

THE INTERSESSION TERM OFFERED THROUGH CGCE

*Beginning in academic year 2008-09, The College of Graduate & Continuing Education (CGCE), in collaboration with the academic departments, began offering a selected number of courses during the break between the fall and spring terms. This time period is called **intersession** and is considered a stand-alone term.*

Structure for an Intersession Course

Like during the regular academic terms, as long as the course meets the required contact hours for the number of credit hours offered, intersession courses may have different start and end dates (officially called “Part of Term” in the Section Tally) and meet for different periods of time, and in different modes of delivery (face-to-face, online, hybrid).

However, there is a strategic preference to offer fully online courses during intersession in order to be able to extend the number of days for classes, to avoid the need of contingency plans due to inclement weather, and to minimize the need for any special on-campus services.

The two basic models of a 3-credit intersession course are:

1. 9 to 10 days, face-to-face, either 9:00am-12:45pm (day) or 5:30-9:15 pm (evening) (dependent upon the New Year holiday; if 9 day session, example times may need to be extended to properly accommodate contact hours)
2. 3-week online (this would run across the winter break)

Key Information about Intersession

- The official code for the intersession terms is XXXX10, where XXXX is the year.
- The intersession is a stand-alone term like fall, spring, and summer and will appear on the student transcript as such.
- Because by its nature it is a non-traditional session, all courses during the intersession term will be CGCE Extension courses, and therefore, setting up courses in Banner, registering students for a course (if manual registration is requested), ordering texts, producing a contract for the instructor, etc. will be coordinated by CGCE after discussion and submission of a Course Set-up Worksheet (CSW) by the academic department.
 - As with all CGCE Extension courses, the academic department would still be responsible for the following:
 1. Any details/arrangements/training needed for hiring the instructor, ensuring that the instructor is properly set up with HR/in the system, and training the instructor in Banner usage for course information such as class lists, attendance verification and final grading.
 2. Working with instructors to provide any required instructional copies/handouts and helping them to obtain any required desk copies of texts. (CGCE orders the student copies.)
 3. Providing the instructor with any office space or computer access that is deemed necessary.
- As is true during the summer term, students taking intersession courses will be charged the CGCE Extension per credit rate, no matter their status. (CGCE Extension course rates are available on the Bursar’s website.)
 - Flat-rate does not apply during intersession.
- No financial aid will be awarded to specifically address intersession courses. However, any refund from aid for fall term may certainly be utilized for intersession courses.
- The same course waivers in place for fall, spring, and summer apply to the intersession term.
- Instructional compensation for intersession courses will be according to the AFT contract. Like summer term, teaching during the intersession does not count towards the academic year teaching load.
- The grade submission date for intersession is five business days after the end of the Part of Term.
- The two-week cancellation deadline does apply for intersession term so this must be considered when setting up courses and tracking enrollments.
 - CGCE will monitor enrollments and perform cancellations if necessary.
 - Many useful CGCE documents (including revenue sharing information) are available to departments from www.rowan.edu/cgce under “Internal Website for Faculty and Staff.”

- The registration period for intersession begins the day after on-campus spring registration opens (usually mid-October.) The exact date can be found on the Registrar's website at www.rowan.edu/registrar.
- The drop/add period for intersession will be the first 2 days of the Part of Term. Students dropping from a course by the end of the second day will automatically receive a 100% refund.
 - If the course allowed online registration, then an online drop will usually be possible.
 - If the course demanded manual registration by CGCE, then the student will need to send an email to cgceacademicservices@rowan.edu (by no later than the end of the second day of the Part of Term) indicating their desire to drop the class.
 - If/when the drop is performed by CGCE, a confirmation email regarding the drop will be sent to the student by CGCE. If no confirmation email is received, it is the student's responsibility to confirm that the email was received and the drop processed.
 - If the drop request is not made in time in writing, the student will be financially responsible for the course.
- After the second day of the Part of Term (and no later than the end of the Part of Term), an official Withdrawal Form is required.
 - Due to the abbreviated Part of Term for intersession courses, all Withdrawal Forms would require all three signatures. (Withdrawal Forms are available from the Registrar website at www.rowan.edu/registrar.) These fully-signed forms should be submitted to CGCE Academic Services for processing (Education Hall, Room 3129 or FAX to 856-256-5637).
 - If/when the withdrawal is performed by CGCE, a confirmation email regarding the withdrawal will be sent to the student by CGCE. If no confirmation email is received, it is the student's responsibility to confirm that the form was received and the withdrawal processed.
 - Per University policy, no refunds are granted in withdrawal cases.
- While payment before the class begins is strongly preferred, all students must pay for their intersession courses in full by the end of the 2nd day of the Part of Term or they will be dropped from the course for non-payment. This payment due date applies to all students, regardless of program, student division or level.
 - Due to the abbreviated length of intersession Part of Term, no deferred payment plan options are available for intersession courses.
 - Any questions about payment should be directed to the Bursar's Office (856-256-4150, bursar@rowan.edu).

Setting up an Intersession Course

If you would like to discuss the possibility of offering an intersession course for next intersession, please contact Rebecca Gollihur, Assistant Dean of CGCE, at 856-256-5124 or gollihur@rowan.edu.

Questions about Intersession Courses

Any questions (from students or faculty or staff) about intersession courses should be directed to the CGCE Academic Services Office at 856-256-5435 or cgceacademicservices@rowan.edu.