Summer Session 2027

GUIDEBOOK

Summer Session 2027 Dates	
Session 1	June 28 – July 31
Session 2	August 2 - September 4
Special Session	June 14 – September 18 (*Non-5-week courses; dates vary*)

UC San Diego
SUMMER SESSION

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INTRODUCTION

This guidebook is designed to provide departments and Summer Session faculty with information regarding the Summer Session program. Please note: the content in this guidebook does not supersede University policies or procedures and is subject to change.

The goal of UC San Diego Summer Session is to align summer course offerings with the academic year curriculum to ensure sufficient lower division and major-specific courses are offered so students can graduate in a timely manner. About ninety-eight percent of the 28,000 undergraduate summer enrollments are UC San Diego students.

Students need and appreciate a rich and varied set of offerings in the summer so they can satisfy requirements in their major, as well as meet general education needs. We are interested in increasing course offerings that serve the growing UC San Diego undergraduate student body.

We appreciate your participation and look forward to another successful Summer Session.

Lisa Bargabus

Summer Session Team

Lisa Bargabus, Director lbargabus@ucsd.edu
Paty Macedo, Program Affairs Manager pmmacedo@ucsd.edu
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Mission Statement

The Mission of UC San Diego Summer Session is to provide:

1. Core courses needed by students for graduation from the University of California.
2. Intensive and innovative academic programs not easily offered during the academic year.
3. Opportunities for ladder-rank faculty to teach in areas of student need, and opportunities for lecturers, visitors, and graduate students to teach when appropriate.

Summer Session 2027 Call Letter

ALL ACADEMICS AT UC SAN DIEGO

Call for Course Proposals – Summer Session 2027

Dear Colleagues,

Summer instruction is a vital driver of success for our students, academic units, and campus community. It offers undergraduate students greater access and flexibility to stay on track academically, while bringing in valuable tuition revenue and generating student FTE toward our UCOP enrollment targets. That interest and impact was clear in 2026, with over 13,000 students and more than 28,000 course enrollments. We extend our sincere thanks to everyone who made this possible in 2026 and previous summers.

Looking ahead to Summer Session 2027, your partnership is essential in helping us build a robust and engaging slate of undergraduate courses. As your unit plans its upcoming summer course offerings, please:

1. Be aware that Summer 2027 will be the second year of a two-year pilot of the 50/30/20 Revenue Share Financial Model. Under this framework, Summer Session tuition revenue is allocated as follows: **50% to the offering academic unit/department/College**, which assumes full responsibility for funding its instructional expenses, including instructor and Teaching Assistant (TA) salaries and benefits; **30% to student financial aid**; and **20% to the Campus Budget Office (CBO),** which supplies the funds for the Summer Session Office's operational expenses, the Summer Bridge program, and the Summer Graduate Teaching Scholars (SGTS) program.

2. Remember that courses taught remotely in summer 2027 must have an official R-Course designation. We ask that you **complete this survey of course review priorities** to help us identify course submissions that are still pending review and approval for Summer Session 2027. This survey is intended as a guide to approach the CourseLeaf backlog and address the campus' most immediate needs. The review team cannot guarantee that all course approvals will be approved and integrated with TSS for scheduling in time for summer 2027, but they will try their best. **Please submit your response as soon as possible but no later than December 17th**. The sooner you submit the form, the sooner the review team can identify the courses an academic unit would like to prioritize.

3. Select courses that will maximize opportunities for student success, which include
    a. Courses that have a history of strong student demand in summer. See the Five-Year Enrollment History report.
    b. Courses designated high impact (having high DFW rates, large waitlists, and/or are on critical graduation paths for many students) and a list of the top complexity courses that are offered 2 or fewer times a year (from Curricular Analytics).

4. Consider providing graduate students who have advanced to candidacy the chance to teach summer courses as Associate Instructors. The **Summer Graduate Teaching Scholars (SGTS) program** provides training and support, and this experience can be transformative for a graduate student's career. The SGTS 2027 call letter was sent out on October 2, 2026. **Note that the deadline for SGTS nominations is Monday, November 30, 2026**. The Summer Session team is available to help departments identify and recommend appropriate courses for SGTS

nominees. Departments can schedule an appointment by emailing summer-courses@ucsd.edu.

5. Factor in assessment security and the availability of support for both in-person and remote summer courses:
    a. Refer to the Academic Integrity Office guidance for secure assessment options.
    b. In-person exams may take place in Registrar-scheduled UC San Diego classroom space.
    c. Computer-Based Testing (CBT) is available via the Triton Testing Center.
    d. UC Test Center Network will offer in-person testing (paper or computer based) at UC San Diego or any of the 4 participating UC testing centers: UC Davis, UC Irvine, UC Santa Cruz, and UC Santa Barbara.
    e. Faculty may proctor their own exams on Canvas.
    f. The UC San Diego Digital Learning team is a resource to help faculty design secure assessments for their courses; consultations may be booked through their website. Options for remote proctoring services/software are being explored, and updates will be provided as appropriate.

Summer Session 2027

Session 1:	June 28 - July 31
Session 2:	August 2 – September 4
Special Session:	June 14 - September 18 (Non-5-week courses)

The deadline for departments to submit course proposals is Thursday, December 17, 2026. The Summer Session team will email departments when the ISA is open for course submissions.

If you have questions about the Summer Session program, please:

- Drop by the Summer Session Open House on November 17, 2026 from 10am-11:30am in the DUE Conference Room, Pepper Canyon Hall, 3rd floor, Suite 357, Room 348
- Contact Summer Session Director Lisa Bargabus (lbargabus@ucsd.edu).

I thank you in advance for your help in achieving wide participation in Summer Session 2027, and for your support of undergraduate education at UC San Diego.

Stacey Brydges

Interim Dean of Undergraduate Education

2027 Summer Session - Getting Started

Building the Summer Session program involves a partnership between Academic Affairs, Summer Session, academic departments, the Registrar, and many other units.

The Call Letter to campus is the official notice to faculty and staff to begin the planning and processing steps.

1. The Registrar sets up the enrollment and registration systems for Summer Session 2027.
2. Academic departments log into the Instructional Scheduling Assistant (ISA) to view their classes from last summer or start with a blank slate to propose new courses.
3. Departments propose their classes and faculty appointments in the ISA and submit them to Summer Session for review and approval.
4. Proposed courses are reviewed and approved in December 2026.
5. Academic departments monitor their course proposals in ISA to track what has been approved/denied by summer session.
6. A Preview of Classes is listed on the Summer Session website by Winter break, allowing students to start planning what summer courses to take.
7. Departments schedule days and times for their approved courses within the ISA.
8. Summer Session collaborates with academic departments to hire faculty, schedule classes in ISA/TSS, monitor enrollment, and manage payroll.
9. Departments submit their Summer Session course schedule (Schedule Build) to the Registrar's Office via the ISA.
10. After the Schedule Build is submitted to the Registrar's Office, departments will enter course changes (specifically add/cancel, session change, and instructor change) into the ISA. Changes require Summer Session approval, once summer session approves, departments can then submit a Change Request via ISA (Registrar will review/approve).
11. After enrollment opens, departments will manage waitlists by communicating to students whether new sections of waitlisted classes will be added to TSS.

Summer Session Annual Workflow

October	November	December	January	February	March
Reconciliation of accounts Final payroll payments & corrections Data reporting continues Program planning begins Course Proposals submitted in CourseLeaf	Call for Course Proposals to campus leaders Training for course schedulers Proposed Courses are entered into the ISA	Course proposals due in the ISA Summer Session courses are approved Preview of Classes posted to the Summer Session website Info session for summer success program coordinators Funds transferred to academic departments	Training for AP staff – how to hire instructors Approved Courses scheduled in ISA Schedule Build submitted to Registrar in ISA	Classrooms assigned by Registrar Approved Courses set-up in TSS to prepare for student enrollment Begin sending Faculty Appointment Letters	Courses are available in TSS for students to begin planning for enrollment
April	**May**	**June**	**July**	**August**	**September**
Students begin enrolling in courses	Enrollment management of Waitlists begins Training for AP staff – summer payroll entries Student Fees Assessed	Session 1 Fees Due Session 2 Student Fees Assessed Session 1 Classes Begin	Students: Add/Drop Courses Session 2 Fees Due Faculty Pay Date (Session 1)	Session 2 Classes Begin	ALL Sessions End Faculty Pay Date (Session 2) Final Summer Session Reporting Begins

What's New for 2027

COURSES

- Summer 2027 will be the first summer using TSS for summer enrollment and the Schedule of Classes.
- Consider offering courses with high D/F/W rates and waitlists during the academic year. Refer to the High Impact Course List and Top Complexity Courses Offered 2 or Fewer Times a Year document on the Summer Session website.
- Use intentional preplanning based on 2026 enrollment and waitlists to grow summer 2027 enrollment.
- Departments will continue to use the Instructional Scheduling Assistant (ISA) to schedule Summer Session 2027 courses and use the ISA to submit changes for Summer Session approval (add new classes, change instructors, and requests to cancel courses).
- Reminder to plan ahead – Campus is closed on the following holidays. Please schedule any make-up sessions before courses are posted on the TSS.
    - Friday, June 18th – Juneteenth — Special Session only
    - Monday, July 5th - Independence Day — Session 1 & Special Session
    - Monday, September 6th - Labor Day — Special Session only

UPDATE ON REMOTE MODALITY FOR R-COURSES AND PENDING R-COURSES IN COURSELEAF

The Academic Senate will NOT be making an exception for summer 2027. The office of the Registrar sent out a communication regarding the order of priority in CourseLeaf. Please plan accordingly.

If an R-Course submission is **currently pending** review in CourseLeaf at or beyond the **Registrar Level 1** stage you can add your proposed course in the ISA with a temporary course (ex. HUM 100R). Please add a note for summer session with what stage it is at in CourseLeaf.

EXAMPLE: HUM 100R pending in CL at Registrar Level 1.

Tips for Submitting R-Course Proposals

Please know that there are multiple ways to design a successful R-course. For example, R-courses may be synchronous, asynchronous, or a mix of the two. Similarly, there are many possibilities for assessment of learning in an R-course. Consider what structure may work best for you and the course material and begin the approval process as soon as possible in coordination with your department chair and academic staff.

- Academic Senate advises academic departments to submit their R-Course proposals at least *three quarters* prior to the term you would like to offer the course(s).
- R-Course proposals are submitted via the new CourseLeaf curriculum management system. You can access CourseLeaf at curriculum.ucsd.edu (via your SSO credentials) to begin submitting course approval requests. For help with the CourseLeaf system, refer to the CourseLeaf overview page.
- Staff and faculty can preview the full list of questions you will be asked to address in your R-Course CourseLeaf proposal.
- On the CourseLeaf form, please indicate that you are submitting an R-course approval for an existing course that you already taught remotely in summer.
- Seek guidance as needed. The Digital Learning Team offers workshops and 1:1 consultation with experienced online teaching experts. Please work with their team if you need support.

Please share any barriers you encounter to summer-courses@ucsd.edu so we can provide timely support and communicate with the Senate and Digital Learning teams to improve future experiences.

Options for Proctored Exams for Online Courses

For summer 2027, summer session is working with the Digital Learning Team and The Academic Integrity Office to explore options for proctored exams in remote courses. (More information will be provided soon.)

1. In-person exams in Registrar-scheduled classroom space. Departments should follow guidance from Registrar Scheduling.
2. Online Computer-Based Testing Facility (CBTF) in the Triton Testing Center. Exams must be designed to work on the PrairieLearn platform, so set-up time is required for the initial deployment. Contact the Academic Integrity office for more information.
3. The UC Test Center Network will offer in-person testing at UC San Diego or any of the 4 other participating UC campus testing centers: UC Davis, UC Irvine, UC Santa Cruz, and UC Santa Barbara. More information coming soon.
4. Faculty may proctor their own exams on Canvas. Refer to the Academic Integrity Office guidance for secure assessment options.

Reminder that not all UCSD students stay in San Diego over the summer. Requiring an in-person exam for an online course may limit enrollment in a summer course.

50/30/20 Revenue Share Financial Model will Continue for Summer 2027

Summer 2027 will be the second year of a two-year pilot of the 50/30/20 Revenue Share Financial Model. The 50/30/20 Revenue Share model takes the tuition revenue from eligible Summer Session undergraduate courses and divides it as shown below:

50% Tuition Revenue Goes to the School/Department. Instructional expenses will be funded from this revenue share.

30% Tuition Revenue Mandatory Return-to-Aid (RTA) to meet the required financial aid (RTA) funding.

20% Tuition Revenue Campus Budget Office (CBO) to support summer commitments (Examples: Summer Session office, ITS services for summer students, SGTS, Summer Bridge)

Note that a Summer Session Workgroup is evaluating the impact of the 50/30/20 Revenue Share Financial Model on summer 2026 outcomes and will make recommendations for changes in summer 2028.

Refer to the Financial Model section for more details.

FACULTY

- Faculty compensation model from summer 2026 will continue for summer 2027.
    - 11% AY annual salary to teach a 4-unit course; 5.5% annual salary for 2-unit courses.
    - Instructors can teach a maximum of three courses in the summer period (33% annual salary).
    - Specific Chemistry and Biology wet labs will pay course salaries at 1.5 times the rate of standard courses.
- Continuing for Summer 2027 – Exceptions for reduced on-scale salaries. Senate Faculty teaching courses that do not have enough enrollment to cover instructional expenses can agree to be paid 11% of their on-scale salary

(instead of their full salary). Department Chair/Provost, Senate Faculty member, and School Dean must all agree to the contingent pay exception.

- The Triton Testing Center (TCC) in Pepper Canyon Hall provides a secure space for students with accommodations who need to take paper-based tests outside of the time and space constraints of the classroom. Faculty can also request proctors for in-class exams. See the Academic Integrity website for more information.
- The Summer Graduate Teaching Scholars (SGTS) program is returning to a department nomination process. Details can be found on the Summer Graduate Teaching Scholars website. For questions, please contact Hailey Caraballo, Principal Project Policy Analyst for the Division of Undergraduate Education (hlcaraballo@ucsd.edu).

STUDENTS

- Summer Session per-unit tuition will increase in alignment with the cohort tuition model from UCOP.
    - Undergraduate rate increased from $291 to $305 per unit
    - Graduate and Visiting students' tuition increased from $400 to $418 per unit.
- Continue using ServiceNow to answer student tickets and emails sent to summer@ucsd.edu.
    - Closer collaboration with campus partners to provide better service to our students.
- New initiative coming soon: Handbook for Academic Advising

PROGRAMS

- PATH, Summer Bridge, and Summer Engineering Institute 2027 program details are still pending.
- Global Seminars/ Travel Study will continue in summer 2027. (CARTA will be offered in 2027; details are still pending.)

* Info session for Summer Program Coordinators will be held via zoom on TBD.
For more information, please contact Paty Macedo, Program Affairs Manager (pmmacedo@ucsd.edu).

ADMINISTRATIVE

- Continue serving as subject matter experts on the new TSS project, as well as other ESR projects.
- Keep up with the latest summer news and deadlines in the Summer Scoop, the Summer Session weekly newsletter. Subscribe here using your ucsd.edu email. View past versions of The Summer Scoop on the Summer Session website.
- Summer Session continues to be under the Dean of Undergraduate Education.

2027 Session Dates

All courses offered during the summer term for summer session credit are required to be scheduled in one of the following sessions. These dates are approved by the Office of the Registrar. Summer Session will contact departments by the low enrollment notification dates listed below to determine if a course can move forward. Departments will decide if courses will be cancelled for low enrollment.

