enable faculty to experiment with digital delivery formats. Evaluate the strengths and weaknesses of the summer sessions program each year.

- **Dean of Undergraduates:** Identify students whose progress toward graduation within six years would be helped by summer courses and encourage them to enroll in the summer sessions (either online or in the classroom). Ensure that proposed summer
courses (including study abroad) have sufficient support services to ensure the wellbeing of students and provide the corresponding Rice professors with the necessary advanced training and preparation.

- **Dean of Glasscock School of Continuing Studies**: Over the next three years, the overall responsibility for coordinating and marketing the summer school program will transition to the Dean of Continuing Studies.

- **Vice President for Finance**: Oversee the financial plan for summer sessions.

- **Director of Marketing, Public Affairs**: Develop ads for social media to recruit non-Rice students and contribute to maintenance and update of the summer sessions website.

- **Department Chair**: Propose courses to Dean with suggested instructor and estimates of other costs (e.g., higher than standard salary, teaching assistants, grading, lab expenses, copying), enrollment needed to break even, and projection of net revenue; approve PAFs and send to Dean’s Office for approval.

- **Department Administrator**: Process PAFs (routing to Dean and OTR for approval) to pay instructors and manage other costs (TAs, grading, lab expenses, copying); perform other summer sessions duties as assigned by the department chair.

- **Office of the Registrar (OTR)**: Create and publish final summer course schedule and academic calendar to include deadlines for course registrations, drops, pass/fail designations, etc.; administer refund rules (with Cashier’s Office); provide customer service and telephone support; admit and process visiting student application/registration forms, secure needed documents, etc.; collect PAFs for instructors; convey count of enrolled student athletes to departments; administer in ESTHER the Rice course/instructor evaluation process for summer courses; provide data on registration to relevant departments.

- **Budget Office**: Advise on setting of tuition rates; coordinate budget development and monitoring; administer net revenue distribution; provide template for determining net revenue per proposed course.

- **Director of Athletics**: Work with Athletics Academic Advising to provide the Dean of Undergraduates and the OTR with a list of courses that would be valuable to student athletes, along with projected enrollment in those classes; establish internal Rice policy for which athletes are eligible for summer sessions; provide information to the OTR and the Budget Office regarding which student athletes are receiving tuition waivers.
• **Vice President for Strategic Initiatives and Digital Education**: For any proposed online courses, review and approve courses with the dean; provide oversight of course delivery and ensure appropriate quality to Rice standards.

• **Cashier**: Post tuition and fees on the Cashier’s website; process bills for tuition and fees; ensure that deposits for fees and tuition are appropriately coded and recorded in a timely manner; administer tuition refund policy.

Attachment: template for projecting revenues and expenses for proposed courses