



REGIONAL CAMPUS COURSE/SCHEDULING JUSTIFICATION FORM

According to Policy 4.6.13P, colleges are to identify part-time faculty needs for the upcoming academic year and advertisements for these positions are to be posted no later than July 1. Class schedules typically must be submitted to the Registrar's Office by late Jan. for fall classes, early Sept. for spring classes, and mid Oct. for summer classes.

<p>Course SUB and NUMBER: _____</p> <p>ETP: _____</p> <p>Etgfkv"jqtu: _____</p> <p>Rncppgf"tqvcvkqp:"_____</p> <p><small>(i.e. every Fall, every other Fall, every Fall/Spring, every Spring, every other Spring, every Summer, every other Summer, Fall or Spring or Summer year only, etc.)</small></p> <p>College: _____</p> <p>Dept. _____ Region: _____</p>	<p>Date: _____</p> <p>Requested by: _____</p> <p>Site/s and (Enrollment Caps)</p> <p style="text-align: center;"> <input type="checkbox"/> Corbin () <input type="checkbox"/> Somerset () <input type="checkbox"/> Danville () <input type="checkbox"/> Lancaster () <input type="checkbox"/> Manchester () <input type="checkbox"/> Hazard () <input type="checkbox"/> Richmond () <input type="checkbox"/> Other (_____) </p>
<p>Class Justification <i>(Check all that apply):</i></p> <p><input type="checkbox"/> Supporting course for program offered at campus</p> <p><input type="checkbox"/> Core course for partial program offered at campus</p> <p><input type="checkbox"/> Supporting course for program offered at campus</p> <p><input type="checkbox"/> E-campus degree pathway course</p> <p><input type="checkbox"/> Course required for EKU certification</p> <p><input type="checkbox"/> University Requirement course option for:</p> <p style="margin-left: 20px;"> <input type="checkbox"/> Student Success Foundation <input type="checkbox"/> Wellness Requirement <input type="checkbox"/> Writing Intensive </p> <p style="margin-left: 20px;"><input type="checkbox"/> Capstone/Critical Thinking course</p> <p><input type="checkbox"/> General Education course; Elements 1-6 option</p> <p><input type="checkbox"/> Developmental course requirement</p> <p><input type="checkbox"/> Upper Division course to support 2+2 agreement</p> <p><input type="checkbox"/> Upper Division course</p> <p><input type="checkbox"/> Elective</p> <p><input type="checkbox"/> Course requested for/by student cohort</p> <p><input type="checkbox"/> Pilot course to gauge interest in program, discipline</p> <p><input type="checkbox"/> Dual Credit course (in support of/at request of local HS)</p> <p><input type="checkbox"/> Co-op or service learning opportunity</p>	<p>Delivery Format:</p> <p><input type="checkbox"/> Lecture (Face-to-face)</p> <p><input type="checkbox"/> Distance Learning Delivery</p> <p style="margin-left: 20px;"><input type="checkbox"/> Telepresence</p> <p style="margin-left: 20px;">_____ Origination Site</p> <p style="margin-left: 20px;"><small>Be sure to indicate caps per site in section above.</small></p> <p><input type="checkbox"/> Online</p> <p><input type="checkbox"/> Hybrid</p> <p style="margin-left: 20px;"><input type="checkbox"/> Web-Blended</p> <p style="margin-left: 20px;"><input type="checkbox"/> ITV-Blended</p> <p style="margin-left: 20px;">_____ Day/s _____ Time</p> <p>Cap (Max enrollment _____ Minimum _____)</p> <p>Instructional needs: (No additional costs required)</p> <p><input type="checkbox"/> Computer lab</p> <p><input type="checkbox"/> Equipment or software</p> <p><input type="checkbox"/> Room type (<i>large, small; tables, desks, etc.</i>)</p> <p><input type="checkbox"/> Science lab</p> <p><input type="checkbox"/> Other (<i>identify</i>)</p> <p>Start-up costs :</p> <p><small>List one-time expenses needed to begin offering class</small></p>
<p>Cost to offer class:</p> <p>_____ Instructor Pay (including fringe)</p> <p>_____ Adjunct/FT overload</p> <p style="margin-left: 20px;">(\$3200-PhD.; \$2600-Ma.; \$2100-BA/BS)</p> <p>_____ Full Time (\$4500 Max for summer; 9% of salary)</p> <p style="margin-left: 20px;">___ Overload ___ In-load</p> <p>_____ Travel (see Faculty compensation guidelines)</p> <p>_____ Equipment/materials (<i>one time or per class?</i>)</p> <p>_____ Technology/support</p> <p>_____ Other (equipment, software, etc.)</p> <p>Total cost to offer 1 class</p>	<p>ROI – Return on Investment:</p> <p>\$ _____ Anticipated tuition per class</p> <p style="margin-left: 20px;">(\$330 X credit hour per class)</p> <p>– _____ Total cost to offer 1 class</p> <p style="margin-left: 20px;">Instructor pay + fringe +travel/other costs</p> <p>\$ _____ Net gain/loss (excluding scholarships)</p> <p>_____</p> <p>Signature (of person completing form)</p> <p>_____</p> <p>Printed name & title</p>

**RETURN COMPLETED FORM AND ALL ATTACHMENTS TO REGIONAL CAMPUSES, PERKINS 202.
BUDGET WILL BE MADE PRIOR TO THE REGISTRAR'S DEADLINE FOR SEMESTER CLASSES.**