Southern Connecticut State University

SC SU

# Frequently Asked Questions (FAQ)

*SCSU For-Credit Institutes and Non-Credit Programs*

## Overview

### 1. What are For-Credit Institutes and Non-Credit Programs?

While the University will be updating the titles and definitions of *For-Credit Institutes* and *Non-Credit Programs* this academic year, here is a general overview to spark your creative ideas:

- ***For-Credit Institutes:*** these are credit-bearing undergraduate and graduate courses that have been approved through the university's curriculum approval process and serve the needs of our current students, visiting students, and the greater New Haven community. They differ from our traditional credit-bearing courses in the following ways:
    - Guest lecturers and industry experts may deliver a portion of the course content
    - Delivery formats may change to include off-site field trips or accelerated scheduling.
    - Daily lesson plans may include more project-based learning and other activities that provide a unique approach to the course syllabus while maintaining the primary learning objectives.
    - Includes a partnership with another educational institution or community organization for content delivery and/or to expand participation.
- ***Non-Credit Programs:*** these are typically either personal enrichment or professional development offerings delivered as a workshop, revenue-generating conference, seminar, camp, or certificate program, which carries no academic credit. Non-Credit Programs for professional development are typically built around a specific skill set, exam-preparation, continuing education unit (CEU), or other certification for a particular company, industry, or region. Non-Credit Programs for personal enrichment are built around lifelong learning concepts that connect with community interest and faculty/staff expertise at the University. These could include youth athletic camps, academic & career exploration for H.S. students, cultural activities for the community, renowned lecturer series, and much more.

## Proposal Submission

### 2. I am interested in submitting a proposal for a new For-Credit Institute or Non-Credit Program. What is the approval process for this request?

The petition form and budget template for our For-Credit Institutes and Non-Credit programs have been combined into a single Excel document on this webpage. Please click on the appropriate hyperlink to download a copy of the workbook to your desktop (password protected). You will find detailed instructions on Tabs #1 and #2 of the Excel workbook with the necessary steps to approve your request and instructions on how to complete the new budget. Should you have any questions, please contact your Department Chair, Dean, or the Associate Dean of Graduate Studies (GSRI) for assistance.

## 3. How do I collect approval signatures for a new petition form?

In an effort to cut down on paper usage and expedite the approval process, faculty members will now forward the entire petition form (in Excel) electronically via email to the appropriate parties. Each signature will be typed into the workbook where indicated on Tab #1 with the date and accompanying email granting approval.

## 4. Once approved, what Banner Org # should I use for this For-Credit Institute or Non-Credit Program?

Once a new For-Credit Institute or Non-Credit Program has been approved by the Provost, the Coordinator of Academic Resources (Kathy Yalof x25558) will send a request to the University Controller (Lise Brule x25722) to create a Banner Org # for the program. They will then add this number to the petition form in Excel and send a copy to the Dean, Chairperson, Faculty Member and the Associate Dean of Graduate Studies (GSRI).

## 5. By what dates do I need to have my petition forms approved for summer and winter intersession this academic year?

All For-Credit Institutes and Non-Credit Program petition forms must be approved by the following dates (please see below). However, we strongly encourage you to discuss the concept with your School Dean, Department Chair and the Associate Dean of Graduate Studies (GSRI) as early as possible.

- ***Summer Session*** – March 27th, 2017
- ***Winter Intersession*** – October 30th, 2017

Petition forms submitted after this date may not be approved depending upon the minimum enrollment needed, marketing efforts required, and complexity of program logistics.

# Campus Facilities Usage

## 6. How do I reserve space on campus for my For-Credit Institute or Non-Credit Program?

For-Credit Institutes – Faculty Members will need to connect with their Department Chair to make a request with the Scheduling Officer (Robert Drobish x25310) to reserve a classroom. In the email request, please be sure to include the: Subject, Course #, Delivery Format, Meeting Times, Instructor Name, and Start/End Dates. The Registrar's Office will ensure that course offerings are listed in the schedule in BannerWeb. Classroom space can be extremely limited on campus so Faculty Members may not receive their first choice of classroom. We appreciate your patience.

Non Credit Programs – Faculty Members will need to prepare a Facilities Usage Form (hyperlinked) to reserve space on campus for the event. The request must be signed by the Facility Administrator before final approval will be granted. Please refer to the following documents on using campus facilities as this may impact the planning process, budget preparation, and required support services.

