Ivy Tech Community College of Indiana

POLICY TITLE
Summer Parts of Term

POLICY NUMBER
ASOM 6.18

PRIMARY RESPONSIBILITY
Office of Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created March 2016; revised October 2017/revised March 2018/effective immediately

PURPOSE
To define acceptable parts of summer term for scheduling classes

ORGANIZATIONAL SCOPE OR AUDIENCE
Academic affairs, registrars, faculty

POLICY
The following summer parts of term (POT’s) are available:

1) For IVYT courses only - two week intersession, immediately following the conclusion of the spring term, at the conclusion of spring term and before summer ten week term, considered part of the summer term. For financial aid purposes, the intersession can be bundled with the summer term. Other courses for this part of term must be approved by the Campus Academic Affairs Officers committee (CAOC).

2) Eight week session, which may be broken into two four week sessions

3) Ten week session, which may be broken into two five week sessions

4) For IVYT courses only - two week intersession at the conclusion of summer term and before the fall term, considered part of the fall term. For financial aid purposes, the intersession can be bundled with the fall term. Other courses for this part of term must be approved by the Campus Academic Affairs Officers committee (CAOC).

PROCEDURE
Campuses that wish to offer summer courses less than eight weeks in length and to offer this in a POT that does not currently exist, that information is to be shared with the CAOC group for approval. (Note: IVYT's offered during the summer do not need approval if they are being offered in an existing POT, but do need to be reviewed if a special POT is being requested.)
System Office registrar staff must create POT’s, following CAOC review/approval. No courses may use Summer POT’s previously created with approval by VCAA group.

**RESOURCE PERSON**
Registrar