

UNE Summer Session: Student Manual

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Mission Statement:

University of New England's Summer Session is a University wide, collaborative academic initiative established in 2022. The goal of this experience is to offer students the opportunity to expand their knowledge in the Summer Term (May - August).

Find out more about Summer Sessions at UNE on our website: <https://www.une.edu/summer>

Participating UNE Colleges:

Summer Session at UNE includes the work of UNE Online- College of Professional Studies (CPS), UNE College of Arts and Sciences (CAS), UNE College of Business (CoB), and Westbrook College of Health Professionals (WCHP).

Program Learning Outcomes:

In lecture courses, students should be able to:

1. Communicate content concepts and information clearly.
2. Illustrate fundamental laws, theories, and principles of content disciplines.
3. Apply knowledge and critical thinking skills to content problems.

In lab courses, students should be able to:

1. Ask a question or define a problem that can be tested.
2. Hypothesize possible result(s).
3. Plan and/or conduct an investigation individually and/or collaboratively to produce data to serve as the basis for evidence.
4. Analyze data using tools, technologies, and/or models (i.e. computational, mathematical, graphical, etc.) in order to make valid and reliable scientific claims or determine an optimal design solution.
5. Communicate the results by constructing an explanation based on multiple pieces of valid and reliable evidence obtained from a variety of sources (including students' own investigations, models, theories, simulations, peer review) and the assumption that theories and laws that describe the natural world operate today as they did in the past and will continue to do so in the future.
6. Apply scientific ideas, principles, and/or evidence gained from various experiments, as well as other observations and/or research, to provide an explanation of phenomena and solve design problems, taking into account possible unanticipated effects

Key Personnel:

Issue/Topic	Person/Team	Communication
Student issues for any online course (Any student can refer to this team for all non-content related questions including ProctorU issues)	Student Support CPS Pre-Health Team	summersessiononline@une.edu
Questions or concerns related to assignments, due dates, participation and course materials	Course Instructor	Preferred communication can be found in Brightspace per instructor
Questions about UNE resources available for use in online courses and assistance with using RefWorks to write AMA-style citations	Library	Cadence Atchinson catchinson@une.edu
The ITS department at UNE has a 24-hour help desk to assist with any issues that may arise	IT Help Desk:	1-877-518-4673 or helpdesk@une.edu
For any complaint or concern the student has that is outside the bounds of a content-related question, the student should be referred to the program. The CPS Student Support Team will elevate the issue to the proper personnel	Senior Student Support- CPS Pre-Health Team	summersessiononline@une.edu

Payment for Courses:

Concerning finances, payment for our courses is due at the time of registration and there are no payment arrangements or payment plans permitted or discount codes of any kind at this time. Our courses are not part of a degree earning program, and non-matriculated courses are not eligible for federal financial aid via FAFSA. So, you will have to pay out of pocket for our courses, which are per credit and are typically 3-4 credits per course. However, we do have a lot of students that use private loans, usually through Sallie Mae, or are utilizing military benefits to cover the tuition of these courses.

You can reach out to Student Financial Services directly with any questions at SFS@une.edu or by calling (207) 602-2342.

We accept military benefits towards the tuition of our courses. You can find more information on that here: <https://www.une.edu/sfs/veteran-education-benefits>

Tips and Tricks

- It is advised that students plan to spend 5-10 hours a day on course work
- Summer Session courses are content dense and require a healthy time commitment as the course duration is limited and with set due dates.
- Utilize your Brightspace Calendar function to keep track of your assignments and plan your course load over the span of the Summer Session course
- Instructors will have Office Hours posted in their course. Use this time to check in with your instructor and come prepared with content questions.
- Student Support(summersessiononline@une.edu) is able to help with any non-content questions
- Tutoring services are free of charge to all students in matriculated programs or enrolled in the PBPH certificate program at UNE. Current, enrolled students will find the TutorTrac tile on their Okta dashboard. Available help may be by appointment or on a drop-in basis and may be in-person or online via Zoom.
- If you are NOT in a matriculated/PBPH certificate enrollee, please contact summersessiononline@une.edu

