

FAYETTEVILLE STATE UNIVERSITY

OFFICE OF SUMMER SESSIONS ADMINISTRATIVE MANUAL



Fayetteville, North Carolina

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PREFACE

Summer Sessions are an integral part of the institution's educational program. It provides an outstanding educational experience during two five-week sessions, one ten-week session and one eight-week session. Summer Sessions are open to new, continuing, transfer, and visiting students, particularly teachers and others who are available during the summer. The curricular offerings provided during the summer sessions are equivalent to those offered during regular semesters and are presented according to policies and guidelines of Fayetteville State University and the University of North Carolina.

The overall operation of Summer Sessions is administered by the Provost and Vice Chancellor for Academic Affairs with the Schools/Colleges and their respective departments having principal responsibility for credit programs within their regular-year jurisdiction. **The offices that provide faculty and student assistance during the regular year provide those same services during the summer.**

The Administrative Manual is designed to delineate the procedures that faculty and staff use in the administration of their activities and programs. The information contained in this publication is intended to contribute to the effective operation of the Summer Sessions program for the benefit of the students enrolling each summer.

PHILOSOPHY

The Office of Summer Sessions provides administrative leadership for all academic programs conducted at Fayetteville State University during the Summer Sessions Program and promotes its effective operation. Summer Sessions are organized primarily for students desiring to make progress toward fulfilling requirements for undergraduate and graduate degrees.

The goal of the Office of Summer Sessions is to provide a comprehensive academic program that will accommodate the needs of the following groups of students:

1. Graduates of accredited high schools planning to enter the freshman class and transfer students seeking to get a head start on their four-year degree;
2. Undergraduate and graduate students meeting degree requirements at the University;
3. Visiting undergraduate and graduate students desiring to take courses to transfer to their home institutions;
4. Administrators and teachers planning to meet state certification requirements;
5. Other students desiring courses for personal development or special need;
6. Military personnel and their dependents.

With the efforts of all instructional units, Summer Sessions' students are encouraged to attain excellence in scholarship, to acquire skills in the various disciplines, and to develop student leadership, as well as to contribute to the good of society.

ADMINISTRATION

The Fayetteville State University Summer Sessions Program is administered by Academic Affairs. The Director of Summer Sessions administers the University's Summer Sessions Program under the direction of the Provost and Vice Chancellor for Academic Affairs.

Administrative, academic support and instructional (academic) units make up the organization of the Summer Sessions. Each unit provides coordination, guidance, and support for the effective and smooth operation of the Summer Sessions Program.

ORGANIZATION

The organization of Summer Sessions is separated into three distinct units: administrative, instructional and academic support.

1. Director, Summer Sessions
2. Senior Associate Vice Chancellor for Academic Affairs
3. Dean, College of Arts and Sciences
4. Dean, School of Business and Economics
5. Dean, School of Education
6. Department Chairs
7. Director of University College
8. Director of Library Services

The Deans of the College of Arts & Sciences, the School of Business and Economics and the School of Education have the responsibility for the administration of their respective academic departments. Each Dean is responsible for the implementation and evaluation of instruction, the instructional processes, the management of personnel and resources for their respective academic units, and review of instructional programs.

The department chairs function as they do during the regular academic year. They have the responsibility for the administration, and supervision of instructional activities at the major discipline levels.

Directors of academic support units have the responsibility for planning, implementing, evaluating, managing, and supervising functions that are under their direction. These functions support the overall operation of the Summer Sessions Program.

OFFICE OF SUMMER SESSIONS

The Office of Summer Sessions have the responsibility for the overall administrative operation of the University Summer Sessions. The office hours are Monday through Friday from 8:00 am – 5:00 pm. Functions that support the operation of Summer Sessions are coordinated through the Director, who is responsible for the following activities:

1. Approving recommendations for summer employment with the Chairs and Deans.
2. The employment of student and non-student personnel to assist in the success of Summer Sessions operations as funds allow.
3. Preparation of Fixed-Term Employment Contracts for faculty, students and non-students.
4. Review the preparation of the Summer Sessions class schedule in coordination with the deans, chairs, and the University Registrar.
5. Processing of fixed-term contracts with the Office of the Provost/Contract Administrator.
6. Advertising curricular offerings of Summer Sessions.
7. Preparation and monitoring of the Summer Sessions budget.
8. Purchase of Summer Sessions materials and supplies.
9. Preparation of reports related to the Summer Sessions Program, in cooperation with the Deans, Chairs, Support Units and the Comptroller.
10. Administration of the Office of Summer Sessions.
11. Maintenance of appropriate files in the Office of Summer Sessions.