- Guidelines for University Sponsored Events (hyperlinked)
- Guidelines for Co-Sponsored Events (hyperlinked)

Please also plan to connect with the following campus representatives when preparing your program budget to determine any auxiliary fees*:

- Eric Simms (x25503) – Programs In the Adanti Student Center
- Janet Kliscu (x25513) – Programs Outside of the Adanti Student Center

**Please note that these fees must be included in the budget template (Tab #4).*

7. **I would like to use an outside facility for my For-Credit Institute or Non-Credit Program.**

Please discuss this event with your Department Chair and School Dean to receive preliminary approval for the concept. All space rentals will need to be approved by the Provost, Dean, and the Office of Finance & Administration to ensure compliance with any outside facility requirements and all University policies. Additional fees for outside space usage will need to be included in the budget template (Tab #4) and reviewed by the Associate Dean of Graduate Studies, Research, and Innovation.

## Compensation Process & Rates

8. **How is faculty compensation calculated and which forms should I use for my For-Credit Institute or Non-Credit Program?**

For-Credit Institutes -

- ***Forms*** – Both full-time and part-time lecturers should use the *Lecturer Appointment* form located here on the website under Employment Forms: Human Resources Forms (hyperlinked)
- ***Compensation*** – Full- and part-time instructors will receive compensation in accordance with the AAUP Collective Bargaining Agreement.
- ***Dual Employment*** – Those faculty members who are working in another position here at SCSU or another state agency will need to fill out a Dual Employment Form located here on the website under Frequently Used Forms: Human Resources Forms (hyperlinked)

Non-Credit Programs -

- **Forms and Compensation** - Full- and part-time instructors will receive compensation in accordance with the AAUP Collective Bargaining Agreement.
  - Full-Time Faculty – Please refer to Article 10.12 and to calculate your maximum hourly rate use the following formula:

    **Total Annual Salary ÷ 24 ÷ 45 = Hourly Salary**

    *(Example: $60,000 ÷ 24 ÷ 45 = $55.55 per hour)*

    Then, please complete an Instructional Faculty Compensation Authorization form (10.12) – which is used for Contract/Grant Activities and located here on the website: Human Resources Forms (hyperlinked).
  - Part-Time Faculty – Please refer to Article 12.8 for the appropriate rate per credit and complete an Article 12.8 Non-Instructional Educational Activities Form (Part-Time) located here on the website: Human Resources Forms (hyperlinked). Forty-five (45) hours of service shall be considered the equivalent of one (1) load credit, both for purposes of classification and compensation.
- **Program Development** – For some brand new programs, faculty compensation for program development may be included in the budget planning process. Faculty members will need to draft a one-page rationale and receive written approval by the Dean (an email will suffice) before building these expenses into the Non-Credit Program budget. Hours will need to be tracked and shared with your School Dean and Associate Dean of Graduate Studies (GSRI).

### 9. How do I arrange for student labor to support my For-Credit Institute or Non-Credit Program?

The guidelines for hiring student labor and required forms can be found on the Career Services website: Hiring a University Student Worker (hyperlinked). Please refer to the FAQ link on the Hiring a University Student Worker webpage for the most commonly asked questions and instructions on the paperwork that must be completed. All student worker compensation must be included in the budget planning process (Tab #3).

### 10. How do I pay for any additional consultants or guest speakers to support my For-Credit Institute or Non-Credit Program?

In most cases, the University requires an honorarium for guest speakers and consultants who will be paid an amount not to exceed $3,000. The forms for this request can be found here on the website: University Honorarium (hyperlinked). Be sure to closely follow the University procurement policies and allow extra time to process the paperwork. This will also need to be included in the budget planning process (Tab #3).

A Voucher/Disbursement Request form must be processed following the event to initiate payment to the guest speaker or consultant. The form can be found here on the website: Accounts Payable Forms (hyperlinked).

If the request exceeds $3,000, faculty members will need to complete a Personal Service Agreement (PSA) located here on the website: Personal Service Agreement. Please note that all PSA's must be approved by the Attorney General's Office.

