This memo provides important information about the upcoming summer sessions, deadlines for course submissions, and changes in the operation of the program. Changes from summer 2019 are noted in bold text.

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, Houston-area secondary 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/) to reflect the programs available for summer 2020. Courses will be posted as they are submitted to the Office of the Registrar (OTR) on the Course
Schedule (https://courses.rice.edu).

- There will be a minimum enrollment of 5 students required for a course to run. The only exception would be courses needed for the enrolled students to graduate by May 2021. OTR will identify courses that do not meet the 5 minimum and will send course enrollment lists to the Departments. If a course drops below 5 students after the “add/drop” deadline, the course will continue.
- Any course schedule submissions for new sections after the posted minimum enrollment deadline to determine if a course will be offered must include a justification for the late submission and confirmation that the section will meet the enrollment minimum in the Comments in CLSS before it will be approved and placed on the schedule. If a course drops below 5 students after the “add/drop” deadline, the course will continue.
- OTR will manage summer sessions in the same capacity as it manages the fall and spring semesters. Please contact Justin Schilke (jschilke@rice.edu) with procedural questions. OTR staff will support the 2020 summer sessions program, review documents, help field inquiries, and collect the course schedule.
- Departments may submit courses as soon as Tuesday, October 14, 2019. The deadline for departments to submit (in CourseLeaf CLSS) the first slate of summer 2020 course offerings to Deans' offices is Monday, December 2, 2019. 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 2020 course schedule by the OTR. If Rice graduate students enrolled in the course are to be granted a tuition waiver, it must be indicated in the comments within the section request in CourseLeaf CLSS. It is the expectation that only student athletes with remaining eligibility are eligible for undergraduate tuition waivers.
- The Dean of Undergraduates will provide a listing of courses most likely to be in demand by Rice students, especially those who need to complete courses for graduation within six years by August 31, 2020. Please make every effort to include these courses in the offerings from your school.
- Any proposed online course offerings must have the endorsement and approval of the Vice President for Global and Digital Strategy. Online courses must conform to the University’s central digital education processes. A call for proposals from Rice Online was sent to all faculty on September 27, 2019 with a submission deadline of November 1, 2019. Anyone interested in developing and offering a for-credit online course for summer sessions should contact Caroline Levander (clevande@rice.edu).
- 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.

- 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. Auditors, if any, will be charged the alumni audit fee of $500 per course.
- Rice students participating in organized summer undergraduate research or internship programs for credit are not charged tuition (up to 3 semester credit hours for each course type). Only courses with a course type of "research" or "internship" as identified in the course catalog are eligible. International research and internships are not eligible for the credit hour waiver. Additional student eligibility criteria can be found at: 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

- Need-based financial aid will be available on a limited basis for students who receive need-based aid during academic year 2019-20. This will be limited to up to 9 credit hours of Rice courses during an undergraduate student's time at Rice and will not count toward the 8 semesters of need-based aid allowed by Rice's financial aid policy.

Recruiting Visiting (Non-Rice) Students
The Glasscock School's marketing team will develop a social and digital media marketing strategy to reach potential students, ages 16-21, who reside in Houston (secondary students) or indicate Houston as their hometown (post-secondary 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
The application process for Houston area high school 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;
- Test scores (PSAT, SAT or ACT), either official copy or as reported on the high school transcript;
- High school transcript; and
- 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 the OTR will contact the department/instructor to obtain permission for special registration.

**Key Dates**
The Academic Calendar and schedule for summer sessions 2020 is listed below. See also: http://registrar.rice.edu/calendars/summer2020/

- **Session I:** May 4 – August 14, 2020 (fifteen weeks)
- **Session II:** May 18 – June 5, 2020 (three weeks)
- **Session III:** May 25 – June 26, 2020 (five weeks)
- **Session IV:** June 8 – July 10, 2020 (five weeks)
- **Session V:** June 29 – July 31, 2020 (five weeks)
- **Session VI:** July 13 – August 14, 2020 (five weeks)

**PLEASE NOTE:** In each of the six 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:

“Contact Hours and Credit Hours”: 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 Session I, Session II, Session III, and Session V. For flexibility, Session IV and Session VI have been added to appeal to certain student populations. Requests to use Session IV and Session VI must include the justification for the request in the Comments sections of CLSS when the section is submitted for approval. Any requests for exceptions to use a date range other than any of these sessions, must provide a curricular justification to OTR prior to attempting to schedule the course in CLSS.