5 Week Sessions			
Session Dates		TSS Session #	Low Enrollment Notification
Session 1	June 28 – July 31	6	June 1
Session 2	August 2 – September 4	7	July 6

Special Session (Non-Five-Week Sessions)			
Session (Subterm) Dates	TSS Session # (Subterm)	Number of Weeks in a session	Low Enrollment Notification
September 6 – September 18 *For Travel Study program; includes weekends*	12	2 Weeks	August 9
June 28 – July 17 July 19 – August 7 August 9 – August 28	11 13 14	3 Weeks	June 1 June 1 July 6
August 23 – September 18 *For Rady grad program; includes weekends*	16	4 Weeks	July 6
June 28 – August 21	15	8 Weeks	June 1
June 28 – September 4	10	10 Weeks	June 1
Subterm 90: Please consult with Summer Session regarding the dates below.			
June 14 – July 10	17 (90.1)	4 weeks	May 21
June 14 – July 17	18 (90.2)	5 weeks	May 21
June 14 – August 21	19 (90.3)	10 weeks	May 21
June 14 – August 28	20 (90.4)	11 weeks	May 21
June 14 – September 18	21 (90.5)	14 weeks	May 21
July 6 – July 31	22 (90.6)	4 weeks	June 1
July 12 – August 7	23 (90.7)	4 weeks	June 1
July 19 – August 21	24 (90.8)	5 weeks	June 1
July 26 – September 11	25 (90.9)	7 weeks	July 6

For key dates and deadlines, please refer to the Summer Session website at Summer Session Calendar.

2027 Summer Session Operational Calendar

Note: Calendar is subject to change without notice.
For specific dates, visit the Summer Session website at Summer Session Calendar.
For future summer session dates, visit the Summer Session website at Future Summers.

Date	Courses	Faculty	Students
2026			
September		Reconciliation of accounts Data reporting continues	
October	Submit summer Course Proposals in CourseLeaf	CALL FOR NOMINATIONS: Sent to academic departments for Summer Graduate Teaching Scholars program	
		Reconciliation of accounts continues Data reporting continues	
November	CALL LETTER: Sent from DUE to academic departments for course proposals	Registration deadline for Summer Graduate Teaching Scholars	
December	PROPOSED COURSES: Due to Summer Session using the Instructional Scheduling Assistant (ISA).		
	NOTIFICATION: Departments notified which courses approve/not approved		
	APPROVED COURSE LIST: Summer Session 2027 Preview updated on the Summer Session website		
2027			
January	SCHEDULING: Schedule Build Spreadsheets due to Registrar's Scheduling Office	TRAINING FOR DEPARTMENTS: Visiting Faculty and Graduate Student/Associate Instructor Appointment Files	
		Departments can begin APPOINTMENT FILE SUBMISSION to Interfolio for visiting faculty and to IA System for graduate students/Associate Instructors	

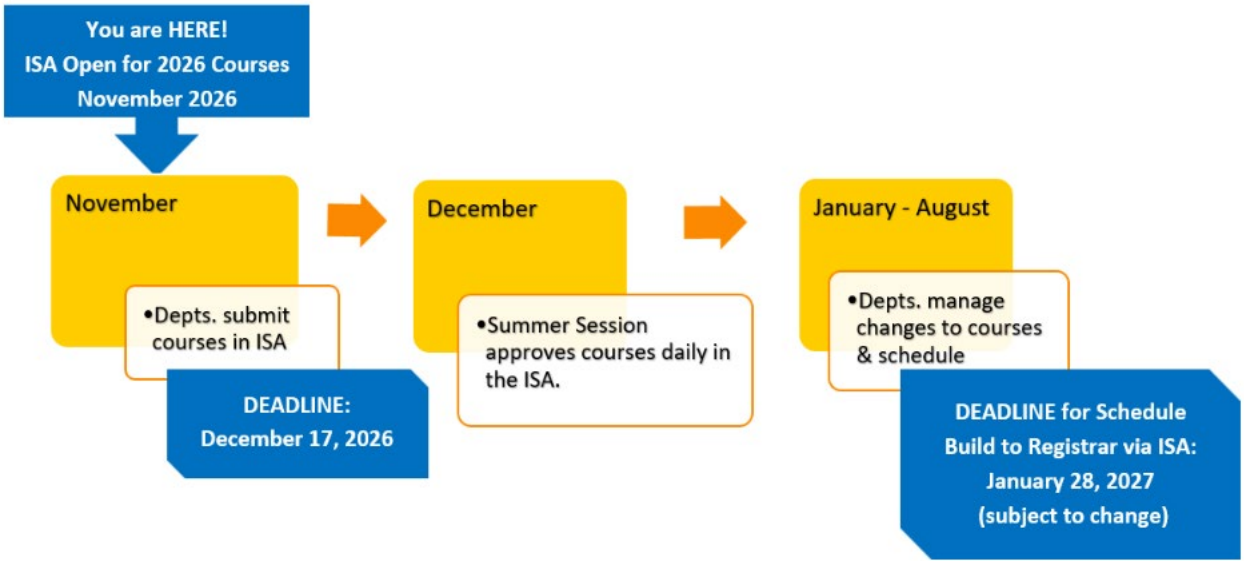
Date	Courses	Faculty	Students
		BEGIN APPOINTMENT LETTERS: Summer Session starts sending appointment letters to UC San Diego faculty.	
		INSTRUCTOR ASSIGNMENT: Due to Summer Session from departments.	
February		Visiting Faculty – Appointment files due in Interfolio	
March	CHANGE REQUESTS: Last day for departments to submit course scheduling changes before the Schedule of Classes is live.	Grad Students (Associate Instructors) – Appointment applications due in IA System	TSS: TSS goes live (view only) for planning.
	WEBSITE UPDATES: Summer Session website links to external Schedule of Classes	Graduate Students must advance to candidacy by the last day of Winter Quarter to teach a summer course	
April			BOOKING WINDOWS BEGIN: Available for UC San Diego students on TSS.
		TEXTBOOK ORDERS: UC San Diego Bookstore - Summer orders are due.	
	BOOKING WINDOWS OPEN FOR UC SAN DIEGO STUDENTS: On TSS WAITLIST BEGINS: For all Sessions.		
	BOOKING OPENS FOR NON-UCSD STUDENTS: On TSS		
May		TRAINING FOR DEPARTMENTS: Payroll (UCPath) entries for Instructors of Record and Associate Instructors	
			FINANCIAL AID begins packaging awards for enrolled students

Date	Courses	Faculty	Students
		Associate Instructor applications in IA System must be pending review at Division of Graduate Education and Postdoctoral Affairs (GEPA)	
June	*Juneteenth Holiday – Friday, June 18, 2027 - Campus closed. No class meetings.*		
		SESSION 1 & SPECIAL SESSION: Low Enrollment Notification	
	COURSE CANCELLATION: Session 1 - Course cancellation by department/faculty, or Summer Session		
			Session 1 FINANCIAL AID DISBURSEMENT:
			WAITLIST SUSPENDED: For Session 1 enrollment
			TUITION & FEE PAYMENT DEADLINE – Session 1 & Special Session
			ENROLLMENT CANCELLATION: For Session 1 and Special Session due to non-payment WAITLIST RESUMES: For Session 1 enrollment
	Session 1 Begins – June 28, 2027		
July	*Independence Day Holiday – Monday, July 5, 2027 - Campus closed. No class meetings.*		
			WAITLIST ENDS: For Session 1 enrollment
			COURSE REFUND DEADLINE: Session 1
		SESSION 2 & SPECIAL SESSION: Low Enrollment Notification	
	COURSE CANCELLATION: Session 2 - Course cancellation by department/faculty, or Summer Session		SESSION 1 DEADLINE to CHANGE GRADING OPTION and DROP A CLASS WITHOUT a 'W' posted to transcript

Date	Courses	Faculty	Students
		PAYROLL ENTRIES: Session 1 payments due in UCPath	
	SET: Student Evaluation of Teaching Forms Submission for Session 1		SESSION 1 DEADLINE to DROP A CLASS WITH a 'W' posted to transcript
			Session 2 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts
	FINAL EXAMS: Session 1 posted to the TSS		WAITLIST SUSPENDED: For Session 2 enrollment
	eGrades: For Session 1 open for initial submission		TUITION & FEE PAYMENT DEADLINE – Session 2
	Session 1 Final Exams	MONTHLY PAYDATE: Session 1	ENROLLMENT CANCELLATION: FOR Session 2 due to non-payment WAITLIST RESUMES: For Session 2 enrollment
	eGrades: Session 1 open for initial submission		
		Session 1 Ends – July 31, 2027	
	Session 2 Begins – August 2, 2027		
	eGrades: Session 1 closed for initial submission. Open for grade changes after 24 hrs.		
			WAITLIST ENDS: For Session 2 enrollment (pending Registrar approval)
			COURSE REFUND DEADLINE: For Session 2
			SESSION 2 DEADLINE to CHANGE GRADING OPTION and DROP A CLASS WITHOUT a 'W' posted to transcript

Date	Courses	Faculty	Students
		PAYROLL ENTRIES: Session 2 payments due in UCPath	
	SET: Student Evaluation of Teaching Forms Submission for Session 2		SESSION 2 DEADLINE to DROP A CLASS WITH a 'W' posted to transcript
	FINAL EXAMS: Session 2 posted to TSS		
September		MONTHLY PAYDATE: Session 2	
	eGrades: Session 2 open for initial submission		
	Session 2 Final Exams		
	Session 2 Ends – September 4, 2026		
	eGrades: Session 2 closed for initial submission. Open for grade changes after 24 hrs.		
	Labor Day Holiday – Monday, September 6, 2027 - Campus closed. No class meetings.	Data reporting begins.	
		Payroll audit begins.	
October		PAYROLL ADJUSTMENTS/CORRECTIONS: Department final deadline to make UCPath adjustments/corrections to Summer Session payroll account (All Sessions)	

COURSES



Dates are subject to change as needed for TSS integration.

Please see the "What's New" section here for more information about remote modality for summer 2027.

Scheduling courses for Summer Session follows a different process than Fall, Winter and Spring Quarters.

- Academic departments are encouraged to propose courses that are required for their major and will help students meet time to degree.
- Courses that have high DFW, waitlist, and/or are on critical graduation paths for many students.
- Summer Session, the Registrar, and Academic departments work together to build the Summer Session schedule of classes.

Course Proposal Process

Departments will submit proposed courses to Summer Session using the Instructional Scheduling Assistant (ISA).

Instructional Scheduling Assistant (ISA)

What is the ISA?
The ISA is a web-based application for departments, divisions and units to improve the class scheduling process. The ISA was developed as part of the process of improvement effort across campus.

Who can use the ISA?

- Department schedulers use the ISA to schedule their Fall/Winter/Spring and Summer Session courses.
- Departments & faculty can use the ISA to manage instructor scheduling preferences and teaching acknowledgements.

Getting Started with the ISA
The ISA is available to all departments and programs at the following link: ISA Instructional Scheduling Assistant

Training documentation is available within the ISA in the upper right-hand user menu.

Additional Resources
ISA Knowledge Base Articles

ISA training events and videos can be found here:
Training & Demos : For additional support, please contact Erik Winter-Villaluz at ewinterv@ucsd.edu.

1. Summer Session will email departments from the ISA, along with the course scheduling documents listed below:
    a. Summer Session Guidebook 2027
    b. ISA Summer Session Guide 2027
    c. Five-Year Enrollment History Report in Tableau
        i. Log-in with your UCSD Active Directory credentials.
        ii. Use the filters at the top of the report to view enrollments for a specific department or course.
        iii. Note that this report uses Third-Week Census Data. Cross-listed courses are listed separately.
2. Courses that were proposed to Summer Session within the ISA in 2026 are already in the ISA. Departments can use the ISA to modify their 2026 Proposed Courses as needed to create their Summer Session 2027 proposed course offerings. (Historically, 90% of Summer Session courses repeat.) Please use the Course Planning & Management Documents to help plan your summer course offerings.

3. Departments will use the ISA to submit their proposed courses to Summer Session by **December 17, 2026.**
    a. Note the ISA will prompt you to acknowledge that your Department Business Officer (formerly "MSO") and Department Chair (Academic Departments), Provost (College Programs), or Divisional Dean (Interdisciplinary Programs) have endorsed your proposed courses. Email notifications will be sent accordingly when courses are approved by Summer Session.

Tips for Successful Summer Session Courses
- "Topic" required for special topics classes. (Ex. MUS15 "History of the Beatles")
- Sub term is required for classes scheduled in Special Session. (Refer to 2027 Special Session dates.)
- Courses with waitlists in Fall, Winter, and Spring quarters should be offered in Summer Session.
- Five-Year Enrollment History Report to identify courses with high student demand in summer.
- Offer courses on the High Impact Course list, or the list of Top Complexity Courses Offered 2 or Fewer Times a Year.
- Make sure to publish a course description in the Course Catalog.

4. Proposed Summer Session 2027 courses will be approved in December 2026.
    a. Criteria for course selection should include enrollment history and programmatic need.
    b. If a course has a history of low enrollment, departments are asked for a plan of how they will increase enrollment to cover the instructional expenses of the course (instructor and TA/Tutor/Reader payroll expenses).
        i. Departments have the authority to run critical courses at a deficit when the revenue from larger classes can offset the losses.
5. After Summer Session approves proposed courses, academic departments will log into the ISA to see which courses have been approved and denied.
6. A preview of approved Summer Session 2027 courses will be listed on the summersession.ucsd.edu website by December 18, 2026.

7. The Academic Departments work directly with the Registrar's Office on scheduling meeting days, times, and locations. Note that the Registrar-Scheduling deadlines are subject to change due to TSS integration issues.
    a. Once all the course information is finalized in the ISA, departments will use the Schedule Submission Wizard in the ISA to submit schedule to the Registrar's Office by January 28, 2027.
    b. Any changes to courses (additions or cancellations), sessions, or instructors must be approved by submitting the change to Summer Session in the ISA.
8. The Registrar's Office will send out "The Last Look" March 10, 2027. Any requests for changes to the schedule must be made by March 12, 2027 for the change to be reflected when the TSS goes live. (Dates are subject to change pending TSS integration.)
9. The TSS will go live on March 18, 2027. Student Enrollment begins on April 12, 2027 via WebReg for current students. Enrollment for new incoming and visiting students opens on April 19, 2027. (Dates are subject to change pending TSS integration.)

    Note: After enrollment begins in April, it is more difficult to make changes to the days and times of a course. Students will already be enrolled in courses, which means extra steps are required because the course may need to be cancelled, and students will need to reenroll in the new course.

Required Course Information

Instructor	Faculty name and PID
Course Title and Description	All proposed courses must be previously approved by the Academic Senate - EPC and listed in the UC San Diego General Catalog. If a new course is proposed, a Request for Course Approval form must be submitted and approved by EPC prior to submitting a course to Summer Session. A course subtitle must be provided for special topic courses.
Classroom Scheduling	For in-person instruction, if a specific classroom is needed for a course, be sure to include this information for the Registrar. If actual enrollment exceeds the size of the classroom, the Office of the Registrar will search for a larger classroom. If a classroom is needed for a discussion or review session, it must be requested in the ISA. Delivery Mode in the ISA & TSS indicates if a course will be delivered via remote instruction. Course scheduling must follow meeting guidelines as outlined in the Course Approval Form. Course Approval Forms are set up for 10-week terms only. Please adjust your meeting schedule to be in compliance with the required meeting hours. Faculty are encouraged to check TSS for up-to-date scheduling changes.
Final Examinations	Final examinations must be given outside of the regular classroom time in accordance with the EPC course approval. Final examinations must not be held on the same day as the last class meeting per Academic Senate regulation. The Office of the Registrar assigns final examination periods. The schedule is available on TSS when enrollment begins, however the classroom location for in-person final examinations is not posted until one-week prior to the exam date.
Course Calendar	For Summer 2027, Special Session courses must follow the date options listed under Special Session. Independent study courses can be offered in any session. Please note: Five (5) week courses are NOT considered Special Session.
Enrollment Limit & Prerequisites	If enrollment limitations are required, they MUST be designated in the ISA. All students are screened for course prerequisite and class level requirements. Visiting students must obtain departmental preauthorization in order to enroll in upper-division courses or courses with prerequisites.
Waitlists	Waitlists are created when student enrollment exceeds classroom capacity, or if a course has limited enrollment. Departments need to monitor waitlists for their courses. Departments contact Registrar for larger classroom space to accommodate growing class sizes.

