

3357:13-14-09 Contact Hour Fee Policy

- (A) Students will pay for services rendered for a faculty member's time when the payment has not been incorporated into the credit hours of a course for which the students pay. The cost will be calculated at the lowest possible burden per student that can still allow the college to break even for the cost of offering the course.
- (B) Fees will be calculated on average enrollment over one year for all sections of the course when the data is available. Calculations of average enrollments will be based upon census data (15th day). New course enrollment average projections will be set by the Assistant Dean.
- (C) The percentage of State Teacher's Retirement System allocation, and the adjunct pay rate/overload hour pay rate will be verified by the payroll office annually.
- (D) The contact hour fees will be re-evaluated every three years.

Effective: January 23, 2018
Next Review: January 1, 2023
Review Dates: 01/23/18

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Last revised: 08-09
CAO (Academics)