### 11. Is overtime compensation included for clerical staff to support my For-Credit Institute or Non-Credit Program?

Clerical support for our For-Credit Institutes and Non-Credit Programs is generally considered part of normal business duties and will only be granted in extremely rare cases with approval by the Provost and the Dean. Departments should be prepared to justify how the duties are 1) above and beyond the normal scope of the position and 2) cannot be performed during normal business hours. Final requests will need to be submitted to the Provost for review and approval. If overtime is approved by the Provost, the Banner Org # and Z-Index for the For-Credit Institute or Non-Credit Program must be provided on the clerical staff's time sheet to ensure that overtime hours are posted correctly. These costs will also need to be included in the budget planning process by the faculty member. Please contact Academic Affairs for instructions.

## Supplies & Refreshments

### 12. I would like to purchase supplies and materials to support my For-Credit Institute or Non-Credit Program.

All purchases must follow the University procurement policy, which can be found here on the website: Online Purchase Requisition Procedures (hyperlinked). Detailed instructions are included with a downloadable PDF form on the website. Please plan to begin this process at least four (4) weeks in advance of the start date in order to ensure that supplies arrive on time. All materials and supplies must be included in the budget template (Tab #4) for review by the School Dean and Associate Dean of Graduate Studies (GSRI). Please use the appropriate line item or "Miscellaneous" if this does not fit in any other category and be sure to include notes for transparency.

### 13. I would like to include refreshments for participants in my For-Credit Institute or Non-Credit Program. How do I make these arrangements?

If approved within the budget planning process, Faculty Members will need to closely follow the refreshments policy located here on the website: Refreshment Policy (hyperlinked) for instructions and required paperwork. Faculty Members should plan to begin this process approximately four (4) weeks in advance of the start date. The first step is to reach out to Chartwells Food Service Operations (Juan Dominguez x26979 or email at: juan.dominguez@compass-usa.com) as our chosen university vendor. Chartwells must be given the first right of refusal on any catering services; however, if they are unable to accommodate the request, the Faculty Member has the option to seek out another vendor. Once the Faculty Member has selected a vendor, please contact Accounts Payable (Tim Krauss x 25715) or Procurement (Cynthia Shea-Luzik x25490) for information on the requisition / payment process. If the Faculty Member is using an outside vendor and plans to use a P-Card for the purchase, please refer to the requirements located here on the website: P-Card Program (hyperlinked). Prior written approval of the President or appropriate Vice President is required should the cost exceed $100 total (email approval is sufficient).

Please note that a Voucher/Disbursement Request form must be processed following the event to initiate payment to the vendor. The form can be found here on the website: Accounts Payable Forms (hyperlinked).

## Program Marketing

### 14. The updated petition forms ask that I consider a marketing plan in my proposal for my For-Credit Institute or Non-Credit Program. Who should I contact to discuss these details?

The University wants to support the success of all campus activity, which includes an important focus on outreach and promotion. Please contact your Department Chair and School Dean well in advance of the start date to discuss your concept. Be sure to consider the specific target audience for the program and plan to bring any information on community organizations, private businesses, school districts that might help us to promote the program or would be interested in attending the For-Credit Institute or Non-Credit Program. Representatives within the Integrated Communications & Marketing team may be able to help with strategic planning and the creation of marketing materials (virtual or paper-based). Depending upon the scope of the project, additional charges may need to be added to the budget to cover the cost of materials and labor (Tab #4).

## Registration & Payment Process

### 15. How do students register for our For-Credit Institutes and Non-Credit programs?

For-Credit Institutes -

- ***Current Students*** - can log directly into MySCSU located here: MySCSU (hyperlinked) to register and pay for the course. A downloadable PDF guide to the registration and payment process is located here on the website: Guide to Registration & Bill Payment (hyperlinked).
- ***Visiting Students*** – Community members, alumni, and those attending other universities are considered visiting students. We welcome their participation and ask that they please fill out a Visiting Student Registration Form located here on our website: SCSU Student ID Request (hyperlinked) to

request an SCSU Student ID. They will then be able to log directly into MySCSU located here: MySCSU (hyperlinked) to register and pay for the course. A downloadable PDF guide to the registration and payment process is located here on the website: Guide To Registration & Bill Payment (hyperlinked).

Non-Credit Programs – The registration process for Non-Credit Programs occurs outside of our University Banner system and must be planned appropriately. Please contact Megane Watkins in the University Card Office to discuss your options using our university MarketPlace system.