Course Materials/Textbooks	The UC San Diego Bookstore will contact departments in April for course material and textbook requisitions. This allows the bookstore to research titles as necessary, seek as many used copies as possible (including student Buy-Back during finals), work with publishers to lower textbook costs, and resolve out-of-print problems. The Bookstore wants students to have their course materials when they are needed, so please submit course materials adoptions as early as possible. Contacts: Course Materials Buyer, textbooks@ucsd.edu MyReader Coordinator, custom@ad.ucsd.edu, Course Materials | UC San Diego Bookstore
Instructional Support (Teaching Assistant /Tutor/Reader)	Departments will use their revenue share (50% of tuition revenue) to fund instructional support for all Summer Session classes (TAs, Tutors, and Readers).
Computer Time/ Lab Facilities	More information is available through ServiceNow at https://support.ucsd.edu/its
Media Services	Order services and equipment through ServiceNow at https://support.ucsd.edu/its
Course Supplies and Expenses	Funds for course supplies and expenses are block-funded to departments. Please request an allocation from your department Business Officer.
Course Materials Fees	See information on PPM 120 – Instruction, Procedures Related to Faculty. Course materials are defined as materials, supplies, tools, or equipment, which are consumed, retained or used by the student, or other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student. Miscellaneous Student Fees, Service Charges, and Deposits must be approved by the Course Materials Fees Committee.
Canvas	Canvas is the primary tool for remote teaching and classroom management. Canvas class sites also integrate with other technology products, such as Zoom and Kaltura. Support is available through Educational Technology Services at canvas@ucsd.edu or 858-822-3315.
Teaching + Learning Commons	The Teaching + Learning Commons provides strategies and resources for teaching in-person, remote, and online instruction. Learn more at For Educators.

Summer Session Definitions – Closed and Proposed Courses

Closed Courses

Closed Courses are courses that are not included in the financial allocation to departments to offset the cost for offering the course. A Closed Course refers to its funding, not its enrollment restrictions. (ex: EDS 289C)

Proposed Courses

Proposed Courses require Summer Session approval to be offered in the upcoming summer terms. Not to be confused with Course Proposals, which are submitted in order to get courses approved by the Academic Senate.

Special Studies 97-99 and 197-199

Special Studies courses 97-99 and 197-199 help students learn about subjects not taught in regular classes. Students are engaged in field, lab, and library research. Summer Session approval is not required for any Independent Study types of credit. Instructors are not entered into payroll for this type of appointment.

To streamline the enrollment process, Summer Session aligns with campus and directs students to submit Special Studies applications online via TEA (Tuition Enrollment Authorization).

Special studies submission and processing instructions for students, staff and faculty can be found at: https://advising.ucsd.edu/students/courses-enrollment/easy-requests.html.

Standard Summer Session Teaching Times

2 Days Per Week	
MW	8–10:50 a.m.
MW	11–1:50 p.m.
MW	2–4:50 p.m.
MW	5–7:50 p.m.
MW	6–8:50 p.m.
TTh	8–10:50 a.m.
TTh	11–1:50 p.m.
TTh	2–4:50 p.m.
TTh	5–7:50 p.m.
TTh	6–8:50 p.m.

4 Days Per Week	
MTWTh	8–9:20 a.m.
MTWTh	9:30–10:50 a.m.
MTWTh	11 a.m. – 12:20 p.m.
MTWTh	12:30–1:50 p.m.
MTWTh	2–3:20 p.m.
MTWTh	3:30–4:50 p.m.
MTWTh	5–6:20 p.m.
MTWTh	6:30–7:50 p.m.
MTWTh	8-9:20 p.m.

Important Dates for 2027 Summer Session Courses

Proposed Courses are due to Summer Session.	December 11, 2026
Summer Session will notify departments of approved courses.	December 18, 2026
Summer Session Deadline for Schedule Build submitted to Registrar's Scheduling office via ISA.	January 29, 2027

See the 2027 Operational Calendar for other course-related deadlines.
Note that dates are subject to change.

Course Change Requests

All Summer Session course changes will be entered into the ISA (Instructional Scheduling Assistant https://instructionalscheduling.ucsd.edu/). Summer Session will use the ISA to keep a master course and instructor list for payroll. Registrar will use the ISA to confirm Summer Session approval of new and cancelled courses.

How to request course changes?

1. Follow the chart below based on the type of course changes:

Request Type	How to submit changes?
New Course Offering	Step 1: Dept. submits a new proposed course in the ISA. Step 2: Summer Session reviews & approves new proposed course. Step 3: Once a new proposed course is approved, dept. adds a new class to the Schedule of Classes.
Cancellation of Class ***NEW:** *If Graduate or SGTS are assigned to teach, you must CANCEL the appointment in the IA System FIRST. Once it has been cancelled, you can submit the course cancellation in ISA.*	Step 1: Dept. submits a Cancellation Request in ISA. Step 2: Summer Session reviews & approves cancellation. Step 3: Once cancellation is approved by summer session, department can submit a "change request" (to process a remove section request) via the ISA. ***Note: If **enrollment** has already begun, depts must set the section to Waitlist Only and attest the students have been notified before they can submit the change request.
Change Session of Class	Step 1: Follow the steps above for Cancellation of Class. Step 2: Follow the steps above for New Course Offering.
Change Instructor Name	Step 1: Dept. updates the instructor's name in the ISA Step 2: Summer Session will manage payroll and appointment letter process for the new instructor and cancel appointment for the previous instructor (if applicable). Step 3: Once instructor has accepted appointment to teach and is "active" in the system and approved by Summer Session, department submits a change request for Registrar to update the instructor's name on the Schedule of Classes.
Schedule Change (ex: days, times, location)	Dept. department can submit change request via ISA.
Change Instruction Modality in-person ⟹ remote Remote ⟹ in-person	If depts need to change modality, the course needs to be cancelled (and notify students). A new proposed course will need to be added for summer session approval. *Note: After enrollment begins, remote courses cannot be changed to in-person instruction.*

Daily review - Summer Session reviews changes in ISA that impact PAYROLL – Session, instructor name, add/cancel course. Departments will see status updated in ISA.

For additional details, please see the ISA Change Management document on the Summer Session website (updated in January).

Cancelling a Course

Summer Session may cancel courses for low enrollment. When determining whether to cancel a course due to low enrollment, please consider the following questions. If the answer to each question is NO, then the sooner Summer Session cancels the course, the more time faculty and students must make other arrangements.

1. Is there an obvious reason for enrollment to be low by the first week of May?
2. Is there something special that may increase enrollment?
3. Is this course part of a sequence and students are waiting to complete another course?
4. Is the course cross-listed and students have enrolled in the other course?
5. Is my department or the faculty going to do something special to recruit more students?

If the answer is NO to the five questions listed above, you may want to move forward with the following procedure to cancel a course or contact us at summer-courses@ucsd.edu.

1. Department – Please request course cancellation in the ISA, using the appropriate cancellation reason. *(If the instructor is a graduate student, you will need to cancel their application in the IA System FIRST. Once the application is cancelled, please request course cancellation in the ISA.)
2. Summer Session reviews “special” cancellation request.
3. Summer Session marks cancellation approved in the ISA.
4. Department - Lowers enrollment limit to 0 to stop additional students from enrolling into the course.
5. Department - Contacts enrolled students to notify them of cancellation and provide “Of Related Interest” courses to students to encourage them to select another course.
6. Department – Submits cancellation change request to Registrar-Scheduling via ISA.
7. Registrar – Confirms cancellation in ISA and cancels course in ISIS.
8. Summer Session - Sends a cancellation letter to the faculty to cancel the teaching appointment.
9. Department - Cancels the faculty payroll appointment in UCPath (if already created).

Questions about course proposals or course scheduling?

Email summer-courses@ucsd.edu.

INSTRUCTORS

Instructor Hiring Process

Summer Session procedures for hiring faculty differ from the academic year. Instructors are hired "by agreement," and open recruitment is not required for Summer Session appointments. However, Summer Session instructors must adhere to UC San Diego Academic Personnel policy. To verify that an instructor is eligible to teach in Summer Session, please refer to Academic Personnel Manual (APM) 661 and APM 662.

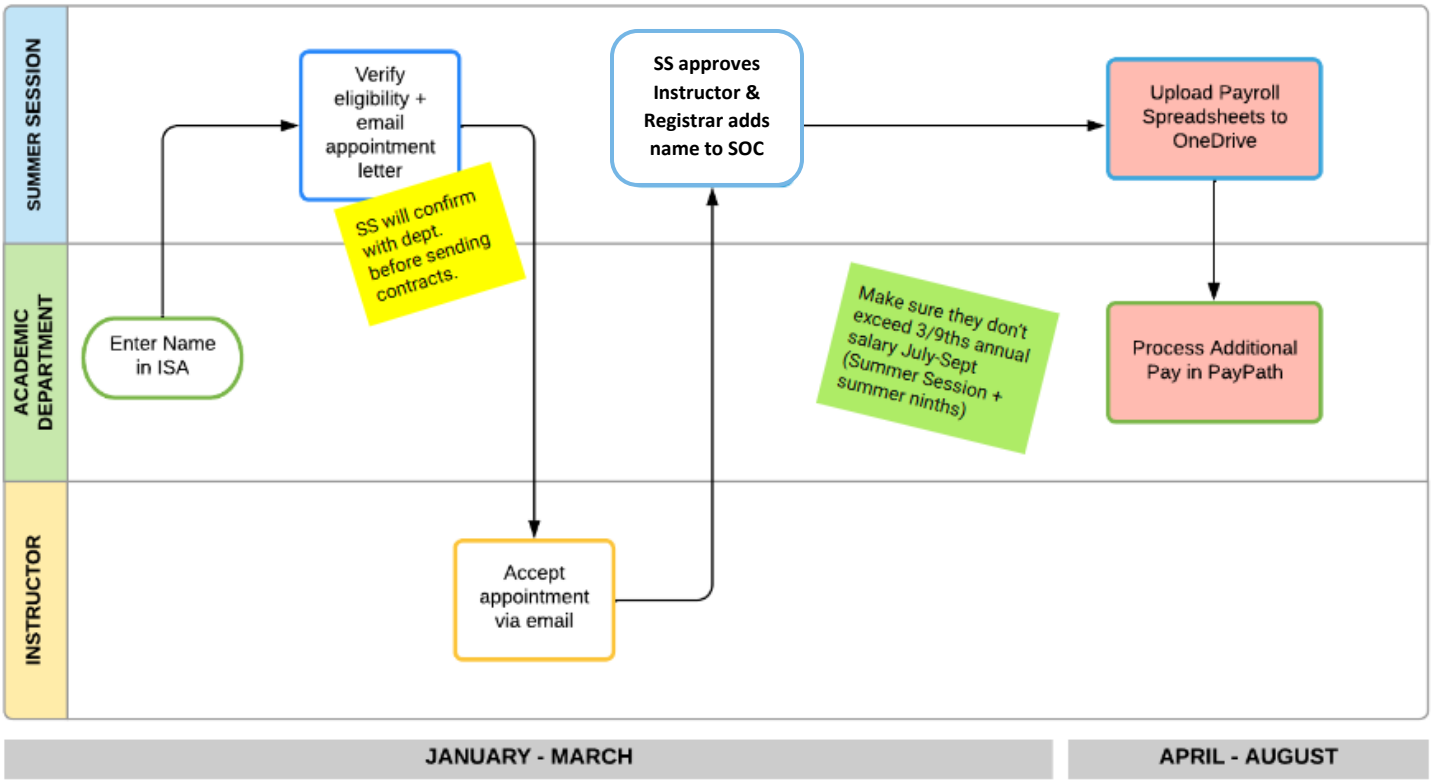
One Summer Session course - 50% appointment
Two Summer Session courses during the same Session - 100% appointment

Maximum summer compensation allowed is 33% annual salary.

Summer Session processes faculty appointments in three groups:

1. UC San Diego faculty and lectures who have active teaching appointments during the current academic year.
2. Graduate Students who will teach Summer Session courses as Associate Instructors.
3. "Visiting" Instructors, which include:
    a. UC San Diego faculty who do not have active teaching appointments at UC San Diego during the 2026-2027 academic year (Ex. Recall appointees).
    b. UC San Diego staff who do not have teaching appointments. (Postdocs, Researchers, etc.)
    c. Lecturers or Professors from other Universities and Institutions.

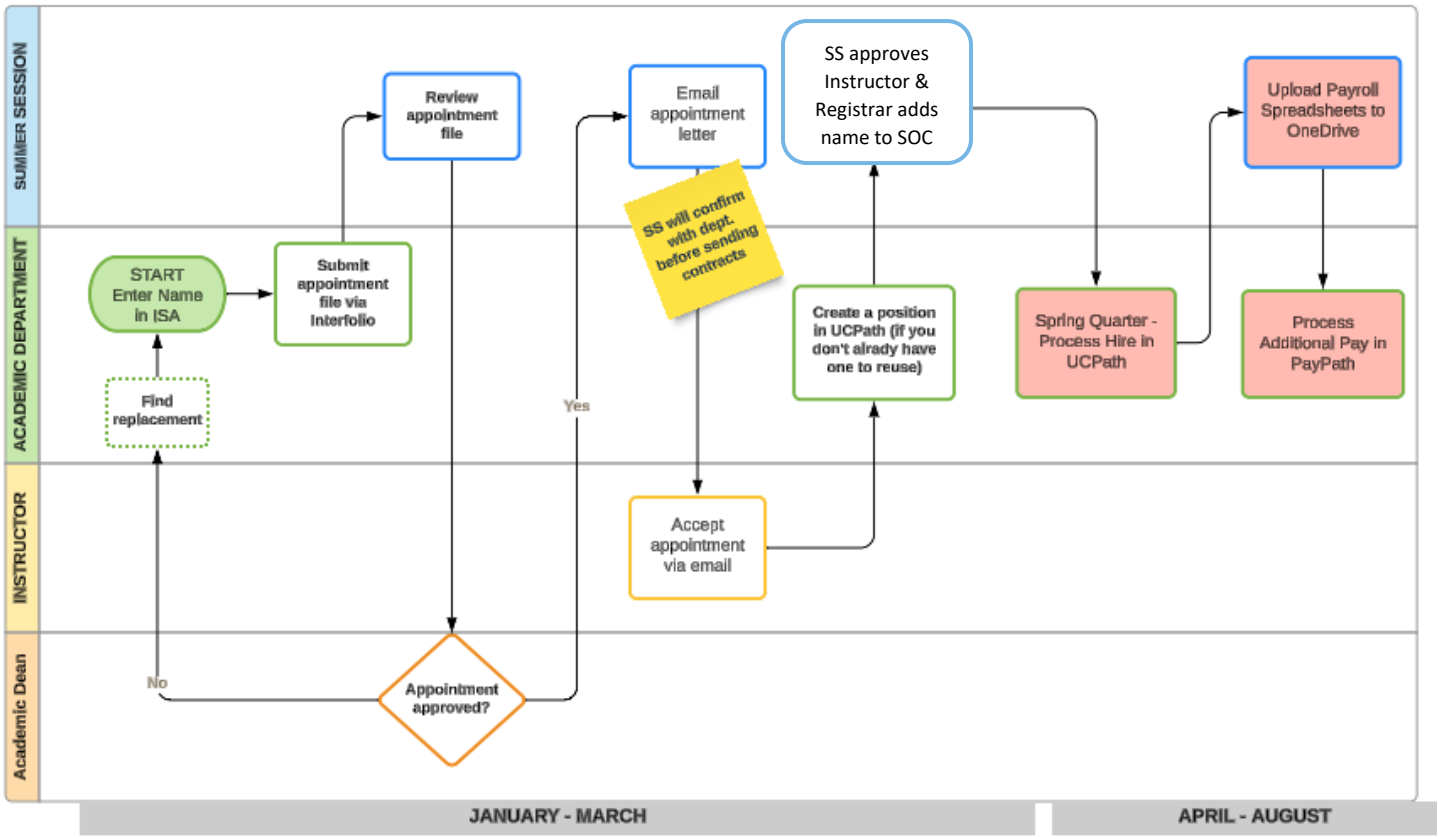
How to Hire UC San Diego Faculty & Lecturers



Summer Session will begin hiring current UC San Diego Faculty and Lecturers in January 2027.

