GUIDELINES FOR ENTREPRENEURIAL AND LIMITED COST OFFERINGS

The following guidelines will be followed for entrepreneurial offerings:

1. Entrepreneurial offerings can be conducted on campus and off campus, in the United States or in foreign countries, for non-credit, CEUs or credit and are coordinated through the University's School of Graduate and Extended Studies. These guidelines apply to both face-to-face deliveries and instruction utilizing distance education technologies.

2. These offerings are to be unique and not regular catalog offerings or variations of the regular offerings of a department. The offerings are designed primarily to address public and/or special topics not reached through regularly scheduled classroom offerings. Normally, if an entrepreneurial course is repeated two or more times within a three-year period, it should be listed as a regular catalog offering unless an exception is approved by the provost.

3. A faculty member typically initiates the idea with the approval of the appropriate department chair and dean. Entrepreneurial courses are always offered in addition to regular faculty load requirements for a given semester. Faculty may not conduct an entrepreneurial course in addition to teaching an overload course in the same semester.

4. The School of Graduate and Extended Studies, in cooperation with the faculty member, establishes a budget based upon estimated costs.

5. The department will input the class to Banner to establish the class. A detail code of T602 is used if the course is undergraduate; the detail code of T603 if the course is graduate level. If the course will be delivered online, the detail code(s) of T401/402 (UG/GR) should be used. In this instance, the department chair should consult with the School of Graduate and Extended Studies for clarification.

6. The instructor of record must hold graduate faculty status if the course is offered for graduate credit.

7. Brochures and/or other means of announcing the offerings may be developed and circulated by the School of Graduate and Extended Studies in conjunction with the instructor of the course. A copy of the course syllabus should be provided to the School of Graduate and Extended Studies.

8. Remuneration for faculty teaching entrepreneurial offerings will be based upon enrollment. The faculty member must agree to conduct the offerings for a minimum enrollment and to be paid according to available revenue (tuition less pre-determined expenses).

9. Maximum faculty salary per credit hour is computed by the following equation:

   \[ \frac{9\text{-month teaching salary}}{24 \times \text{credit hours of course}} \]

10. Request for compensation will be initiated by the School of Graduate and Extended Studies at such time as all pre-determined expenses have been paid. Course expenses incurred after compensation has been processed will be the responsibility of the instructor.
11. Upon completion of the course, funds in excess of expenditures (including School of Graduate and Extended Studies overhead costs) will be shared between the department and the college where the professor holds academic rank (30%) and the University general funds (70%). The School of Graduate and Extended Studies will initiate the process of transferring funds to the appropriate budgets.

The following guidelines will be followed for limited cost offerings:

1. A limited cost course is designed to allow departments to grant course credit for workshops, seminars, or other specialized instruction that would not be considered an entrepreneurial course offering. Limited cost courses are coordinated through the University’s School of Graduate and Extended Studies.

2. Limited cost courses require the approval of the appropriate department chair and dean.

3. No expenses for conducting the limited cost course or its associated workshop, seminar, or other specialized instruction may be paid from the limited cost course fees charged by the University. Those expenses must be paid for by the department or college.

4. Instructor stipends for student assessment, assignment of grades, or other activities related to the limited cost course may not be paid out of the fees charged by the University. Stipends may be paid by the department or college from their funds with appropriate approvals.

5. The department will input the class to Banner to establish the class after consultation with the School of Graduate and Extended Studies. A detail code of T303 is used if the course is at the undergraduate level. A detail code of T304 is used if the course is at the graduate level.

6. The instructor of record must hold graduate faculty status if the course is offered for graduate credit.

7. Upon completion of the course, funds in excess of the School of Graduate and Extended Studies costs will be shared between the college which offered the course (30%) and the University general fund (70%). The School of Graduate and Extended Studies will initiate the process of transferring funds to the appropriate budgets.

Revised: June 1, 2009