



UNIVERSITY *of*  
DENVER

## **Policies and Procedures for Developing and Teaching Interterm Courses**



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This booklet is intended to provide guidelines for faculty interested in teaching Interterm courses. We hope that you find this information helpful and we encourage your feedback on the booklet.

## WHAT IS INTERTERM?

Interterm is the period between quarters in which intensive on campus, online, and travel courses are offered at undergraduate and graduate levels. There are four Interterm sessions each year: Fall, Winter, Spring, and Summer. The longest Interterm sessions take place in the Fall and Winter.

## ROLE OF SPECIAL COMMUNITY PROGRAMS

The Special Community Programs Division oversees all Interterm courses, with the exception of select courses offered through executive master degree programs and The Office of Internationalization, and courses offered by The Women's College, The Morgridge College of Education, and University College. We assist faculty in the development of courses and logistical planning for travel courses. We also manage marketing, registration, financial aid, and instructor salary for Interterm courses.

## INTERTERM ENROLLMENT

All University of Denver students, faculty, and staff are welcome to enroll in Interterm courses. Students currently enrolled in other colleges/universities are also welcome to enroll in DU Interterm courses provided they obtain "Special Student Status" from the Office of Admissions or the Office of Graduate Admissions.

### *Tuition*

Interterm tuition is billed per credit hour. Interterm is not part of the regular academic year. Because Interterm is an independent academic term, classes are billed separately from any quarter term. For example, tuition for Spring Interterm and Spring Quarter CANNOT be combined to reach the 12+ hour discounted rate.

Tuition rates for interterm are always consistent with the current University of Denver tuition rate. Students from University College, The Morgridge College of Education, and The Women's College are welcome to take Interterm classes at regular DU tuition rates. All students will be assessed the Student Technology Fee of \$4 per credit hour during the Interterm. Please note that additional costs apply for travel courses. Tuition waivers may be applied to Interterm courses. For more information about using tuition waivers please contact the University of Denver Benefits Office.

### *Registration*

Students must be cleared of all registration holds before registration can be completed. The DU Web registration system is activated for on campus courses only. Please visit [www.du.edu/specpro](http://www.du.edu/specpro) to view registration dates for on campus courses. Registration for on campus courses is accepted up to the first class meeting, provided the class is not closed. All registration for travel courses must be made through the Special Programs Office. Registration for travel courses will begin at the time the course is announced. Registration for Travel Courses must be accompanied by the necessary **non-refundable** deposit in order to reserve a seat in the class. Students are not permitted to attend Interterm classes without registration and tuition payment.

### ***Auditing Privileges/Courses for No Credit***

Interterm courses are not available for audit and they cannot be taken for no credit. Students are not permitted to attend Interterm classes without registration and tuition payment.

### ***Minimum Enrollment Requirements***

Minimum enrollment requirements for Interterm courses vary. On campus and/or online courses require a minimum of 5 students. Travel course minimum enrollments are based on course budget. Please contact Special Community Programs for more information.

### ***Attendance Policy***

Interterm courses must adhere to the same high standards of development, content, and delivery as courses taught during the regular quarter. Because Interterm is an intensive time frame academic term, students are expected to attend courses in their entirety. If students miss one day of a five day course, they have missed 20% of the course. Therefore, absences are unacceptable.

### ***Financial Aid***

Interterm is independent from the traditional academic year, and as such, financial aid earmarked for the traditional year cannot be applied to Interterm courses. For example, the DU Educational Grant cannot be applied to Interterm courses. Select private scholarships may be applied to Interterm courses. However, it is the responsibility of students to determine how their financial aid package might be applied to Interterm courses. Private loans may be applied to Interterm courses and students may contact the Office of Financial Aid for more information.

