



Policy Title:	Contract Courses
Policy Number:	ACAD-110
Revision Date:	November 2018
Policies Superseded:	ACAD-105
Policy Management Area(s):	Faculty Senate

SUMMARY:

Coastal Carolina University contract courses are offered as a service to public schools both at the undergraduate and graduate levels. These courses may be offered on CCU’s campus, online or at other locations such as the public schools.

POLICY:

I. UNDERGRADUATE

- A. A Memorandum of Agreement is drafted by Coastal Carolina University (CCU), signed by both CCU and the External Entity with whom the contract course(s) will be offered, and filed in the Office of University Relations. (A template for the MOA is attached, Attachment 1.)
- B. The Office of Graduate Studies prepares a Contract Course Proposal for approval by the respective program offering the course, the dean, and the provost. Contracts for the Teacher Cadet program are prepared in the Biddle Center.
- C. If the course is not listed in the University’s Catalog, as part of the Contract Course Proposal process, the syllabus must be approved by the relevant CCU department. Syllabi must meet the specified requirements of the University as stated in the Faculty Manual <https://www.coastal.edu/academics/facultysenate/manuals> and those specified by the respective college. (Attachment 2, Contract Course Proposal form)
- D. If the instructor is not a University faculty member as part of the Contract Course Proposal process, instructor credentials must be submitted for approval and verification by the relevant CCU department or program offering the course, the dean, and the provost. The originals of an instructor’s credentials must be on file in the Office of the Provost prior to the beginning of instruction.

To offer a contract course taught by an instructor under the External Entity's employ, the following must be submitted for that instructor:

1. Official transcripts of all college-level work.
 2. Proof of at least 18 graduate credit hours in the course discipline. If the instructor does not hold the terminal degree (doctorate) and/or transcripts do not reflect 18 graduate credit hours in the discipline, the district must provide a statement with accompanying copies of official documents that verify the faculty member's "alternative qualifications." The following types of documentation need to be provided:
 - a. Other degrees and concentrations
 - b. Certificates or diplomas
 - c. Publications and presented papers
 - d. Professional licensure or certification
 - e. Special training
 - f. Documented excellence in teaching in the discipline
 - g. Honors, awards or special recognitions
 - h. Related work experience
 - i. Other documented teaching competencies and achievements
 3. An updated resume/curriculum vita.
 4. Two letters of reference that supports the qualifications of the instructor to teach the course; these should come from individuals in a supervisory or administrative position who are familiar with the work of the proposed instructor.
 5. CCU forms: ID Summary and Computer Usage Form.
- E. When the Course Contract Proposal has been approved by all parties, a Contract Course Agreement is prepared by the University and sent to the External Entity for their signature. (Attachment 3, Contract Course Agreement)
- F. When the Contract Course Agreement is returned to the University, the provost and the president must sign the agreement before the contract course may begin. A copy of the signed agreement is sent to the External Entity for their files. Original copies are kept on file by the University.
- G. Students who enroll in contract courses must complete a Non-degree Seeking Application for admission to the University and register for the contract course. The process of admitting and registering of students is completed by the designated University office and based on the student's admission to the University. Students must pay applicable application fees, tuition and/or related course fees.

II. GRADUATE

- A. An Application to Conduct Contract Courses must be received by CCU at least 45 business days prior to the proposed first day of class. Applications must be accompanied by a course syllabus in an approved format (see attachment). If the request is for an instructor under the External Entity's employ to teach the contract course, documentation of the instructor's credentials must also accompany the application (see #3 below).

Start dates for classes should preferably be no later than

Fall Semester: **Oct. 1**

Spring Semester: **March 1**

Summer Sessions: **July 1**

- B. Professional Development and graduate courses must meet the SC Commission on Higher Education guidelines. (See Appendix A.)
- C. The terminal degree is required of instructors who teach courses that are offered for graduate credit. Only when CCU does not have credentialed faculty available to teach a graduate level course will non-CCU instructors be considered to teach the course.
- D. If the instructor is not a University faculty member as part of the Contract Course Proposal process, instructor credentials must be approved and verified by the relevant CCU department. If the instructor is approved, the originals of the instructor's credentials will be kept on file in the Office of the Provost.

To offer a contract course taught by an instructor under the External Entity's employ, the following must be submitted for that instructor:

1. Official transcripts of all college-level work.
2. Proof of at least 18 graduate credit hours in the course discipline. If the instructor does not hold the terminal degree (doctorate) and/or transcripts do not reflect 18 graduate credit hours in the discipline, the district must provide a statement with accompanying copies of official documents that verify the faculty member's "alternative qualifications." The following types of documentation need to be provided:
 - a. Other degrees and concentrations
 - b. Certificates or diplomas
 - c. Publications and presented papers
 - d. Professional licensure or certification
 - e. Special training
 - f. Documented excellence in teaching in the discipline

- g. Honors, awards or special recognitions
 - h. Related work experience
 - i. Other documented teaching competencies and achievements
3. An updated resume/curriculum vita.
 4. Two letters of reference that supports the qualifications of the instructor to teach the course; these should come from individuals in a supervisory or administrative position who are familiar with the work of the proposed instructor.
 5. CCU forms: ID Summary and Computer Usage Form.
- E. For graduate courses listed in the University catalog offered as contract courses, the contract cost for a three-credit hour course is \$6,000. An additional \$100 per student will be applied for students who are not residents of South Carolina.
 - F. For three-credit hour Professional Development courses and/or other graduate courses in which the district/agency pays the instructor's stipend, the cost is \$100 per in-state participant and \$200 per out-of-state participant. A minimum of five teachers/students must be enrolled in these courses.
 - G. If a contract course has been approved and is withdrawn due to low enrollment, an administrative fee of 10 percent of the cost of the course will be charged.
 - H. If the graduate course is not listed in the University's Catalog as part of the Contract Course Proposal process, the syllabus must be approved by the relevant CCU department.
 - I. If the graduate course is listed in the University Catalog and the instructor is not a faculty member of the University, a syllabus will be provided by the University department for the instructor.
 - J. When an Application to Conduct Contract Courses is received, the Office of Graduate Studies prepares a Contract Course Proposal for approval by the respective department, dean, and provost.
 - K. Once the Course Contract Proposal has been approved by all parties, a Contract Course Agreement is prepared by the Office of Graduate Studies and sent to the External Entity for their signature.
 - L. When the Agreement is returned to the University, the provost and president must sign the agreement before the Contract Course may begin. A copy of the signed agreement is sent to the External Entity for their files.
 - M. Teachers/students who plan to enroll in graduate or professional development courses through CCU are required to complete an application for graduate admission, either non-degree or degree seeking. The application must be accompanied by a \$45 non-

refundable application fee for first-time enrollment at CCU. These applications are available at <https://www.coastal.edu/graduatestudies/applynow/>.

- N. Graduate applications and course registration materials must be received in the Office of Graduate Studies no later than the first day of class.
- O. Student evaluations of all courses must be conducted. This is done electronically and requires that all course instructors and enrollees activate and access their CCU e-mail address when they teach or enroll in a course. This information is included on the syllabus template that is required for all contract courses.