Summer Sessions 2009

	Summer Session I	8-Week Summer - Term V*	Full Summer Term	Summer Session II**
Session Duration	Five Weeks	Eight Weeks	Ten Weeks	Five Weeks
Registration begins	April 13	April 13	April 13	April 13
Registration ends	May 18	May 18	May 18	June 30
Classes begin	May 19	May 19	May 19	July 1
Late Registration (\$20.00 fee)	May 19-21	May 19-21	May 19-21	July 1-2
Holiday	May 25	May 25, July 3	May 25, July 3	July 3
Last Day to Withdraw from classes	June 9	July 2	July 22	July 22
Last Day to Withdraw from the University	June 15	July 10	July 28	July 28
Last Day of Class/Final Examinations	June 19	July 18	August 3	August 3
Deadline for submitting final grades	June 22	July 20	August 4	August 4

*This schedule also applies to distance education classes (course sections CE), Ft. Bragg Courses (course sections #50) and Seymour Johnson AFB courses (course sections #80). Online courses (sections D1, D2) are offered on an eight-week or ten-week schedule as designated by the instructor. Online courses begin with Summer Session I.

**Please note: for the purposes of financial aid, the second summer session is considered the first term of the 2009-2010 academic year.

Notes:

Three hour classes require 2,250 minutes of instruction:

- a. Five-week term classes have 23 class meetings (100 minutes) for a total of 2,300 minutes.
- b. Eight-week classes have 15 class meetings (150 minutes each) = 2,250 minutes.
- c. Full Summer Term classes have various meeting times, but ensure at least 2,250 minutes of instruction for a three-credit course.

Deadlines:

- a. Withdrawing from classes: 15th day of 5-week term; 24th day of 8-week term.
- b. WN Submissions: 17th day of 5-week term; 28th day of 8-week and 10-week terms.
- c. WU Submissions: 19th day of 5-week term; 32nd day of 8-week and 10-week terms.
- d. To avoid confusion, the deadlines for withdrawing from classes, withdrawing from the university, and WN submissions are the same as the fall term.

Online Classes (D1, D2, D3):

- a. Students must officially register in Banner.
- b. Online courses are offered on Blackboard.
- c. Students must access Blackboard the first day of class by going to <http://blackboard.uncfsu.edu>.
- d. It is the students' responsibility to withdraw from a course by going to www.uncfsu.edu/register/index.htm and click on forms.
- e. Students need a computer & internet connection.
- f. Additional resources at Continuing Education/Distance Education site/Student Support site: www.uncfsu.edu/conted and click on Student Support.
- g. It is the student's responsibility to clear their bill with the office of Business & Finance.

THE ACADEMIC UNITS

DEANS

Deans are accountable to the Provost and Vice Chancellor for Academic Affairs, and are responsible for the administrative, instructional, financial, and logistical functions of their academic units, as well as for the management of personnel and other resources.

The Deans are responsible for:

1. Selecting and recommending University continuing faculty for Summer Sessions Employment.
2. Verifying faculty rank of University continuing faculty to be employed in Summer Sessions.
3. Selecting and recommending new faculty and adjunct faculty to be employed in the Summer Sessions Program.
4. Recommending faculty rank where needed.
5. Selecting and recommending student and non-student personnel for employment within their academic units if funds are available.
6. Coordinating academic advisement for students in their academic units.
- 7. Canceling courses that do not have the established minimum enrollment of ten students. (These classes MUST be cancelled through the Office of Summer Sessions).**
8. Requesting administrative and instructional materials and supplies required through the Office of Summer Sessions.

The planning, implementation, and evaluation of programs are conducted by the appropriate College/School. Graduate courses offered by the academic departments are administered by the Deans of the appropriate College/School as designated by the Provost.

