



Summer Term 2022

Planning Guide

Thanks to the efforts of the university community, Bemidji State University experienced a successful summer term in 2021 despite the challenges. The enclosed materials provide information on arranging courses for SUMMER TERM 2022. The elements of the framework below provides many approved options. Summer term runs from May 16-July 29. Courses offered this summer would follow the guidelines listed below.

- Tentative Summer Course Schedule posted 12/15
- Summer Course Registration Starts 2/28
- Session I, Starts May 16: 3, 6, & 7 & 11 Week
- Session II, Starts May 23: 4, 5, & 10 Week
- Session III, Starts May 31: 4, 5, & 9 Week
- Session IV, Starts June 6: 4 & 8 Week
- Session V, Starts July 5: 4 Week
- Registration ends when courses fill or first day of class

Workshops and courses scheduled for two weeks or less may also be accommodated within this schedule. Any workshops planning to utilize the on-campus housing must be held between June 1-July 31, 2022.

The Dean may approve of courses offered outside of these dates for extenuating circumstances, such as pre-college programs or other rare situations.

The following considerations are important:

- On campus courses must be scheduled within designated block times identified for respective credits/weeks/number of days selected. This is important so students have options to enroll in multiple offerings with classroom meeting time. The scheduling options are illustrated in the following pages for your reference.
- Guidelines for scheduling workshops or courses two weeks or less in length are also provided. These offerings can essentially prevent enrollment in other courses during a particular week (as has occurred in the past). Thus, an examination of the offerings within departments/across departments becomes important.
- As some elementary and secondary schools finish in June, shorter-term courses offered for teachers may be scheduled to begin with the start dates listed June 3 and later.
- A full-time summer session workload shall consist of no more than six (6) credit hours. The total workload over summer session shall not exceed (sixteen) 16 credits
- A summer promotional piece will have all the important summer term dates and select information for workshops, camps, and conferences. There will be directions to view the course schedule online. The summer mailing list includes elementary and high schools and has been updated and expanded to other sectors. Recommendations for the mailing list are welcome and may be forwarded to Extended Learning. We will also create a Summer Session website and will post summer offerings, workshops, and conference information on the site. We also advertise on twitter, Facebook, and Instagram.

Thank you to everyone who provided feedback and comments on the summer course schedule.

Angie Clark
Extended Learning
angie.clark@bemidjistate.edu
218-755-2068

DATES FOR SUMMER TERM 2022 PREPARATIONS

Contacts for the summer promotion and scheduling:

- Angie Clark, Extended Learning, ext. 2068, angie.clark@bemidjistate.edu
- Kim Gourneau, Registrar, Records & Registration, ext. 2020, kim.gourneau@bemidjistate.edu

COURSE OFFERINGS

Chairs & Deans review faculty course offerings. Once approved, the Deans will forward course schedule to Department Administrative Assistants to input into the course schedule.	Now – Oct 1
Requested schedule revisions due to Deans office for final approval	Now – Nov 1
Dean sends approved schedules for input	Now – Nov 2
Records Office schedule review begins	Now – Dec 2
TENTATIVE SUMMER SCHEDULED PUBLISHED ON WEBSITE	Dec 15
Late changes with Chair/departmental approval will need to be forwarded to records to be updated on the online schedule.	Feb 11 until first day of summer course
Final schedule available online	Feb 14
SUMMER SCHOOL REGISTRATION BEGINS	Feb 28
The deadline for notifying Records of summer session courses that will be cancelled for low enrollment is NO LATER THAN TWO WEEKS BEFORE THE FIRST DAY OF THE COURSE.	

WORKSHOPS

WORKSHOP DIRECTORS forward Information/Authorization Forms (I/A) for all workshops to Department Chairs for signature	Jan 7
DEPARTMENT CHAIRS forward Workshop I/A forms to Deans for signature	Jan 7
DEANS: For on-campus workshops retain original I/A forms, send copy of top page with signatures (including graduate Dean, if appropriate) and course description to Angie Clark for promotion	Jan 20
DEANS: For off-campus workshops, forward I/A forms to Extended learning for final approval and input	Jan 7

GUIDELINES FOR SCHEDULING WORKSHOPS AND COURSES TWO WEEKS OR LESS IN LENGTH

- A minimum of 15 classroom-based contact hours (50-minute hours) are required for each credit offered.
- A maximum of one credit may be approved for each two days of class time.
- A maximum of two credits will be approved over one calendar week of classroom-based time (four to five days).
- A maximum of three credits will be approved over two calendar weeks of classroom-based time (six to eight days).

WORKSHOPS

A workshop is “an intense credit granting academic experience of short duration (but not less than two days in length) that is not listed in the current catalog.”

