



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.

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

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