
Claremont Graduate University

Description and Division of Responsibilities for Summer Session

DESCRIPTION

Summer Modules

Summer session for programs other than Teacher Education are offered in two seven-week modules. Module I generally begins the Monday after commencement and runs through the end of June. Module II generally begins after the July 4th holiday and runs through the third or fourth week of August depending on the exact start date. Teacher Education offers a third module, Module III, which begins in mid-June and ends at the end of July. The exact dates of all three modules are published in the current CGU Bulletin.

Contact Hours:

Most courses are offered for four units of credit, requiring 42 hours of contact through the seven-week session, or two units of credit, requiring 21 hours of contact.

Audits:

Students may audit summer courses only with the consent of the instructor. No audits, though, are permitted for language workshops.

Fees and Tuition:

Students auditing a class will be charged the standard audit fee, while those taking a class for credit will be charged the regular tuition. Fees and tuition levels may be found in the current CGU Bulletin.

RESPONSIBILITIES

The division of responsibilities for the summer session is similar to that during the regular academic year.

Provost's Office:

1. Draws up and sends out instructor/adjunct letters based upon information supplied by Schools, centers or unaffiliated departments.
2. Arranges the Foreign Language Workshop and the English Language Workshop as a service to Schools/Centers/Departments.

Schools, Centers or Unaffiliated Departments:

1. Determine their summer offerings (courses, instructors/adjuncts, and times offered) and communicate this information to the Registrar by the date set.
2. Establish salaries for instructors/adjuncts.
3. Request the Provost's Office to prepare contract letters for instructors/adjuncts.
4. Monitor class sizes to make sure that the minimum number required is attained.
5. Set payment, if any, for Tutorial Reading or Independent Study provided by their faculty during the summer.
6. Submit the payment forms for instructors/adjuncts or faculty to the Payroll Coordinator.

Registrar:

1. Sets deadlines for the submission of course titles, their numbers, the times they are to be offered.
2. Compiles and publishes the summer course schedule.
3. Registers students, compiles student class lists, receives and records grades.