DEPARTMENT CHAIRS

The Department Chairs must analyze course enrollments within their respective departments daily during registration to determine whether a course falls within the cancellation criteria established, or whether it should be continued based on special circumstances. **Timely (one to two days) notification must be provided to the respective Dean, the Director of Summer Sessions and students on the class roster if the course is to be officially cancelled.**

The Department Chair is responsible for emailing enrolled students when courses have been cancelled. The cancellation notice will advise students that they may select another course.

Any **recommendation to divide a class** should be made within the first **two** days of class. It should be accompanied by a recommendation for an instructor, all credentials for employment (if a new instructor), and the teaching load of that instructor during the summer sessions. This recommendation must be approved by the Director of Summer Sessions **PRIOR** to the division of the class or promise of employment to an instructor. **Arrangements made without such will result in a contract not being issued.**

Department chairs are strongly advised to adhere to limits set for each class schedule during summer sessions.

ACADEMIC SUPPORT UNITS

The Academic Support Units include: the Office of Admissions, Office of the Vice Chancellor for Business and Finance, the Graduate School, Library Services, the University Registrar and University College. The academic support units support the overall operation of the Summer Sessions Program. Each academic support unit is responsible for providing those activities that support that unit's functions for the Summer Sessions Program.

FACULTY APPOINTMENTS

Continuing Faculty

All faculty recommendations for employment (recommendation/extra duty form) are initiated by the appropriate department. All recommendations must be approved by the Deans of the College of Arts and Science, the School of Business and Economics, or the School of Education.

The recommendation for employment of continuing and approved adjunct faculty must be in writing. By the established date, the respective Dean will submit to the Director of Summer Sessions a list of the approved faculty who will teach during Summer Sessions I and II, eight and ten weeks. The list of approved faculty will include the following: name of faculty member, approved rank, highest degree earned and course(s) to be taught.

If a faculty member on the list cannot perform instructional duties during Summer Sessions I or II and a substitute is added, the name of the replacement faculty member must be forwarded in writing to the Office of Summer Sessions.

NOTE: Under no circumstances should faculty be assigned to teach courses if they are not continuing faculty or approved adjunct faculty.

Faculty Teaching Guidelines

1. Faculty who are employed on a nine-month contract, without administrative responsibility, may teach the equivalent of six semester hours in a session.
2. Faculty members on eleven-month contracts may teach one course during the First Summer Session, assuming the duties for a normal load of three semester hours.
3. There are no overloads during Summer Sessions.
4. Faculties on twelve-month contracts are required to teach a minimum of one course during either Summer Session I or II.

NEW FACULTY

Recommendations for new faculty members must begin within the respective Departments and be approved by the Dean.

An application packet must be assembled and submitted to the Office of Summer Sessions within the ten-day time frame for each summer session. The application package must consist of the following documents:

1. A completed Fayetteville State University Faculty Application and Addendum.
2. Official transcripts of all earned degrees.
3. Resume/Curriculum Vitae.
4. Three original letters of reference.
5. Credential Review Form
6. Reference Verification Form
7. Background Check

The submitted recommendation must include approved rank, and course(s) to be taught, or stipulate whether the new faculty will perform academically-related responsibilities. In the latter case, procedures should be followed for **Faculty Performing other than Teaching Duties during Summer Sessions.**

NOTE: Faculty will not be placed on payroll until all documents have been received by the Office of Summer Sessions. Failure to adhere to set guidelines could jeopardize payment for services rendered.

FACULTY TEACHING LOADS

The normal teaching load for faculty during each Summer Session is six hours or two courses (two 4 hr. courses, the exception).

FACULTY COMPENSATION DURING SUMMER SESSIONS

Contracts for teaching during each Summer Session are not guaranteed. A member of the faculty appointed to teach in Summer Session receives a salary based on the approved Fayetteville State University Salary Rate for Summer Sessions Faculty in effect during the summer. The **maximum salary** for all ranks is based on a **minimum enrollment of ten students per course**. An enrollment of fewer than ten students in a course allows for a corresponding decrease in salary payment. The schedule of the approved compensation is listed below:

