Potter College of Arts & Letters
Guidelines for Summer Sessions & Winter Term Courses and Compensation for Full-Time Faculty on 9-Month Contract

College level guidelines are designed to support university policies regarding Summer/Winter Sessions courses taught at WKU. Guidelines at the college level help each college manage teaching assignments and enrollments in order to maximize effectiveness. The distribution model for Summer/Winter is built on maximizing enrollments and increasing efficiencies. With these goals in mind, guidelines for low enrolled classes, cancellations, and internships and practicums are addressed in accordance with Academic Affairs Fiscal Matters Policy 1.212V.

1. CAPACITY - Course enrollment caps are set at levels similar 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 fewer enrollments than
   - **14 -- Lower Division** (will NOT be offered with fewer than 5 students enrolled 5 business days prior to start of class)
   - **12 -- Upper Division** (will NOT be offered with fewer than 5 students enrolled 5 business days prior to start of class)
   - **10 -- Graduate** (will NOT be offered with fewer than 3 students enrolled 5 business days prior tostart of class) are considered "low enrollment" sections. To maximize the viability of offering acourse at less than these enrollment thresholds, the college prorated compensation per credit hour will be:

Lower Division		Upper Division		Graduate	
13	$1485				
12	$1370				
11	$1,255	11	$1465		
10	$1,140	10	$1330		
9	$1,025	9	$1,195	9	$1440
8	$910	8	$1,060	8	$1280
7	$795	7	$925	7	$1,120
6	$680	6	$790	6	$960
5	$565	5	$655	5	$800
				4	$640
				3	$480

4. INTERNSHIP/PRACTICUMS- Internship/Practicum courses are often overseen by a faculty or department head as instructor of record with no compensation. When departments have determined such courses require significant instructor facilitation, compensation will follow the same guidelines as set forth in paragraph 3.
5. EXCEPTIONS- for extenuating circumstances may be granted with approval by the Department Chair and College Dean.
6. HIGH ENROLLMENT- Courses with high levels of enrollment will pay $4,800 plus the stipend amount in the schedule below:

Undergraduate Students	Graduate Students	Additional Stipend Amount/credit hour
20 – 24 students	20—24	$100 ($300 for 3 credit hour class)
25 – 29 students	25—29	$200 ($600 for 3 credit hour class)
30 or more students	30 or more students	$300 ($900 for 3 credit hour class)

7. ADJUSTMENTS FOR HIGH & LOW ENROLLMENTS-

   Day 1- Final compensation will be determined on the enrollment numbers captured on the first day of class via the InfoView Report from Academic Affairs. Enrollment changes after "Day 1" will not impact compensation.