- The Department Chair or College Dean must endorse each faculty member to teach Summer Session courses.
- Summer Session is responsible for creating and emailing all faculty appointment letters, copying the Department Business Officer. The appointment letter will state the terms and conditions of the teaching appointment.
- Appointment letters will be uploaded to OneDrive site, https://go.ucsd.edu/3cPRUEF.
- Each faculty member will accept his/her teaching appointment via reply email to summer-payroll@ucsd.edu. Faculty will not be permitted to teach until Summer Session receives an acceptance email.
- Faculty names will be added to the TSS after Summer Session receives an appointment acceptance email.
- Departments must hire all Lecturers on a 1550 Lecturer in Summer Session appointment in UCPath.
- Payments will be processed via mass upload in July/August. For more information, please see the Faculty Compensation section of the Guidebook.

How to Hire Visiting Lecturers & Non-Teaching UC San Diego Staff



Summer Session will begin hiring Visiting Lecturers and Non-Teaching UC San Diego Staff in March 2027.

DEADLINE: Submit appointment files via Interfolio by May 7, 2027.

- All visiting lecturers, Emeriti, and UC San Diego staff who do not have teaching appointments (Researchers, Postdocs, etc.) must be approved to teach. Visiting lecturers who have taught previous summers require a new appointment file and academic approval.

- Please consult with Scholar Services at the International Services and Engagement Office before proposing an international instructor. International visiting instructors must hold appropriate visa status to be eligible for payment. All offers of appointment are contingent upon documentation of employment eligibility in compliance with the Immigration Reform and Control Act of 1986. An instructor cannot teach on a tourist visa. Please note that late visa applications sometimes result in the instructor not being able to teach in Summer Session.

    - Visiting instructors are encouraged to initiate their visa applications well in advance of the start of Summer Session, preferably as soon as their course has been approved.

- If you have a graduate student on a visa who is graduating in Spring 2027 and plans to teach Summer Session as a Lecturer, please allow sufficient time for their EAD card to update to F1-OPT status. A Session 2 teaching appointment is recommended (instead of Session 1).

- Postdocs or project scientists who are hired on H-1B, TN, or E-3 visas are not eligible to teach Summer Session courses. These types of visas are job-specific, which means that teaching a Summer Session course would require amending the terms of the visa at significant cost to UC San Diego. Please consult with the Scholar Services at the International Services and Engagement Office before submitting an appointment file for an international postdoc or project scientist.

- UC San Diego fiscal year academic and staff employees must follow Academic Personnel guidelines for teaching Summer Session courses. Per APM-661, an exception memo must state how the employee's percentage of time will be reduced so that a Summer Session appointment will not cause him/her to exceed 100% appointment.

Teaching in Summer Session is a great way for fiscal year employees to gain teaching experience at UC San Diego. However, reducing a fiscal year appointment may affect an employee's benefits, retirement, and service credit. Summer Session recommends consulting with HR to understand the pros & cons of reducing a fiscal year appointment before accepting a Summer Session teaching appointment.

- The documentation required in the Summer Session Appointment File depends on the faculty type and academic year title code of the proposed lecturer.

- Appointment files must be submitted via Interfolio. All departments will use the Summer Session Appointment template. An Interfolio job aid for Summer Session appointment files is available on the AP Interfolio SharePoint Site.

- Be sure to include a copy of the SB 791 Misconduct Disclosure Clearance email notification in the Interfolio file for the following summer instructors:
  - Instructors who are 100% new to UCSD
  - Instructors being appointed into a department in which they have not been previously appointed
  - Instructors who taught last summer but not in the current academic year
  - Instructors who are being appointed into a new title (GSRs and TAs can go back and forth between titles without having to do a new disclosure)

- Summer Session is responsible for creating and emailing all instructor appointment letters, copying the Department Business Officer. Each appointment letter will state the terms and conditions of the teaching appointment.

- Appointment letters will also be uploaded to the Summer Session OneDrive site at https://go.ucsd.edu/3cPRUEF.

- Instructors will accept their teaching appointment via reply email to summer-payroll@ucsd.edu. Instructors will not be permitted to teach until Summer Session receives an acceptance email.

- Departments will create a position and hire the visiting lecturer in UCPath, without entering the payment amount. Summer Session compensation will be entered as additional pay via PayPath, and that transaction

will happen later in the summer (July and August) with guidance and compensation details from Summer Session. For more information, please see the **Faculty Compensation** section of the Guidebook.

Canvas – Early Access for New Instructors

In a remote learning environment, it is critical that Canvas course sites are published for students to access when classes begin. Delays in getting new instructors approved and hired in UCPath causes delays in getting access to campus systems. As a workaround, the Canvas team has agreed to grant early access for new instructors, so that they can create their class sites before they are fully processed in payroll. Contact the Canvas team at canvas@ucsd.edu.

- Faculty names will be added to the TSS after they accept their teaching appointment, and their appointment is active in UCPath and ISIS.

- Visitors not holding any other UCSD appointment must be separated at the end of their Summer Session teaching appointment.

Remote Teaching Outside of California

Instructors Teaching Remote Courses Outside of California (Remote or Online "R" Courses)

Teaching outside of California means that taxes are different. Departments will need to be sure that the taxation is set-up properly in UCPath (not subject to CA tax withholding). They may be subject to state income tax in the state where they are working. You may use the following language while onboarding:

> If you are fulfilling your duties remotely from outside of California, you will need to complete a temporary remote agreement and may want to consult a tax advisor to determine your tax liability for the state in which you are working.

Summer Session instructors must teach remote courses within the United States.

There are significant risks to the University of California with allowing employees to work from an International location even for a brief period of time. See Blink for more information.

Visiting Instructors – Cases requiring special handling.

Considerations for International Faculty

Visiting International faculty requires different handling.

The program allowing appointees to work internationally with temporary work agreements expired in December 2021 and will not be continued. All International faculty must teach within the United States.

Visiting International faculty traveling to the United States to teach in California:

- Visa is required.
- In UCPath, make sure tax is withheld and/or they receive treaty benefits.
- Make sure they have a bank account for payment.

International faculty already teaching in Spring quarter and staying for Summer Session:

- J visa status – no additional steps required.
- H, TN, E3, O-1 visa status – Contact IFSO to see if an amended petition is required.

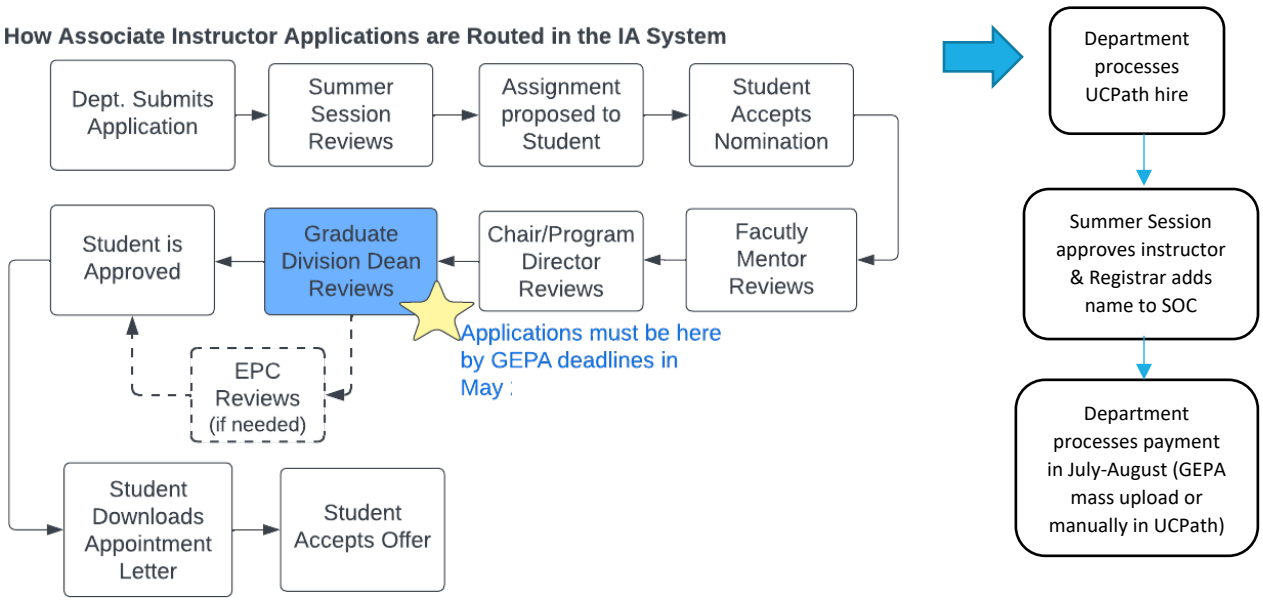
For more information, please contact the International Services and Engagement Office.

Hiring Faculty from other UC Campuses

- When hiring faculty from another UC campus, the appointment must be signed-off by both UC San Diego (host location) and the candidate's home UC campus (home location) using a Multi-location agreement form.
    - Please allow at least two months for the form to be approved by both campuses.
- An appointment file is also required, like any visiting instructor.
- Note that Summer Session does not match the annual salary at the home campus. Instead, departments should propose a salary that aligns with other faculty in the department.
- UC San Diego hiring department will process this appointment in UCPath as a concurrent hire.

For more information, refer to the UCPath Job Aid: **How to Manage Multi-Location Appointments** on the UCPath Job Aids page, https://ucpath.ucsd.edu/training/job-aids.html#Template-Transactions.

How to Hire Graduate Students Teaching as Associate Instructors



Graduate Students to teach as Associate Instructors are reviewed and approved through the IA System.

DEADLINE: Applications are due to GEPA by the dates below for timely processing.

Upper-division appointments May TBD
Lower-Division appointments May TBD

- To be eligible to teach in Summer Session 2027, UC San Diego Graduate Students must have advanced to candidacy by the last day of Winter 2027, which is March 20, 2027. Refer to the Associate Instructor's duties and eligibility criteria on the Division of Graduate Education and Postdoctoral Affairs (GEPA) website.

- Exceptions can be made for graduate students advancing to candidacy in Spring Quarter. Summer Session requests that the academic department identify a back-up instructor who can teach the course in case the graduate student does not advance by June. (Summer Session wants to avoid cancelling courses in June because that impacts enrolled students' financial aid.)

- Appointment documentation must be submitted through the IA System. The IA System will route the Associate Instructor's applications to GEPA for review and approval. For Associate Instructor appointment questions, refer to the GEPA collab site, or submit a ticket to Services & Support.

- Appointment letters will be created and viewed in the IA System. The appointment letters will state the terms and conditions of the teaching appointment.

- An Associate Instructor must officially accept their appointment in the IA System. Email notifications are sent to the hiring department and Summer Session upon completion.

- Departments will create positions and hire Associate Instructors in UCPath, without payment amount. Summer Session compensation will be entered as additional pay via PayPath, and that transaction will happen later in the summer (July and August) with guidance and compensation details from Summer Session and GEPA. For more information, please see the Faculty Compensation section of the Guidebook.

- Associate Instructor's name will be added to TSS after their appointment is active.

Summer Graduate Teaching Scholars (SGTS)

The Summer Graduate Teaching Scholars (SGTS) program provides training and support to graduate students who will be teaching Summer Session as Associate Instructors. This experience can be transformative for a graduate student's career. The program components, nomination criteria, and funding opportunities are described on the Summer Graduate Teaching Scholars website.

For Summer Session 2027, student nominations must be submitted by either the department/program graduate coordinator or department chair/program director by November 30, 2026.

Training Session - Instructor Appointments

Summer Session will hold an Appointment File training workshop in January.
All departments are encouraged to send representative(s). Support and training materials are also available on the Summer Session website at http://summer.ucsd.edu/documents/index.html#Appointment-&-Payroll-Documents.

Questions about hiring Summer Session faculty?

Please contact Lisa Bargabus, Associate Director, at summer-payroll@ucsd.edu.

Important dates for 2027 Summer Session Instructor Hiring & Payroll

2027 Pay Dates

July 30, 2027	September 1, 2027
Session 1 July Special Sessions	Session 2 August Special Sessions

Note: Ladder-rank faculty, LSOE and LPSOE teaching 2 courses in one Session are required to spread their Summer Session course salaries over two months to comply with the 1/9th annual salary per month compensation restriction.

Hiring Deadlines
Lecturer Appointment Files are due in Interfolio by May 7, 2027.
Graduate Student Applications are due in the IA System by May TBD

See the 2027 Summer Session Operational Calendar for other instructor-related deadlines.
Note that dates are subject to change.

Instructor Compensation

- No course salary cap – all 4-Unit courses will pay 11% annual salary.
- Specific Biological Science and Chemistry Wet Lab courses will pay 16.5% annual salary for 4-unit lab courses, and 8.25% annual salary for 2-unit lab courses. Requires a minimum of 20 students enrolled.

Course Salary

Summer Session pays instructors a course salary for each class they teach in Summer Session. Each course salary is *by agreement* and calculated based on:

- UC San Diego annual teaching salary at pay rates in effect on 6/30/27.
- No maximum course salary cap.
- Course salaries for Associate Instructors are based on salary points. See the Summer Session website for the 2027 course salaries.

Visiting lecturers are not paid the annual salary they receive at their home institution. Instead, visiting lecturers are paid at an annual salary point on Table 15 of the current Unit 18 Lecturer salary scales at a rate consistent with comparable faculty in the department. Visiting lecturers who return to teaching in subsequent summers will remain at the same salary point, updated to the current scale date. If after several summers of teaching a department thinks it is appropriate to move a visiting lecturer to a higher salary point, the School Dean must approve that change (not DUE or Summer Session).

Course Salary for Instructors		
3-7 Unit Course	1-2 Unit Course	8+ Unit Course
11% of UC San Diego annual Academic Year salary *effective 6/30/26*	5.5% of UC San Diego annual Academic Year salary *effective 6/30/26*	22% of UC San Diego annual Academic Year salary *effective 6/30/26*

Courses May Be Canceled for Low Enrollment

Summer Session will notify departments of courses with low enrollment by the dates listed below. Departments will consider each class on a case-by-case basis and determine if the class will be offered or canceled for low enrollment.

Course enrollment reports are on Tableau. Instructions on how to access the reports can be found on the Summer Session website at: https://summersession.ucsd.edu/documents/index.html#Enrollment-Reports.

Reduced On-Scale Salary Option is Available for Senate Faculty

To help academic units offer as many courses as possible while controlling instructional costs, the reduced on-scale salary option will continue for summer 2027.

The Department Chair, School Dean, and Senate Faculty member can all agree to pay the Senate Faculty member 11% of their on-scale salary (instead of 11% of their full salary) for courses where the projected enrollment will not cover the instructional expenses.

Refer to the slides on the Summer Session website for the process to request an on-scale salary exception.