- **On-campus workshops** will be processed and managed through respective directors, departments, and colleges. Narrative/information about the workshops will be forwarded to Angie Clark for publication purposes no later than January 20.
- The deadline for notifying Records of summer session courses that will be cancelled for low enrollment is **NO LATER THAN TWO WEEKS BEFORE THE FIRST DAY OF THE COURSE, to accommodate the variety of start dates for summer term courses.**
- On and off-campus workshops will be highlighted in the summer bulletin.
- Guidelines for processing workshops will be made available through Extended Learning.

FREQUENTLY ASKED QUESTIONS

Do I need my Chair or Dean’s approval before submitting my courses?

Yes. Please begin now completing the extended learning online course request form or spreadsheet and circulate for approval from your Chair and Dean. Departments can use the spreadsheets, or the course request form, or route an email, etc. for on-campus courses. The on-campus courses will also need Chair and Dean approval before the Administrative Assistants will input into the online schedule.

The course request form and spreadsheets are available on the landing page for summer.
www.bemidjistate.edu/go/summerbsu

When do I need to have my courses approved by my department?

You can begin seeking approval for summer courses now. Summer course requests should be approved by the chair and to the Deans office no later than November 1st so course input can begin. The tentative course schedule will be posted on December 15 for students to begin reviewing and making summer plans. Therefore, faculty may now begin submitting courses for approval, so Department Administrative Assistants can input the tentative course schedule for the December 15 launch to students.

With departmental/Dean approval changes and additions can be made now until Jan 21 by the Department Administrative Assistant.

If a change is necessary after February 11 and approval is granted, the records office will need to update the change on the online schedule.

SUMMER 2022 ACADEMIC CALENDAR

6-3-19 – CALENDAR COMMITTEE MEETING – APPROVED 9-25-19 – BSUFA APPROVED

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 Commencement	7
8	9	10	11	12	13	14
15	16 3, 6, 7 and 11- week courses begin	17	18	19	20	21
22	23 4, 5 and 10-week courses begin	24	25	26	27	28
29	30 Holiday – No classes	31 4, 5 and 9-week courses begin				

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 4 and 8-week courses begin	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Holiday – No classes	5 4-week courses begin	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

First Faculty Duty Day of Fall Semester is August 16, 2022.

SUMMER 2022 ACADEMIC CALENDAR

6-3-19 – CALENDAR COMMITTEE MEETING – APPROVED 9-25-19 – BSUFA APPROVED

Start Date	End Date	Length of Course
May 16, 2022	June 3, 2022	3-week course
May 16, 2022	June 24, 2022	6-week course
May 16, 2022	July 1, 2022	7-week course
May 16, 2022	July 29, 2022	11-week course
May 23, 2022	June 17, 2022	4-week course
May 23, 2022	June 24, 2022	5-week course
May 23, 2022	July 29, 2020	10-week course
May 31, 2022	June 24, 2022	4-week course
May 31, 2022	July 1, 2022	5-week course
May 31, 2022	July 29, 2022	9-week course
June 6, 2022	July 1, 2022	4-week course
June 6, 2022	July 29, 2022	8-week course
July 5, 2022	July 29, 2022	4-week course

Final course schedule will be available online on February 14, 2022.

Registration for summer will begin on February 28, 2022.

What is considered faculty teaching load in the summer?

On-Campus Courses

Faculty who teach on-campus courses in the summer will be paid their summer load rate (2.25% of salary per credit).

Guideline for minimum enrollment to run on-campus summer courses:

- Undergraduate Level: 10 students or at the Dean's Discretion
- Graduate Level: 8 students or at the Dean's Discretion

Online Courses

Faculty who teach online courses in the summer can be paid at their summer load rate (2.25% of salary per credit), unless the course does not meet the minimum enrollments.

Minimum enrollment to run online summer courses at the summer load rate:

- Undergraduate Level: 10 students
- Graduate Level: 8 students

If the online course does not meet the minimum enrollment, the faculty member has the following options:

- Cancel the Course
- Run the Course at the miscellaneous rate of \$65 per student per credit hour

SUMMER TERM FRAMEWORK

May 16

3 week – May 16 – June 3
6 week – May 16 – June 24
7 week – May 16 – July 1
11 week – May 16 – July 29

