

Proposing a May Term course.....**How do I submit a May Term course proposal?**

Course proposals are due in February using an online form on the May Term Moodle site. May Term course offerings may also be included as tentative offerings on the course scheduling forms submitted in January (16 months prior) by department chairpersons.

How will I know if my course is approved to be offered for May Term?

Following review of the proposed courses by the Academic Policies Committee, the Provost's Office notifies each instructor no later than April 15 of the recommended list of May Term offerings. On or before April 15, the Registrar's and Provost's Offices will distribute a list of course offerings to the campus community and soon after will post a roster on my.coe.edu that includes detailed information about each course.

Where do I find the necessary forms to distribute to interested students?

The Provost's Office provides instructors with the requisite forms by 1) e-mail, 2) at the May Term instructor meeting in early Fall Term, and 3) on the May Term Moodle site.

How do I recruit students for a May Term course?

You have some flexibility here, although recruitment should not start until you have received official word that APC has included your course in the list of May Term offerings.

Budgeting for a May Term course.....**How do I determine the course costs?**

Please publish a range for the cost of the trip, where the final cost can be determined later in Fall Term, making sure the cost charged to the student is as close as possible without charging less than is needed to cover what has been promised, since no refunds will be made to the students.

Prior to publishing costs, you will need to estimate the travel costs, boarding costs, housing costs and any additional costs to be incurred by the students, including cost of faculty travel, room, board. You should then determine the range based on high and low estimates and minimum number of expected students.

Will I be paid for teaching a May Term course?

For full-time and adjunct faculty, the course may be counted as one of the six or four courses on load. Compensation and the amount is approved by the Provost's Office.

What is the minimum amount a student must deposit to enroll in the course?

A minimum \$250 is required by the College of students enrolling in May Term travel courses. Instructors may require a larger deposit.

When is the deposit for May Term travel courses due?

Deposits are due October 15 or an earlier deadline established by the instructor.

Who provides my travel expenses?

The College is not responsible for the faculty's travel expenses. Instructors are encouraged to add a fraction of the instructor's travel fees (suggested 1/8 of total cost per student) to the student cost of the course in order to cover the instructor's expenses.

Can a student receive a refund of his/her deposit or course fees?

May Term deposits are refundable only before the deposit deadline established by the instructor or October 15, whichever is earlier. This deposit is refundable only before the earlier deadline or if the course is canceled. Any refund for cancellations by a student is based upon costs actually recoverable by Coe College. Because course costs are based on group arrangements, recoverable costs will not be determined until after the completion of the program.

Are students reimbursed for course costs if the course comes in under budget?

Refunds are never given to students who complete a May Term.

How do I open a May Term account?

When the list of approved course offerings is published, the Business Office automatically opens an account for each May Term course. The account information will be shared with May Term instructors at a preliminary meeting early in the Fall Term.

How do I close my May Term account?

There must be a complete accounting for money used on the May Term course travel. The use of cash advances, traveler checks, travel cards, and credit card charges must be accounted for and approved by the Provost within two weeks of returning to the Coe campus.

When the Business Office balances and closes May Term accounts near the end of the fiscal year (June 30), you will be provided with your account activity. Unspent fees will be used to cover the costs of the May Term Program and **will not** be carried forward to subsequent year's courses or to department budgets.

Registering for a May Term course.....**What is the deadline for students to enroll in my May Term course?**

October 15 or an earlier deadline established by the instructor is the date established for deposits; registration for May Term courses may continue through Spring Term, at the discretion of the instructor, although cancellations are based on October enrollment.

Are students billed for room and board during May Term?

Students on campus for any length of time during May Term are required to submit a housing contract available from Residence Life's Moodle site. Room and Board charges apply to all students enrolled in a May Term course.

What is the minimum enrollment for a May Term course? Maximum?

All May Term international travel courses must have at least seven (7) students enrolled per scheduled instructor; domestic travel courses must have at least ten (10) students enrolled per scheduled instructor. If there are not the minimum number of students who have enrolled in the course and made deposits by October 15, the course will be cancelled. The upper limit should be no more than ten (10) students per scheduled instructor unless there is a compelling reason. The maximum number of participants in the course should be included in your course description.

What is the process for students to deposit and register for May Term courses?

Instructors distribute the *Coe College May Term Agreement for International/Domestic Travel* to students, who then must sign and deliver the form to the Provost's Office where they are given a May Term registration form signed by the Provost to take to 1) the Business Office to place a deposit for the course and, finally, to 2) the Registrar's Office to register for the course.

How will I know who has deposited/registered for my May Term course?

Course enrollments are available to instructors by using the "class list" feature found under the Faculty tab of my.coe.edu. The Provost's office will also periodically provide instructors with a list of students who have submitted May Term deposits and the required forms.

When is the final payment due from students?

Participants in May Term are required to pay in full to Coe College all fees for the May Term course at least one week prior to the trip's departure.

Are graduating seniors allowed to participate in a May Term course?

A graduating senior may participate in a May Term course and will receive his/her diploma following completion of the May Term course instead of at Commencement. Students who want the May Term credit to count towards the undergraduate degree will be considered pending graduates, and, as such, not be listed for any Latin honors.

What if a student chooses to extend his/her stay beyond the scheduled May Term experience?

Students who will be joining the class somewhere other than the point of origin or not returning with the class to the point of origin are required to sign a waiver (May Term Travel Liability form), along with their parents, which releases the College from all liability.

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