Dates for Low Enrollment Notifications – Session 1 and 2

Session	# of Weeks	Start Date	End Date	Low Enrollment Notification
Session 1	5	6/28/27	7/31/27	June 1
Session 2	5	8/2/27	9/4/27	July 6

Dates for Low Enrollment Notifications – Special Sessions (Non-Five-Week)

# of Weeks	Start Date	End Date	Low Enrollment Notification
2	9/6/27	9/18/27	August 9
3	6/28/27	7/17/27	June 1
3	7/19/27	8/7/27	June 1
3	8/9/27	8/28/27	July 6
4	8/23/27	9/18/27	July 6
8	6/28/27	8/21/27	June 1
10	6/28/27	9/4/27	June 1
Subterm 90: Please consult with Summer Session regarding the Sessions/dates below.			
4	6/14/27	7/10/27	May 21
5	6/14/27	7/17/27	May 21

10	6/14/27	8/21/27	May 21
11	6/14/27	8/28/27	May 21
14	6/14/27	9/18/27	May 21
4	7/6/27	7/31/27	June 1
4	7/12/27	8/7/27	June 1
5	7/19/27	8/21/27	June 1
7	7/26/27	9/11/27	July 6

Course Salary - Special Cases

Global Seminar Appointments

- Faculty who are eligible to teach a Global Seminar include:
  - Senate Faculty (Ladder-rank faculty, LPSOE, LSOE) with AY appointments
  - Continuing Lecturers with AY appointments
  - Unit 18 Lecturers with AY appointments who do not have continuing status are not automatically eligible. Special approval by the Dean of Undergraduate Education (delegated authority from Academic Senate) is required.
  - Recall appointees must be approved by the Dean of Undergraduate Education via Kuali.

- Global Seminar instructors are paid the standard Summer Session compensation rate per course, and they are required to teach two 4-unit courses in one session. For ladder-rank faculty, LSOE, and LPSOE, payment will be spread over two months to meet the AP compensation restriction of 1/9th annual salary per month. Recall appointees are restricted to earning 43% of 1/9th annual salary per month for July-September.

- If the program has previously been taught and the enrollment is low, the program may be cancelled.

- For UC San Diego faculty, the relevant compensation policies for Summer Session teaching are set forth in Academic Personnel Manual (APM) 661 and APM 662 and PPM 230-43. Faculty with Staff or Research titles must follow Academic Personnel guidelines for teaching Summer Session courses.
  - Note that deans and provosts will be required to use vacation forfeiture in order to teach a Global Seminar.

Emeriti (Recall) Faculty

- All faculty recall appointments require a Kuali RTAD form with SET/CAPE evaluations. (Even if the recalled faculty taught during Fall, Winter and Spring of the current academic year.)

- Compensation is based on the annual teaching salary at retirement, with appropriate range adjustments, not to exceed the 43% salary per month restriction. (See APM Section 205.)
  - Note that recall faculty teaching 2 Summer Session courses are not eligible to receive the full 22% AY annual salary. The maximum summer compensation allowed for recall faculty is 43% of 1/9th AY annual salary per month × 3 months, which is approximately 14.3% AY annual salary.

- New policy effective 7/1/25: If retired faculty are recalled to teach within 180 days (26 weeks) of retirement, their retiree medical benefits will be halted and they will be offered employee benefits during the recall teaching appointment. Note this may have downstream impacts for Medicare. New retirees are recommended to consult with their HR representative to understand how this policy impacts their specific situation. More information can be found at Returning to work at UC after retirement | UCnet

- Faculty who retire after Spring Quarter 2027 must have a 30-day break in service and may NOT teach a Global Seminar in Summer Session 2027. They would be eligible to teach a Global Seminar starting in Summer Session 2028.

HCOMP Faculty

As stated in APM 661-16d, part-time and full-time Health Sciences Compensation Plan faculty are not eligible to receive additional compensation for Summer Session teaching.

HSCP – The abbreviation for Health Sciences Compensation Plan
HCOMP – The faculty type description for faculty participating in the Health Sciences Compensation Plan. Includes title codes 1712-1734.

1. *Additional Compensation*

Summer Session is defining "additional compensation" to be any type of the following:

a. Z payment
b. salary above what is already being paid
c. a transfer to a research account
d. a recharge to department account

Summer Session will not use any of the options listed above, or any other means, to compensate full-time HCOMP faculty. The intent of APM 661-16d does not allow additional compensation even if it is moved between accounts to eventually end up as an additional payment to the HCOMP faculty member teaching a course.

2. *Percentage of Time*

We cannot reduce an existing HCOMP faculty member's appointment to 50% in order to receive compensation to teach one Summer Session course, because he/she must maintain a 51% HCOMP appointment or greater to be eligible for HSCP participation. (A 51% HCOMP appointment and a 50% Summer Session appointment (to teach one course) would put him/her at 101% time, which is not possible.)

3. *Salary Replacement Option*

Under special circumstances, HCOMP faculty member's other salary fund sources can be reduced to use Summer Session teaching pay to cover a portion of his/her regular pay. This is a salary replacement option and not an additional compensation option.

a. The Health Sciences administration (department and dean's office) must be amenable to reducing the faculty member's existing teaching and/or clinical loads in Health Sciences.
b. This requires PRE-approval in writing by the Health Sciences administration.
c. Summer Session pays a standard course salary of 11% of academic year annual salary. We would need to determine what portion of the faculty member's HCOMP salary the Summer Session compensation can buy out and indicate at which rate (base salary or negotiated salary).
d. Because this is a salary replacement option and **not** an additional compensation option, it would not be in compliance with AP policy to redirect his/her "displaced" regular (non-Summer Session) funding to a Z payment or other form of additional compensation. (See item 1.) In other words, no swapping to circumvent the intent of APM 661-16d.

4. *Appointment without Salary*

Faculty are allowed to teach summer courses without compensation from Summer Session. Faculty are eligible for this option only with a letter from his/her supervisor indicating that the time spent teaching Summer Session will not interfere with his/her normal duties in Health Sciences.

Fiscal Year Employees Teaching in Summer Session

Fiscal year appointees must reduce their percentage of time to teach in Summer Session.

Use of Vacation

If vacation time must be used to teach in Summer 2027, please use the following to calculate the number of days/hours needed.

Summer Session Vacation Deduction Calculation:

The calculation is based on the course rate, the month payment is being issued, as well as the concurrent fiscal year appointment rate. (Please note bonus payments are not included in the calculation.)

Concurrent fiscal appointment rate: Use $_____/mo

Summer Session course salary: $_____ (excluding any bonus)

2027 Summer Session pay periods: 7/1/27-7/31/27 (176 hours) or 8/1/27-8/31/27 (176 hours)

Percentage of compensation: ____%
Summer Session course salary ÷ by monthly rate of concurrent appt.

Vacation deduction: ____Days
Multiply the percentage of compensation from above times the total possible hours in the month payment is being issued. (ex: 92% * 160 = 147.2 hours)
Divide this figure by 8 hours and round to nearest whole number (you report only in full day increments).
(Ex: 147.2 hours ÷8 = 18.4, or 18 days)

Converting between Fiscal Year and Academic Year Salaries

Conversion factors are based upon UC work hours/calendars.

Academic Year (AY) to Fiscal Year (FY)	Fiscal Year (FY) to Academic Year (AY)
11 months : 9.5 months = 11/9.5 = 1.16 (rounded) **AY annual salary × 1.16 = FY annual salary** Example: $81,257 AY salary × 1.16 = $94,258 FY salary *The calculated FY annual salary may not match a rate on the FY scale.*	9.5 months : 11 months = 9.5/11 = .86 (rounded) **FY annual salary × .86 = AY annual salary** Example: $120,000 FY salary × .86 = $103,200 AY salary *The calculated AY annual salary may not match a rate on the AY scale.*

Payment Exceptions

Science (Wet Lab) – Physical Sciences Division & Biological Sciences Division

Faculty teaching specific science wet lab courses (2 or more Units) with enrollment of 20 or more students may be eligible for a higher course salary. The Science Wet Lab courses pay 1.5 times the standard course salary: 16.5% annual salary (4-unit labs) or 8.25% annual salary (2-unit labs).

Compensation Restrictions

Limit for Academic Year Appointees – 3/9 (33%) annual salary for entire Summer Session

Maximum compensation allowed for teaching Summer Session is 3/9 (33%) of a faculty's nine-month academic year salary during the three-month summer period (1/9 per month over 3 months). It is the faculty member's responsibility to ensure that their research, summer teaching, other forms of support (faculty fellowships, etc.), stipends, and success bonuses do not exceed the 33% maximum summer compensation limit.

Teaching 3 Summer Courses is Maximum Allowed

Teaching 3 Courses is Maximum Allowed

Senate Faculty will need to spread payments over 3 pay periods - total payment is 3/9ths, or 33% annual salary:
July Pay Period = 1/9th (11%) annual salary
August Pay Period = 1/9th (11%) annual salary
September Pay Period = 1/9th (11%) annual salary

Restriction for Ladder-Rank Faculty, LSOE and LPSOE – 1/9th annual salary per month

Ladder-rank faculty, LSOE and LPSOE Summer Session instructors cannot exceed 1/9th annual salary per month. To comply with this restriction, all ladder-rank faculty, LSOE and LPSOE can be paid one 4-unit course salary per month.

Limit for Fiscal Year Appointees – 1/12 annual salary per month

Compensation for fiscal-year appointees may not exceed one-twelfth (1/12) of the faculty's annual salary per month of teaching. It is the faculty member's responsibility to ensure that their research, summer teaching, other forms of support (faculty fellowships, etc.), stipends, and success bonuses do not exceed the 1/12 maximum summer compensation limit.

Limit for Emeriti – 43% per month

Summer Session recall appointments (Emeriti) are subject to a maximum compensation limit of 43% per month of the individual's salary at the time of retirement (range adjusted to current dollars). See http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-205.pdf for details.

Limit for Faculty with Academic Administrator Appointments – Varies

Compensation for faculty with Academic Administrator appointments (Provost, Department Chair, etc.) will be calculated on a case-by-case basis. Please contact Lisa Bargabus at summer-payroll@ucsd.edu regarding new or modified academic administrator appointments for Summer Session faculty.

Limit for All Summer Session Faculty - 100% Appointment Max

UC San Diego faculty members cannot exceed 100% appointment at any time during the three-month summer period. It is the department and faculty member's responsibility to ensure that their research, summer teaching and other forms of appointment time do not exceed the 100% appointment time limit.

Payment Disbursement

Paychecks are issued on July 30, 2027 for Session 1, and September 1, 2027, for Session 2. Courses taught in Special Session are assigned a payroll date of July 30 or September 1 depending on the course dates. Summer compensation is subject to deductions.

In some cases, Summer Session compensation needs to be spread over 2 or 3 months in order to comply with AP policy. See Compensation Restrictions for details.

Taxes

The tax rate for compensation during summer depends on appointment type.

> Please Note: This may place faculty into higher Federal and state tax brackets, resulting in a greater rate of tax withholding. It is recommended that faculty consult an outside financial advisor to assist them in making any changes to their W-4 withholding allowances to avoid excess tax withholdings.

Mandatory 403 (b) Plan Contributions

Summer Session salary retirement benefit has been transferred from UC's DC Plan to UC's Tax Deferred 403(b) Plan. That means Summer Session faculty (contributing 3.5%) and the University (contributing 3.5%) are now required to make pre-tax contributions (7% total) to the 403(b) Plan. Because summer salary contributions are required, they do not reduce the limit on voluntary pretax contributions to the 403(b) Plan (or the 457(b) Plan). More information can be found at: http://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policy-issuances-and-guidelines/revised-apm-190-appdx-g.html

Benefits

Summer Session appointments are not considered benefits-eligible appointments. The hours worked during Summer Session do not contribute towards the hours required to maintain benefits eligibility. Faculty with a regular, ongoing benefits eligible appointment will continue to receive benefits during the summer. Lecturers hired to only teach in the summer are not eligible for benefits. Lecturers who teach Spring quarter will continue to receive benefits if they teach in the summer. If a Lecturer only teaches part of the summer, they can pay the employer cost of their benefits during the time they are not teaching, or they can go on short work break with no benefits if they are returning Fall quarter.

For more information on benefit eligibility, please contact the benefits representative assigned to your vice chancellor area.

> Note: BYH or ACA hours and earnings appearing on some employee earnings statements.
> The UCPath system, unlike PPS, includes these pay lines on the pay statement. It is important to note that the dollar value is not included in Total Gross or any Taxable Gross. It does not affect the employee's pay and is not reported on the employee's W-2. In order to remain compliant to the Affordable Care Act (ACA) standards, it is necessary for locations to report hours worked for certain flat-rate earn codes and is part of a calculation of weekly effort that is reported in order to determine continuing benefits eligibility.

Faculty Payroll Training Session

Summer Session will hold a payroll training workshop in May 2027. All departments are encouraged to send a representative(s). Support and training materials are also available on the Summer Session website at http://summer.ucsd.edu/documents/index.html#Appointment-&-Payroll-Documents.

Questions about Summer Session payroll?

Please contact Lisa Bargabus, Associate Director, at summer-payroll@ucsd.edu.

Faculty - Instructional Guidelines

Teaching + Learning Commons Support

- Support from the Teaching + Learning Commons Engaged Teaching and Digital Learning staff is available for faculty, new instructors, and visiting instructors who are interested in teaching summer courses.
- Consultations with the Engaged Teaching and Digital Learning staff can cover a variety of specific topics related to teaching in Summer Session, including but not limited to:
    1. Course design, such as how to design and teach a ten-week course in five weeks.
    2. Evidence-based, learner-centered, and equitable teaching practices that address equity gaps.
    3. Fostering student engagement and motivation.
- For support with in-person, hybrid, and hyflex courses, summer instructors can reach out directly to the Engaged Teaching team at engagedteaching@ucsd.edu or to the Digital Learning team for support with designing and teaching remote and technology enhanced courses online@ucsd.edu.

Course Syllabus

- Faculty are expected to prepare course materials at least one week prior to the first day of the class. Preparation includes a syllabus, course outline, and handouts ready to distribute to students at the first class meeting.
- Summer Session courses are governed by the same academic policies and requirements as those offered during the Fall, Winter, and Spring quarters. Summer Session publications emphasize that courses taught in Summer Session are academically rigorous and presented at an accelerated pace. Summer Session and the Academic Senate EPC rely on faculty to uphold the same academic standards for Summer Session courses as they do for the same courses taught during the regular academic year.
- Plan for the Juneteenth, Independence Day, and Labor Day holidays, if appropriate. Campus closed, no class meetings. Makeup sessions must be posted to the TSS prior to student enrollment.

Student Evaluation of Teaching (SET) Forms

- The Holistic Teaching Review Oversight Committee has developed a new student evaluation form called the Student Evaluation of Teaching (SET) form, which has replaced CAPEs for Summer Session courses. The goals of this new form are:
    1. To ensure that student feedback is focused on student learning and teaching practices.
    2. To minimize bias in student evaluations.
    3. To ensure that student voices are well-positioned as part of the evaluation of teaching.
- More information about the Holistic Teaching Evaluation workgroup and implementation task force can be found on the Undergraduate Education website, Holistic Teaching
- Faculty are encouraged to remind their students to participate. Goal – achieve a minimum response rate of 40%.
- Tips on how to increase student response rate can be found at: Tips on Increasing Response Rate.
- The SET dates for student access are the last week of a 5-week session.
- Refer to the SET FAQ page at Holistic Teaching. For any additional questions, contact holistic-teaching@ucsd.edu.

Course Enrollments and Class Lists

- Student enrollments by course are available on the TSS on TritonLink.
- Faculty can view course enrollment lists, download information, and send e-mail messages to class lists (rosters) and wait lists by logging onto Blink Instruction Tools. All users must log on using their AD account or Business Systems login.

- To obtain a user ID and password, contact your department's security administrator.

Course Prerequisites

- Course prerequisites help guide students on choosing the appropriate level course. Summer Session recommends that faculty clarify at the first course meeting the specific approved requirements for the course, the level at which the course will be taught, and the grading policy.
- Non-UCSD (visiting) students are held to the same standards and are required to meet the prerequisites for each course. To obtain preauthorization from the department to enroll in the course, students should submit an online request via Triton Enrollment Authorization (TEA). For more information regarding TEA, please review the TEA Website.