May 23

4 week – May 23 – June 17
5 week – May 23 – June 24
10 week – May 23 – July 29

May 31

4 week – May 31 – June 24
5 week – May 31 – July 1
9 week – May 31 – July 29

June 6

4 week – June 6 – July 1
8 week – June 6 – July 29

July 5

4 week – July 5 – July 29

August 16

First Faculty duty day of Fall Semester

SUMMER TERM START TIMES

1 Credit Classes					
	3 Week	4 Week 5 Day	4 Week 4 Day	5 Week 5 Day	5 Week 4 Day
	50 m	38 m	47 m	30 m	38 m
1 st Time Block	7:30 - 8:20 8:30 - 9:20	7:30 - 8:10 8:30 - 9:10 9:30 - 10:10	7:30 - 8:20 8:30 - 9:20 9:30 - 10:20	7:30 - 8:00 8:30 - 9:00 9:30 - 10:00	7:30 - 8:10 8:30 - 9:10 9:30 - 10:10
2 nd Time Block	10:30 - 11:20 11:30 - 12:20	10:30 - 11:10 11:30 - 12:10 12:30 - 1:10	10:30 - 11:20 11:30 - 12:20 12:30 - 1:20	10:30 - 11:00 11:30 - 12:00 12:30 - 1:00	10:30 - 11:10 11:30 - 12:10 12:30 - 1:10
3 rd Time Block	1:30 - 2:20 2:30 - 3:20 3:30 - 4:20 4:30 - 5:20	1:30 - 2:10 2:30 - 3:10 3:30 - 4:10 4:30 - 5:10	1:30 - 2:20 2:30 - 3:20 3:30 - 4:20 4:30 - 5:20	1:30 - 2:00 2:30 - 3:00 3:30 - 4:00 4:30 - 5:00	1:30 - 2:10 2:30 - 3:10 3:30 - 4:10 4:30 - 5:10

2 Credit Classes					
	3 Week	4 Week 5 Day	4 Week 4 Day	5 Week 5 Day	5 Week 4 Day
	100 m	75 m	98 m	60 m	75 m
1 st Time Block	7:30 - 9:10 8:30 - 10:10	7:30 - 8:45 8:30 - 9:45	7:30 - 9:10 8:30 - 10:10	7:30 - 8:30 8:30 - 9:30 9:00 - 10:00	7:30 - 8:45 8:30 - 9:45
2 nd Time Block	10:30 - 12:10 11:30 - 1:10	10:30 - 11:45 11:30 - 12:45	10:30 - 12:10 11:30 - 1:10	10:30 - 11:30 11:30 - 12:30 12:00 - 1:00	10:30 - 11:45 11:30 - 12:45
3 rd Time Block	1:30 - 3:10 2:30 - 4:10 3:30 - 5:10	1:30 - 2:45 2:30 - 3:45 3:30 - 4:45	1:30 - 3:10 2:30 - 4:10 3:30 - 5:10	1:30 - 2:30 2:30 - 3:30 3:30 - 4:30	1:30 - 2:45 2:30 - 3:45 3:30 - 4:45

3 Credit Classes					
	3 Week	4 Week 5 Day	4 Week 4 Day	5 Week 5 Day	5 Week 4 Day
	150 m *	113 m	141 m *	90 m	113 m
1 st Time Block	7:30 - 10:10	7:30 - 9:25 8:00 - 9:55	7:30 - 10:05	7:30 - 9:00 8:30 - 10:00	7:30 - 9:25 8:00 - 9:55
2 nd Time Block	10:30 - 1:10	10:30 - 12:25 11:30 - 1:25	10:30 - 1:05	10:30 - 12:00 11:30 - 1:00	10:30 - 12:25 11:30 - 1:25
3 rd Time Block	1:30 - 4:10	1:30 - 3:25 2:30 - 4:25 3:30 - 5:25	1:30 - 4:05	1:30 - 3:00 2:30 - 4:00 3:30 - 5:00	1:30 - 3:25 2:30 - 4:25 3:30 - 5:25

4 Credit Classes					
	3 Week	4 Week 5 Day	4 Week 4 Day	5 Week 5 Day	5 Week 4 Day
		150 m *	188 m *	120 m *	150 m *
1 st Time Block	Not Available	7:30 - 10:10	Not Available	7:30 - 9:40	7:30 - 10:10
2 nd Time Block	Not Available	10:30 - 1:10	Not Available	10:30 - 12:40	10:30 - 1:10
3 rd Time Block	Not Available	1:30 - 4:10 2:30 - 5:10	1:30 - 5:00	1:30 - 3:40 2:30 - 4:40	1:30 - 4:10

SUMMER TERM START TIMES

5 Credit Classes					
	3 Week	4 Week 5 Day	4 Week 4 Day	5 Week 5 Day	5 Week 4 Day
		188 m *	234 m *	150 m *	188 m *
1 st Time Block	Not Available	Not Available	Not Available	7:30 - 10:10	7:30 - 10:50
2 nd Time Block	Not Available	Not Available	Not Available	10:30 - 1:10	10:30 - 1:50
3 rd Time Block	Not Available	1:30 - 4:40	1:30 - 5:35	1:30 - 4:10 2:30 - 5:10	1:30 - 4:50

* TIMES INCLUDE A 10 MINUTE BREAK PERIOD

- Registration for summer courses: Through first day of course
- Last day for drop with refund: May 20 or first day of a course beginning on or after May 23
- Deadline to withdraw with “W” grade: up to 80% of the course meetings