

College of Health & Human Services

Guidelines for Winter Sessions Courses and Compensation for Full-Time Faculty not on contract

College level guidelines are designed to support university policies regarding Winter Sessions courses taught at WKU. Guidelines for low enrolled classes, cancellations, and internships and practicums are addressed in accordance with Academic Affairs Fiscal Matters Policy 1.2120.

1. CAPACITY - Course enrollment caps are set at similar levels to those used in Fall and Spring semesters.
2. CANCELLATION- Decisions to cancel must be made no later than five business days prior to the start date.

3. LOW ENROLLMENT-

Courses with less enrollments than

- 12 -- Lower Division
- 10 -- Upper Division
- 6 -- Graduate

Are considered "low enrollment" sections

To maximize the viability of offering a course at less than these enrollment thresholds, the college prorated compensation **per credit hour** will be:

Lower Division		Upper Division		Graduate	
11	\$1,375.00				
10	\$1,250.00				
9	\$1,125.00	9	\$1,350.00		
8	\$1,000.00	8	\$1,200.00		
7	\$ 875.00	7	\$1,050.00		
6	\$ 750.00	6	\$ 900.00		
5	\$ 625.00	5	\$ 750.00	5	\$1,250.00
4	\$ 500.00	4	\$ 600.00	4	\$1,000.00
3	\$ 375.00	3	\$ 450.00	3	\$ 750.00
2	\$ 250.00	2	\$ 300.00	2	\$ 500.00
1	\$ 125.00	1	\$ 150.00	1	\$ 250.00

4. INTERNSHIP/PRACTICUMS/CLINICALS

- When departments have such courses, compensation will follow the same guidelines as set forth in section 3.
- Nursing clinical courses will use the same pay scale for the lower-division (level 100-200) as for the upper-division (300-400) courses, as programs are limited by accreditation standards to a clinical group maximum size of 10.

5. EXCEPTIONS- for extenuating circumstances may be granted with approval by the Department Head and College Dean.

6. Courses to which these guidelines would not usually apply include study abroad, independent learning, and DELO cohort courses.