

PROPOSAL: Off-Campus Course Offering for Summer 2010

Department and Course Number: _____

Title: _____

Instructor: _____

Term Offered: May (5/10-6/4)___ June (6/7-7/2)___ July/August (7/5-30)___

Length/Dates of Course: _____

Course Description:

Approximate Course Cost (excluding tuition): _____

Course Offering Approval: _____

Department Chair Signature/Date

offprop.doc

Budget Form and Instructions

The attached form must be submitted for any May, June or July/August course which assesses a fee other than tuition.

Please note:

1. The course fee should be computed by dividing the total expense, including all of the instructor's expenses (excluding salary) by eight, the number required for a "go" course. This will be the fee assessed to all students regardless of the number participating in the course. For example, if ten students enroll, there will be no reduction of fee.
2. Tuition income will not be applied to the course fees, therefore cannot be considered when the fee is calculated.
3. All fees, including airline tickets, must be paid to the college.
4. Instructors will not be advanced monies over and above fee income. You had best plan for "emergency" money some other way.
5. A non-refundable deposit of \$100 will be required from all students enrolling in off-campus courses. The absolute deadline for this deposit is January 29, 2010.
6. Any charges not covered by the fee should be explicitly stated in the course description.
7. Students must pay all fees in full before leaving for the program.
8. Budget forms must be submitted to the department chairs by Wednesday, September 30, and to the Deans and Registrar by Wednesday, October 7.

OFF-CAMPUS MAY, JUNE, JULY/AUGUST SESSION BUDGET

Course Title: _____

Instructor: _____

Term Offered: May Term _____ June Term _____ July/August Term _____

Course Site: _____

A. Travel Costs

1. Mode of travel _____
2. Cost per Student for all Travel _____
(If traveling by air, include transport costs to and from airport)
(Did you include your personal costs before calculating this figure?)

B. Room Costs

1. Per Diem Cost per Student _____
2. Total Cost to Student (per diem x number of days) _____
(Did you include your personal costs before calculating this figure?)

C. Board Costs

1. Per Diem Cost per Student _____
2. Total Cost to Student (per diem x number of days) _____
(Did you include your personal costs before calculating this figure?)

D. Miscellaneous Costs

Innoculations _____
Postage _____
Advertising (xerox) _____
Equipment _____
Licenses _____
Admission to events _____
Other (specify) _____
Total Miscellaneous Cost per Student (costs divided by 8) _____

E. Contingency: Please add \$75 per student to cover unexpected expenses
Contingency Expense per Student _____

F. TOTAL COURSE FEE PER STUDENT _____
(Total A2, B2, C2, D & E)