**Interterm financial aid is provided directly by Special Community Programs.** At this time, only need based aid is available. In order to qualify for need based Interterm financial aid students must:

- Be DU degree-seeking student
- Have FAFSA form on file and demonstrate financial need as determined by the Office of Financial Aid
- Apply by the deadline for each interterm respectively
- Pay the balance of the tuition due by the first day of class
- Recipients will be notified of award by e-mail one week prior to the beginning of interterm or sooner

Applications for financial aid are location on the Special Community Programs website:

<http://www.du.edu/specpro/interterm/financial-aid.html>

## INTERTERM COURSE PROPOSAL PROCEDURE

Interterm courses are designed to provide unique, intellectually rigorous learning experiences for students. Therefore, faculty members have the opportunity to create a one of a kind course that is not available during the regular academic year. We encourage our faculty to think outside the box in order to teach students how to explore new areas and to provoke keen interests.

### *What Types of Courses Can be Offered?*

Instructors may offer on campus, online, or travel courses during Interterm that are newly created or have been previously taught. Elective courses and select required courses may be offered. Required courses may have stipulations and restrictions that elective courses do not. For example, common curriculum courses must meet for a minimum of forty hours over a period of three weeks or more.

### *Travel Courses*

To ensure that the various details of a program are set up and that the course has made it through the approval process, we require that faculty members begin their proposal at least one academic year in advance. The statement entitled “University of Denver Policies for Off-Campus and Overseas Faculty-led Academic Programs” is policy for all faculty led programs no matter what unit is offering the program. This policy can be found within the “Policies and Procedures for Developing and Leading Academic Courses Abroad Handbook” which is housed on the Study Abroad website at <http://www.du.edu/intl/abroad/faculty.html>. Faculty members should reference this Handbook for more details on leading an international course.

**All faculty members planning to teach an interterm course abroad must attend a training session offered by the Office of Internationalization.**

### *Cross-Listing Courses*

Cross-listing permits the same section to be taken under different subject/course numbers. Cross-listing results in numerous unintended consequences including understatement of enrollment and inflation of true class offerings. Cross-listing should be used rarely and only in cases where course content can be described equally by two different subjects, e.g., sociology and economics. Do not use cross listing to differentiate levels when students are taking the same course or to restrict seats. Rather, use multiple levels, restrictions or re-served seats. Indicate course with which this course is cross-listed. Sections must be indicated by all relevant departments in order to be processed.

### *Meeting Minimum Credit Hour Requirements*

All Interterm courses must meet standards set by the University of Denver. According to DU policy the unit of credit is the quarter hour. In general, each quarter hour of credit requires one class period of 50 minutes each week. During Interterm, class periods are scheduled for longer blocks of time in order to meet minimum credit hour requirements. In some classes, such as online courses, the quarter-hour credit may not equal the hours spent in class.

### *Conducting Any Research Studies Involving Human Beings During an Interterm*

All projects conducted by University of Denver faculty, staff, and students that involve human subjects must be reviewed by the institutional review board (IRB) prior to any collection of information from or about humans.

This includes, but is not limited to, the following:

- Projects with or without funding
- Projects on or off the campuses of the University of Denver
- All projects that involve an outside collaboration (i.e., information/data sharing and/or data gathering)
- Student projects including classroom research projects, independent study, study abroad, research papers, honors theses, partners in scholarship (pins), master's theses and PhD. dissertations
- Research utilizing surveys, interviews, oral history, ethnography, or questionnaires
- Retrospective data analysis
- Research on individual or group characteristics or behavior, focus groups, pilot studies
- Go to: <http://du.edu/osp/irb.html> for more information on the IRB's requirements and processes

#### **IRB Contact:**

Contact the Research Compliance Manager, at 303-871-4052 to discuss:

- Whether your project requires irb review
- A possible "exempt" application
- Any other questions you may have about the irb application and review process.

Remember! Compliance with federal and DU policies is required for any research involving humans.

#### ***Obtaining Approval to Teach Interterm Courses***

In addition to obtaining approval from Special Community Programs, all instructors must obtain proper approval from their respective units (department chair and dean) in order to teach interterm courses. International travel courses must be approved by the Vice Provost of Internationalization & Risk Management [http://www.du.edu/risk/international\\_travel/faculty\\_led\\_student\\_travel.html](http://www.du.edu/risk/international_travel/faculty_led_student_travel.html).

