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 2016 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. 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 2016** terms.
  - Dates: May 16 – June 2, 2016
  - Class scheduling days/times:
    - **Mondays through Thursdays**, three consecutive weeks
    - No class on Memorial Day, Monday, May 30, 2016
    - 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 the 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 the request for “Course Scheduling Exception Request” 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, 2016**.
    - Students living in Campus Village can extend their lease to June 2, 2016. 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 2016 term classes** (those offered within the 8-week period, June 6 – July 30, 2016) cannot be scheduled during the Maymester timeframe without prior approval. Submit requests to use any of the Maymester dates (May 16 – June 2, 2016, including the weekends) by completing and submitting the “Course Scheduling Exception Request” to Shelby Shafto by December 1, 2015 (priority deadline). Priority exceptions will be evaluated by the Summer Initiatives Group by December 9, 2015. Submit final Maymester course scheduling exception requests by **February 1, 2016** for review by February 10, 2016.
• **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 appropriate associate dean in your school/college.

• **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 Diego Garcia, Director of Global Education, at Diego.J.Garcia@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 (Tuesday, May 17, 2016).

• To aid faculty members in developing a new course for Maymester or in converting an existing course:
  o **Workshops** will be offered through the Center for Faculty Development. They 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 teaching a new Maymester or a condensed summer course that is 6 weeks or less. To receive the stipend, individuals are required to attend two sessions of the *Teaching Online in Condensed Formats Workshop* and submit a completed Canvas shell to the Center for Faculty Development.
  o For more information about the workshop or stipend, contact Donna Sobel, Acting Director of the Center for Faculty Development: 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. For more information about the workshop, contact either: Meghan Atherton, Study Abroad Coordinator, Meghan.Atherton@ucdenver.edu or Donna Sobel, Director of the Center for Faculty Development, Donna.Sobel@ucdenver.edu or 303.315.3032.

• Faculty will be paid for teaching a Maymester 2016 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 Request” for priority consideration due to Shelby Shafto; ShelbyShafto@ucdenver.edu or 303.315.2567.
  o **February 1, 2016**: “Course Scheduling Exception Request” for final consideration due to Shelby Shafto; ShelbyShafto@ucdenver.edu or 303.315.2567.