

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 93)

23 September 2021

Summer Programs Duties and Responsibilities

I. Purpose

Prescribe the duties and responsibilities associated with the execution of VMI Summer Programs in which academic course credits are awarded. This General Order does not apply to non-academic programs conducted during the summer months, such as athletic camps.

II. Definitions

A. Summer Session (SS). A voluntary, academic session in which numerous course offerings are provided to give cadets the opportunity to meet curricular, scholarship, athletic, or readmission standards by allowing them to earn credit for subjects in which they stand deficient, or by receiving credit for courses in advance of their class. Summer study allows cadets to broaden their education by earning a double major or minor and facilitates transfer from one curriculum to another. Normally, two separate sessions (SS I and SS II) are conducted each summer with each session running approximately five weeks.

SS is operated in a civilian environment, and VMI cadets, graduates of accredited secondary schools, and students in good standing at other colleges may attend. High school students who have been promoted to the twelfth grade and have the written approval of their principal are also eligible to attend.

B. Summer Transition Program (STP). A voluntary, four-week, program for pre-matriculant fourth class cadets designed to improve their academic and physical fitness prior to their matriculation the following August. STP participants take one academic class, participate in physical training, familiarize themselves with the VMI Post, and get to know their fellow classmates.

C. Summer Programs. Academic programs conducted by the Institute during the summer months for which academic course credit is earned by the participants. Examples of Summer Programs include, but are not limited to, summer study abroad programs, the Summer Undergraduate Research Institute, and the Dr. Fred C. Swope Summer Scholars Program. SS and STP are included as Summer Programs unless specifically addressed.

D. Summer Program Directors. A Director is the individual with overall responsibility for a Summer Program, to include the Director of SS and the Director of STP. For Programs in which a Director is not specifically appointed, the cognizant Department/Office head is considered the Program Director for the purposes of this General Order. In addition, the

Director of International Programs is considered the Program Director for all summer study abroad programs for the purposes of this General Order.

III. Responsibilities

- A. Director of Summer Session (DSS). The DSS is a full-time member of the Teaching and Research faculty who is appointed by the Deputy Superintendent for Academics and Dean of the Faculty to have overall responsibility for the delivery of the SS. The DSS receives an administrative supplement paid beginning August 1 of the preceding academic year through July of the year in which DSS duties are performed. DSS duties and responsibilities are as follows:
1. Coordinate with Academic Department Heads to develop the SS course list and instructor assignments.
 2. Coordinate with the Athletic Department and the Academic Department Heads to provide course options for pre-matriculant NCAA athletes in SS II.
 3. Recommend to the Dean the appointment of a Deputy DSS.
 4. Coordinate with the Associate Dean to ensure appointment letters/part-time contracts for salaried, SS instructional and administrative support staff are issued.
 5. Supervise SS support staff including the Deputy and administrative support in the Registrar's Office.
 6. Coordinate academic support services during SS and STP.
 7. Coordinate with Auxiliary Services to develop meal plan options for SS and STP, and the Dining Hall Schedule.
 8. Communicate to the Corps key SS information to include course offerings, registration procedures, and important dates.
 9. Coordinate with the Bursar to ensure all registered SS students have paid all required fees prior to the start of classes; ensure that student late fees are paid.
 10. Arrange any additional logistical and administrative support for SS activities and events as required.
 11. Coordinate with the Office of Assessment and Institutional Research for the distribution and review of SS surveys.
 12. Report annually to the Academic Board on Summer Programs' enrollment, finances, and any issues of interest/concern, normally at the Board's October meeting.
 13. Other duties as may be assigned by the Dean.
- B. Director of Summer Transition Program (DSTP). The DSTP is a full-time member of the Teaching and Research faculty who is appointed by the Deputy Superintendent for Academics and Dean of the Faculty to have overall responsibility for the delivery of the STP. The DSTP receives an administrative supplement paid beginning August 1 of the preceding academic year through July of the year in which DSTP duties are performed. DSTP duties and responsibilities are as follows:
1. Coordinate with Academic Department Heads to develop the STP course list and instructor assignments.

2. Select and train the Director of STP Physical Training and the STP Physical Training Staff.
3. Supervise the Director of STP Physical Training in the delivery of a physical training program for STP participants.
4. Coordinate with the Associate Dean to ensure appointment letters/part-time contracts for salaried, STP instructional and administrative support staff are issued.
5. Select, train, and supervise the STP Counselors; arrange for payment of stipends and room and board with the Bursar.
6. Coordinate STP barracks room assignments with the Commandant's Office.
7. Develop the schedule for and supervise the STP check-in day to include presentations from the following: Chaplain, Commandant's Office, Honor Court Representative, Inspector General's Office, Cadet Counseling, and Recycling Coordinator.
8. Develop the schedule for and supervise the delivery of STP training and recreational activities.
9. Arrange any addition logistical and administrative support for STP activities and events as required.
10. Other duties as may be assigned by the Dean.