Monday, October 14:
   Summer sessions website update is complete
   CLSS opens for departments to begin entering proposed summer 2020 course offerings

Friday, November 1:
   Online course proposals due to Rice Online

Friday, November 22:
   Deadline for Athletics to submit list of courses desired for student athletes to Dean of Undergraduates

Friday, November 29:
   Deadline for Dean of Undergraduate to submit list of courses most likely in demand for students to graduate by August 31, 2020

Monday, December 2:
   Deadline for departments to submit (in CLSS) first slate of summer 2020 course offerings to Deans’ offices

   Deadline for departments to submit requests for exceptions to approved Summer Session dates; this includes any requests for international travel and/or graduate courses that are not housed in Sessions I, II, III, IV, V, and VI

Friday, December 13:
   Deadline for first slate of proposed summer 2020 course offerings to be reviewed by Deans’ offices and approved/rejected in CLSS workflow

Friday, December 20:
   Submitted summer 2020 Schedule of courses available in CLSS for departments and Deans’ offices to review for all classes

Summer 2020 Schedule of Courses formally posted on courses.rice.edu
Summer 2020 registration officially opens in ESTHER

Admission and registration process for (summer 2020) 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.

**Friday, February 21:**
Deadline for final submission of summer 2020 Schedule of Courses in CLSS by departments

**Monday, May 4:**
Deadline for (Session II) visiting students to apply for Rice visiting student status (with all appropriate and required paperwork)

**Monday, May 11:**
OTR sends list of courses for Session II with less than 5 enrollment; departments must submit justifications for exceptions by Wednesday, May 13. Otherwise, the course is cancelled as of Thursday, May 14.

**Monday, May 18:**
Deadline for (Session III) visiting students to apply for Rice visiting student status (with all appropriate and required paperwork)

OTR sends list of courses for Session III with less than 5 enrollment; departments must submit justifications for exceptions by Wednesday, May 20. Otherwise, the course is cancelled as of Thursday, May 21.

**Monday, May 25:**
Deadline for (Session IV) visiting students to apply for Rice visiting student status (with all appropriate and required paperwork)

OTR sends list of courses for Session IV with less than 5 enrollment; departments must submit justifications for exceptions by Wednesday, May 27. Otherwise, the course is cancelled as of Thursday, May 28.

**Monday, June 15:**
Deadline for (Session V) visiting students to apply for Rice visiting student status (with all appropriate and required paperwork)

OTR sends list of courses for Session V with less than 5 enrollment; departments must submit justifications for exceptions by Wednesday, June 17. Otherwise, the course is cancelled as of Thursday, June 18.
Monday, June 22:
Deadline for (Session VI) visiting students to apply for Rice visiting student status (with all appropriate and required paperwork)

Monday, June 29:
OTR sends list of courses for Session VI with less than 5 enrollment; departments must submit justifications for exceptions by Wednesday, July 1. Otherwise, the course is cancelled as of Thursday, July 2.

Friday, August 14:
Deadline for (Session I) visiting students to apply for Rice visiting student status (with all appropriate and required paperwork)

PLEASE NOTE: The refund policy for the summer sessions differs from that of the fall or spring semesters. For Summer Sessions II, III, IV, V, and VI, students are eligible for a full 100% refund of tuition if they drop by the end of the second day of the session. Other information on refund rules (including percentages), university holidays, grade submission deadlines, etc., can be found in the Rice academic calendar at: https://registrar.rice.edu/calendars.

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 or internship programs for credit are not charged tuition (up to 3 semester credit hours). Only courses with a course type of “research” or “internship” 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
- There is no formal plan for housing in the residential colleges for summer sessions students. However, rooms may be available on a case by case basis. Information is available at this link. http://campushousing.rice.edu/summer-and-conference-housing/

Financial Model
- There will be a minimum enrollment of 5 students required for a course to run. If a course drops below 5 students after the “add/drop” deadline, the
course will continue.