	<u>1 S-HRS</u>	<u>2S-HRS</u>	<u>3S-HRS</u>	<u>4S-HRS</u>
Master's	\$917.00	1,833.00	2,750.00	3,667.00
Doctorate	1,083.00	2,167.00	3,250.00	4,333.00
Master's of Fine Arts	1,083.00	2,167.00	3,250.00	4,333.00

NOTE: **The salary rates for Summer Sessions may change based on the approval of the Chancellor. Each academic unit will be notified of any salary change.**

Faculty will be compensated according to the following guide:

- First Summer Session- one payment; mid-July
- Second Summer Session- one payment; mid-July
- Eight Week Session – one payment; mid-July
- Ten Week Session – two payments; one mid-July and one mid-August

FACULTY PERFORMING OTHER DUTIES

Faculty who are employed under the Summer Sessions budget and who perform academic responsibilities other than instruction in the classroom must be approved by the Dean of their respective academic unit and the Director of Summer Sessions prior to the beginning of the period remuneration is expected. The recommendation will follow the same procedure for classroom instruction; however, a short narrative of work to be accomplished is required.

Example: name of faculty member, approved rank and work to be accomplished.

A short narrative will be included in the faculty member's Fixed-Term Employment Contract issued by the Provost. At the end of the designated Summer Session, a report must be forwarded to the Office of Summer Sessions detailing accomplishments related to the faculty member's employment.

FACULTY CONTRACTS

Contracts for faculty are issued by the Provost. All faculty contracts are prepared in the Office of Summer Sessions based on the rate approved by the Director.

If a course has less than the minimum of ten students enrolled, the respective Dean may cancel or continue the course based on the instructor's willingness to teach the course.

Compensation for the course will then be figured on a pro-rata basis.

Example:

An Associate Professor (doctorate) has one course with ten students and another course with seven students. Each course is a three-semester hour course. The decision of the Dean is that the course with seven students will continue:

Course 1 (10 students) = \$3,250.00

Course 2 (7 students) = 2,275.00

Total \$5,525.00

Pro-rata steps:

1. Divide \$3,250.00 by 10 = \$325.00
2. Multiply \$325.00 by 7 = \$2,275.00
3. Add full salary + Pro-rata salary

A Fixed-Term Employment Contract would be issued in the amount of \$5,525.00.

EMPLOYMENT OF NON-FACULTY

The employment of students may occur during each Summer Session, provided funds are available in the Summer Sessions budget and upon the approval of the Provost.

Student and non-student Fixed-Term Employment Contracts are prepared based on the hourly rate of pay, the number of hours worked during the pay period, and the length of the pay period.

All contracts are forwarded to the Provost and Vice Chancellor for Academic Affairs and the Contract Administrator for review and approval.

SCHEDULE OF RESPONSIBILITIES FOR FACULTY

Each faculty member employed during the summer sessions is expected to observe the following schedule of responsibilities:

1. **Academic Advisement and Registration**: Faculty members are expected to assist with academic advisement and registration during Summer Sessions I and II. Assignments will be made by the Chair of the respective department in which the faculty member is employed.
2. **Class Attendance**: Faculty members are expected to meet their classes at the times and places designated in the schedule. Changes must be approved by the Department Chair and Dean. The Deans will notify the Registrar and the Office of Summer Sessions via email of any changes that need to be made for the official record.

3. **Office Hours:** Each member of the faculty employed during Summer Sessions is expected to be available to his or her students for consultation at least two hours per class. If a faculty member is teaching two courses, they should be available for four office hours per week. Faculty should be available to meet with students at alternate times.
4. **Roll Books, Grades, and Examination:** Faculty members are expected to maintain roll books for student accountability, to observe the examination dates at the end of each session, and to submit the final grades by the specified date.
5. **Instructional Support:** Faculty members are expected to consult University publications as needed with respect to policies regarding the Library, the Bookstore, the Communications Center, and other instructional support activities.

IMPORTANT INFORMATION FOR SUMMER SESSION I INSTRUCTORS!

