

College of Health & Human Services Summer/Winter Compensation

The following guidelines for course enrollments have been developed to ensure that we are covering instructional and overhead costs, as well as generating revenue, during these sessions. Therefore, the following CHHS guidelines for low enrolled classes, cancellations, and internships/practicums are addressed in accordance with Academic Affairs' Summer Sessions and Winter Sessions Compensation Policy www.wku.edu/policies/docs/index.php?policy=382. These guidelines will be effective on 3/20/2023 and subject to change in future academic years.

1. CAPACITY: Course enrollment caps are to be set at similar levels as those used in Fall and Spring semesters.
 - a. Undergraduate courses must have a total enrollment of 25 students prior to opening a second section of the same course (could be combined sections with zoom/FTF).
 - b. Graduate courses must have a total enrollment of 20 students prior to opening a second section (could be combined sections with zoom/FTF).

2. CANCELLATION and Enrollment: Decisions to cancel or prorate low enrolled courses will be based on the current WKU Academic Affairs Policy 1.2124 IIA.

The decision to cancel or prorate low-enrolled courses must be made no later than five(5) business days prior to the start date of the course. No cancellations due to low enrollment will be made after that time in order to give students and faculty time to make alternative plans.

3. The CHHS rate of payment for a fully enrolled course is \$1,600.00 per credit hour. If a course does not meet the minimum enrollment required (below), the pay will be adjusted per the table in #4.
4. LOW ENROLLMENT-The college proration is based on a percentage per credit hour with the following enrollments (**please note the rates below are intentionally not break-even amounts**).
 - a. Undergraduate ----- 14 and under
 - b. Graduate----- 9 and under

Compensation for Low-Enrolled Courses

Enrollment	Undergraduate	Enrollment	Graduate
14	\$1,493.38		
13	\$1,386.71		
12	\$1,280.04		
11	\$1,173.37		
10	\$1,066.70		
9	\$960.03	9	\$1,440.00
8	\$853.36	8	\$1,280.00
7	\$746.69	7	\$1,120.00
6	\$640.02	6	\$960.00
5	\$533.35	5	\$800.00
4	\$426.68	4	\$640.00
3	\$320.01	3	\$480.00
2	\$213.34	2	\$320.00
1	\$106.67	1	\$160.00

5. HIGH ENROLLMENT- Courses with high levels of enrollment will pay \$4,800 plus the stipend below:

Students Additional Stipend Amount/credit hour

- a. 20 – 24 students \$100 (\$300 for 3 credit hour class)
- b. 25 – 29 students \$200 (\$600 for 3 credit hour class)
- c. 30 or more students \$300 (\$900 for 3 credit hour class)

6. INTERNSHIP/PRACTICUMS: If compensated these courses will follow the same guidelines as stated in #3.

7. COURSE OFFERINGS: Any course that is offered in Spring and/or Fall Semesters that has not reached the college fall/spring minimum enrollments should not to be offered in the Summer Semester.

8. EXCEPTIONS: Extenuating circumstances may warrant exception(s) and will be granted with approval by the Department Head/Chair/Director and Dean.