Additional Meetings

Required discussion or lab meetings per the EPC course approval and make-up meetings due to holidays (Juneteenth, Independence Day, Labor Day) or missed classes need to be scheduled and provided to the Office of the Registrar so they are available on the TSS when enrollment begins.

Final Examination

- Students may not be excused from an assigned final examination if it is a course requirement.
- Midterms and final examinations must be given according to the published date and time on the TritonLink TSS. The final exam schedule is available on the TSS when enrollment begins; however, the classroom location for in-person final examination is not posted until the fourth week of each session.
- The Office of the Registrar sets the schedule for final examinations, which cannot occur during the last class period, or on the same day of the class. See the Policy on Final Examinations for more information.

Office Hours

Office hours are required for Summer Session instructors. Summer Session recommends faculty make an announcement to students during the first class meeting regarding the hours and location of official office hours.

Waitlists

Departments found success managing Summer Session 2026 waitlists by communicating to students whether or not additional sections of waitlisted classes would be added to the TSS. Summer Session recommends that departments follow the same communication strategy for 2027.

- Waitlists are created when student enrollment exceeds classroom capacity or if a course has limited enrollment.
- Students on waitlists are not charged fees until they are enrolled. There is an automated procedure that enrolls a waitlisted student in a course when a space becomes available according to the waitlist schedule below.
- Students must remove themselves from the waitlist if they are no longer interested in enrolling in the course.
- Course fees are automatically assessed to student accounts once they are added from the waitlist.
- If a course added from a waitlist is not dropped by the refund deadline, students are held responsible for fees.

Summer Waitlist Timeline

- For Sessions 1 and 2, a week prior to the start of the session, the automated waitlists will be turned off. This is to give students time to pay their fees to avoid being cancelled from their classes before the session begins.

- Academic departments will need to manually handle their waitlisted students until the automated feature is turned back on.

- The automatic waitlist will restart on Saturday before the session begins and remains open until the Wednesday of the first week of the session. This process reduces the number of manual add cards and allows students time to drop the course and obtain a course refund.

  For the 2027 Waitlist dates for each session, please refer to the Calendar on the Summer Session website.

Grading

FERPA Training for Faculty

Summer Session faculty with access to student records must comply with the Federal Family Educational Rights and Privacy Act (FERPA) by taking an online FERPA course. The FERPA course is offered via UC Learning Center, takes about 30 minutes to complete, and is valid for 3 years. More details about the FERPA training requirement can be found at:

https://blink.ucsd.edu/instructors/advising/confidentiality.html

Grading Policy

Students are expected to complete all assignments, take all examinations, regularly attend classes and submit all work by the end of the session.

eGrades

Summer Session grades will be submitted using eGrades. For additional information regarding the eGrades tool and process, visit the eGrades page on Blink.

Grade entry for Summer Session opens at 8 a.m. (date pending) for Session 1 and September (date pending) for Session 2 and closes at 11:59 p.m. on the Tuesday after the last final for Summer Session. Since grade entry and grade changes submitted by 11:59 p.m. are processed overnight, grades and grade changes will be visible to students on TritonLink the next day.

If you have any questions or need further information, contact Academic Records at (858) 534-3144 or egrades@ucsd.edu.

Student work will be reported in terms of the following grades:

Grade	Grade Points per Unit	Interpretation
A+, A, A-	4,0, 4.0, 3.7	Excellent
B+, B, B-	3.3, 3.0, 2.7	Good
C+, C, C-	2.3, 2.0, 1.7	Fair
D	1.0	Poor (barely passing)
F	0.0	Fail
Blank Entry		See Blank Entry info below
I	Incomplete	See Incomplete info below
IP	In Progress	See In Progress info below
NP	Not Pass	See Not Pass info below
P	Pass	C- or better, assigned to undergraduate students only

S	Satisfactory	B- or better, assigned to graduate students only
U	Unsatisfactory	Below B-, assigned to graduate students only
W	Withdraw	See Withdraw info below

The grades A, B, and C may be modified by plus (+) and minus (-) suffixes. A blank entry signifies the faculty did not assign a grade.

The blank grade must be resolved before the end of the next quarter, or the grade will become a permanent F, NP, or U.

The 'I' or Incomplete grade may be assigned to a student's work when the work is of non-failing quality, but is incomplete for valid cause (illness, for example). The deadline for filing a request for an Incomplete shall be no later than the first working day after the final examination date.

The faculty shall make arrangements with the student for completion of the work required at the earliest possible date, but no later than the last day of the finals week in the Fall quarter. If not replaced by this date, the 'I' grade will lapse into an 'F' grade. The faculty may neither agree nor require that the student wait until the next time the course is offered in order to make up incomplete work, but must make individual arrangements for the timely completion of the work.

The "IP" grade signifies classes that extend over more than one quarter. The "NP" or Not Pass is assigned if a student does not pass a class.

The "W" or Withdraw is assigned if an undergraduate student drops a class or withdraws from Session 1 between July 9 – July 16, 2027 and Session 2 between August 13 –August 20, 2027 (equivalent to the start of the fifth week and the end of the sixth week of classes during Fall, Winter, and Spring quarters). The "W" is also assigned if a student drops certain labs after the second scheduled meeting. A student may receive a maximum of one "W" per course, per Academic Senate Regulations.

Please email summer@ucsd.edu with any student affairs questions or concerns.

Academic Integrity Standards

Academic Integrity is essential for our University community. The Academic Integrity Office assists students and faculty in upholding academic integrity. For more information, please visit the Academic Integrity website.

The Executive Vice Chancellor – Academic Affairs has asked that all faculty and instructors talk about academic integrity in their classes, clarifying their expectations for how students can complete their assignments, tests, projects, and exams with integrity. Please review the academic integrity tips for faculty.

All UC San Diego undergraduate students are asked to complete the Integrity Tutorial. Students are expected to always act in ways to ensure that the academic learning experience for themselves and each other will be honest, respectful, fair, responsible, and trustworthy. Remind students to review the academic integrity tips for students.

Materials & Support Services

Campus ID Cards

A card enables faculty to check out materials from the library, purchase items at the Bookstore, access campus buildings and events, and receive discounts on various cultural and recreational activities. UC San Diego faculty may continue to use their permanent photo ID cards for the summer. For more information, visit the Campus Card page on Blink or email campuscards@ucsd.edu.

Computer Time/Lab Facilities

More information is available through ServiceNow at https://support.ucsd.edu/its.

Copyright Policy

University of California Copyright Policies are available online.

Instructional Supplies

Support for course materials/supplies is block-funded to the department. If the department approves the expense(s), they will provide a department index number.

Library Course Reserves System

The Library Course Reserve system typically has Summer Session courses available after Week 8 of Spring Quarter. Contact reserves@ucsd.edu for more information.

Media Services

Classrooms and lecture halls are equipped with technology to meet the needs of the educational experience, and on-demand support during instruction. See Knowledge Article View for details.

Office Space

Office space needs should be discussed with the academic department.

Printing and Duplication Services

Duplicating services are available to reproduce course materials. Photocopiers are available in academic departments. Imprints, an on-campus service, can handle a wide variety of copy needs. Faculty members work with their department to determine the preferred way to obtain photocopy services.

Textbooks/Course Materials

The UC San Diego Bookstore will contact departments in April for course material adoptions (textbook requisitions). Requests are due at the end of April. Note: The bookstore will accept adoptions after the end of April. However, they need adequate time to research titles as necessary, seek as many used copies as possible (including student Buy-Back during finals), work with publishers to lower textbook costs, and resolve out-of-stock and out-of-print problems. Please submit course materials adoptions as early as possible. For more information, email textbooks@ucsd.edu or call 858-726-5706.

Teaching + Learning Commons

The Teaching + Learning Commons helps instructors become better teachers through seminars, workshops and discussions about effective teaching methods and new instructional technologies. Find out more about the Teaching + Learning Commons services and programs at the Engaged Teaching Hub and the Digital Learning Hub.

INSTRUCTIONAL SUPPORT

Teaching Assistants (TAs), Tutors and Readers

Compensation for graduate students hired to support Summer Session 2027 courses as Teaching Assistants (TAs), Tutors, or Readers will be based on the 10/1/26 pay rates on the GEPA website.

Teaching Assistant (TA) Pay Rates

TAs will be paid at the 3 different salary points shown in the table below, based on their prior experience. To determine which salary point to use, please follow the experienced-based salary guidelines on the GEPA collab site.

Salary Point	TA Hourly Pay Rate
1	$55.91
2	$57.86
3	$59.59

TA payments will be calculated as:
projected number of hours worked × summer hourly rate

Example

50% TA appointment in Session 1 (5-week session) at salary point 2.

50% appointment is 20 hours per week
Number of hours = 20 hrs/wk * 5 weeks = 100 hours
TA payment = 100 hours * $55.18 = $5,518

A list of sample TA payments at different appointment percentages can be found on the Summer Session website.

Tutor and Reader Pay Rates

Tutor – Grad Student - $26.66/hr (single session), $33.23/hr (group session)
Tutor – Undergrad Student - $21.86/hr (single session), $29.38/hr (group session)
Reader – Grad Student - $22.81/hr
Reader – Undergrad Student - $21.86/hr

See the Summer Session website for the 2027 sample Tutor and Reader payments for 3, 5, 8, and 10 week classes.

How TAs, Tutors, and Readers are Hired

- Each department takes responsibility to recruit, select, and allocate TAs, Readers, and Tutors.
- Departments create IA System campaigns to hire TAs, Readers, and Tutors. All appointments must be approved by the Dean of GEPA.
- Graduate students will accept their appointments in the IA System and receive their official appointment letter.
- Departments will issue payments to their TAs, Readers, and Tutors in UCPath, or with a GEPA mass upload when practical.

Please note: All students planning to be employed by Summer Session must be registered in the preceding spring quarter at UC San Diego. Enrollment confirmation is required before the appointment may be entered in the payroll system. If a student was not enrolled in Spring quarter at UC San Diego, they cannot be employed by Summer Session.

Student Federal Insurance Contributions Act (FICA)-Defined Contribution Plan (DCP)

To remain exempt from Student FICA (DCP/Medicare deductions) during the summer, a student employee (non-career) who is a U.S. citizen, permanent resident or resident alien must be employed less than 80% time for the month or any partial period within the month and meet the minimum unit requirement of six units for an undergraduate student; three units (5-week session) or six units (10-week session) for a graduate student. A student must be registered in the minimum unit requirement for at least one day of the pay period to remain exempt.

- Only graduate students can be hired as Teaching Assistants (TA).
- Undergraduates may be hired as a Reader, Tutor, or Tutor serving as a Teaching Apprentice.
- Non-UCSD students or others may be recommended for instructional support positions, provided the faculty member has first utilized all available on-campus resources. A department must have approval from the GEPA prior to making an offer to a visitor. A formal written request from the faculty, endorsed by the Chair, addressed to the Dean of the Division of Graduate Education and Postdoctoral Affairs must include the justification for exception to hire. A current Curriculum Vitae (CV) must be attached to the letter of exception for non-students.

TA Funding

Schools/Departments will fund their TA/Tutor/Reader payments and benefits (CBR and GAEL) from their 50% of the undergraduate course tuition revenue. See the Financial Model section for details.

Undergraduate Instructional Apprentice (UGIA)

The Undergraduate Instructional Apprentice Form is required for all students appointed as UGIAs, regardless of whether the student will earn course-unit credit or receive compensation.

Strategies/best practices to accommodate growing needs for instructional assistants

Providing sufficient TA coverage for the classes needed to serve our rapidly increasing undergraduate student population is becoming more challenging for departments. The following is a list of strategies/best practices to cover teaching needs.

- Within reason, section sizes can be increased to reduce the number of TAs needed, while remaining mindful of workload limitations

- It is not necessary to assign TAs to a course in a manner that is consistent with the formula used to “earn” TA positions. Some courses may need fewer TAs than the formula implies; others may need more. It is at the discretion of the department to make these decisions about allocations, in consultation with the instructor.

- With permission from the Dean of the Division of Graduate Education and Postdoctoral Affairs (GEPA), graduate students who are US citizens or permanent residents and who are making good academic progress can be appointed by exception to teach up to 100% time.

- Many departments successfully employ TAs from outside their department to teach in their courses, particularly in lower division offerings. In this regard, there are large numbers of self-funded master's students in certain departments who would welcome the opportunity to serve as a TA for one or more quarters. Please note, however,

that any employment outside of the student's academic (home) department must have prior approval from the student's home department. The Teaching + Learning Commons is available to consult on training that could be provided to non-departmental TAs.

- Undergraduate students can serve as teaching/instructional apprentices in areas where shortages of graduate students exist, for up to one course per quarter. The first service quarter usually requires an apprentice teaching course (DEPT 195), while subsequent quarters include an hourly pay rate.

- The Dean of the Division of Graduate Education and Postdoctoral Affairs (GEPA) will entertain requests for exceptions to appoint non-students in instructional roles, such as non-student tutors, provided they are suitably qualified. Recent graduates (graduate and undergraduate degree recipients) are often interested in such positions to bolster their teaching credentials while on the job market.

Any questions about these strategies can be directed to Judy Kim, Dean of the Division of Graduate Education and Postdoctoral Affairs (GEPA) (graduatedean@ucsd.edu), or Stacey Brydges, Interim Dean of Undergraduate Education (due@ucsd.edu).

FINANCIAL MODEL

Continuing for Summer Session 2027. The **50/30/20 Revenue Share Financial Model** divides the tuition revenue from eligible Summer Session undergraduate courses as shown below:

50% of Tuition Revenue	Goes to the School/Department
30% of Tuition Revenue	Mandatory Return-to-Aid (RTA) to meet the required financial aid (RTA) funding
20% of Tuition Revenue	Campus Budget Office (CBO) to support summer commitments (Examples: Summer Session office, ITS services for summer students, SGTS, Summer Bridge)

Schools are responsible for funding their summer instructional costs from their 50% revenue share.

SCHOOL/DEPARTMENT REVENUE		INSTRUCTIONAL EXPENSES
50% of Tutition Revenue 50% of ($305*# of Units * Enrollment)	**MINUS**	Instructor Course Salary, CBR, and GAEL TA/Tutor/Reader Payments, CBR, and GAEL

After subtracting the instructional expenses, the School/Department will keep any remaining revenue.

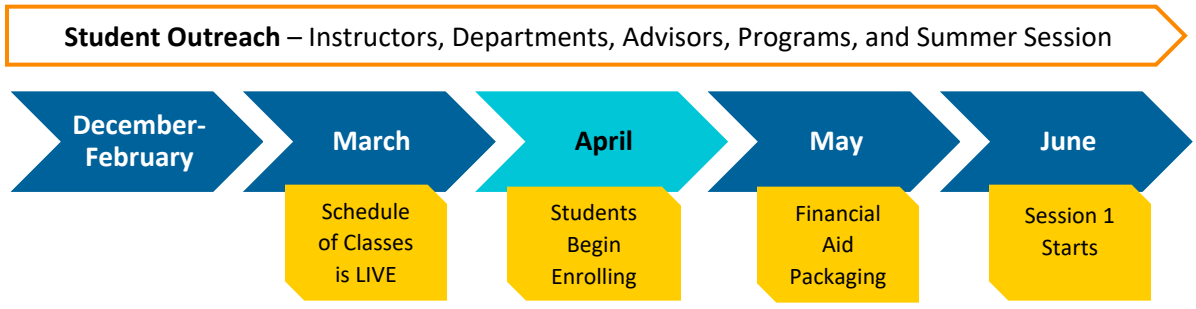
If there is a department-level deficit after subtracting the instructional expenses, the School/Department is responsible for covering the deficit.

- If the deficit is within 10% of the School/Department Revenue Share (50% of the tuition revenue), the School can ask EVC to use backstop funds from CBO to cover as much of the deficit as possible.
- If the deficit exceeds 10% of the School/Department Revenue Share (50% of the tuition revenue), the School must cover the entire deficit.