Instructors must submit a complete "Interterm Course Proposal Form" and course syllabus to Special Community Programs before a course can be approved. Proposals for travel courses must also include a budget. Please see the Appendix to view an example of the "Interterm Course Proposal Form."

#### ***Deadlines to Submit Interterm Course Proposals***

Interterm course proposals for on campus and/or online courses must be submitted a minimum of 2 quarters prior to the effective Interterm session in which the course is intended to be offered. Course proposals for travel courses must be submitted a minimum of one year prior to the Interterm session in which the course is intended to be offered.

#### ***Marketing***

Special Community Programs provides marketing services for all Interterm courses. Promotional services provided include, but are not limited to, flyers, brochures, email messages, internet postings, information sessions, and advertising at on campus events. Ultimately, however, instructors are the most powerful marketing tool available. Students often choose Interterm courses based on the reputation of and/or their relationship with an instructor. Therefore, it is imperative that instructors are involved in the promotion of their interterm courses by distributing flyers to interested students in their classes and making visits to other classrooms.

### ***Material Fees***

Some interterm courses require material fees. Instructors are responsible for informing Special Community Programs of material fees that need to be collected from students.

### ***Book Orders***

Instructors are responsible for ordering books for their interterm courses. Please see Special Community Programs for more information regarding photocopies for Interterm courses.

### ***Classroom Reservations***

Special Community Programs will make classroom reservations for Interterm courses.

### ***Cancelling Courses***

Any course may be cancelled due to a lack of enrollment. Travel courses may be cancelled if the location site is determined to be high risk or unsafe. Deposits will be refunded if the course is cancelled by Special Community Programs.

### ***Grading Policy***

Commencing the last day of class instructors have 30-days to submit grades for interterm courses. It is critical that grades be reported for all registered students in a timely fashion. A grade must be entered for every student, but not necessarily all at once. You may enter grades for some of your students in a given course at one time and return to enter grades for additional students later.

### ***Course Evaluation***

Course evaluation for Interterm courses is handled by The Office of Academic Assessment. Online evaluations will be administered whenever possible. Handwritten evaluations may be necessary for select travel courses.

### ***Interterm Salary***

Interterm salary is independent from the quarter system. Interterm faculty salary is paid by Special Community Programs, not individual departments. Please contact Special Community Programs for more information.

# Appendix A



Interterm Course Proposal Form

Proposals for on campus and/or online courses must be submitted to Special Community Programs a minimum of 2 (two) quarters prior to effective Interterm Session. Proposals for travel courses must be submitted a minimum of one year prior to effective Interterm Session.

Date \_\_\_\_\_ Effective Term \_\_\_\_\_

Instructor(s) \_\_\_\_\_

Course Title (30 characters) \_\_\_\_\_

Long Title (100 characters) \_\_\_\_\_

Subject Code \_\_\_\_\_ Course Number \_\_\_\_\_ Credit Hours \_\_\_\_\_

Course Dates \_\_\_\_\_

Course Days \_\_\_\_\_ Course Times \_\_\_\_\_

Is this a required course? \_\_\_ yes \_\_\_ no Expected Enrollment: \_\_\_\_\_

Schedule Type \_\_\_ Lecture \_\_\_ Travel \_\_\_ Online \_\_\_ Mixed

Restrictions (i.e. class level) \_\_\_\_\_

List material fees if applicable: \_\_\_\_\_

Is this a newly created course? \_\_\_ yes \_\_\_ no

Please return this form and a copy of the course syllabus to Shannon Jahn at [Shannon.Jahn@du.edu](mailto:Shannon.Jahn@du.edu) or Special Community Programs, 2335 S. York St., Denver, CO 80208