- 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.

- Please note that in summer 2020, 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.
  - 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.

- All PAFs must be submitted online through Adobe Sign. The initiating employee will be able to complete the form on Adobe Sign before submitting for signatures (including the Dean's Office). The last signature for the Adobe Sign document will be Marci Wilson (mlw8@rice.edu) in OTR. Marci will review the PAFs and route to HR. 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 1.0% for FY 2020.
  - The graduate student PAF will be routed electronically through the approval queue to Payroll, and Payroll will route to OTR to confirm that the course is being offered. 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>160741</td>
<td>Rice in Country</td>
<td>Denise Michalak</td>
</tr>
<tr>
<td>160742</td>
<td>Madrid Internship</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>160771</td>
<td>NSCI/BIOC 110</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:** Encourage departments to offer “high-demand” courses; approve proposed courses and submit through CLSS workflow to OTR; 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 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 opportunities for graduate students, or to enable faculty to experiment with online digital delivery formats. Evaluate the strengths and weaknesses of the summer sessions program each year.

- **Dean of Undergraduates**: Provide a list of courses that students need for graduation. 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.

- **Dean of Glasscock School of Continuing Studies**: Overall responsibility for marketing the summer sessions to visiting students; technical infrastructure and support for summer visiting student applications; create, in conjunction with OTR, a final report on Summer Sessions.

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

- **Director of Marketing, Glasscock School of Continuing Studies**: Develop ads for digital media to recruit non-Rice students and contribute to the 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; decide whether courses run despite enrollment below the minimum, with justification for courses needed for graduation by May 2021, with the understanding that the department bears the revenue shortfall.

- **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 and registration forms, secure needed documents, etc.; collect and approve 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; issue a report on courses where
enrollment falls below minimum, and manage requests for exceptions to course minimums; create, in conjunction with the Glasscock School, a final report on Summer Sessions

- **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 Global and Digital Strategy:** 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.

**Attachments:**

Summer Session 2020 Financial Model template to assist in projecting revenues and expenses for proposed courses

Coding and Routing Instructor and Grad Student Salary Payments
### Financial Model for Summer Sessions

<table>
<thead>
<tr>
<th></th>
<th>Faculty - T/TT</th>
<th>Lecturers</th>
<th>Grad Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scenario 1</strong></td>
<td>$210,143</td>
<td>$210,143</td>
<td>$210,143</td>
</tr>
<tr>
<td><strong>Scenario 2</strong></td>
<td>$210,143</td>
<td>$210,143</td>
<td>$210,143</td>
</tr>
<tr>
<td><strong>Net Tuition Revenue (FY 2010)</strong></td>
<td>$210,143</td>
<td>$210,143</td>
<td>$210,143</td>
</tr>
<tr>
<td><strong># of Enrolled Students (estimate)</strong></td>
<td>519</td>
<td>519</td>
<td>519</td>
</tr>
<tr>
<td><strong>Rate per student for summer 2020</strong></td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td><strong>Gross Tuition Revenue</strong></td>
<td>$1,557,000</td>
<td>$1,557,000</td>
<td>$1,557,000</td>
</tr>
<tr>
<td><strong>Less Student-Athlete Waivers (estimate)</strong></td>
<td>($525,310)</td>
<td>($525,310)</td>
<td>($525,310)</td>
</tr>
<tr>
<td><strong>Adjusted Gross Revenue</strong></td>
<td>$1,031,690</td>
<td>$1,031,690</td>
<td>$1,031,690</td>
</tr>
<tr>
<td><strong>Adjustment Factor (covers FY 2010 Net)</strong></td>
<td>20.4%</td>
<td>20.4%</td>
<td>20.4%</td>
</tr>
<tr>
<td><strong>PER COURSE MODEL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Number of Paying Students in Course</strong></td>
<td>5</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td><strong>Course Revenue</strong></td>
<td>$15,000</td>
<td>$9,000</td>
<td>$12,000</td>
</tr>
<tr>
<td><strong>Reduce Revenue by adj. factor</strong></td>
<td>(3,055)</td>
<td>(1,833)</td>
<td>(2,444)</td>
</tr>
<tr>
<td><strong>Course Costs</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Instructor Salary</strong></td>
<td>(7,625)</td>
<td>(7,625)</td>
<td>(6,830)</td>
</tr>
<tr>
<td><strong>Instructor Fringe</strong></td>
<td>(1,914)</td>
<td>(1,914)</td>
<td>(1,714)</td>
</tr>
<tr>
<td><strong>Net Revenue</strong></td>
<td>$2,406</td>
<td>($2,372)</td>
<td>$1,011</td>
</tr>
<tr>
<td><strong>Distribution School/Department/Program (67%)</strong></td>
<td>1,612</td>
<td>678</td>
<td>1,384</td>
</tr>
<tr>
<td>Central's Portion (33%)</td>
<td>794</td>
<td>334</td>
<td>682</td>
</tr>
<tr>
<td><strong>Assumptions</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition rate per credit hour</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Tuition per 3-credit hour course</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td><strong>Number of paying Students for Break Even</strong></td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Instructor Salary (Fac/Lecturer/Grad TA)</td>
<td>$7,625</td>
<td>$7,625</td>
<td>$6,830</td>
</tr>
<tr>
<td>Fringe Rate</td>
<td>25.10%</td>
<td>25.10%</td>
<td>25.10%</td>
</tr>
</tbody>
</table>