Refer to the FAQ page for additional information about the 50/30/20 Financial Model.

Tips for Increasing Enrollment

Summer planning should be a year-round effort. Departments should plan to promote summer courses in Winter Quarter, while students are making their summer plans.



Manage Waitlists

- Can the course be offered remotely?
- Is a larger classroom available to increase enrollment?
- Can the course be offered in the other session?
- Can a second section of a course be opened?
- Help students understand if courses/sections will be increased.

Monitor TEA requests daily to process student pre-authorization requests in a timely manner.

Marketing Summer Session to students with a major or minor in your unit.

- Add a link to Summer Session on your website: https://summersession.ucsd.edu
- Drip approach – Send periodic, intentional emails to students about summer classes.
- If offering a summer course that requires a pre-requisite, target students who took that pre-requisite in Winter or Spring quarter.
- Highlight and promote your summer courses on social media.
- Post flyers promoting summer courses in department space.
- Email summer session your flyer, it will be shared on summer session social media account.

Summer Scoop

The Summer Scoop is a weekly newsletter to our campus faculty and staff, keeping them informed of Summer Session-related updates, reminders, trainings, and deadlines. Sign-up for the Scoop here.

STUDENTS

Important Dates for 2027 Summer Session Students

UC San Diego student enrollment begins	April 2027
Non-UC San Diego student enrollment begins	April 2027

Official enrollment date is TBD

See the Calendar on the Summer Session website for other student-related deadlines, https://summersession.ucsd.edu/calendar/index.html. Note that dates are subject to change.

Visiting Student Preauthorization

Students enrolled in courses must have the proper prerequisites and class standing for enrollment in that course.

All visiting students are categorized as "freshmen." This means visiting students do not prerequisites on file and do not have upper division standing. Visiting students must request preauthorization with the academic department offering the course prior to enrolling in upper division courses (course #100-199) or courses with prerequisites. The department determines whether a visiting student is eligible to enroll in a course that have prerequisite requirements. Refer to the Triton Enrollment Authorization page for more information on the Preauthorization process.

International students that are not currently matriculated at UC San Diego are required to pay additional fees and apply for an F1 Visa. Visit the International Services and Engagement Office website for more information.

All matriculated students, even those who are international or non-resident may enroll in Summer Session directly through TSS. For more information, please contact the Summer Session Student Affairs Manager, Yvonne Wollmann, at ywollmann@ucsd.edu.

Add, Drop, and Withdrawal

The Add, Drop and Withdrawal policies for students follow the same rules as during the Fall, Winter, and Spring quarters and are adjusted to a five-week calendar. It is helpful to students if you remind them of the policies and the deadline dates at the first course meeting. Refer to the Calendar on the Summer Session website for more information.

Refunds

Summer Session students are eligible for a refund for courses dropped prior to the refund deadline. **No refunds for courses dropped or withdrawals made *after* the refund deadline, which varies by session**. Refer to the deadline Calendar on the Summer Session website for more information. Exception by Petition with documentation may be approved.

Auditing

Interested individuals, including registered students, are permitted to audit courses only with the explicit and continuing consent of—and under such rules as may be established by—the faculty member in charge of the course. Students' auditing are not officially enrolled in the class. The instructor is not obligated to devote time to the work of individuals

not officially enrolled in the course. All persons auditing are required to abide by university policies and campus regulations. No transcript record.

Cancellation for Non-Payment

Students who do not pay fees by the registration fee deadline may be cancelled for non-payment. Students are strongly encouraged to drop their courses via TSS should they change their enrollment decision. Students who add a course late are expected to pay fees in full immediately upon enrollment.

Financial Aid

Students receiving financial aid are required to enroll in a minimum of 6 units total throughout the summer term. Some students might enroll in alternate courses while waiting for an open seat in their preferred course. This situation has an impact on course enrollment because it creates a false demand for a course. All students enrolled in Summer Session are reviewed for aid without filing a separate Financial Aid application.

Student Fees

2027 Tuition Fees

Students pay a per-unit fee per course. Fee levels are determined by the University of California Office of the President and the Board of Regents. In addition to the standard per unit fee, fees may be charged to cover other expenses as approved through the course proposal review process.

In accordance with University policy, summer unit fees must be equal to the fee charged in the subsequent academic year. The fees for Summer Session 2027 are subject to change.

Projected tuition fees for 2027 (subject to change)

UC Undergraduate Students: Incoming New students and Continuing students
$305 per unit

UC Graduate Students: Incoming New students and Continuing students
$418 per unit *(subject to change)*

All Other Students:
$418 per unit *(subject to change)*

Campus Fees

The following campus-based fees are passed by referendum by the general student body and the Associated Students council. Campus-based fees are mandatory for all students and can be charged for a maximum of two sessions per summer. The campus-based fees for Summer Session 2027 have not been determined at the time of this publication and may be available in March.

Projected fee rate for 2027:

University Center Fee: $56.88/session *(subject to change)*
Recreation Facility Fee: $58.50/session *(subject to change)*
ICA Student Activity Fee: $167.05/session (undergraduates only, *subject to change*)

Application Fee

UC San Diego students do not pay an application fee. Application fees are paid by all non-UCSD students. Visiting students from other UC campuses pay a $50 application fee. All other non-UC visiting students pay a $100 application fee. The application fee is non-refundable.

Program Fees

Students pay additional fees for special programs and/or professional school programs. Students should visit specific program websites and refer to the TSS for fee information.

Students enrolled in study abroad programs pay an additional program fee. Students should visit the Travel Study and Global Seminar Program websites for fee information.

Instructional Materials/Laboratory Fees

Course Materials Fees are established to recover the costs of materials to be consumed, retained or used by the students, the special costs associated with use of University-owned tools, musical instruments, or other equipment, or the cost of other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student. Classes with assessed fees are noted in the TSS.

Below is a sampling of departments with approval to charge for instructional materials or laboratory supplies:

- Anthropology
- Bioengineering
- Division of Biological Sciences
- Chemical Engineering
- Chemistry and Biochemistry
- Computing and the Arts
- Electrical and Computer Engineering
- Mechanical and Aerospace Engineering
- Music
- Physics
- Theater and Dance
- Visual Arts

Campus Services

Technology Support and Services

Information regarding email accounts, Canvas course sites, computer labs on campus, printing services, wireless service, and equipment checkout can be found at https://students.ucsd.edu/campus-services/technology/index.html.

Bookstore

The Bookstore is an academic resource for the students, faculty, staff, and guests of the University. It is located in the center of campus in the Price Center. For more information call (858) 534-7326.

Campus ID Cards

All students enrolled/registered for Summer Session are entitled to a UC San Diego Student ID card. Your Student ID card serves as your official photo ID, and gives you access to campus buildings, events, dining halls, recreation facilities, and UCSD shuttles. Your Student ID card also gives you discounts on attractions and events. Visit the Campus Cards Office website for instructions on how to submit your photo and get your Student ID.

Career Services Center

The UC San Diego Career Services Center offers a variety of services to help our students determine and fulfill their career goals. The UC San Diego Career Services Center is located on the west-side of Library Walk, southwest of the Price Center. Students can access Handshake, a centralized online job listing database for off-campus jobs, internships, volunteer opportunities and on-campus jobs (including work-study). Departments can hire students over the summer in conjunction with the UC San Diego Career Services Center.

Food Service

Food service is available at several on-campus cafeterias and snack bars. Please visit the Housing, Dining and Hospitality website for a current listing.

In addition, the Cecil and Ida Green Faculty Club, located just east of the Muir campus, provide a lively atmosphere for faculty and staff to exchange new ideas or simply enjoy a tasty meal. Non-members may be issued a temporary card by declaring their Summer Session status. Payment for meals is made by cash, credit card or Dining Dollars. For additional information call (858) 534-0876.

Housing

Housing on or near campus is available to faculty and students. Visit the HDH Summer Housing webpage for on-campus housing options. The Off-campus Housing website offers information and listings on homes and apartments to rent in the surrounding community.

Insurance Programs

Insurance programs continue in the summer for faculty enrolled in the University of California health and life insurance programs during the Fall, Winter, and Spring quarters. International visitors and those who are not members are encouraged to seek health insurance coverage during the summer. Contact hr@ucsd.edu for more information.

Library

To reserve classroom materials or for more information, call (858) 534-3336. The libraries are closed on university holidays (July 5). Visit the Libraries website for more information.

Media Services

Media Center services are in general use classrooms and lecture halls. Self-serve Media Stations use the Smart Media Box which includes controls for the computer/video projector, DVD/CD/VCR combo, audio system, and wireless and wired microphones. Laptop computers can be connected to the system with VGA audio and network cables. For more information, call (858) 534-8265.

Office of Students with Disabilities (OSD)

UC San Diego students with documented learning, physical, and psychological disabilities, as well as chronic health conditions and temporary disabilities may be eligible to receive accommodations such as note-taking, extended test time, sign language interpreting, alternative formats, etc. The OSD is responsible for reviewing documentation and determining reasonable accommodations.

If a student requests accommodations, modifications, or adjustments for your course, the student must present you with an Authorization for Accommodation (AFA) letter from the OSD for the specified quarter or period of study. If the student does not have an AFA letter, please refer the student to the OSD.

If you have a syllabus for your course, the OSD encourages you to provide a statement regarding requests for accommodations due to a disability. Language may be found on the OSD website.

Should you have any questions or concerns, please contact the OSD at (858) 534-4382 or osd@ucsd.edu . Additional information may be found on the OSD website.

Parking and Transportation Services

Flexible parking options are available through the Park Mobile app, or purchase a daily permit through the UC San Diego parking portal. For more information, visit the UCSD Transportation Services website.

Price Center

The Price Center is located south of the Geisel Library and provides many resources and services for faculty. The center offers several fast-food restaurants, coffee shops, salon, bank, meeting space, Box Office, UC San Diego Bookstore, Target, and Amazon Package Center. Outdoor seating is available.

Recreation

Recreational opportunities are available at the Recreation, Intramural and Athletics Complex (RIMAC). Other sports facilities at UC San Diego are scheduled for use by recreation programs and for unstructured open recreation. These include two gymnasiums, multipurpose rooms, exercise rooms, sauna, hot tub, tennis courts, indoor rock-climbing facilities, sand volleyball courts, weight training rooms, a 25-yard indoor pool, two 50-meter outdoor pools, competitive diving facilities, an all-weather track and field stadium, and track and cross-country fields. Remote recreation activities are also available at https://recreation.ucsd.edu/.

Student Health Services (SHS)

Student Health Services (SHS) is located in the center of campus, just west of Library Walk and the Price Center Bookstore. All students paying registration fees have access to SHS. SHS provides quality primary medical care, including urgent care and support services such as laboratory, pharmacy, and x-ray. For more information, please call (858) 534-3300.

Academic Integrity

Students are expected to act in ways at all times to ensure that the academic learning experience for themselves and each other will be honest, respectful, fair, responsible, and trustworthy. Students should review the academic integrity

tips for students. Additionally, all UC San Diego undergraduate students are asked to complete the Integrity Tutorial. The Academic Integrity office has opened the Triton Testing Center (TTC) to support students who need to take paper-based tests outside the time and space constraints of the classroom. For more information, please visit the Academic Integrity website.

Teaching + Learning Commons

Summer Session tutoring is available at the Teaching + Learning Commons. The Teaching + Learning Commons is located on the first level of Geisel Library. Check the website for schedules at commons.ucsd.edu. You can also find strategies for success in a remote learning environment at https://digitallearning.ucsd.edu/learners/learning-remotely/index.html.

PROGRAMS

Summer programs at UC San Diego serve a diverse population of participants in a wide variety of pre-college, research, recreation, summer start, and academic success opportunities. Summer 2026 programs served over 8,500 participants in 85+ campus-sponsored programs.

Please see the Program Finder for information about various types of summer programs offered at UC San Diego.

Summer Credit-Bearing Programs for New, Incoming, and Continuing Students

Summer Session guides program coordinators to follow recommended practices and procedures to build effective academic programs for UC San Diego students.

Study Abroad

Programs such as Travel Study and Global Seminar are UC San Diego faculty-led study-abroad courses.
Study Abroad opportunities are being planned for 2027, pending future travel restrictions.

For more information, see the following handbooks:

Global Seminar Handbook
Travel Study Handbook

Campus Initiatives

Summer Programs are developed for first year and transfer students to improve their time-to degree at UC San Diego. These programs aim to jumpstart student success with enrollment in popular courses offered in a structured and supportive learning environment. The learning outcomes and program components are designed by UC San Diego academic departments. Examples: Summer Bridge and Summer Engineering Institute.

Please share your summer program here: https://summer.ucsd.edu/submit-a-program/index.html

If you have questions regarding credit bearing Summer Programs, please contact Summer Session's Program Affairs Manager: Paty Macedo at pmmacedo@ucsd.edu

Enrichment and Internship Programs

Academic Enrichment Program (AEP), Academic Internship Program (AIP), and Education Abroad Program (EAP) offer undergraduate courses. Enrollments in these programs are based on department approval.

Graduate Programs

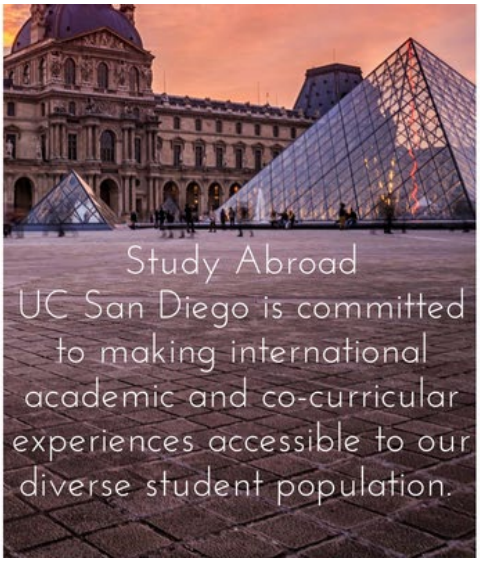
Graduate programs such as Rady Flex MBA, Education Studies, Master of Advanced Study (AESE, WES, CLRE, HLAW, LHCO), School of Medicine, and Scripps Institution of Oceanography offer closed courses for specific cohorts. Course scheduling is managed between the program and scheduling office.

GLOBAL SEMINARS HANDBOOK

Summer Session 2027

Session 1: June 28, 2027 – July 31, 2027
Session 2: August 2, 2027– September 4, 2027







Study Abroad
UC San Diego

Global Seminars Overview

UC San Diego Global Seminars are five-week long summer study abroad experiences led by a UCSD professor. Students enroll in a package of two courses for a total of eight UCSD quarter units. Classes will have no more than 28 students, so there are excellent opportunities for one-on-one interaction with some of the best faculty at UCSD. All courses are taught in English.

The Global Seminar programs are created and managed by Study Abroad, which is part of UC San Diego Global Initiatives. Study Abroad manages all aspects of Global Seminars such as contract negotiations, processing of liability waivers, purchasing of international travel insurance, student recruitment via Info Sessions, etc.

Global Initiatives and Study Abroad work with faculty on course and program development and ensure all international travel paperwork is in place prior to students, staff (when applicable) and faculty going abroad. Review of proposed courses by advisory committee is two years in advance of the program offering.

Steps for Faculty Who Want to Teach a Global Seminar

Faculty who are interested in teaching a Global Seminar should begin the process by contacting Global Initiatives and their Department Chair to discuss details of the program. Global Seminar programs take 1.5 years to prepare. Global Initiatives sends out a call for proposals in April for the following summer.