C. Summer Programs Office Manager. This is a collateral duty assigned to a member of the Registrar's Office; duties and responsibilities are as follows:

1. Develop, publish, and maintain VMI Summer Session Catalogue on-line.
2. Develop, publish, and process all VMI Summer Program applications
3. Develop and maintain the VMI Summer Programs website.
4. Develop and maintain Summer Programs registration and grading processes through Colleague and Post View.
5. Provide administrative support to all VMI Summer Programs Office; supervise SS administrative support staff.
6. Other duties as may be assigned by the DSS/DSTP.

D. Summer Program Directors. For Summer Programs other than SS and STP, the cognizant directors have the following duties and responsibilities:

1. For Programs in which VMI academic credit will be awarded, ensure all courses are approved and listed in the Academic Catalogue.
2. For Programs being conducted on Post, and the participants are not enrolled in SS, coordinate with Auxiliary Services on meal plan options for participants as applicable.
3. For Programs being conducted on Post, and the participants are not enrolled in SS, coordinate with the Commandant's Office to arrange barracks housing for the participants as applicable.
4. Coordinate with the Associate Dean, and cognizant Academic Department Heads as applicable, to ensure appointment letters/part-time contracts for salaried, Program instructional and administrative support staff are issued as applicable.
5. Ensure cadet/faculty stipends are paid for Program participants as applicable.

6. Arrange any addition logistical and administrative support for Program activities and events as required.

E. Academic Department Heads

1. Develop list of SS and STP course offerings and instructor assignments.
2. Develop list of textbook/learning material requirements in support of planned SS and STP courses for the Bookstore.

F. Associate Dean for Academic Administration and Planning

1. Provide administrative oversight of SS and STP.
2. Issue appointment letters/part-time contracts for salaried, Summer Programs instructional and administrative support staff.
3. In consultation with the DSS, determine which SS courses are cancelled due to insufficient enrollment.

G. Athletic Department

1. Provide summer scholarship information to Financial Aid.
2. Provide the DSTP with a list of matriculating NCAA athletes who will be boarded in barracks with STP students.
3. Coordinate with the DSS to provide course options for pre-matriculant NCAA athletes in SS II.

H. Auxiliary Services

1. Ensure the Bookstore provides required textbook/learning material support for planned SS I/II and STP courses.
2. Coordinate with the DSS to develop meal plan options for SS and STP, and the Dining Hall Schedule.
3. Provide meal service for Summer Program participants who purchase a meal plan.

I. Bursar

1. Coordinate with Financial Aid regarding summer scholarship support.
2. Notify Summer Program participants of due dates for associated fee payment.
3. Ensure all students registered in Summer Programs have paid the required fees prior to the start of the respective Program(s).
4. Ensure all late registration fees are paid.

J. Commandant's Office

1. Hire cadets to serve as the summer guard team in Barracks.
2. Assist the DSTP in the selection of STP Counselors.
3. Ensure Barracks Supervisors are assigned for all periods in which barracks are occupied during Summer Programs.
4. Assign rooms for Summer Program barracks residents.
5. Supervise move-in of Summer Program barracks residents; coordinate room assignments.
6. Provide briefings to all Summer Program barracks residents regarding summer rules and behavioral expectations.

7. Coordinate with Physical Plant to conduct fire drills for Summer Program barracks residents.
8. Supervise the departure of Summer Program barracks residents; conduct post-departure room inspections.

K. Financial Aid

1. Manage all financial aid budgets and coordinate all financial aid awards for Summer Program participants.
2. Certify and coordinate all private loans for Summer Program participants.
3. Award available scholarship funds to eligible Summer Program participants.

L. Infirmary

1. Verify medical acceptance of pre-matriculant NCAA athletes and STP participants prior to the start of SS II/STP classes as applicable.

M. Payroll

1. Check foreign students for taxability and Tax treaties.

N. Treasurer

1. Establish the applicable tuition and fees for all Summer Programs and provide this information to the cognizant Summer Program Directors.

FOR THE SUPERINTENDENT:

John M. Young
Lieutenant Colonel, Virginia Militia
Chief of Staff

DIST:

OPR: