

Guidelines for Determining Term of Course Offering

Guiding principles to apply when determining term of offering:

- If the course falls over two terms, attach the course to the term in which the majority of instruction/travel experience occurs.
- With the exception of courses offered exclusively between two terms, the course must be attached to a term in which the educational experience occurs.
 - For example, a course with start and end dates falling during summer term may not be offered as a spring or fall course.
- If the course falls exclusively between two terms, attach the course to the prior term.

Fall semester

- A course that begins after the end of fall semester and ends before the beginning of spring semester should be offered as a fall semester course.
- A course that begins after the end of fall semester and ends after the beginning of spring semester should be offered as a spring semester course.
- A course that begins during fall semester and ends before the beginning of spring semester should be offered as a fall semester course.
- A course that begins during fall semester and ends after the beginning of spring semester can be offered as a fall or spring course. Best practice is to offer the course during the semester/term in which the majority of the course occurs.

Spring semester

- A course that begins after the end of spring semester and ends before the beginning of summer term should be offered as a spring semester course.
- A course that begins after the end of spring semester and ends after the beginning of summer semester should be offered as a summer semester course.
- A course that begins during spring semester and ends before the beginning of summer term should be offered as a spring semester course.
- A course that begins during spring semester and ends after the beginning of summer semester can be offered as a spring or summer course. Best practice is to offer the course during the semester/term in which the majority of the course occurs.

Summer semester

- A course that begins after the end of summer semester and ends before the beginning of fall term should be offered as a summer semester course.
- A course that begins after the end of summer semester and ends after the beginning of fall semester should be offered as a fall semester course.
- A course that begins during summer semester and ends before the beginning of fall term should be offered as a summer semester course.
- A course that begins during summer semester and ends after the beginning of fall semester can be offered as a summer or fall course. Best practice is to offer the course during the semester/term in which the majority of the course occurs.