## 16. What are the different payment options available for our For-Credit Institutes and Non-Credit programs?

For-Credit Institutes - For the convenience of our participants, the university offers a variety of payment methods, including: Cash; personal check, cashier's check or money order; credit card; and online payments.

- ***Cash, Checks and Money Orders:***
  - We ask that participants make these payments in person at the Bursar's Office, located in the Wintergreen Building (Room 121) during regular hours of operation.
    - Monday 8:00 a.m. - 6:00 p.m.
    - Tuesday-Friday 8:00 a.m. - 4:30 p.m.

- ***Credit Card and Online Payments:***
  - These payments can be made directly through the MySCSU site as noted above. A downloadable PDF guide to the registration and payment process is located here on the website: Guide To Registration & Bill Payment (hyperlinked).

Non-Credit Programs – The University strongly encourages credit card payments for all Non-Credit Programs, which can be made directly through our online registration options. If you have not already done so, please contact Megane Watkins in the University Card Office to discuss your registration / payment options and preparation for system setup in MarketPlace. If a participant must pay by check, the academic department will need to manage the collection and deposit process through the Student Accounts Office. When the check arrives, it must be deposited within 24 hours of receipt, and the campus representative will be responsible for visiting the Student Accounts Office and completing a deposit slip. They will also need to remember to use the correct Banner Org # associated with the program.

## 17. I am working with a school district, state agency, or other organization that would like to receive an invoice for payment. How do I make these arrangements?

The first step in this process is for the Faculty Member to verify (with the third party) that SCSU is an approved vendor for this district, agency, or organization. If so, the academic department will need to craft an invoice and track receipt of payment for deposit through the Student Account's Office.

**18. What is the university's cancellation and refund policy for our For-Credit Institutes and Non-Credit programs?**

For-Credit Institutes – As Institutes are credit-bearing courses, they will follow the University refund policy outlined in the Undergraduate Catalog (pgs. 19 and 23) and Graduate Catalog (pg. 32). Links to the PDF versions of the latest university catalogs can be found here on the website: Catalogs (hyperlinked.)

Non-Credit Programs – A participant will need to request a refund in writing (an email will suffice), no later than seven (7) business days prior to the start of the program to receive a full refund. This policy will need to be publicized to participants in all marketing materials (virtual and paper-based) and registration instructions.

## Budget Preparation

**19. Where can I find instructions on the new For-Credit Institute or Non-Credit Program budget template in Excel?**

The new budget template has instructions on Tab #2 of the Excel document. If this is your first time using Excel, submitting a petition form, or if you experience any difficulties, please contact the Associate Dean of Graduate Studies (GSRI) for general guidance. The University has attempted to create a budget template that can be used for a variety of program planning initiatives. However, because each For-Credit Institute and Non-Credit Program is unique, the budget template may need to be adjusted to meet your specific needs. Please contact the Associate Dean of Graduate Studies (GSRI) to discuss any adjustments to the template or if you need general assistance.

## Minimum Enrollments and Program Cancellation Procedures

**20. My For-Credit Institute or Non-Credit Program has not reached the minimum enrollment and needs to be cancelled. What is the procedure and who do I need to contact?**

For-Credit Institutes - The Department Chair will submit a cancellation of the lecturer appointment to the Dean, with a carbon copy to Kathy Yalof in Academic Affairs and Robert Drobish in Scheduling. This cancellation notification should include the title of the cancelled class, semester, name of the instructor, and number of credits (if a For-Credit Institute) so that the salary compensation can be adjusted immediately and students can be notified. The Dean approves the cancellation of the appointment, forwards the cancellation to Academic Affairs, and once signed, it is then forwarded to the Office of Human Resources. The Dean will notify the faculty member that the class is cancelled and the Office of Human Resources will forward the paperwork to the Budget Office for their signature. The Office of Human Resources prepares the cancellation letter and emails it to the Faculty Member's SCSU email address. Human Resources will forward a copy of the cancellation to the Payroll Department for processing. ***Please Note*** - The Registrar's Office will send an email notification to participants registered in For-Credit Institutes. Participants will receive a 100% refund.

Non-Credit Programs – All appointments, honoraria, and agreements must be cancelled through the normal university procedures. The Faculty Member will send an email notification to participants in Non-Credit Programs. Participants will receive a 100% refund.