



OPEN CALL FOR MAYMESTER 2023 COURSES

**Maymester 2023 is scheduled for May 8 through June 1;
exams will be held on Friday, June 2.**

- Maymester courses are typically 4 credit hours. Each 1 semester hour requires 8.25 class hours minimum; 4 credit courses require at least 33 class hours.
- **Competency and rFLA 200-level courses will be given priority**, though electives and/or major courses with significant student demand will be considered.
- Maymester courses will be taught in a morning (9:00-11:30 a.m.) or afternoon (1:00-3:30 p.m.) format.
- Courses counting toward science rFLA requirements must be 6 credit hours (49 course hours) and meet the Science Division guidelines of six lab meetings for a minimum of 2 hours each.
- Courses must enroll a minimum of eight (8) students for inclusion in the final Maymester schedule.
- Final decisions concerning courses and teaching times rest solely with the academic deans.
- Maymester compensation will be based on the regular overload pay schedule and will be paid in a single installment at the end of May 2022.

**COURSE SUBMISSION DEADLINE: Wednesday, March 1.
SAVE THE FILE TO YOUR DESKTOP (.docx or .pdf); SUBMIT VIA EMAIL.**

Maymester proposals should be sent to shenning@rollins.edu by the date shown above.

DEPT:		INSTRUCTOR:	
SUBJ/NUM:		TITLE:	
COMP:		GEN ED:	
		PRE-REQS:	
			FEES:

Please Select a Toggle Box to Choose Your Preferred Teaching Time

Morning (9-11:30)

Afternoon (1-3:30)

No Preference (either time)

Preferred Course Cap:

Preferred Classroom:

Additional Comments or Special Requests:

Electronic signature permitted. Faculty sponsor should submit the form to their department chair for approval.
Department chair should forward to shenning@rollins.edu for final processing.

Department Chair Signature/Approval

Date