FSU – ALL CAMPUS

TO: Summer Session I Instructors
FROM: Office of Extended Learning &
Summer Sessions
SUBJ: Bill Clearance

Faculty

- Please remind **ALL** students that after they register for a class, they **must** go to the Cashier to pay their bill **no later than** May 22, 2009 or they will be dropped from class. There are no deferments during Summer Sessions.
- Students will be dropped by the Business office on May 26, 2009.
- Interim grading starts May 19th and ends May 26, 2009.
- Deadline for NO-SHOWS in Banner (x-grades) by May 26, 2009.
- Registrar will drop no-shows on May 29, 2009.
- Verify roster and class attendance by June 1, 2009, after drop/add period. (See schedule)
- Inform students who are not on the roster, so that they will stop attending class. (They will not be re-enrolled or reinstated.)
- Numerous additions to the roster will result in adjustments to your contract that will delay your pay. Contracts will not be adjusted after June 2nd.

Students

- Students must be enrolled in at least six hours in order to be eligible for financial aid.
- Students must adjust their schedule by May 21st.
- X-grades may cause students to lose their financial aid.

IMPORTANT INFORMATION FOR SUMMER SESSION II INSTRUCTORS!

FSU – ALL CAMPUS

TO: Summer Session II Instructors

FROM: Office of Extended Learning &
Summer Sessions

SUBJ: Bill Clearance

Faculty

- Please remind **ALL** students that after they register for a class, they **must** go to the Cashier to pay their bill **no later than** July 2, 2009 or they will be dropped from class. There are no deferments during Summer Sessions.
- Students will be dropped by the Business office on July 7th, by close of business.
- Interim grading ends July 17, 2009.
- Deadline for NO-SHOWS in Banner (x-grades) by July 8th.
- Registrar will drop no-shows on July 9th.
- Verify roster and class attendance by July 6th after drop/add period. (See schedule)
- Inform students who are not on the roster, so that they will stop coming to class. (They will not be re-enrolled or reinstated.)
- Numerous additions to the roster will result in adjustments to your contract that will delay your pay. Contracts will not be adjusted after July 7th.

Students

- Students must be enrolled in at least six hours in order to be eligible for financial aid.
- Students must adjust their schedule by July 2nd.
X-grades may cause students to lose their financial aid.

IMPORTANT INFORMATION FOR DEPARTMENT CHAIRS!

MEMORANDUM

TO: Department Chairs

FROM: Barbara R. Jones
Summer Sessions Coordinator

SUBJ: SUMMER 2009

*If you have cohorts of 8 and above, please request in writing full pay for each instructor per your accrediting agency four weeks prior to each summer session.

*Classes with 5 or less students will be cancelled the day before classes commence, thus allowing those students to register during the drop/add period. This will allow students on financial aid to register for the six hours needed.

*Contracts will be prorated/adjusted for 6 - 9 students in a class three days after drop/add.

*Ensure that more Weekend and Evening College and Distance Education courses are offered to accommodate those who work during the day, or cannot commute to campus every day.

*Remind faculty of office hours during the summer. See Summer Sessions manual at <http://www.uncfsu.edu/summerschool/SummerSchoolManual.pdf>.

*If the course is an approved, independent study, the correct code is IN.

***Please send list of cancelled classes to Cheryl McGhee and Barbara Jones, who will forward to the Registrar.**

IMPORTANT INFORMATION FOR CONTINUING STUDENTS!

MEMORANDUM

TO: Continuing Students

FROM: Barbara R. Jones
Summer Sessions Coordinator

SUBJ: SUMMER 2009

- ❖ Click on Summer Schedule for registration dates, drop/add/withdrawal from the University at <http://www.uncfsu.edu/summerschool/schedules.htm>.
- ❖ All undergraduate students will be required to enter an ALTERNATE PIN number to complete registration. You must contact your advisor to receive an Alternate PIN. You will not be able to register without your ALTERNATE PIN.
- ❖ Check your schedule prior to first day to ensure enrollment.
- ❖ On the first day of class, check with your instructor to ensure that you are on the roster. If you are not on the roster, please register before the end of late registration.
- ❖ Students will not be re-enrolled after being dropped for no-shows or non-payment. Do not contact the Summer Sessions or Registrar's office regarding reinstatements.
- ❖ Students will be required to take at least six (6) per semester in order to be eligible for financial aid for summer sessions.
- ❖ There are NO DEFERMENTS and NO PAYMENT PLANS during Summer Sessions.
- ❖ Pay close attention to section numbers. Face to face courses (sections 01 and up), online courses (D1, D2, D3), Fort Bragg (50, 60, 70), Seymour Johnson AB (80, 90) and Weekend and Evening (44, 45, 46).
- ❖ **CHECK YOUR CAMPUS EMAIL REGULARLY!**

IMPORTANT INFORMATION FOR VISITING STUDENTS!