Required Signatures

Instructor \_\_\_\_\_ Date \_\_\_\_\_

Instructor \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Dean of Academic Unit \_\_\_\_\_ Date \_\_\_\_\_

Online Internationalization/Risk Approval Date \_\_\_\_\_

Special Community Programs \_\_\_\_\_ Date \_\_\_\_\_

# Appendix B

## UNIVERSITY OF DENVER POLICIES

### **ALCOHOL POLICY**

The University of Denver prohibits the consumption or possession of unsealed alcoholic beverages on University property or during the discharge of University duties (whether or not on University property), except in those areas or during those events which are licensed or catered in such a manner to provide for the serving of such beverages. Although moderate consumption with meals or during social events is not prohibited, the University does not encourage the consumption of alcoholic beverages during working hours. Individuals are prohibited from reporting to work under the influence of alcohol. The University reserves the right to conduct drug or alcohol testing of its employees.

### **COMPLAINTS OF DISCRIMINATION**

The University of Denver is an Equal Opportunity and Affirmative Action institution. The University's Equal Opportunity Policy prohibits discrimination in the areas of race, color, national origin, age, religion, disability, sex, sexual orientation, marital status, and veteran status. Sexual harassment in any form, including unwelcome advances, creation of a hostile or intimidating environment, or "quid pro quo" harassment is also prohibited.

Equal Opportunity on campus is monitored and enforced by the Director of Diversity and Equal Opportunity. Any person within the University of Denver community, or applicant for employment or admission, who feels he or she has experienced discrimination or harassment, may consult with the Director of Diversity and Equal Opportunity. This person is available to discuss issues and can help initiate formal or informal resolution processes. Employees also have the right to seek external legal resolution.

### **POSSESSION, USE OR DISTRIBUTION OF CONTROLLED SUBSTANCES IN THE WORKPLACE**

The University of Denver is committed to a drug-free workplace and prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances by employees, students, subcontractors, consultants and visitors. For a complete copy of the policy, reference the *University Policy Manual* or contact Human Resources.

Anyone who has a concern about a possible violation of the policy should immediately contact one of the following resources for assistance:

The Employee Assistance Program for referrals on treatment and related issues.

The Campus Safety Department to report incidents of illegal activity.

The Department of Human Resources for assistance on the disciplinary process or policy related issues.

### **SEXUAL HARASSMENT**

It is the policy of the University of Denver that sexual harassment will not be tolerated. Sexual harassment is a form of sexual discrimination. The policy is a part of the University's *Equal Opportunity Sexual Harassment Policy and Procedures*. Copies of the complete policy are available through the Office of Diversity and Equal Opportunity. The policy is a statement of rules governing procedures for a sexual harassment grievance, and includes investigative and disciplinary procedures to protect students and employees from any unwelcome behavior of a sexual nature.

Sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to advances is a condition of a person's continuing status, or when submission to or rejection of the conduct is used as the basis for a decision affecting the person. Sexual harassment also exists when such conduct has the purpose or effect of interfering with a person's work or academic performance, or of creating an intimidating, hostile, or offensive environment.

### **WORKPLACE VIOLENCE POLICY AND PROCEDURES**

Workplace Violence Definition

An act or threat of violence will be considered to be within the University community if and when it occurs on University property and is undertaken by one member of the University community against another. Members of the University community include: students, employees, and outside person(s) doing business with the University such as customers, vendors or others.

University guideline and procedures:

The University takes a strong and unequivocal position against intimidation, threats or violence in the workplace. We will investigate complaints of threatening, intimidating or violent acts including hostile behavior, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons onto University property or any other act which, in the University management's opinion, is inappropriate to

the workplace. This guideline extends to persons doing business with the University including customers, vendors and others who interact with University employees and students. We request the support and cooperation of all employees and students in helping to keep our University a safe and healthy place to work. Employees and students should immediately report any behavior which may constitute a potentially violent situation to University management.

## EMERGENCY NUMBERS

Special Community Programs:  
303-871-2360

DU Campus Safety:  
303-871-3000