Grades

Grade	Points Grade	Point Average (GPA)
A	94 – 100%	4.00
A-	90 – 93%	3.75
B+	87 – 89%	3.50
B	84 – 86%	3.00
B-	80 – 83%	2.75
C+	77 – 79%	2.50
C	74 – 76%	2.00
C-	70 – 73%	1.75
D	64 – 69%	1.00
F	00 – 63%	0.00

Grade Options:

On a transcript, students can receive Letter Grades between A-F for a completed course

Other Grade Options include:

I: Incomplete- which stands only as a placeholder for a granted extension- a proper grade must be input when the policy extension is over (see Extension Policy)

W: Withdraw- done prior to the Withdrawal deadline for a course (see Withdrawal Policy)

Grade Breakdown

The point value of each assignment will be specified in your course syllabi.

Transfer Credits

Check with your intended institution to ensure that the course meets their requirements.

Policies

Academic Integrity

Prior to starting a course a student must agree to the Academic Integrity Agreement located in their Brightspace course.

The Academic Integrity Score is for adaptive release purposes only. Students can not move forward until this is completed. The Academic Integrity Agreement is not part of the final grade and, therefore, is not included in the grading breakdown on the course syllabus.

Completion of this agreement does not count toward the participation policy regulations (see Participation Policy)

Charges of academic dishonesty will be reviewed by UNE. Penalties for students found responsible for violations may depend upon the seriousness and circumstances of the violation, the degree of premeditation involved, and/or the student's previous record of violation. Upon review, if upheld, the charge will result at minimum in a failing grade on the assignment and maximum of dismissal from the course with a failing grade.

Participation Policy

Students who are taking Summer Session courses will be administratively dropped for non-participation if a gradable assignment/discussion has not been submitted prior to Sunday evening at 11:59 PM EST of the first week of the term.

Participation includes any gradable assignment. Course Scavenger Hunt, Academic Integrity Agreement and other non-graded assignments do not count toward the participation policy

A full refund will be given to students who are administratively dropped. Students who do not participate during this time forfeit their rights to be reinstated into the course.

The institution will not monitor attendance after the first week of the session and will not be automatically administratively withdrawing students who stop participating, as after the add/drop period passes the act of withdrawing is a student-initiated practice.

Drop Policy

Payment for each course is due in full at the time of registration. Unsuccessful payment may result in an automatic drop from the course, but the student is still responsible for payment if the drop does not occur.

Students have until 11:59 PM EST on or before their course start date to drop the course.

A course dropped on or before the start date will result in a 100% refund.

A course dropped on or before the start date will not appear on the student's transcript.

Withdrawal Policy

A 40% refund will be given if the course is dropped within the first week.

This will show as a W on the transcript

Students will have until the course is $\frac{2}{3}$ done to withdraw from the course. This will be with no refund and result in a W on the transcript.

Date specifics will be listed on the Registrar Academic Calendar website

After the withdrawal deadline, you will be unable to withdraw from the course. The earned grade will show on your transcript.

Extension Policy

Students may be eligible for an extension at the program's discretion. Students must be in communication with their instructor *prior* to the course end date. The maximum extension that can be granted for a Summer Session course is 7 days, with case by case exceptions.

Accommodations for a Disability

To request an accommodation a student needs to go through the process with our UNE office. If the student has a current/already established accommodation in place with UNE it is the responsibility of the student to notify the program at summersessiononline@une.edu to ensure it is applied properly.

If you need to inquire about a possible accommodation, please reach out to the Student Access Center by calling 207-221-4418 or send an email to pcstudentaccess@une.edu

Military Students

Active military students who receive deployment orders during a course, and are willing to provide a copy of their official orders, are given special consideration

In some deployment situations, a short amount of additional time is warranted to complete the course. In other situations, however, it may not be feasible for the student to continue in the course. You should refer the student to the student service team at summersessiononline@une.edu as they will be able to work with the student and the registrar and/or bursar, if applicable, to work out a fair resolution

We are very grateful for a military student's service, and so UNE offers many policy exceptions for those who are deployed during their course.

We accept military benefits towards the tuition of our courses. You can find more information on that here: <https://www.une.edu/sfs/veteran-education-benefits>

Retaking a Course

If you are retaking a course through UNE online, you will need to let your instructor know at the start of the course.