MEMORANDUM

TO: Visiting Students
FROM: Barbara R. Jones
Summer Sessions Coordinator
SUBJ: SUMMER 2009

1. Complete the Admissions Process (application, official transcript and processing fee). You will receive your Banner ID# from the Admissions Office. (Banner # begins with 830). Visit <http://www.uncfsu.edu/admissions/> for details.
2. To obtain your username and password. Click on the link below. You will need your Banner ID# (83). Write down your username and password or print it. Click here to look up your FSU user account - <http://www.uncfsu.edu/itts/bannerlogininfo.htm>.
3. To access Student Resources, visit <http://www.uncfsu.edu/>. (To access BlackBoard, visit <http://blackboard.uncfsu.edu/>.)
4. Click on banner – registration. Log into banner.
5. Click on Student Registration and Student Detail Schedule.
6. Select appropriate session (Summer I or Summer II 2009 term), then click submit. Be sure to print your schedule.
7. Click on View Fee Assessment at bottom of page to access your bill and pay your bill prior to class. NO DEFERMENTS.
8. No financial aid for special visiting students for the summer.
9. Click on Summer Schedule for registration dates, drop/add/withdrawal from the University at <http://www.uncfsu.edu/summerschool/schedules.htm>.
10. Please go to the Advisement center for advising.
11. Purchase correct textbooks and go to class. Make sure you are on the instructor's roster(s).
12. Pay close attention to section numbers. Face to face courses (sections 01 and up), online courses (D1, D2, D3), Fort Bragg (50, 60, 70), Seymour Johnson AB (80, 90) and Weekend and Evening (44, 45, 46).

CHECK YOUR CAMPUS EMAIL REGULARLY.

COURSE LOAD

In a single session of summer sessions, students must enroll in at least six (6) hours to be considered full-time. The maximum course load is seven (7) in a single session, though students with cumulative GPAs of 3.0 or higher are permitted to enroll in a maximum of nine (9) hours.

COURSE ENROLLMENT DURING SUMMER SESSIONS

Summer Session courses are expected to enroll **a minimum of ten (10) students.** Exceptions to continue a course with fewer students than the minimum enrollment should be based on special circumstances and the recommendation of the Dean.

The decision to continue the course should be coordinated through the instructor by the Department Chair and approved by the Dean. Approval must be received by the Director of Summer Sessions within the first day of class.

NOTIFICATION OF COURSE CANCELLATION

Summer Session courses with fewer than ten students may or may not be canceled. When the decision of the academic department is to cancel the course, the official cancellation must be submitted immediately via email by the Department Chair, approved by the Dean, and forwarded to the Office of Summer Sessions. The Chair should contact registered students of the cancellation.

Upon receiving the course cancellation notice by the Office of Summer Sessions, the University Registrar will remove the course from the official Summer Sessions course scheduling list. This procedure must be completed in a timely manner so that the students affected by the course cancellation may register for another required course, and so that the official registration report can be submitted to the Office of Business and Finance, the Office of Summer Sessions, the Provost and Vice Chancellor for Academic Affairs and the Deans.

DROP/ADD PERIOD FOLLOWING REGISTRATION

After registration is completed, a student's initial registration may be altered during the official University drop/add period or earlier. After the **first** day of class, a decision must be made by the Dean in collaboration with the Department Chair and Instructor about the cancellation of a course from the schedule. The timely cancellation of a course will enable students enrolled in the canceled course to select and register for another course before the end for the drop/add period.

EDUCATIONAL/OFFICE MATERIALS AND SUPPLIES

In the budget for the Summer Sessions Program there are **limited** funds for providing academic and educational materials and supplies. Materials and supplies (educational and office) required to support the Departments, Offices of the Deans, and other Units should be requested by the Deans, Department Chairs or Directors through FSU Central Warehouse and submitted through the Office of Summer Sessions. Requests for Purchases initiated by the Department Chair must be approved by the respective Dean.