2027 Global Seminars have already been approved.
April 2027 – Faculty Proposals are due for Summer 2028 Global Seminars.

Instructions on how faculty can submit a Global Seminar proposal are on the Study Abroad website:
https://studyabroad.ucsd.edu/faculty/global-seminars.html#faculty-proposal

Faculty Proposals must include the following items:

1. Cover letter
2. Both course syllabi or course descriptions
3. List of excursions
4. Course Information Form
5. Department Approval Form
6. College Approval Form (If teaching a College core course.)
7. Faculty Information Form
8. Course Compliance Form
9. Curriculum Vitae (CV)

Faculty Compensation for Global Seminar Appointments

- Faculty are compensated at the standard Summer Session rate of 11% annual salary per course, and they are required to teach two 4-unit courses in one session. For ladder-rank faculty, LSOE, and LPSOE, payment will need to be spread over two months (cannot exceed $1/9^{th}$ annual salary per month). Per AP policy, recall faculty can receive a maximum of 14.3% annual salary spread over 3 months (43% of $1/9^{th}$ annual salary per month × 3 months).

- If the program has previously been taught and the enrollment is less than 15 students, the program may be cancelled.

- The relevant compensation policies for Summer Session teaching are set forth in Academic Personnel Manual (APM) 661 and APM 662 and PPM 230-43.

Department Steps

There are several general steps departments should follow to ensure a Global Seminar program can be offered during Summer Session:

1. Courses must be approved by Academic Senate and Department Chair.
2. Department should submit a course proposal for Global Seminar courses along with their regular Summer Session courses to Summer Session by December 11, 2026. This will ensure courses are added to TSS.
3. Departments will follow standard Summer Session procedures for Global Seminar faculty.
    - Submit appointment files for any recall faculty teaching Global Seminar courses.
    - Enter payroll in UCPath for all department faculty teaching Global Seminars.
4. Departments will preauthorize students to enroll in Global Seminar courses.

Timeline for Global Seminars

	Summer 2027 Global Seminars	Summer 2028 Global Seminars
April 2026	Faculty Proposals Due	
June 2026	Global Seminar Review Committee Reviews/Approves Proposals Leadership Reviews/Approves Global Seminar Proposals	
June-Sept 2026	Study Abroad secures Vendors Departments submit CourseLeaf approvals to Senate	
October 2026	Global Seminar courses submitted to Summer Session for approval	
November 2026	Study Aboard student application opens	
Oct.-Nov. 2026	Study Abroad finalizes contracts and budgets	
Dec 2026 – Mar 2027	Approval routing of Program Fee Requests	
March 2027	CBO approves program fees Study Aboard student application closes Global Seminars with low enrollment will be cancelled Study Abroad posts program fee charges in student accounts	
April 2027	Students enroll in courses	Faculty Proposals Due
June 2027	Financial Aid disbursement begins	Global Seminar Review Committee Reviews/Approves Proposals
June – August 2027	Global Seminars are held during Session 1 and Session 2	Leadership Reviews/Approves Global Seminar Proposals

		Study Abroad secures Vendors Steps continue as shown for 2027 Global Seminars

Student Enrollment and Payment

1. Students apply to the Global Seminar program.
2. Students are accepted.
3. Students pay the deposit to Global Initiatives/Study Abroad.
4. Global Initiatives /Study Abroad adds program fee charges to students' accounts.
5. Departments will pre-authorize students to enroll in the courses.
6. Once enrollment opens for Summer in mid-April, the preauthorized students may enroll.
7. Students must pay the Summer tuition and program fee balance on their accounts before billing due date.

For questions about Global Seminars, please contact Tonia Pizer, Assistant Director of Program Development at tpizer@ucsd.edu.

TRAVEL STUDY HANDBOOK

Field Research Schools - Summer Session 2026

Session 1: June 28, 2027– July 31, 2027
Session 2: August 2, 2027– September 4, 2027



Travel Study Overview

Travel Study programs are UC San Diego faculty-led programs that allow students to experience field research techniques domestically or internationally in a hands-on environment.

The academic department and faculty coordinate with Global Initiatives to create and administer Travel Study programs.

All Travel Study programs must contain the components listed below:

- Trip itinerary and arrangements
- Contract negotiations (transportation, accommodations, tours, etc.)

- Program application and promotional materials
- Student Handbook (transportation, accommodations, safety protocols, emergency contacts, etc.)
- Student Recruitment
- Processing of liability waivers
- Purchasing International travel insurance
- Adhering to all campus policies (risk management, contracts and procurement, travel rules, AP policy, etc.)

* For more information, please contact AVC for Global Initiatives Tamara Cunningham.

Courses

Courses in Travel Study programs must be approved by the Academic Senate, endorsed by the Department Chair, and submitted to Summer Session in the ISA for approval.

Students

Students are required to enroll in one or two courses as required by the program. Students may have the option to enroll in independent studies to increase the total number of units to a maximum of 12.

In addition to Summer Session tuition and campus-based fees, students participating in Travel Study programs are assessed additional program fees/deposit. The Campus Budget Office must approve Travel Study program fees.

Faculty

Travel Study Faculty are compensated following the standard Summer Session compensation model of 11% annual salary per 4-unit course. All UC San Diego Academic Personnel policies and restrictions apply. See the Faculty Compensation section for details.

Graduate Students as Staff Volunteers

Some programs may have a graduate student serve as an “unofficial chaperone,” accompanying large groups on their travels. The instructor may ask the graduate student to help with undergraduate students in various capacities required for travel (ex: help students change money, making international calls, communicate with local guides, or assist with cultural differences between American students and locals). Due to the risks and liabilities involved, all graduate students accompanying Travel Study groups will officially be appointed as Staff Volunteers and registered for the University’s travel insurance.

*** No academic duties are involved ***
Appointment: Staff Volunteer
Required: Business Travel Accident Insurance

Timeline Overview

How Departments/Programs Can Set-Up a Travel Study Program

SEPTEMBER/OCTOBER	Facilitate Discussion between Faculty, Department Admin and Chair.
NOVEMBER/DECEMBER	Propose Courses to Summer Session in the ISA Submit Program Documentation to Global Initiatives for review. • Program Fee Proposal Form • Field Operational Planner • Student Handbook • Staff Volunteer Appointment Form • Vendor Contracts
DECEMBER/JANUARY	Recruit Students
FEBRUARY/MARCH	Prepare for Student Payments Coordinate Faculty Training (with Global Initiatives/Study Abroad)
APRIL	Remind Students to Enroll Confirm Vendor Contract(s)
MAY	Financial Aid Disbursement Begins
JUNE	Audit Student Payments and Enrollment
JULY - SEPTEMBER	SET Forms + Audit + Reconciliation

Travel Study - Department Checklist

SEPTEMBER/OCTOBER – Planning your Travel Study Program(s)

- ❑ Facilitate conversations between faculty, department admin and department Chair.
- ❑ Faculty should finalize course concepts and get Department Chair endorsement.

NOVEMBER – Propose Courses, Complete Program Documentation & Required Form

- ❑ Submit Travel Study courses to Summer Session for approval.
  These courses should be part of your Summer Session Schedule Build that contains all the courses your department is proposing for Summer 2027.

- ❑ Complete your Travel Study packet for Global Initiatives to review and approve. It should include the following:

1. **Program Fee Proposal Form** (please contact Louie Cruz at loc021@ucsd.edu for *current* Program Fee Form)

The Program Fee Proposal Form Excel file has 3 Worksheets:

Worksheet 1 - Program Fee Form with Department Chair signature. (Exhibit A)
Worksheet 2 - Budget Page with Department Business Officer (formerly "MSO") signature. (Exhibit B)

- The Budget Page outlines the process to create a Program Fee.
- Summer Session pays the faculty salary to teach a Travel Study program. The students via a Program Fee pay all other faculty costs for the Travel Study trip.
- The **Faculty Costs** portion of the program fee should include the total cost to accommodate the faculty. That total cost is divided by the projected number of students enrolled to determine a per student cost.
- The **Faculty Costs - Per Diem** line item is not the official per diem rate for university business travel. Instead, accurate projections for faculty transportation, meals, accommodations and any other trip costs should be included. The goal is to keep program fees as low as possible for students, while accurately projecting the cost of the program.

Worksheet 3 – Instructions on how to complete Exhibits A and B.

Refer to Special Program Fee Guidelines for Faculty-Led Summer Study Abroad Opportunities:
http://blink.ucsd.edu/_files/finance-tab/cbo/ProgramFeeCampusGuidelines-Final-4-21-09.pdf

2. **Field Operational Planner**

Domestic and International Travel Study Programs:

a) Complete the online Field Operation Planner here: http://blink.ucsd.edu/go/fieldsafety
b) Follow guidance from Risk Management and Environment Health & Safety offices.

3. **Student Handbook** - Include the information below.

- Program outline and Schedule

- Course Syllabus
- Accommodations & Dining
- Transportation
- Medical Facilities, Health Insurance Info, etc.
- Safety Precautions
- Packing Recommendations – Money, Clothing, Suggested Items
- Drafts of Student Forms:
    - Program application
    - Waiver of liability
    - Agreement to release Dept.
    - Physician's medical exam
    - Student payment agreement for program fee and tuition

4. **Vendor contracts** (if applicable)
   Submit any vendor contracts to Procurement for review and approval.
   https://blink.ucsd.edu/sponsor/BFS/divisions/ipps/procurement-contracts/index.html

5. **Staff Volunteer Appointment Form** (if applicable)
   A Staff Volunteer Appointment Form is required for any individual who will accompany faculty and students on the trip.
   http://www-hr.ucsd.edu/qwl/policies/pdf/sp3vol.pdf

DECEMBER – Course Approvals & Student Recruitment

- ☐ Verify course approvals (coordinate with Summer Session)
- ☐ Begin recruiting students.
    - Complete course syllabus, trip itinerary, and student program application (pending program fee approval by CBO)
    - Consider using: Info Sessions, Website, Advising

JANUARY – More Student Recruitment

- ☐ Continue recruiting students.

Global Initiatives routes final Program Fee Proposal Form for approval.

FEBRUARY – Prepare for Student Payments

- ☐ Create detail code (new programs only)
    - Instructions on how to create a TSS Detail Code are coming soon at: https://blink.ucsd.edu/finance/billing/student-receivables/guidelines/index.html
- ☐ Establish and collect program prepayment from students

Global Initiatives will route Program Fee Proposal Form to Campus Budget Office (CBO) after all approval signatures.
***Target Deadline**: February 28, 2027.*

MARCH – Fee Approval & Faculty Training

- ☐ Training program for faculty conducting fieldwork (i.e.: emergency protocol, student management while off campus, etc.)
    - Work with Global Initiatives/Study Abroad to create training session (optional)

CBO approves Program Fee by end of March.

APRIL – Students Enroll & Pay

- ☐ Preauthorize students for course(s)
- ☐ Remind students to enroll in the course(s)

CBO will notify department of Fee Approval
Registrar will attach and post program fee to the course
Students pay program fee via check to Cashier's Office

MAY – Financial Aid

- ☐ Financial Aid disbursements begin.
- ☐ Ensure vendor payments are made according to the contract.

JUNE – Audit Tuition Payments

- ☐ Audit and confirm student tuition payments

JULY - SEPTEMBER – SET and Program Audit

- ☐ Ensure students complete course evaluations (SET and/or Dept. evaluation)
- ☐ Audit payments and expenses for the program

2026 SUMMER SESSION REVIEW

UC San Diego Summer Session is proud to have offered its 55th year of rich academic program for incoming, continuing, and visiting students.

Summer Session collaborates with academic departments and campus student services to ensure a wide selection of courses is offered during optimally scheduled times and in appropriate campus classrooms.

Students enjoy a small-campus environment while completing courses required for graduation, enriching their education by exploring new subjects, or making up course deficiencies. Most students enjoy the accelerated pace, evaluate the faculty positively on CAPE/SET forms, and expect to graduate in a timely manner.

Summer Session 2026 concluded with approximately 13,000 students and more than 28,000 enrollments. Summer students used WebReg (TritonLink) to enroll in courses. Non-UCSD students used the online application through the Summer Session website to obtain enrollment access to WebReg.

New 50/30/20 Revenue Share Financial Model

Summer 2026 was the first summer using the 50/30/20 revenue share financial model. See the Financial Model section for implementation details. A Summer Session administrative workgroup is studying the impact of the pilot revenue share model and recommending changes for summer 2028.

Remote and In-Person Instruction for Summer Session 2026

About 55% of Summer Session courses were offered remotely, and 45% of Summer Session courses were held in-person. Summer 2026 achieved 90% of the summer 2025 enrollment with 77% the number of 2025 summer courses. We continue to hear from students that remote courses are desirable, and our enrollment data supports that position.

2026 Credit-bearing Summer Programs

PATH Summer Academy – PATH Summer Academy, a grant funded partnership, provides an academic transition for transfer students from San Diego Community College Districts (SDCCD) to UC San Diego. Students in this 5-week program are admitted to majors in Arts & Humanities. This program is intended to enhance the academic performance of SDCCD transfer students, as well as optimize their transition experience. Majors included: Humanities, Arts, and Institute of Arts & Humanities (IAH) programs. All students enrolled in PHIL 148 and PHIL 165 in Session 2.

Summer Bridge – Summer Bridge 2026 offered a combination of remote and in-person events. The program served about 571 incoming first-year students. The program offered Residential (231) and Remote (340) opportunities.

Students took 1 course in Session 2 (5 weeks) from the following list:

- All students enrolled in either AWP 10 or EDS 25

Summer Engineering Institute – The Summer Engineering Institute (SEI) is an early start program for incoming first-year engineering majors. SEI is a 5-week residential program, and students earn units in engineering courses. In summer 2026, all participants were required to take ENG 15 (2 units) or ENG 30 (4 units), which is designed to enhance an engineering student's success by building essential academic and personal skills. Students enrolled in a second course from the following list: CENG/NANO 15, CSE 8A, CSE 11, ECE 5, MAE 8, SE 9.

For more information about Summer Programs, please see the Summer Session website.

Study Abroad

Global Initiatives offered 21 Global Seminars in summer 2026 and the Anthropology department offered one Travel Study field school program. The CARTA Anthropology graduate field school was not offered in summer 2026.

ServiceNow

The Summer Session office continued using the ServiceNow system to enhance our student support.

- Email sent to summer@ucsd.edu automatically creates a ticket in ServiceNow.
- Tickets can be easily routed to our campus partners, providing more transparency and streamlined service for our students.
- Using templates has helped to facilitate consistency in responses from office staff with faster turnaround times.

Summer Scoop

The Summer Scoop is a weekly newsletter for our campus faculty and staff keeps them apprised of Summer Session-related updates, reminders, trainings, and deadlines. Sign-up to receive the Summer Scoop here.

Campus Services

Housing was available to students taking Summer Session courses, and more campus services were offered in-person for Summer Session students.

The Teaching + Learning Commons offers year-round services for students and faculty. To help the campus navigate remote instruction, The Teaching + Learning Commons created resources and strategies for faculty at https://keepteaching.ucsd.edu/, and students at https://digitallearning.ucsd.edu/learners/learning-remotely/index.html.

Course Scheduling

About 55% of Summer Session Courses were delivered remotely (either synchronously or asynchronously), and 45% of Summer Session courses were held in-person. Synchronous remote courses were still scheduled during the standard teaching times.

Success Managing Waitlists

Departments found success managing Summer Session 2026 waitlists by communicating to students whether or not additional sections of waitlisted classes would be added to the Schedule of Classes. Summer Session recommends that departments follow the same communication strategy for 2027.

SUMMER SESSION CONTACTS

The Summer Session team looks forward to working with you in 2027.

Summer Session Administrative Office

Student Concerns/Questions: summer@ucsd.edu
Courses: summer-courses@ucsd.edu
Payroll: summer-payroll@ucsd.edu

Website: http://summersession.ucsd.edu

Instagram: @ucsdsummer

Staff

Lisa Bargabus, Director	lbargabus@ucsd.edu
Paty Macedo, Program Affairs Manager	pmmacedo@ucsd.edu
Yvonne Wollmann, Student Affairs Manager	ywollmann@ucsd.edu