Following the successful launch of Maymester in 2009 CU Denver (Denver Campus) will again offer a three-week Maymester session at the start of the summer 2015 term. In addition to offering “regular” courses in the condensed format, Maymester could include innovation and multidisciplinary courses that may not currently exist, international education courses, or online courses that have been approved for the Maymester session. Faculty members planning to offer courses that do not yet exist will need to plan ahead and submit course proposals to appropriate curriculum committees and Deans’ offices during the fall semester so that the new courses will be in the inventory when registration for summer begins.

Details:

- **Maymester is a three-week session.** It is one of the summer 2015 terms.  
  - Dates: May 18 – June 4, 2015  
  - Class scheduling days/times:
    - Mondays through Thursdays, three consecutive weeks  
    - No class on Memorial Day, Monday, May 25, 2015  
    - Three possible class schedule times: 8:30 a.m. – 12:20 p.m.; 12:30 p.m. – 4:20 p.m.; or 5:00 p.m. – 8:50 p.m.  
    - Exceptions to timeframe that deviate from these three class schedule periods for Maymester classes must be approved by the Dean’s Office (see the attached request form called Course Time Scheduling Exception Request).  
    - Exceptions that use Maymester dates for non-Maymester courses or courses that deviate from the Maymester dates/days must be approved by the Summer Initiatives Group (see the attached request form called Course Scheduling Exception Request). Submit requests on the “Course Scheduling Exception Requests” to Shelby Shafto by December 1, 2015 (priority deadline). Priority exceptions will be reviewed in December 2015. The final deadline for submitting scheduling exception requests is **February 1, 2015.**  
  - Students living in Campus Village can extend their lease to June 4, 2015. Contact Aimee Leaming at salesdenver@edtrust.com, 303-242-3599 to take advantage of this opportunity.

- **Scheduling** of Maymester classes occurs within each school and college in the Deans’ offices.

- **Regular summer 2015 term classes** (those offered within the 8-week period, June 8 – August 1, 2015) cannot be scheduled during the Maymester timeframe without prior approval. Submit requests to use any of the Maymester dates (May 18 – June 4, 2015, including the weekends) by completing and submitting the “Course Scheduling Exception Requests” to Shelby Shafto by **December 1, 2015** (priority deadline). Priority exceptions will be evaluated by the Summer Initiatives Group by December 10, 2015. Submit final Maymester course scheduling exception requests by **January 14, 2015** for review by February 11, 2015.

- **Online Classes:** Beginning in Maymester 2014, requests will be considered to schedule a class using an online (or hybrid) delivery mode may be reviewed by the school/college. Submit requests on the “Course Time Scheduling Exception Request” to the associate dean in your school/college.

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1 For more information, contact the one or more members of the Maymester Planning Group: Shelby Shafto (Chair), Richard Allen, Meghan Atherton, Joann Brennan, Sarah Carr, Leonard Darnell, Joni Dunlap, Jeff Franklin, Deserae Frisk, Laura Goodwin, Jessica Tharp, Dawn Gregg, Alana Jones, Mary Lovit, Patricia Mckissock, Morag Nairn, Dawn Savage, Sandra Snyder-Mondragon, Donna Sobel, Tamara Southern, Scott Steinbrecher, John Sunnygard, Cliff Young.

2 The regular 8-week summer term will run from June 8-August 1, 2015. Within this session, a variety of meeting patterns are possible (e.g., 4-week classes, 5-week classes, 8-week classes).
• **Maymester Abroad** program proposals must be approved by the department, school/college, and Office of Global Education. The Maymester Abroad proposal process is conducted online. Faculty members interested in proposing Maymester Abroad classes must begin planning their program one year in advance. For more information, please contact Meghan Atherton, Study Abroad Coordinator: [Meghan.Atherton@ucdenver.edu](mailto:Meghan.Atherton@ucdenver.edu).

• To enhance opportunities for **student success** in Maymester courses,
  o Students will be allowed to enroll in **only one** Maymester course.
  o The **drop deadline** will be midnight of the second day of Maymester classes (Thursday, May 21, 2015).

• To aid **faculty members** in **developing** a new course for Maymester or in **converting** an existing course:
  o A **workshop** will be offered through the Center for Faculty Development. It will include hands-on assistance with developing or converting syllabi, tips on structuring class time to optimize learning and minimize fatigue, ways to use technology and other instructional tools, and so on. The sessions will occur during the spring semester.
  o A $500 stipend is available for faculty new to teaching Maymester or a condensed summer course that is 6 weeks or less. To receive the stipend, individuals are required to attend the Maymester workshop and submit a completed syllabus to the Center for Faculty Development.
  o For **more information about the workshop or stipend**, contact Donna Sobel, Director of the Center for Faculty Development: [Donna.Sobel@ucdenver.edu](mailto:Donna.Sobel@ucdenver.edu) or 303-315-3032.

• Faculty members leading **Maymester Abroad** courses (and summer Global Study programs) must attend at two mandatory **Global Study** workshops (topics will be updated and feature experienced faculty leaders). The Faculty Global Study Proposal Workshop focuses on key considerations and design points. The mandatory “Survivor: Travel Study Edition” covers safety and risk management issues. Faculty need only attend the proposal workshop once; Survivor is recommended every year. Lunch will be served at both sessions. For more information about the workshop, contact either: Meghan Atherton, Study Abroad Coordinator, [Meghan.Atherton@ucdenver.edu](mailto:Meghan.Atherton@ucdenver.edu) or Donna Sobel, Director of the Center for Faculty Development, [donna.sobel@ucdenver.edu](mailto:donna.sobel@ucdenver.edu) or 303.315.3032.

• Faculty will be paid for teaching a Maymester 2015 course according to the **summer teaching pay rates/conditions** established in each school and college. For more information, check with your Dean’s office.

• **Important Dates:**
  o **Scheduling** of Maymester classes occurs within each school and college, in the Deans’ offices.
  o **December 1, 2015:** “Course Scheduling Exception Requests” for priority consideration due to Shelby Shafto; [ShelbyShafto@ucdenver.edu](mailto:ShelbyShafto@ucdenver.edu) or 303.315.2567.
  o **January 14, 2015:** “Course Scheduling Exception Requests” for final consideration due to Shelby Shafto; [ShelbyShafto@ucdenver.edu](mailto:ShelbyShafto@ucdenver.edu) or 303.315.2567.