

College of Health & Human Services Summer/Winter Compensation

With the implementation of RAMP budget model for FY23, the summer and winter courses are now administered through CHHS (not as previously done through DELO). 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 Fiscal Matters Policy 1.2124. These guidelines will be effective on 4/1/22 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: Decisions to cancel a section must be made no later than five business days prior to the course start date.** Wages will be determined based on the following schedule:
 - a. **2 weeks prior to class start date**, the Department Head will inform the faculty of any courses with a low enrollment. The faculty member will determine if they will teach the course within the allotted time for a reduced wage based on the table in #4.
 - b. **Enrollment** will be assessed three days after the start date of the class. Wages will be determined based on **the actual enrollment on that date**.
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	\$1,443.00		
13	\$1,340.00		
12	\$1,237.00		
11	\$1,134.00		
10	\$1,031.00		
9	\$928.00	9	\$1,230.00
8	\$825.00	8	\$1,093.00
7	\$722.00	7	\$957.00
6	\$619.00	6	\$820.00
5	\$516.00	5	\$683.00
4	\$413.00	4	\$547.00
3	\$310.00	3	\$410.00

2	\$207.00	2	\$274.00
1	\$104.00	1	\$137.00

Note: There is no additional compensation above the minimum enrollments.

5. INTERNSHIP/PRACTICUMS: If compensated these courses will follow the same guidelines as stated in #3.
6. EXCEPTIONS: Extenuating circumstances may warrant exception(s) and will be granted with approval by the Department Head/Chair/Director and Dean.