1 Negative net revenue will not be distributed. The department will owe this negative amount back to central. Departments will be held harmless from negative revenue if 50% or more of enrollment in any course is made up of non-paying student-athletes.

2 Tuition rate per credit hour for online courses is $800
**Coding and Routing Instructor and Grad Student Salary Payments**

**Summer School Orgs:**
- 160710 – Summer School Architecture
- 160720 – Summer School Dean UG
- 160730 – Summer School Engineering
- 160740 – Summer School Humanities
- 160741 – Rice in Country Study Abroad
- 160742 – Madrid Internship Program
- 160760 – Summer School Music
- 160770 – Summer School Natural Sciences
- 160771 – NSCI Summer BIOC 110
- 160780 – Summer School Social Sciences

The approved instructor rates should be coded to A1, with the corresponding org for your school. If any instructors are to be paid amounts above the approved rates, they will need to be split-funded to a different fund and org within your school. Please use account 60950 for faculty PAFs.

<table>
<thead>
<tr>
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<td>$7,625</td>
<td>$6,830</td>
<td>$5,050</td>
</tr>
</tbody>
</table>

Since the EPAF does not have one-time pay options, departments should use the Grad PA to request the summer school instructor payments. Departments should reference the summer school instructor payment and the 60880 account in the remarks section of the Grad PA. The Grad PA will be routed electronically through the approval queue to Payroll, and Payroll will route to the Registrar’s Office.

The initiators of the Grad PAs 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 Grad PA, it will be routed through the approval queue as normal.

**Please refer to the following list of department approvers:**

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<tr>
<td>160780</td>
<td>Social Sciences</td>
<td>Lisa Birenbaum</td>
</tr>
</tbody>
</table>
If you have any questions about the process for paying graduate students, please contact Payroll.

A separate PAF/Grad PA should be generated for each summer session. These can be done at the start of the session. The PAF/Grad PA should indicate the session start and end dates.

- **Session I**: May 4 – August 14, 2020 (fifteen weeks)
- **Session II**: May 18 – June 5, 2020 (three weeks)
- **Session III**: May 25 – June 26, 2020 (five weeks)
- **Session IV**: June 8 – July 10, 2020 (five weeks)
- **Session V**: June 29 – July 31, 2020 (five weeks)
- **Session VI**: July 13 – August 14, 2020 (five weeks)

All PAFS must be submitted online through Adobe Sign. The initiating employee will be able to complete the form on Adobe Sign before submitting for signatures (including the Dean’s Office). The last signature for the Adobe Sign document will be Marci Wilson (mlw8@rice.edu) in OTR. Marci will review the PAFs and route to HR.