



ArchivesSpace

Summer Sessions, Office of; Records

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M.E. Grenander Department of Special Collections & Archives

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Summary Information

Repository:	M.E. Grenander Department of Special Collections & Archives
Title:	Office of Summer Sessions
ID:	ua415
Date [inclusive]:	1919-1975
Physical Description:	1.4 cubic ft.
Physical Location:	The materials are located onsite in the department.
Language of the Material:	English .
Mixed Materials [Collection]:	X
Abstract:	Contains the records of the Office of Summer Sessions (currently known as the Office of General Studies and Summer Sessions), including annual reports, budget materials, and enrollment data.

Preferred Citation

Preferred citation for this material is as follows:

Identification of specific item, series, box, folder, Office of Summer Sessions, 1919-1975. M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, State University of New York (hereafter referred to as the Office of Summer Sessions).

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Historical Note

The Office of Summer Sessions had its origin in 1917, when the first Summer courses were offered at the New York State College of Teachers. When the College grew into the State University of New York at Albany, the responsibility for managing summer sessions came under the supervision of the Dean of Graduate Studies. It later became a distinct entity overseen by the Office of Academic Affairs. The Office was responsible for overseeing enrollment, scheduling, and faculty appointments for courses offered during the Summer Session. As of 2017, these functions are fulfilled by the Office of General Studies and Summer Sessions.

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Scope and Contents

This collection contains enrollment data for summer courses, exam and class schedules, budget documentation and salary schedules, instructor lists, publicity materials, annual reports, and administrative correspondence.

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Arrangement of the Collection

The collection is unprocessed and is likely disorganized. Individual items may be difficult to find.

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Administrative Information

Publication Statement

M.E. Grenander Department of Special Collections & Archives

Revision Description

Encoded in EAD by Benjamin Covell 2017 February 16

Processing Information

Processed in 2017 by unprocessed.

Access

Access to this collection is restricted because it is unprocessed. Portions of the collection may contain recent administrative records and/or personally identifiable information. Please contact an archivist for more information.

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The University Archives are eager to hear from any copyright owners who are not properly identified so that appropriate information may be provided in the future.

Acquisition Information

All items in this collection were transferred to the University Libraries, M.E. Grenander Department of Special Collections and Archives.

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Controlled Access Headings

- Education, Higher--Administration
- Annual reports
- rosters
- curricula
- UAlbany Schools & Colleges
- State University of New York at Albany